# Instructions to Authors for TNL Journal

Thank you for choosing to submit your paper to us. These instructions will help intending authors ensure the completeness of the requirements for the paper to move smoothly through peer review, production, and publication. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements and standards

## About the Journal

*The Normal Lights is* an international, peer-reviewed journal publishing high-quality, original research focused on teacher education and education. Please see the journal's Aims and Scope for information about its focus and peer-review policy.

Please note that this journal only publishes manuscripts in English and Filipino.

*The Normal Lights* accepts the following types of articles:

- Original Article
- Theoretical Papers
- Action Research Articles

## Open Access

As part of the ongoing changes in scientific publishing, the journal follows an open access publishing model that aims to increase the readership, reach, and impact of published research through an open access system using PKP's Open Journal System. This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

## Peer Review Process and Ethics

1. *Criteria for Publication*

   Publication in this journal is free of charge. The Philippine National Center for Teacher Education covers all expenses associated with article processing. Preference is given to articles that are aligned with the identified themes of the journal. It is expected that the submitted article follows the prescribed manuscript format and submission procedures. There is evidence that the article is scholarly, discusses a timely topic, and could connect with the target audience of the journal.

2. *Review Mechanics*

   The refereeing system shall adopt a three-stage evaluation process: initial appraisal, double blind external review, and Editorial Board evaluation.

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1. The Publication Team will appraise each submitted manuscript upon receipt. Each initial appraisal will include a plagiarism check, a technical review in terms of number of words, adherence to journal format, statements of declaration, and AI detection. This process will ensure that each manuscript fits the objectives and standards of the journal. It will likewise establish the significance, technical soundness, and originality of the manuscript (the similarity index should not be more than 10%). The result of the initial appraisal will determine whether the manuscript will be endorsed for an external review or returned to the author(s) for revision. The author is given two to four weeks to revise the manuscript, depending on the quality and completeness of the revisions required.

2. After revising the manuscripts following the initial appraisal and completing and submitting them with comprehensive and signed commitment forms, the Editorial Board sends them to double-blind refereeing. At least two peer reviewers, determined by the Editorial Board, are given one month to evaluate the manuscripts. Comments and suggestions resulting from the refereeing are consolidated and sent to the authors for appropriate action. The author(s) are given two (2) to four (4) weeks to revise and resubmit the manuscript.

3. The revised manuscript shall undergo final scrutiny by the Editorial Board. This process ensures that the peer reviewers' suggestions are incorporated into the manuscript, on which the acceptance for publication of the proposed article is contingent.

4. Accepted papers for publication are then subjected to final language editing. When ready, proofs are sent to the author(s) for his/her/their final review. The author(s) are expected to return the proofs within a week. Failure on the part of the author(s) to send any feedback within said time implies acceptance of proofs without corrections. A camera-ready copy of the article will be sent to the Web Editor for uploading on the online platform.

The following summary describes the peer review process for this journal:
**Identity transparency:** double anonymized
**Reviewer interacts with:** Editor
**Review information published:** none

## Publication Ethics

The publication of an article in a peer-reviewed journal is a crucial step in disseminating knowledge and contributing to scientific development. As a peer-reviewed journal, the rigor of scientific publication is expected to be observed in the course of evaluating papers that are submitted. Therefore, ethical behavior is expected of all parties involved in the publishing process: the author, the journal editor, the peer reviewer, and the publisher.

Click here to read the duties for authors, editors, and reviewers according to the Omnia Publisher Publication Ethics Statement.

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## Preparing the Manuscript

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 normal font as possible in your documents. Special fonts, such as those 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 'spell checker' function of MS Word.

Articles should be prepared in the following order:

**Title.** Concise and informative. Titles are often used in information retrieval systems. Avoid abbreviations and formulas where possible. The title should not be more than 12 words and be written in 16-point font and centered. The rest of the details on 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, and descriptive language.
- The abstract should be written with correct English grammar and spelling
- Write from an objective, rather than evaluative, point of view.
- Define unique terms and acronyms the first time they are used.
- Write one paragraph, from 100 to 150 words in length, in 10 font sizes.
- 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 in 10 font size in alphabetical order.

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## 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 grounding or framing, related research or literature survey, practical applications, and the nature, rationale, and purpose(s) of the research. The cited literature must be within a decade year range.

*2. Methodology:* A methodology section that describes the participants (e.g., demographics, selection criteria, and group assignment), the materials (e.g., tasks, equipment, and 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. The 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 discussions of published literature. For highly qualitative studies, we require separate sections for "Findings" and "Discussion".

*4. Conclusion and Recommendations*: *T*he first paragraph of this section presents the main objective of the study. The 2$_{nd}$ paragraph discusses the summary of findings; the 3$_{rd}$ paragraph and succeeding paragraphs present the authors inferences based on the findings of the study, implications for the theoretical grounds of the study, and insights from the study. The last paragraph focuses on the future direction of the study, 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 or 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, proofreading the article, etc.) and the research sponsors.

## Article Format

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

*The Body of the Article* (introduction, methodology, results, discussions, conclusion and recommendations, acknowledgements, and references) is written in Calibri style with 12 font sizes and double spacing. The length of the article, including the abstract, tables, and references, must be between **5000 and 6000 words, or 3000–3500 words for action research**. Experts must check the main language used, which is English, to correct any errors. Each paragraph should be more than two sentences.

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*Section Headings*

***Level 1 headings*** should be bold, flush with the left side margin, and only the first word capitalized, except for proper nouns. Do not indent the first paragraph after the Level 1 heading. The succeeding paragraphs should be indented (.4 cm).

***Level 2 headings*** 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* 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 according to the APA 7th Edition. Figures and tables are numbered in Arabic and typeset in 8-point Times New Roman. The 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*

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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 the APA 7th edition for other types of notes (*general, specific, and probability*). Each note must appear in a new paragraph. Multiple notes of the same kind follow the same line or paragraph.

**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 | |
| Average | 47.8%(17.3) | 72.2%(19.1) | 24.4% [b] |

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

**Basic Citation (APA 7th Ed.)**

| Types of Citation | Narrative | Parenthetical |
|---|---|---|
| One work by one author | Walker (2007) | (Walker, 2007) |
| One work by two authors | Walker and Allen (2004) | (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) | (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) |

*Source: American Psychological Association (2016).*
*https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/parenthetical-versus-narrative*

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

If you cited works by 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 must include all pertinent information about the sources of ideas and arguments. A comma should follow the author's name, and a full stop (period) should follow the initial. Periods separate entries like author's names, year of publication, title of article or book, and 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:

*Please refer to the APA 7th Edition Publication Manual for ways of citing references. Examples are as follows:*

### *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*, *Volume* (Issue no), pp-pp. https://doi.org/xx.xxxx/xxxxxxxx.xxxx.xxxxxx

**Journal article with DOI**
Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times or terminally ill patients. *Health Psychology, 24*, 225-229. https://doi.org/ 10.1037/0278-9133.24.2.225

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**Journal article with DOI, more than seven and up to twenty authors**
Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., Yantao, Z., Huggenvik, J., & Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249-267. https://doi.org/10.1080/14622200410001676305

***In entries with more than 20 authors, the first 19 should be listed, followed by an ellipsis, and then the final author should be listed.***

**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. http://ojs.lib.swin.edu.au/index.ph./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). https://www.apa.org/monitor/2008/06/ideology

**Newsletter article, no author**
Six sites meet for a comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html

**Newspaper article**
Scwarz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, A1, A4.

*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**
Brody, J. E., (2007, December 11). Mental reserves keep brain agile. *The New York Times*. 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. https://doi.org/10.1037/0735-7036.122.2.186.supp.

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

Author, A. A. (2006). *Title of work*. https://doi.org/xx.xxxxxxxxxx Editor, A. A. (Ed.). (1986). *Title of work*. Publisher

For a chapter in a book or entry in a reference book, use the following formats:
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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). http://www.xxxxxxx

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## Checklist: What to Include

1.  **Author details.** Please ensure all listed authors meet the authorship criteria spelled out in the Publication Ethics. All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include ORCiDs. One author will need to be identified as the corresponding author, with their email address normally displayed in the article PDF (depending on the journal) and the online article. Authors' affiliations are the affiliations where the research was conducted. If any of the named co-authors changes affiliations during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.

2.  **Statements and Declarations** *(Please include this after the manuscript before the reference section.)*
    1.  **Funding details.** Please supply all details required by your funding and grant-awarding bodies as follows:
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for example: *The authors report that there are no competing interests to declare.*

3. **Acknowledgement**: A one- to two-line statement of appreciation for other services from organizations or individuals

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## Submission Checklist

1. The submission 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).
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 or peer reviewers with their corresponding affiliation and contact information [email address]. Please refer to the attached form.

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