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🌐 Creating a protocol with protocols.io for BD2

This protocol is a draft, published without a DOI.

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[1]BD2

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BD2

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https://protocols.io/view/creating-a-protocol-with-protocols-io-for-bd2-dfhi3j4e

Protocol status: Working
We use this protocol and it's working

Created: June 12, 2024

Last Modified: June 12, 2024

Protocol Integer ID: 101642

Funders Acknowledgement:
BD2

Abstract

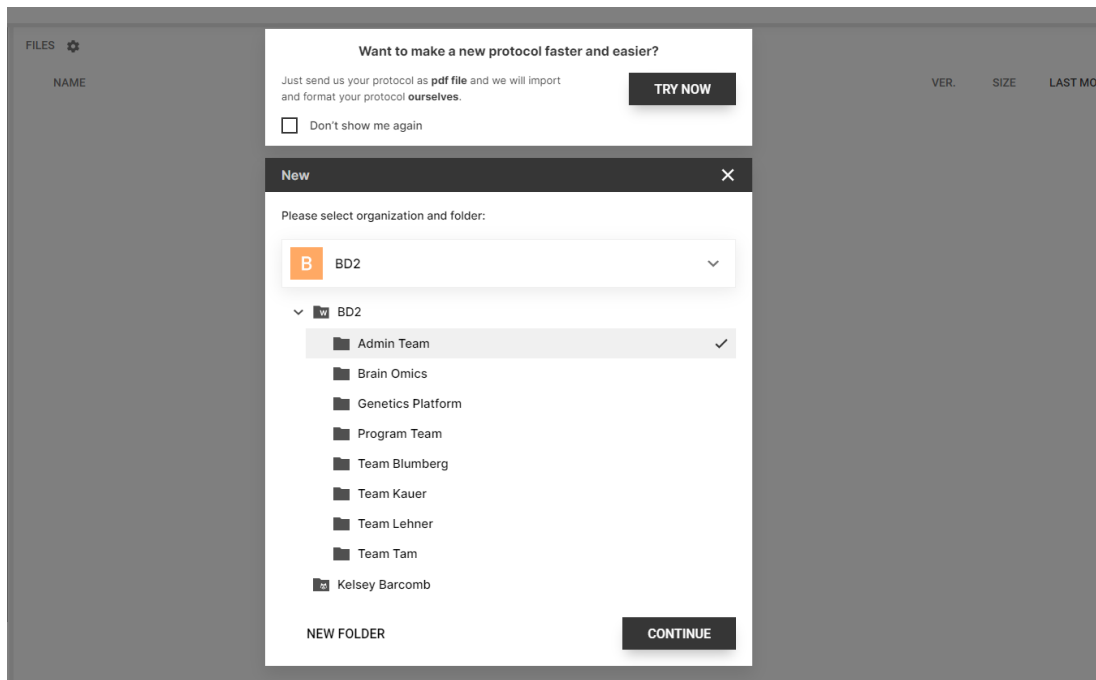This protocol describes how to create and post a protocol on the BD2 workspace.

Create a new protocol file on the BD^2 workspace

1 Login and open your team's folder. In the upper right corner click 'NEW +' and then 'New protocol'.

Screenshot of menu on protocols.io landing page.

2 Confirm the destination folder for the new protocol. Click continue.

Screenshot of folder selection menu that pops-up after 'New protocol' is selected.

3 In the title bar where it says 'untitled protocol', give your protocol a descriptive name.
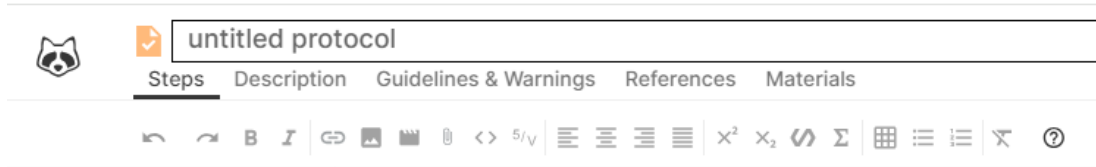
Screenshot of the title bar

> **Note**
>
> The title should at a minimum include the general name of the technique and the setting it is used in.
>
> Some examples:
>
> Do: Immunohistochemistry in postmortem tissue sections from rodent brain
> Don't: IHC
>
> Do: Preparation of induced pluripotent stem cells (iPSCs) from human samples
> Don't: iPSCs

3.1   Your protocol should now be visible in the main BD^2 workspace landing page. You may need to refresh the page to see it.

Add steps to the protocol

4   This step describes adding steps manually using 'Insert step' and related functions. See the next step for instructions on adding steps from text.
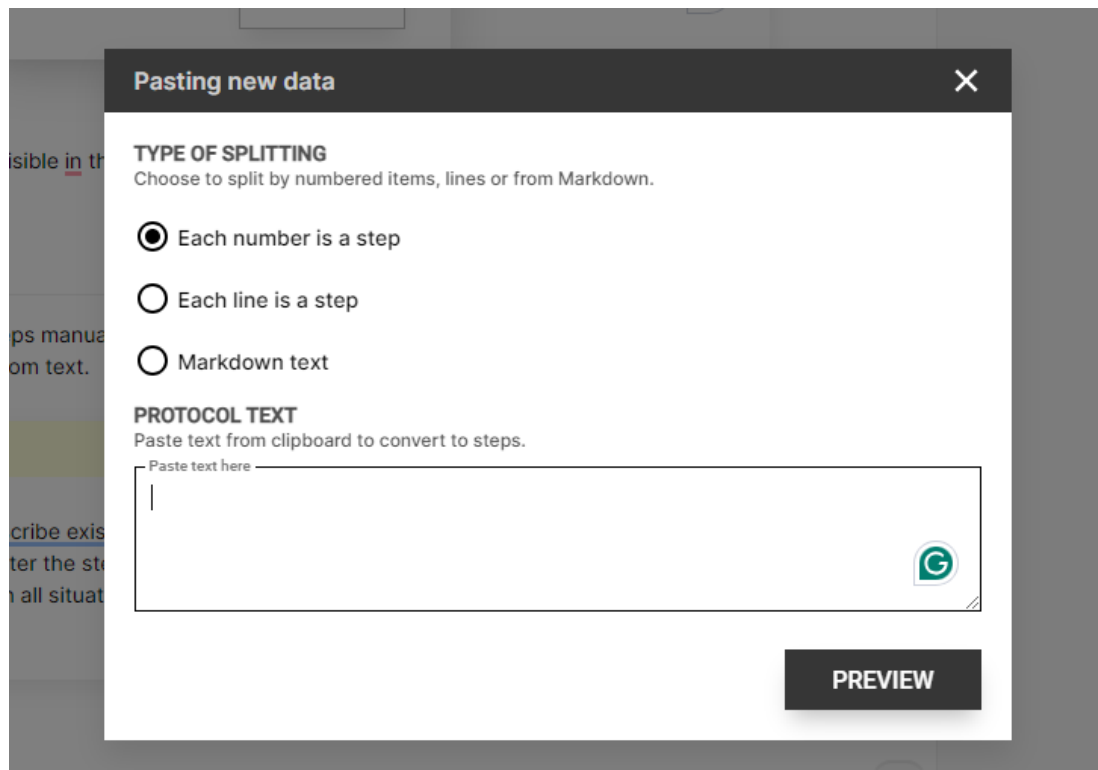
> **Note**
>
> It is recommended to transcribe existing protocols into the protocols.io format. Using an existing protocol, you can either enter the steps here one at a time (the manual option) or import text. Neither method will work in all situations and it is recommended to try both to see what works best for your specific protocols.

4.1   Add steps and sections using either the menu on the left or by clicking '+ New' on the body of the page.

5   This step describes adding steps from text. See the previous step for instructions on adding steps manually.

5.1 Click 'Insert steps from text' on the left menu bar.

5.2 Indicate the manner in which steps are split in the protocol and paste the text into the text box.

5.3 Click preview and edit the resulting text as needed. You may need to adjust how the steps are split.

6 Adjust and annotate steps as needed. You may need to convert steps to sub-steps or add annotations using the 'Components' menu on the right side of the screen.

Some common changes are added in sub-steps below.

6.1 Sub-steps.
To convert a step to a sub-step, click the 6 dots to the left of the step and select 'Convert to sub-step'.

6.2 Critical steps
To mark a step as critical, click the 6 dots to the left of the step and select 'Mark a critical step' and select the appropriate icon(s) to label the step.

6.3   Notes.

Under the components menu select 'Note' to add in a note. Notes are useful for adding troubleshooting details or tips to your protocol.

6.4   Reagent or Equipment.

To add a link to a specific reagent or piece of equipment, use these relevant functions under the Components menu. These options allow you to link the protocol to the specific company and product and provide annotations on product identification.

Any materials added will automatically populate the 'Materials' tab on the top of the page.

Add protocol description

7   Navigate to the 'Description' section of the protocol at the top of the screen

Screenshot of the top menu with Description selected

8   Add an abstract. As per protocols.io recommendations, "The recommended abstract format is to include 1-2 sentences that summarize the protocol, followed by 1-2 sentences that describe the expected results. If this is an updated version or a fork, you should also briefly summarize the major changes and optimizations."

9   Add the protocol authors.

> **Note**
>
> Be sure to notify all individuals who are added as authors that they will be listed and provide an opportunity to review the protocol. You do not need to add individuals outside of your team or lab who were involved in the origin or invention of the technique. If there are previous studies on which this protocol is based, these citations can be added within the 'References' menu.

10   As is applicable, add any other details within the Description section. These are all optional, though you are encouraged to add citations to any publications that reference this protocol.

Converting a private protocol to another status

11   After you create a protocol, it is saved as a draft. This protocol can be converted to multiple status types, as described below.

11.1   Post draft.
This option allows you to post a draft of a protocol to make it public. The protocol can no longer be changed, but it can be deleted. This is useful for sharing within a network a protocol that is not yet ready for publication.

11.2   Reserve DOI.
This option allows you to obtain a DOI for a protocol that is not yet public. This status is useful for adding DOIs into a manuscript submission that has not yet been published. It requires updating the status once the manuscript is fully published.

11.3   Publish.
This option allows you to obtain a DOI and makes your protocol public. It can be searched for within the protocols.io public index. This status is required for final publication.

11.4   Versioning and forking a protocol.
An existing protocol that needs to be updated for a new publication or usage can be versioned or forked. Versioning should be used for updating the same protocol and forking should be used for creating a new workflow based on an existing protocol.