

RULES FOR AUTHORS

accepting manuscripts for publication in a scientific journal
«**VESTNIK of East Kazakhstan Technical University**»
named after. D. Serikbayev»

Journal ‘Vestnik EKTU named after D. Serikbayev’ is included in the list of editions for publication of the main results of dissertations in the areas:

1. *«Engineering and engineering» order #202 dated 18.05.2022;*
2. *«Information and communication technologies » order #325 dated 04.08.2022;*
« Architecture and construction » order #386 dated 05.09.2022.

1. SCIENTIFIC REQUIREMENTS FOR MANUSCRIPT DESIGN

1.1 Language of publication: Kazakh, Russian, English.

1.2 Originality of materials:

- manuscripts should not have been previously published elsewhere;
- manuscripts should not be under consideration by other journals;
- originality of the manuscript not less than 65%, coincidence of the text not more than 25% (Antiplagiat.com).

1.3. Content Requirements:

- *Demonstrating the novelty and relevance of the study:* The manuscript submitted for publication in the scientific journal ‘VESTNIK of EKTU named after D. Serikbayev’ should be original, not previously published in other printed editions; written using mainly modern scientific literature and contain novelty. The main purpose of the publication is to make the author's work available to other researchers. Through publication, the author indicates his priority in the chosen field of research;
- *Logical presentation:* the structure of the text should clearly communicate the aims, objectives, theoretical framework and methodology of the study. The manuscript should follow the IMRaD structure, which ensures clarity and systematic presentation of the results;
- *Manuscript completeness:* conclusions should be carefully justified and definitive, avoiding common knowledge or tentative generalisations;
- *style of presentation:* the text of the manuscript should be written in academic scientific style. It is recommended to use terms accurately, avoiding ambiguities in the wording and interpretation of key concepts. To maintain the objectivity and formality of the text, passive constructions should be favoured to minimise subjectivity. It is important to limit the use of synonyms to ensure uniformity and precision in the vocabulary used, which contributes to the clarity and comprehension of the manuscript text. Also, authors/author team should use inclusive language to reduce bias related to gender, age, disability and ethnicity, ensuring accurate descriptions of individuals.

1.4 Submission format:

– the manuscript submission and review process is done through an online system <https://vestnik.ektu.kz/index.php/vestnik/index;>

- Manuscripts are accepted in electronic form (.doc, .docx). The file size should not exceed 2 MB;
- The file name should contain the surname and initials of the first author, for example, ‘Sabieva MK.doc’.

2. TECHNICAL REQUIRMENTS FOR MANSUCRIPT DESIGN

The length of the manuscript, including all graphics and bibliography, should be no less than **8 and more than 10** pages of the text typed on a computer (MicrosoftWord editor).

2.1 Text

- format - Microsoft Word *.doc, *.docx;
- sheet orientation – book;
- pages – *mirrored* margins;
- margins: upper – 2,5 cm, lower – 5,7 cm, inside – 2,2 cm, outside – 3,8 cm;
- paper source: distinguish between even and odd page footers: up to the footer – 1,7 cm to the footer – 1,27 cm;
- text alignment - width;
- line spacing – single;
- paragraph indent - 0.5 cm. Do not indent the paragraph with spaces or tabs;
- the colour of text and headings is black.
- hyphenation – automatic.
- font– Times New Roman;
- size of font – 11;
- headings alignment - left margin, italics.

2.2 Pictures

All graphic objects should be labelled as drawings.

Drawings should be of good quality, suitable for printing and should be equally informative in both colour and black and white.

Inscriptions and symbols should be clearly defined either in the caption or legend that is part of the figure and be in the appropriate language of the manuscript.

Figures should be given in grouped form in Word.

Figures should be placed as close as possible to the first mention of them in the manuscript.

Figures are numbered with Arabic numerals in the order of the text. If there is only one figure in the text, it is not numbered.

The caption includes the serial number of the figure and its title. It is aligned in the centre (Times New Roman, font size 10, bold except for the title): «**Figure 1.** Name of figure». Do not put a full stop after the underdrawing signature.

Underneath the figure caption is a note (Times New Roman, font size 9, italics). Left alignment, without indenting the first line of the paragraph: «*Note - compiled by the author or compiled by the authors on the basis of (Sabieva, 2021)*». The figure is preceded and followed by an interval.

Example,

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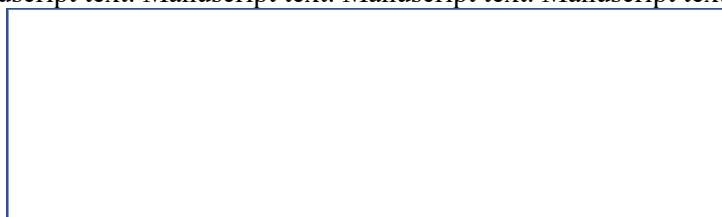


Figure 1. Name of figure

Note - compiled by the author or compiled by the authors on the basis of (Sabieva, 2021)

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2.3 Tables

Tables should be created in Microsoft Word table format, editable, not scanned or as pictures. The text of the table itself should be in 10-point font size.

Tables are numbered with Arabic numerals in the order of the text. If there is only one table in the text, it is not numbered.

The table heading includes the table serial number and its title. It is aligned in the centre (Times New Roman, font size 10, bold except for the title): «**Table 1.** Name of Table». No dot is placed after the table title. A blank space should be placed between the table title and the table itself.

A note with an indication of the source should be included in the table in the last solid line (Times New Roman size 9, italics), where comments are given as to whether the table was compiled independently or on the basis of sources.

Example,

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Table 1. Name of the table

	Column 1	Column 2	Column 3
Row 1	x	x	x
Row 2	x	x	x
Row 3	x	x	x

Note - compiled by the author or compiled by the authors on the basis of (Sabieva, 2021)

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2.4 Formulas

Simple formulae containing only numbers, Latin letters and mathematical symbols available in the symbol table should be part of the text. Complex formulae should be typed in Microsoft Equation or MathType formula editors. They should be

numbered consecutively with Arabic numerals in parentheses on the right side of the page. If there is only one formula in the text, it is not numbered. Formulas should be separated from the surrounding text by a single space.

The transcription of formula elements is given after a space without a paragraph indent, starting with the word ‘where:’ (Times New Roman, font size 11). Then each element is transcribed from a new line.

Example,

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$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (1)$
<p>where: x – element transcript; a – element transcript; n – element transcript; k – element transcript.</p>
Manuscript text Manuscript text Manuscript text Manuscript text Manuscript text. Manuscript text. Manuscript text. Manuscript text. Manuscript text. Manuscript text. Manuscript text..

Attention! Manuscripts that do not meet the design requirements, contain a significant number of grammatical and spelling errors, or are automatically translated into English will not be accepted by the editorial board and will be returned to the authors without consideration.

3. MANUSCRIPT STRUCTURE

3.1 Thematic direction:

In the upper left corner in three languages it is necessary to write the thematic direction of the manuscript (left-alignment, font Arial KZ, font size 10, capital letters, bold).

3.2 Classifiers, identifiers:

In one line, write the code MRSTI - international rubricator of scientific and technical information. <https://grnti.ru/>

Left-alignment, Arial KZ font, font size 10, capital letters, bolded.

3.3 Authors and their affiliations:

The initials and surnames of the authors (M.K. Sabieva) are indicated across one line. Transliteration of surnames in English should correspond to the entry in the foreign passport or published articles. In the absence of such data, the BSI standard for transliteration should be used.

Co-authorship is allowed only for those who have made a significant contribution to the study, its conception, design or interpretation of the results. Individuals whose contributions do not meet the criteria for authorship but have provided substantial support may be acknowledged in the Acknowledgements section, indicating the nature and extent of their involvement. All co-authors must agree to the publication of the current version of the manuscript.

One line later, give the full name of the organisation (affiliation) and the e-mail address of each author. If the authors are from different organisations, use superscripts to indicate affiliation to a particular institution. If all authors are from the same organisation, superscripts should be given for e-mail only. The e-mail of the corresponding author should be marked with ‘*’, also using superscript. Left-alignment, Times New Roman, font size 10, authors should be bolded and e-mail should be italicised.

Example,

- if the authors are from different organisations:

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3.4 Manuscript title

After one line, the title of the manuscript should be written in capital letters in the centre (font Arial KZ, size 8, bold (centre). It should be brief and fully correspond to the content of the manuscript. The title should be given in English, Kazakh and Russian languages, with no abbreviations in the title. Arial KZ.

3.5 Annotation

The abstract should follow the title after one line in three languages: English, Kazakh and Russian and should contain from 200 to 300 words (font Arial KZ, italics 9). The abstract should include the following:

- a) Relevance and feasibility of the problem study (brief and concise description of the relevance of the problem under study);
- б) purpose of the manuscript;
- c) methods of researching the problem;
- д) Author's results (what is identified, substantiated, disclosed, developed, proved in the manuscript);
- e) practical and theoretical relevance of the results obtained (increased efficiency/improvement, growth, etc., etc.)

The abstract should not use terms and acronyms introduced in the manuscript for the first time (except for those widely known), nor references to literature and reviews on historiography, methodology, or research methods.

3.6 Keywords

One line after the abstract should list key words or word combinations - 4 to 8 in three languages: English, Kazakh and Russian, which will facilitate indexing of the manuscript in search engines. Keywords should be separated by a comma.

3.7 Sections of the manuscript

The text of the manuscript (Times New Roman, font size 11) should be started one line later and should consist of the following sections:

1. Introduction.
2. Literature review.
3. Materials and methods of the study.
4. Results and their discussion.
5. Conclusion.
6. Conflict of interest.
7. Acknowledgements.
8. List of literature.
9. Information about the authors.

Section headings should be signed, started on a new line, indented and italicised.

Introduction. Define the objectives of the study by providing the necessary information without a detailed literature review or preliminary statement of findings. Set the scope and objectives of the research in the context of existing knowledge on the topic. Structure the text from the general to the specific by stating the hypothesis, purpose and objectives of the study.

Literature review. Clearly define the topic under investigation, indicating the reasons for its choice and identifying key trends and issues. Critically analyse key publications, identifying methodological weaknesses and gaps in the research and suggesting areas for further research.

Materials and methods. Describe in detail the methodology of the study, including the materials and procedures used. Specify the experimental base and sample of the study. Give a detailed but concise description of each method and technique separately, emphasising them in separate paragraphs. If necessary, justify the choice of each method. Briefly describe the design of the experiment or study.

If authors use confidential data from organisations, it is necessary to have their written permission to use such data in the study.

Results and their discussion. State the main findings of the study, endeavouring to be concise and precise. Provide only experimental data. All figures and tables should be annotated with explanations, including references to relevant tables or figures. Provide key statistics such as number of samples, index of variance, and levels. Give a brief overview of your study and a description of the most significant findings, highlight problem areas and note the absence of certain aspects by comparing it with other studies on similar topics.

Conclusion. In the final section 'Conclusion', present the key findings, the author's research results, practical suggestions and recommendations. Make sure that

the author's conclusions are justified, not biased and do not contain common knowledge. Summarise the conclusions of the research, adhering to the structure where each paragraph corresponds to the answer to the set objectives or serves as an argument to confirm the hypothesis put forward in the Introduction.

Conflict of interest. A conflict of interest in a manuscript is a situation where the author's personal, financial, political, religious or other interests may influence the objectivity and impartiality of his/her research. This may include potential, perceived or actual conflicts of interest.

A potential conflict of interest arises when there is the potential for personal interests to influence scientific work, but this influence has not yet manifested itself.

A conscious conflict of interest occurs when the author realises that their personal beliefs or external factors may influence the outcome of the research.

An actual conflict of interest arises when the conflict becomes real and affects the research or its interpretation. For example, an actual conflict of interest may arise if the author receives funding from an organisation whose interests may be affected by the research.

When the author of a study is satisfied that there is no conflict of interest and no relationship that could distort the results of the study, he or she should state this clearly. For example, the following wording could be used: 'The author(s) declare(s) that there is no conflict of interest'.

Acknowledgments. This section should include all sources of funding for the study and acknowledge those who contributed to the manuscript but are not co-authors. Such assistance may include: advice on improving the project, providing research facilities, administrative support, funding, performing certain types of analyses, and providing resources needed for the study.

3.8 List of references

After one line it is necessary to indicate the list of references, arranged in accordance with the international bibliographic standard APA 7th (American Psychological Association (APA) Style (seventh edition) <https://apastyle.apa.org/>

The number of used sources - not less than 15, including foreign sources - not less than 5. No more than 50% of the sources used should be published not later than 5 years from the date of publication of the manuscript. The use of articles published in Scopus and Web of Science databases for the last 5 years will be an advantage. Self-citation of no more than 10% is allowed, on new articles for the last 3 years.

In the text, the author's surname in the source language is given in parentheses after the quotation or paraphrase of the source text. If the manuscript is in Russian and Kazakh, then the surname is written in Cyrillic alphabet. If the manuscript is in English, then it is written in Latin. Then a comma is placed and the year of publication of the work. If a manuscript in English refers to a source in Russian or Kazakh, the author's surname in brackets is written in Latin, using the BSI standard for transliteration.

Example,

Manuscript text Manuscript text Manuscript text Manuscript text Manuscript text.
Manuscript text. Manuscript text. Manuscript text. Manuscript text. (Kornilov, 2020).

If the applied source of literature includes several authors, they are cited with ‘&’. It is undesirable to list references of more than 4 authors, as this makes it difficult to understand.

Example,

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Manuscript text. Manuscript text. Manuscript text. (Ivanov, Ferrari & Corbato, 2022). Manuscript text
Manuscript text Manuscript text Manuscript text Manuscript text. Manuscript text. Manuscript text.
Manuscript text. Manuscript text. (Mariani et al., 2022).

If it is necessary to refer to more than one work in a single reference, the works are cited with a semicolon.

Example,

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Manuscript text. Manuscript text. (Mariani et al., 2022; Kemeny, Petralia & Storper, 2022).

The list is given in alphabetical order and is not numbered. Works in English are listed first, then in other languages. The font of the list itself is Arial KZ, font size 9, the first line of the paragraph with a 0.5 cm margin, width alignment with hyphenation.

Literature sources in a language using the Cyrillic alphabet should be transliterated in Latin with a double slash. The BSI standard should be used for transliteration of authors' names and journal titles. On the website <http://translit.net> you can use the programme by selecting the Library of Congress (BSI) system option. Paste the text of the bibliography into the special field and click ‘to translit’.

Example of a reference list:

Ivanov P., Ferrari R., Corbato C.H. (2022). A Novel Adaptive Controller for Robot Manipulators Based on Active Inference. *IEEE Robotics and Automation Letters*, vol. 5, no. 2, 2973-2980, <https://doi.org/10.1109/LRA.2020.2974451>.
Kemeny T., Petralia S., Storper M. (2022). Disruptive innovation and spatial inequality. *Regional Studies*, 180(4), 2973-2980, <https://doi.org/10.1080/00343404.2022.2076824>.
Mariani L., Trivellato B., Martini M., Marafoti E. (2022). Achieving Sustainable Development Goals Through Collaborative Innovation: Evidence from Four European Initiatives. *Journal of Business Ethics*, 20(3), 1075–1095, <https://doi.org/10.1007/s10551-022-05193-z>.
Корнилов В.И. (2020). Турбулентный пограничный слой на теле вращения при периодическом вдуве/отсосе. *Теплофизика и аэромеханика*, Т. 13, №3, 369–385. // Kornilov V.I. (2020). Turbulentnyj pogranichnyj sloj na tele vrashcheniya pri periodicheskom vduve/otsose. *Teplofizika i aeromekhanika*, Т. 13, №3., 369–385.
Сабиева М.К. (2021). Применение микросервисной архитектуры при разработке корпоративных веб-приложений. *Вестник науки*, Т.2., №5 (14), 149-153 // Sabieva M.K. (2021). Primenenie mikroservisnoj arhitektury pri razrabotke korporativnyh veb-prilozhenij. *Vestnik nauki*, Т. 2, №5 (14), 149-153.

When drawing up the list of references, DOI should be indicated. References to articles from journals should necessarily indicate the year of publication, volume and number of the journal, page numbers.

3.9 Information of authors

Information about authors should be presented in tabular form and contain the following information: Full name, academic degree, place of work or study, city, country, e-mail, author's mobile number for correspondence in Kazakh, Russian and English languages.

4. USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

If authors use generative artificial intelligence (AI) and AI-supported technologies in writing manuscripts, their use should be limited to improving readability and language quality. It is essential that all AI operations are conducted under human supervision and control, and that authors carefully check and edit the results, as AI can generate conclusions that may be erroneous, incomplete, or biased.

Using generative AI or AI-based tools based tools to create or modify images in submitted manuscripts is prohibited. This includes changes such as enhancing, darkening, moving, removing, or adding certain details to images or diagrams. Adjustments to brightness, contrast, or colour balance are allowed, provided that these changes do not obscure or destroy information contained in the original manuscript.

The only exception is when the use of AI or related tools is part of the research plan or methods. Such use should be clearly described in the methods section of the manuscript, including information about the AI model, software versions, and manufacturer. Authors are required to follow specific policies on the use of AI software and ensure proper attribution of content. Where possible, authors may be asked to provide editors with preliminary versions of AI-adjusted images and/or raw data to create final images. Creating artwork using generative AI, such as for graphic abstractions, is not permitted.

The above guidance relates only to the writing process and does not address the use of AI tools to analyse and extract information from data as part of the research process. This policy does not restrict the use of AI and related tools in formal research design or research methods, which is common practice in many fields. Where AI or AI-assisted tools are used in this context, their use should be described as part of the methodology of the work, with details provided in the Research Materials and Methods section.

Authors who have used AI or AI-assisted tools should include a notice at the end of their manuscript, immediately above the reference list, entitled ‘Notice of Use of Generative AI and AI-assisted technologies during the writing of the manuscript.’ In this notice, authors should specify the tool or service used and the reason for its use. The following format is recommended when preparing the notice: ‘In preparing this paper, the author / author team used [NAME OF TOOL/SERVICE] for the purpose of [REASON]. After using this tool/service, the author / team of authors have reviewed

and edited the content as necessary and take full responsibility for the content of the publication’.

5. LIAISON BETWEEN THE EDITORIAL OFFICE AND THE AUTHOR FOR CORRESPONDENCE

– Journal ‘Vestnik EKTU named after D. Serikbayev’ supports communication only with the author for correspondence through the online system <https://vestnik.ektu.kz/index.php/vestnik/index>;

. Where organisations' confidential data is used in the research, written permission for its use is required.

Manuscripts submitted to the editorial office are passed:

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

2nd level – checking the text of the manuscript for the presence of borrowed text. The moderator checks the manuscript through the ‘Antiplagiat’ system. To accept a manuscript, *originality of the text should be not less than 65%, text coincidence not more than 25%*;

3rd level – ‘double-blind review of manuscripts (double-blind). Manuscripts that meet the requirements in terms of design and originality are sent for further review to two reviewers, each of whom makes an independent judgement.

The reviewer's review period for a manuscript is **30 days**.

If the reviewer's conclusion is favourable, the manuscript is submitted to the editor for preparation for publication.