

 PHILIPPINE NORMAL UNIVERSITY The National Center for Teacher Education Taft Ave. Cor. Ayala Blvd., Ermita, Manila 1000 Philippines Trunkline: +63-2-317-1768 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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Instructions to Authors for AsTEN 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 Structure

All intending authors must register at the Normal Lights' online platform: <http://po.pnuresearchportal.org/ejournal/index.php/asten>. 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 summarization or synopsis of the complete document, written in one paragraph, which should include these elements: Purpose, methodology, major findings, conclusion and recommendations.

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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.
- 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 verbs in an 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 to be written with 10 font size in alphabetical order.

Key Elements of an Article

1. Introduction: Introduction section should explain the theoretical background, related research or literature survey, the practical applications and the nature and the purpose or rationale of the article. Cited literature must be within a decade range.

2. 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.

3. Results (Findings) and Discussion: Results should be clear and concise. Discussion should

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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”

4. *Conclusion and Recommendations*: The main conclusion of the study may be presented in the conclusion section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

(Authors may deviate from the aforementioned key elements as subsections when doing/ writing 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

Formatting your document

The manuscript should have a title followed by an abstract consisting of not more than 150 words that summarizes the purpose, methods and results of the study, with 3-5 key words. The maximum length of a submitted article is about 4,000-6,000 words inclusive of the title, authors’ information, and list of references.

The text may be divided into four parts which are the following: 1. Introduction/ background of the study; 2. Methodology; 3. Results and Discussion; and 4. Conclusion and Recommendations.

Section heading should have a font size of 13, boldfaced, Calibri font while the main text should be typed using font size 12 Calibri, with justified horizontal alignment, double spaced and with 1.5 left and 1.0 right margins. The first line of all paragraphs does not need to be indented.

Figures and tables must be consequently numbered in Arabic and titles or labels typeset in 8-point Calibri. In-text citation and bibliography are presented using the APA 7th Edition Style. Please refer to the APA 7th Edition Publication Manual for detailed procedures and examples.

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Consult APA 7th Edition for other statistical tests.

Discussion

The discussion part should answer each research question based on the results. Font size 12, Calibri and justified. Headings for subtopics should be italicized, bold face.

Conclusion and Recommendations

Font size 12, Calibri and justified.

References

Follow APA 7th Edition in reporting reference list.

Appendices (if any)

Reference List

Please refer to the APA 7th Edition Publication Manual for way of citing references. Examples are as follows:

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.xxxxxxxx>


Journal article with DOI

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times or terminally ill patients. *Health Psychology*, 24, 225-229. <https://doi.org/10.1037/0278-6133.24.2.225>

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

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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.ph./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.

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/ojjdp/news_at_glance/216684/topstory.html

Newspaper article

Scwarz, J. (1993, September). 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.

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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*. Publisher. <https://www.xxxxxxx> Author, A. A.

(2006). *Title of work*. Publisher. <https://doi.org/xx.xxxxxxxx> 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). <https://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.xxxxxxxx>

Submission Checklist

1. 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).
2. The submission file is in OpenOffice, Microsoft Word, RTR, or WordPerfect document file format
3. Where available, URLs for the references have been provided.
4. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines
5. A list of possible referees/peer reviewers with their corresponding affiliation and contact information [email address]. Please refer to the attached form.