

Editing a Publication

To edit a publication

1. Perform a publication search, as described in [Searching for Existing Publications](#).
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*	<p>Review the type of publication in the drop-down list.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  The criteria displayed varies depending on the Publication Type that you select. </div>
Publication Status*	<p>In the drop-down list, review the status.</p> <ul style="list-style-type: none"> • In Preparation • In Press • Published • Submitted
PubMed ID	<p>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.</p> <p>If you remove the PubMed ID, the related data fields are cleared.</p>
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	<p>To add an author to the publication, click Add. In the panel, enter the <i>full</i> last name, the <i>full</i> first name, and the first and middle initials of the author. Confirm that you have read and understood the following message. Click Save.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Enter only <i>public business-related</i> contact information into these fields (such as institutional points of contact used in public publications). <i>Do not</i> 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.</p> </div> <p>To edit an author, click Edit, make changes to the name, and click Save. The changes are saved.</p> <p>To remove an author, click Edit next to the author's name, and click Delete in the panel.</p>
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	<p>Check (or review) the Research Category relevant to the publication.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  Unknown macro: 'hide' </div> <p>To select multiple categories, you can Shift-click or Ctrl-click.</p>

Upload or Enter File URL	<p>Select Upload or Enter File URL.</p> <p>a. If you select Upload: Click Choose File. Browse and select the publication (up to 30 MB).</p> <p>b. If you select Enter File URL: Enter the URL where the publication is located.</p>
Sample Name	<p>There are two options to add samples to a publication.</p> <p>Enter one sample name per line in the Sample Name box.</p> <p>OR</p> <p>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.</p>
Access to the Publication	<p>For more information, refer to Sharing a Publication with a User or Group or Making a Publication Public.</p>

If you paste text into an input field, review it before submitting the text to the system. Make sure the formatting (such as superscript, subscript, bold, and Italics), Greek letters, and other special characters appear as expected. For details, refer to [Correcting Special Text](#).

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