

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, you may also do so via the **Deposit Plasmids > Add Article** 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 **Deposit Plasmids > My Articles**.

4. Click on **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. 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 the green button that says, "**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.

Once you have selected the plasmids that you would like to deposit, click on "**Continue.**" 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.