

# 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

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. <i>Pre-selected if starting from within a sample.</i>
Publication Status*	If appropriate, from the drop-down list, select the appropriate status. Or if appropriate, simply review the status. <ul style="list-style-type: none"><li>In Preparation</li><li>In Press</li><li>Published</li><li>Submitted</li></ul>
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	<div>To add an author to the publication, click <b>Add</b>. 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 <b>Save</b>.</div> <div>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 <a href="mailto:caNanoLab-Support@isb-cgc.org">caNanoLab-Support@isb-cgc.org</a>.</div> <div>To edit an author, click <b>Edit</b>, make changes to the name, and click <b>Save</b>. The changes are saved.</div> <div>To remove an author, click <b>Edit</b> next to the author's name, and click <b>Delete</b> in the panel.</div>
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	<div>Check (or review) the Research Category relevant to the publication.</div> <div><div> Unknown macro: 'hide'</div><div>To select multiple categories, you can Shift-click or Ctrl-click.</div></div>
Upload or Enter File URL	<div>Select <b>Upload</b> or <b>Enter File URL</b>.</div> <div><div>a. If you select Upload: Click <b>Choose File</b>. Browse and select the publication (up to 30 MB).</div><div>b. If you select Enter File URL: Enter the URL where the publication is located.</div></div>

Sample Name	<p>There are two options to add samples to a publication:</p> <p>Enter one sample name per line in the <b>Sample Name</b> box.</p> <p>OR</p> <p>Click <b>Search Samples</b> 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 <b>Select</b>, and the selected samples are added to the <b>Sample Name</b> box.</p>
Access to the Publication	For more information, refer to <a href="#">Sharing a Publication with a User or Group</a> or <a href="#">Making a Publication Public</a> .

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](#).

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 perform the following functions:
  - a. [Editing a Publication](#)
  - b. [Sharing a Publication with a User or Group](#)
  - c. [Making a Publication Public](#)