LOGIN/SIGN UP AS AUTHOR

A. New registration

1. Go to http://po.pnuresearchportal.org/
2. Point to the menu tab “Journal”, then click “APHERJ”.

3. Click register for new author registration
4. Fill in the form then click register button. Make sure to check Author

5. Upon registration, an email will be sent to you. It includes your username and password.
B. To Login


2. Click login

3. Enter registered username and password.
SUBMIT NEW MANUSCRIPT

A. New Submission


2. Login using registered author username and password

3. Click User home

4. Click new submission
B. Starting the Submission

5. Select Research Article for the journal section.

6. Check all

7. Draft your cover letter to the Editors in comment for the editors
7. Click Save and continue

C. Uploading the submission

8. Choose the file that you wish to submit then click Upload

STEP 2. UPLOADING THE SUBMISSION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Patricia Mae C. Purgid for assistance (02)3177788 loc 530.

SUBMISSION FILE
No submission file uploaded.

9. Once the file is uploaded, click Save and continue

D. Entering the submissions metadata

10. Fill in all the important fields
11. Click Save and continue

E. Uploading supplementary files

12. Choose supplementary files that you wish to upload then click Upload. Upload your cover letter here.

STEP 4. UPLOADING SUPPLEMENTARY FILES

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study’s research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

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No supplementary files have been added to this submission.

Upload supplementary file | Choose File | No file chosen | Upload | ENSURING A BLIND REVIEW

13. Click Save and continue
F. Confirming the submission

14. Click Finish Submission

**STEP 5. CONFIRMING THE SUBMISSION**

To submit your manuscript to The Normal Lights, click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal website. Thank you for your interest in publishing with The Normal Lights.

**FILE SUMMARY**

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**TO SUBMIT REVISED ARTICLE**

1. Go to User home

2. Beside Author, click (No. of active submissions) Active

3. A new page will appear, click the title of your article
4. The summary of your submission will appear in a new page, beside Summary click Review.

5. In the Editor Decision section, you will see the Upload Author Version, Click Choose File then look for the file that you wish to upload.

6. Click Upload