I. Introduction

The Association of Southeast Asian Teacher Education Network (AsTEN) is a network of premier teacher education institutions in the ASEAN region where members are expected to help and support one another as they work together in addressing issues, challenges and concerns relevant to teacher education programs, practices and policies. This network will also serve as a vehicle for various forms of collaboration that will result to greater cooperation and understanding among ASEAN nations as they initiate endeavours that will benefit nations and peoples.

The ASEAN Teacher Education Journal (ASTEN Journal) is the flagship publication of ASTEN, a multidisciplinary peer-refereed international journal that will serve as the main platform by which the network’s initiatives are made known to the academic community. It is expected to provide a scholarly forum on the dynamics of teacher education and the current initiatives of AsTEN member institutions in the areas of research and publication, scholarship of teaching, teacher education leadership, curriculum and pedagogy, reciprocity program, quality assurance and harmonization of standards and other relevant topics which continue to shape and redefine teacher education in the ASEAN region.
II. Aims

The AsTEN Teacher Education Journal will provide the forum for scholarly discussion on important topics in teacher education.

It shall also promote for the advancement of teacher education in the ASEAN region and the world.

1. Advance research and scholarship of teaching on various areas in teacher education through publication.

2. Increase AsTEN’s network visibility in the ASEAN region and in the world.

3. Foster greater cooperation on knowledge generation, enrichment, dissemination and utilization among member institutions.

4. Promote greater understanding and appreciation of the richness and diversity of ASEAN cultures.

5. Bridge gaps, anticipate challenges and create the future context in teacher education.

III. Scope

ASTEN Journal is a bi-annual publication that will cover an extensive array of relevant and emerging topics and issues in teacher education. It will bring to the fore, significant findings and contributions on teacher education that will lead to better understanding of the dynamics of education contexts and empower teacher education institutions. Topics falling under any of the suggested teacher education themes below may be included for publication:

1. Teaching and Learning Innovations

   It will bring to the fore current initiatives and proposed innovations in teaching and learning as it covers empirical studies and theoretical analyses that seek to address challenges related to curricular programs, pedagogical models and practices, learning modalities, classroom management, assessment of learning outcomes, and advancements in technology and product development.

2. AsTEN Teacher Education Leadership

   This theme covers scholarly studies that address management and leadership trends and challenges in teacher education. It will also highlight best practices on capacity building and teacher education leadership that will pave for broader understanding and greater cooperation among ASEAN Teacher Education Institutions.
3. **Internationalization**
   This theme includes current efforts and explorations on standards harmonization and high impact studies on international rankings and global benchmarking. Internationalization in teacher education may include harmonization of quality assurance systems, teacher quality and qualification standards. It may cover interventions that address challenges of cultural diversity and strategies to strengthen ASEAN regional and international collaborations. This theme also highlights strategic endeavours of ASEAN Teacher Education Institutions that will set the benchmarks for 21st century Teacher Education in Asia.

4. **Teacher Education and Society**
   This theme covers research studies that address significant issues on the changing context of teacher education based on the dynamics of the economic, social, cultural and political factors. It welcomes studies that explore the current social contexts of education and move beyond the challenges of the current contexts for continuing growth and development of teacher education as a discipline.

5. **Emerging Areas in Teacher Education**
   This covers research on emerging trends, values and norms in educational system. It may include cognition and brain-based research, East Asian pedagogies, equity and inclusiveness for teacher education in the ASEAN region.

IV. **Editorial Board**

The Editorial Board is headed by an editor from the Philippine Normal University as the spearhead of AsTEN and associate editors for each theme, preferably two from each member institution. For the maiden issue of AsTEN Journal, nomination process for the associate editors will be presented by the President to the AsTEN Board Members during the Second Board Meeting. The members of the AsTEN Board will agree on the acceptance of nomination for the AsTEN Journal Editorial Board. Nominated candidates must submit their curriculum vitae including a letter signifying acceptance and eligibility for membership in the Editorial Board. They are also advised to indicate their areas of expertise. Nominated associate editors should be formally endorsed by the head of the member institutions.
A candidate who receives a majority vote of the AsTEN Board members will be appointed by the Editor for a specified term of two years. Continuity of membership in the Editorial Board will be subject to the decision of the AsTEN Board of Regents. The number of editorial board members is limited to 12 unless otherwise changed by the AsTEN Board. The Editorial Board will be composed of the following: Editor-in-Chief, Associate Editors, and Managing Editor. The Presidents of member institutions will serve as consultants. The Secretariat will provide support on technical groundwork such as coordination, communication, lay-outing, encoding, and uploading of accepted articles. The current leadership of AsTEN will also serve as the Secretariat for the AsTEN Journal publication. The term of office of the editorial board is two years.

Eligibility Criteria

Criteria for eligibility include the following:

1. Strong research scholarship track record as evidenced by the number of research studies conducted either as sole author or in collaboration with others.
2. At least two or more research studies have been published in reputable international journals.
3. Adequate related experience in editorial work as editor, co-editor or reviewer in an accredited, professional journal.
4. Demonstrated commitment to the advancement of teacher education as evidenced by research outputs that contribute to the teacher education knowledge scholarship.

Responsibilities

Members of the Editorial Board are expected to perform the following tasks:

1. Review manuscripts as may be requested and complete assigned reviews as scheduled.
2. Provide constructive review of manuscripts to ensure that quality papers are published in the journal.
3. Maintain confidentiality and objectivity in reviewing manuscripts, strictly adhering to the review process set by the AsTEN Editorial Board.
4. Submit at least one manuscript or research article for publication in the journal during his/ her appointment term.
5. Provide insights or inputs to the Editorial Board on areas needing improvement as may be sought.
V. **Review Mechanics**

The Editorial Board will develop the guidelines and mechanics for the review, submission and acceptance of manuscripts submitted for publication. However, the initial guidelines herein presented may serve as ready reference for discussion. The content of the maiden issue will be taken from the papers presented during the ASEAN Teacher Education Conference in 2014.

1. **Criteria for Publication**

   Preference is given to articles that are aligned to the identified themes of the Journal. It is expected that the submitted article follows the prescribed manuscript format and submission procedures. There is evidence that the article is scholarly written, discusses a timely topic, and could connect to the target readership audience of the journal.

2. **Review Mechanics**

   a. Submitted manuscript will be subject to initial evaluation by an editorial board member.

   b. The technical requirements which include format and intelligibility as well as content qualifications like alignment to the theme, relevance, originality and impact must be adequately met before the article could be considered for in-house review by the associate editors assigned in the theme where the submitted article is classified under.

   c. The article is then endorsed to the associate editors and two specialists for in-depth review. Review process normally takes about 21 days.

   d. Authors will be notified of the results of the review which may be: a) accepted without revisions; b) accepted with minor revisions; c) accepted with major revisions; and d) non-acceptance or rejection of submitted article.

   e. Authors are required to respond to the reviewers’ comments and suggestions and submit their revised article on a specified date. Associate editors will then check how accurately the comments and suggestions were responded to.

   f. A decision letter on the acceptance or non-acceptance of the paper will be sent to the authors.
VI. Funding Source

Member Institutions of AsTEN will be encouraged to offer a commitment fund for the initial issue of the publication until such time that it has evolved into self-sustaining and regulating unit through funds gained from subscriptions, article publications and possibly from advertisements.

VII. Submission Guidelines

Technical requirements and guidelines for standard submission will be decided by the editorial board. Initial guidelines herein presented are provided for discussion and approval.

1. Manuscript Submission

Authors should submit their articles at astenjournal.pnu.edu.ph in MSWord format. Each author is required to include the following information: name of corresponding author and co-author/s, their email addresses, name of institution they are employed in and their basic work function and their area of expertise and research interest.

2. Manuscript Format

The manuscript should have a title followed by an abstract consisting of 200-250 words that summarizes the purpose, methods and results of the study, with 3-4 key words. The maximum length of a submitted article is eight pages or about 4,000-6,000 words excluding the title, authors’ information, list of references and abstract.

The text may be divided into four parts which are the following: 1. Introduction/ background of the study/Conceptual Framework; 2. Methodology; 3. Results and Discussion; and 4. Conclusion and Recommendations.

Section heading should have a font size of 11, bold-faced, calibri font while the main text should be typed using font size 9 Calibri, with justified horizontal alignment, double spaced and with 1.5 left and 1.0 right margins. The first line of all paragraphs does not need to be indented.

Figures and tables must be consequently numbered in Arabic and titles or labels typeset in 8 point Calibri.

In-text citation and bibliography are presented using the APA Style. Please refer to the APA Publication Manual for detailed procedures and examples.
VIII. Publication Standards

Acceptance of manuscripts for publication will depend on the results of the evaluation of the submitted manuscripts based on the prescribed criteria among which include relevance of the paper to the theme or stream for which the author seeks to contribute in, novelty and originality and breakthrough impact.

IX. Publication Schedule

The maiden issue of the journal is expected to be uploaded as an online publication by September 2015.

X. Preparations for the Launching of the Maiden Issue

Phase I - Pre-Publication

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<th>Activity</th>
<th>Target Date / Duration</th>
<th>Key People</th>
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<td>Concept Paper Development on the Proposed ASTEN Journal</td>
<td>January-February 2015</td>
<td>AsTEN Secretariat</td>
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<td>Presentation of the Proposed ASTEN Journal for Suggestions/Approval</td>
<td>April 24, 2015</td>
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<td>Composition of the Editorial Board</td>
<td>April 24, 2015</td>
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<td>Approval of the Proposed Review and Publication Mechanics, Submission Guidelines and Acceptance Standards</td>
<td>April 24, 2015</td>
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<td>Identifying/nominating members of the Editorial Board and Presentation of Nominated Members for Approval</td>
<td>April 24, 2015</td>
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<tr>
<td>Finalization of the Approved Review and Publication Mechanics, Submission Guidelines and Acceptance Standards</td>
<td>April 2015</td>
<td>AsTEN Secretariat</td>
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<td>Publication Budget: Presentation and Approval</td>
<td>April 2015</td>
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**Phase II - Publication**

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<td>Sending Letters of Invitation/Articles to Referees</td>
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<td>Review of Research Articles</td>
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<td>June 2014</td>
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<tr>
<td>Submission and 2nd Review of Articles by the Associate Editors</td>
<td>July 2014</td>
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<tr>
<td>2nd Revision of the Article based on the feedback of the Editorial Board</td>
<td>August 2014</td>
<td>Authors/Contributors</td>
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<tr>
<td>Lay-outing of the articles and final editing by the Editor-in-Chief</td>
<td>August 2015</td>
<td>Lay-out Artist Editor-in-Chief</td>
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<td>Cover design format, structure of the journal</td>
<td>August 2015</td>
<td>Lay-out Artist</td>
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<td>Preparing the Draft Issue in Word Format and Final Review (Proofreading)</td>
<td>August 2015</td>
<td>Computer Expert</td>
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<tr>
<td>Securing the ISSN No. of the Journal</td>
<td>August 2015</td>
<td>Secretariat</td>
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<tr>
<td>Uploading of the Journal</td>
<td>September 2015</td>
<td>Secretariat</td>
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**Prepared by:**

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