



YESSENOV
UNIVERSITY

APPROVED

**decision of the Scientific council
(Protocol No. 6 dated 28.12.2020)**

**REGULATIONS
ON THE SCIENTIFIC JOURNAL "YESSENOV SCIENCE JOURNAL"**

Aktau, 2020

PURPOSE AND SCOPE

1.1 This Regulation has been developed in order to determine the legal status, purpose of activity, authority, procedure, management of activity, the basis and procedure for the suspension and termination of the activity of the scientific periodical journal Yessenov Science Journal (hereinafter referred to as the Journal).

1.2 This Regulation has been developed on the basis of:

1) Law of the Republic of Kazakhstan "On Mass Media" dated June 23, 1999 No. 451-I;
2) Law of the Republic of Kazakhstan "On Copyright and Related Rights" dated 10.06.1996 No. 6-1
3) GOST 7.1-2003 - interstate standard "System of standards for information, librarianship and publishing. Bibliographic record. Bibliographic description. General requirements and drawing up rules", approved by the Interstate Council for Standardization, Metrology and Certification (Minutes No. 12 dated 02.07.2003);

4) of the Charter of "Caspian University of Technology and Engineering named after Sh. Yessenov", approved by order of the Ministry of Finance of the Republic of Kazakhstan dated 04.06.2020 No. 11933-1943

1. DEFINITIONS AND ABBREVIATIONS

Yessenov University, University	- "Caspian University of Technology and Engineering named after Sh. Yessenov"
Editorial Board	- Editorial Board, an advisory body that exercises overall control over the development of the Journal
SRSTI	- international rubricator of scientific and technical information, is a universal hierarchical classification of areas of knowledge, adopted to systematize the entire flow of scientific and technical information.
RK	- Republic of Kazakhstan

3. GENERAL REGULATIONS

3.1 The journal is the official printed periodical of the University. The founder of the journal is "Caspian University of Technology and Engineering named after Sh. Yessenov.

3.2 The journal is registered with the ISSN International Center in Paris under registration number ISSN 1684-9299.

3.3 Subscription index in the catalog of the KazPost JSC Agency - 76061.

3.4 The Journal is published in printed form; the periodicity of the Journal is once every six months (twice a year).

3.5 The language of the scientific journal is Kazakh, Russian, English.

3.6 Thematic sections of the journal:

- 1) Bolashakka bagdar: Ruhani zhangyru;
- 2) Oil production, oil and gas engineering, processing of hydrocarbon raw materials, environmental problems and environmental protection;
- 3) Transport, construction, information systems and energy;
- 4) Actual problems of socio-economic development and legal regulation;
- 5) Humanities and natural sciences;
- 6) Science: Research and practice.

3.7 The journal is a peer-reviewed journal. Articles of a scientific and theoretical nature are published only if there is a positive review in accordance with the "Procedure for reviewing scientific articles in the Journal" (Appendix 1).

3.8 Rules for the design of manuscripts sent to the journal, as well as the conditions for their publication are presented in the "Requirements for the author" (Appendix 2).

4. GOALS AND OBJECTIVES OF THE JOURNAL

4.1 The main goal of the Journal is to promote the development of scientific research through the coverage of the scientific activities of specialists in scientific fields and the exchange of information on the activities of the university.

4.2 Tasks of the Journal:

- reflection of the main results of research and scientific and practical activities of the specialty in the scientific fields provided for by the subject of the journal;
- promotion of the main achievements developed at the university in the field of science;
- strengthening the interaction of the university with other educational and research institutions of the Republic of Kazakhstan and other countries, government agencies and departments in the scientific field;
- reflection and dissemination of the results of research activities;
- the formation of an open scientific controversy that contributes to improving the quality of scientific research;
- facilitating the prompt publication of the results of scientific research by young scientists, doctoral students, undergraduates.

5. JOURNAL MANAGEMENT

5.1 The governing body of the Journal is the permanent editorial board (hereinafter referred to as the Editorial Board), which participates in the preparation of materials for publication and improvement of the content of the Journal.

5.2 The composition of the editorial board of the Journal is approved by the Chief Editor and includes the chairman, his deputy and leading scientists of the University, heads of educational, scientific and other institutions, representatives of state authorities of the Republic of Kazakhstan and foreign countries, foreign scientists.

5.3 The chairman of the editorial board - the editor-in-chief of the Journal is the president-rector of the University.

Chairman of the Editorial Board:

- determines the development strategy of the journal;
- chairs the meetings of the editorial board of the Journal;
- carries out general scientific management of the Journal;
- signs the journal for "press" and gives permission for the distribution of the journal;
- approves the circulation and distribution index of each issue of the journal, its annexes;
- contributes to the involvement of leading scientists and highly qualified specialists in the work on the Journal;
- makes decisions on the acceptance and rejection of materials submitted for publication in the Journal;
- appoints the responsible and technical secretary of the journal.

5.4 The editor-in-chief of the journal may delegate his powers to the deputy. The Deputy Chairman of the Editorial Board (Deputy Editor-in-Chief) is the Vice President for Research and Development.

Deputy Chairman of the Editorial Board:

- carries out general management of the work of the Journal in the scientific direction;
- coordinates the review of articles;

- listens to reports on the progress of the editorial plans, on the implementation of the journal's strategy;
- holds operational meetings with members of the editorial board and other employees of the University on the preparation of the Journal, improving the quality of articles, etc.;
- chairs meetings of the editorial board in the absence of the editor-in-chief.

5.5 Members of the Editorial Board are invited to the Editorial Board on the basis of a written request from the President-Rector of the University.

Heads of departments, heads of centers and services, leading scientists of the university, in accordance with the scientific directions of the Journal, can act as members of the editorial board. Foreign scientists and experts can also be included in the editorial board.

Members of the editorial board:

- organize and conduct expert evaluation of articles on the sections of the Journal entrusted to them;
- submit candidates for reviewers and, based on scientific expertise, recommend or reject publications;
- contribute to the dissemination of the Journal;
- analyze and evaluate articles for compliance with the declared scientific direction, the requirements for scientific journal articles and their design;
- reject the submitted materials if they do not meet the established requirements and rules for submitting material to the editorial office.

5.6 Members of the Editorial Board have the right to:

- Express an opinion on the materials proposed for publication;
- to represent the journal in state bodies, public associations, etc.;
- get acquainted with the materials offered for printing;
- take part in activities related to the propaganda of the journal and increase its authority;
- discuss plans for the development of the journal;
- express a point of view on controversial issues regarding peer-reviewed manuscripts;
- suggest topics for publications;
- participate in the preparation of issues of the journal;
- propose for each peer-reviewed manuscript one of the following solutions:
 - a) recognize the manuscript as suitable for publication;
 - b) return the manuscript to the author for revision;
 - c) recognize the manuscript as unsuitable for publication.

Members of the editorial board are required to:

- carry out the instructions of the responsible secretary;
- to give an opinion on the considered manuscript;
- take part in events related to the release of the magazine;
- actively promote the journal, seek to increase its authority among its readers.

5.7 The organizational management of the issue of the journal is carried out by the executive secretary of the Journal and the editorial board, which in their work are guided by the decisions of the editorial board of the Journal.

The executive secretary organizes and coordinates the work of the editorial board, the entire process of formation and publication of each issue of the journal. His responsibilities include:

- determine the current editorial policy;
- to form and submit for discussion by the editorial board the content of each regular issue of the journal;
- organize the cooperation of the journal with the departments, scientific departments of the university, individual authors;
- control the timing of the production of the circulation and its distribution;

The Executive Secretary is responsible for the quality and relevance of articles accepted for publication:

- deals with the distribution of the magazine;
- monitors the timely filling of the journal's website on the University's Internet portal;

- represents the Editorial Board of the Journal in all state, public and other organizations on issues within its competence;
- prepares and conducts a meeting of the Editorial Board;
- participates in the preparation of the original layout of each issue of the Journal;
- approves the original layout of the Journal and submits it to the printing house of the University.

5.8 Meetings of the Editorial Board are convened as needed, but at least once a year. Its decisions are taken by a simple majority vote of the total number of members present.

6. EDITORIAL ETHICS OF JOURNAL A

6.1 The editorial board of a scientific journal has a responsible approach to the task of maintaining scientific reputation. The journal publishes scientific papers and is responsible for their compliance with the highest standards. The editorial board of the journal does its best to comply with the ethical standards adopted by the international scientific community, and to prevent any violation of these standards in accordance with the recommendations of the Committee on the ethics of scientific publications (Committee of Publication Ethics), taking into account the experience of leading international Publishers and Editorial Boards of journals.

6.2 Responsibilities of Reviewers

Peer review helps the Editorial Board of the journal decide on publication and through appropriate interaction with the Authors can help the Author improve the quality of the work. Peer review is a necessary link in formal scientific communications, located at the very “heart” of the scientific approach. The editorial board of the journal shares the view that all scholars who wish to contribute to a publication are required to do the essential work of reviewing a manuscript.

Requirements for reviewers: h-index of at least 2 (according to Scopus and WoS databases) , at least 5 publications over the past 5 years in scientific journals recommended by Committee for Quality Assurance in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan and at least 1 publication over the past 5 years in the Scopus or WoS database.

Any selected Reviewer who feels insufficiently qualified to review the manuscript or does not have enough time to quickly complete the work should notify the Editorial Board and ask to be excluded from the review process of the corresponding manuscript.

Any manuscript received for peer review must be treated as a confidential document. This work cannot be opened and discussed with any person who does not have the authority of the Editorial Board.

The reviewer is obliged to give an objective assessment. Personal criticism of the Author is unacceptable. Reviewers should clearly and reasonably express their opinion.

Reviewers should draw the attention of authors to significant works of other researchers that correspond to the topic of the reviewed manuscript and are not listed in the bibliographic list to it. Any statement (observation, conclusion or argument) used in the manuscript, taken from previously published materials, must be accompanied by an appropriate bibliographic reference. The Reviewer should also draw the attention of the Editorial Board to the discovery of any significant similarity or coincidence between the manuscript in question and any other published work known to the Reviewer.

Unpublished data obtained from submitted manuscripts should not be used for the personal interests of the Reviewer without the written consent of the Author. The confidentiality of information and ideas obtained from the review of manuscripts must be maintained. This information and ideas may not be used for the personal benefit of the Reviewer.

Reviewers should not participate in the review of manuscripts in case of conflicts of interest due to competitive, joint and other interactions and relationships with any of the Authors, companies or other organizations associated with the submitted work.

6.3 Responsibilities of Authors

The scientific article must contain the results of original research. Authors must provide an accurate description of the work performed and objective evidence of its significance. Data confirming the results of the study should be given in the article as accurately as possible. The work should contain sufficiently detailed information and bibliographic references for the possible reproduction of the described results.

False and knowingly erroneous statements are considered unethical behavior and are considered unacceptable.

Data access and storage

For editorial review, authors may be asked for intermediate (raw) data relevant to the manuscript. Authors should be prepared to provide free access to such information, if feasible. In any case, Authors must be prepared to retain such data for a reasonable time after publication.

Authors must submit only completely original works. In the case of using the works or statements of other authors, such works or statements should be appropriately cited or noted.

Plagiarism can exist in many forms, from presenting someone else's work as the author's, to copying or paraphrasing significant parts of someone else's work (without attribution) to claiming one's own rights to the results of someone else's research. Plagiarism in any form is unethical and is unacceptable.

In general, an Author should not publish a manuscript mostly devoted to the same research in more than one journal as an original publication. Submitting the same manuscript to more than one journal at the same time is perceived as unethical behavior and is unacceptable.

In general, the Author should not submit a previously published article for consideration to another journal.

Publishing a certain type of article (eg environmental advice, translated articles) in more than one journal is ethical in some cases, subject to certain conditions. Authors and Editors of interested journals must agree to a secondary publication presenting necessarily the same data and interpretations as in the primary published work. A bibliography of the primary work should also be included in the second publication.

Recognition of primary sources

The contribution of others must always be acknowledged. Authors should cite publications that are relevant to the performance of the submitted work. Data obtained privately, for example, in the course of a conversation, correspondence or discussion with third parties, should not be used or presented without the express written permission of the original source. Information obtained from confidential sources, such as evaluation of manuscripts or awards of grants, should not be used without the express written permission of the Authors of the work related to confidential sources.

Publication authorship

The authors of the publication can only be persons who have made a significant contribution to the formation of the concept of the work, the development, execution or interpretation of the presented research. All those who have made significant contributions should be designated as Contributors. Where research participants have made significant contributions in a particular area of research project, they should be listed as having made significant contributions to the research.

Responsible for correspondence with the editors The author must make sure that all participants who have made a significant contribution to the study are presented as Co-authors and those who did not participate in the study are not listed as Co-authors, and also make sure that all Co-authors have seen and approved the final version manuscript and agreed to submit it for publication.

Disclosure Policy and conflicts of interest

All Authors are required to disclose in their manuscripts financial or other existing conflicts of interest that may be perceived as affecting the results or conclusions presented in the work.

Examples of potential conflicts of interest that must be disclosed include employment, consulting, stock ownership, royalties, expert opinions, patent applications or patent registrations, grants, and other financial support. Potential conflicts of interest should be disclosed as early as possible.

If the Author finds significant errors or inaccuracies in the publication, the Author must inform the Editorial Board of the journal about this and cooperate with the aim of withdrawing the publication or correcting errors as soon as possible. If the Editorial Board of the journal received information from a third party that the publication contains significant errors, the Author is obliged to withdraw the work or correct the errors as soon as possible.

6.4 The Publisher shall support the Editorial Board of the journal in handling complaints about the ethical aspects of published materials and assist in interacting with other journals and/or Publishers, if this contributes to the performance of the duties of the Editorial Board.

The publisher should promote good research practice and implement industry standards to improve ethical guidelines, withdrawal procedures, and error correction.

The publisher must provide appropriate specialized legal support (opinion or advice) if necessary.

7. CONTENT AND PROCEDURE OF CONSIDERATION OF ARTICLES

7.1 The Journal reflects the results of scientific research, experimental developments of the University staff, undergraduates and doctoral students, scientists, as well as foreign experts.

7.2 The subjects of the Journal's issues are determined within the framework of the main activities of the University in agreement with the members of the editorial board responsible for issuing the corresponding issues, and approved by the Editor-in-Chief of the Journal.

7.3 General requirements for the procedure for consideration, approval and rejection of articles:

- only original articles that have not been previously published in other publications are subject to publication in the Journal;

- **Scientific articles in Kazakh, Russian or English are submitted for publication in the "Submission of Articles" block on the website: ysj.yu.edu.kz.**

- each article is reviewed in the manner determined by these Regulations;

- articles are accepted for consideration subject to their compliance with the requirements/recommendations posted on the University's Internet resource and published in each issue of the Journal;

- manuscripts that do not meet the requirements set forth in this Regulation are not registered and are not allowed for further consideration, as notified to their authors.

7.4 Reasons for a reasoned refusal to publish an article can be:

- inconsistency of the presented material with the subject of the Journal;

- non-compliance with the requirements for materials submitted for publication;

- negative review of the submitted material;

- detection of the fact of plagiarism or other forms of illegal borrowing;

- non-observance by the author of the material of the current legislation on copyright and related rights;

- refusal to finalize the text in accordance with the comments of the reviewer, etc.

7.5 The Journal also does not publish:

- articles that do not contain new information compared to previously published results, or contain factual, historical or other errors that cannot be corrected, as well as articles containing statements and hypotheses that directly contradict established scientific facts;

- literary, artistic and journalistic works of any content, including those on a scientific topic;

- materials containing insults, slander or knowingly false information about individuals and legal entities.

8. PROCEDURE FOR FORMING JOURNAL NUMBERS

8.1 The formation of each issue of the Journal is carried out in accordance with the terms for accepting articles, as well as the terms for reviewing and considering the editorial board, which are determined by the editor-in-chief of the Journal in the prescribed manner in agreement with the members of the editorial board responsible for issuing the relevant directions.

8.2 The editorial office accepts the manuscript of a scientific article, after checking to identify the fact of plagiarism or other forms of illegal borrowing, submits the articles for review to the appropriate sections.

8.3 After reviewing, the editors submit information about articles with reviews to the deputy editor-in-chief for consideration and a decision on the publication / rejection of the articles.

8.4 The Deputy Editor-in-Chief prepares a general conclusion on the draft issue of the Journal, on the basis of which the articles with comments are transferred to the authors, and the materials approved for

printing are sent to the responsible members of the Editorial and Publishing Service for prepress preparation (editing, layout of the original layout) and release of the signal option.

8.5 The content of the text of the article is not subject to change and / or editing and is the original. Corrections of a stylistic or formal nature that do not affect the content of the article are made by editors and proofreaders without the consent of the author.

8.6 Manuscripts of articles are not returned. The editors reserve the right to reject the publication of articles that do not meet the requirements in terms of content and design.

8.7 In case of disputes about the publication of the article, the issue is submitted for consideration by the meeting of the editorial board. Members of the Editorial Board are given the opportunity to familiarize themselves with the relevant materials 3 (three) working days before the meeting. The decision to approve/reject controversial articles is made by a majority vote of the editorial board, with the editor-in-chief's vote being decisive.

8.8 If, for one reason or another, it is impossible to publish an article in the current issue that has received positive opinions from reviewers, it enters the editorial portfolio of the Journal for publication in the order of priority and depending on relevance. The responsible secretary informs the author about this, indicating the expected publication date.

8.9 The formation of each issue of the Journal is assigned to the members of the editorial board, who are responsible for the selection of materials for the issue, their review, as well as meeting the deadlines for issuing the Journal and, in case of failure to issue the issue, are responsible in the prescribed manner

8.10 The final decision on the publication of the issue of the Journal is made by the Editor-in-Chief and approves the original layout, on the basis of which the Editorial and Publishing Service carries out the replication of the Journal.

9. PROCEDURE OF RELEASE OF THE JOURNAL

9.1 The Journal is published in printed form; the periodicity of the Journal is once every six months (twice a year).

9.2 The circulation of the Journal is at least 300 copies.

9.3 Each periodical and special issue of the Journal must contain the following information:

- name of the publication;
- name of the founder;
- the name of the publisher;
- personal composition of the Editorial Board;
- surname, initials of the editor-in-chief;
- the serial number of the issue and the date of its publication;
- index;
- circulation;
- addresses of the editorial office, publishing house, printing house;
- registration certificate number.

10. ORDER OF FINANCING AND DISTRIBUTION OF THE JOURNAL

10.1 Funding for the publication of the Journal, its annexes and other financial costs is carried out by the University at the expense of funds received from the provision of paid services. Also, in the manner prescribed by the legislation of the Republic of Kazakhstan, funds of individuals and legal entities can be attracted.

10.2 Free mailing of the Journal and its supplements to individuals and legal entities is carried out in accordance with the mailing list approved by the editor-in-chief, and also in exceptional cases - according to the written order of the deputy editor-in-chief.

In the register of free mailing of each issue of the Journal, backup copies are provided for issuance on behalf of the University management as part of the implementation of the image policy. When issuing

backup copies, a note is made in the Journal of registration and issuance of issued book and magazine products.

10.3 Publication in the Journal free of charge is provided for the following persons:

- the first heads of state bodies, institutions, organizations and their deputies;
- first heads of higher educational institutions and their deputies;
- representatives of the Government of the Republic of Kazakhstan;
- ambassadors of the Republic of Kazakhstan and other states;
- foreign experts who have made a significant scientific or practical contribution to the development of international relations, economics and other areas related to the activities of the University.

10.4 Articles of other categories of citizens of the Republic of Kazakhstan and other states are published on a reimbursable basis at tariffs approved in accordance with the current tariff.

10.5 The funds received from the subscription to the Journal and its sale at retail are used:

- to cover direct and overhead costs for the production of book and magazine products (purchase of consumables and components, repair, preventive and maintenance services for printing equipment, services for including the Journal in catalogs, for assigning an ISSN number to a publication, forwarding services and other types of services related to the preparation, publication, distribution and implementation of the Journal), as well as expenses associated with the preparation of the Journal for inclusion in Kazakhstani and foreign ratings and scientometric databases);
- to improve the educational and material base of the University, purchase and repair of equipment, consumables and components, communication services, organization of events, business trips (foreign and domestic) and other expenses.

11. COST OF PUBLICATION AND PAYMENT PROCEDURE

11.1 Payment for publication is carried out by the authors after the adoption of the editorial the Council of the journal decides on the admission of the article for publication and the receipt by the author(s) by e-mail of a message about the need to pay the cost of publication.

11.2 The cost of publication of one article is 4000 tenge. If necessary, the author(s) can get a printed version of the journal (black and white) by paying an additional 3000 tenge for each copy.

11.3 Payment for the publication is carried out by transfer to the following settlement account of NJSC "Caspian University of Technology and Engineering named after Sh. Yessenov": BIN: 930 640 000 430, IIK: KZ75914082203KZ0173F, BIC: SABRKZKA, KBE: 16, SB SBERBANK JSC.

11.4 When paying for publications, it is mandatory to indicate "For publication in the Journal" in the name of the payment.

Payment is made after receiving from the editorial office confirmation of acceptance of the article for publication and details for payment. It is strictly forbidden to pre-pay for an article!

12. SUSPENSION AND TERMINATION OF THE PUBLISHING OF THE JOURNAL

The publication of the Journal may be suspended or terminated by the decision of the President-Rector of the University, or by a court decision on the basis and in the manner prescribed by the legislation of the Republic of Kazakhstan.

**PROCEDURE FOR REVIEWING SCIENTIFIC ARTICLES IN THE
«Yessenov Science Journal»**

- All articles submitted for publication in the journal are subject to a mandatory procedure for determining originality and peer review.

- The editorial staff determines compliance with the rules of technical design and sends the article for verification for independent execution through a licensed automatic plagiarism checker. Based on the results of automatic verification of the manuscript for plagiarism, a full electronic verification report is uploaded (the threshold percentage of originality of the article is 65 %). Articles that have not received a satisfactory result are not accepted for further consideration. The editors of the journal notify the author about this for correspondence by e-mail.

- After determining the originality, the editors of the journal send the article for a closed ("blind") review of the double method, which means that neither the reviewer knows about the authorship of the manuscript, nor the author maintains any contact with the reviewer. Along with the faculty of the University, independent experts are involved as reviewers.

- The review period in each individual case is determined by the editors of the journal, taking into account the creation of conditions for the maximum prompt publication of the article. The maximum review period is 2 months.

- The review is confidential. Violation of confidentiality is possible only if the reviewer claims that the materials contained in the article are unreliable or falsified.

- If the review contains recommendations on the use and improvement of the article, the editors of the journal send the text of the review to the author(s) with a proposal to take into account the remark when preparing a new version of the article or reasonably refute them. The finalized (revised) article by the author(s) is re-sent for review and reviewed within a month.

- An article not recommended for publication by 2 reviewers is returned to the author(s).

- After making a decision on the admission of the article for publication, the editors of the journal inform the author(s), inform about the need to pay the cost of publication to the settlement account of Yessenov University and indicate the terms of publication.

- The presence of positive reviews is not a sufficient reason for publishing an article. The final decision on the expediency of publication is made by the editorial board of the journal.

«YESSENOV SCIENCE JOURNAL»

REVIEW

No. _____

Section name: _____

Title of the article _____

No.	Requirements	Yes	Not	Comments
1.	Does the content of the article correspond to the field of study covered by the Journal?			
2.	Is the data interpreted correctly?			
3.	Are these studies presented in the article new and relevant?			
4.	Does the topic of the article match the text?			
5.	Are the requirements for scope, chronology and presentation of results met?			
6.	Would you recommend additions or changes (words, phrases) or statements that could improve the quality of the article so that it could be of interest to readers from other countries?			
7.	Do you recommend a general shortening of the text or the removal of individual paragraphs?			
8.	Are all figures and tables necessary and executed in a quality manner, in accordance with the requirements of the Journal?			
9.	Would you recommend publishing the article?			

NOTES:

REQUIREMENTS FOR AUTHORS **“Yessenov Science Journal”**

In the Yessenov Science Journal, articles are published in Kazakh, Russian and English.

Articles will be published only after a closed ("blind") review by a double method and review by the editors.

The editorial staff of the journal checks the manuscript for independence of execution through a licensed automatic plagiarism check system. Based on the results of automatic verification of the manuscript for plagiarism, a full electronic verification report is uploaded (the threshold percentage of originality of the article is 65 %). Articles that have not received a satisfactory result are not accepted for further consideration. The editors of the journal notify the author of this for correspondence.

ARTICLE DESIGN FOR A JOURNAL

To publish an article, each author must provide in the form of independent documents:

1. **Article materials** - text, including the names and initials of the author(s), title of the article, annotation and keywords in the state, Russian and English languages, literature in the languages of publication, English and transliteration, figures and tables with titles, is drawn up in one file in RTF format;

2. **Information about the authors**, which includes the following elements:

- name and surname;
- academic title, academic degree;
- position or profession;
- place of work (name of institution or organization, locality);
- name of the country (for foreign authors);
- electronic address (e-mail);
- phone;
- Corresponding author.

The author's name is given in the nominative case. In cases where the use of patronymics is not accepted, one initial or first name is given. Information about the academic title, academic degree, position, profession, place of work, name of the country is indicated in full. Information about the authors is given in Kazakh, Russian and English.

1. Structure of the manuscript

The manuscript must be submitted in the following order:

1. Contain the results of original scientific research on topical issues not previously published and not intended for publication in other publications.

2. The volume of the article is 6-12 pages (scientific reviews, short scientific reports - 4-8 pages), Times New Roman font - 12, margins - top and bottom - 2 cm, left - 3 cm, right - 1.5 cm, paragraph - 1.25, line spacing - 1.

3. Article materials should have the following structure:

- UDC (Universal Decimal Classification) - in the upper left corner;
- SRSTI (State rubricator of scientific and technical information) - on the next line after the UDC in the upper left corner;
- DOI - on the next line after SRSTI in the upper left corner (assigned and filled in by the editors of the journal);
- Surname and initials of the author(s) (if the article is written in Kazakh or Russian); surname and first name (written in full) (if the article is written in English) - centered in a line after the DOI, in bold;
- Name of the organization (place of work or study), city, country - centered one line after the last name and initials of the author(s) in bold type;

- E-mail of the author(s) - in the center through the line after the name of the organization (place of work or study);
- Title of the article - centered one line after the e-mail of the author(s) in capital letters, in bold;
- Annotation (the word is in bold type) - one line after the title of the article (on a new line, justified alignment);
- Key words (the phrase is in bold type) - on a new line after the annotation (justified alignment);
- Structured main text (introduction; research materials and methods; research results; conclusion; acknowledgments) - one line after the keywords (center alignment of the section title with italic font, then from a new line the text of the section in regular font and justified alignment);
- Literature (the word is written in capital letters and highlighted in bold). In this section, the sources used are written in the language of publication - one line after the main text (center alignment, then the list of sources on a new line (paragraph), width alignment);
- References (the word is written in capital letters and highlighted in bold). In this section, the sources used are given using transliteration and in square brackets (in italics) translation into English - one line after the literature (center alignment, then the list of sources from a new line (paragraph), width alignment);
- The surname and initials of the author(s) in Russian (if the article is written in Kazakh) - centered in a line after References, in bold type;
- The title of the article in Russian (if the article is written in the state language) - centered on a new line after the surname and initials of the author(s) in capital letters, in bold;
- Abstract (the word is in bold) in Russian (if the article is written in Kazakh) - in width from a new line after the title of the article;
- Key words (the phrase is in bold) in Russian (if the article is written in Kazakh) - in width from a new line after the annotation;
- Surname and first name (written in full) of the author(s) in English (if the article is written in Kazakh) – in the center, one line after the key words in Russian, highlighted in bold;
- The title of the article in English (if the article is written in Kazakh) - centered on a new line after the surname and initials of the author(s) in capital letters, in bold;
- Abstract (the word is in bold) in English (if the article is written in Kazakh) - in width from a new line after the title of the article;
- Key words (the phrase is in bold) in English (if the article is written in Kazakh) - in width from a new line after the abstract.

If the article is written in Russian, at the end (after the “References” section) the last name and initials of the author (s), the title of the article, annotation and keywords in Kazakh are written, then the last name and first name (in full) of the author (s) through the line , article title, abstract and keywords in English.

If the article is written in English at the end (after the "Literature" section), the last name and first name (in full) of the author (s), the title of the article, annotation and key words in Kazakh are written, then the last name and initials of the author (s) through the line, article title, abstract and keywords in Russian.

Article title. The full title of the article should not exceed 15 words.

Annotation must be a separate text. The annotation should be devoted to the article - the study, and not the subject of the study as a whole. It is a concise but informative summary of the article. The annotation does not allow the use of formulas, abbreviations, references to positions in the bibliography. The abstract is written in one paragraph with a volume of 250-300 words. In some cases (for empirical research), structured annotations with subheadings are welcome: general background information, purpose, methods, results, practical significance. The structured abstract should not exceed 300 words.

Keywords. The article should be accompanied by 10-15 keywords or expressions. The separator is a semicolon (;).

Structured body text:

- **Introduction** is a mandatory section for any article. In this part of the article, the subject of the study is revealed, the problem/question of the study is posed or the purpose of the study is formulated, the research hypothesis (if any) is substantiated. The necessity and significance of this study (solution of the

identified research problem) should be explained. Within the framework of the article, it is possible to work with only one goal / hypothesis / research problem. It is not necessary to single out the object, subject and present a list of research tasks. As a rule, the introduction takes 1-3 pages;

- **Materials and methods.** This section describes the materials used and research methods in as much detail as possible. A clear and detailed description of the methods and materials used, characteristics of the sample, etc. makes it possible to assess the reliability of the results obtained.

- **Results and Discussion.** This section should present objective data obtained during the study based on the described methodology. The results of the author's research should be presented as fully as possible.

- **Conclusion.** This section involves the formulation of conclusions based on the analysis of the results. The conclusion is written in full text, in no case a list.

- **Acknowledgements.** Grants or other types of financial support (and, if necessary, their sources) for the research should be listed here. Then you should thank the specialists or institutions that helped in organizing and conducting the study. One should not thank the persons who took part in the consideration and acceptance of the manuscripts, i.e. reviewers, editors, and members of the editorial board of the journal.

Literature. Bibliographic information about the publication is drawn up in accordance with GOST 7.1-2003. The used literature is given in the order of mention in the text of the article, and is drawn up in square brackets, for example: [1]. The first reference in the text to the literature should have the number [1], the second - [2], etc. in order. When referring to a result from a book, its number from the list of references and (separated by commas) the page number on which this result is published are indicated, for example: [7, p. 157]. When referring to results from several sources, numbers from the list of references are written separated by semicolons, for example: [7, p. 157; 8]. The literature used should be up-to-date, i.e. published over the past 5-7 years (except for fundamental works and materials). Used literature should contain at least 10 positions. Current and foreign literature should occupy at least 10% of the total number of positions in the list. All positions of the list should be referenced in the text of the article and vice versa - all literature mentioned should be listed in the list of references. It is recommended to use no more than 25-30 sources.

Transliteration of Russian text into Latin for the "References" section can be done free of charge using the program on the website <http://www.translit.ru/>

Design of tables, figures, formulas. In the article in parentheses (1) only those formulas are numbered, to which there are references in the text. In tables, figures, formulas, there should be no discrepancies in the designation of symbols, signs. Drawings must be clear and clean. There should be references to figures and tables in the text, for example: "... in Table 1" or (Table 1); "... in figure 1" or (fig. 1). Graphs, drawings and photographs are inserted into the text after the first mention of them in a form convenient for the author. Figure captions are given: under the illustrations in the center after the word Figure with a serial number, for example: Figure 1 - Figure title; above the table in the center after the word Table with a serial number, for example: Table 1 - Table name.

Use of abbreviations and abbreviations. In the main text of the article, the use of abbreviations and abbreviations is allowed. All abbreviations and abbreviations, with the exception of those that are obviously well known, must be deciphered the first time they are used in the text. After decoding, the abbreviation or abbreviation is written in parentheses. The use of abbreviations and abbreviations in the abstract and keywords is not allowed.

- It is not allowed to use automated programs of the Internet resource to translate the materials of the article into Kazakh, Russian and English.

- Before submitting an article to the journal, it is necessary to carefully check the general spelling of the materials, the correct spelling of the relevant terms and the design of the text of the work and references.

**MATERIALS THAT DO NOT MEET THE ABOVE REQUIREMENTS ARE NOT
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