

# GenBank sequence submission

1. If you have not already done so, go to your User Profile and fill in your middle initial (if you have one).

“My Profile” ----> “User Profile” ----> “Edit Profile”, enter your middle initial, then click “Submit Edits”

The screenshot shows the 'User Profile' page. At the top, there are tabs: 'Species Checklists', 'Specimen Management', and 'User Profile'. The 'User Profile' tab is selected. Below the tabs, the 'Profile Details' section shows user information for Andrew N Miller. A red arrow points to the 'User Profile' tab. Below the profile details, there are links: 'Edit Profile', 'Change Password', 'Change Login', and 'Manage Access'. A red arrow points to the 'Edit Profile' link. The 'Edit User Profile' section contains various fields: First Name (Andrew), Middle Initial (N), Last Name (Miller), Title (Mycologist), Institution (University of Illinois), Department (Illinois Natural History Survey), Street Address (1816 South Oak Street), City (Champaign), State (IL), Zip Code (61820), Country (United States), Email Address (amiller7@illinois.edu), and Uri (http://www.inhs.illinois.edu/research/pi/amiller). A red arrow points to the 'Middle Initial' field. At the bottom of the 'Edit User Profile' section, there is a checkbox 'Make user information displayable to public' and a 'Submit Edits' button. A red arrow points to the 'Submit Edits' button.

2. Search for the specimen record in the Edit Existing Occurrence Records search tool that you want to submit genetic sequence data for. Confirm all specimen metadata is **complete** and **accurate**! Then, click on “Linked Resources”.

The screenshot shows the 'University of Illinois, Illinois Natural History Survey Fungarium (ILLS)' specimen record page. The page title is 'University of Illinois, Illinois Natural History Survey Fungarium (ILLS)'. Below the title, there are links: 'Home >> Collection Management >> Public Display >> Editor'. The 'Editor' link is selected. The page has tabs: 'Occurrence Data', 'Determination History', 'Images', 'Linked Resources', and 'Admin'. The 'Linked Resources' tab is selected. The 'Collector Info' section contains fields: Catalog Number (ILLS00121140), Other Cat. #s (81579), Collector (A.N. Miller, S.M. Huhndorf & T.J. ANM1304), Number (ANM1304), Date (2007-08-05), and Dupes? (Auto search). The 'Associated Collectors' section contains fields: Associated Collectors (05 August 2007) and Verbatim Date (05 August 2007). The 'Exsiccati Title' section contains fields: Exsiccati Title and Number. The 'Latest Identification' section contains fields: Scientific Name (Xylaria corniformis), Author (Fr.), ID Qualifier, Family (Xylariaceae), Identified By (A.N. Miller), and Date Identified. The 'Locality' section contains fields: Country (United States), State/Province (Louisiana), County (West Feliciana Parish), Municipality (Weyanoke), Locality (Weyanoke, Ouida Plantation), Locality Security (Deactivate Locality Lookup), Latitude (30.9742), Longitude (-91.4517), Uncertainty, Datum (C), Verbatim Coordinates, Elevation in Meters (99), Verbatim Elevation, Depth in Meters, and Verbatim Depth.

3. Click on “Submit Sequence to GenBank”.

University of Illinois, Illinois Natural History Survey Fungarium (ILLS)  
[Home](#) >> [Collection Management](#) >> [Public Display](#) >> [Editor](#) < << | 29 of 171 | >> >

Occurrence Data | Determination History | Images | **Linked Resources** | Admin

**Checklist Voucher Linkages**

Select a Checklist Link to Checklist as Voucher

**Duplicate Specimens**

No Linked Duplicate Records Search for Records to Link

**Genetic Resources**

**Add New Resource**

Name:

Identifier:

Locus:

URL:

Notes:

Add New Genetic Resource

**GenBank Submission**

**SUBMIT SEQUENCE TO GENBANK**

4. A pop-up window will appear and your username and the Record ID (occid) of the specimen will be automatically displayed.

Add a GenBank submission:

User name:  Record id:

Sequence:

Paste FASTA formatted sequence here:  
 >Genus\_species  
 ATGCAATTGC...

Sequence definition: ?

Please choose ...

What method was used to obtain this sequence:

Please choose ...

Is this published? ☐ No

Embargo this for a year? ☐ No

ADD

GENERATE OPEN FILE MANAGER

5. Copy and paste your FASTA formatted sequence into the Sequence box and then chose the Sequence Definition for the gene region you are submitting.

[illegible]

If you hover your mouse over the **?**, the GenBank approved standard definitions will appear in a pop-up box.

Add a GenBank submission:

User name:
amiller

Record id:
5042530

Sequence:

```

>Xylaria_corniformis
ATCTGCGCTATCAGTTGGACCGGTGCGCTGCCGTAAACCCCACTTCTTAAAGTTGACCTCGAATCGGTTGACGACAACTCGCTAAATTGAAGCATCTTAGTCAGCGAAGGAAAAGAAACCAACAGG
GATTGCCCTAGTAACGGCGAGTGAAGCGGCAACAGCTCAAATTTGAAATCTGGCCCTCGGGTCCGAGTTGTAATTTGTAGAGGATGCTTTTGGCGCGGTGCCTTCGAGTTCCCTGGAAACGGGACGCGC
TAGAGGGTGAGAGCCCCGTACGGTTGGACACCAAGCCTCTGTAAAGCTCCTTCGACGAGTCGAGTAGCTTGGGAATGCTGCTCTAAATGGGAGGTAATTTCTTCTAAAGCTAAATATTGGCCAGAGACC
CATACCCGACAACTAGACTGATCGAAAGATCAAAAGCACTTCGAAAGACGCTTAAGACGACGCTCAATCTGTAAGGCAAGCCTTCGACGACAGCTTCGAGGACAGCTTCGAGGACGATCCGCTCTCTGAC

```

Sequence definition:
LSU

What method was used to obtain this sequence:
Please choose ...

Is this published?
No

Embargo this for a year?
No

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[ITS only or ITS-LSU] small subunit ribosomal RNA, partial sequence; internal transcribed spacer 1, 5.8S ribosomal RNA, and internal transcribed spacer 2, complete sequence; and large subunit ribosomal RNA, partial sequence
[LSU] large subunit ribosomal RNA
[SSU] small subunit ribosomal RNA
[ITS1] internal transcribed spacer 1
[ITS2] internal transcribed spacer 2

6. Select the method used to obtain this sequence. It will nearly always be “Sanger dideoxy sequencing”.

Add a GenBank submission:

User name:

amiller

Record id:

5042530

Sequence:

>Xylaria\_corniformis  
ATCTGCGCTATCAGTTGGACCGGTGCGCTGCCGTAAACCCCCCAACTTCTTAAAGTTGACCTCGAATCGGTTGAGACAACTCGCTAAATTGAAGCATCTTAGTCAGCGAAGGAAAAAGAAACCAACAGG  
GATTGCCCTAGTAACGGCGAGTGAAGCGGCAACAGCTCAAAATTTGAAATCTGGCCCTCGGTCGAGTTGTAATTTGTAGAGGATGCTTTGGGCGCGGTGCCCTTCCGAGTTCCCTGGAAACGGGACGCGCT  
TAGAGGTTGAGAGCCCGTACGGTTGGACACCAAGCCTCTGTAAAGCTCCTTCGACGAGTCGAGTAGCTTGGGAATGCTGCTCTAAATGGAGGTAATTTCTTCTAAAGCTAAATATTGGCCAGAGACC  
CATACCCGACAACTAGCTCATGCAAAAGATGAAAGCACTTCAAAAGACGCTTAAAGACGCTGAAATCTTCAAAAGCAAGCTTCCGACAGCTTTCTGACGCGAGATGCGCTCTGAC

Sequence definition:

LSU

What method was used to obtain this sequence:

✓ Please choose ...

Sanger dideoxy sequencing

454

Helicos

Illumina

IonTorrent

Pacific Biosciences

SOLID

Other

Embargo this for a year?

No

ADD

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7. If this sequence is published in a peer-reviewed journal or as part of a project such as the “North American MycoFlora Project”, slide the button to “Yes”, enter the title of the publication, and click the “+” to add authors.

Add a GenBank submission:

User name:
Record id:

amiller
5042530

Sequence:

```

>Xylaria_ corniformis
ATCTCGCCTATCAGTTGGACCGGTGCGCTGCGCTAAACCCCAACTTCTTAAAGTTGACCTCGAATCGGTTGAGACAACTCGCTAAATTGAAGCATCTTAGTCAGCGAAGGAAAAGAAACCAACAGGGATTGCCCT
AGTAACGGCGAGTGAAGCGGCAACAGCTCAAATTTGAAATCTGGCCCTCGGGTCCGAGTTGTAATTTGTAGAGGATGCTTTTGGCGCGGTGCCCTCCGAGTTCCCTGGAACGGGACGCCCTTAGAGGGTGAGAGCCC
CGTACGGTTGGACACCAAGCCTCTGTAAAGCTCCTTCGACGAGTCGAGTAGCTTGGGAATGCTGCTCTAAATGGGAGGTAAATTTCTTCTAAAGCTAAATATTGGCCAGAGACCGATAGCGCACAAAGTAGAGTGATCGA
AGCATCAAAAGCACTTCAAAAGACGCTTAAAGACGCTCAATCTTCAAAAGCAAGCTTTCGACGAGCTTTCGATAGCGCATGCGCTCTTCTGACGCTGCACTTCCGTAAG

```

Sequence definition:

LSU

What method was used to obtain this sequence:

Sanger dideoxy sequencing

Yes
Is this published?

Type in title of publication / project

North American MycoFI

Additional authors:

+

Click “+” to add authors

FirstName
M
LastName
ADD AUTHOR

List of additional authors:

Embargo this for a year?
No

ADD

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8. Add as many authors as you like. They will appear in the order you add them. To remove an author, click the “x”.

[illegible]

9. If you want GenBank to embargo (i.e. not release your sequence to the public) for 1 year, then slide the button to “Yes”. It is recommended to immediately release your sequences and not embargo them.

Add a GenBank submission:

User name:
amiller

Record id:
5042530

Sequence:

```

>Xylaria_ corniformis
ATCTCGCCTATCAGTTGGACCGGTGCGCTGCCGTAAAACCCCAACTTCTTAAAGTTGACCTCGAATCGGTTGAGACAACTCGCTAAATTGAAGCATCTTAGTCAGCGAAGGAAAAGAAACCAACAGGGATTGCCCT
AGTAACGGCGAGTGAAGCGGCAACAGCTCAAATTTGAAATCTGGCCCTCGGGTCCGAGTTGTAATTTGTAGAGGATGCTTTTGGCGCGGTGCCCTCCGAGTTCCCTGGAACGGGACGCCCTTAGAGGGTGAGAGCCC
CGTACGGTTGGACACCAAGCCTCTGTAAAGCTCCTTCGACGAGTCGAGTAGCTTGGGAATGCTGCTCTAAATGGGAGGTAAATTTCTTCTAAAGCTAAATATTGGCCAGAGACCGATAGCGCACAGTAGAGTGATCGA
AACATCAAAAGCACTTCAAAAGACCTTAAGACGACGCTCAATTTCAAAAGCAAGCTTTCGACGACAGCTTTCCTAGCCGATGATGCGCTCTTCGACGCTGACCTGCTAGC

```

Sequence definition:
LSU

What method was used to obtain this sequence:
Sanger dideoxy sequencing

Yes
Is this published?

Title of Publication:
North American MycoFI

Additional authors:
+

FirstName
M
LastName

ADD AUTHOR

Publication authors:

- Andrew N. Miller x
- Scott T. Bates x

Yes
Embargo this for a year?

ADD

GENERATE

OPEN FILE MANAGER



10. Finally, click the “Add” button, then the “Generate” button.



Click to delete and start over

	id	name	seq	
<input type="radio"/>	5042530	amiller	>Xylaria_cor...	

GENERATE

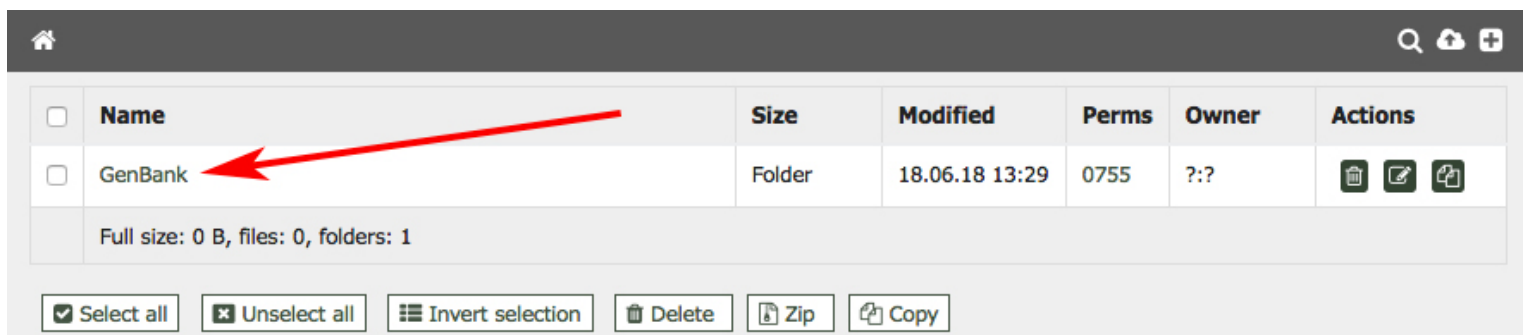
You will see a pop-up window that tells you to click the “Open File Manager button”. Click “OK”, then open the File Manager to see your generated files.

mycoportal.org says

Your submission files have been generated. Please use the Open File Manager button to view the results.

OK

11. Click the “GenBank” file to see your list of files.

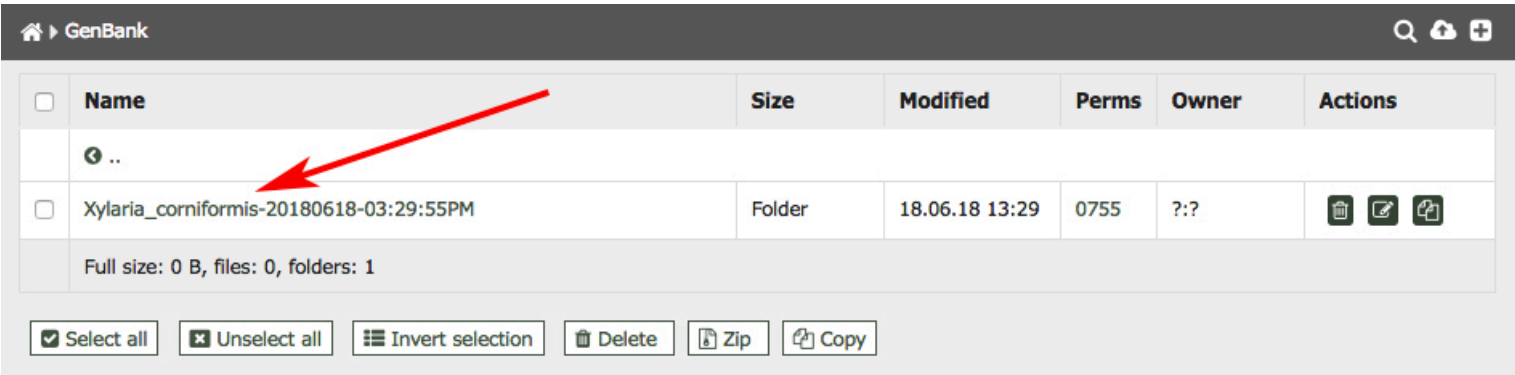


<input type="checkbox"/>	Name	Size	Modified	Perms	Owner	Actions
<input type="checkbox"/>	GenBank	Folder	18.06.18 13:29	0755	?:?	

Full size: 0 B, files: 0, folders: 1

☒ Select all
 ☐ Unselect all
 ☐ Invert selection
 ☐ Delete
 ☐ Zip
 ☐ Copy

12. Click the filename of the scientific name (with date and time stamp) to see your list of sequence files.



GenBank

<input type="checkbox"/>	Name	Size	Modified	Perms	Owner	Actions
<input type="checkbox"/>	..					
<input type="checkbox"/>	Xylaria_corniformis-20180618-03:29:55PM	Folder	18.06.18 13:29	0755	?:?	

Full size: 0 B, files: 0, folders: 1

☒ Select all
 ☐ Unselect all
 ☐ Invert selection
 ☐ Delete
 ☐ Zip
 ☐ Copy

13. You will see 2 files: a .gbf file and a .sqn file. The .gbf file will show you exactly what your sequence submission will look like at GenBank (see below). The .sqn file should be downloaded and emailed to GenBank at this email: [gb-sub@ncbi.nlm.nih.gov](mailto:gb-sub@ncbi.nlm.nih.gov)



GenBank > Xylaria\_corniformis-20180618-03:29:55PM

<input type="checkbox"/>	Name	Size	Modified	Perms	Owner	Actions
<input type="checkbox"/>	..					
<input type="checkbox"/>	build	Folder	18.06.18 13:29	0755	?:?	
<input type="checkbox"/>	Xylaria_corniformis-20180618-03:29:55PM.gbf	2.6 KIB	18.06.18 13:29	0644	?:?	
<input type="checkbox"/>	Xylaria_corniformis-20180618-03:29:55PM.sqn	7.47 KIB	18.06.18 13:29	0644	?:?	

Full size: 10.06 KIB, files: 2, folders: 1

☒ Select all
 ☐ Unselect all
 ☐ Invert selection
 ☐ Delete
 ☐ Zip
 ☐ Copy

**Click this file to see what your sequence submission will look like**

**Click here to download your file to send to GenBank**

# PLEASE CAREFULLY CHECK YOUR .gbf FILE FOR ANY ERRORS BEFORE EMAILING YOUR SEQUENCE SUBMISSION TO GenBank!!!

	LOCUS	Xylaria_corniformis	536 bp	DNA	linear	18-JUN-2018
	DEFINITION	[gene]=large subunit ribosomal RNA.				
	ACCESSION					
	VERSION					
	KEYWORDS	.				
	SOURCE	Xylaria corniformis				
	ORGANISM	Xylaria corniformis				
		Unclassified.				
publication author(s)	REFERENCE	1 (bases 1 to 536)				
	AUTHORS	Miller,A.N. and Bates,S.T.				
	TITLE	Fungal DNA Barcoding in the Great Smoky Mountains National Park				
	JOURNAL	Unpublished				
submission author	REFERENCE	2 (bases 1 to 536)				
	AUTHORS	Miller,A.N.				
	TITLE	Direct Submission				
institution and address automatically pulled from Symbiota User Profile info	JOURNAL	Submitted (18-JUN-2018) Illinois Natural History Survey, University of Illinois, 1816 South Oak Street, Champaign, IL 61820, United States				
	COMMENT	##Assembly-Data-START##				
		Sequencing Technology :: Sanger dideoxy sequencing				
		##Assembly-Data-END##				
		##SymbiotaSpecimenReference-START##				
		Source Record URL :: http://mycoportal.org				
		Record ID :: 782f1928-8e2f-4a49-ad2f-17ef6b9f46f9				
		Institution Code :: ILLS				
		Catalog Number :: ILLS00121140				
		Other Catalog Numbers :: 81579				
		##SymbiotaSpecimenReference-END##				
Structured Comment specifically developed for Symbiota portals	FEATURES	Location/Qualifiers				
	source	1..536				
		/organism="Xylaria corniformis"				
		/mol_type="genomic DNA"				
		/isolation_source="4 cm. diam. branch on ground"				
		/specimen_voucher="ILLS00121140"				
		/country="USA: Louisiana, West Feliciana Parish, Weyanoke, Ouida Plantation"				
		/lat_lon="30.9742 N 91.4517 W"				
		/altitude="99 m"				
		/collection_date="2007-Sep-05"				
		/collected_by="A.N. Miller, S.M. Huhndorf & T.J. Atkinson"				
		/identified_by="A.N. Miller"				
specimen metadata automatically pulled from DwC fields in Symbiota	misc_RNA	<1..>536				
		/product="large subunit ribosomal RNA"				
	ORIGIN					
		1 atctcgcccta tcagttggac cggtcgcctg ccgtaaaacc ccccaacttc ttaaagggtga				
		61 cctcgaatcg gttcagacaa actcgctaaa ttgaagcctc ttagtccagc aaggaaaaga				
		121 aaccaacagg gattgcccta gtaacggcga gtgaagcggc aacagctcaa atttgaaatc				
		181 tggccctcgg gtccgagttg taattgttag aggatgcttt tggcgcggtg ccttccgagt				
		241 tccctggaac gggacgcctt agagggtgag agccccgtac ggttggacac caagcctctg				
		301 taaagctcct tcgacgagtc gtagtagctt ggaatgctgc tctaaatggg aggtaaatct				
		361 cttctaaagc taaatattgg ccagagaccg atagcgcaca agtagagtga tcgaaagatg				
		421 aaaagcactt tgaaaagagg gttaaacagc acgtgaaatt gttgaaaggg aagcgtttgc				
		481 gaccagacct ttctctagcg gatcatccgg tggtctcacc ggtgcattc gctagg				
		//				