LOGIN/SIGN UP AS AUTHOR

A. New registration

1. Go to http://po.pnuresearchportal.org/
2. Point to the menu tab “Journal”, then click “APHERJ”.

3. Click register for new author registration
4. Fill in the form then click register button. Make sure to check Author.

5. Upon registration, an email will be sent to you. It includes your username and password.
B. To Login


2. Click **login**

3. Enter registered username and password.
SUBMIT NEW MANUSCRIPT

A. New Submission

2. Login using registered author username and password
3. Click **User home**

4. Click **new submission**
B. Starting the Submission

5. Select **Research Article** for the journal section.

6. Check all

7. Draft your cover letter to the Editors in comment for the editors
7. Click **Save and continue**

C. **Uploading the submission**

8. Choose the file that you wish to submit then click **Upload**

**STEP 2. UPLOADING THE SUBMISSION**

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal’s web site and remains it following the journal’s conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Patricia Mae C. Purificacion for assistance (023171768 loc 530).

**SUBMISSION FILE**

No submission file uploaded.

Upload submission file  
Choose File: No file chosen  
Upload  
**ENSURING A BLIND REVIEW**

9. Once the file is uploaded, click **Save and continue**

D. **Entering the submissions metadata**

10. Fill in all the important fields

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publications.office@pnu.edu.ph  
Room 202, Pedro T. Orata Hall  
Taft Avenue, Manila 1000, Philippines  
Tel. No. 3171768, Loc. 530
11. Click **Save and continue**

E. Uploading supplementary files

12. Choose supplementary files that you wish to upload then click **Upload**. Upload your cover letter here.

13. Click **Save and continue**
F. Confirming the submission

14. Click Finish Submission