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|  PHILIPPINE NORMAL UNIVERSITY The National Center for Teacher Education Taft Ave. Cor. Ayala Blvd., Ermita, Manila 1000 Philippines Trunkline: +63-2-5317-1768 loc. 530 ▲ publications.office@pnu.edu.ph ▲ www.pnu.edu.ph | Ref. No. | PNU-MN-2019-PUB-GL-002 | |
| | Issue No. | 01 | |
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Instruction to Authors for TNL Journal

Files should be in MS Word format only. Figures and tables should be embedded and not supplied separately. Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors, you are strongly advised to use the 'spellchecker' function of MS Word.

Article Submission

All intending authors must register at the Normal Lights' online platform: <http://po.pnuresearchportal.org/ejournal/index.php/normallights>. If you are already enrolled as an author, you may simply log in and begin the submission process.

Articles should be prepared in the following order:

Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. The title is not more than 12 words and be written with 16 font size and centered. The rest of the details in the title page should be in 10-point Arial.

The title page should include:

A concise and informative title

The name(s) of the author(s)

The affiliation(s) and address(es) of the author(s)

The email address of the corresponding author

Abstract. The abstract is a summary or synopsis of the complete document, written in one paragraph, which should include these elements: Purpose, methodology, major findings, conclusion and recommendations.

Abstract Writing Style

- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, descriptive language.
- The abstract should be written with correct English-language grammar and spelling.



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- Write from an objective, rather than evaluative, point of view.
- Define unique terms and acronyms the first time used.
- Write one paragraph, from 100 to 150 words in length and be written with 10 font size.
- Use complete sentences and use verb in active voice.
- The first line must not be indented from the rest of the text.
- One double space, 10-point Arial, separates the abstract, the affiliation, and the first section of the article.

Keywords: Immediately after the abstract, provide a maximum of 5 keywords be written with 10 font size in alphabetical order.

Key Elements of an Article

2. **Introduction:** This section includes the background of the study and the purposes of the research. The background of the study encompasses the global and national context, theoretical ground, related research, the practical applications and the nature, rationale of the study, and purpose(s) of the research. Cited literature must be within a decade year range.
3. **Methodology:** Methodology section that describes the participants (e.g., demographics, selection criteria, and group assignment), the materials (e.g., task[s], equipment, instruments, including a discussion of their validity and reliability, if appropriate), and the procedures employed in the study such as treatment(s) and data analysis.
4. **Results (Findings) and Discussion:** Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature. For highly qualitative studies, we require separate sections for “Findings” and “Discussion”
5. **Conclusion and Recommendations:** The first paragraph of this section presents the main objective of the study. The 2nd paragraph discusses the summary of finding, the 3rd paragraph and succeeding paragraph presents the authors inferences based on the findings of the study, implications to theoretical grounds of the study, and insights from the study. The last paragraph focuses on the future direction of the study and the study limitations and how these limitations may be addressed in the study replication.

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(Authors may deviate from the aforementioned key elements as subsections when doing/writing a qualitative research. But, in principle, the four elements are still in this article.)

Acknowledgements (when appropriate): Collate acknowledgements in a separate section at the end of the article before the references and do not include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.) and the research sponsors.

Article Format

Articles should be prepared in single column format suitable for direct printing onto A4 article (8.3in x 11.7in/210mm x 297mm). Do not number pages in the article. Leave a line clear between paragraphs.

The Body of Article (introduction, methodology, results, discussions, conclusion and recommendations, acknowledgements and references) is written with Calibri style and 11 font sizes. The length of the article- including abstract, tables, and references must be between **5000 and 6000 or 3000-3500 words for action research**. The main language used is English and must be checked by experts to correct any errors. Each paragraph should be more than two sentences.

Section Headings

Level 1 heading should be bold, flushed with the left side margin, and only first word capitalized except for proper nouns. Do not indent the first paragraph after Level 1 heading. The succeeding paragraphs should be indented (.4 cm).

Level 2 heading should be bold and italicized. Do not indent the first paragraph after Level 2 headings. The succeeding paragraphs should be indented (.4 cm).

Level 3 heading Level three headings are indented (.4 cm), begin with a capital and end with a period, and should be in italics.

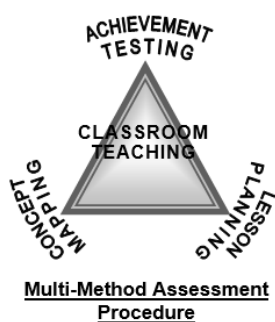
Table and Figure Numbers and Labels

Figures and tables must be numbered in Arabic and typeset in 8- point Times New Roman. Figure number must in bold face. Write the figure title on its own line (under the figure

number) in italics and title case. Each of the lines must be double spaced. Tables must be centered, while figures may be aligned with the text.

Figure 1

Assessment Methodology of PCK



Figures and Tables follow the same format. Table numbers must in boldface. The title should appear (one double spaced line) below the table number, in italics and title case. All headings should be centered. The first column of the table should be left-aligned. All other columns should be centered. If the table contains notes to the entries within the body of the table, these notes must be formatted using alphabetic superscripts (i.e. ^{a,b,c}). The sample table below includes a *specific note*. Please refer to APA 7th edition for other types of notes (*general, specific, probability*). Each note must appear in a new paragraph. Multiple notes of the same kind follow the same line/paragraph.

Table 1

Average Pre-Test and Post-Test Scores and Mean Differences.

| Module | Pre-test | Post-test | Mean difference |
|--------|-----------------------------------|---------------------|--------------------|
| One | 53.7%(16.1) ^a N = 6 | 85.6%(8.9) N = 8 | 31.9% ^b |
| Two | 41.6%(17.3) | 68.5%(23.8) | 26.9% ^b |



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|----------------|--------------------|--------------------|--------------------------|
| | N = 5 | N = 9 | |
| Three | 46.6%(20.8) | 70.6%(17.5) | 24.0% |
| | N = 4 | N = 5 | |
| Average | 47.8%(17.3) | 72.2%(19.1) | 24.4%^b |

^a Standard deviations are enclosed in parenthesis. ^b Significant at .05 confidence level.

Basic Citation (APA 7th Ed.)

| Types of Citation | Narrative | Parenthetical |
|---|--|--|
| One work by one author | Walker (2007) | (Walker, 2007) |
| One work by two authors | Walker and Allen (2004) | (Walker & Allen, 2004) |
| One work by three or more authors | Bradley et al. (1999) | (Bradley et al., 1999) |
| Groups (readily identified through abbreviation) as authors | | |
| • First citation | National Institute of Mental Health (NIMH, 2003) | (National Institute of Mental Health [NIMH], 2003) |
| • Subsequent citations | NIMH (2003) | (NIMH, 2003) |
| Group (no abbreviation) as authors | University of Pittsburgh (2005) | (University of Pittsburgh, 2005) |

Source: American Psychological Association (2016). <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/parenthetical-versus-narrative>

List only the first author’s name followed by “et al.” in every citation, even the first, unless doing so would create ambiguity between different sources.

If you are citing multiple works with similar groups of authors and the shortened “et al.” citation form of each source would be the same, you will have to write more names to avoid ambiguity.

If you cited works with these authors:

- Jones, Smith, Liu, Huang, and Kim (2020)
- Jones, Smith, Ruiz, Wang, and Stanton (2020)

They would be cited in-text as follows to avoid ambiguity:

- (Jones, Smith, Liu, et al., 2020)
- (Jones, Smith, Ruiz, et al., 2020)

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References

The list of references must be comprehensive, as it includes all pertinent information about the sources of ideas and arguments. Author's name and initial must be followed by a comma and a full stop (period), respectively. Period separates entries like author's names, year of publication, title of article or books, journals and books must be italicized. Electronic sources must include dates of access and site addresses. (Please refer to the APA Publication Manual for way of citing references.) Examples are as follows:

APA 7th Edition Format for References

Examples by Type

Periodicals

Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters.

General reference form:

Author, A. A., Author, B.B., & Author, C.C. (year). Title of article. *Title of Periodical*, Volume(Issue no), pp-pp. <https://doi.org/xx.xxxx/xxxxxxxxxxxx.xxxxxx>

Journal article with DOI

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. <https://doi.org/10.1037/0278-9133.24.2.225>

Journal article with DOI, more than seven and up to twenty authors

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., Yantao, Z., Huggenvik, J., & Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. <https://doi.org/10.1080/14622200410001676305>

For entries with more than 20 authors, list the first 19, followed by an ellipsis, then list the final author.

Journal article without DOI (when DOI is not available)

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48.

<http://ojs.lib.swin.edu.au/index.php/ejap>

Magazine article

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

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Online magazine article

Clay, R. (2008, June). Science vs. ideology. Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). <https://www.apa.org/monitor/2008/06/ideology>

Newsletter article, no author

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*.

http://www.ncjrs.gov/html/ojdp/news_at_glance/216684/topstory.html

Newspaper article

Swarcz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, A1, A4.

If an article appears on discontinuous pages, give all page numbers, and separate the numbers with comma (e.g., B1, B3, B5-B7).

Online newspaper article

Brody, J. E., (2007, December 11). Mental reserves keep brain agile. *The New York Times*.
<http://www.nytimes.com>.

Editorial without signature

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management*, 14, 1-2.

Online-only supplemental material in a periodical

Marshall-Pescini, S., & Whitten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (*Pan troglodytes schweinfurthii*) [Supplemental material]. *Journal of Comparative Psychology*, 122, 186-194. <https://doi.org/10.1037/0735-7036.122.2.186.supp>.

When DOIs are assigned, use them as noted in the examples that follow.

For an entire book, use the following reference formats:

Author, A. A. (1967). *Title of work*. Publisher.

Author, A. A. (1997). *Title of work*. <http://www.xxxxxxx>

Author, A. A. (2006). *Title of work*. <https://doi.org/xx.xxxxxxxxxx>

Editor, A. A. (Ed.). (1986). *Title of work*. Publisher

For a chapter in a book or entry in a reference book, use the following formats:

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). <http://www.xxxxxxx>

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). <https://doi.org/xx.xxxxxxxxxx>