

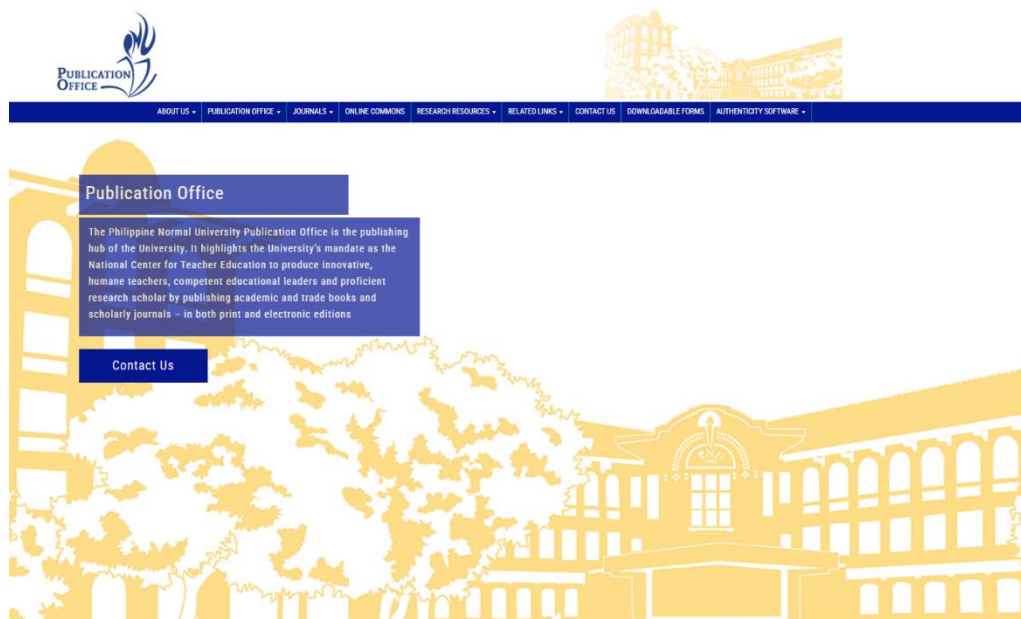


## User Manual for Authors (The Normal Lights)

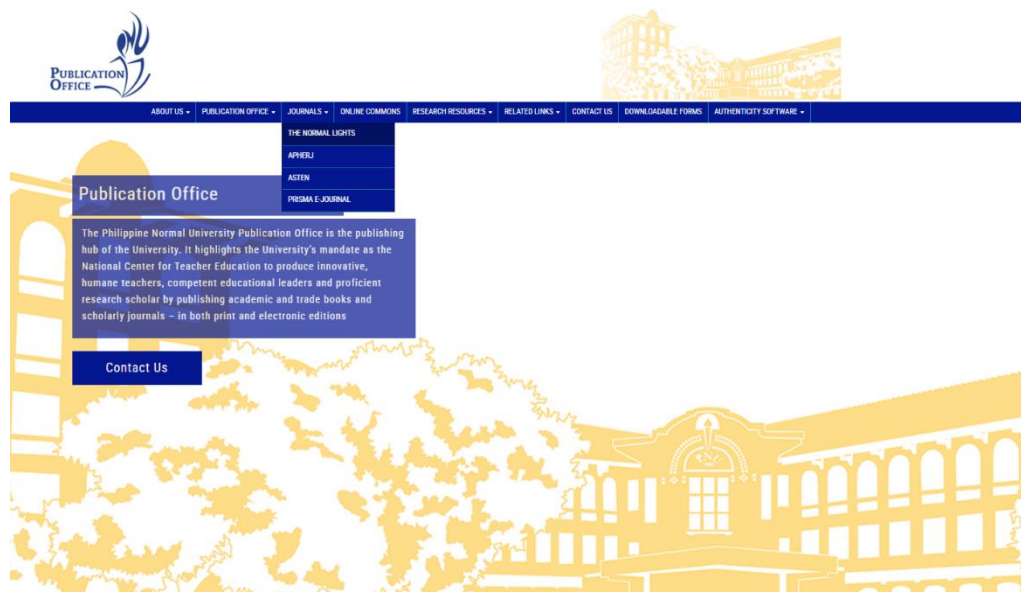
### Login/Sign up as author

#### A. New registration

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

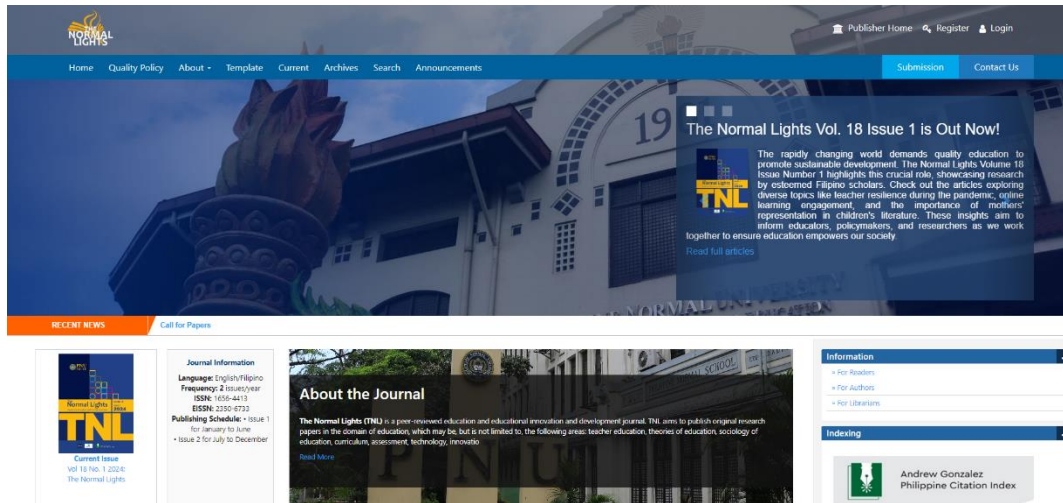


2. Point to the menu tab **Journals**, then click **The Normal Lights**.

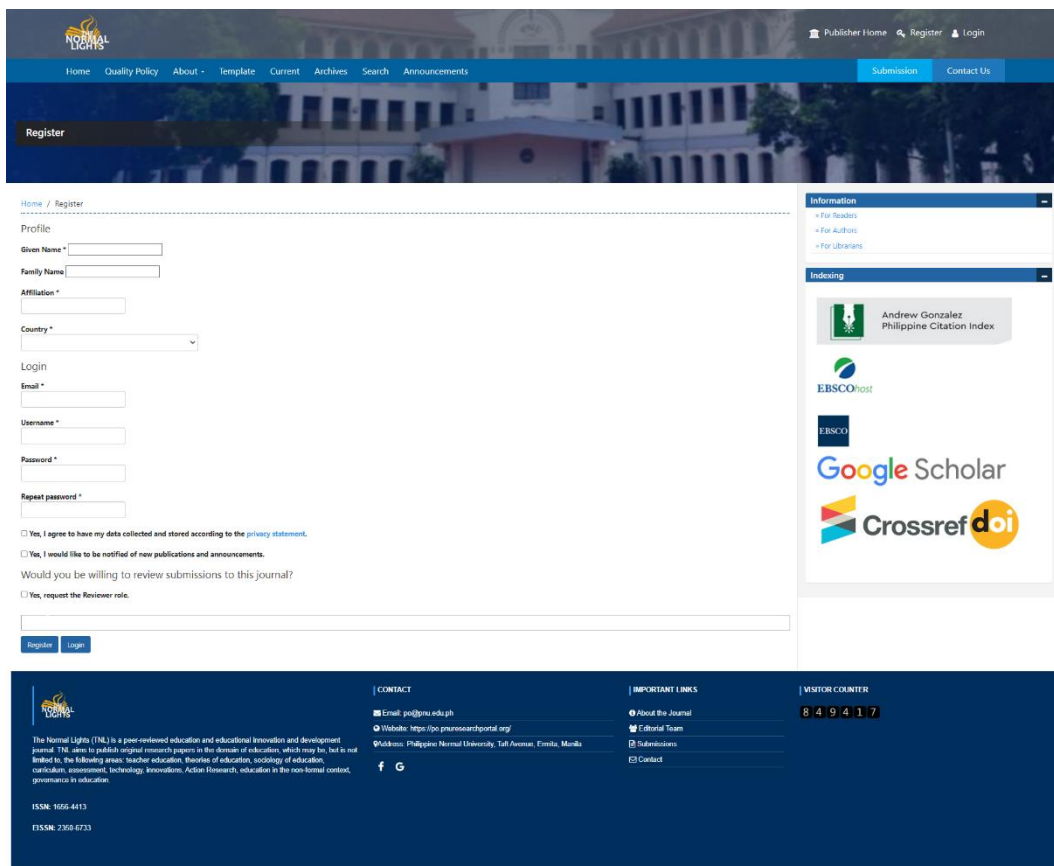




3. Click **register** located in the upper right side of the header for new author registration.



4. Fill out the form, then click the **register** button.



## B. To Login

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





2. Click **Login** in the upper right corner of the homepage

Home / Login

Username

Password

Forgot your password?

Keep me logged in

Login Register

3. Enter your registered username and password, then click the **Login** button

## Submit New Manuscript

### A. New submission

1. Go to <https://po.pnuresearchportal.org/ejournal/index.php/normallights/>
2. Log in to your account using your registered username and password
3. Click **Submissions** in the navigation bar

Home Quality Policy About Template Current Archives Search Announcements Publisher Home My Account

Submission Contact Us

The Normal Lights Vol. 18 Issue 1 is Out Now!

The rapidly changing world demands quality education to promote sustainable development. The Normal Lights Volume 18 Issue Number 1 highlights this crucial role, showcasing research by esteemed Filipino scholars. Check out the articles exploring diverse topics like teacher resilience during the pandemic, online learning engagement, and the importance of mothers' representation in children's literature. These insights aim to inform educators, policymakers, and researchers as we work together to ensure education empowers our society.

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RECENT NEWS Call for Papers

Journal Information  
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About the Journal  
The Normal Lights (TNL) is a peer-reviewed education and educational innovation and development journal. TNL aims to publish original research papers in the domain of education, which may be, but is not limited to, the following areas: teacher education, theories of education, sociology of education, curriculum, assessment, technology, innovation.

Information  
• For Readers  
• For Authors  
• For Librarians

Indexing  
Andrew Gonzalez  
Philippine Citation Index





#### 4. Click **Make a new submission**

The screenshot shows the 'Submissions' page of the journal website. At the top, there is a navigation bar with 'Home / Submissions' and a button to 'Make a new submission or view your pending submissions.' Below this are tabs for 'Submission', 'Author Guidelines', 'Copyright Notice', and 'Privacy Statement'. The main content area is titled 'Submission Preparation Checklist' and lists various requirements for authors, such as originality, research ethics, and formatting. On the right side, there is an 'Information' sidebar with links for 'For Readers', 'For Authors', and 'For Librarians', and an 'Indexing' section listing affiliations like Andrew Gonzalez Philippine Citation Index, EBSCOhost, EBSCO, Google Scholar, and Crossref doi.

### B. Starting the Submission

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

The screenshot shows the 'Submit an Article' form. At the top, there are five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is open, showing options: Foreword, President's Piece, Research Article, Abstracts 2012, Book Review, and Contributors. The 'Research Article' option is highlighted. Below the dropdown, there is a checkbox for 'Follows research ethics and includes any necessary conflict of interest, acknowledgment, AI declarations, and funding declarations.'

#### 6. Check all items under the **Submission Requirements**, ensure that all items are completed before proceeding with the submission

The screenshot shows the 'Submission Requirements' section. It starts with a heading 'Submission Requirements' and a note: 'You must read and acknowledge that you've completed the requirements below before proceeding.' Below this is a checklist of requirements, each with an unchecked checkbox:
 

- The submission is original and 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).
- Follows research ethics and includes any necessary conflict of interest, acknowledgment, AI declarations, and funding declarations.
- Figures are high quality (at least 300 dpi)
- Tables are in text format, not images
- The text adheres to the stylistic and bibliographic requirements outlined in the [Instructions to Authors](#)
- Where available, URLs for the references have been provided.
- Strictly follows referencing and citation guidelines (APA 7th Edition)
- A 70-word biography for each author
- The submission file is in OpenOffice, Microsoft Word, RTR, or WordPerfect document file format.
- A list of possible referees or peer reviewers with their corresponding affiliation and contact information [email address]. Please refer to the [attached form](#).





## 7. Draft cover letter to the Editors

Comments for the Editor

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, and image.

Empty text area for drafting the cover letter.

## 8. Check both items

### Acknowledge the copyright statement

Authors who publish in this journal agree to the following terms:

1. Author(s) retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](#) that allows others to share the work with an acknowledgment of the work's authorship and initial publication in this journal.
2. Author(s) can enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal.
3. Author(s) are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) before and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](#)).

- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

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

## 9. Click Save and continue

## C. Uploading the Submission

### 10. Click **Add file** or **Upload file**

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 your desired file

### 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 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

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.

References

### 15. Click **Save and continue**

## C. 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".

### 17. Click **Ok**

## To submit revised article

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





2. Click **view your pending 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					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
No Items					

5. Check the boxes for all participants

6. Input subject and add your note/message to the editors

Subject \*

  
  
Message \*

7. Click **Upload File** button

Attached Files	<a href="#">Search</a>	<a href="#">Upload File</a>
No Files		

8. 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 ▼

[Continue](#)    [Cancel](#)





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9. Click the **Upload File** button then choose the desired file you wish to upload, then click **Continue**
10. Enter the title of your document, then click **Continue**
11. Click **Complete**, then click **Ok**

