LOGIN/SIGN UP AS AUTHOR

A. New registration

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

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

SUBMISSION CHECKLIST

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

7. Draft your cover letter to the Editors in comment for the editors

JOURNAL'S PRIVACY STATEMENT

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

COMMENTS FOR THE EDITOR

Enter text (optional):

---

^ Denotes required field

8. Click Save and continue
C. Uploading the submission

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

10. Once the file is uploaded, click **Save and continue**

D. Entering the submissions metadata

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

E. Uploading supplementary files

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

**STEP 4. UPLOADING SUPPLEMENTARY FILES**

1. START  2. UPLOAD SUBMISSION  3. ENTER METADATA  4. UPLOAD SUPPLEMENTARY FILES  5. CONFIRMATION

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

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[Save and continue] [Cancel]
14. Click Save and continue

F. Confirming the submission

15. Click Finish Submission

STEP 5. CONFIRMING THE SUBMISSION

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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’s web site. Thank you for your interest in publishing with The Normal Lights.

FILE SUMMARY

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Finish Submission  Cancel

TO SUBMIT REVISED ARTICLE

1. Go to User home

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

ASTEN JOURNAL OF TEACHER EDUCATION

> Journal Manager
> Subscription Manager

> Editor 0 Unassigned 51 In Review 1 In Editing
> Section Editor 51 In Review 1 In Editing
> Author 9 Active 41 Archive
> Reviewers 0 Active

3. A new page will appear, click the title of your article

ID Submit Save Author Title Status

CONTROLLED COPY
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