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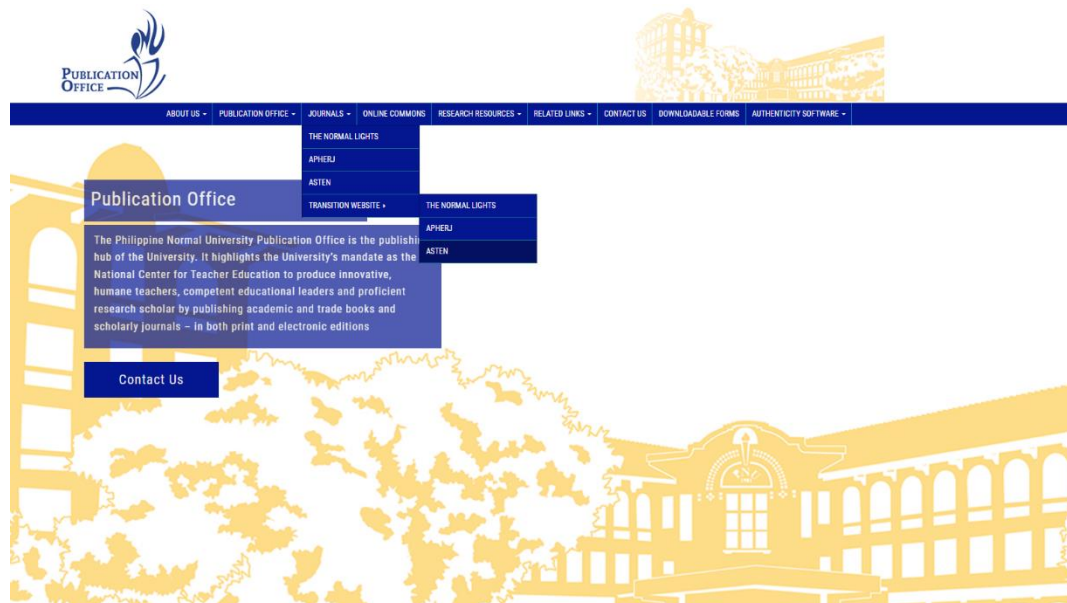
3. Click **register** located in the upper right side of the header for new author registration

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

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   Login

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**

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.

✔ 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.
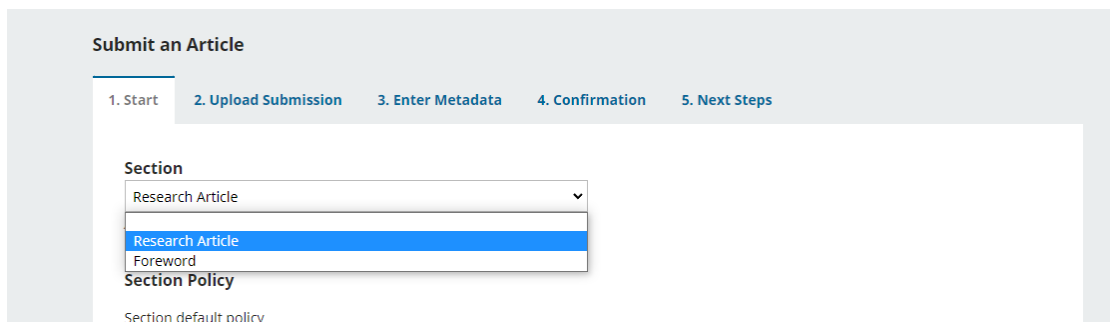
Research Article

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.

Submit an Article

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

Section

Research Article ⌄

Research Article
Foreword

Section Policy

Section default policy

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.

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

Comments for the Editor

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**

Submit an Article

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

Files   Add File

Upload any files the editorial team will need to evaluate your submission. Upload File

Save and continue   Cancel

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

Examples: A, The

Title *

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**.

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**

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

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 ▾

Continue Cancel

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**