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Protocol Publishing QC Checklist (Warinner Group)

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Protocol status: Working

We use this protocol and it's working

Created: October 22, 2019

Last Modified: July 08, 2025


Protocol Integer ID: 29031

Keywords: quality control, checklist, meta protocol, protocol publishing qc checklist, qc checklist, warinner group, members of the warinner group, protocol, group

Abstract

This protocol serves as a QC checklist which **must** be completed prior for a protocol to be made public, for all protocols written by members of the Warinner Group.

Safety warnings

 You **must** not make your protocol public until this check list has been completed.

Before start

Use this checklist with the 'RUN' functionality of protocols.io. This can be accessed with the 'RUN' button to the left of share, when looking at the protocol in the file manager. This CAN be resumed, if not completed immediately.



Rename the document: '<YOUR PROTOCOL> - QC Checklist'

Move the 'run' document in folder in the file manager under: *Groups/WarinnerGroup/Protocol Publishing Checklist/Checklists*.



Standardisation

- 1 Have all editors of the protocol been added as authors?

Note

If unsure who may have edited, please ask on the Microbiome Sciences slack workspace under the #protocols channel

Note

Commenters do not qualify as a co-author by default

- 2 Has the 'owner' of the protocol been transferred either to a main author or administrator (Tina, Irina, or Raphaela)?
- 3 If this protocol has been previously published in a journal, has the citation been added under 'description'?

Reagents

- 4 Are all materials, reagents and machines/devices added to materials?

Note

This should include even simple devices such as vortexers or rotators!


- 5 Are all reagents the version that you used? If the kit has changed (e.g. MoBio kit is now renamed as PowerSoil), make sure that all future versions of the protocol have the latest version. If necessary, add this to the protocols.io database with SKU number and manufacturer's website link!

Note

If a kit has been renamed, ensure that the solutions you use are also named the same as the kit



Standardisation

- 6 Are all pre-preparation steps already defined early in the protocol (e.g. cooling a rack to  4 °C)?
- 7 Have you indicated pause-points for all tube labelling steps (as this can take a long time)?
- 8 Are all measurement units in a _universal_ format (i.e. they should be metric, or device type natural - RCF and not RPM for centrifugation)?
- 9 Have all components been added, where applicable (i.e. amounts, temperatures, duration)

Note

This can be accessed in the black bar on the right of the protocol page. These are useful when 'running' a protocol, as it provides you with timers and converters.

Language

- 10 Has your language been reviewed for 'standard' protocol writing (i.e. as would be in a journal?) by someone experienced in the lab?
- 11 **Optional** if not a native speaker, have you had the protocol reviewed by a native speaker?
- 12 Have you had the protocol reviewed by someone not familiar with the protocol or lab (to ensure there is no assumed language)



Publication Plan

- 13 Have you discussed with the lab whether this protocol should go through a 'public beta' phase (i.e. open for a fixed period for public comments prior publishing with a DOI)?

Approval



- 14 Have you had your protocol approved by an administrator (Raphaela, Irina)?
- 15 Have you had your protocol approved by the lab head (Tina)?