

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

## Uploading Materials

To upload your materials, send an email to the OSF address designated for the event ([CVS2025-poster@osf.io](mailto:CVS2025-poster@osf.io); [REACHOUT2025-poster@osf.io](mailto:REACHOUT2025-poster@osf.io)) using the email account you would like used with OSF. The format of the email should be as follows:

- Subject: Poster title (please use complete title as it appears on the poster)
- Message body: Poster abstract text
- Attachment: Your presentation file (e.g., PowerPoint, PDF)

OSF will follow up with an email from [openscienceframework-noreply@osf.io](mailto:openscienceframework-noreply@osf.io) (you may need to check your junk or spam folder) once your materials have been uploaded. The email will include a permanent, citable URL to your poster.

If you didn't have an OSF account, one will be created automatically and a link to set your password will be included in the email. If you have an existing account, OSF will create a new project in your existing account. You can log in to your OSF account to make changes to your materials as needed.

## 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 uploading or editing your materials, please contact [amy-howe@ouhsc.edu](mailto:amy-howe@ouhsc.edu).