

 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
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Instructions to Authors for AsTEN Journal

Thank you for choosing to submit your paper to us. These instructions will help intending authors ensure the completeness of the requirements for the paper to move smoothly through peer review, production, and publication. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements and standards

About the Journal


The Association of Southeast Asian Teacher Education Network (AsTEN) Journal of Teacher Education. Please see the journal's [Aims and Scope](#) for information about its focus and peer-review policy. Please note that this journal only publishes manuscripts in English.

The Association of Southeast Asian Teacher Education Network (AsTEN) is an ASEAN network of teacher education institutions that seeks to promote research and publications, scholarship of teaching, teacher education leadership, curriculum and pedagogy, reciprocity programs, quality assurance, and harmonization of standards to shape and redefine teacher education in the ASEAN region.

The AsTEN Journal of Teacher Education is the flagship publication of AsTEN. It is a peer-refereed journal that serves as the main platform for the network to engage with the wider academic community. It provides an international scholarly forum for research and ideas on teacher education in Southeast Asia and beyond. The journal is a bi-annual publication that covers an extensive array of relevant and emerging topics and issues in teacher education. It brings to the fore significant findings and contributions on teacher education that will lead to a better understanding of the dynamics of education contexts and empower teacher education institutions. It publishes articles that report research, review research literature, practice innovations, and the research-policy nexus in teacher education that will be of interest to a wide range of readership through its five main sections: research articles, review articles, teaching and assessment practices, policy briefs, and book reviews.

Section 1: Research Articles and Research Briefs

This section of the journal covers research studies that address important questions about preparing teacher trainees for service as well as the continuous professional development and learning of teachers in service. The focus can be on generic teacher education or specific curricular and subject areas. Research can also address emerging trends, values, and norms in teacher education, management and leadership trends, teacher cognition, classroom practice, and data-driven

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evaluation of teacher education courses and programs. Other topics relevant to teacher education not mentioned here are also welcome. Full-length articles (4,000–5,000 words) are strongly encouraged. Potential authors can also submit research briefs (1,000–2,000 words) of an ongoing or completed study. Studies conducted in countries outside of ASEAN should have implications that are relevant for the region.

A. Research articles should include:

1. Introduction: Provide an overview of the topic, the context, and the purpose of the article.
2. Literature Review: Include literature that is relevant to the research topic.
3. Research Questions: List the questions that the research aims to answer.
4. Participants: Describe the participants involved in the research.
5. Methodology: Describe how the research was carried out.
6. Findings and Discussion: State the findings and present a critical discussion of the strengths and gaps in the current research
7. Implications: State some implications of the findings for teacher education and/or teaching.
8. Conclusion: Restate your research, highlight its significance, and make suggestions for future research on the topic.

B. Research briefs (about 2 pages) should include:

1. Background of the Study: Provide the context and purpose of the study.
2. Focus of Study: Include the research questions or the aims of the study.
3. Research Design: Describe how the research was carried out.
4. Participants: Describe the participants involved in the study.
5. Key Findings: State the main findings.
6. Significance of Findings: State the importance of the above findings.

Section 2: Review Articles

Review articles (4,000–6,000 words) should provide a comprehensive summary of research and a critical perspective on a particular focus or discipline in education. Authors should draw conclusions from the literature reviewed and identify research areas and questions for future research. Cited literature must be articles published within the last ten years from the time of writing.

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Review articles should include:

1. Introduction: Provide an overview of the topic, the context, and the purpose of the review.
2. Key Advances: Highlight key advances that have been made and areas where more focused research may lead to greater impact and understanding of the topic.
3. Discussion: Present a critical discussion of the strengths and gaps in the current research.
4. Conclusion: Highlight the unknowns that remain and make suggestions for future research on the topic.

Section 3: Teaching and Assessment Practices

This section comprises articles on teaching and assessment strategies that have been shown to be effective in the classroom, both in schools and teacher education institutions. The articles (3,500–4,000 words) can be based on innovative practices that have been proven effective in authentic classroom settings and are preferably supported by action research findings.

The article should include:

1. Introduction: Provide the purpose of the article, the context in which the strategy is used, and evidence for the effectiveness of the strategy. If the strategy is based on an action research intervention, the author may include an additional section on the action research.
2. Action research intervention (optional): Describe the intervention.
3. Strategy:
 - a. Describe the teaching or assessment strategy.
 - b. State the pedagogical or assessment principles underpinning the strategy.
 - c. Include the lesson or activity outline to show how the strategy is enacted.
- d. Conclusion: Provide considerations for the application of the strategy. (Authors should take into consideration ASEAN educational settings.)

Section 4: Policy Briefs

This section publishes policy briefs (1,500–2,000 words), which are concise summaries of information deduced from research that can help readers understand and likely make decisions about official or institutional policies. Such a document aims to distill research products and findings in language that is clear to non-specialized audiences and draws clear connections to policy initiatives.

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Policy briefs should include:

1. Title: Reflect the contents of the brief to a non-research-oriented audience or readers.
2. Executive Summary: Present in one to two paragraphs an overview of the problem and the proposed policy action.
3. Context or Scope of Problem: State the importance of the problem and explain the necessity of policy action.
4. Policy Alternatives: Discuss the current policy approach and explain the proposed options.
5. Policy Recommendations: State and explain the concrete steps to be taken to address the policy issue.
6. Appendices: Include, where necessary, extra information as an appendix to provide support for the author's argument
7. Sources: Include reliable sources that the authors have used throughout the brief.

Section 5: Book Reviews

This section publishes academic book reviews of important or interesting new titles that are relevant to the scope of the journal. Each review (2,000–3,000 words, which excludes the title, authors' information, abstract, list of references, figures, tables, and appendices) can be written as a complete prose with the aim of informing journal readers of the purpose and quality of a book and explaining how it contributes to the current literature on a topic. Graduate students are encouraged to contribute book reviews to this journal.

Book Reviews should include:

1. Title: Include an effective title, the name(s) of the author(s), the affiliation(s) and address(es) of the author(s), and the email address of the corresponding author.
2. Abstract: Write an abstract of 150–200 words.
3. Keywords: Include 3–4 keywords.
4. Citation and Price: State the necessary information about the book reviewed and its price.
5. Summary: Summarize the various parts of the book and its key arguments.
6. Significance: Discuss the significance of the book and its relevance to the intended readership.
7. Critique and Recommendation: Include a summary of the critique of the book and make recommendations.
8. Reviewer's Particulars: State the reviewer's name and institution.

AsTEN Journal accepts the following types of articles:

- **Research Articles**
- **Research Briefs**

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- **Review Articles**
- **Teaching and Assessment Practices**
- **Policy Briefs**
- **Book Reviews**

Open Access

As part of the ongoing changes in scientific publishing, the journal follows an open access publishing model that aims to increase the readership, reach, and impact of published research through an open access system using PKP's Open Journal System. This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

Peer Review Process

1. *Criteria for Publication*

Publication in this journal is free of charge. The AsTEN organization supports all expenses incurred for article processing. Preference is given to articles that are aligned with the identified themes of the journal. It is expected that the submitted article follows the prescribed manuscript format and submission procedures. There is evidence that the article is scholarly, discusses a timely topic, and could connect with the target readership of the journal.

2. *Review Mechanics*

1. Submitted manuscripts will be subjected to an initial evaluation by the publication team. The technical requirements, which include format and intelligibility as well as content qualifications like alignment to the theme, relevance, originality, and impact, must be adequately met before the article can be considered for in-house review by the associate editors assigned to the theme where the submitted article is classified. Furthermore, this initial evaluation is undertaken to check for possible research misconduct that has occurred, including plagiarism, citation manipulation, and data falsification or fabrication. In the event that the journal editors are made aware of such misconduct, they shall follow COPE's guidelines in dealing with such allegations.

2. The article is then endorsed by the associate editors and two specialists for an in-depth review. The review process normally takes about 21 to 30 days.

3. Authors will be notified of the results of the review, which may be: a. accepted without revisions; b. accepted with minor revisions; c. accepted with major revisions; or d. non-acceptance or rejection of the submitted article.

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4. Authors are required to respond to the reviewers comments and suggestions and submit their revised article on a specified date. Associate editors will then check how accurately the comments and suggestions were responded to.

5. A decision letter on the acceptance or non-acceptance of the paper will be sent to the authors.

The following summary describes the peer review process for this journal:

Identity transparency: double anonymized

Reviewer interacts with: Editor

Review information published: none

Publication Ethics

The publication of an article in a peer-reviewed journal is a crucial step in disseminating knowledge and contributing to scientific development. As a peer-reviewed journal, the rigor of scientific publication is expected to be observed in the course of evaluating papers that are submitted. Therefore, ethical behavior is expected of all parties involved in the publishing process: the author, the journal editor, the peer reviewer, and the publisher.

[Click here](#) to read the duties for authors, editors, and reviewers according to the Omnia Publisher Publication Ethics Statement.

Preparing the Manuscript

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 normal font as possible in your documents. Special fonts, such as those 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 ‘spell checker’ 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.

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Articles should be prepared in the following order:

Title. Concise and informative. Titles are often used in information retrieval systems. Avoid abbreviations and formulas where possible. The title should not be more than 12 words and be written in 16 font and centered. The rest of the details on 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 summary or synopsis of the complete document, written in one paragraph, which should include these elements: purpose, methodology, major findings, conclusion, and recommendations.

Abstract Writing Style

- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, and descriptive language.
- The abstract should be written with correct English grammar and spelling
- Write from an objective, rather than evaluative, point of view.
- Define unique terms and acronyms the first time they are used.
- Write one paragraph, from 100 to 150 words in length, in 10 font sizes.
- 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.

Research Articles (4,000-5,000 words) should include:

1. Introduction: Provide an overview of the topic, the context, and the purpose of the article.
2. Literature Review: Include literature that is relevant to the research topic.
3. Research Questions: List the questions that the research aims to answer.
4. Participants: Describe the participants involved in the research.
5. Methodology: Describe how the research was carried out.
6. Findings and Discussion: State the findings and present a critical discussion of the strengths and gaps in the current research
7. Implications: State some implications of the findings for teacher education and/or teaching.

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- Conclusion: Restate your research, highlight its significance, and make suggestions for future research on the topic.

Research briefs (about 2 pages) should include:

- Background of the Study: Provide the context and purpose of the study.
- Focus of Study: Include the research questions or the aims of the study.
- Research Design: Describe how the research was carried out.
- Participants: Describe the participants involved in the study.
- Key Findings: State the main findings.
- Significance of Findings: State the importance of the above findings.

Review Articles should include:

- Introduction: Provide an overview of the topic, the context, and the purpose of the review.
- Key Advances: Highlight key advances that have been made and areas where more focused research may lead to greater impact and understanding of the topic.
- Discussion: Present a critical discussion of the strengths and gaps in the current research.
- Conclusion: Highlight the unknowns that remain and make suggestions for future research on the topic.

Teaching and Assessment Practices Articles (3,500-4,000 words) should include:

- Introduction: Provide the purpose of the article, the context in which the strategy is used, and evidence for the effectiveness of the strategy. If the strategy is based on an action research intervention, the author may include an additional section on the action research.
- Action research intervention (optional): Describe the intervention.
- Strategy:
 - Describe the teaching or assessment strategy.
 - State the pedagogical or assessment principles underpinning the strategy.
 - Include the lesson or activity outline to show how the strategy is enacted.

- Conclusion: Provide considerations for the application of the strategy. (Authors should take into consideration ASEAN educational settings.)

Policy Briefs (1,500–2,000 words) should include:

- Title: Reflect the contents of the brief to a non-research-oriented audience or readers.
- Executive Summary: Present in one to two paragraphs an overview of the problem and the proposed policy action.

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3. Context or Scope of Problem: State the importance of the problem and explain the necessity of policy action.
4. Policy Alternatives: Discuss the current policy approach and explain the proposed options.
5. Policy Recommendations: State and explain the concrete steps to be taken to address the policy issue.
6. Appendices: Include, where necessary, extra information as an appendix to provide support for the author's argument.
7. Sources: Include reliable sources that the authors have used throughout the brief.

Book Reviews (2,000–3,000 words, which exclude the title, authors' information, abstract, list of references, and figures, tables, and appendices) should include:

1. Title: Include an effective title, the name(s) of the author(s), the affiliation(s) and address(es) of the author(s), and the email address of the corresponding author.
2. Abstract: Write an abstract of 150–200 words.
3. Keywords: Include 3–4 keywords.
4. Citation and Price: State the necessary information about the book reviewed and its price.
5. Summary: Summarize the various parts of the book and its key arguments.
6. Significance: Discuss the significance of the book and its relevance to the intended readership.
7. Critique and Recommendation: Include a summary of the critique of the book and make recommendations.
8. Reviewer's Particulars: State the reviewer's name and institution.

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 proofreading 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. Section headings should have a font size of 13, boldfaced, Calibri font, while the main text should be typed using a font size of 12 Calibri, with justified horizontal alignment, double spaced, and with 1.5 left and 1.0 right margins.

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The first line of all paragraphs does not need to be indented. Figures and tables must be consistent with the APA 7th edition format. In-text citations and references are presented using the APA 7th edition style. Please refer to the APA 7th Edition Publication Manual for detailed procedures and examples. Consult the APA 7th Edition for other statistical tests.

Reference List

Please refer to the APA 7th Edition Publication Manual for ways 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 of 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, and then list the final 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.php/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>

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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

Swarcz, 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.

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>

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Checklist: What to Include

1. **Author details.** Please ensure all listed authors meet the authorship criteria spelled out in the Publication Ethics. All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include ORCiDs. One author will need to be identified as the corresponding author, with their email address normally displayed in the article PDF (depending on the journal) and the online article. Authors' affiliations are the affiliations where the research was conducted. If any of the named co-authors changes affiliations during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.

2. **Statements and Declarations** (*Please include this after the manuscript before the reference section.*)

1. **Funding details.** Please supply all details required by your funding and grant-awarding bodies as follows:

For single agency grants

This work was supported by the [Funding Agency] under Grant [number xxxx].

For multiple agency grants

This work was supported by [Funding Agency #1] under Grant [number xxxx]; [Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx].

2. **Disclosure statement.** This is to acknowledge any financial or non-financial interest that has arisen from the direct application of your research. If there are no relevant competing interests to declare, please state this within the article, for example: *The authors report that there are no competing interests to declare.*

3. **Acknowledgement:** A one- to two-line statement of appreciation for other services from organizations or individuals

Using Third-Party Material

You must obtain the necessary permission to reuse third-party material in your article. The use of short extracts of text and some other types of material is usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. If you wish to include any material in your paper for which you do not hold copyright and which is not covered by this informal agreement, you will need to obtain written permission from the copyright owner prior to submission.

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Submission Checklist

1. The submission has not been previously published, nor has it been submitted 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 or peer reviewers with their corresponding affiliation and contact information [email address]. Please refer to the attached form.

Publication Charges

There are no submission fees, publication fees, or page charges for this journal.

Copyright Notice

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