Managing Publications in caNanoLab - 2021-06-24

Making an item public

Once you log into caNanoLab, you can create and save samples, publications, and protocols to caNanoLab and modify access to an item. If you are a curator, you can also make the saved item publicly-accessible. If you are *not* a curator, you must submit the item to a curator for review and approval for public release.

This section describes caNanoLab features associated with caNanoLab's publication features. Topics discussed in this section include:

- Publications Overview
- Creating a Publication
- Editing a Publication
  - Sharing a Publication with a User or Group
  - Making a Publication Public
- Searching for Existing Publications
  - Publication Results
- Searching for Samples by Publication
  - Sample by Publication Search Results
- Additional Publication Tasks
  - Printing Publication(s)
  - Exporting Publication(s) to a Spreadsheet
  - Deleting a Publication from a Sample
  - Bookmarking a Publication to My Favorites
- Managing Publications From an Open Sample

Publications Overview

When you click the **Publications** menu, from Manage Publications you can

- Create a New Publication
- Search Existing Publications
- Search for Samples by Publication

You can also perform the following functions with a publication.

- Share a publication and make it public
- Edit a publication
- Bookmark a publication in My Favorites

Return to top

Creating a Publication

Create Publication allows you to identify a publication and associate it with one or more samples.

To create a sample publication

1. Choose a method of initiating the process:
   - To create a publication (and optionally add it to multiple samples): Click **Publications**. The Manage Publications page appears. Click **Create a New Publication**. The Create Publication page appears. Select a publication type.
   - To add a publication to one sample: Search for the sample. In the search results, click **Edit**. In the Navigation Tree, click **Publication**. Next to the appropriate publication type, click **Add**. The Edit (sample name) Publication page appears.

NAVIGATION TREE
GENERAL INFO
COMPOSITION
CHARACTERIZATION
PUBLICATION
SYNTHESIS

2. Fill in the following information. Fields may change, depending upon your launching point and your selection of Publication Type.

To enter an alternative to an option, select **other** if available and enter a value. The value is added to the list of options.

Sample Publication Criteria	Description
Publication Type*	Select (or review) the type of publication from the drop-down list. *Pre-selected if starting from within a sample.*
Publication Status*	If appropriate, from the drop-down list, select the appropriate status. Or if appropriate, simply review the status. • In Preparation • In Press • Published • Submitted
Title*	Enter the title. (Refer to PubMed ID description for how to auto-populate this field)
Year of Publication	Enter the year that the publication was published.
Authors	To add an author to the publication, click **Add.** In the panel, enter the Last Name, First Name, and Initials of the author. Confirm that you have read and understood the following message. Click **Save**. Enter only *public business-related* contact information into these fields (such as institutional points of contact used in public publications). *Do not* add private contact information here, as this information will be made available to the public viewing the system. The system will contact you yearly, via the email address you provide, to ask if you would like to correct, update, or delete this information. If you would like to update it earlier, contact us via caNanoLab-Support@isb-cgc.org. To edit an author, click **Edit**, make changes to the name, and click **Save**. The changes are saved. To remove an author, click **Edit** next to the author's name, and click **Delete** in the panel.
Keywords	Enter a term that can be used in a search query to find the publication. Enter one keyword on each line.
Description	Enter the description for the publication.
Research Category	Check (or review) the Research Category relevant to the publication. Unknown macro: 'hide' To select multiple categories, you can Shift-click or Ctrl-click.
Upload or Enter File URL	Click **Browse** to navigate to the publication to be associated with the sample, or enter the URL where the publication is located.
Sample Name	There are two options to add samples to a publication: Enter one sample name per line in the **Sample Name** box. OR Click **Search Samples** and a list of samples appears in a list box. Select one or more samples. To select multiple samples, you can Shift-click or Ctrl-click. Click **Select**, and the selected samples are added to the **Sample Name** box.
Access to the Publication	For more information, refer to Sharing a Publication with a User or Group or Making the Publication Public.

3. When you are done entering information, click **Submit**.

> **My Workspace**
>
> After saving, the publication is listed on **My Workspace** where you can manage all of your saved publications, and view any publications that a user has shared with you.

4. Once you save the publication, the Edit Publication page opens. With the appropriate security permissions you can
   a. Edit the publication information.
   b. Share a publication.
   c. Make it public.

Return to top

Editing a Publication

To edit a publication

1. Perform a publication search.
2. From the search results, click **Edit** in the Actions column.
3. From the Edit Publication page, edit the following information as needed.

Publication Criteria	Description
Publication Type*	Review the type of publication in the drop-down list. The criteria displayed varies depending on the Publication Type that you select.
Publication Status*	In the drop-down list, review the status. • In Preparation • In Press • Published • Submitted
PubMed ID	PubMed ID (can be a hyperlink). Once you enter the ID, the other appropriate data fields on this form, such as Title, Journal, Authors, etc., are automatically populated. You can enter keywords and description, however, to override the text from PubMed. If you remove the PubMed ID, the related data fields are cleared.
Digital Object ID	Appropriate DOI.
Title*	Enter text for the title of a publication.
Journal	Journal in which publication occurs.
Year of Publication	Year of the publication.
Volume	Volume of the publication
Start/End Page	Page range for the publication
Authors	To add an author to the publication, click **Add.** In the panel, enter the Last Name, First Name, and Initials of the author. Confirm that you have read and understood the following message. Click **Save**. Enter only *public business-related* contact information into these fields (such as institutional points of contact used in public publications). *Do not* add private contact information here, as this information will be made available to the public viewing the system. The system will contact you yearly, via the email address you provide, to ask if you would like to correct, update, or delete this information. If you would like to update it earlier, contact us via caNanoLab-Support@isb-cgc.org. To edit an author, click **Edit**, make changes to the name, and click **Save**. The changes are saved. To remove an author, click **Edit** next to the author's name, and click **Delete** in the panel.
Keywords	Enter one or more logical terms that can be used to find the publication. Enter one term per line.
Description	Enter a description for the publication.
Research Category	Check (or review) the Research Category relevant to the publication. Unknown macro: 'hide' To select multiple categories, you can Shift-click or Ctrl-click.
Upload or Enter File URL	Click **Browse** to navigate to the publication to be associated with the sample, or enter the URL where the publication is located.

Sample Name	There are two options to add samples to a publication. Enter one sample name per line in the **Sample Name** box. OR Click **Search Samples** and a list of samples appears in a list box. Select one or more samples. To select multiple samples, you can Shift-click or Ctrl-click. Click **Select**, and the selected samples are added to the **Sample Name** box.
Access to the Publication	For more information, refer to Sharing a Publication with a User or Group or Making the Publication Public.

4. When you are done editing the publication, click **Submit**.

Return to top

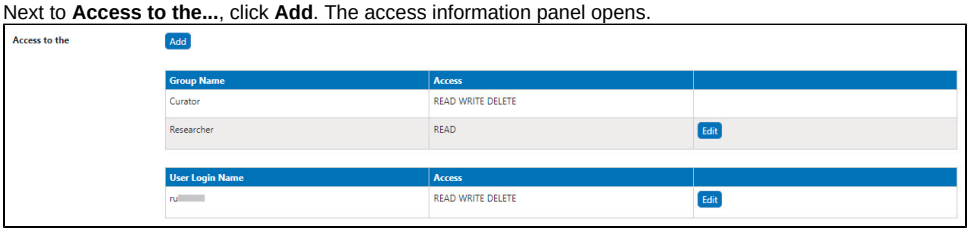
Sharing a Publication with a User or Group

The following sections describe how to share an item with a user or collaboration group. To make it available to the public, you must be a curator *OR* submit it for review first.

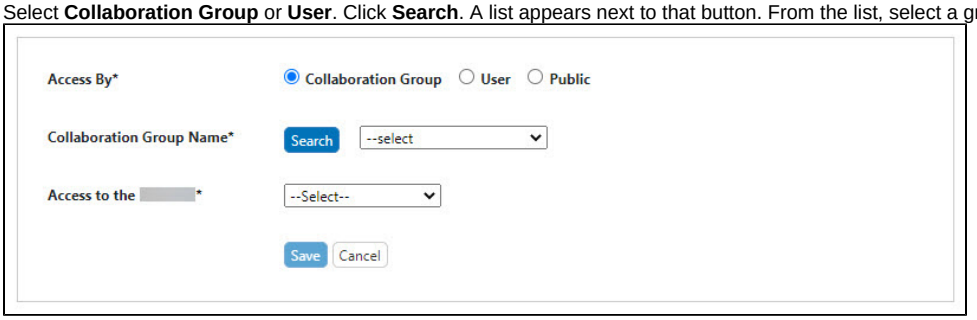
Specifying User or Group Access

To share with a user or collaboration group

1. From the Update page, the **Access to the** panel lists who initially has access to the item based on your user role.
   a. As a **Public** user, you have access, along with any Researcher or Curator.
   b. As a **Researcher**, you have access, along with any Curator.
   c. As a **Curator**, you have access, along with any other Curator.
2. Next to **Access to the...**, click **Add**. The access information panel opens.



3. Select **Collaboration Group** or **User**. Click **Search**. A list appears next to that button. From the list, select a group or user.



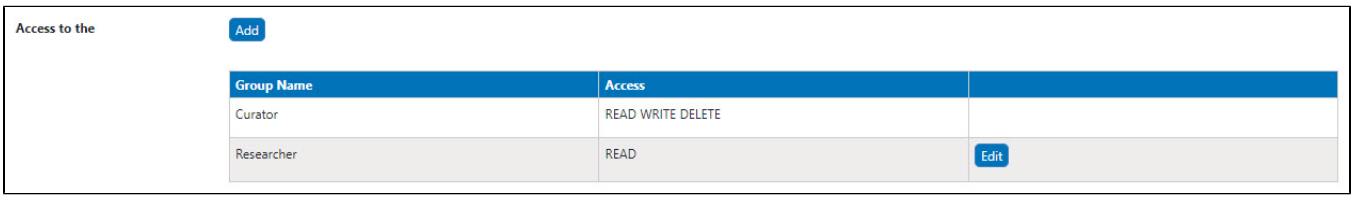
4. From the **Access to the...** list, specify **READ** (only) or **READ WRITE DELETE** access.

> **Public Access to**
>
> If you are a curator and select **Public**, **Access to** is pre-populated with **READ** (only) and cannot be changed.

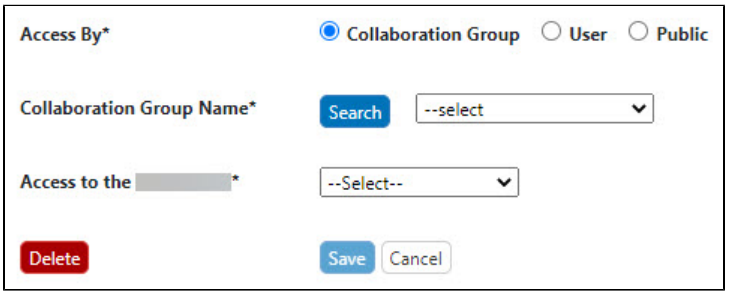
5. Click **Save**. The system updates the access information panel and updates the item in My Workspace.

Editing and Removing Access

To edit the access: From the Update page, in the **Access to the ...** panel, locate the access entry you want to edit. Next to that entry, click **Edit**. Make changes to the access and click **Save**. The system updates the access information panel.



To delete a listing: From the Update page, click **Edit** next to the access entry. From the access information panel, click **Delete** and confirm the deletion. The system updates the access information panel and updates the item in My Workspace.



Return to top

Making a Publication Public

Submitting a Database Item for Review

If you are *not* a curator and want to make your sample, publication, or protocol, publicly-accessible, you must submit it for review once it is saved to the caNanoLab database.

1. At the bottom of the Create or Update page, click **Submit for Review**.

   The status of the database item on your My Workspace page changes to *Pending.*

   Once a curator reviews the item and is satisfied, the curator will change the access to *Public.*
2. The status of the database item on your My Workspace page will then change to *Public.*

> **Updating a Public item**
>
> If you update an item after it is Public, you must submit the item for review again for the changes to be reflected in the Public version.

Making a Database Item Publicly-Accessible (Curator Only)

To make an item public, you must be a curator and access the **Curation** menu. For more information, refer to Reviewing Data Pending Release.

Return to top

Searching for Existing Publications

> **If you are not logged in or are browsing caNanoLab**
>
> If you are not logged into caNanoLab and perform a search or you are browsing caNanoLab from the public home page, only publicly-accessible items will be returned in the search results. This also applies to Performing a caNanoLab Keyword Search.

To search for existing saved publications

1. Click **Publications**. The Manage Publications page appears.
2. Click **Search Existing Publication**.

> **Leaving all search criteria blank**
>
> There are no required fields when you specify search criteria. If you leave all the fields blank, all items are returned.

3. From Search Publications, fill in the following information as needed.

Publication Search Options	Description

Publication Type	Select the type of publication from the drop-down list.
Research Category	Check (or review) the Research Category relevant to the publication. Unknown macro: 'hide'
PubMed ID	Enter the PubMed ID, if known. Once you enter the ID, the other appropriate data fields on this form, such as Title, Journal, Authors, etc., are automatically populated. You can enter keywords and description, however, to override the text from PubMed. If you remove the PubMed ID, the related data fields are cleared.
Digital Object ID	Enter the name of the digital object ID, if known.
Publication Title	Enter text for the title of a publication. Select **Contains** (for search using partial text) or **Equals** (for exact text search).
Authors	Enter the last name of an author. For more authors, add one author's last name per line.
Keywords	Enter one or more logical terms that can be used to find the publication. Enter one term per line.
Sample Name	Enter text for the name of a sample. Select **Contains** (for search using partial text) or **Equals** (for exact text search).
Composition	**Nanomaterial Entity** Select the nanoparticle category to which the sample targeted by the search belongs. *Example:* Dendrimer **Functionalizing Entity** Select the functionalizing category to which the sample targeted by the search belongs. **Function** Select the function type category which best fits the nanomaterial entity. If you select **imaging function**, you must specify an Imaging Modality Type. Unknown macro: 'hide'

4. Click **Search**. The Publication Search Results page appears.

Return to top

Publication Results

Publications Search Results display sorted by Creation Date with information appropriate for the publication type.

The following table lists and describes the Publications Search Results columns.

Publications Search Results Columns	Description
Actions	Click **View** in the first column to display the publication abstract and information on the PubMed web site. **Note:** **Edit** is only available for people that have an account and are logged into the system and are associated with the publication. Click **Add to Favorites** to add a bookmark for the publication on your **My Favorites**. When the system has successfully added the publication to your favorites, the *Added to Favorites* message appears in the column.
Bibliography Info	Lists bibliography information about the publication and provides a link to the publication abstract at PubMed.gov.
Type	The publication category you selected when you created the report.

Research Category	The research category you selected when you created the document.
Associated Sample Names	Names of sample(s) associated with the publication
Description	Click **View** to display a popup with a complete description of the Publication.
Status	Review the status. • In Preparation • In Press • Published • Submitted
Created	Date the publication was submitted

Return to top

Searching for Samples by Publication

To search for publications associated with one or more samples

1. Click **Publications**. The Manage Publications page appears.
2. Click **Search for Samples by Publication**.

> **Leaving all search criteria blank**
>
> There are no required fields when you specify search criteria. If you leave all the fields blank, all items are returned.

3. Enter the ID number.
4. From Sample Search by Publications, specify the **Type** of sample ID, PubMed or DOI.
5. Click **Search**. The Sample by Publication Search Results page appears.

Sample by Publication Search Results

The following table lists and describes the Sample Information by Publication Search Results columns.

Publications Search Results Columns	Description
Publication REF	Click the hyperlink to open PubMed.gov for that Publication.
Authors	The author(s) of the publication.
Title	The title of the publication.
Sample Composition	Click the link to open the caNanoLab Sample Composition form.
Sample Characterization	Click the link to the open the caNanoLab Sample Characterization form.
Journal	The journal where the publication was published.
Year	The year that the journal was published.
Vol(Lss)Pg	The volume and page number in the journal where the publication was published.

For any entry, click on the hyperlink in the **Publication REF** column (first) to open the associated file.

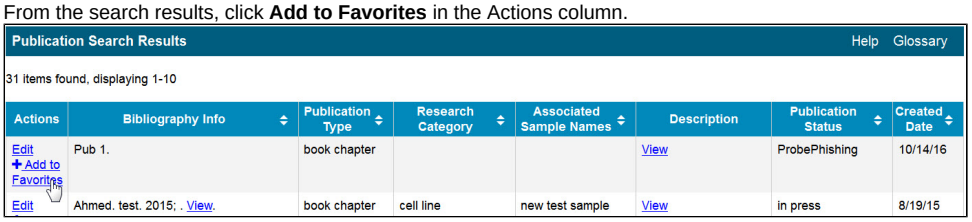
Return to top

Additional Publication Tasks

The following table lists how to edit a publication with the following techniques.

> **Updating data after it is Public**
>
> Once data is made Public, you can update the data, but it will be retracted from Public and you will need to resubmit it to the curator again for review.

> **If you do not see the button**
>
> If a button does not display, you have read-only access to the data.

Task	How to
Printing Publication(s)	To print the publication(s) 1. Click **Sample** and **Search Existing Samples**. 2. Click **Edit** in the search results. 3. In the Navigation Tree, click **Publication**. The **All** tab displays the summary of any publications associated with the sample. 4. Click **Print** at the top right of the page.
Exporting Publication(s) to a Spreadsheet	To export the publication(s) to a spreadsheet 1. Click **Sample** and **Search Existing Samples**. 2. Click **Edit** in the search results. 3. In the Navigation Tree, click **Publication**. The **All** tab displays the summary of any publications associated with the sample. 4. Click **Export** at the top right of the page. To export all publication information to JSON or XML, refer to Exporting Sample Information to JSON or XML
Deleting a Publication from a Sample	Deleting a publication from a sample removes its association with the open sample. The publication remains in the database and is available for To delete a publication from a selected sample 1. Click **Sample** and **Search Existing Samples**. 2. Click **Edit** in the search results. 3. In the Navigation Tree, click **Publication**. The **All** tab displays the summary of any publications associated with the sample. 4. Click **Edit** at the right of the section you want to delete. 5. From Publication, click **Delete**. 6. Confirm the deletion.
Bookmarking a Publication to My Favorites	**My Favorites** displays samples, protocols, and publications that you bookmark for quick access. To add a publication to My Favorites 1. Click **Publication** and **Search Existing Publication**. 2. From the search results, click **Add to Favorites** in the Actions column.  When the system has successfully added the publication to your favorites, the *Added to Favorites* message appears in the column.

Publication Search Results — Help Glossary

31 items found, displaying 1-10

Actions	Bibliography Info	Publication Type	Research Category	Associated Sample Names	Description	Publication Status	Created Date
Edit + Add to Favorites	Pub 1.	book chapter			View	ProbePhishing	10/14/16
Edit	Ahmed. test. 2015; . View.	book chapter	cell line	new test sample	View	in press	8/19/15

Return to top

Managing Publications From an Open Sample

Once a publication is saved and associated with one or more samples, when you search for and edit the sample, you can view the publication(s) from the Navigation Tree, **Publications** option.

Publications Menu Versus Publications Navigation Tree

If you use the **Publications** menu, you can associate multiple samples with one publication. If you open a sample first from the Navigation Tree, you can copy the publication to additional samples the same way you copy characterizations to multiple samples. Refer to Copying Characterizations.

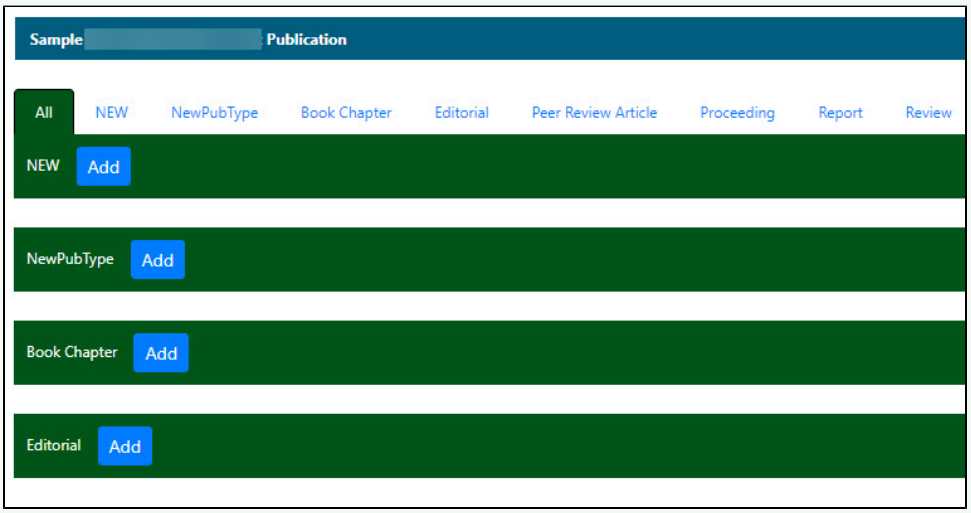
To access publications function in the Navigation Tree

1. Click **Samples** and **Search Existing Samples**. The Sample Search page appears.
2. Fill in criteria, and click **Search**. The Sample Search Results page appears.
3. In the search results, in the row for the sample you want to edit, click **Edit**. The Update Sample page appears, with the Navigation Tree on the left sidebar. The Navigation Tree comprises functions which you can use to add annotations to the sample.

NAVIGATION TREE
GENERAL INFO
COMPOSITION
CHARACTERIZATION
PUBLICATION
SYNTHESIS

4. In the **Navigation Tree**, click **Publication.** The **All** tab displays publications associated with the sample, and the publication identifier, title, authors and year, where appropriate. Additionally, each publication category tab displays its corresponding publications.

Access to publications



With read-only access, you can review a summary of the publications added to the sample on the All tab.

5. To open a publication, click the **Abstract/Download** hyperlink.
6. To add a publication to the open sample, click the **Add** button corresponding to the publication type on the **All** tab or select a publication type tab and add a publication to the sample.

Return to top