



USER MANUAL FOR AUTHORS (THE NORMAL LIGHTS)

LOGIN/SIGN UP AS AUTHOR

A. New registration

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





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



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

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/normallights>

The screenshot shows the homepage of 'The Normal Lights Journal on Teacher Education'. The navigation menu includes: HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, PUBLICATION ETHICS, AUTHOR GUIDELINES, ONLINE SUBMISSIONS, SUBMISSION PROCEDURES, QUALITY POLICY. The main content area is titled 'THE NORMAL LIGHTS' and contains a description of the journal, its ISSN (1656-4413), and EISSN (2350-6733). On the right side, there are sections for 'OPEN JOURNAL SYSTEMS', 'USER' (with fields for Username, Password, Remember me, and a Login button), 'NOTIFICATIONS', and 'JOURNAL CONTENT' (with a Search field).

2. Click **login**

This screenshot is similar to the previous one but shows the 'LOGIN' button in the 'USER' section highlighted. The navigation menu and main content area are the same as in the previous screenshot.

3. Enter registered username and password.



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**

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

Home > *The Normal Lights*

THE NORMAL LIGHTS

The *Normal Lights* is a peer-reviewed journal in education and educational innovations and development. Its mission is to rationalize and bridge the gap between theory and practice in educational systems in the Philippines and beyond. This **CHED-accredited** 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 current 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.

ISSN: 1656-4413
EISSN: 2350-6733

OPEN JOURNAL SYSTEMS
Journal Help

SUBSCRIPTION
My Subscriptions

USER
You are logged in as...
patriciamae07
My Journals
My Profile
Log Out

NOTIFICATIONS
View
Manage

JOURNAL CONTENT
Search
Search Scope
All
Search

Browse
By Issue
By Author
By Title
to PC settings to activate Winc
Other Journals



4. Click **new submission**

The screenshot shows the website interface for 'The Normal Lights Journal on Teacher Education'. The header includes the journal title and a navigation menu with items like HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, and PUBLICATION. Below the navigation, there's a 'USER HOME' section with 'THE NORMAL LIGHTS' and submission statistics (0 Active, 0 Archive). A 'MY ACCOUNT' section lists options like 'Show My Journals', 'Edit My Profile', 'Change My Password', and 'Logout'. On the right, there are sections for 'OPEN JOURNAL SYSTEMS', 'USER' (logged in as patriciamae07), 'NOTIFICATIONS', and 'JOURNAL CONTENT' with a search bar.

B. Starting the Submission

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

The screenshot shows the 'JOURNAL SECTION' form. It asks the user to 'Select the appropriate section for this submission (see Sections and Policies in About the Journal)'. A dropdown menu is open, showing options: 'Please select a section...', 'Please select a section...', 'President's Piece', 'Research Article' (highlighted), 'Abstracts 2012', 'Book Review', and 'Contributors'. Below the dropdown, there's a 'SUBMISSION CHECKLIST' with several checkboxes and instructions for authors.



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.

COMMENTS FOR THE EDITOR

Enter text (optional)



Save and continue Cancel

* Denotes required field

8. Click **Save and continue**



C. Uploading the submission

9. 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

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

D. Entering the submissions metadata

11. 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 *

Middle Name

Last Name *

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 (see <http://orcid.org/0000-0002-1815-0027>).

URL

Affiliation

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

Country

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

TITLE AND ABSTRACT

Title *

Abstract



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

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

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 No file chosen ENSURING A BLIND REVIEW



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

ID	MM-DD	Submit	Sec	Authors	Title	Status
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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	<input type="checkbox"/> Editor/Author Email Record <input type="checkbox"/> 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**