


NJSC AL-FARABI KAZAKH NATIONAL UNIVERSITY

REGULATION
on the scientific periodicals
of al-Farabi Kazakh National University

Almaty, 2021

	al-Farabi KazNU	Data 3.03. 2021	second edition
	Regulation on the scientific periodicals of al-Farabi Kazakh National University	R KazNU	Page 2 from 25

General provisions

1.1. This Regulation “On the scientific periodical journal of the NJSC “ al-Farabi KazNU” (hereinafter referred to as the “Regulation”) was developed on the basis of the Laws of the Republic of Kazakhstan “On Education”, “On Science”, “On the Mass Media”, requirements for scientific publications to be included in the list of publications recommended for publishing the results of scientific activity, orders, orders of the Minister of Education and Science of the Republic of Kazakhstan, regulatory documents of the Government of the Republic of Kazakhstan, the Charter of the NJSC "Al-Farabi Kazakh National University" (hereinafter - al-Farabi KazNU, University), orders and instructions of the Chairman of the Board-Rector of the University, and also documentation of the quality management system of the University and defines the main goal, subject, tasks and principles of activity scientific periodicals Al-Farabi Kazakh National University, as well as the relationship between the editor-in-chief, scientific editor, members of the editorial board, reviewers and authors.

1.2. Scientific journals of the Kazakh National University named after al-Farabi (hereinafter referred to as journals) are periodic and/or network (electronic) publications. Every journal must have a designed and approved cover and title page indicating publisher, issue imprint, ISSN, eISSN, editorial staff, editorial policy, publication ethics, and website.

1.4. The founder and publisher of scientific journals is the Al-Farabi Kazakh National University.

1.5. This Regulation determines the procedure for establishing a scientific journal, funding, requirements for the design of a scientific periodical and / or online publication, as well as the process of reorganizing the journal of the Kazakh National University named after al-Farabi.

1.6. The regulation applies to all existing scientific journals, as well as to new open scientific journals of the University.

1.7. University Journals:

1) "Bulletin of KazNU" in 17 scientific areas (series): Biological series; Oriental Studies Series; Geographic series; Journalism Series; The series is historical; Series of mathematics, mechanics, computer science; Series of international relations and international law; Series "Pedagogical Sciences"; Philosophy Series; culturology and political science; Series of psychology and sociologists; Physical series; Philological series; Series chemical; Ecological series; Series economic; Legal series; Series "Religious Studies".

2) "International Journal of Mathematics and Physics",

3) "International Journal of Biology and Chemistry",

4) "Physical Sciences and Technology",

5) "Central Asian of Social Sciences and Humanities",

6) Interdisciplinary Approaches to Medicine,


7) "Journal of Problems of the Evolution of Open Systems".

1.8. This Regulation may be amended or supplemented in accordance with changes in the conditions of the University.

1.9. The purpose of publishing journals is:

- comprehensive coverage and promotion of the results and achievements of research activities of the teaching staff, researchers, doctoral students, undergraduates and university students, as well as other universities, universities, scientific organizations of Kazakhstan, near and far abroad;

- promote the development and strengthening of the scientific component in the activities of the university; improving the quality of training highly qualified personnel in accordance with the strategic objectives of the university in the field of educational policy;

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 3 from 25

- promote open scientific debate that improves the quality of scientific research.

1.11. The main task of the journal of the University is to publish materials reflecting the results of fundamental and applied scientific research in various fields of science.

2. Terms and basic concepts

2.1. *Department of Science and Publication Activity (DSPA)* - a structural subdivision of the university, which coordinates and monitors the activities of scientific journals of al-Farabi KazNU.

2.2. *Institute of Information Technologies and Innovative Development* - a structural subdivision of the university, which provides effective information and technical support for scientific journals of KazNU.

2.3. *Coordinating Council* - a consultative and advisory body that coordinates the activities of the editorial boards of scientific journals of KazNU to promote journals in international databases.

2.4. *Chief Editor* - a person coordinating the work of the editorial boards of the journals of the University, as a rule, the chairman of the board-rector of the University.

2.5. *Scientific editor* is a member of the editorial board who heads the editorial board of the journal and makes the final decision regarding the publication of the manuscript based on the results of peer review and scientific editing.

2.6. *Editorial team* (Editorial Board) of the journal organ, carrying out the scientific management of the journal, determining and controlling the editorial policy of the journal, as well as organizing the process of approval and publication of regular issues of the journal.

2.7. *Editorial Board* - this is a generalized name used to refer to the scientific editor, executive secretary and other members of the editorial board.

2.8. *Executive Secretary* - a responsible person responsible for organizing work on the timely publication of issues of the journal, filling out the journal's website, as well as carrying out the necessary procedures for entering the journal into international and specialized databases, repositories, directories, libraries, etc.

2.9. *Technical Secretary* - a responsible person who performs the work of filling out the website and downloading issues of the journal, as well as providing technical support for the journal's website.


2.10. *Publisher* is a legal entity that publishes scientific journals. The publisher of scientific journals of KazNU is the al-Farabi Kazakh National University.

2.11. *Journal Roadmap* - a set of measures to promote the scientific journals of the university in international databases.

2.12. *International databases* - large databases that analyze and track publications, citations of scientific works of authors and publications.

2.13. *Specialized databases* - thematic databases, usually limited by membership or subscription, tracking publications of scientific works of authors and publications.

2.14. *Committee for Quality Assurance in Education and Science* - a structural department of the Ministry of Education and Science of the Republic of Kazakhstan, which performs the functions of implementing state policy in the field of education and science, as well as control and implementation functions within its competence.

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 4 from 25

2.15. *Periodical* - a serial publication that comes out at regular intervals, with a constant number of issues (issues) for each year, not repeating in content, similarly designed numbered and (or) dated issues with the same title.

2.16. *Online (electronic) edition* -an Internet resource that has passed the registration procedure with an authorized body, the information and communication infrastructure of which is located on the territory of the Republic of Kazakhstan.

2.17. *Science Magazine* - a periodical in which, on the basis of an expert assessment (peer review), the results of theoretical and applied research are published, intended for scientific, pedagogical workers and students, as well as for a wide range of readers.

2.18. *Editorial policy* is the main document of the journal, which reflects the goals and thematic direction declared by the editors, its frequency, conditions of publication, type of review, archiving and accessibility, as well as publication ethics. The editorial policy is a practical implementation of the (mostly formal) prescriptions that underlie the organization of the work of a scientific journal, however, it can be adjusted by a responsible person (for example, the editor-in-chief).

2.19. *Web site* - the electronic home page of the journal, containing information about the journal, editorial board, requirements, editorial policy and ethics of publication, reflecting in the public domain issues of journal issues, indexing processes, etc.

2.20. *Open Journal Systems (OJS)* - open source software to organize the work of peer-reviewed scientific publications.

2.21. *Editorial Manager (EM)* - A highly customizable content management system optimized to simplify the interaction between authors, editors and reviewers throughout the review process.

2.22. *Authors* - this is a person or group of persons (collective) who have made a greater contribution to the concept, scientific design, execution and interpretation of the research work and participated in the creation of a scientific article.

2.23. *Corresponding author* - the person who has the primary responsibility for communicating with the journal during the submission of the manuscript, peer review and publication.

2.24. *Main author* - ideological inspirer and creator of scientific work, idea, project, invention, technical solution.


2.25. *Author affiliation* - institutional affiliation, place of work of a scientist, indicated in scientific papers, in applications, questionnaires and other documents for scientific awards, scholarships, grants.

2.26. *Manuscript* - this is a previously unpublished author's scientific work submitted to the editors of the journal for publication.

2.27. *Research Article* - these are the final or intermediate results of the theoretical, experimental or analytical activities of a scientific study, which contains previously unpublished and novel developments, conclusions and recommendations of the author. It is also a review article of previously published scientific studies.

2.28. *original text* - the original original text, which was not borrowed and translated from another language, but was created as a result of independent creative, research work.

2.29. *Publication process* is the process of acceptance, peer review, scientific editing and preparation of a manuscript for publication, and the publication of scientific articles in the next or subsequent issue of the journal.

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 5 from 25

2.30. *DOI*- a unique digital identifier of the object (article), which is used to provide citation, links and access to electronic documents (assigned through the CrossRef platform).

2.31. *ORCID*- a unique code for identifying the authors of scientific articles.

2.32. *Transliteration*- exact transfer of characters from the Cyrillic alphabet to the Latin.

2.33. *American Psychological Association, APA*- a widespread form of citation in academic works, as a rule, for socio-humanitarian areas.

2.34. *Chicago Style* - the Chicago stylistic guide used in the design of sources in scientific works, as a rule, in the natural sciences.

2.35. *Mendeley*- a program for the formation of references and list of bibliography.

2.36. *Translit.ru*- Converter and translator of text from Latin to Cyrillic and vice versa.

2.37. *Reviewing scientific work*- review process scientific works (articles, monograph, applications for a grant, project, etc.) by scientists-specialists in the same field, in order to ensure the quality of scientific work, the correctness and reliability of the presentation of the results.

2.38. *Reviewer*- a scientist-specialist in a certain field of scientific knowledge, authorized to conduct an examination of scientific works.

2.39. *Base of reviewers*- a list of reviewers, which is addressed by the editorial board of the journal for the review procedure of the manuscript received for publication.

2.40. Examination of scientific papers is the process of obtaining an assessment of a scientific work, based on the opinion of experts (reviewer), with the aim of subsequent decision-making and choice.

2.41. *Publons* is a commercial platform for providing a base of reviewers for scientific articles.

2.42. *Publication ethics* (publication ethics) is a system of norms of professional conduct for participants in the publication process: authors, reviewers, scientific editor, members of the editorial board and publisher, when creating, distributing and using scientific papers in the journals of al-Farabi Kazakh National University.

2.43. *Scientific ethics*- these are the norms of behavior established and recognized by the scientific community, the rules of ethical behavior of scientists engaged in the field of scientific and research activities.


2.44. *Principles of scientific ethics*- these are the principles of scientific honesty in the presentation of the results of scientific research, which are the basis of scientific ethics.

2.45. *Committee on Publication Ethics (COPE)* is a non-profit organization for the development of international standards on the ethics of scientific publications for publishers, editors, authors, etc.

2.46. *Unethical behavior*- the behavior of one or more participants in the publication process (author, publisher, scientific editor, member of the editorial board, reviewer of the scientific journal of KazNU), violating accepted norms, principles of scientific ethics, having negative consequences for third parties and / or organizations, as well as behavior that is inconsistent with the norms and standards of Publication Ethics for KazNU scientific journals. Also, behavior is considered unethical in cases where one or more participants in the publication process (author, publisher, scientific editor, member of the editorial board, reviewer of the KazNU scientific journal) provides reviews of their own manuscripts, organizes contractual and / or pseudo-reviews, turns to agency services to publish the results of a scientific study, falsify the list of authors, publish pseudo-scientific studies,

2.47. *Violation of the principles of scientific ethics* - This is a failure to comply with the accepted principles of scientific ethics.

2.48. *Conflict of interest*- these are situations in which the personal and / or other interest of a person (group of persons) can influence the decision-making, and thus damage the

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 6 from 25

interests of the participant (s) of the publication process, third parties, society and / or organization (s) , including the employer of this person (group of persons).

2.49. *Falsification* (from lat. to forge) - a conscious distortion, forgery, substitution of (genuine, real) false.

2.50. *Data corruption* (misrepresentation) is a change in information to obtain the desired result in academic work, in scientific research.

2.51. *Fabrication*– presentation and use in scientific works and / or in other works of data that is not proven or does not correspond to reality.

2.52. *False authorship* - fake anonymization, pseudo-anonymization, hoax, playing the author.

2.53. *False co-authorship* – inclusion in the team of authors of scientific work (articles, reports, monographs, etc.), applications for awards, scholarships, grants, persons who have not contributed to scientific work, research, etc.

2.54. *Duplicate publication*- this is a publication made on the basis of the author's published research with minor changes, alteration of the title, annotation, part of the text of the article, etc.or translated text of the article into another language, as well as withholding information about previously performed studies when duplicating them; re-publication without notifying the publisher, the editors of the journal and / or unreasonable self-borrowing of scientific work.

2.55. *Assignment of someone else's results*-deliberate deceit, which takes place scientists or by a group of scientists for an undeserved or illegal benefit.

2.56. *Plagiarism*-the use of someone else's, borrowed text, ideas, work as one's own without indicating the true authorship (without references to sources), or the use of borrowed materials with links in such a form and volume that cast doubt on the independence of the work performed. Link falsification is also considered a form of plagiarism. Plagiarism is a violation of the current legislation of the Republic of Kazakhstan and entails legal liability.

2.57. *Self-plagiarism* is a re-publication by the author of his own work, in part or in full, without indicating that the work has already been previously published.

2.58. *Retraction* - article retraction is a procedure for alerting readers to publications that contain serious errors or incorrect data, and to warn readers that their conclusions cannot be relied upon. Invalid data can be the result of honest error or misconduct in research.

2.59. *Erratum* (misprint) is an error in printed text, usually as a result of accidents. Basically, as a result of a typo, the order of letters in a word is violated, one letter disappears from the word, an extra letter is added, or one letter is replaced by another.


2.60. *Corrigendum* (Correction) - correction of typos, spelling, grammatical, stylistic punctuation errors in the text of a scientific work.

3. Establishment of a scientific journal

3.1. Scientific journals act on the basis of these Regulations, the Charter and other regulatory documents of al-Farabi KazNU, and in their activities should be guided by the Editorial Policy and Publication Ethics for scientific journals.

3.2. The dean of the faculty under which the journal is established, after agreement with the vice-rector for scientific and innovative activities of the University, provides a presentation-justification to the chairman of the board-rector of al-Farabi KazNU indicating the title, purpose and thematic areas, periodicity of the journal, as well as the composition of the editorial board,for consideration and discussion at the next meeting of the Academic Council on the establishment of a new scientific journal.

3.3. Based on the decision of the Academic Council of al-Farabi KazNU, a resolution is issued on the establishment / refusal to establish a new scientific journal.

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 7 from 25

3.4. The scientific journal is established by the order of the chairman of the board of al-Farabi KazNU on the basis of the decision of the Academic Council of the al-Farabi Kazakh National University.

3.5. The executive secretary of the journal carries out work on the development of the design of the cover, title page, page containing information about the composition of the editorial board for their subsequent coordination with the editorial board of the journal and DNID.

3.6. At the next stage, the responsible secretary submits an application:

- for state registration of the media (registration or re-registration of periodicals, news agencies and online publications) to the Information Committee of the Ministry of Information and Social Development of the Republic of Kazakhstan;
- for the assignment of ISSN/eISSN to the ISSN International Centre. An application for the assignment of an ISSN journal must be sent no later than 3 (three) months before the release of the first issue of the journal;
- for the provision of a domain/hosting and for the creation of a website for the journal at the Institute of Information Technology and Innovative Development.

3.7. UNIPA employees conclude a License Agreement with JSC "NCGNTE" to create a Unified Electronic Library and include the journal in the Kazakhstan citation database, the executive secretary of the journal after each issue fills out the form for the above agreement, and submits the electronic version of the journal to JSC "NCGNTE".

3.8. The executive secretary, together with the technical secretary, in agreement with the scientific editor and members of the editorial board, carry out work on filling the content of the journal's website in three languages in accordance with these Regulations, the Editorial Policy and Ethics of publication for scientific journals of al-Farabi KazNU.

3.9. Scientific editor, executive secretary, technical secretary, members of the editorial board launch activities in accordance with these Regulations, the Editorial Policy and Ethics of publication for scientific journals of al-Farabi KazNU.

4. Coordinating Council of Scientific Journals of the University

4.1. Coordinating Council of al-Farabi KazNU is the body that coordinates the activities of the editorial boards of scientific journals of KazNU to promote journals to international databases, in accordance with the strategy and policy for the development of research activities at the University.


4.2. The coordinating council includes the director of the Department of Science and Innovation, the director of the Institute of Information Technology and Innovative Development, a representative of the publishing house "Kazakh University", the head of the Department of Science and Publication Activity, leading specialists of the Department of Science and Publication Activity, scientific editors of editorial boards, executive secretaries and technical secretaries of magazines/magazine series.

4.3. The Coordinating Council carries out its activities at regular meetings held at least 2 times a year.

4.4. In its work, the Coordinating Council is guided by the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On the Mass Media" and other regulations governing the activities of the media, orders of the Ministry of Education and Science of the Republic of Kazakhstan; the charter of the university, orders of the chairman of the board-rector of the university, as well as these Regulations.

4.5. Functions and tasks of the Coordinating Council:

- control over the observance by the editorial board of the journal of the norms of the Law of the Republic of Kazakhstan "On the Mass Media" and other regulations governing the

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 8 from 25

activities of the media, orders of the Minister of Education and Science of the Republic of Kazakhstan; charter of the university, orders of the chairman of the board-rector of the university.

- contributing to the improvement of the scientific and professional level of university journals, peer review and methodological support for scientific and editorial concepts of publications;

- development of recommendations for the implementation of priority areas for the development of the journal, based on the main areas of scientific research and other areas of the university;

- consideration of organizational issues of creating a new journal/series; the concept of the journal and other issues that arise in the process of creating the journal;

- assistance to the editorial board of the journal in solving organizational issues, providing information, consulting and other assistance to the editorial board of the journal;

- control over the institute for reviewing materials sent for publication in university journals;

- control over the fulfillment by editorial boards and executive secretaries of the requirements of the Roadmap of the journal.

- development of recommendations on the organization and development of publishing activities;

- participation in university competitions for the best journal;

- analysis of the results of the activities of the editorial boards of university journals.

5. Editorial board of the journal

5.1. The chief editor of the al-Farabi KazNU journal is the chairman of the board, the rector of the university. The Deputy Editor-in-Chief of the journal is the Vice-Rector for Scientific and Innovation Activities of the University, who oversees the scientific journals of al-Farabi KazNU and their editorial boards, the Coordinating Council of University Scientific Journals.

5.2. For each journal, an editorial board is formed, which is headed by a scientific editor of the corresponding scientific direction.

5.3. The scientific editor, executive secretary, technical secretary and composition of the editorial board are approved by order of the Chairman of the Board-Rector of the University.


5.4. Participation in the work of the editorial board (except for the scientific editor, executive secretary), as well as the position of technical secretary are social and scientific work of employees and / or students of the University.

5.5. Work in the journal is paid to the scientific editor (in some cases, the deputy scientific editor) and the executive secretary in the form of a salary supplement to stimulate their activities to improve the quality of the scientific journal and the content of the scientific journal website, its promotion in international and specialized databases, repository , directories, etc.

5.6. The scientific editor and other members of the editorial board must have an academic degree of Doctor of Science / Candidate of Science / Doctor of PhD or Doctor of PhD in the field.

5.7. The scientific editor of the journal must have publications in journals included in the international database Scopus / Web of Science and / or an h-index of at least 2 (two).

5.8. The editorial board should also include scientists with an Hirsch index of at least 2 (two) in the thematic area of the journal in the international databases Web of Science

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 9 from 25

and/or Scopus. For journals of the social and humanitarian direction, the presence in the editorial board of scientists who have publications in the international databases Web of Science or Scopus for the last 5 calendar years.


5.9. The scientific editor of the journal ensures the formation and work of the editorial board, is responsible for organizing the work of the editorial board, reviewers, executive and technical secretaries, as well as for the qualitative composition of articles, publishing issues of the journal, filling out the journal's website, coordinating the journal in the relevant scientific area, organizing promotion of the journal in international and specialized databases, directories, repositories, etc. and inclusion in the list of KOKSON, fulfills the instructions and requests of the management and employees of UNiPA, DNID, and also performs job duties in accordance with the Job Description of the Scientific Editor and programs / plans for the development of the journal, approved by the meeting of the Academic Council of the University, the Coordinating Council of Scientific Journals of the University,

5.10. The editorial board carries out activities on the formation of issues of the journal:

- bears responsibility for the scientific level of published materials, compliance of the journal with the requirements for scientific publications for inclusion in the list, publications recommended by Committee of the Ministry of Education and Science of the Republic of Kazakhstan for the publication of the main results of scientific activity;
- carries out scientific editing of the most complex works of a certain thematic area in order to ensure a high scientific level of publication;
- organizes the review of manuscripts and decides on the publication of materials;
- forms the content of the current issue of the journal/series;
- determines the order of publications;
- observes the frequency of issue of journal/series issues;
- ensures the involvement of leading scientists of the Republic of Kazakhstan, near and far abroad in the activities of the journal;
- carries out activities to promote journals in international and specialized databases;
- contributes to the inclusion of a scientific journal in the list of publications recommended by Committee;
- is responsible for the compliance of manuscripts, articles with the requirements, the procedure for the formation and publication of a scientific journal;
- organizes the process of article retraction based on the decision of the editorial board and publishes such information on the journal's website;
- complies with international standards of the Committee on the Ethics of Scientific Publications (COPE) and the Regulations on Scientific Ethics of al-Farabi KazNU;
- participates in promotional activities in order to increase the rating, recognition of the magazine;
- is responsible for disclosing information about submitted manuscripts;
- observes and fulfills the orders and requests of the management and employees of DSPA;
- carries out other types of work aimed at improving the quality of published articles and the scientific journal as a whole, recognition, further promotion and development of the journal.

5.11. The executive secretary of the journal must have an academic degree of at least a Candidate of Science / Doctor of PhD or Doctor of PhD in the field, as well as knowledge of English at least Intermediate and / or an IELTS certificate of at least 6.0, or a TOEFL certificate, IELTS Indicator, Duolingo, equivalent specified IELTS score.

5.12. The executive secretary of the journal organizes the work of the editorial board and the technical secretary together with the scientific editor; evaluates and, if necessary, edits

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 10 from 25

received manuscripts without changing the scientific content of the manuscript, forms and prepares for publication the issue of the journal, strictly observes the periodicity of the journal publication, keeps feedback with the authors until the publication of the journal issue, participates in the selection of reviewers, checks for the presence of borrowed sources (plagiarism), prepare all the necessary documentation for promoting the journal in international and specialized databases, directories, a repository, etc., prepare all the necessary financial documentation after the formation of the issue of the journal issue, fulfills all instructions and requests from the management and employees of UNiPA, DNID ,

5.13. The technical secretary of the journal must have a master's degree and / or higher education, work experience in a university and / or in the specialty for at least 1 year.

5.14. The technical secretary reports to the scientific editor and executive secretary of the journal, oversees the journal's website, provides information and technical support for the site, carries out all the necessary procedures for registering the journal in various systems, promotes the inclusion of the journal in international and specialized databases, directories, a repository, a list of publications KOKSON, etc., fulfills all instructions and requests from the management and employees of UNiPA, DNID, and also performs job duties in accordance with the Job Description of the Technical Secretary and the Roadmap of the magazine.

6. The order and process of formation of the issue of the journal / series of the journal

6.1. In a journal/journal series, during the process of submission, review and publication, communication between the editorial board, the corresponding author and reviewers must be carried out through the electronic (online) platform OJS or EM.

6.2. A manuscript for consideration for publication in a journal must be uploaded by the author for correspondence (from among the authors of the manuscript) with indication of all metadata of the manuscript and its author through electronic platforms at least two months before the release of the next issue. Also, the author for correspondence is obliged to provide a cover letter in accordance with Appendix 1.

6.3. After the receipt of the manuscript of the article through the functionality of the journal website, the executive secretary checks the compliance of the received manuscripts with the thematic areas of the journal / journal series, formal and technical requirements for the design of articles (Appendix 2), also checks for the presence of borrowed text in the manuscript through a plagiarism checker.


6.4. For journals publishing articles in several languages, the share of articles by foreign authors in each issue of the journal should be at least 30% of the total number of articles in this issue of the journal, of which at least 2/3 are in English. For journals publishing articles in English only, the share of articles by foreign authors in each issue of the journal must be at least 50%.

6.5. The share of articles by authors (Kazakhstani and foreign) not affiliated with al-Farabi KazNU in each issue of the journal should be at least 50% of the total number of articles in this issue of the journal.

6.6. If the manuscript meets the formal, technical requirements of the journal, as well as the requirements of originality, the scientific editor ensures that the submitted manuscripts are reviewed.

6.7. Peer review must be "blind", and carried out by at least two scientists who have the degree of Candidate of Science, Doctor of Science, Doctor of Philosophy (PhD) and scientific specialization on the topic of the reviewed manuscript.

6.8. The manuscript of the article is sent to reviewers via the electronic platform of the journal without specifying information about the author(s). When sending a manuscript to reviewers, the scientific editor must ensure that the material does not contain any information

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 11 from 25

about the author/authors. The properties of the document (Word-file) should not contain any information about the author(s) of the manuscript.

6.9. The review period is set by the editor and is no more than two months from the date of sending the material to reviewers through the electronic platform of the journal.

6.10. Reviewers fill out a review form on the journal's electronic platform, and send the results of the evaluation of the article to the editor of the journal. The review form is not mandatory and may be changed at the discretion of the editorial board of the journal, but must contain the main sections of the assessment indicated in Appendix 3.

6.11. The database of reviewers of a journal/series of a journal should contain foreign reviewers with publications in the international databases Web of Science or Scopus for the last 5 calendar years.

6.12. After the journal review process, the editor makes a decision to publish or refuse to publish.

6.13. Manuscripts for which there are comments of the reviewer(s) are sent to the author for correspondence and these comments of the reviewers must be eliminated within the time limits determined by the scientific editor. The author(s) may refuse to correct the remarks of the reviewers, make changes to the manuscript and resend it to the editors of the journal/journal series.

6.14. Manuscripts rejected by the editorial board based on the results of peer review should not be used by the editorial board for their own purposes. The editor or executive secretary must notify the author for correspondence of the refusal to publish the manuscript through the electronic platform of the journal / journal series.

6.15. Electronic versions of reviewers' ratings for each article approved/rejected for publication in the journal are stored in the OJS or EM system for at least 3 years from the date the editor receives the review.

6.16. In accordance with the periodicity of the journal, after collecting the required number of articles approved for publication to fill the next issue, the editorial board decides to release the issue of the journal.

6.17. The maximum and minimum number of articles in one issue for each journal must be maintained in accordance with the established requirements specified in Appendix 4.


6.18. The executive secretary, after receiving a positive decision from the scientific editor on the release of the journal, forms the number in accordance with the requirements and transfers it to the responsible employees of UNIPA for verification and assignment of DOI to articles one calendar month before the date of publication of the next issue of the journal.

6.19. Only after a positive conclusion based on the results of the verification by the UNiPA staff and the assignment of DOI to articles, the executive secretary transfers the completed issue of the journal to the department of scientific publications of the Kazakh University Publishing House for further proofreading and receiving articles in PDF format.

6.20. The technical secretary, together with the executive secretary, publishes the articles approved for publication in PDF format on the journal's website no later than the 20th day of the month of publication of the next issue of the journal (Appendix 5).

6.21. For articles that have been verified and approved for publication, the responsible secretary fills in the metadata on the CrossRef portal and assigns them a DOI no later than the 25th day of the month the journal issue is published.

6.22. After the publication of the journal issue, for the journals/series of the journal that have a printed ISSN, the executive secretary distributes printed versions of the journal by mail to the mandatory mailing addresses.

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 12 from 25

7. Editorial policy of the journal/magazine series

7.1. *Each journal/magazine series must have an editorial policy for the journal, which will reflect the rules and instructions, according to which the work of a scientific journal is organized.*

7.2. *The editorial policy is drawn up by the editorial board of the journal, and in case of changing any rules and prescribing the work of the journal / series of the journal, it can be adjusted by the editor-in-chief or other responsible person.*

7.3. *The editorial policy should obligatorily reflect and expand the following points of organizing the work of the journal and the editorial board:*

- The stated aims of the editorial;
- Thematic directions of the journal / series of the journal;
- Periodicity of the journal;
- The procedure for submitting and conditions for publishing an article;
- Rules for checking the originality of the manuscript for the use of borrowed material (the originality of the article should be at least 75%);
- Review process;
- Archiving and availability of published articles;
- Publication ethics for the editorial board, author and reviewers.

8. Publication ethics

8.1. *Publication ethics for scientific journals of al-Farabi KazNU should establish norms, principles and standards of ethical behavior of editors, reviewers and authors, measures to identify conflicts of interest, unethical behavior, instructions for withdrawal (retraction), correction and refutation of articles, procedures and measures accepted in case of violation of the ethics of publication.*

8.2. *All participants in the publication process, namely, each author, scientific editor, reviewer, executive secretary, members of the editorial board of a scientific journal, must unconditionally adhere to the principles of publication ethics.*

8.3. *The author of the manuscript and the published article in the scientific journal of al-Farabi KazNU, scientific editor, member of the editorial board, reviewers and other persons involved in the process of publishing the manuscript in the scientific journal of the University are personally responsible for the implementation and observance of the principles, norms and standards of publication ethics for scientific journals al-Farabi KazNU.*

8.4. *When considering violations of the ethical standards of publication ethics, it is necessary to use legal norms governing scientific work, collective agreements and ethical norms.*


8.4.1. *The resolution of ethical conflicts should be carried out through discussions and discussions.*

8.4.2. *Violations of the ethical standards of publication ethics should be considered by the Ethics Commission at the faculty of al-Farabi KazNU, under which a scientific journal / journal series operates.*

9. Journal funding procedure

9.1. *The publication of the journal is financed at the expense of extra-budgetary funds of the university or charitable/sponsor/other funds (if any).*

9.2. *Payment for publication is made per page according to the approved price list for publication in scientific journals of al-Farabi KazNU.*

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 13 from 25

9.3. In exceptional cases, if there are other sources of funding for the journal, the authors may be fully or partially exempt from paying for the publication of the article.

9.4. Reviewers who review submitted manuscripts to the journal do not receive monetary or other remuneration.

10. Official website of the magazine

10.1. For the purpose of information openness of the scientific publication, all journals have their own official electronic website (Appendix 6), which reflects:

- information about the paper and / or electronic version of the scientific publication, including information about the founder and (or) owner of the publication;
- the purpose and thematic focus of the scientific publication;
- the composition of the editorial board (editorial council) indicating the academic degree and academic title (if any), place of work;
- type and order of reviewing articles;
- DOI (DOI) for each article;
- publishing ethics, which specifies the duties and rights of editors, reviewers and authors, as well as measures to identify conflicts of interest, unethical behavior, instructions for retracting or correcting articles, publishing corrections, apologies, rebuttals.
- a guide for authors on the design of the article, including the use of transliteration methods for the design of the list of references;
- search system;
- the content of the issue for the last twelve months and the archive of the issues of previous years with access to the content;
- Contact Information;
- online system for submitting and reviewing articles;

10.2. The journal's website is designed to promote wider information access to the University's scientific journals in a global scientific environment, increase the journal's competitiveness, and support the University's status as a leading scientific and innovative center of the Republic of Kazakhstan.

10.3. Journals provide open access to their content on the journal website. The objective of the journal's website is to provide authors and readers with the necessary information about the journal's activities and conditions of publication.

10.4. Readers and authors can get acquainted with the electronic versions of the current issue of the journal and archives for previous periods. All publications of the journal in electronic form are distributed free of charge and without restrictions under the terms of a license. Creative Commons Attribution License (CC BY-NC-NC 4.0).


10.5. The website of the scientific journal of the University cannot be used for commercial, political or other purposes prohibited by applicable law.

10.6. Information support of site content <http://journal.kaznu.kz/> carried out by an employee of the Department of Science and Publication Activity. Technical support is carried out by employees Institute of Information Technologies and Innovative Development.

10.7. Information content content and maintenance of journal websites is carried out by the editorial board of the journal, technical support - by employees Institute of Information Technologies and Innovative Development.

11. Reorganization, termination of the scientific journal

11.1. Reorganization and termination of the activity of the scientific journal is carried out in accordance with the order of the chairman of the board-rector on the basis of the decision

	KazNU them. al-Farabi	Date 3.03. 2021	Edition: second
	Regulations on a scientific periodical Kazakh National University named after al-Farabi	R KazNU	Page 14 from 25

of the Academic Council of al-Farabi KazNU.

12. Final provisions

12.1. Control over the implementation of these Regulations is assigned to the vice-rector for scientific and innovative activities al-Farabi KazNU.