

# Open Science Framework (OSF) – Tips and Tricks from ORDSA

The Open Science Framework is a free and open-source platform to manage, share, and publish your research outputs, from documenting study design and planning methods, through data collection and analysis, to final publication and dissemination. It is developed and maintained by the Center for Open Science (COS), a nonprofit organization founded in 2013 that conducts research into scientific practice, builds and supports scientific research communities, and develops research tools and infrastructure to enable managing and archiving research. As an organization, the COS encourages openness, integrity, and reproducibility in research across scientific disciplines.

**Please note:** The University of Oklahoma is not a partnered institution with OSF. ORDSA staff is only capable of providing guidance on the use of the platform through this document. If you require technical assistance with OSF, you will need to reach out to their support team at [support@osf.io](mailto:support@osf.io) or visit the [OSF Support](#) page.

## Creating an OSF Account

In order to publish your poster on OSF, you must have an OSF account. Keep in mind if you have uploaded a poster to an OSF Meeting page for a previous event, you may have an unregistered OSF account.

### Creating an OSF Account with Email

To start, go to the [OSF homepage](#), then click on the green **Sign Up** button to bring up account creation options.

Do not select “Sign up through ORCID” or “Sign up through Institution”.

Fill out the required fields with your name, email, and a new password on the populated form, then click the **Sign Up** button at the bottom of the form. ORDSA recommends using your OU institutional email address to create a new account on OSF.

You will receive a confirmation email from the OSF at the email address you used to create your account. Click the link in the email to confirm your email address and verify your OSF account. For additional information, follow [OSF’s instructions on creating an account](#).

### Claiming an Unregistered Account

You may have an unregistered OSF account if you previously uploaded a poster to OSF (for an ORDSA event, etc.) or have been added as a contributor to an OSF project. To claim your account on OSF, follow [OSF’s instructions on claiming an unregistered account](#).

## **Merging Your Accounts**

If you have two OSF accounts, you can merge them into one account. You can also add and/or update your account's primary email address. To do this, follow [OSF's instructions on merging your accounts and adding a new email address](#).

## **Uploading and Publishing a Poster**

Once logged in, from your [OSF dashboard](#) click on the blue **Create New Project** button to open the Create Project window.

Enter the full title of your project (in this case, your poster) in the Title field. You also have the option to provide a brief description. Do not select a template. Click on the blue **Create Project** button.

A new window confirming the creation of your new project will populate. Click on the blue **Go to project** button to be redirected to your project page.

On your project page in the left sidebar under **Project details**, click on **Files**. From this page, you can drag and drop your poster file to upload your poster. Alternatively, you can click on **Upload File** to bring up your file explorer and select your poster file to upload. Please ensure your poster file is in either .PPTX or .PDF format.

After uploading your poster file, in the left sidebar under **Project details**, click on **Overview**. Under the area where your project title is displayed, toggle the switch to **Public Project**. Click **Continue** on the pop-up to confirm.

To see an example, watch [this helpful video tutorial](#).

## **Making Changes to Your Materials**

You can add and edit a variety of information related to your poster submission (called a *project file* in OSF). Instructions on how to make a few changes are detailed below. To learn even more about OSF, check out [OSF's guidance on managing projects](#).

### **Adding Co-Authors**

When you first upload your poster materials to OSF, you will be the only author listed (authors are called *contributors* in OSF). To add co-authors, follow [OSF's instructions on adding contributors](#).

### **Editing Your Abstract**

Your abstract will appear in the Wiki section of your OSF submission. If you need to edit or make changes to your abstract, follow [OSF's instructions on editing the wiki](#).

## Adding or Editing Files

If you need to add additional materials, follow [OSF's instructions on how to upload files](#). OSF also has detailed instructions on how to [view files](#), [rename files](#), and [delete files](#).

## Adding Tags

You can add tags to your poster to enhance the discoverability of your work. To add a tag, find the Tags section. Then click inside the box, type your tag, and press enter on your keyboard. You may want to add a tag for the CVS or REACH-OUT Poster Forum category to which your research belongs and any other keywords that may help others find your poster. To learn more, view [OSF's instructions on how to tag a project](#).

## **Citing Your Poster**

Want to add your poster presentation to your resume or CV? Check out a few examples of how to cite your poster in various citation styles below.

### AMA Style – 11th Edition

Author A, Author B. Poster title. Poster presented at: OU-Tulsa Research Forum 2023; April 5, 2023; Tulsa, OK. OSF link to poster

Learn more with [AMA's guide to citing conference proceedings](#).

### APA Style – 7th Edition

Author, A., & Author, B. (2023, May 24). Poster title [Poster presentation]. OU School of Community Medicine Clinical Vignette Symposium 2023, Tulsa, OK, United States. OSF link to poster

Learn more with [APA's guide to citing conference materials](#).

## **Getting Help**

If you need help publishing your poster, please contact [amy-abercrombie@ou.edu](mailto:amy-abercrombie@ou.edu).

If you need technical assistance with the OSF platform, please contact [support@osf.io](mailto:support@osf.io).