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.

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

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, RIT, 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 name 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)

8. Click Save and continue
C. Uploading the submission

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

STEP 2. UPLOA[ING THE SUBMISSION

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. Parnisamos for assistance (02) 717 68 loc 330.

D. Entering the submissions metadata

11. Fill in all the important fields
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.
14. Click **Save and continue**

**F. Confirming the submission**  

15. Click **Finish Submission**

**STEP 5. CONFIRMING THE SUBMISSION**

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 website. Thank you for your interest in publishing with The Normal Lights.

**FILE SUMMARY**

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**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
  - Reviewer: 0 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**