

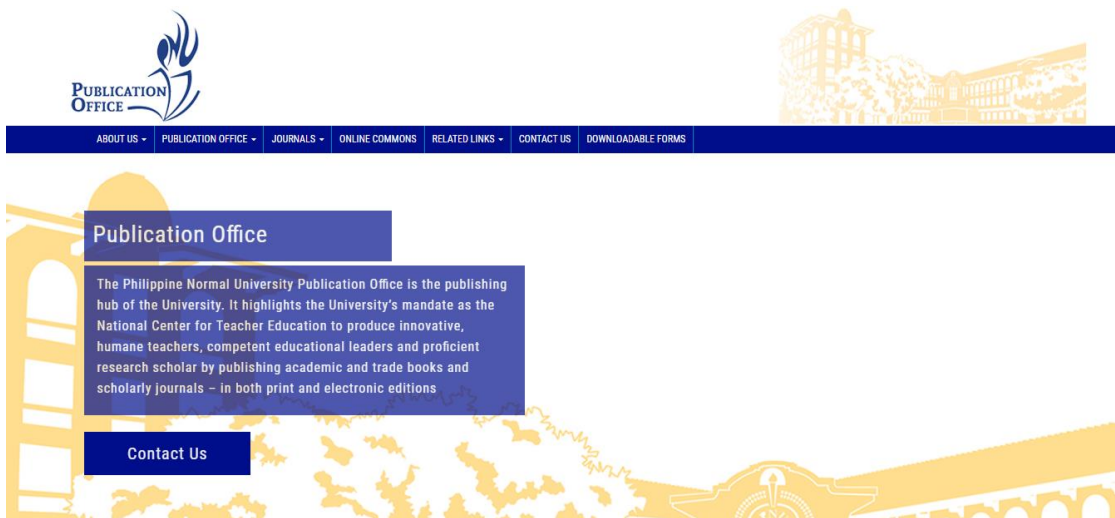
 PHILIPPINE NORMAL UNIVERSITY The National Center for Teacher Education Taft Ave. Cor. Ayala Blvd., Ermita, Manila 1000 Philippines Trunkline: +63-2-317-1768 loc. 530 ▲ publications.office@pnu.edu.ph ▲ www.pnu.edu.ph	Ref. No.	PNU-MN-2022-PUB-GL-005	
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(ASTEN)

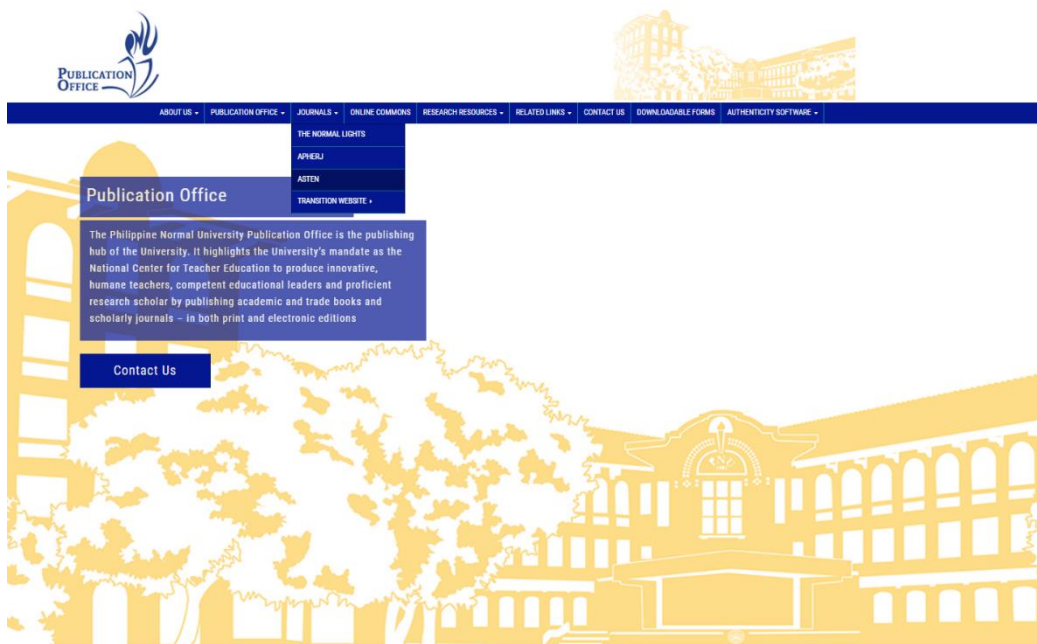
LOGIN/SIGN UP AS AUTHOR


A. New registration

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

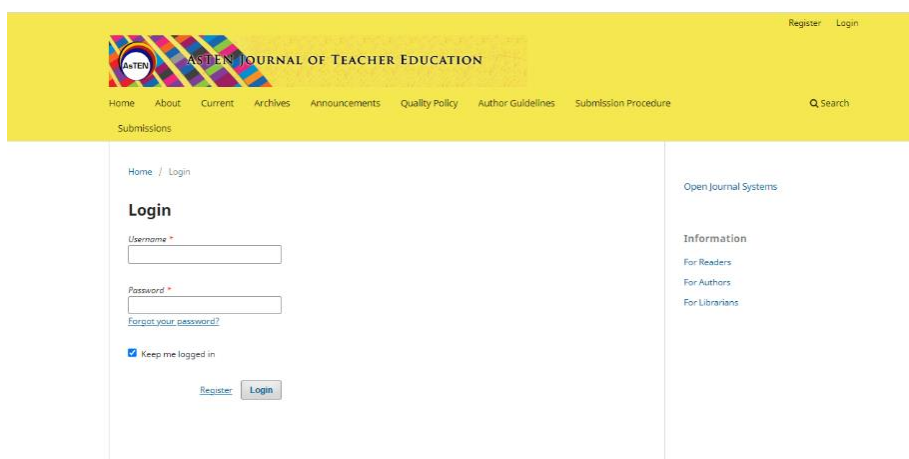


2. Point to the menu tab **Journals**, click **Transition Website**, then click **ASTEN**



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



The screenshot shows the top navigation bar of the journal website. On the left, there is a logo for AS TEN (Association of Southeast Asian Teacher Education Network) and the text 'AS TEN JOURNAL OF TEACHER EDUCATION'. Below this, there are links for 'Home', 'About', 'Current', 'Archives', 'Announcements', 'Quality Policy', 'Author Guidelines', and 'Submission Procedure'. On the right side of the header, there are links for 'Register' and 'Login'. Below the header, there is a search bar with a magnifying glass icon and the text 'Q Search'. The main content area is divided into two columns. The left column contains a 'Login' form with fields for 'Username *' and 'Password *', a 'Forgot your password?' link, a checkbox for 'Keep me logged in', and 'Register' and 'Login' buttons. The right column contains a sidebar with links for 'Open Journal Systems', 'Information', 'For Readers', 'For Authors', and 'For Librarians'.

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

Register

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

Which journals on this site would you like to register with?

The Normal Lights
 Reader Reviewer

Asia Pacific Higher Education Research Journal (APHER)
 Reader Reviewer

Association of Southeast Asian Teacher Education Network (AsTEN) Journal of Teacher Education
 Reader Reviewer

If you requested to be a reviewer on any journal, please enter your subject interests.

Yes, I would like to be notified of new publications and announcements.

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B. To Login

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

[Home](#) / [Login](#)

Login

Username *

Password *

[Forgot your password?](#)

Keep me logged in

[Register](#)

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**



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PUB USER MANUAL FOR AUTHORS

[Home](#) / [Submissions](#)

Submissions

[Make a new submission](#) or [view your pending submissions](#).

Submission Preparation Checklist [Edit](#)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

<input checked="" type="checkbox"/>	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).
<input checked="" type="checkbox"/>	The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
<input checked="" type="checkbox"/>	Where available, URLs for the references have been provided.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Privacy Statement [Edit](#)

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.

B. Starting the Submission

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

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section

Research Article ▼

Research Article

Foreword

Section Policy

Section default policy

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

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- 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, or RTF 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.

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

Comments for the Editor

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8. Check both items

Corresponding Contact *

Yes, I would like to be contacted about this submission.

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

9. Click **Save and continue**

C. Uploading the submission

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

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

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**

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D. Entering the submissions metadata

14. Fill in all the important fields

Submit an Article

1. Start 2. Upload Submission **3. Enter Metadata** 4. Confirmation 5. Next Steps

Prefix Title *

Examples: A. The

Subtitle

Abstract *

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
No Items				

Additional Refinements
Keywords
 Add additional information for your submission. Press 'enter' after each term.

[Save and continue](#) [Cancel](#)

15. Click **Save and continue**

E. Confirming the submission

16. Click **Finish Submission**

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata **4. Confirmation** 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

17. Click **Ok**

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TO SUBMIT REVISED ARTICLE

1. Click **Submissions** in the navigations section
2. Click **view your pending submissions.**

Submissions

[Make a new submission](#) or [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**

Pre-Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
<i>No Items</i>					

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

Subject *

Message *



Attached Files [Q Search](#) [Upload File](#) [Select Files](#)

No Files

* Denotes required field

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6. Click **Upload File** button

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

Upload a Discussion File ×

1. Upload File 2. Review Details 3. Confirm

Article Component *

Select article component ▼

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**