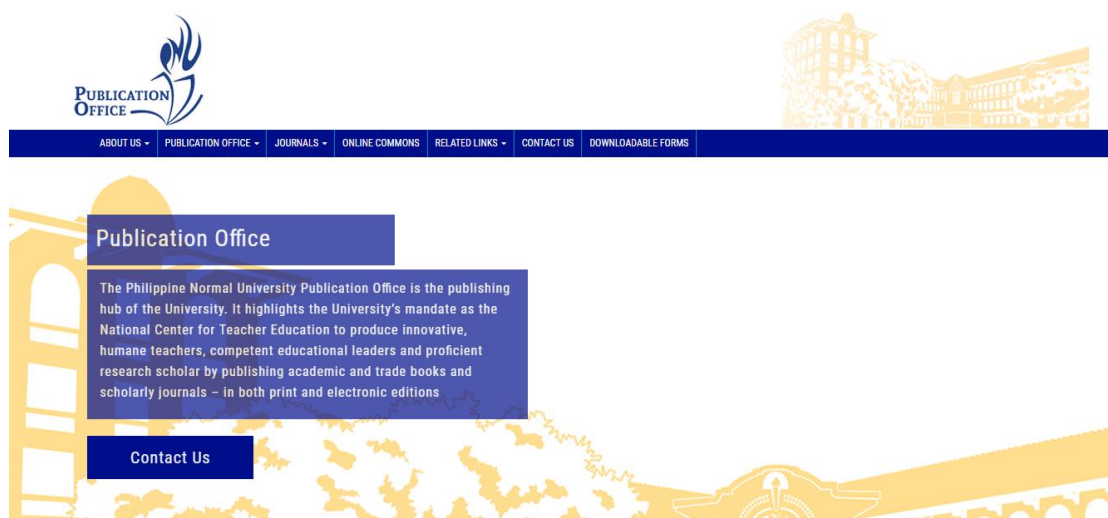


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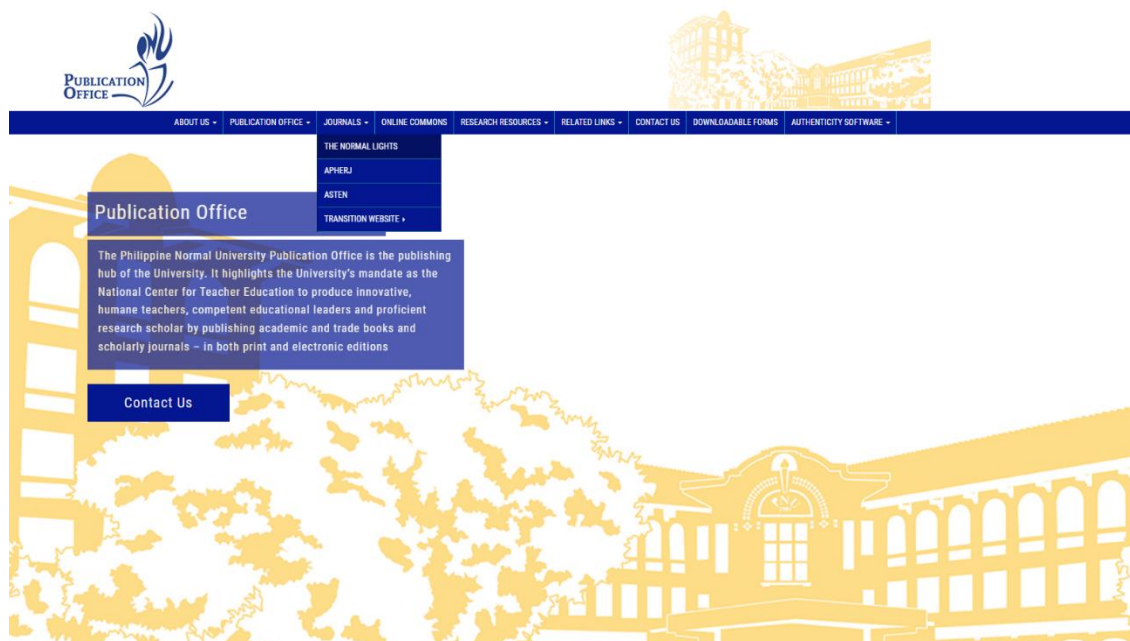
LOGIN/SIGN UP AS AUTHOR

A. New registration

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

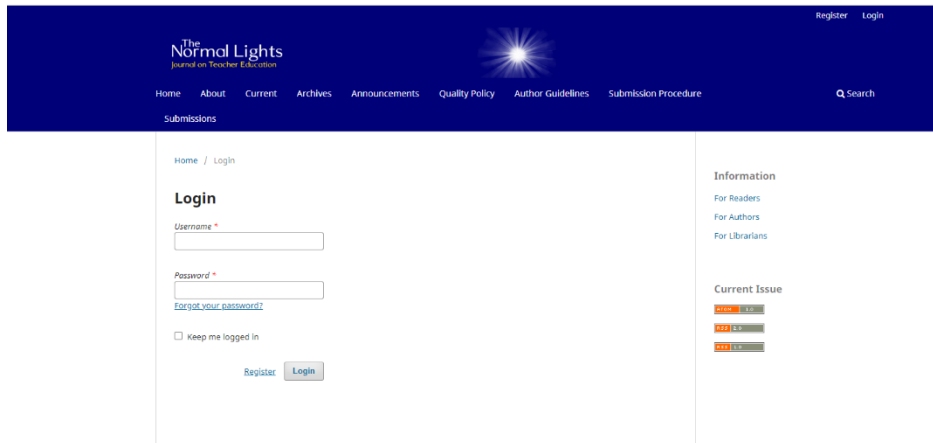


2. Point to the menu tab **Journals**, then click **The Normal Lights**



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



4. Fill out 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.

[Login](#)

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B. To Login

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

Home / Login

Login

Username *

Password *

[Forgot your password?](#)

Keep me logged in

[Register](#)

2. Enter your registered username and password.
3. Click Login

SUBMIT NEW MANUSCRIPT

A. New Submission

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

- ✓ 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).
- ✓ 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 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.

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

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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 to 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 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

Comments for the Editor

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**

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

12. click **Save and continue**

D. Entering the submissions metadata

13. 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](#)

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14. Click **Save and continue**

E. Confirming the submission

15. 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".

16. Click **Ok**

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	
No Items					

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

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Subject *

Message *



Attached Files

No Files

* Denotes required field

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**