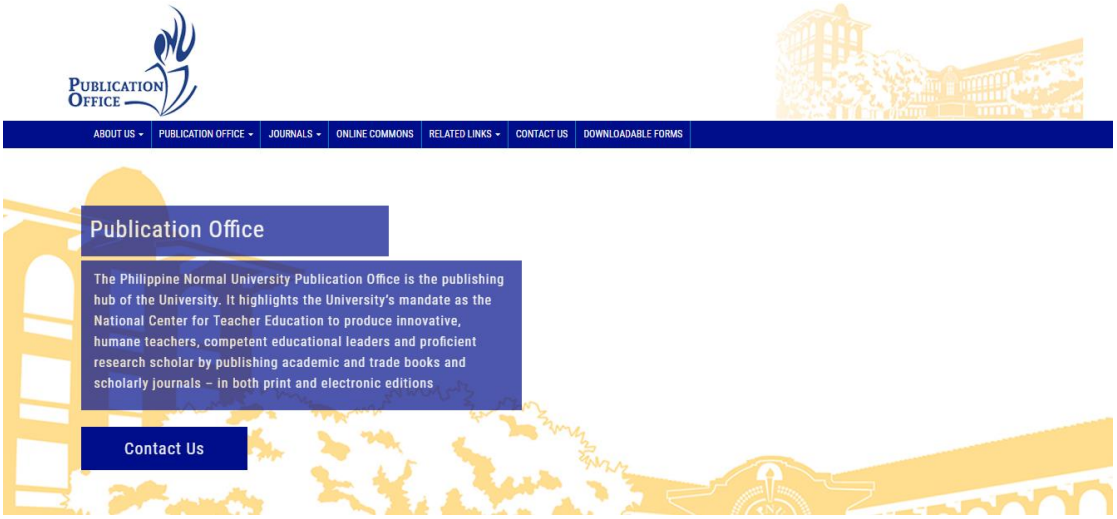
(ASTEN)

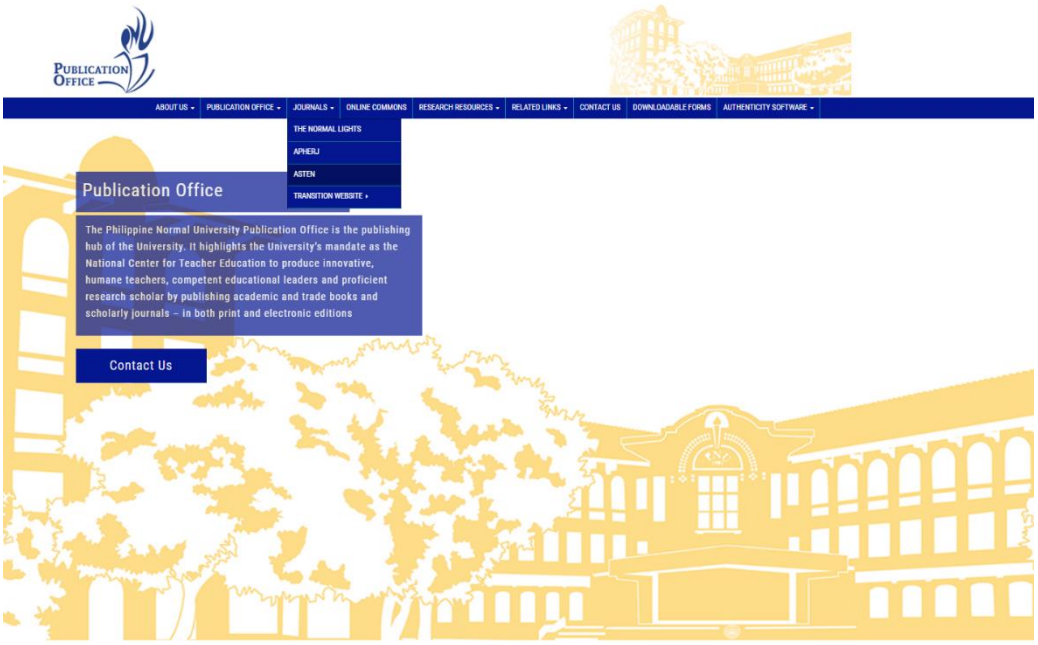
LOGIN/SIGN UP AS AUTHOR

A. New registration

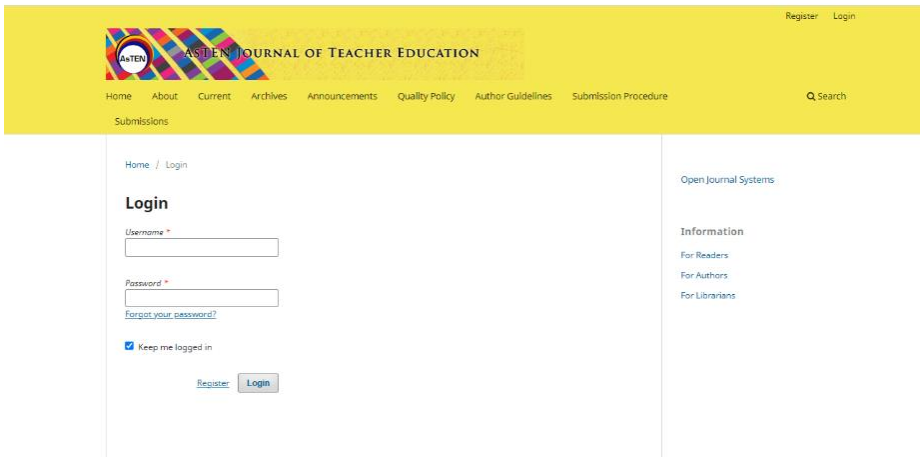
1. Go to http://po.pnuresearchportal.org/



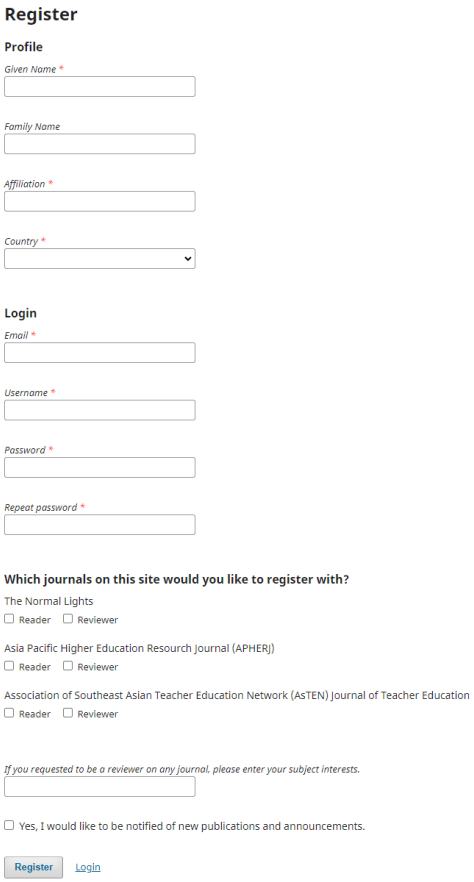
2. Point to the menu tab **Journals**, click **Transition Website**, then click **ASTEN**



3. Click **register** located in the upper right side of the header for new author registration

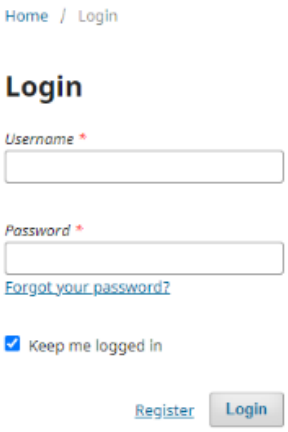


4. Fill in the form then click the register **button.**



B. To Login

1. Go to https://po.pnuresearchportal.org/ejournal/index.php/asten/



2. Enter registered username and password.

3. Click Login

SUBMIT NEW MANUSCRIPT

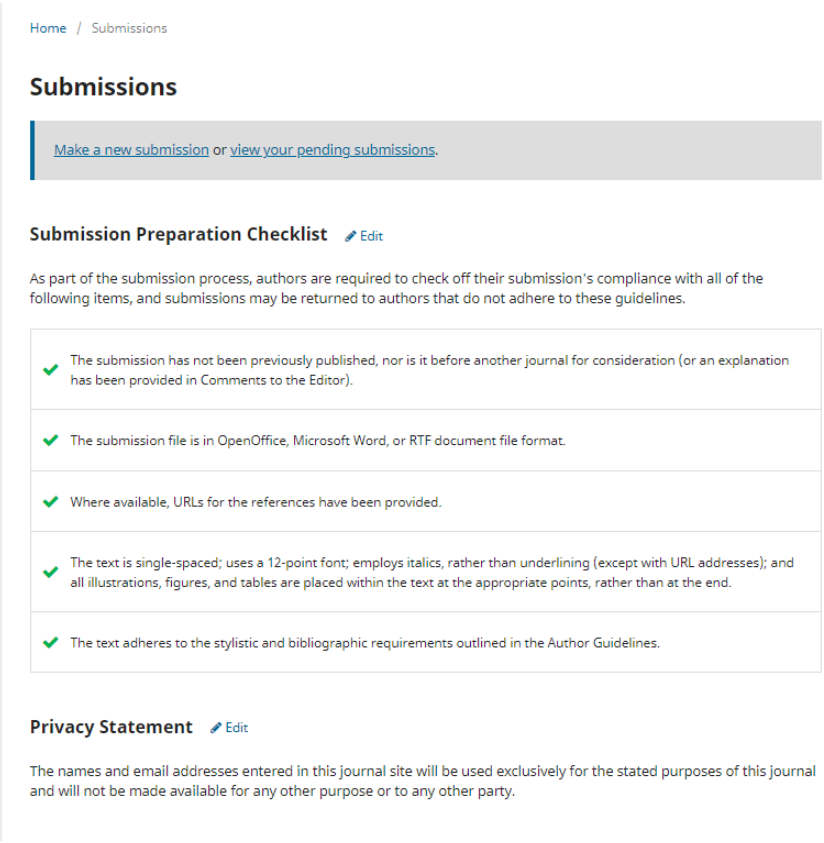
A. New Submission

1. Go to https://po.pnuresearchportal.org/ejournal/index.php/asten/

2. Login using registered author username and password

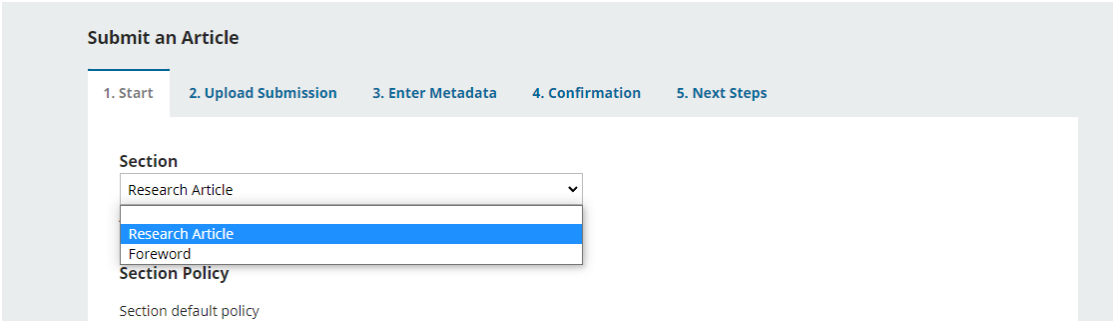
3. Click **Submissions** in the navigation section

4. Click **Make a new submission**

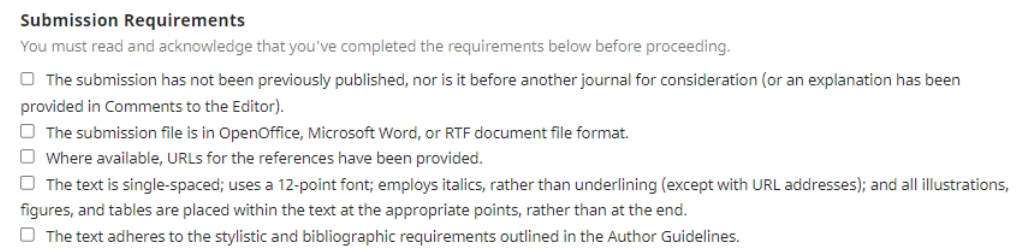


B. Starting the Submission

5. Select **Research Article** for the journal section.



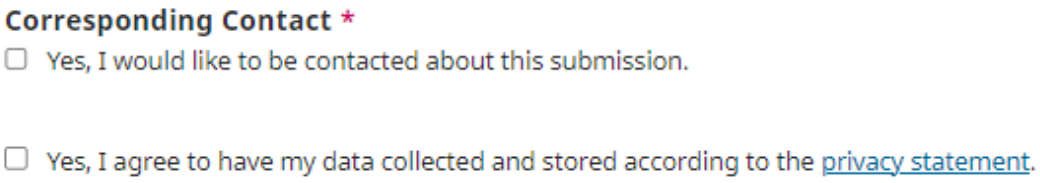
6. Check all items under the Submission Requirement if applicable.



COPY

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

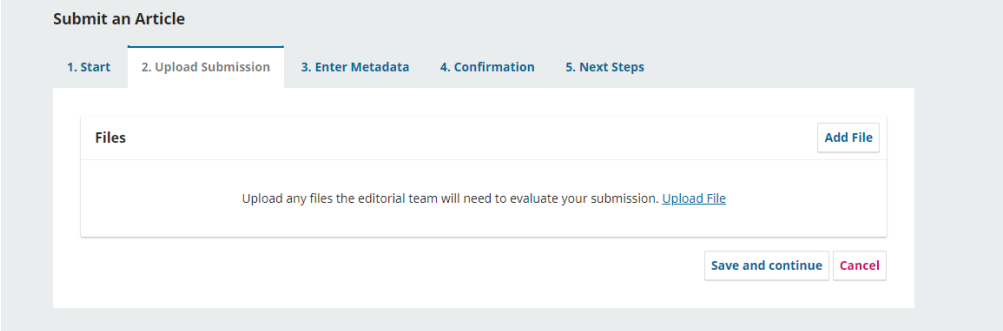
8. Check both items



9. Click **Save and continue**

C. Uploading the submission

10. Click the **Add file/Upload file button**



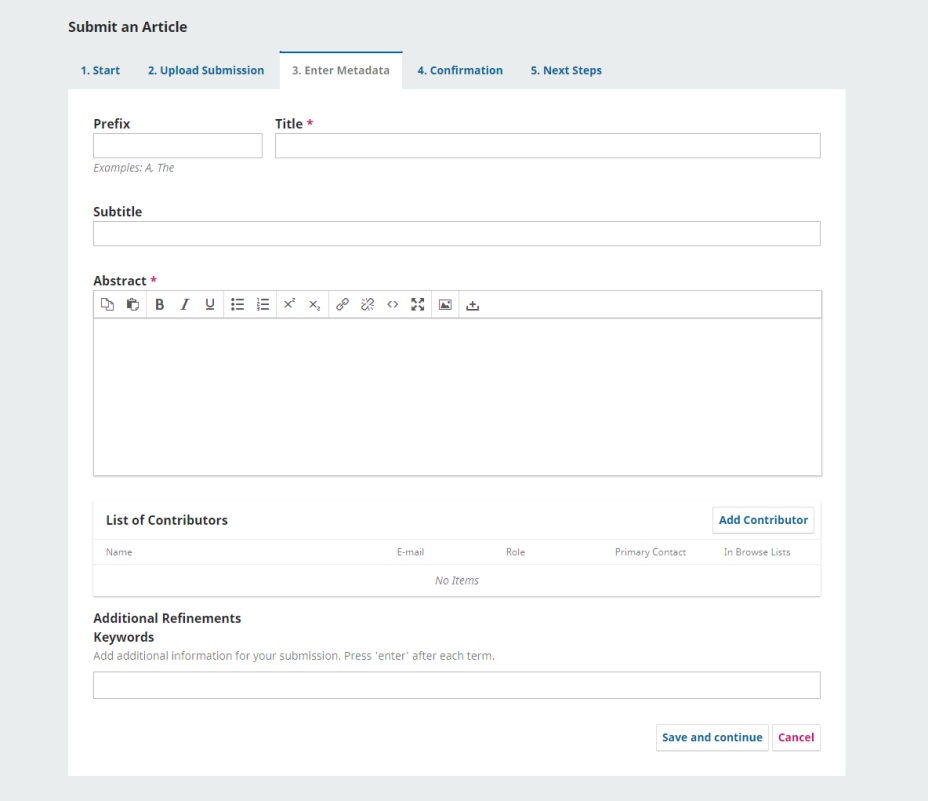
11. Choose the file that you wish to submit

12. Once the file is uploaded, choose the type of file that you uploaded (e.g. article text)

13. click **Save and continue**

D. Entering the submissions metadata

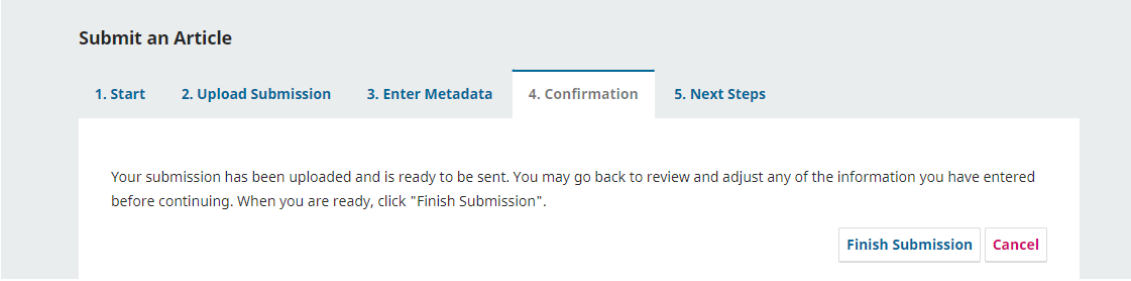
14. Fill in all the important fields



15. Click **Save and continue**

E. Confirming the submission

16. Click **Finish Submission**

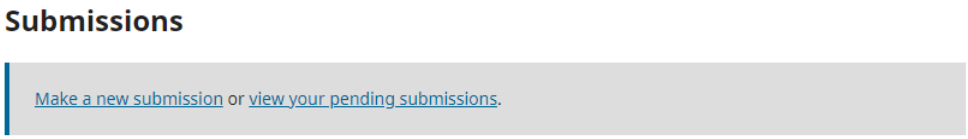


17. Click **Ok**

TO SUBMIT REVISED ARTICLE

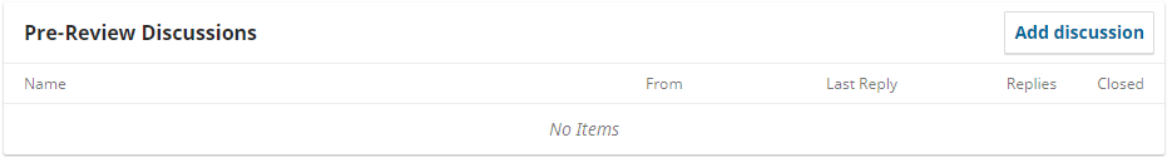
1. Click **Submissions** in the navigations section

2. Click **view your pending submissions**.

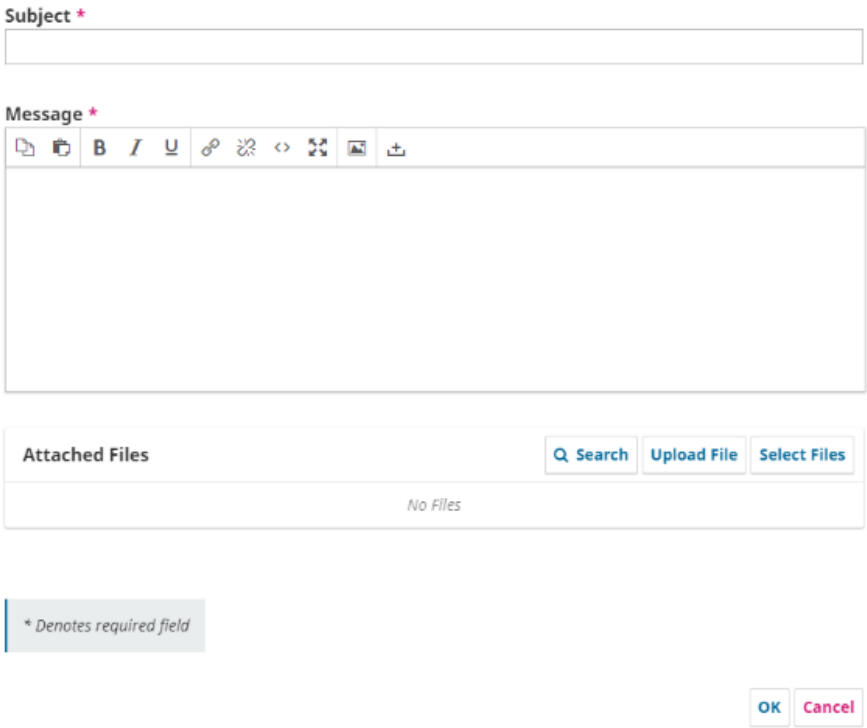


3. A new page will appear, beside the title of your article click the **view** button.

4. In the pre-review discussion portion, click **Add discussion**



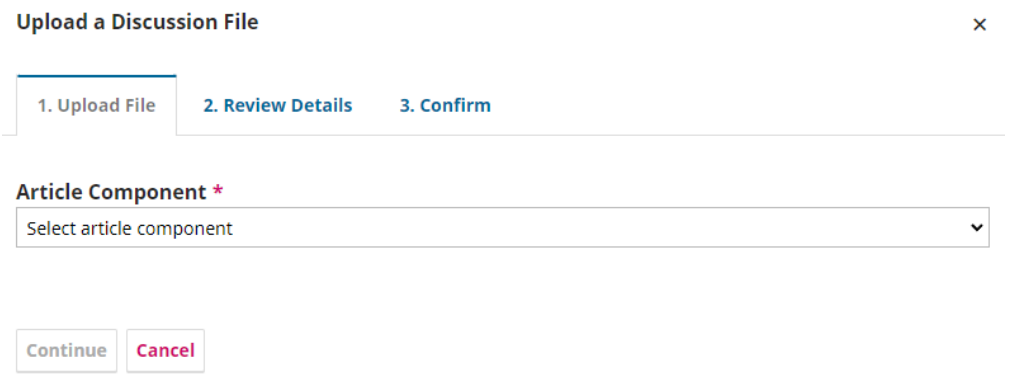
5. Enter Revised manuscript as your subject and add your note/message to the editors



CONT COPY

6. Click **Upload File** button

7. Another window will appear, choose your article component (e.g. article text)



8. Click the **Upload File** button then choose the desired file you wish to upload then click **Continue**

9. Enter the title of your document, then click **Continue**

10. Click **Complete**