



### PUBLICATION OFFICE

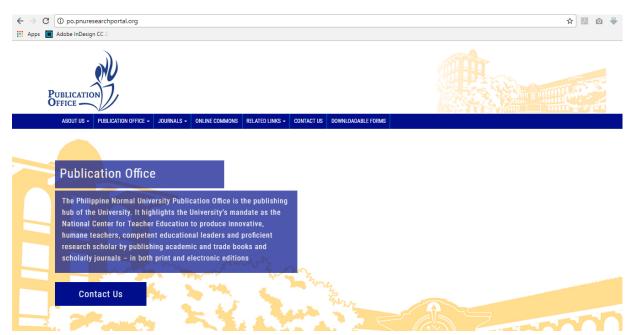
Taft Avenue. Manila 1000. Philippines

# USER MANUAL FOR AUTHORS (THE NORMAL LIGHTS)

### LOGIN/SIGN UP AS AUTHOR

### A. New registration

1. Go to http://po.pnuresearchportal.org/



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

Revision: 01

Effective Date: December 5, 2017 <a href="mailto:publications.office@pnu.edu.ph">publications.office@pnu.edu.ph</a>



# Publication Office

# **PUBLICATION OFFICE**Taft Avenue, Manila 1000, Philippines

2. Point to the menu tab "Journal", then click "The Normal Lights".



3. Click register for new author registration



Effective Date: December 5, 2017

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

Revision: 01

publications.office@pnu.edu.ph





# **PUBLICATION OFFICE**Taft Avenue. Manila 1000. Philippines

4. Fill in the form then click register button. Make sure to check Author

Fill in this form to register	with this site.		
	ly registered with this or another journal on this site.		
DD OFW F			
PROFILE			
Username *			
Password *	The username must contain only lowercase letters, numbers, and hyphens'underscores.		
Repeat password *	The password must be at least 6 characters.		
Salutation			
First Name *			
Middle Name			
Last Name *			
Initials	Joan Alice Smith = JAS		
Gender	v		
Affiliation			
	(Your institution, e.g. "Simon Fraser University")		
Signature			
Email *	*		
Confirm Email *	PRIVACY STATEMENT		
ORCID iD			
OKCID 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			
	X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Country	T 3212 2 12 12 12 1		
Bio Statement			
(E.g., department and			
rank)			
	X 🛂 🚰   B X 🗓 🖽 ⅓ 🗑 HIDL 🗐 🤏		
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.

Effective Date: December 5, 2017

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

Revision: 01

publications.office@pnu.edu.ph



# PUBLICATION

# **PUBLICATION OFFICE**Taft Avenue. Manila 1000. Philippines

### B. To Login

#### 1. Go to

http://po.pnuresearchportal.org/ejournal/index.php/normallights

Normal Lights Journal on Teacher Education	
HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES ANNOUNCEMENTS PUBLICATION ETHICS AUTHOR GUIDELINES ONLINE SUBMISSIONS SUBMISSION PROCEDURES QUALITY POLICY  Home > The Normal Lights	OPEN JOURNAL SYSTEMS Journal Help USER
THE NORMAL LIGHTS  The Normal Lights is a peer-reviewed journal in education and educational innovations and development, indexed in ASEAN CITATION INDEX (ACI) database. Its mission is to rationalize and bridge the gap between theory and practice in educational systems in the Philippines and beyond. This CHED-recognized/Journal Incentive Program-Journal Incultation Grant) journal intends to: 1) promote understanding of issues on education and development through publication of empirical quantitative and/or qualitative research articles and scholarly essays both methodologically or theoretically innovative; 2) provide an avenue for education researchers and practitioners to debate cent trends, problems and challenges in this field, and; 3) offer a national, regional, and global perspective of education and development in the Philippines, Asia and other parts of the world.	Username Password Remember me Login  NOTIFICATIONS View Subscribe
ISSN: 1656-4413 EISSN: 2350-6733	Search Scope All Activate Windows Search PC settings to activate Windows.

### 2. Click login



3. Enter registered username and password.

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

Revision: 01

Effective Date: December 5, 2017



# PUBLICATION

### PUBLICATION OFFICE

Taft Avenue, Manila 1000, Philippines

#### SUBMIT NEW MANUSCRIPT

#### A. New Submission

1. Go to

http://po.pnuresearchportal.org/ejournal/index.php/normallights/

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



Effective Date: December 5, 2017

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

Revision: 01

publications.office@pnu.edu.ph





# **PUBLICATION OFFICE**Taft Avenue, Manila 1000, Philippines

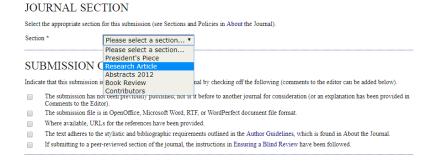
#### 4. Click new submission



Effective Date: December 5, 2017

### B. Starting the Submission

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



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

Revision: 01

publications.office@pnu.edu.ph



# Publication

# **PUBLICATION OFFICE**Taft Avenue, Manila 1000, Philippines

#### 6. Check all

#### 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, which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

### 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.

# 

Effective Date: December 5, 2017

\* Denotes required field

#### 8. Click Save and continue

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

Revision: 01

publications.office@pnu.edu.ph





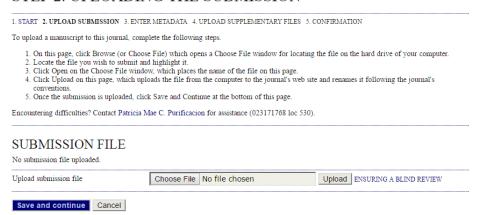
### PUBLICATION OFFICE

Taft Avenue, Manila 1000, Philippines

### C. Uploading the submission

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

#### STEP 2. UPLOADING THE SUBMISSION



### 10. Once the file is uploaded, click Save and continue

### D. Entering the submissions metadata

11. Fill in all the important fields



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

Revision: 01

017 <u>publications.office@pnu.edu.ph</u>





# **PUBLICATION OFFICE**Taft Avenue, Manila 1000, Philippines

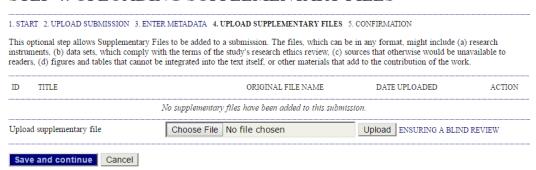


#### 12. Click Save and continue

### E. Uploading supplementary files

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

#### STEP 4. UPLOADING SUPPLEMENTARY FILES



Effective Date: December 5, 2017

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

Revision: 01

publications.office@pnu.edu.ph



# PUBLICATION

#### **PUBLICATION OFFICE**

Taft Avenue, Manila 1000, Philippines

#### 14. Click Save and continue

### F. Confirming the submission

### 15. 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

#### MY JOURNALS

#### THE NORMAL LIGHTS

» Journal Manager

» Author
1 Active
0 Archive
[New Submission]
» Reviewer
0 Active

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

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

Revision: 01

Effective Date: December 5, 2017



# Publication Office

# **PUBLICATION OFFICE**Taft Avenue, Manila 1000, Philippines

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.

Effective Date: December 5, 2017

#### 

6. Click Upload

Reference Code: PNU-MN-2016-PUB-GL-001 Revision: 01

publications.office@pnu.edu.ph Room 202,PedroT. OrataHall Taft Avenue,Manila,1000,Philippines Tel. No. 3171768,Loc. 530