USER MANUAL FOR AUTHORS (APHERJ)

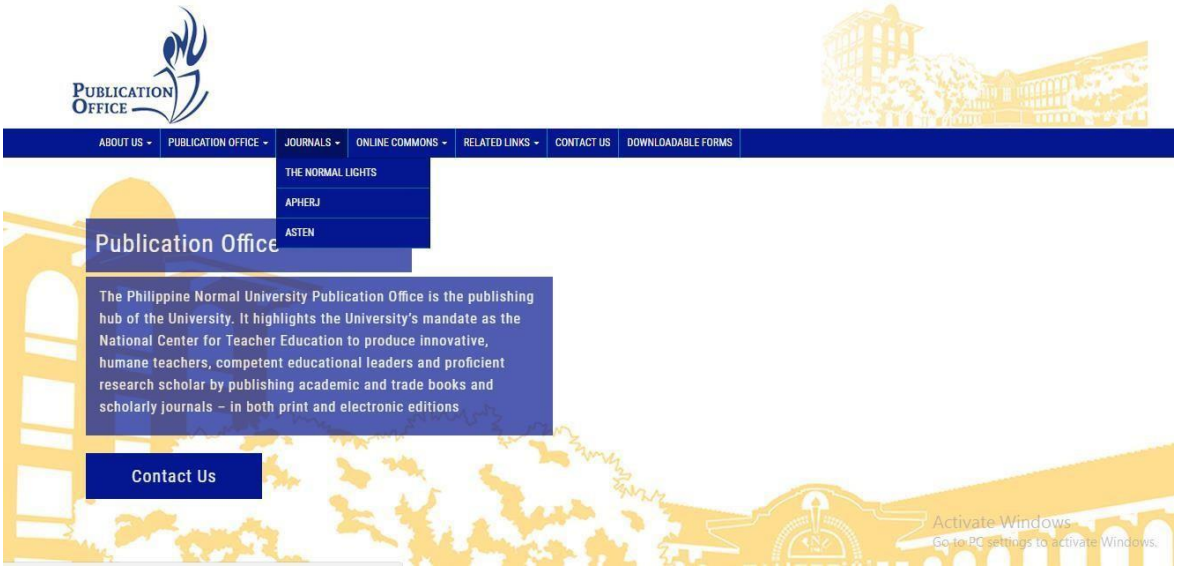
LOGIN/SIGN UP AS AUTHOR

A. New registration

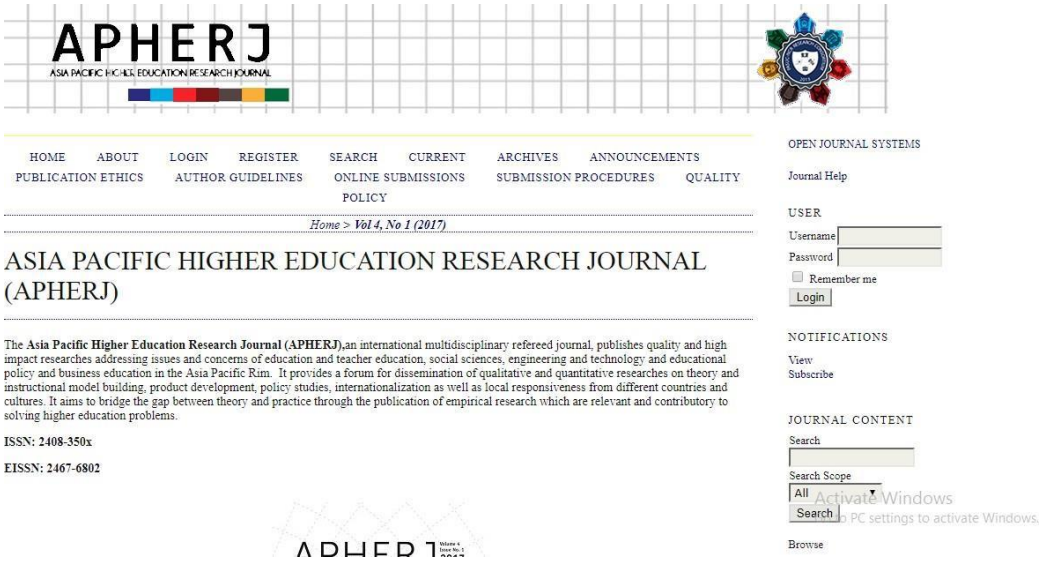
1. Go to http://po.pnuresearchportal.org/

CONTROLLED COPY

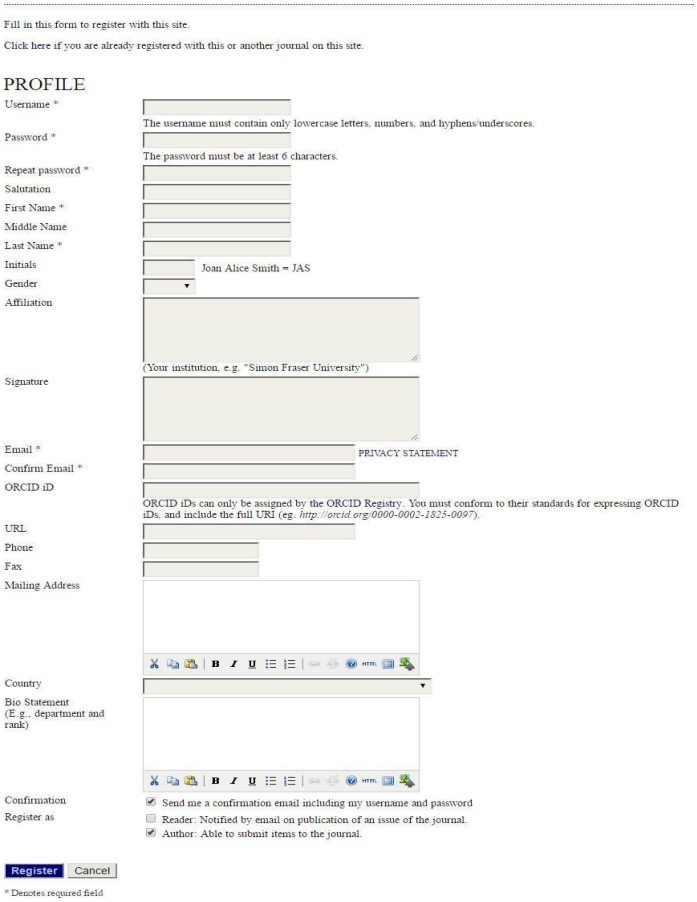
2. Point to the menu tab "Journal", then click "APHERJ".



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 ☑ Send me a confirmation email including my username and password

Register as ☐ Reader: Notified by email on publication of an issue of the journal.

☑ Author: Able to submit items to the journal.

Register Cancel

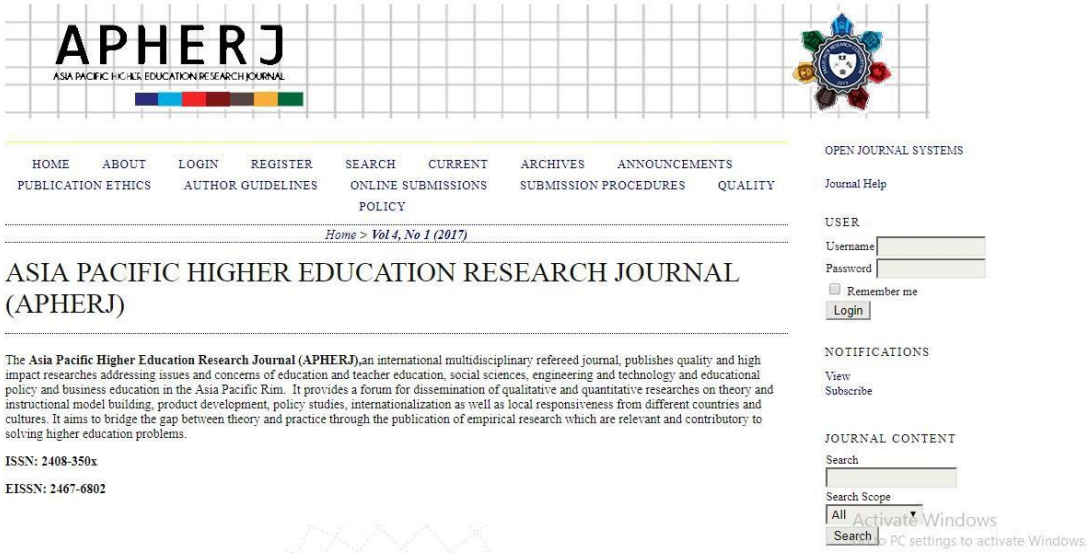
* Denotes required field

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

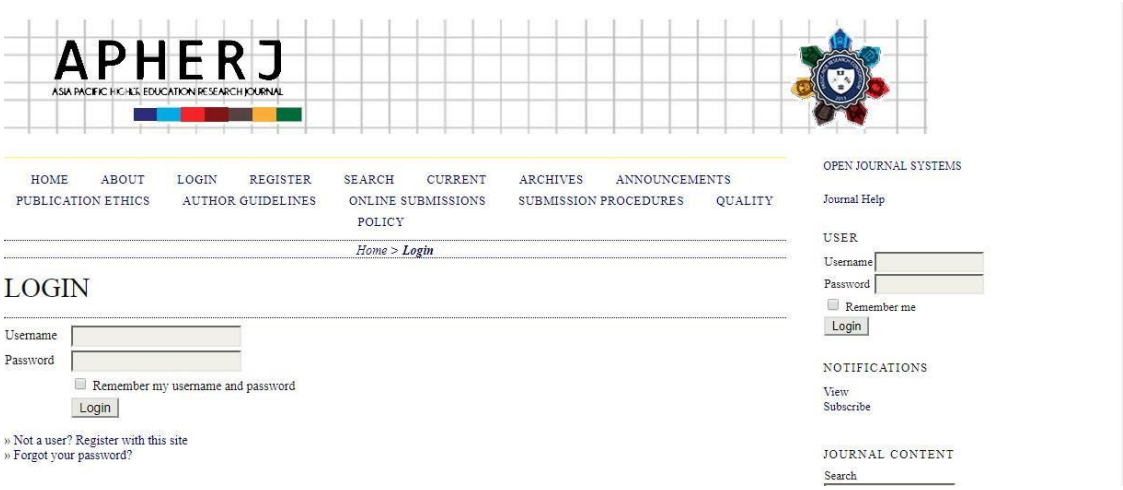
CONTROLLED COPY

B. To Login

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



2. Click login

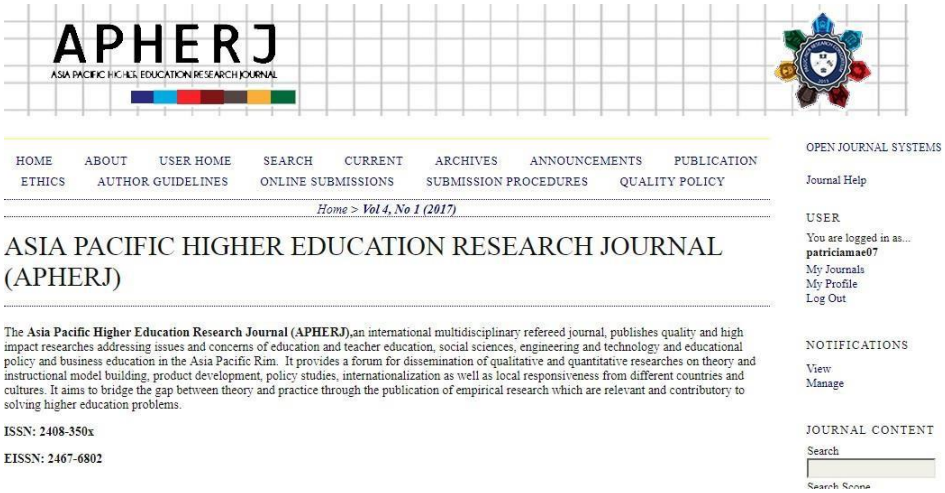


3. Enter registered username and password.

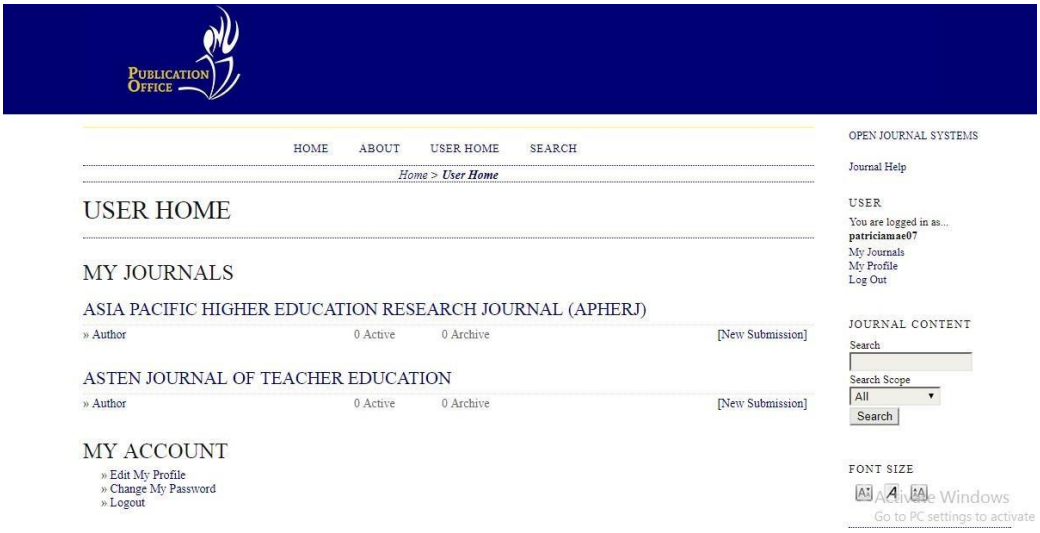
SUBMIT NEW MANUSCRIPT

A. New Submission

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



4. Click new submission

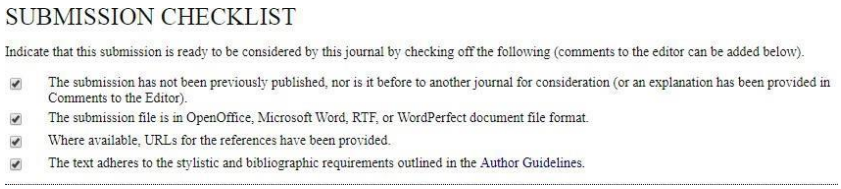


CONTROLLED COPY

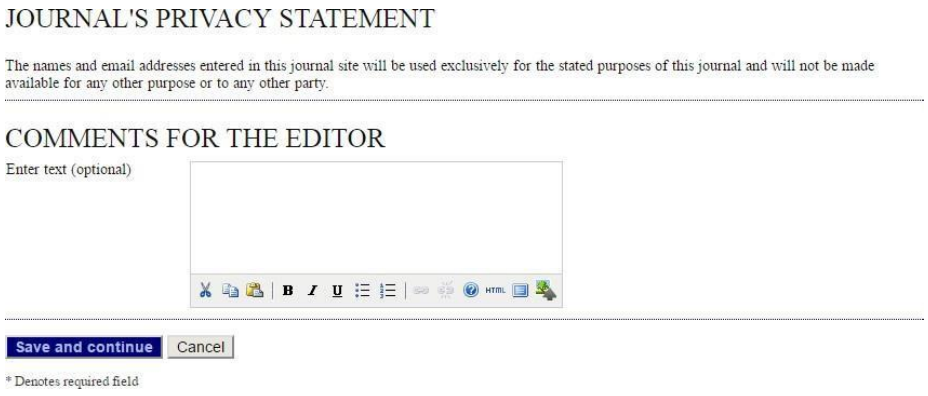
B. Starting the Submission

5. Select Research Article for the journal section.

6. Check all



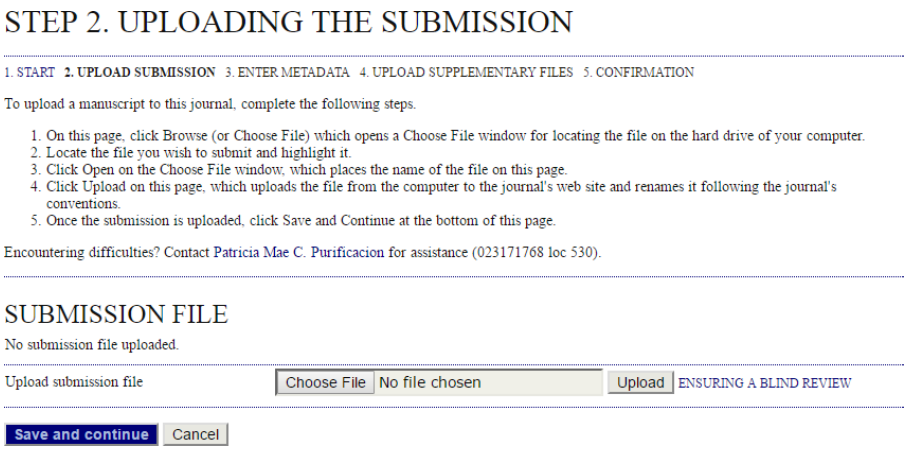
7. Draft your cover letter to the Editors in comment for the editors



7. Click Save and continue

C. Uploading the submission

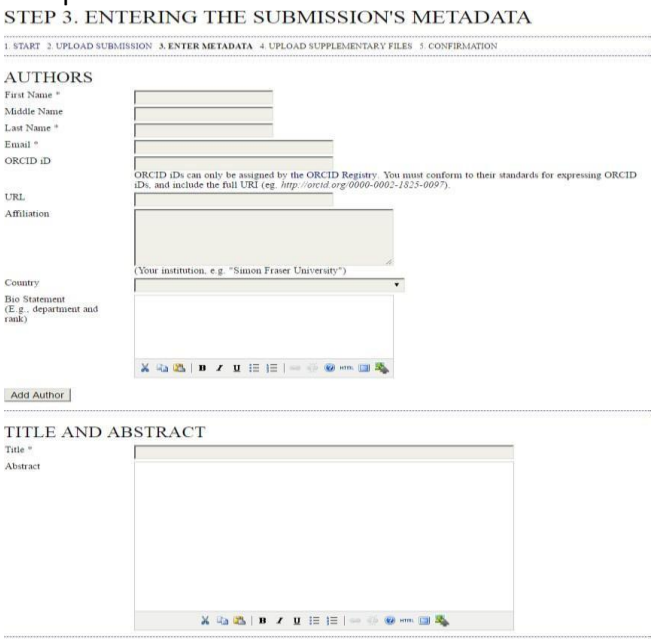
8. Choose the file that you wish to submit then click Upload



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

D. Entering the submissions metadata

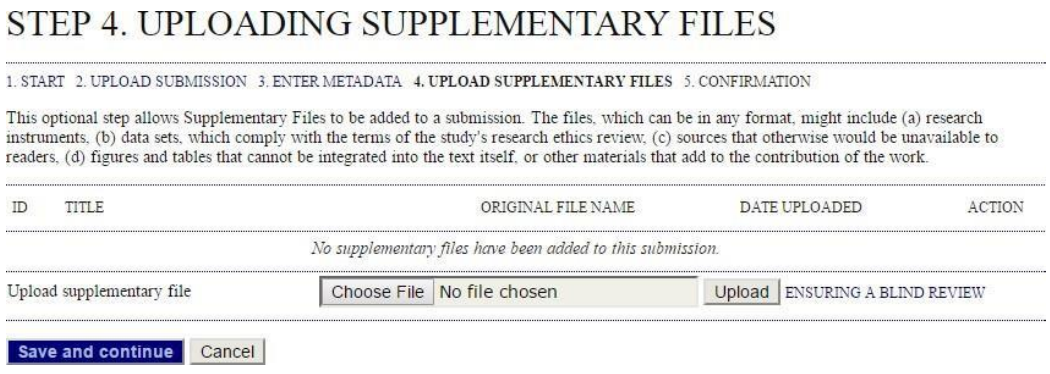
10. Fill in all the important fields



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.

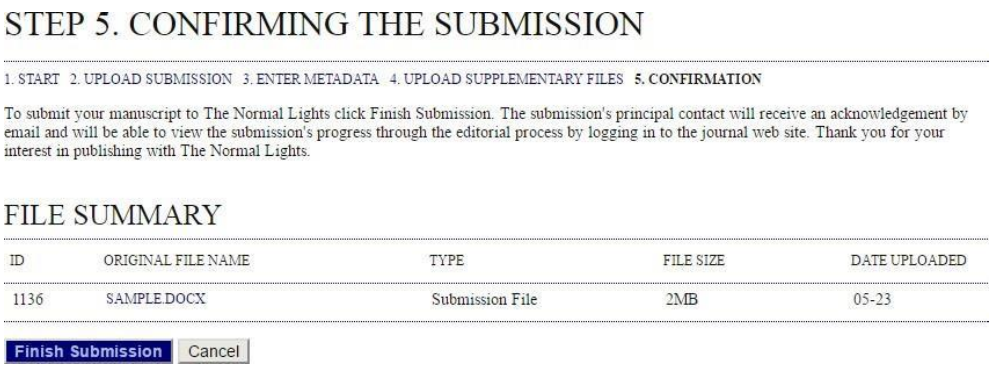


13. Click Save and continue

CONTROLLED COPY

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

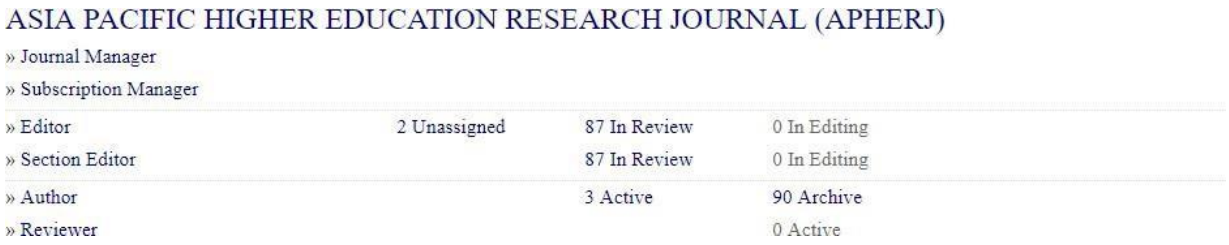
ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1136	SAMPLE.DOCX	Submission File	2MB	05-23

Finish Submission Cancel

TO SUBMIT REVISED ARTICLE

1. Go to User home

2. Beside Author, click (No. of active submissions) Active



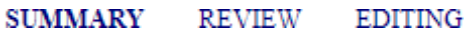
ASIA PACIFIC HIGHER EDUCATION RESEARCH JOURNAL (APHERJ)

» 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

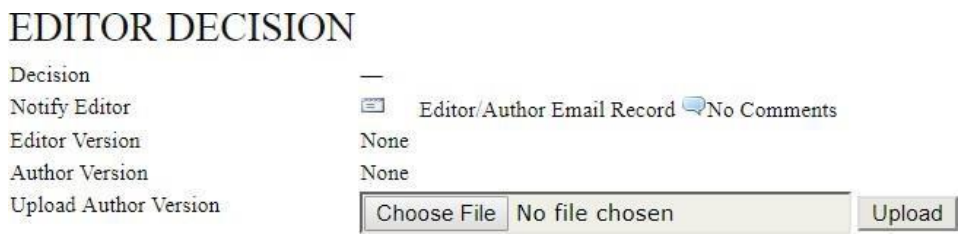
3. A new page will appear, click the title of your article

ID	MM-DD Submit	Sec	Authors	Title	Status

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 that you wish to upload.



6. Click Upload