Instructions to Authors for TNL 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 Normal Lights (TNL) is a peer-reviewed education and educational innovation and development journal. TNL aims to publish original research papers in the domain of education, which may be but is not limited to, the following areas: Teacher education, theories of education, sociology of education, curriculum, assessment, technology, innovations, Action Research, education in the non-formal context, and governance in education. Education theories may cover the following sub-fields: Scholarship of teaching, learning, and assessment; educational administration and strategy; learning courses; and science and technology education. The journal emphasizes systematic inquiry and bridging the gap between theory and practice in education and different educational systems.

Specifically, the journal intends to:

1. Promote understanding of issues in education through the publication of high-quality empirical research articles and theoretical papers/articles;
2. Provide an avenue for education researchers and practitioners to disseminate their critical perspectives on the current trends, problems, and challenges in this field and related fields and
3. Foster the contribution of education to society.

The journal encourages submissions across all levels of education throughout the learner's lifespan. It also accepts articles written in the Philippine national language or Filipino.

Focus and Scope

The Normal Lights is a peer-reviewed education, educational innovation, and development journal. Its mission is to rationalize and bridge the gap between theory and practice in educational systems in the Philippines and beyond.

The Normal Lights intends to:

1. Promote understanding of issues on education and development through the publication of empirical quantitative and qualitative research articles and scholarly essays, both methodologically or theoretically innovative.

2. Provide an avenue for education researchers and practitioners to debate current trends, problems, and challenges in this field.
3. Offer a national, regional, and global perspective of education and development in the Philippines, Asia, and other parts of the world.

The Normal Lights accepts the following types of articles:

- Original Article
- Theoretical Papers
- Action Research Articles

Language

Manuscripts should be written in clear, concise English. Authors who are not fluent in English should get help with their manuscripts before submitting them. Reviewers will not correct grammar mistakes; poor grammar can affect scientific content and lead to delays or rejection.

The journal also accepts articles in Filipino or the Philippine National Language. However, authors are required to submit an English translation of the abstract.

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.

Please check the Publication Ethics available on our website to read the duties of authors, editors, and reviewers according to the Omnia Publisher Publication Ethics Statement and COPE.

Publication Process

The decision to publish is based on a manuscript's originality, scholarly contribution to education and teacher education, writing clarity, validity of information, and overall significance, not on the author's personal attributes or institutional affiliation. Once a manuscript is accepted, the author must agree to the copyediting process. Manuscripts in copyediting cannot be withdrawn. Please read the full details of Editorial Policies.

Authors should respond promptly to queries during copyediting. Major changes to the manuscript require the author's consent.

Authors have the right to review the page proofs before publication.

Editors do not share manuscript details before publication except with those involved in the editorial and publishing process.

The following summary describes the peer review process for this journal:
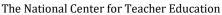
2

Identity transparency: double anonymized
Reviewer interacts with: Editor
Review information published: none

Peer Review Process and Ethics

1. *Criteria for Publication*

Publication in this journal is free of charge. The Philippine National Center for Teacher Education covers all expenses associated with 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 audience of the journal.

2. *Review Mechanics*

The refereeing system shall adopt a three-stage evaluation process: initial appraisal, double-blind peer review, and Editorial Board evaluation.

1. The Publication Team will appraise each submitted manuscript upon receipt. Each initial appraisal will include a plagiarism check, a technical review regarding the number of words, adherence to the journal format, a statement of declaration, ethics approval, and AI detection. This process will ensure that each manuscript fits the objectives and standards of the journal. It will establish the manuscript's significance, technical soundness, and originality (the similarity index should not exceed 10%). The result of the initial appraisal will be endorsed for the Editor's review based on scope, novelty, and relevance to the national and international community; completeness of parts; and authenticity and quality of references. The result of the Editor's review will determine whether the manuscript will be endorsed for a peer review or returned to the author(s) for revision. The author is given two to four weeks to revise the manuscript, depending on the quality and completeness of the revisions required.

2. After revising the manuscripts following the initial appraisal and completing and submitting them with comprehensive and signed commitment forms, the Editorial Board sends them to double-blind refereeing. At least two peer reviewers, determined by the Editorial Board, are given one month to evaluate the manuscripts. Comments and suggestions resulting from the refereeing are consolidated and sent to the authors for appropriate action. The author(s) are given two (2) to four (4) weeks to revise and resubmit the manuscript.

3. The revised manuscript shall undergo final scrutiny by the Editorial Board. This process ensures that the peer reviewers' suggestions are incorporated into the manuscript, on which the acceptance for publication of the proposed article is contingent.

4. Accepted papers for publication are then subjected to other publishing procedures. When ready, proofs are sent to the author(s) for his/her/their final review. The author(s) are expected to return the proofs within a week. Failure on the part of the author(s) to send any feedback within said time implies acceptance of proofs without corrections. A camera-ready copy of the article will be sent to the Web Editor for uploading to the online platform.

Preparing the Manuscript

Please use the journal template to prepare 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.

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-point 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)
- Country affiliation of each author
- ORCID of each author
- 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. An English-translated abstract should accompany articles written in Filipino.

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.

Video Abstract

Guidelines for Video Abstract Submission

Length: The duration of the video abstract should be a maximum of 2 minutes.

Content:
- The video must clearly state the research question or problem.
- Briefly describe the research methodology.
- Highlight the main findings and results.
- The video should explain the significance and implications of the research.

Format:
- The video should be in high-definition (1080p or higher) and in MP4 format.
- The video should have an aspect ratio of 16:9.
- The video should be in English or Filipino and should have English subtitles.
- Include closed captions or subtitles for accessibility.
- The audio should be clear and free of background noise.
- Visuals should be of high quality and relevant to the research.

Submission:
- The authors should upload the video abstract during the online submission process.
- The authors should include a written transcript of the video abstract (50-100 words)
- The video must be original and created specifically for the submitted article.
- The material must not include any copyrighted material without the proper permission.
- Authors must ensure that data privacy and confidentiality are observed.

Keywords: Immediately after the abstract, provide a maximum of 5 keywords to be written in 10 font size in alphabetical order.

Key Elements of an Article

1. Introduction: This section includes the background of the study and the purposes of the research. The background of the study encompasses the global and national context, theoretical grounding or framing, related research or literature survey, practical applications, and the

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nature, rationale, and purpose(s) of the research. The cited literature must be within a decade year range.

2. *Methodology:* A methodology section that describes the participants (e.g., demographics, selection criteria, and group assignment), the materials (e.g., tasks, equipment, and instruments, including a discussion of their validity and reliability, if appropriate), and the procedures employed in the study, such as treatment(s) and data analysis.

3. *Results (Findings) and Discussion:* Results should be clear and concise. The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussions of published literature. For highly qualitative studies, we require separate sections for "Findings" and "Discussion."

4. *Conclusion and Recommendations*: *T*he first paragraph of this section presents the main objective of the study. The 2nd paragraph discusses the summary of findings; the 3rd paragraph and succeeding paragraphs present the authors inferences based on the findings of the study, implications for the theoretical grounds of the study, and insights from the study. The last paragraph focuses on the future direction of the study, the study limitations, and how these limitations may be addressed in the study replication.

(Authors may deviate from the aforementioned key elements as subsections when doing or writing qualitative research, but, in principle, the four elements are still in this article.)

Acknowledgments (when appropriate): Collate acknowledgments in a separate section at the end of the article before the references. 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) and the research sponsors.

Article Format

Articles should be prepared in a single-column format suitable for direct printing onto A4 (8.3in x 11.7 in/210mm x 297mm). Do not number pages in the article. Leave a line between paragraphs.

The Body of the Article (introduction, methodology, results, discussions, conclusion and recommendations, acknowledgments, and references) is written in Times New Roman style with 12 font sizes and double spacing. The length of the article, including the abstract, tables, and references:
- Original Articles and Theoretical Papers must be between **5000 and 6000 words**
- Action Research Articles **must be between 3000–3500 words**

Experts must check the main language used, English, to correct any errors. Each paragraph should be more than two sentences.

Section Headings

Level 1 headings should be bold, flush with the left side margin, and only the first word capitalized, except for proper nouns. Do not indent the first paragraph after the Level 1 heading. The succeeding paragraphs should be indented (.4 cm).

Level 2 headings should be bold and italicized. Do not indent the first paragraph after Level 2 headings. The succeeding paragraphs should be indented (.4 cm).

Level 3 headings are indented (.4 cm), begin with a capital and end with a period, and should be in italics.

Table and Figure Numbers and Labels

Figures and tables must be formatted according to the APA 7th Edition. Figures and tables are numbered in Arabic and typeset in 8-point Times New Roman. The number must be in bold. Write the figure title on its own line (under the figure number) in italics and title case. Each of the lines must be double-spaced. Tables must be centered, while figures may be aligned with the text.

Figure 1

Assessment Methodology of PCK

Table numbers must be in boldface**.** The title should appear (one double-spaced line) below the Table number, in italics and title case. All headings should be centered. The first column of the table should be left-aligned. All other columns should be centered. If the table contains notes to the entries within the body of the table, these notes must be formatted using alphabetic superscripts (i.e., [a,b,c]). The sample table below includes a *specific note*. Please refer to the APA 7th edition for other types of notes (*general, specific, and probability*). Each note must appear in a new paragraph. Multiple notes of the same kind follow the same line or paragraph.

Table 1

Average Pre-Test and Post-Test Scores and Mean Differences

Module	Pre-test	Post-test	Mean difference
One	53.7%(16.1) [a]	85.6%(8.9)	31.9% [b]
	N = 6	N = 8	
Two	41.6%(17.3)	68.5%(23.8)	26.9% [b]
	N = 5	N = 9	
Three	46.6%(20.8)	70.6%(17.5)	
	N = 4	N = 5	
Average	47.8%(17.3)	72.2%(19.1)	24.4% [b]

[a] *Standard deviations are enclosed in parenthesis.* [b] *Significant at .05 confidence level.*

Basic Citation (APA 7th Ed.)

Types of Citation	Narrative	Parenthetical
One work by one author	Walker (2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	(Walker & Allen, 2004)
One work by three or more authors	Bradley et al. (1999)	(Bradley et al., 1999)
Groups (readily identified through abbreviation) as authors		
• • First citation	National Institute of Mental Health (NIMH, 2003)	(National Institute of Mental Health [NIMH], 2003)
• Subsequent citations	NIMH (2003)	(NIMH, 2003)

Group (no abbreviation) as authors	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)

Source: American Psychological Association (2016).
https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/parenthetical-versus-narrative

List only the first author's name followed by "et al." in every citation, even the first, unless doing so would create ambiguity between different sources.

If you are citing multiple works with similar groups of authors and the shortened "et al." citation form of each source is the same, you will have to write more names to avoid ambiguity.

If you cited works by these authors:

Jones, Smith, Liu, Huang, and Kim (2020)
Jones, Smith, Ruiz, Wang, and Stanton (2020)

They would be cited in-text as follows to avoid ambiguity:

(Jones, Smith, Liu, et al., 2020)
(Jones, Smith, Ruiz, et al., 2020)

References

The list of references must be comprehensive, as it must include all pertinent information about the sources of ideas and arguments. A comma should follow the author's name, and a full stop (period) should follow the initial. Periods separate entries like author's names, year of publication, title of article or book, and journals and books must be italicized. Electronic sources must include dates of access and site addresses. (Please refer to the APA Publication Manual for ways of citing references.) Examples are as follows:

Please refer to the APA 7th Edition Publication Manual for ways of citing references. Examples are as follows:

Examples by Type

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.xxxx/xxxxxxxx.xxxx.xxxxxx

Journal article with DOI
Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times or terminally ill patients. *Health Psychology, 24*, 225-229. https://doi.org/ 10.1037/0278-9133.24.2.225

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 are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6,* 249-267. https://doi.org/10.1080/14622200410001676305

In entries with more than 20 authors, the first 19 should be listed, followed by an ellipsis, and then the final author should be listed.

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.ph./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

Newsletter article, no author
Six sites meet for a 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
Scwarz, J. (1993, September 30). 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.

10

For an entire book, use the following reference formats:

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Author, A. A. (1997). *Title of work*. http://www.xxxxxxx

Author, A. A. (2006). *Title of work*. https://doi.org/xx.xxxxxxxxx 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.

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Checklist: What to Include

1. **Author details.** Please ensure all listed authors meet the authorship criteria spelled out in the Details on authorship. 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 change 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.

   Please fill out the Author's Declaration and Contributions Form.

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
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   For multiple agency grants
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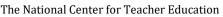
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3. **Acknowledgment**: A one- to two-line statement of appreciation for other services from organizations or individuals. (Please check acknowledgement section in <u>details on authorship</u>)

4. **Ethical Approval:** A statement declaring the ethical approval of the research and a declaration of the ethics approval code.

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   Guidelines for Declaring the Use of Generative AI in Scientific Writing:

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   This declaration does not apply to basic tools for checking grammar, spelling, references, etc. There is no need to add a statement if there is nothing to disclose.

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Submission Checklist

- 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.

Manuscripts that do not meet these guidelines will be rejected or returned before peer review.

Publication Charges

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