



D.

**MINISTRY OF SCIENCE AND HIGHER EDUCATION
REPUBLIC OF KAZAKHSTAN**

**NON-PROFIT JOINT STOCK COMPANY
"EAST-KAZAKHSTAN TECHNICAL
SERIKBAEV UNIVERSITY".**

RESEARCH DEPARTMENT

INTEGRATED MANAGMENT SYSTEM

APPROVED

Chairman on board – Rector
NPJSC "EKTU named after D.Serikbayev".
Rakhmetullina S.Zh.
_____ 2024.

**REGULATION ON REVIEWING MANUSCRIPTS
IN SCIENTIFIC JOURNAL "Bulletin of D. Serikbayev EKTU".
In NJSC "EKTU named after D. SERIKBAEV"
NPJSC «EKTU» 089-II-2024**

Oskemen
2024

Некоммерческое акционерное общество «Восточно-Казахстанский технический университет имени Д. Серикбаева»		Редакция: повторная
Интегрированная система менеджмента	П НАО «ВКТУ» 089-1П-2024 Положение о рецензировании рукописей в научном журнале «Вестник ВКТУ имени Д. Серикбаева»	Стр. 2 из 10

Publication ethics of the scientific journal is developed by the Department of Scientific Research Activities on the basis of international standards ISO 9001:2015, ISO 37001:2016, as well as on the basis of standards and recommendations for quality assurance in the European Higher Education Area ESG.

Discussed at the meeting of the Scientific and Technical Council of NJSC "Serikbayev EKTU", Minutes № 2 from 30.05.2024.

Introduced from the date of approval.

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1. Purpose and area of application

1. The present Regulations on reviewing manuscripts defines the order and procedure of reviewing the author's original manuscripts submitted to the editorial office of the scientific journal "Vestnik EKTU named after D. Serikbayev" (hereinafter referred to as the journal).

2. Manuscript review is organised by the Editorial Board of the journal and is carried out in order to ensure and maintain a high scientific and theoretical level of the publication and to select the most valuable and relevant (promising) scientific papers. Reviewing is carried out by a team of reviewers, including members of the Editorial Board of the journal.

3. All manuscripts submitted for publication in the journal are subject to peer review.

4. The requirements of these Regulations are mandatory for all persons participating in the review procedure.

2. Regulatory documents

5. The following regulatory documents were used in the development of these Regulations:

1) Order of the Minister of Education and Science of the Republic of Kazakhstan dated 12 January 2016 № 20 "On Approval of the requirements for scientific publications for their inclusion in the list of publications recommended for publication of the results of scientific activity";

2) ISO 9000:2015 Quality management systems. Basic provisions and glossary.

3) ISO 9001:2015 Quality management systems. Requirements.

4) ISO 37001:2016 Anti-corruption management systems. Requirements and guidelines for application.

5) Internal regulatory documents NJSC "Serikbayev EKTU"

3. Terms and definitions. Abbreviations

6. The following terms, definitions and abbreviations are used in these Regulations:

1) **Author / collective of authors** – is a person or group of persons involved in the production of a manuscript based on the results of scientific research.

2) **Author for correspondence** – one of the authors who assumes responsibility for communicating with the publication during the manuscript submission, review, and publication process, as well as acting as a guarantor for all administrative requirements. The corresponding author must be available for correspondence during the submission, review, and revision period.

3) **Editor-in-Chief** – The person who heads the editorial board and makes the final decisions regarding the publication of the journal

4) **Double-blind peer review** – A peer review procedure in which neither the au-

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thor/author team nor the reviewer is aware of each other's identity.

5) Publisher – an individual (entrepreneur) or a legal entity (organization) responsible for the preparation, production and release of publications or mass media products at the request of the author / collective of authors, intermediary or on their own initiative.

6) Moderator – an employee of the university who performs the role of organizer of communications between all participants of the process and carries out the work on technical verification of the manuscript for compliance with the requirements of the journal.

7) Plagiarism – Submitting to publish someone else's work under one's own name or borrowing fragments without indicating the source. If the official creator deliberately fails to mention that the work had co-authors and declares himself to be the sole author, this is also considered plagiarism.

8) Editorial Board – management body, which carries out the whole complex of works on forming and publishing the journal.

9) Reviewer – an expert acting on behalf of a scientific journal, who conducts scientific expert analysis of author's materials to determine the possibility of their publication. All reviewers are recognized experts on the subject of the reviewed materials. Reviews are stored and attached to the journal portal.

10) Reviewing – the procedure of review and expert evaluation by reviewers of a manuscript proposed for publication in order to determine the expediency of its publication, to identify its advantages and disadvantages, which is important for the improvement of the manuscript by the author / team of authors and the editorial office.

11) Manuscript – A printed or word-processed document submitted by a researcher to a publisher.

12) ISO – international standards.

13) ICM – integrated management system.

14) MHBO PK – Ministry of Science and Higher Education of the Republic of Kazakhstan.

15) NJSC «EKTU named after D. Serikbayev» – Non-profit Joint Stock Company "East Kazakhstan Technical University named after D. Serikbayev".

4. General Provisions

7. The original manuscript, not previously published in other publications, drawn up in strict accordance with the criteria set out in the Rules for authors in the scientific journal "Vestnik of EKTU named after D. Serikbayev" is allowed for review.

8. Manuscript materials should be of an open nature. The presence of a restrictive stamp serves as a reason for rejection of the material from publication.

9. If the manuscript corresponds to the profile of the journal and provided that all the requirements to the design are met, the editorial board accepts the manuscript for consideration. The Editor-in-Chief sends it for review.

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10. Reviewers receive the manuscript automatically with email notification.

5. Organisation of peer review

11. Scientists of recognised authority and working in the field of knowledge to which the content of the manuscript relates should be involved in the review. The reviewer should have the degree of Doctor of Science / Candidate of Science / Doctor of Philosophy (PhD) / habilitated doctor (Dr. habil). Staff of external scientific organisations can be involved for reviewing.

12. Reviewers are obliged to follow the Publication Ethics of the scientific journal "Vestnik EKTU named after D.Serikbayev".

13. Reviewers who consider themselves insufficiently competent to give an opinion on the manuscript sent to them or who do not have time to review within the specified period of time must notify the Editorial Board in writing and withdraw from the review within three working days.

14. The terms of reviewing are defined as follows: not later than one month from the date of receipt of the article. The term can be extended in case of the need for additional review and / or temporary absence of the profile reviewer.

15. The Editorial Board uses the following system of manuscript review:

Level 1 - technical check for compliance with formal criteria, profile and thematic sections of the journal by the moderator. At this stage, errors or insufficient data requiring revision of the manuscript may be identified, which will be reported to the author / team of authors;

Level 2 - checking the text of the manuscript for borrowed text. The moderator checks the manuscript through the "AntiPlagiat" system. To accept the manuscript, the originality of the text should be at least 65%, text matches not more than 25%;

Level 3 - "double-blind" review of manuscripts (double-blind). Manuscripts that fulfil the requirements for design and originality are sent for further review to two reviewers, each of whom makes an independent judgement.

16. If necessary, manuscripts may be sent for additional review (involving up to three reviewers).

17. The reviewer considers the manuscript sent to him within the established deadlines and submits to the Editorial Board a properly executed review in the language of the submitted manuscript. The reviewers should make one of the decisions:

- accept: accept the manuscript "as is" (no changes *);
- accept with minor revision (revision): accept a manuscript with minor but necessary revisions;
- to be adopted only after major revision: substantial changes and a second round of testing are required; отклонить: отклонить рукопись (изменения не принимаются).

18. If the reviewer recommends the manuscript for publication after revision or rejects the manuscript, the review should indicate specific reasons for such a decision with

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a clear formulation of substantive and / or technical deficiencies identified in the manuscript, indicating specific pages, if necessary. Comments and wishes of the reviewer should be objective and principled, aimed at improving the scientific and methodological level of the manuscript.

19. The decisions of the reviewers may differ. If one reviewer gives a positive decision and the other one gives a negative decision, the manuscript is sent to the third reviewer for review. If the decision of the third reviewer is positive, the manuscript will be accepted for publication; if the decision is negative, the manuscript will be rejected. If the comments made by the reviewers are correctable, the manuscript is sent to the author / team of authors for revision. The revision of the manuscript should not take more than one week from the moment of notification of the author / team of authors. The Editorial Board of the Journal reserves the right to refuse publication to an author / team of authors who do not agree with the reviewers' comments.
20. If the reviewer recommends to accept the manuscript only after serious revision (significant changes and 2nd cycle of revision are required), then the manuscript revised by the author / team of authors is re-sent for review. Together with the revised manuscript, the authors send a letter to the Editor-in-Chief with a reply to the reviewers, containing a consistent response to all reviewers' comments.
21. If two reviewers give a favourable opinion, the manuscript is submitted to the publisher for preparation for publication, and then the manuscript is assigned a Digital Object Identifier (DOI).
22. In case of two negative reviews, the manuscript is rejected from publication in the journal.
23. If a manuscript sent to an author/author team for revision is received again in unchanged form, the article is automatically rejected.
24. The manuscripts rejected by the Editorial Board according to the results of reviewing are not used by the Editorial Board for its own purposes. The moderator notifies the author for correspondence about the refusal to publish, and sends the conclusions of the reviewers.
25. In case the author / team of authors refuses to revise the manuscript, they should notify the Editorial Board in writing about their refusal to reconsider and publish the manuscript. If the author / team of authors does not submit the revised version of the manuscript after one month from the date of sending the reviewer's reply, the Editorial Board withdraws the manuscript from consideration. In such situations, the author/author team is notified about the withdrawal of the manuscript from consideration due to the expiration of the deadline for revision.
26. When a manuscript with minor but necessary changes is accepted, the author receives a corresponding notification in his personal account on the journal's website. <https://vestnik.ektu.kz>.

27. Based on the available reviews and recommendations, one of the following decisions is made at the meeting of the Editorial Board of the journal:

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27.1 In case of a favourable conclusion of all reviewers, the manuscript is approved for publication in an issue of the journal.

27.2 In case of disagreement of the reviewers, the final decision on the publication of the manuscript is made by the Editor-in-Chief.

27.3 In case the reviews contain significant comments and a conclusion about the necessity to improve the manuscript, the manuscript is returned to the author / team of authors for elimination of comments.

28. The original reviews are kept in the editorial office of the journal for 5 years.

29. The Editorial Board of the Journal sends the authors of the submitted materials copies of reviews or a motivated refusal.

6. Requirements for reviews

30. The Editorial Board recommends using the standard manuscript evaluation form (Appendix 1) for reviewing.

31. The review should objectively evaluate the manuscript and contain a comprehensive analysis of its scientific and methodological advantages and disadvantages. The review should include a reasoned assessment of: scientific (theoretical, methodological and conceptual) level of the manuscript; relevance of the problem posed in the manuscript, scientific novelty of the material, originality; scientific and practical significance of the research; the degree of contribution to the development of scientific ideas in the relevant field of knowledge; reliability of the information provided by the author; correctness and accuracy of definitions and formulations used (introduced) by the author / team of authors; validity of the conclusions drawn; representativeness of the manuscript; the author's scientific and methodological merits and shortcomings. The review also contains a general list and analysis of all observed deficiencies, as well as a statement of the absence of plagiarism and a general conclusion on the feasibility of publishing the manuscript or its rejection and revision. The review should also evaluate the logic, language and style of presentation of the material, their compliance with the requirements and norms of literary and scientific language.

7. Final Clauses

32. The original copy of this Regulation shall be kept in the Department of Research and Development, which shall ensure that this Regulation is communicated to all concerned and that its proper implementation is monitored.

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Приложение 1

Review for publication in a scientific journal «Vestnik EKTU named after D.Serikbayev»

MANUSCRIPT TITLE:

MANUSCRIPT CHECKLIST

** Please tick the most suitable position*

The title and abstract reflect the content of the manuscript.

☐ Agree ☐ Neutral ☐ Disagree

The topic addressed in the manuscript is worthy of research.

☐ Agree ☐ Neutral ☐ Disagree

The manuscript contains a fair amount of new and unpublished material.

☐ Agree ☐ Neutral ☐ Disagree

The conclusions in the manuscript are supported by the data

☐ Agree ☐ Neutral ☐ Disagree

The methods used in the manuscript are adequately described.

☐ Agree ☐ Neutral ☐ Disagree

Technical quality of the manuscript

- ☐ Organisation of the manuscript appropriate.
- ☐ The language of the manuscript is clear, understandable, and stylistically and grammatically correct.
- ☐ Quality of drawings is satisfactory (labels are easy to read and/or resolution of graphics is acceptable)
- ☐ Table structure (if any) and content is acceptable

Literature used

- ☐ References are current and not out of date
- ☐ A large number of self-citations
- ☐ The list of references is incomplete

Reviewer's judgement

- ☐ **A - accept:** accept the manuscript "as is" (no changes *)
- ☐ **AQ - accept with minor modifications:** accept the manuscript with minor but necessary changes
- ☐ **RQ - to accept only after serious revision:** Significant changes are required and a 2nd validation cycle is required
- ☐ **R - overrule:** reject the manuscript (changes will not be accepted).

*** IF THE MANUSCRIPT IS RECOMMENDED FOR PUBLICATION "AS IS", THE REVIEWER SHOULD JUSTIFY HIS/HER DECISION.**

GENERAL REVIEWER'S COMMENTS AND RECOMMENDATIONS TO THE AUTHOR/AUTHOR TEAM

** please enter your extended comments and/or justifications here (at least 200 words)*

Приложение 2

