

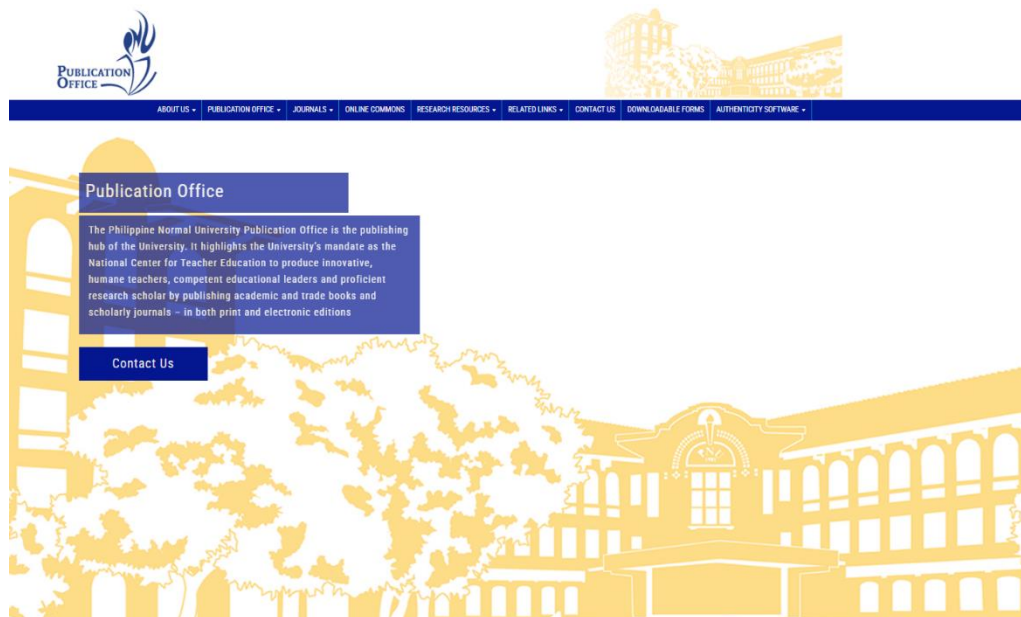


User Manual for Authors (APHERJ)

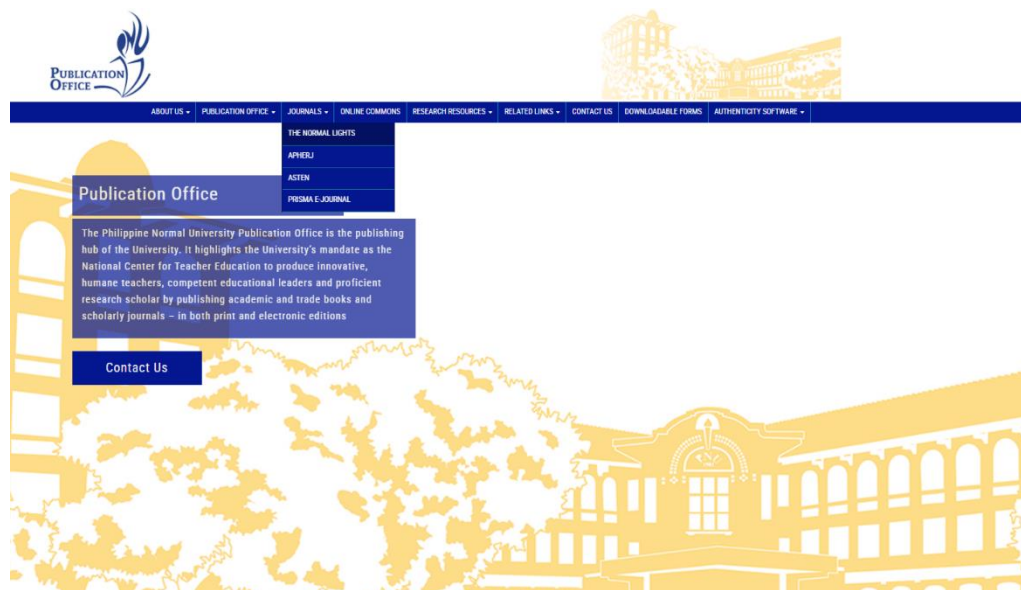
Login/Sign up as author

A. New registration

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

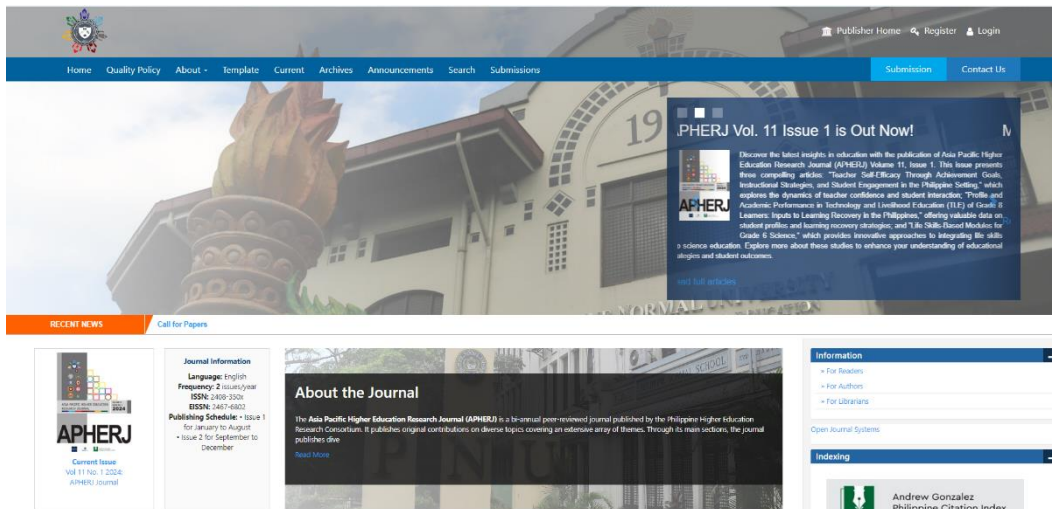


2. Point to the menu tab **Journals**, then click **APHERJ**.

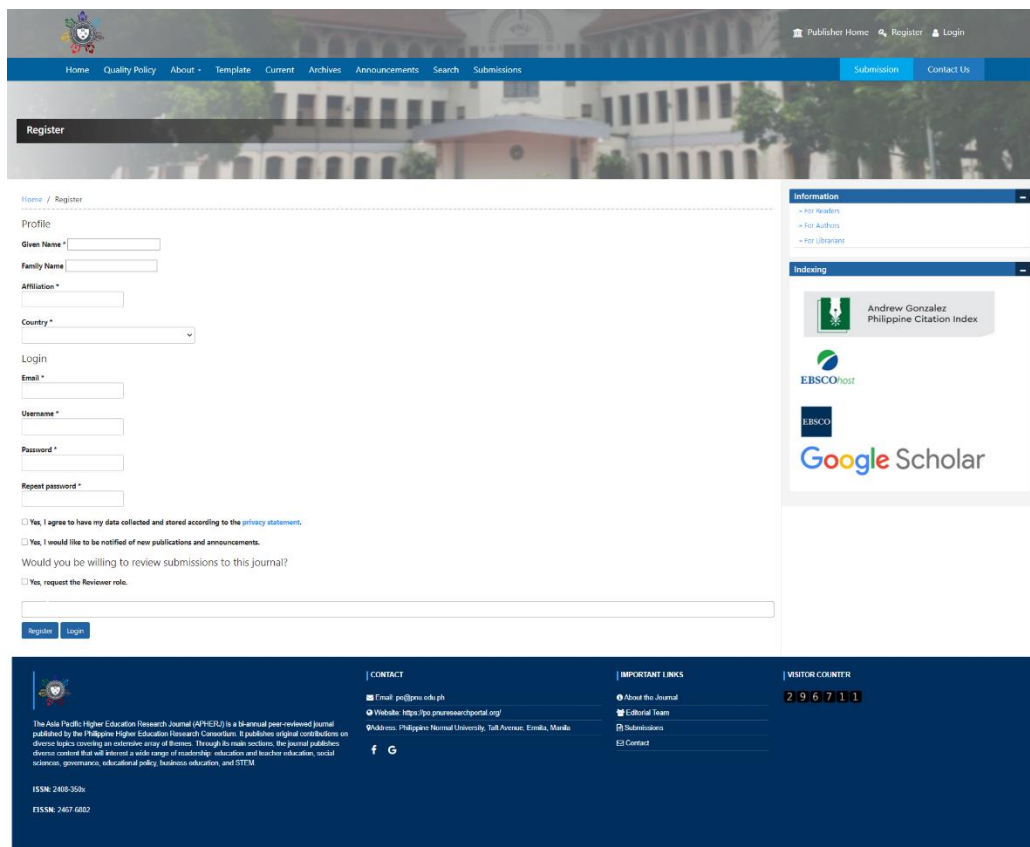




3. Click **register** located in the upper right side of the header for new author registration.



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



B. To Login

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





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/apherj/index>
2. Log in to your account using your registered username and password
3. Click **Submissions** in the navigation bar

Home Quality Policy About Template Current Archives Announcements Search Submissions **Submission** Contact Us

APHERJ Vol. 11 Issue 1 is Out Now!

Discover the latest insights in education with the publication of Asia Pacific Higher Education Research Journal (APHERJ) Volume 11, Issue 1. This issue presents three compelling articles: "Teacher Self-Efficacy Through Achievement Goals, Instructional Strategies, and Student Engagement in the Philippine Setting," which explores the dynamics of teacher confidence and student interaction; "Profile and Academic Performance in Technology and Livelihood Education (TLE) of Grade 8 Learners: Insights for Learning Recovery in the Philippines," offering valuable data on student profiles and learning recovery strategies; and "1.5a 32a-Strand Modules for Grade 6 Science," which provides innovative approaches to integrating life skills into science education. Explore more about these studies to enhance your understanding of educational strategies and student outcomes.

[Read full articles](#)

RECENT NEWS Call for Papers

Journal Information
Language: English
Frequency: 2 Issues/Year
ISSN: 2438-350x
EISSN: 2437-6802
Publishing Schedule: • Issue 1 for January to August
• Issue 2 for September to December

About the Journal
The Asia Pacific Higher Education Research Journal (APHERJ) is a bi-annual peer-reviewed journal published by the Philippine Higher Education Research Consortium. It publishes original contributions on diverse topics covering an extensive array of themes. Through its main sections, the journal publishes data.

[Read More](#)

Information
• For Readers
• For Authors
• For Librarians

Indexing
Andrew Gonzalez
Philippine Citation Index





4. Click **Make a new submission**

The screenshot shows the 'Submissions' page of the journal. At the top, there is a navigation bar with 'Home / Submissions' and a button to 'Make a new submission or view your pending submissions.' Below this is a menu with 'Submission', 'Author Guidelines', 'Copyright Notice', and 'Privacy Statement'. The main content area is titled 'Submission Preparation Checklist' and lists various requirements for authors, such as originality, research ethics, and formatting. On the right side, there is a sidebar with 'Information' and 'Indexing' sections, including logos for Andrew Gonzalez Philippine Citation Index, EBSCOhost, EBSCO, and Google Scholar.

B. Starting the Submission

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

The screenshot shows the 'Submit an Article' form. It has a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is open, showing options: Preliminaries, Foreword, Research Article (which is highlighted), and Notes. Below the dropdown, there is a checkbox for 'The submission is original and 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).'

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

The screenshot shows the 'Submission Requirements' section. It starts with a heading 'Submission Requirements' and a sub-heading 'You must read and acknowledge that you've completed the requirements below before proceeding.' Below this is a list of requirements, each with a checkbox:

- The submission is **original and 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).
- Follows research ethics and includes any necessary conflict of interest, acknowledgment, AI declarations, and funding declarations.**
- Figures are high quality (at least 300 dpi)
- Tables are in text format**, not images
- The text adheres to the stylistic and bibliographic requirements outlined in the [Instructions to Authors](#)
- Where available, URLs for the references have been provided.
- Strictly follows **referencing and citation guidelines (APA 7th Edition)**
- A 70-word biography for each author**
- The submission file is in OpenOffice, Microsoft Word, RTR, or WordPerfect document file format.
- A list of possible referees or peer reviewers** with their corresponding affiliation and contact information [email address]. Please refer to the [attached form](#).





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, link, unlink, and image.

Empty text area for drafting the cover letter.

8. Check both items

Acknowledge the copyright statement

Authors who publish in this journal agree to the following terms:

1. Author(s) retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](#) that allows others to share the work with an acknowledgment of the work's authorship and initial publication in this journal.
2. Author(s) can enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal.
3. Author(s) are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) before and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](#)).

- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

[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](#)





PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
PUBLICATION OFFICE

Taft Ave. cor. Ayala Blvd., Ermita, Manila | (+632) 5317 1768 loc. 530 | publications.office@pnu.edu.ph



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**

