



Philippine Normal University  
The National Center for Teacher Education  
**PUBLICATION OFFICE**

Taft Avenue, Manila 1000, Philippines  
Tel/Fax: (632) 317-1768 loc 530 email: publications.office@pnu.edu.ph



## USER MANUAL FOR AUTHORS (ASTEN)

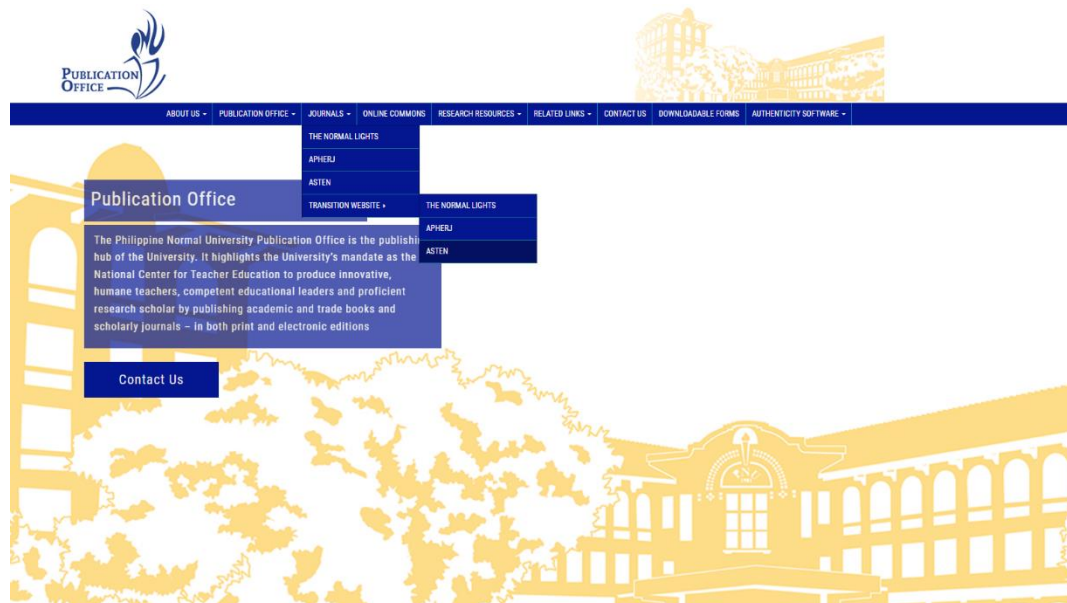
### LOGIN/SIGN UP AS AUTHOR

#### A. New registration

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



2. Point to the menu tab **Journals**, click **Transition Website**, then click **ASTEN**



(All documents without the PNU QM Stamp or Control Identifier are uncontrolled)



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3. Click **register** located in the upper right side of the header for new author registration

The screenshot shows the top navigation bar of the ASTEN Journal of Teacher Education website. The header is yellow and contains the journal's logo and name. Below the header is a navigation menu with links for Home, About, Current, Archives, Announcements, Quality Policy, Author Guidelines, and Submission Procedure. A search bar is also present. The main content area is white and features a 'Login' section with fields for Username and Password, a 'Forgot your password?' link, and a 'Keep me logged in' checkbox. There are 'Register' and 'Login' buttons at the bottom of the login section. On the right side, there is an 'Information' section with links for 'For Readers', 'For Authors', and 'For Librarians'.

4. Fill in the form then click the register **button**.

### Register

#### Profile

Given Name \*

Family Name

Affiliation \*

Country \*

#### Login

Email \*

Username \*

Password \*

Repeat password \*

#### Which journals on this site would you like to register with?

The Normal Lights

Reader  Reviewer

Asia Pacific Higher Education Research Journal (APHERJ)

Reader  Reviewer

Association of Southeast Asian Teacher Education Network (ASTEN) Journal of Teacher Education

Reader  Reviewer

If you requested to be a reviewer on any journal, please enter your subject interests:

Yes, I would like to be notified of new publications and announcements.

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## B. To Login

1. Go to <https://po.pnuresearchportal.org/transitionwebsite/index.php/asten/>

Home / Login

### Login

Username \*

Password \*

[Forgot your password?](#)

Keep me logged in

[Register](#)

2. Enter registered username and password.

3. Click Login

## SUBMIT NEW MANUSCRIPT

### A. New Submission

1. Go to <https://po.pnuresearchportal.org/transitionwebsite/index.php/asten/>
2. Login using registered author username and password
3. Click **Submissions** in the navigation section
4. Click **Make a new submission**



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**Submissions**

[Make a new submission](#) or [view your pending submissions](#).

**Submission Preparation Checklist** [Edit](#)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | The submission file has been recommended for review and publishing by the UCMIMO.   |
| <input checked="" type="checkbox"/> | The submission file is in a format ready for publishing following the prescribed instructional design and template of the IM category available in the Author Guidelines. |
| <input checked="" type="checkbox"/> | The submission has not been previously published, nor is it before another press for consideration.   |
| <input checked="" type="checkbox"/> | The submission file is in the Microsoft Word format.  |
| <input checked="" type="checkbox"/> | Where available, URLs for the references have been provided.  |
| <input checked="" type="checkbox"/> | The text adheres to the stylistic and bibliographic requirement outlined in the Author Guidelines.  |

**Research Article**

Section default policy

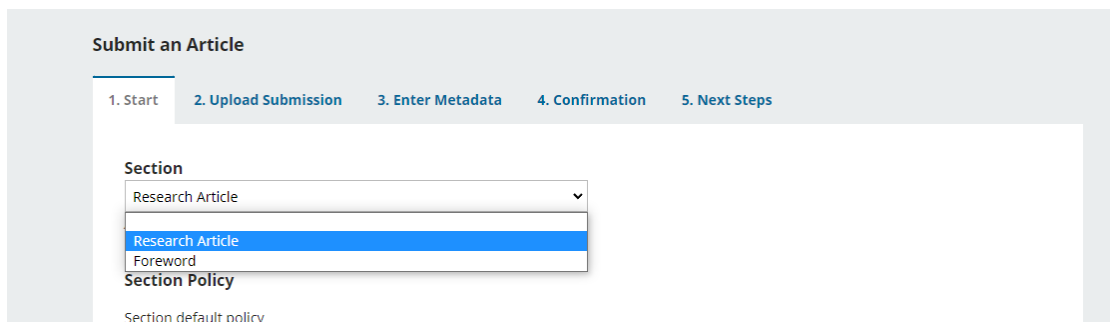
Make a new submission to the [Research Article](#) section.

**Privacy Statement** [Edit](#)

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.

**B. Starting the Submission**

5. Select **Research Article** for the journal section.



6. Check all items under the Submission Requirement if applicable.

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission file has been recommended for review and publishing by the UCMIMO.
- The submission file is in a format ready for publishing following the prescribed instructional design and template of the IM category available in the Author Guidelines.
- The submission has not been previously published, nor is it before another press for consideration.
- The submission file is in the Microsoft Word format.
- Where available, URLs for the references have been provided.
- The text adheres to the stylistic and bibliographic requirement outlined in the Author Guidelines.

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

Comments for the Editor

A rich text editor interface for writing comments. The toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, list, code, image, and link. The main area is a large empty text box.

8. Check both items

**Corresponding Contact \***

Yes, I would like to be contacted about this submission.

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

9. Click **Save and continue**

**C. Uploading the submission**

10. Click the **Add file/Upload file button**

A screenshot of the 'Submit an Article' form. The form has a progress bar with five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The main content area is titled 'Files' and contains a text box with the instruction: 'Upload any files the editorial team will need to evaluate your submission. [Upload File](#)'. There are three buttons: 'Add File' (top right), 'Save and continue' (bottom left), and 'Cancel' (bottom right).

11. Choose the file that you wish to submit

12. Once the file is uploaded, choose the type of file that you uploaded (e.g. article text)

13. click **Save and continue**



## D. Entering the submissions metadata

### 14. Fill in all the important fields

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix  Title \*

Examples: A. The

Subtitle

Abstract \*

List of Contributors [Add Contributor](#)

| Name     | E-mail | Role | Primary Contact | In Browse Lists |
|----------|--------|------|-----------------|-----------------|
| No Items |        |      |                 |                 |

Additional Refinements  
Keywords  
Add additional information for your submission. Press 'enter' after each term.

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

### 15. Click **Save and continue**

## E. Confirming the submission

### 16. Click **Finish Submission**

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

### 17. Click **Ok**



## TO SUBMIT REVISED ARTICLE

1. Click **Submissions** in the navigations section
2. Click **view your pending submissions.**

### Submissions

[Make a new submission](#) or [view your pending submissions.](#)

3. A new page will appear, beside the title of your article click the **view** button.
4. In the pre-review discussion portion, click **Add discussion**

| Pre-Review Discussions |      |            |         |        | <a href="#">Add discussion</a> |
|------------------------|------|------------|---------|--------|--------------------------------|
| Name                   | From | Last Reply | Replies | Closed |                                |
| <i>No Items</i>        |      |            |         |        |                                |

5. Enter Revised manuscript as your subject and add your note/message to the editors

**Subject \***

  
**Message \***

**Attached Files** [Q Search](#) [Upload File](#) [Select Files](#)

*No Files*

\* Denotes required field

[OK](#) [Cancel](#)



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6. Click **Upload File** button

7. Another window will appear, choose your article component (e.g. article text)

Upload a Discussion File ×

1. Upload File   2. Review Details   3. Confirm

**Article Component \***

Select article component ▼

8. Click the **Upload File** button then choose the desired file you wish to upload then click **Continue**

9. Enter the title of your document, then click **Continue**

10. Click **Complete**