



USER MANUAL FOR AUTHORS (APHERJ)

LOGIN/SIGN UP AS AUTHOR

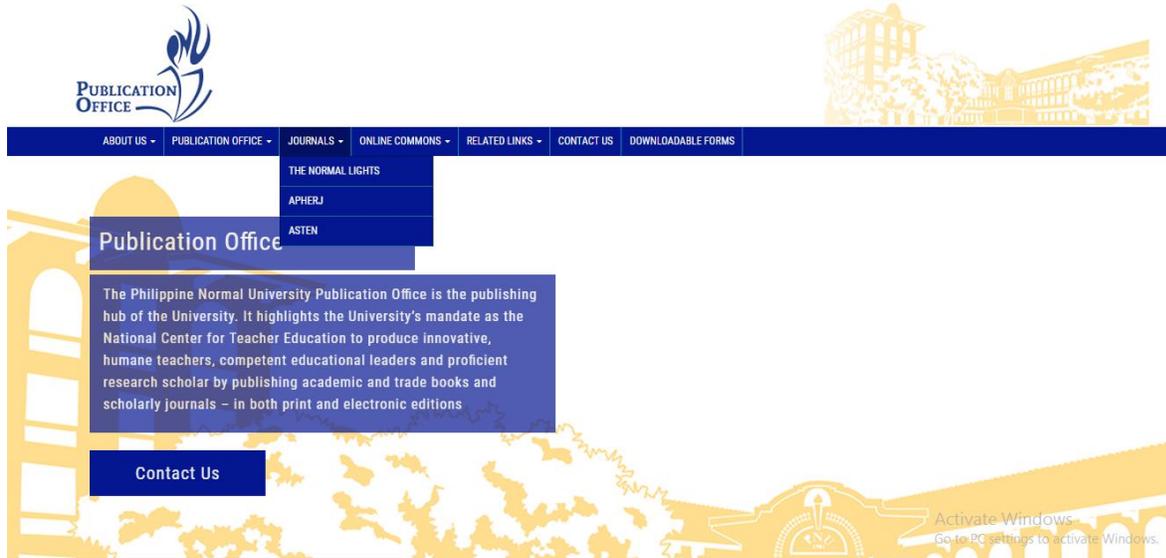
A. New registration

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

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

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

Register as

Send me a confirmation email including my username and password

Reader. Notified by email on publication of an issue of the journal.

Author. Able to submit items to the journal.

* 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>

APHERJ
ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL

HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES ANNOUNCEMENTS
PUBLICATION ETHICS AUTHOR GUIDELINES ONLINE SUBMISSIONS SUBMISSION PROCEDURES QUALITY
POLICY

Home > Vol 4, No 1 (2017)

ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL (APHERJ)

The Asia Pacific Higher Education Research Journal (APHERJ), an international multidisciplinary refereed journal, publishes quality and high impact researches addressing issues and concerns of education and teacher education, social sciences, engineering and technology and educational policy and business education in the Asia Pacific Rim. It provides a forum for dissemination of qualitative and quantitative researches on theory and instructional model building, product development, policy studies, internationalization as well as local responsiveness from different countries and cultures. It aims to bridge the gap between theory and practice through the publication of empirical research which are relevant and contributory to solving higher education problems.

ISSN: 2408-350x
EISSN: 2467-6802

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2. Click **login**

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Home > Login

LOGIN

Username
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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.

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HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS PUBLICATION
ETHICS AUTHOR GUIDELINES ONLINE SUBMISSIONS SUBMISSION PROCEDURES QUALITY POLICY

Home > User > Author > Submissions > New Submission

STEP 1. STARTING THE SUBMISSION

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

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

JOURNAL SECTION

Select the appropriate section for this submission (see Sections and Policies in About the Journal).

Section *
Please select a section...
Please select a section...
Preliminaries
SUBMISSION **Research Article**

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below)

SUBMISSION CHECKLIST

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before to another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

COMMENTS FOR THE EDITOR

Enter text (optional)

Save and continue Cancel

* Denotes required field

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My Profile
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Search Scope
All

6. Check all

7. Draft your cover letter to the Editors in comment for the editors

JOURNAL'S PRIVACY STATEMENT

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

COMMENTS FOR THE EDITOR

Enter text (optional)

Save and continue Cancel

* Denotes required field

Reference Code: PNU-MN-2016-PUB-GL-001
Revision: 02

Effective Date: December 5, 2017

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



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

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

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 renames 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 No file chosen 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

STEP 3. ENTERING THE SUBMISSION'S METADATA

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

AUTHORS

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
ORCID iD	<input type="text"/>
<small>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).</small>	
URL	<input type="text"/>
Affiliation	<input type="text"/>
Country	<input type="text" value="Your institution, e.g. *Simon Fraser University"/>
Bio Statement (E.g., department and rank)	<input type="text"/>
<input type="button" value="Add Author"/>	

TITLE AND ABSTRACT

Title *	<input type="text"/>
Abstract	<input type="text"/>



INDEXING

Language
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

* 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
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No supplementary files have been added to this submission.

Upload supplementary file ENSURING A BLIND REVIEW

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**

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» [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

MM-DD
[ID](#) [Submit](#) [Sec](#) [Authors](#) [Title](#) [Status](#)



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	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

6. Click **Upload**