



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.

[Register](#) [Cancel](#)

* 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>

2. Click login

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



4. Click new submission

The screenshot shows the 'The Normal Lights' journal website. The header is dark blue with the journal's name and a starburst graphic. Below the header is a navigation menu with links like HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, and PUBLICATION. The main content area is titled 'USER HOME' and includes sections for 'THE NORMAL LIGHTS' (with 0 Active and 0 Archive submissions), 'MY ACCOUNT' (with links to Show My Journals, Edit My Profile, Change My Password, and Logout), and 'JOURNAL CONTENT' (with a search bar). A sidebar on the right contains 'OPEN JOURNAL SYSTEMS', 'Journal Help', 'USER' information (logged in as patriciamae07), 'NOTIFICATIONS', and 'JOURNAL CONTENT'.

B. Starting the Submission

5. Select Research Article for the journal section.

JOURNAL SECTION

Select the appropriate section for this submission (see Sections and Policies in About the Journal).

Section *

SUBMISSION C

Indicate that this submission is 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.



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

URL

Affiliation

Country

Bus Statement

(If e.g., department and

rank)

ORCID ID can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID ID, and include the full URL (eg. <http://orcid.org/0000-0002-1015-0097>).

Your institution, e.g. "Samuel Francis University")

TITLE AND ABSTRACT

Title *

Abstract



INDEXING

Language

en

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

[Save and continue](#) [Cancel](#)

* 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
No supplementary files have been added to this submission.				
Upload supplementary file		Choose File No file chosen	Upload	ENSURING A BLIND REVIEW
Save and continue Cancel				



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 that you wish to upload.

EDITOR DECISION

Decision	—	
Notify Editor	Editor/Author Email Record	No Comments
Editor Version	None	
Author Version	None	
Upload Author Version	Choose File No file chosen	Upload

6. Click [Upload](#)