

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 1 out of 18
---	--	--



Approved by
Quality Management
Representative

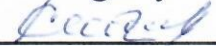
 G.S. Zhetessova
07 11 2022

RULES

OF PREPARING AND EXECUTING TRAINING AND SCIENTIFIC LITERATURE

R X-05-2022

**Developed by: ERD head
K. Sagadiyeva**



Karaganda

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 2 out of 18
---	--	--

Table of Contents

1 Scope	3
2 Regulatory references	3
3 Terms, definitions and abbreviations	3
4 Liability and powers	3
5 General provisions	4
6 Requirements to the procedure of publishing and executing training and scientific literature	4
7 Coordination, approval and implementation	6
8 Accessibility	6
9 Safekeeping	6
10 Analyzing and updating	6
11 Amendments to the document	6
Appendix A. Example of executing methodology guidelines	7
Appendix B. Example of executing textbooks, monographs, tutorials	11
Appendix C. Coordination sheet	16
Appendix D. Familiarization sheet	17
Bibliography	18

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 3 out of 18
--	--	--

1 Scope

These Rules establish the requirements for preparing and executing of training and scientific literature for publication at NPJSC "Abylkas Saginov Karaganda Technical University".

The requirements apply to all the documents replicated by the Printing and Design Center (PDC) of NPJSC "Abylkas Saginov Karaganda Technical University".

2 Regulatory references

In these Rules, references to the following regulatory documents are used:

RK ST 1.5-2013 State system of technical regulation of the Republic of Kazakhstan. General requirements to construction, presentation, execution and content of standards.

RK ST 1.12-2013 Normative text documents. General requirements to construction, presentation, execution and content.

RK ST 2383-2013 System of standards for information, librarianship and publishing. Imprint. General requirements and rules to execution.

DP X-01-2022 Documented information management.

3 Terms, definitions and abbreviations

In these Rules there are used terms, definitions and abbreviations in accordance with IS ISO 9000:2015 "Quality management system. Basic provisions and vocabulary".

NPJSC "Abylkas Saginov Karaganda Technical University"- non-profit joint-stock company " Abylkas Saginov Karaganda Technical University";

PDC - Printing and Design Center;

QMS - quality management system;

QMR - quality management representative;

RRD – editorial-review department;

EPB – Editorial-review Board;

CQM&A - quality management and accreditation center;

DAA - Department of Academic Affairs.

4 Liability and powers

4.1 These Rules are approved by the QMR of NPJSC "Abylkas Saginov Karaganda Technical University".

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 4 out of 18
---	--	--

4.2 The developer is responsible for the development, approved by, coordination, approval, execution and fulfillment of the requirements of these Rules to legislative and regulatory requirements.

5 General provisions

5.1 The Rules have been developed in accordance with the requirements of the Editorial-review Board [1].

5.2 Training and scientific literature is executed in accordance with these Rules.

6 Requirements to the procedure of publishing and executing training and scientific literature

6.1 Procedure of publishing training and scientific literature

6.1.1 A prospective thematic plan for publication of training and scientific literature is drawn up at the beginning of the current year on the basis of applications from the departments and the library, taking into account the coefficient of provision of academic disciplines.

6.1.2 Applications are accepted by the ERD till July 1 with a package of the following documents:

- an extract from the meeting of the department and faculty with recommendations for publication (in general list);
- an abstract and an explanatory note for each work with signatures of all the authors.

6.1.3 The thematic plan of publication is approved by the Academic Council of the University.

6.1.4 In order to increase the requirements to the uniqueness of training and scientific literature, based on the decision of the Expert Council dated 03/02/2020, all the manuscripts must be checked for anti-plagiarism through antiplagiat.ru. The authors must submit the borrowing check report to the ERD with observing the following requirements:

- textbooks and teaching aids: originality no less than 70 %, citation no more than 30 %, borrowing 0 %;
- monographs: originality no less than 75 %, citation no more than 25 %, borrowing 0 %.

6.1.5 Planned works are accepted by the ERD according to the terms in the prospective thematic plan of publishing educational and scientific literature on paper with the following accompanying documents:

- 2 reviews (external and internal) by leading industry experts;
- a report on checking for borrowings;
- an extract from the meeting of the department on the progress of work through antiplagiat.ru.

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 5 out of 18
---	--	--

- for the monograph, an extract from the University Scientific and Technical Council with the recommendation for publication.

6.1.6 Manuscripts are registered in the ERD and sent for additional review to the ERB expert in thematic areas.

6.1.7 Unscheduled training and scientific literature is published only at the request of the library to replenish the library stock in case of insufficient provision of the academic discipline with this literature.

6.1.8 Manuscripts are edited after receiving a positive opinion from a member of the ERB.

6.1.9 The works are replicated by the Printing-copying workshop.

6.2 Requirements to publishing training and scientific materials

6.2.1 The manuscripts of all the types of publications in the content should correspond to the requirements of the state educational standard for the specialty and the curriculum of this discipline.

6.2.2 In the abstract it is necessary to indicate for which discipline and for which educational program the work was written.

6.2.3 The text part of the manuscript should be printed in clear color saturation, Times New Roman, size font 14, on one side of the sheet, with 1.5 spacing; numbering from the 3rd page in Arabic numerals in the center of the bottom of the sheet field (beginning of the text); margins around the text are 2.5 cm.

6.2.4 Figures should be contrasting and clear, with uniform density throughout the work (computer set in accordance with the requirements of RK ST 1.5).

6.2.5 The minimum and maximum volumes of published literature have been established as follows: for textbooks from 15 to 20 printed sheets; for monographs from 8 to 12 printed sheets; for tutorials from 4 to 6 printed sheets; methodology guidelines from 1 to 3 printed sheets. Methodology guidelines with the volume smaller than 1 printed sheets are not accepted by the ERD.

6.2.6 The number of copies of the work is planned based on the provision of the academic discipline and is established by the university library.

6.2.7 Formulas and equations are numbered by ordinal numbering throughout the entire manuscript in Arabic numerals in parentheses in the rightmost position on the line.

If there is only one formula or equation in the manuscript, they are not numbered.

6.2.8 The word "Figure" and the name are placed after the explanatory data under the figure as follows:

Figure 1 – The device parts

6.2.9 Tables of each appendix are designated by separate numbering in Arabic numerals with the addition of the appendix designation before the number.

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 6 out of 18
---	--	--

Table ____ – _____
(number) (name)

7 Coordination, approval and implementation

Coordination, approval and implementation of these Rules are made in accordance with DP X-01.

8 Accessibility

Accessibility of these Rules is ensured in accordance with DP X-01.

9 Safekeeping

Safekeeping of these Rules is made in accordance with DP X-01.

10 Analyzing and updating

Analyzing and updating of these Rules are performed in accordance with DP X-01.

11 Amendments to the document

Amendments to these Rules are made in accordance with DP X-01.

Appendix A
(mandatory)

F.R-X-05-01

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 7 out of 18
---	--	--

Example of executing the binding of methodology guidelines

**Non-Profit Joint-Stock Company
«Abylkas Saginov Karaganda Technical University»**

(Author's names) (Times New Roman, size 16, semi-bold)

METHODOLOGY GUIDELINES

(size 22-26, semi-bold)

(name) (Times New Roman, size 16-18)

in discipline

(name of the discipline) (Times New Roman, size 16-18)

Karaganda 20 __

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 8 out of 18
---	--	--

Appendix A continued
(mandatory)

F.R-X-05-02

Example of executing the title page of methodology guidelines

**Non-Profit Joint-Stock Company
«Abylkas Saginov Karaganda Technical University»**

Department _____

(full name of the department)

(authors' names) (Times New Roman, size 16, semi-bold)

METHODOLOGY GUIDELINES
(size 22-26, semi-bold)

(name of the work) (Times New Roman, size 16-18)

in discipline

(name of the discipline) (Times New Roman, size 16-18)

for students/master students/doctoral students of the educational program

(name of the educational program) (Times New Roman, size 16-18)

Mode of training: _____

Karaganda 20 __

Unauthorized copying the document is prohibited

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 9 out of 18
---	--	--

Appendix A continued (mandatory)

F.R-X-05-03

Example of executing the title page reverse of methodology guidelines

UDC _____
(UDC number)

_____ Methodology Guidelines _____
(authors' names) (name of the work)

_____ in discipline _____
(name of the discipline)

Karaganda: NPJSC "Abylkas Saginov Karaganda Technical University", 20 __. __ p.
(number of pages)

Methodology Guidelines are compiled in accordance with the requirements of the syllabus and the program of _____
(name of the discipline)

and include all the necessary information of executing the topics of practical/seminar/laboratory classes of the course.

Methodology Guidelines are intended for students/master students/doctoral students of the educational program _____
(name of the educational program)

Reviewer: member of the Editorial-review Board of NPJSC "Abylkas Saginov Karaganda Technical University" _____
(Name, degree, position)

Approved by the Editorial-review Board of the University

© NPJSC "Abylkas Saginov Karaganda Technical University", 20 __

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 10 out of 18
---	--	---

Appendix A continued (mandatory)

F.R-X-05-04

Example of executing the last page of methodology guidelines

METHODOLOGY GUIDELINES (Times New Roman, size 14, semi-bold)

(name of the work) (Times New Roman, size 14)

in discipline

(name of the discipline) (Times New Roman, size 14)

For students/master students/doctoral students of the educational program_____

(name of the educational program) (Times New Roman, size 14)

Developed by: _____

(Names)

Editor _____
(name)

Signed to print on _____ Format 60x90/16.

Volume _____ pr.sh. Number of copies _____. Order No. _____.

NPJSC "Abylkas Saginov Karaganda Technical University" Publ. House.
100027. Karaganda, N. Nazarbayev Ave., No. 60

Unauthorized copying the document is prohibited

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 11 out of 18
---	--	---

Appendix B (mandatory)

F.R-X-05-05

Example of executing the binding of textbooks, monographs, tutorials

**Non-Profit Joint-Stock Company
«Abylkas Saginov Karaganda Technical University»**

(authors' names) (Times New Roman, size 16-18, semi-bold)
(no more than 3 authors)

NAME OF THE WORK

(Times New Roman, size 22-26, semi-bold)

Karaganda 20 __

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 12 out of 18
---	--	---

Appendix B continued
(mandatory)

F.R-X-05-06

Example of executing the title page of textbooks, monographs, tutorials

**Non-Profit Joint-Stock Company
«Abylkas Saginov Karaganda Technical University»**

(authors' names) (Times New Roman, size 16-18, semi-bold)
(no more than 3 authors)

NAME OF THE WORK

(Times New Roman, size 22-26, semi-bold)

Approved by the Academic Council of the University as a textbook/tutorial

Karaganda 20 __

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 13 out of 18
---	--	---

Appendix B continued
(mandatory)

F.R-X-05-07

Example of executing the title page reverse of textbooks, monographs, tutorials

UDC _____
(UDC number)

LBC _____
(LBC number)

Author's index _____

Recommended by the Editorial-review Board of the university

Reviewers:

Full name, academic degree, position, place of work

Full name, academic degree, position, place of work

Full name, academic degree, position, place of work

Author's name

**Auth-
or's
index** Name of the work: Type of edition / Author's name; NPJSC
"Abylkas Saginov Karaganda Technical University". – Karaganda:
NPJSC "Abylkas Saginov Karaganda Technical University" Publ.
House, 20___. – _____p.
(number of pages)

ISBN _____

Brief abstract

UDC _____
LBC _____

ISBN _____

© NPJSC "Abylkas Saginov Karaganda
Technical University", 20____

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 14 out of 18
---	--	---

Appendix B continued (mandatory)

F.R-X-05-08

Example of executing the last page of textbooks, tutorials

Educational edition

(author's names) (Times New Roman, size 14-16, semi-bold)

Name of the work

(Times New Roman, size 14)

Editor _____
(name)

Signed to print on _____ Format 60x90/16.
Volume _____ pr.sh. Number of copies _____. Order No. _____.
NPJSC "Abylkas Saginov Karaganda Technical University" Publ. House.
100027. Karaganda, N. Nazarbayev Ave., No. 60

Unauthorized copying the document is prohibited

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 15 out of 18
---	--	---

Appendix B continued
(mandatory)

F.R-X-05-09

Example of executing the last page of a monograph

Scientific edition

(authors' names) (Times New Roman, size 14-16, semi-bold)

Name of the work

(Times New Roman, size 14)

Editor _____
(name)

Signed to print on _____ Format 60x90/16.
Volume _____ pr.sh. Number of copies _____. Order No. _____.
NPJSC "Abylkas Saginov Karaganda Technical University" Publ. House.
100027. Karaganda, N. Nazarbayev Ave., No. 60

Appendix C (mandatory)

F.01-2022

Coordination sheet

[illegible]

Appendix D (mandatory)

F.02-2022

Familiarization sheet

[illegible]

NPJSC «Abylkas Saginov Karaganda Technical University»	Rules of Preparing and Executing Training and Scientific Literature	R X-05-2022 Version 02 Date 2022/11/02 Page 18 out of 18
---	--	---

Bibliography

[1] RK ST 2383-2013 System of standards on information, librarianship and publishing. Imprint. General requirements and rules of execution