

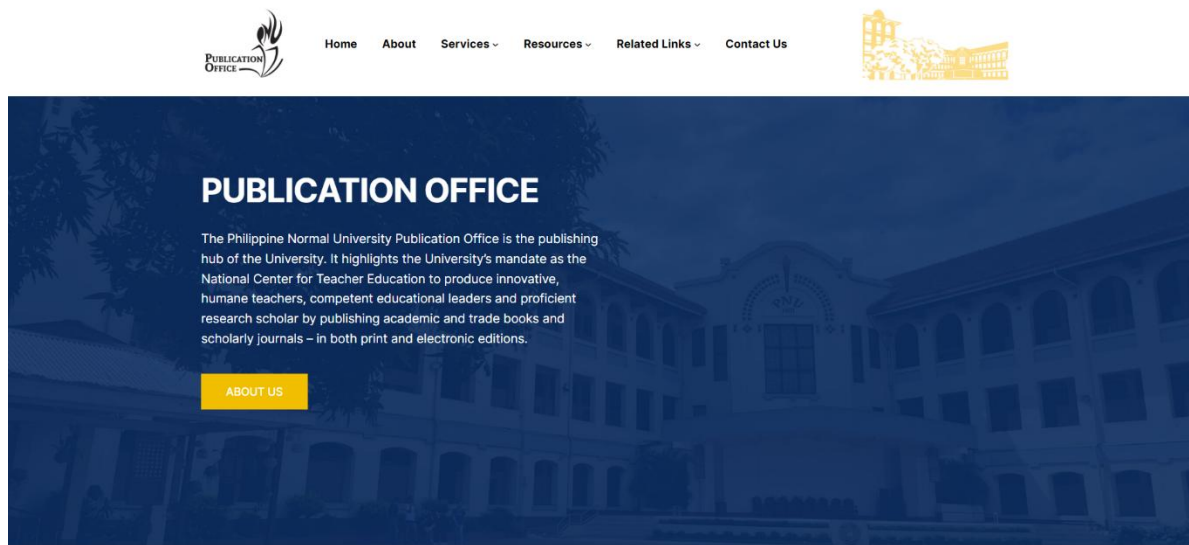


## User Manual for Authors (PRISMA: Gender and Education E-Journal)

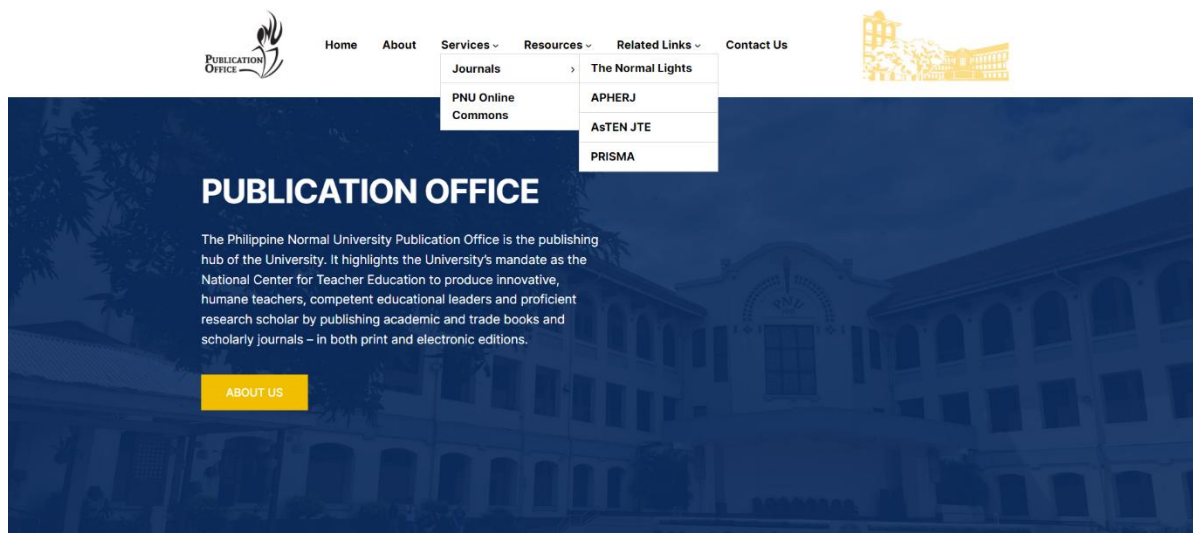
### Login/Sign up as author

#### A. New registration

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

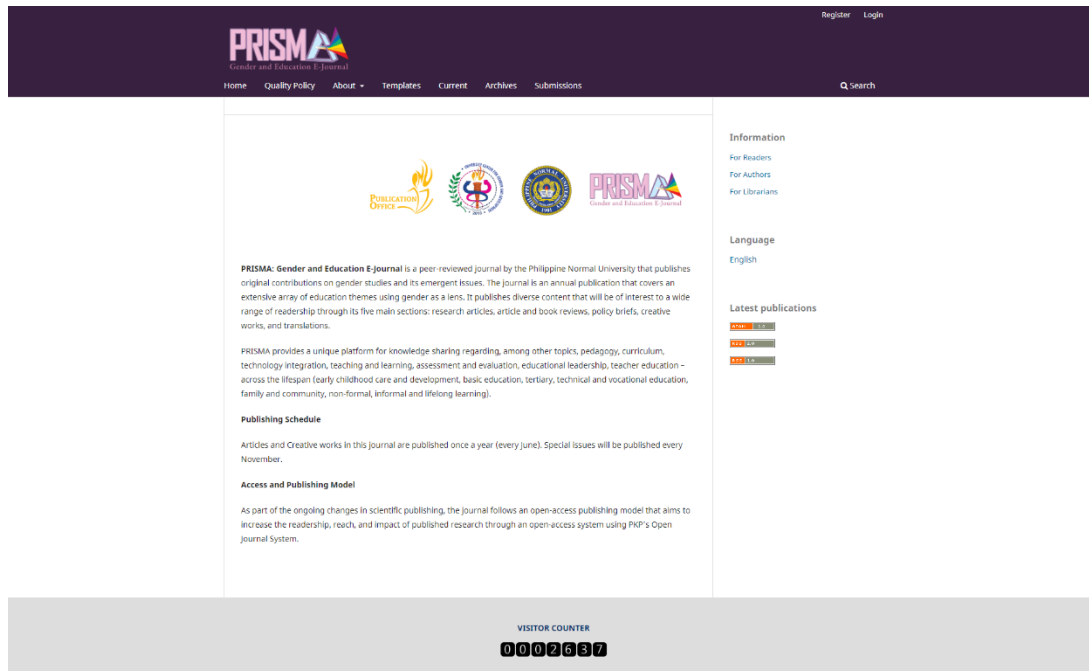


2. Point to the menu tab **Journals**, then click **PRISMA**.

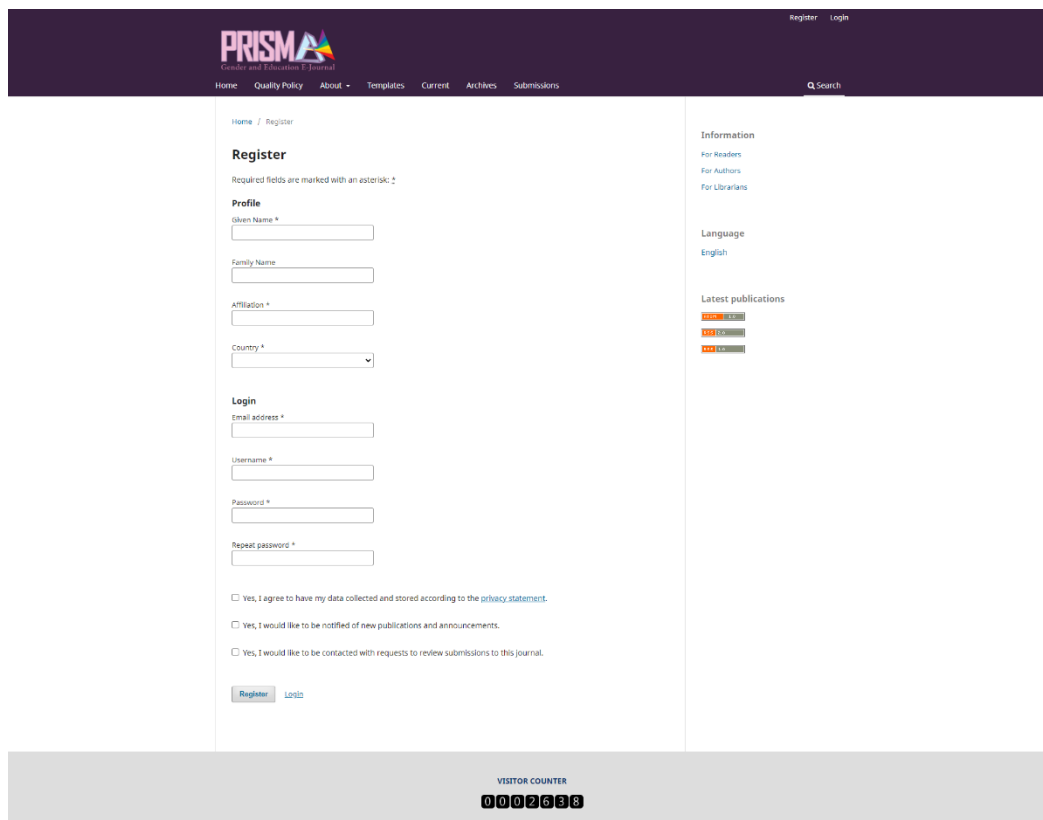




3. Click **register** located in the upper right side of the header for new author registration.



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





## B. To Login

1. Go to <https://ejournalprisma.com/index.php/ojs/index>
2. Click **Login** in the upper right corner of the homepage

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

## Submit New Manuscript

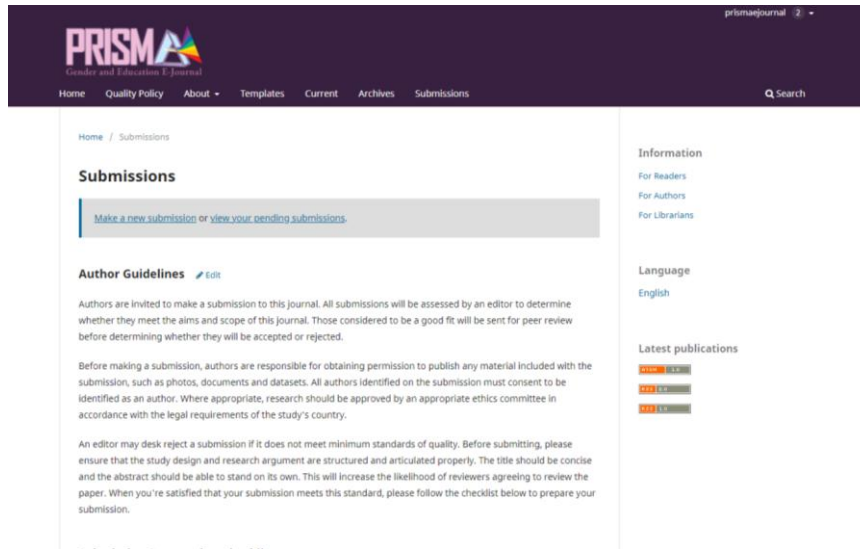
### A. New submission

1. Go to <https://ejournalprisma.com/index.php/ojs/index>
2. Log in to your account using your registered username and password
3. Click **Submissions** in the navigation bar





#### 4. Click **Make a new submission**



### B. Starting the Submission

5. Enter the title of the submission
6. Choose which section is applicable for your submission

**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 “Yes, my submission meets all of these requirements under the **Submission Checklist**, ensure that all items are completed before proceeding with the submission

**Submission Checklist \***

All submissions must meet the following requirements.

- 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](#)

Yes, my submission meets all of these requirements.





8. Check “Yes, I agree to have my data collected and stored according to the privacy statement” in the **Privacy Consent** section

**Privacy Consent \***

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

9. Click **Begin Submission**

### C. Entering details

10. Enter the title, keywords, and the abstract of your article to be submitted

**Make a Submission: Details** Save for Later

Submitting to the **Research Articles** section. [Change](#)

1 **Details** 2 Upload Files 3 Contributors 4 For the Editors 5 Review

**Submission Details**  
Please provide the following details to help us manage your submission in our system.

**Title \***

**Keywords**  
Keywords are typically one- to three-word phrases that are used to indicate the main topics of a submission.

**Abstract \***

**B I x<sup>2</sup> x<sub>2</sub> 🔗**

Word Count: 0/150

Last saved a minute ago Save for Later Continue

11. Click **Continue**





## D. Entering details

### 12. Click **Add file/Upload file**

### 13. Choose the file that you wish to submit

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

### 15. Click **Continue**

## E. Entering Contributors

### 16. Click **Add Contributor**





## 17. Fill in all the important fields

**Add Contributor**

Given Name \*

Family Name

Preferred Public Name  
Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga

Email address \*

Country \*

Homepage URL

ORCID ID

Bio Statement (e.g., department and rank)

Affiliation

Contributor's role

Publication Lists

Save

## 18. Click **Save**

## 19. Once you are done entering all contributors, click **Continue**

## F. Draft comments for the Editor

### 20. Draft your cover letter to the Editors

**Make a Submission: For the Editors**

Submitting to the Research Articles section. [change](#)

Save for Later

Details Upload Files Contributors For the Editors Review

**For the Editors**  
Please provide the following details in order to help our editorial team manage your submission.  
When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

**Comments for the Editor**  
Add any information that you think our editorial staff should know when evaluating your submission.

Back

Last saved 16 minutes ago Save for Later Continue





21. Click **Continue**

## G. Review Submission

22. Before completing your submission, review all the information that you have entered

23. Check “Yes, I agree to the copyright statement” in the Copyright section

**Copyright**

Please read and understand the copyright terms for submissions to this journal.

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

1. Authors retain copyright and grant the journal the 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. Authors are able to 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 acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to 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 the copyright statement.

24. Click **Submit**

25. A prompt will appear, click **Submit**

**Submit** ×

The submission, **try**, will be submitted to **PRISMA: Gender and Education E-Journal** for editorial review. Are you sure you want to complete this submission?

**Submit** **Cancel**

## 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](#)

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**

