

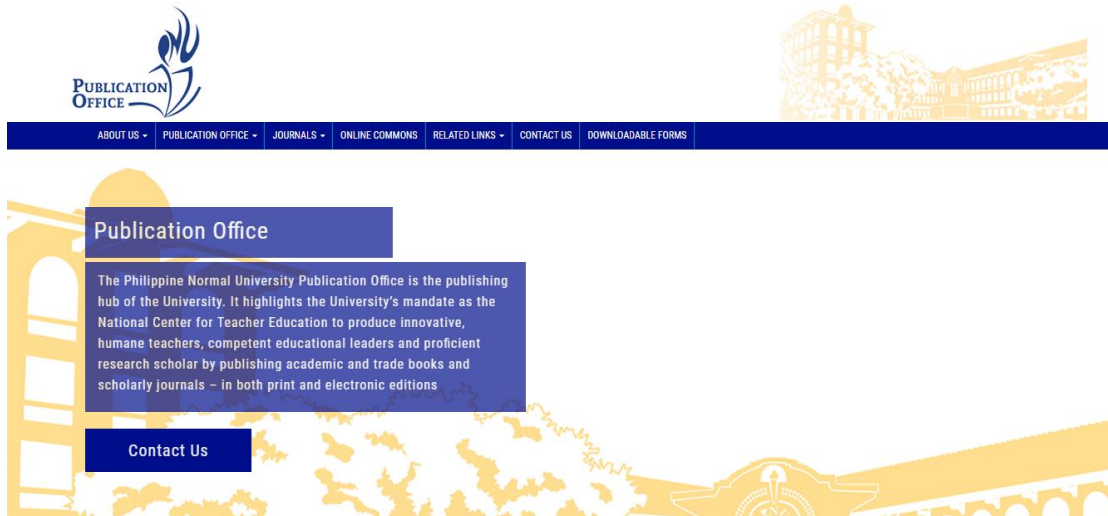


USER MANUAL FOR AUTHORS (PRISMA: Gender and Education e-journal)

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 **PRISMA: E-JOURNAL**





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

PRISMA Gender and Education E-Journal

Home Quality Policy About Templates Current Archives Search

Register Login

Information
For Readers
For Authors
For Librarians

Language
English

Latest publications

PRISMA: Gender and Education E-Journal is a peer-reviewed journal by the Philippine Normal University that publishes original contributions on gender studies and its emergent issues. The journal is an annual publication that covers an extensive array of education themes using gender as a lens. It publishes diverse content that will be of interest to a wide range of readership through its five main sections: research articles, article and book reviews, policy briefs, creative works, and translations.

PRISMA provides a unique platform for knowledge sharing regarding, among other topics, pedagogy, curriculum, technology integration, teaching and learning, assessment and evaluation, educational leadership, teacher education – across the lifespan (early childhood care and development, basic education, tertiary, technical and vocational education).

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

Home / Register

Register

Required fields are marked with an asterisk: *

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email address *

Username *

Password *

Repeat password *

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

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

Yes, I would like to be contacted with requests to review submissions to this journal.

Register Login





B. To Login

1. Go to <https://ejournalprisma.com/index.php/ojs/login>

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://ejournalprisma.com/index.php/ojs/login>
2. Login using registered author username and password
3. Click **Submissions** in the navigation section
4. Click **Make a new submission**





Home / Submissions

Submissions

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

Author Guidelines [Edit](#)

Authors are invited to make a submission to this journal. All submissions will be assessed by an editor to determine whether they meet the aims and scope of this journal. Those considered to be a good fit will be sent for peer review before determining whether they will be accepted or rejected.

Before making a submission, authors are responsible for obtaining permission to publish any material included with the submission, such as photos, documents and datasets. All authors identified on the submission must consent to be identified as an author. Where appropriate, research should be approved by an appropriate ethics committee in accordance with the legal requirements of the study's country.

An editor may desk reject a submission if it does not meet minimum standards of quality. Before submitting, please ensure that the study design and research argument are structured and articulated properly. The title should be concise and the abstract should be able to stand on its own. This will increase the likelihood of reviewers agreeing to review the paper. When you're satisfied that your submission meets this standard, please follow the checklist below to prepare your submission.

Submission Preparation Checklist [Edit](#)

All submissions must meet the following requirements.

- This submission meets the requirements outlined in the [Author Guidelines](#).
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled.
- Permission has been obtained to publish all photos, datasets and other material provided with this submission.

Information

[For Readers](#)
[For Authors](#)
[For Librarians](#)

Language

[English](#)

Latest publications

[View All](#)
[View All](#)
[View All](#)

B. Starting the Submission

5. Enter the title of the submission

6. Choose which section is applicable for your submission

Make a Submission

Before you begin

Thank you for submitting to the The PRISMA: GAD e-Journal. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our [Submission Guidelines](#) if you have not done so already. When filling out the forms, provide as many details as possible in order to help our editors evaluate your work.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

Title *

Section *

Submissions must be made to one of the journal's sections.

- Research Articles
- Review Articles
- Policy Brief
- Book Review
- Creative Work - Visual Arts
- Creative Work - Literary Arts
- Creative Work - Performing Arts
- Creative Work - Music
- Creative Work - Theater Arts





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

Submission Checklist *

All submissions must meet the following requirements.

- This submission meets the requirements outlined in the [Author Guidelines](#).
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled.
- Permission has been obtained to publish all photos, datasets and other material provided with this submission.

Yes, my submission meets all of these requirements.

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

Comments for the Editor

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, code, list, image, and insert. Below the toolbar is a large empty text area for writing comments.

9. 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](#).

10. Click **Save and continue**





C. Uploading the submission

11. 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

12. Choose the file that you wish to submit

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

14. click **Save and continue**

D. Entering the submissions metadata

15. 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





16. Click **Save and continue**

E. Confirming the submission

17. 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](#)

18. 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					Add discussion
Name	From	Last Reply	Replies	Closed	
No Items					

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





Subject *

Message *

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

No Files

* Denotes required field

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

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**

