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

**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
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 (023171788 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
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

TO SUBMIT REVISED ARTICLE

1. Go to User home

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

3. A new page will appear, click the title of your article
4. The summary of your submission will appear in a new page, beside Summary click Review.

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.

6. Click Upload