Instruction to Authors for TNL Journal

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 rest of the details in 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)

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.
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 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.

Keywords: Immediately after the abstract, provide a maximum of 5 keywords to be written with 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 ground or framing, related research or literature survey, the practical
applications and the nature, rationale of the study, and purpose(s) of the research. Cited literature must be within a decade year range.

2. **Methodology**: Methodology 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. For highly qualitative studies, we require separate sections for “Findings” and “Discussion”.

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 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 size (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, 12 font
sizes, following double spacing. 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 (.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 (.4 cm).

**Level 3 heading** Level three 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 following APA 7th Edition. Figures and tables are numbered in Arabic and typeset in 8-point Times New Roman. The Figure 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 APA 7th edition for other types of notes (general, specific, probability). Each note must appear in a new paragraph. Multiple notes of the same kind follow the same line/paragraph.

Table 1

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Pre-test</th>
<th>Post-test</th>
<th>Mean difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>53.7%(16.1)</td>
<td>85.6%(8.9)</td>
<td>31.9% b</td>
</tr>
<tr>
<td></td>
<td>N = 6</td>
<td>N = 8</td>
<td></td>
</tr>
<tr>
<td>One</td>
<td>41.6%(17.3)</td>
<td>68.5%(23.8)</td>
<td>26.9% b</td>
</tr>
<tr>
<td></td>
<td>N = 5</td>
<td>N = 9</td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td>46.6%(20.8)</td>
<td>70.6%(17.5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N = 4</td>
<td>N = 5</td>
<td></td>
</tr>
<tr>
<td>Three</td>
<td>47.8%(17.3)</td>
<td>72.2%(19.1)</td>
<td>24.4% b</td>
</tr>
</tbody>
</table>

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

Basic Citation (APA 7th Ed.)

<table>
<thead>
<tr>
<th>Types of Citation</th>
<th>Narrative</th>
<th>Parenthetical</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by one author</td>
<td>Walker (2007)</td>
<td>(Walker, 2007)</td>
</tr>
</tbody>
</table>
PUB

INSTRUCTION TO AUTHORS

One work by two authors
(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)

• Subsequent citations
NIMH (2003)
(NIMH, 2003)

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


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 would be the same, you will have to write more names to avoid ambiguity.

If you cited works with 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 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 ways of citing references.) Examples are as follows:

**APA 7th 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:**


**Journal article with DOI**


**Journal article with DOI, more than seven and up to twenty authors**


For entries with more than 20 authors, list the first 19, followed by an ellipsis, then list the final author.

**Journal article without DOI (when DOI is not available)**


**Magazine article**


**Online magazine article**


**Newsletter article, no author**


**Newspaper article**


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**


**Editorial without signature**


**Online-only supplemental material in a periodical**


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*. Publisher.


For a chapter in a book or entry in a reference book, use the following formats:


**Submission Checklist**

1. The submission has not been previously published, nor is it before to another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTR, or WordPerfect document file format
3. Where available, URLs for the references have been provided.
4. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines
5. A list of possible referees/peer reviewers with their corresponding affiliation and contact information [email address]. Please refer to the attached form.