USER MANUAL FOR AUTHORS
(APHERJ)

LOGIN/SIGN UP AS AUTHOR
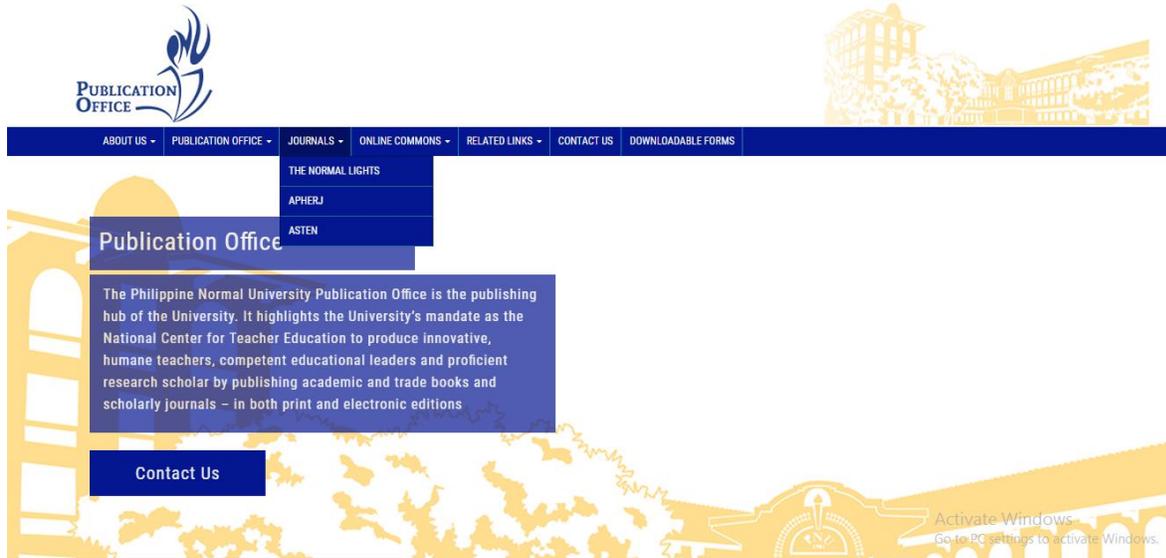
A. New registration

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**

Fill in this form to register with this site.

Click here if you are already registered with this or another journal on this site.

PROFILE

Username *

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password *

The password must be at least 6 characters.

Repeat password *

Salutation

First Name *

Middle Name

Last Name *

Initials   Joan Alice Smith = JAS

Gender

Affiliation

(Your institution, e.g. "Simon Fraser University")

Signature

Email *   PRIVACY STATEMENT

Confirm Email *

ORCID iD

ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. *http://orcid.org/0000-0002-1825-0097*).

URL

Phone

Fax

Mailing Address

Country

Bio Statement
(E.g., department and rank)

Confirmation   ☑ Send me a confirmation email including my username and password

Register as   ☐ Reader: Notified by email on publication of an issue of the journal.

                        ☑ Author: Able to submit items to the journal.

Register   Cancel

* Denotes required field

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

B. To Login

1. Go to http://po.pnuresearchportal.org/ejournal/index.php/apherj

2. Click login

3. Enter registered username and password.

SUBMIT NEW MANUSCRIPT

A. New Submission

1. Go to http://po.pnuresearchportal.org/ejournal/index.php/apherj/

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

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

D. Entering the submissions metadata

10. Fill in all the important fields

Reference Code: PNU-MN-2016-PUB-GL-001   Effective Date: December 5, 2017

Revision: 02

publications.office@pnu.edu.ph

Room 202, PedroT. OrataHall

Taft Avenue,Manila,1000,Philippines

Tel. No. 3171768,Loc. 530

INDEXING

Language   [en]

English=en; French=fr; Spanish=es. Additional codes.

CONTRIBUTORS AND SUPPORTING AGENCIES

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies   [   ]

REFERENCES

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References [   ]

[Save and continue] [Cancel]

* Denotes required field

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.

STEP 4. UPLOADING SUPPLEMENTARY FILES

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
	No supplementary files have been added to this submission.			

Upload supplementary file   [Choose File] No file chosen   [Upload] ENSURING A BLIND REVIEW

[Save and continue] [Cancel]

13. Click Save and continue

F. Confirming the submission

14. Click Finish Submission

STEP 5. CONFIRMING THE SUBMISSION

1. START   2. UPLOAD SUBMISSION   3. ENTER METADATA   4. UPLOAD SUPPLEMENTARY FILES   **5. CONFIRMATION**

To submit your manuscript to The Normal Lights click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with The Normal Lights.

FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1136	SAMPLE.DOCX	Submission File	2MB	05-23

[Finish Submission]   [Cancel]

TO SUBMIT REVISED ARTICLE

1. Go to User home

2. Beside Author, click (No. of active submissions) Active

ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL (APHERJ)

» Journal Manager
» Subscription Manager

» Editor	2 Unassigned	87 In Review	0 In Editing
» Section Editor		87 In Review	0 In Editing
» Author		3 Active	90 Archive
» Reviewer			0 Active

3. A new page will appear, click the title of your article

ID	MM-DD Submit	Sec	Authors	Title	Status

Reference Code: PNU-MN-2016-PUB-GL-001
Revision: 02
Effective Date: December 5, 2017
publications.office@pnu.edu.ph
Room 202,PedroT. OrataHall
Taft Avenue,Manila,1000,Philippines
Tel. No. 3171768,Loc. 530

4. The summary of your submission will appear in a new page, beside Summary click Review.

SUMMARY   REVIEW   EDITING

5. In the Editor Decision section, you will see the Upload Author Version, Click Choose File then look for the file the you wish to upload.

EDITOR DECISION

Decision	—
Notify Editor	▭ Editor/Author Email Record 💬No Comments
Editor Version	None
Author Version	None
Upload Author Version	Choose File	No file chosen Upload

6. Click Upload