



Instruction to Authors

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 as possible normal fonts in your documents. Special fonts, such as fonts 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 'spellchecker' function of MS Word.

Article Submission

All intending authors must register at the Normal Lights' online platform: <http://po.pnuresearchportal.org/ejournal/index.php/normallights>. If you are already enrolled as an author, you may simply log in and begin the submission process.

Articles should be prepared in the following order:

Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. The title is not more than 12 words and be written with 16 font size and centered.

The title page should include:

The name(s) of the author(s)

A concise and informative title

The affiliation(s) and address(es) of the author(s)

The email address of the corresponding author

Abstract. The abstract is a summarization or synopsis of the complete document, written in one paragraph, which should include these elements: Purpose, methods, results, conclusion and recommendations.

The abstract should be between 100-150 words. It must be in a 10-point Arial, justified horizontal alignment and single-spaced. The first line of the abstract 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.

Abstract Writing Style

- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, descriptive language.



- The abstract should be written with correct English-language grammar and spelling.
- Write from an objective, rather than evaluative, point of view.
- Define unique terms and acronyms the first time used.
- Write one paragraph, from 100 to 150 words in length and be written with 10 font size.
- Use complete sentences.
- Use verbs in the active voice.

Keywords: Immediately after the abstract, provide a maximum of 5 keywords be written with 10 font size.

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 encompass the theoretical ground, related research, the practical applications and the nature, rationale of the study, and purpose(s) of the research.
2. **Methodology:** Method section that describes the participants (e.g., demographics, selection criteria, and group assignment), the materials (e.g., task[s], equipment, 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. 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 discussion of published literature.
4. **Conclusion and Recommendations:** The first paragraph of this section presents the main objective of the study. The 2nd paragraph discusses the summary of finding, the 3rd paragraph and succeeding paragraph presents the authors inferences based on the findings of the study, implications to theoretical grounds of the study, and insights from the study. The last paragraph focuses on the future direction of the study and 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/ writing a qualitative research. But, in principle, the four elements are still in this article.)

Acknowledgements (when appropriate): Collate acknowledgements in a separate section at the end of the article before the references and 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 or proof reading the article, etc.) and the research sponsors.

Article Format

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

The Body of Article (introduction, methodology, results, discussions, conclusion and recommendations, acknowledgements and references) is written with Calibri style and 11 font sizes. The length of the article- including abstract, tables, and references must be between **5000 and 6000 or 3000-3500 words for action research**. The main language used is English and must be checked by experts to correct any errors. Each paragraph should be more than two sentences.

Section Headings

Level 1 heading should be bold, flushed with the left side margin, and only first word capitalized except for proper nouns. Do not indent the first paragraph after Level 1 heading. The succeeding paragraphs should be indented (0.4 cm).

Level 2 heading should be bold and italicized. Do not indent the first paragraph after Level 2 headings. The succeeding paragraphs should be indented (0.4 cm).

Level 3 heading Level three headings are indented (0.4 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 numbered in Arabic and typeset in 8-point Times New Roman. Only the first letter of labels must be capitalized. It must also end with a full stop. Tables must be centered, while figures may be aligned with the text. 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}).



Figure 1. Assessment methodology of PCK.



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 N = 6	85.6%(8.9) N = 8	31.9% ^b
Two	41.6%(17.3) N = 5	68.5%(23.8) N = 9	26.9% ^b
Three	46.6%(20.8) N = 4	70.6%(17.5) N = 5	24.0%
Average	47.8%(17.3)	72.2%(19.1)	24.4% ^b

^aStandard deviations are enclosed in parenthesis.
^bSignificant at 0.05 confidence level.

Basic Citation (APA 6th Ed.)

Types of Citation	First Citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	Walker & Allen, 2004)	Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Group (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Source: American Psychological Association (2016). Retrieved from <http://www.apastyle.org/>



References

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

APA 6th Edition Format for References

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*, xx, pp-pp.
doi:xx.xxxxxxxxxxxxxxxxxx

Journal article with DOI

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. Doi: 10.1037/0278-9133.24.2.225

Journal article with DOI, more than seven authors

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G.,...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi: 10.1080/14622200410001676305

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. Retrieved from <http://ojs.lib.swin.edu.au/index.php/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). Retrieved from <http://www.apa.org/monitor/>

Newsletter article, no author



Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. Retrieved from
http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html

Newspaper article

Swarz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

- Precede page numbers for newspaper articles with p. or pp.
- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with comma (e.g., pp. B1, B3, B5-B7).

Online newspaper article

Brody, J. E., (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from
<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. Doi: 10.1037/0735-7036.122.2.186.supp.

When DOIs are assigned, use them as noted in the examples that follow.

For an entire book, use the following reference formats:

Author, A. A. (1967). *Title of work*. Location: Publisher.

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

Author, A. A. (2006). *Title of work*. Doi: xxxxx

Editor, A. A. (Ed.). (1986). *Title of work*. Location: 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). Location: Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Retrieved from <http://www.xxxxxxx>

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). doi: xxxxxxxxxxxxxxxx