

PPMS Publication submission guide.

Users are invited to submit any recent publication records associated with the systems used in the Imaging and Flow Cytometry Core and the Bioresearch Support Core.

1. To submit a new Publication to PPMS database, hover the mouse onto **Publications** located at the header bar.



PPMS for the Imaging, Flow Cytometry and Bioresearch Support Core - IFCBSC

A screenshot of a web page header. It features a grey navigation bar with several links: 'Home', 'Book', 'Order', 'Request', 'Documents', 'Schedules', 'Reports', 'Publications' (which is highlighted with a red box), 'Profile', and 'Logout'. Below this is a black bar containing the text 'Group/Account Management'. The 'Publications' link is the one being referred to in the instructions.

2. You will be directed to **Publications** page. Previous submissions can be reviewed here. Click **Add a publication** button to add a new publication.



PPMS for the Imaging, Flow Cytometry and Bioresearch Support Core - IFCBSC

A screenshot of the 'Publications' page. The header is identical to the previous image. The main content area has a heading 'My publications and publications for my group(s)' with a horizontal line underneath. Below this is a button labeled 'Add a publication' with a red arrow pointing to it from the left.

3. Enter either the **PubMed ID** or **DOI** (if known) in the corresponding text box then click **Search and populate publication details from online databases** button.

Publication details

PubMed ID (if known)

512345

DOI (if known)

Open DOI in a new window.

Search and populate publication details from online databases



Journal Name

You can also select from this list

▼

*

Year of publication

 2... ▼

Month of publication

 0... ▼

Volume/page (if known)

Title

*

4. The publication details: **Journal Name**, **Year of publication**, **Month of publication**, **Volume/Page** and **Title** will be populated simultaneously in the shown fields respectively.

Publication details

PubMed ID (if known)

512345

DOI (if known)

10.1177/27.11.512345

Open DOI in a new window.

[Search and populate publication details from online databases](#)

Journal Name

The journal of histochemistry and cytoch

You can also select from this list

*

Year of publication

2...

Month of publication

0...

Volume/page (if known)

27:1539-42

Title

Morphometry of the chinchilla organ of Corti and stria vascularis.

*

If neither PubMed ID nor DOI is known, please input the publication details manually.

5. Scroll down and you will find your PI group preselected under **Groups** section.
If another **HKU PI group** contributed to the reported publication, enter the group PI's name in the drop-down list text box, then click the **Add** button.
Repeat this step to add multiple PI groups as needed.

Groups

CHAN



Add a group

Select a group

add

CHAN TAI MAN

CHAN, Tai Man

6. Scroll down and you will find the systems that you recently used preselected under **System or Equipment Used**.

Click the **minus button** to remove the system(s) if it is not associated with the publication.

Systems or equipment used

Flow - Cell Analyzer Agilent NovoCyte Advanteon BVR 

Flow - Cell Analyzer Agilent NovoCyte Advanteon BVYG 

Flow - Cell Analyzer Agilent NovoCyte Quanteon 

Add a system

Select an instrument

add

To add additional instrument(s) that contributed to the reported publication, enter the instrument name into the drop-down list text box under **System or Equipment Used**.

Repeat this step to add multiple instruments as needed.

Systems or equipment used

Add a system

Select an instrument

add

LSM 780

Imaging - Confocal Microscope LSM 780 with 2-photon

Imaging - Software for Analysis ZEN for LSM 780/ LSM 800/ LSM 880

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7. It is not necessary to modify **Services or consumables ordered, Project linked to the publication, Facility staff acknowledged**.

Skip those fields and click **Submit** to proceed with the submission.

Services or consumables ordered

Add a service or consumable

Select a service or consumable

SKIP

add

Projects linked to the publication

Add a project

Select a project

SKIP

Facility staff acknowledged

Add a staff

Select a staff

SKIP

Submit

8. Entries submitted by your group can be reviewed and edited under **My Publications** and **Publications for My Group(s)**.

My publications and publications for my group(s)

Add a publication

Date	Journal	PUBMEDID	DOI	Title	Details
					<p>Authors</p> <p>• [REDACTED]</p> <p>Groups</p> <p>• [REDACTED]</p>

9. Repeat steps 2 to 8 to report additional publications as needed.