



User Guide for Multicultural Education Journal (MEJ)

Registering in the Journal

To sign up to MEJ, select the **Register** link located in the upper right corner.

Register Login


Home About Current Archives Call for Papers Author Guidelines Format and Style MEJ Checklist for Author Search

Announcements

About the Journal

The **MULTICULTURAL EDUCATION JOURNAL (MEJ)** is an open access and peer-reviewed journal of Philippine Normal University Mindanao. Published annually, both online and print, it aims to cultivate the culture of research and publication among education practitioners and leaders as well as graduate students in Caraga Region & beyond; and share multicultural education and education research and development to the academic community.

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Information

For Readers
For Authors
For Librarians

Current Issue

This will open the Registration Form for you to complete with all required information.

Home / Register

Register

Required fields are marked with an asterisk: *

Profile

Given Name *

Family Name




Affiliation *

Country *

Information

For Readers
For Authors
For Librarians

Current Issue

Browse

Fill out all the fields with asterisks, then click the **Register** button. This action will automatically enroll you as both an author and a reader.



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Logging in to the Journal

To access your account, visit <https://pnuminresearchportal.org/publication/index.php/mej/index> and select the login option.

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

Login

Required fields are marked with an asterisk: *

Username *

Password *

[Forgot your password?](#)

Keep me logged in

[Register](#)

[Login](#)

Provide your username and password, then click the **Login** button to proceed.

Making a Submission

Go to your dashboard.

Start a new submission by clicking the **New Submission** button on the right side of the screen. This will direct you to the submission wizard, where you can upload and provide details about your submission.

Submissions

My Queue Unassigned All Active Archives 23 Help

My Assigned Search Filters New Submission

No submissions found.



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Review the submission checklist and ensure that your submission meets the journal's requirements.

Then review the privacy statement and agree to the journal's data collection policy to begin your submission. Once you click the **Start Submission** button, you will be able to save your incomplete submission for later and return to it from your dashboard at any time.

Uploading Files

A window will pop up allowing you to upload your submission file(s). You can upload multiple files at once, as well as drag-and-drop files.

Please note that submissions must be submitted in a Word 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

After you've uploaded all your files, you will need to specify the file type for each one.

Upon completing the upload process and assigning a type to all of your submission files, proceed by clicking the **Continue** button.



Entering Metadata

Multicultural Education Journal

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.

Save and continue Cancel

After completing all the fields, proceed by clicking the **Save and Continue** button.

Review Submission

Finally, you'll be given a chance to review all of the information you've entered for your submission. If there are any required fields not filled out, you will be warned on this screen and allowed to make corrections.

Once you've completed the review, simply click the **Finish submission** button.

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



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Upon clicking the **Finish Submission** button, a prompt will appear, inquiring if you wish to submit the article to the journal. Simply click **Ok** to proceed with the submission.

Completing Submission

Submit an Article

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

Submission complete

Thank you for your interest in publishing with Multicultural Education Journal.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Uploading Revisions

Once the review process has been completed, you will be notified of the editor's decision via email.

After receiving the email with the decision, click the provided link or login and access the relevant manuscript from the dashboard.

Once you're ready to upload the revised file, scroll down the page and find the panel for Revisions.

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Revisions.

The screenshot shows a web interface for managing a review round. At the top, there are tabs for 'Workflow' and 'Publication', with 'Publication' selected. Under 'Publication', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Review' selected. A 'Help' button is located to the right. Below the sub-tabs, there are tabs for 'Round 1' and 'New Review Round', with 'New Review Round' selected. The main content area includes a 'Round 1 Status' box with the text 'Waiting for reviewers to be assigned.' Below this are four main sections: 'Review Files' with a search icon and 'Upload/Select Files' button; 'Reviewers' with a search icon and 'Assign' button; 'Revisions' with a search icon and 'Upload File' button; and 'Review Discussions' with an 'Add discussion' button. Each section currently shows 'No Files' or 'No Items'. At the bottom, there is a table header for 'Review Discussions' with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed', and a 'No Items' message below it.

Use the **Upload File** link to upload your revised manuscript.

The screenshot shows a dialog box titled 'Upload Review File' with a close button (X) in the top right corner. Below the title is a progress bar with three steps: '1. Upload File', '2. Review Details', and '3. Confirm'. Below the progress bar is a dropdown menu labeled 'Article Component *' with 'Article Text' selected. Below the dropdown is a dashed box containing the text 'Drag and drop a file here to begin upload' and an 'Upload File' button. At the bottom of the dialog are 'Continue' and 'Cancel' buttons.



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Use the dropdown menu to choose the article component. Then upload the revised file and hit **Continue**.

Review file details and continue

Upload Review File

×

1. Upload File

2. Review Details

3. Confirm

Name the file (e.g., Manuscript; Table 1) *

Revision.docx

Continue

Cancel

Add another file or complete upload

Upload Review File

×

1. Upload File

2. Review Details

3. Confirm

File Added

Add Another File

Complete

Cancel

If you have any additional files to upload, do so now. Otherwise, hit **Complete**. The editor will receive a notification about the new file(s) being uploaded.

Your revised file is now visible in the Revisions panel.

In addition to your revised files, you may want to provide additional details or directly inform the editor via the Review Discussion panel.

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
No Items					



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The screenshot displays the 'Multicultural Education Journal' interface. A central modal window is open for composing a message. The form contains the following elements:

- Subject ***: A text input field.
- Message ***: A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image.
- Attached Files**: A section with a search icon, 'Upload File', and 'Select Files' buttons. Below it, it says 'No Files'.
- Participants**: A section with an 'Assign' button. Below it, it says 'No Items'.
- Buttons**: 'OK' and 'Cancel' buttons at the bottom right.
- Footer**: A note that says 'Required fields are marked with an asterisk: *'.

The background interface shows a sidebar with navigation options: Submissions, Issues, Announcements, Settings (Journal, Website, Workflow, Distribution, Users & Roles), Statistics (Articles, Editorial Activity, Users, Reports), Tools, and Administration. The main content area shows a 'Participants' section with an 'Assign' button and an 'Add discussion' button.

Select the user(s) you want to notify under Participants.

Add discussion and select participants

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you and the selected participants can see the message in the Review Discussions panel.

If the editor decides to resubmit for review, your revisions will be subject to another round of review before the decision to accept or decline is made. You may need to make further revisions by repeating the above procedure after the additional round of review.