

Instructions for Online Plasmid Submission



1. Log into your account on Addgene's website.
2. For each plasmid, determine the journal article in which it was first described. Addgene will link each plasmid to its original paper for reference. Search for the article in **Add Article** from the **Deposit Plasmids** menu. Addgene links to NCBI PubMed to find your article.

Once you have found the appropriate article, click on the orange **Submit Plasmids** button to add this article to your account.

Note: If you want to submit plasmids that are not associated with a published article (unpublished or pre-publication), you may do so by creating a mock article using the link at the right of the **Deposit Plasmids > Add Article** page. We can also keep pre-publication plasmids on hold if their publication date is imminent.

If and/or when a publication results from work with these unpublished or pre-publication plasmids, Addgene can easily associate the correct PubMed ID with the appropriate plasmids. Email deposit@addgene.org and we will correctly assign the publication with the plasmids in our system.

3. Addgene will retrieve information associated with your article from the NCBI PubMed database and add it to Addgene's database. Your article will then appear under **Deposit Plasmids > My Articles**.

4. Choose **Submit Plasmids** to begin entering the names of the plasmids associated with your article.

5. For each plasmid, you will be asked to **Enter Data** related to the cloning and distribution of this plasmid. From the article page, you will also have the option of entering plasmid sequence or uploading scanned maps. Please try to be as complete as possible, since this information will be used in the future by your lab and other labs.

6. When you are finished entering plasmid data, go to **Deposit Plasmids > My Articles** and click on "**I am done entering data. Request Deposit Kit.**" You will then have the choice of submitting plasmids from any of the articles you are working on. You may submit more than one article at a time, but all plasmid information must be entered from an article in order for the deposit to be completed.

Once you have selected the articles that you would like to deposit, click on "**Submit Deposit.**" Please enter your shipping information. Addgene will send you instructions for shipping your samples and pre-printed barcodes for labeling your samples.

Questions? See the FAQ link at www.addgene.org for answers to commonly asked questions. You are also welcome to email deposit@addgene.org or call (617) 225-9000 for assistance.