



Reference No.	PNU-MN-2022-PUB-GI-005
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<b>PUB</b>	<b>USER MANUAL FOR AUTHORS</b>
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# USER MANUAL FOR AUTHORS (APHERJ)

## LOGIN/SIGN UP AS AUTHOR

### A. New registration

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



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2. Point to the menu tab “Journal”, then click “APHERJ”.



3. Click register for new author registration



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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.

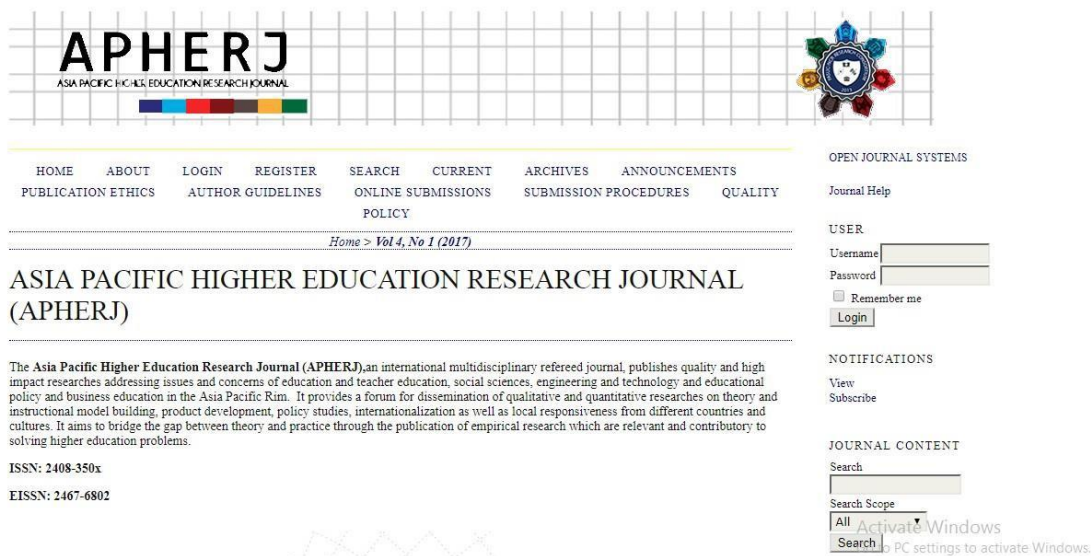
\* Denotes required field

5. Upon registration, an email will be sent to you. It includes your username and password.

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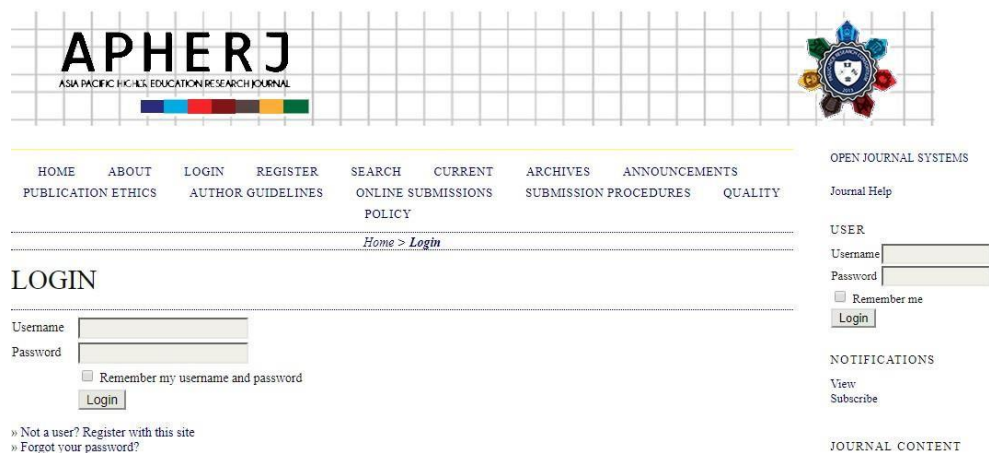
## B. To Login

1. Go to <http://po.pnuresearchportal.org/ejournal/index.php/apherj>



The screenshot shows the APHERJ website homepage. At the top left is the APHERJ logo with the text "ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL". To the right is a circular logo with a book and a lamp. Below the logo is a navigation menu with links: HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, PUBLICATION ETHICS, AUTHOR GUIDELINES, ONLINE SUBMISSIONS, SUBMISSION PROCEDURES, QUALITY, and POLICY. Below the menu is a breadcrumb trail: "Home > Vol 4, No 1 (2017)". The main heading is "ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL (APHERJ)". Below this is a paragraph describing the journal as an international multidisciplinary refereed journal. To the right of the main content is a sidebar with sections: "OPEN JOURNAL SYSTEMS" (Journal Help), "USER" (Username, Password, Remember me, Login), "NOTIFICATIONS" (View, Subscribe), and "JOURNAL CONTENT" (Search). At the bottom left, there are ISSN numbers: ISSN: 2408-350x and EISSN: 2467-6802.

2. Click login



The screenshot shows the APHERJ website login page. The layout is similar to the homepage, but the "LOGIN" link in the navigation menu is highlighted. Below the navigation menu is a breadcrumb trail: "Home > Login". The main heading is "LOGIN". Below this is a form with fields for "Username" and "Password", a "Remember my username and password" checkbox, and a "Login" button. Below the form are two links: "» Not a user? Register with this site" and "» Forgot your password?". The sidebar on the right is also visible, showing the "USER" section with the "Login" button highlighted.

3. Enter registered username and password.



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## SUBMIT NEW MANUSCRIPT

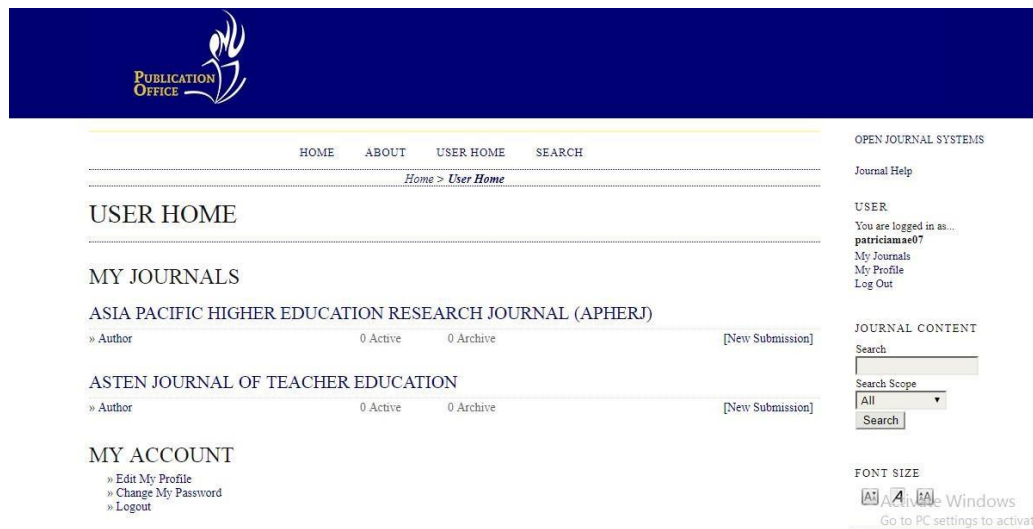
### A. New Submission

1. Go to <http://po.pnuresearchportal.org/ejournal/index.php/apherj/>
2. Login using registered author username and password
3. Click User home



The screenshot shows the homepage of the Asia Pacific Higher Education Research Journal (APHERJ). The header includes the journal title and logo. A navigation menu contains links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, PUBLICATION, ETHICS, AUTHOR GUIDELINES, ONLINE SUBMISSIONS, SUBMISSION PROCEDURES, and QUALITY POLICY. The current page is identified as 'Home > Vol 4, No 1 (2017)'. The main content area features the journal title and a brief description: 'The Asia Pacific Higher Education Research Journal (APHERJ) an international multidisciplinary refereed journal, publishes quality and high impact researches addressing issues and concerns of education and teacher education, social sciences, engineering and technology and educational policy and business education in the Asia Pacific Rim. It provides a forum for dissemination of qualitative and quantitative researches on theory and instructional model building, product development, policy studies, internationalization as well as local responsiveness from different countries and cultures. It aims to bridge the gap between theory and practice through the publication of empirical research which are relevant and contributory to solving higher education problems.' ISSN: 2408-350x, EISSN: 2467-6802. On the right side, there are sections for 'OPEN JOURNAL SYSTEMS' (Journal Help), 'USER' (logged in as patriciamae07, with links for My Journals, My Profile, Log Out), 'NOTIFICATIONS' (View, Manage), and 'JOURNAL CONTENT' (Search, Search Scope).

### 4. Click new submission



The screenshot shows the 'USER HOME' page of the APHERJ website. The navigation menu includes HOME, ABOUT, USER HOME, and SEARCH. The current page is 'Home > User Home'. The main content area is titled 'USER HOME' and contains sections for 'MY JOURNALS' and 'MY ACCOUNT'. Under 'MY JOURNALS', there are two entries: 'ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL (APHERJ)' and 'ASTEN JOURNAL OF TEACHER EDUCATION'. Each entry shows '0 Author', '0 Active', '0 Archive', and a '[New Submission]' link. Under 'MY ACCOUNT', there are links for 'Edit My Profile', 'Change My Password', and 'Logout'. On the right side, there are sections for 'OPEN JOURNAL SYSTEMS' (Journal Help), 'USER' (logged in as patriciamae07, with links for My Journals, My Profile, Log Out), 'JOURNAL CONTENT' (Search, Search Scope, All, Search), and 'FONT SIZE' (Active Windows, Go to PC settings to activate).



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## 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, 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.


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)



\* Denotes required field

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7. Click Save and continue

C. Uploading the submission

8. 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

9. Once the file is uploaded, click Save and continue

D. Entering the submissions metadata

10. 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 (eg. <http://orcid.org/0000-0002-1823-0097>).  
 URL   
 Affiliation   
(Your institution, e.g. "Simon Fraser University")  
 Country   
 Bio Statement (E.g., department and rank)

#### TITLE AND ABSTRACT

Title \*   
 Abstract

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### 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

11. Click Save and continue

E. Uploading supplementary files

12. 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    ENSURING A BLIND REVIEW

13. Click Save and continue





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## F. Confirming the submission

### 14. 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

#### ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL (APHERJ)

» [Journal Manager](#)

» [Subscription Manager](#)

» [Editor](#) 2 Unassigned    87 In Review    0 In Editing

» [Section Editor](#) 87 In Review    0 In Editing

» [Author](#) 3 Active    90 Archive

» [Reviewer](#) 0 Active

### 3. A new page will appear, click the title of your article

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	<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