

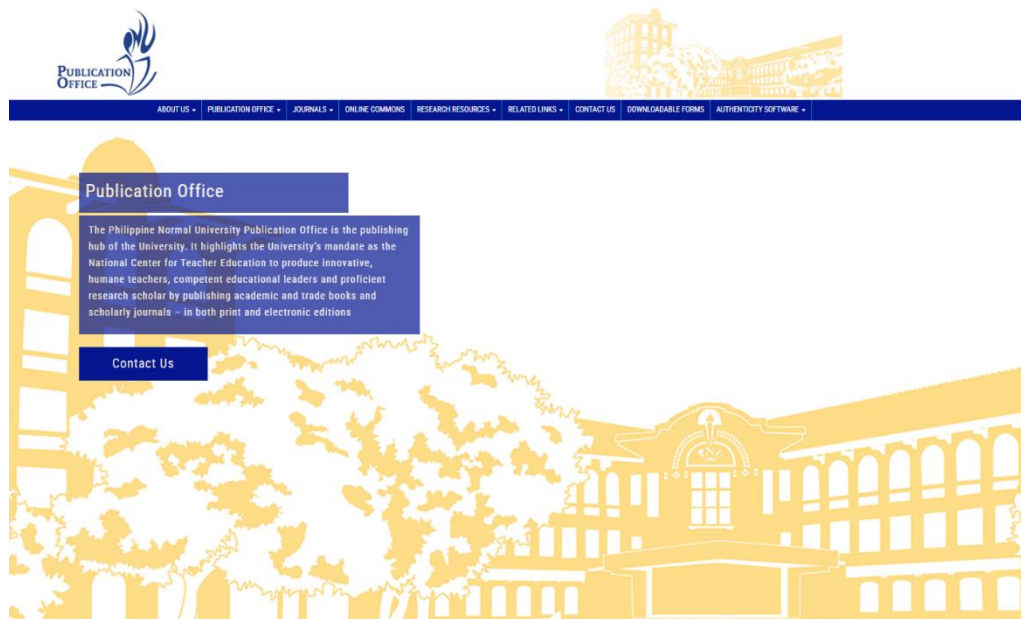


User Manual for Authors (AsTEN Journal of Teacher Education)

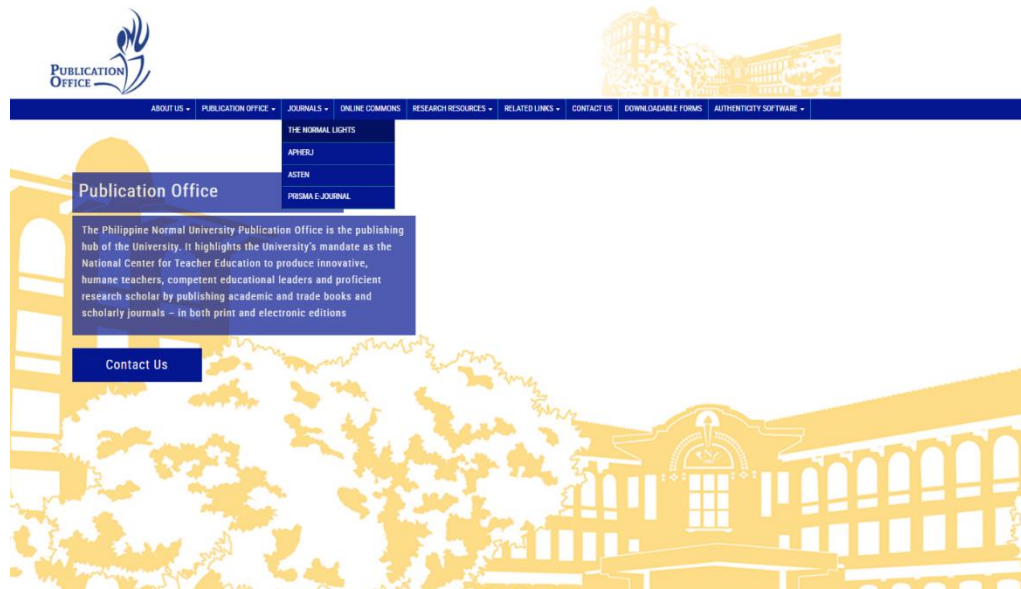
Login/Sign up as author

A. New registration

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

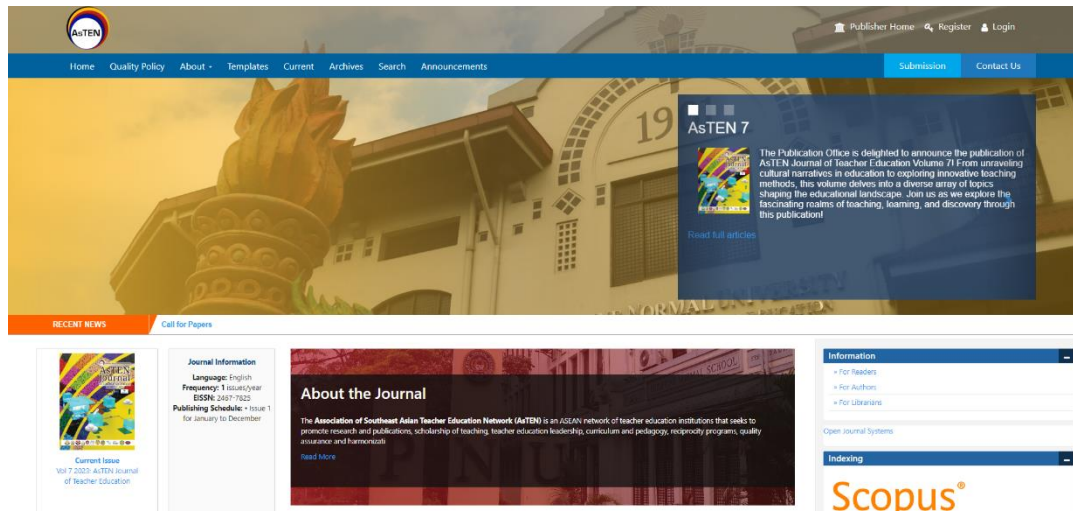


2. Point to the menu tab **Journals**, then click **AsTEN**.

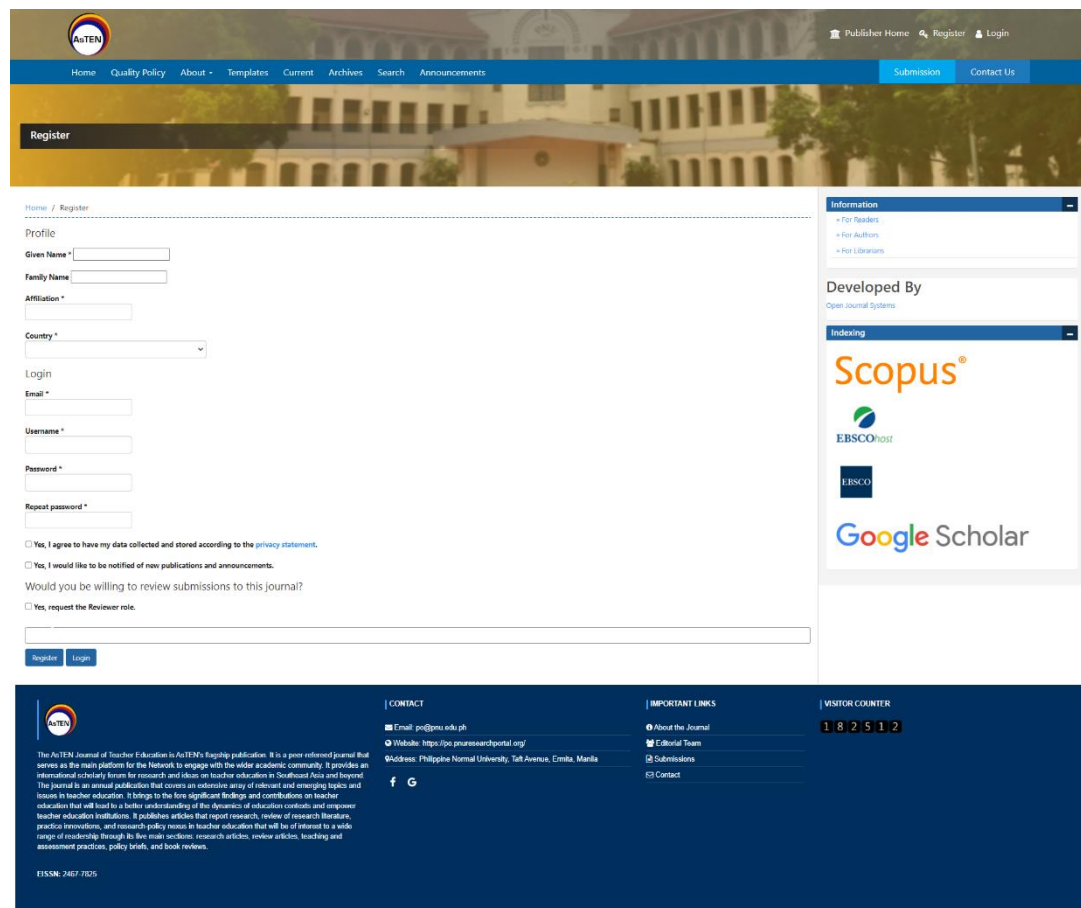




3. Click **register** located in the upper right side of the header for new author registration.



4. Fill out the form, then click the **register** button.



B. To Login

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





2. Click **Login** in the upper right corner of the homepage

Login

Home / Login

Username

Password

Forgot your password?

Keep me logged in

Login Register

3. Enter your registered username and password, then click the **Login** button

Submit New Manuscript

A. New submission

1. Go to <https://po.pnuresearchportal.org/ejournal/index.php/asten/>
2. Log in to your account using your registered username and password
3. Click **Submissions** in the navigation bar

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Submissions Contact Us

AsTEN 7

The Publication Office is delighted to announce the publication of AsTEN Journal of Teacher Education Volume 7! From unraveling cultural narratives in education to exploring innovative teaching methods, this volume delves into a diverse array of topics shaping the educational landscape. Join us as we explore the fascinating realities of teaching, learning, and discovery through this publication!

Read full articles

RECENT NEWS Call for Papers

Journal Information

Language: English

Frequency: 1 issue/year

ISSN: 2487-7925

Publishing Schedule: Issue 1 for January to December

About the Journal

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, residency program, quality assurance and harmonization

Information

+ For Readers

+ For Authors

+ For Librarians

Open Journal Systems

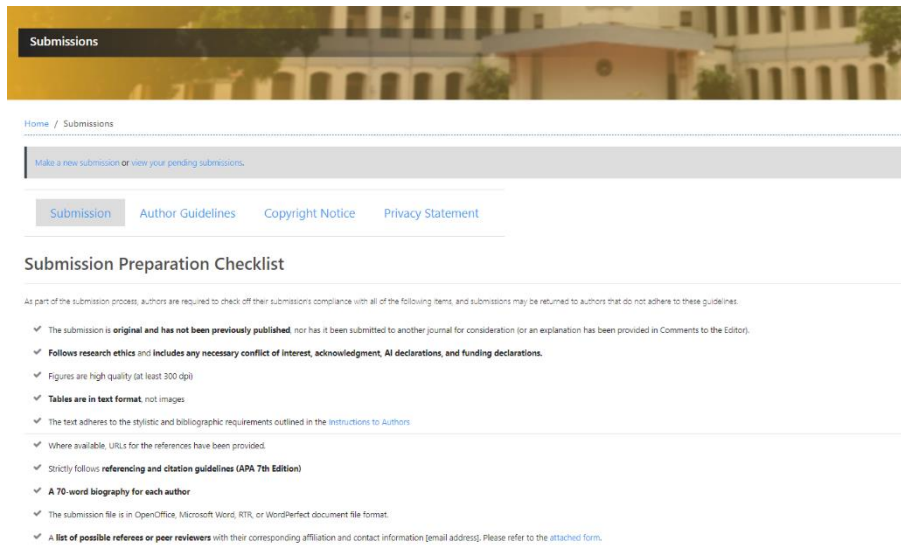
Indexing

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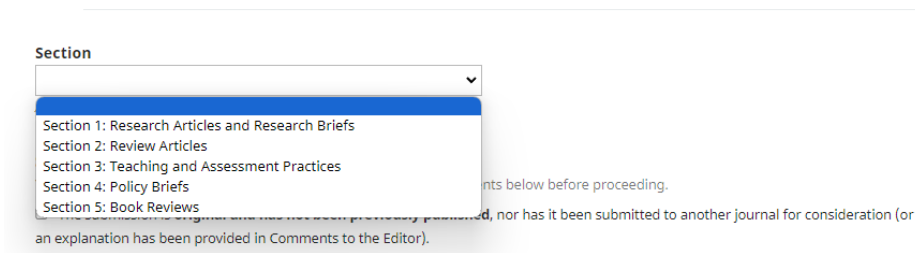


4. Click **Make a new submission**

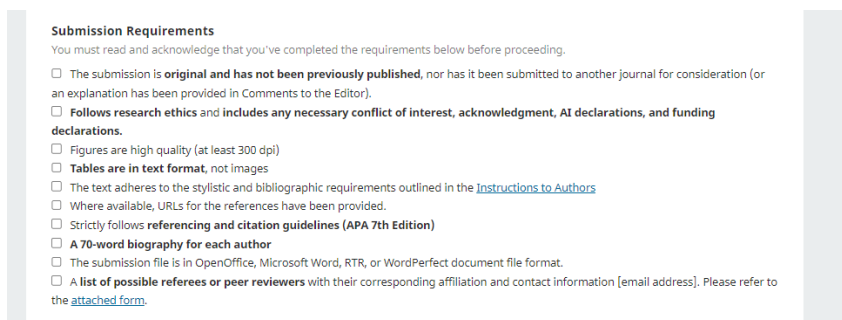


B. Starting the Submission

5. Select a section of your submission



6. Check all items under the **Submission Requirements**, ensure that all items are completed before proceeding with the submission





7. Draft cover letter to the Editors

Comments for the Editor

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, and image.

Empty text area for drafting the cover letter.

8. Check both items

Acknowledge the copyright statement

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

9. Click Save and continue

C. Uploading the Submission

10. Click **Add file** or **Upload file**

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 your desired file

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 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

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.

References

15. Click **Save and continue**

C. 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".

17. Click **Ok**

To submit revised article

1. Click **Submissions** in the navigations section





2. Click **view your pending 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. Check the boxes for all participants

6. Input subject and add your note/message to the editors

Subject *

Message *

7. Click **Upload File** button

Attached Files	Search	Upload File
No Files		

8. 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](#)





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9. Click the **Upload File** button then choose the desired file you wish to upload, then click **Continue**
10. Enter the title of your document, then click **Continue**
11. Click **Complete**, then click **Ok**

