

## 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 **Make a Deposit** menu. Addgene links to NCBI PubMed to find your article.

Once you have found the appropriate article, click on the yellow **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, you may do so by creating a mock article using the link at the bottom of the **Make a Deposit > Add Articles** page.)

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 **Make a Deposit > My Articles**.

4. Choose **Submit Plasmids** to begin entering the name 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 plasmids on the article page, click on "**I am finished entering data for these plasmids.**" 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.

At any time you may also choose **Request Kit** in the **Make a Deposit** menu and arrive at the deposit page. Once you have selected the articles that you would like to deposit, select "**Click here to submit a deposit order.**" Please enter your shipping information. Addgene will send you labels pre-printed with the plasmid name you have provided and a tracking number.

7. When preparing your samples for shipment to Addgene, please follow the instructions on the next page of this document ("**Preparing Your Samples**").

Please see the **FAQ** at [www.addgene.org](http://www.addgene.org) or download the detailed tutorial for answers to some commonly asked questions. Email any further questions, comments, or suggestions to [info@addgene.org](mailto:info@addgene.org). Thank you for participating in Addgene's central plasmid repository for the scientific community!

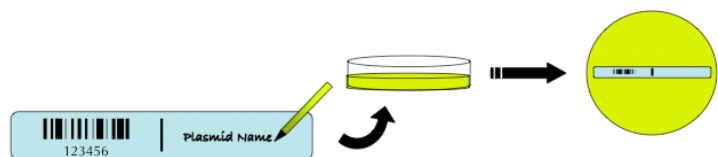
## Preparing Your Samples

### SUBMITTING BACTERIA



Addgene will use the plasmid bacterial stocks you provide to make glycerol stocks for long-term storage in our facility.

Streak bacteria on agar plates or slants. Please streak only one plasmid per agar slant or per 10 cm<sup>2</sup> plate. If you have submitted data online and received labels from Addgene, please attach the labels to the agar side of the plate (ie, not the lid), as shown below. If you are using paper forms, please write the name of the sample and the **Plasmid ID Number** from the plasmid submission form on the plate.



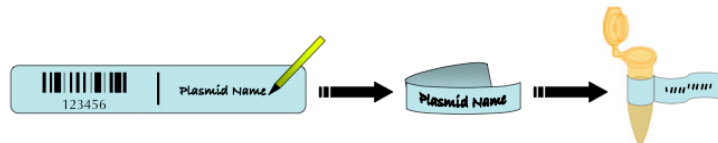
When labeling plates, please attach label to agar side of the plate (ie, not the lid).

### SUBMITTING DNA



Addgene will use the DNA you provide to transform bacteria and subsequently make glycerol stocks for long-term storage in our facility.

If you have submitted data online and received labels from Addgene, please attach the label to an empty microfuge tube as shown below. If you are using paper forms, please write the name of the sample and the **Plasmid ID Number** from the plasmid submission form on the tube.



When labeling tubes with pre-printed stickers from Addgene, please fold the label onto itself to make a “flag” around the tube.

Pipette 20 µL of plasmid (concentration: 0.2 to 1 µg/µL) into the labeled tube. Please take care to match the correct plasmid with the appropriate tube.

### SHIPPING



Whether shipping bacteria or DNA, please comply with safety regulations when preparing shipments. Ship samples to Addgene, One Kendall Square, Building 600, 3<sup>rd</sup> Floor, Cambridge, MA 02139, Attn: Deposits.

Please see the FAQ at <http://www.addgene.org> for answers to some commonly asked questions. Email any further questions, comments, or suggestions to [info@addgene.org](mailto:info@addgene.org). Thank you for participating in Addgene's central plasmid repository for the scientific community!