

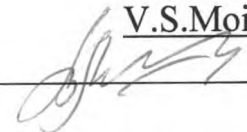
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REGULATION

ON THE MAIN REQUIREMENTS TO MANUSCRIPTS OF THE MONOGRAPHS

IDR VI-05-2022

Developed by: Chief expert of the
Department of Science
and Innovation
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Karaganda

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1 Field of application

This Regulation establishes general and uniform requirements to manuscripts of the monographs prepared to be published in the republican and foreign publishing houses.

2 Normative references

This Regulation uses references to the following legislative and normative documents:

- The state standard No. 7.60-2003. Interstate standard. System of standards on information, librarianship and publishing. Publications. Main types. Terms and definitions;
- The state standard No. 7.32-2017. Interstate standard. System of standards on information, librarianship and publishing. Research report. Structure and rules of drawing up;
- The state standard No. 7.1-2003. Interstate standard. System of standards on information, librarianship and publishing. Bibliographic record. Bibliographical description. General requirements and rules of drawing up;
- The state standard No. 7.4-95. Interstate standard. System of standards on information, librarianship and publishing. Publications. Output information;
- The state standard No. 7.9-95. Interstate standard. System of standards on information, librarianship and publishing. Summary and abstract. General requirements;
- The state standard No. 7.86-2003. Interstate standard. System of standards on information, librarianship and publishing. Publications. General requirements to a publishing abstract;
- ST RK 2383-2013 National standard of the Republic of Kazakhstan. System of standards on information, librarianship and publishing. Publications. Output information. General requirements and rules of drawing up;
- Standard rules of activity of the educational organizations, implementing educational programs of higher and (or) postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 *(with amendments and additions as of 29.12.2021)*;
- The rules of conferring degrees approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 *(with amendments and additions as of 09.03.2021)*;
- The rules of conferring academic ranks (associate professor, professor), approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 128 *(with amendments and additions as of 07.07.2021)*.
- DP V – 01 - Management of documented information.

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3 Terms and definitions

Terms and definitions are used in accordance with the state standard No. 7.60-2003 in this Regulation. Interstate standard. System of standards on information, librarianship and publishing. Publications. Main types. Terms and definitions.

4 General provisions

4.1 The results of scientific, scientific and technical, scientific and methodological and educational and methodological work of the academic teaching staff, doctoral students, graduate students and university students can be published in the form of a publication in accordance with the state standard No. 7.60-2003. Interstate standard. System of standards on information, librarianship and publishing. Publications. Main types. Terms and definitions, an extract from which is presented in *the Appendix A*.

4.2 **A monograph is a description of the results of solution of the particular problem achieved** by one or more authors.

4.3 A descriptive part of the studied area, including an overview of the used sources, as well as presentation of the widely known information, presented in the introduction of the monograph, should not exceed 10% of the total volume.

The master's dissertation concerns a solution of the specific problem as follows from its content and cannot be presented as the monograph.

4.4 The manuscripts of the monographs, regardless of the publishing house where the monograph will be published, are subjected to mandatory consideration at the Scientific and Technical Council of the University, and in some cases, it is subjected to additional consideration at the Academic Council of the University.

4.5 To receive scientific and academic degrees, as well as academic ranks, the monograph must be recommended by the Academic Council of the University, have reviews of two doctors of science in the field of science in the direction of the monograph, have ISBN, volume is not less than 6 printed sheets per a candidate for a degree and meet a number of other specific requirements specified in the Rules of degrees awarding and the Rules of conferring academic ranks (associate professor, professor).

5 General requirements to manuscripts of the monographs

5.1 When drawing up a manuscript of the monograph, it is complied with the general requirements, which are more completely specified in the state standard No.

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7.32-2017 Interstate Standard. System of standards on information, librarianship and publishing. Research report. Structure and rules of drawing up.

As a rule, the monograph includes such sections as: **introduction, main part, conclusion and list of the used sources.**

The introduction should contain an assessment of the current state of the solved scientific or technical problem. Relevance and novelty of the topic, a connection of this work with other research works are shown. **The obligatory contribution of each co-author** in the form of text and links to sections (subsections) of the monograph **is indicated.** It is allowed to present the contribution of the authors in the bibliographic record (on the second page, after the title page).

The main part should contain a generalization and assessment of the research results, including an assessment of the completeness of the problem solution, an assessment of the obtained results reliability and their implementation into production.

The conclusion should contain: short conclusions of the results of conducted research and development, the assessment of the completeness of the determined tasks solution, the development of recommendations of the specific usage of research and development results and its assessment of the scientific and technical level in comparison with the best world achievements in this area.

It is not allowed to repeat a description of the problem, described in the introduction, in the conclusion, since the monograph is a summary of the author's (authors') own scientific achievements.

The list of used sources should contain information about the sources, used when conducting the research and development and writing the manuscript of the monograph. **Moreover, one of the main requirements to the monographs is to have not less than five references to own articles of each co-author on the topic of the monograph in the peer-reviewed journals.**

Information about the sources is given in accordance with the requirements of the state standard No. 7.1-2003 System of standards on information, librarianship and publishing. Bibliographic record. Bibliographic description. General requirements and rules of drawing up.

The list includes all sources used by the authors when conducting the research and development and writing the manuscript of the monograph.

The information about the sources should be arranged in the order of appearance of the references to sources in the text of the monograph with Arabic numerals.

When making the list of sources, it is allowed to use various forms of the bibliographic description, but at the same time, any form should contain only the basic bibliographic information, which is necessary and sufficient for general description, identification and searching a document (source) - an object of the reference. Bibliographic references of the monograph are usually intended only for searching the source.

The bibliographic description of the document includes information about a title

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(full name of the author (s), title of the document), output data and quantitative description.

The bibliographic description of the source is presented as corresponding areas. Each area, except for the first one, is preceded by the character of full stop and dash (. -). A conventional separating character of full stop and dash can only be replaced by the full stop (.).

Names of all authors or the first three authors may be specified with addition of the words "and others" in the title of a link to the work of four or more authors.

It is allowed not to indicate its volume in the bibliographic reference to a book.

An appendix (if necessary) includes information that supplements the main part: intermediate mathematical proofs, formulas and calculations, tables of the auxiliary digital data, auxiliary illustrations etc.

5.2 In the manuscript of the monograph, particular attention should be paid on the list of used sources and formation of the output information that allows to identify the monograph and determine a reader's demand without referring to the full text of the monograph.

5.3 The output information is drawn up in accordance with the requirements of the state standard No. 7.4-95 Interstate standard. System of standards on information, librarianship and publishing. Publications. Output information.

5.4 The main element of the monograph's output information is an **abstract**.

The abstract gives general information about the document from the standpoint of its intended purpose as distinct from a summary.

The summary is more detailed information about the document, revealing the main actual information and conclusions without additional interpretation and comments of the author (authors).

If the abstract reveals what the document is about, then the summary says what exactly is reported in the document.

The summary is usually included in the research reports. The abstract is included in the monographs.

5.5 **The abstract** contains a description of the considered and solved problem, the obtained results. The abstracts indicate what is new in this monograph in comparison with others, related to a topic and purpose.

The abstract should have a laconic, specific linguistic form. Moreover, it should contain a succinct description, without secondary and extraneous information.

The volume of the abstract should not usually exceed 500-600 characters (10-12 lines).

5.6 **Examples of drawing up output information: title page, the second and last pages of the monographs are presented in the Appendix B.**

5.7 **Examples of the bibliographical description of the used sources are presented in the Appendix C.**

5.8 To consider the manuscript of the monograph at the Scientific and Technical Council of the University, the author (authors) provide:

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- an application, addressed to a chairman of the Scientific and Technical Council with a request to give a recommendation for publishing the monograph in public sources or for restricted usage;
- an extract from the meeting of the department, where the manuscript of the monograph was reviewed and its level, a degree of completeness of the problem solution were given, the specific contribution of the author and co-authors (if available) was noted;
 - two reviews (internal and external) from scientists, as per a sphere of the monograph;
 - a reference of checking the manuscript of the monograph for anti-plagiarism issued by DRSU.

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Appendix A (informative)

EXTRACT

from the state standard No.7.60-2003, related to the main terms and definitions in the matter of publishing the results of scientific, scientific and technical, scientific and methodological and educational and methodological works

1 General notions

Publication is a document intended for dissemination of the information contained in it, which has undergone editorial and publishing processing, independently drawn up, and which has the output information.

A document is understood as information recorded on the physical medium with requisites that allow to identify it.

Printed publication is a publication, obtained by printing or impressing, independently made by printing.

Electronic publication is a publication that requires a computer.

2 Types of publications

2.1 Types of publications as per periodicity

Non-periodical publication is a one-time publication that does not have continuation.

Periodic publication is a serial publication, published at specific time intervals, as a rule, with a constant number of issues for each year, which are not repeated in content, have the same type, are numbered and (or) dated issues, having the same title.

Periodicals can be daily, weekly, monthly, quarterly, annual.

2.2 Types of publications as per a content of the main text

Mono-publication is a publication, containing one work.

Collection is a publication, containing a number of works.

Digest is a collection, containing the most interesting information reprinted from other publications.

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TYPES OF THE NON-PERIODICAL PUBLICATION

Types of publications as per an intended purpose

Official publication is a publication, published on behalf of state bodies, institutions, departments or public organizations, containing normative or directive information (law, decree).

Scientific publication is a publication, containing the results of theoretical and (or) experimental research, as well as cultural monuments and historical documents scientifically prepared for publishing.

Popular scientific publication is a publication, containing information about the theoretical and (or) experimental research in the field of science, culture and technology, presented in the form, which is intelligible for a reader, who is a non-specialist.

Production and practical publication is a publication, containing information about technology, techniques and organization of the production, as well as other areas of social practice, aimed at specialists of various qualifications.

Normative production and practical publication is an official publication, containing norms, rules and requirements in different areas of the production activity.

Educational publication is a publication, containing systematized information of scientific or applied nature, presented in the form, which is convenient for studying and teaching, and intended for students of different ages and levels of education.

Mass and political publication is a publication, containing a work of socio-political topics, agitation and propaganda, and is intended for a wide range of readers.

Reference publication is a publication, containing short information of a scientific or applied nature, arranged in the order, which is convenient for their quick search, not intended for continuous reading.

Information publication is a publication, containing the systematized information about documents (published, unpublished) or the result of analysis and generalization of information presented in the primary sources, issued by an organization, carrying out scientific information activity.

Restricted publication is a publication intended for usage by a strictly defined circle of people or institutions and marked with an appropriate stamp on the cover and / or title page.

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Types of publications as per an information content

Scientific and popular scientific publications

Monograph is a scientific or popular scientific publication, containing complete and comprehensive study of one problem or topic and belonging to one or several authors.

Collection of the scientific papers is a collection, containing research information of the scientific institutions, educational institutions or societies.

Proceedings of the conference (congress, symposium) is a non-periodic collection, containing the results of the conference in the form of reports, recommendations, decisions.

Preprint is a scientific publication, containing preliminary information, published before the release of the publication where it can be placed.

Prolegomena, introduction is a scientific or educational publication, containing primary information and basic principles of any science.

Theses of the reports of scientific conference (congress, symposium) is a scientific non-periodic collection, containing preliminary information published before the conference (abstracts, summaries of the reports).

Synopsis of the dissertation is a scientific publication in the form of a brochure containing the summary drawn up by the author, in terms of his research, submitted for receiving an academic degree.

Official and normative production publications

Manual is an official publication, containing the rules of regulating industrial and social activities or the usage of products and (or) services.

Standard is an official publication, containing a set of norms, rules, requirements to an object of standardization, which are established on the basis of the achievements of science, technology and advanced experience and approved in accordance with valid legislation.

Production and practical publications

Instructional and methodological publication is a production and practical publication, containing documents of a certain type and methodological recommendations for their usage, addressed to specialists to help with their practical activity within the framework of this institution.

Practical guide is a production and practical publication intended for getting knowledge and skills while performing a work.

Manual of practice is a practical guide, aimed at getting any production skills independently.

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Memo is a production and practical publication, which has a small volume, containing practical information, which is useful in the production activity or in everyday life.

Industrial catalogue is a catalogue, containing a systematized list of industrial products.

Educational publications

Student’s book is an educational publication, containing systematic presentation of an academic discipline, its section, part, according to an educational program, and officially approved as this type of publication.

Textbook is an educational publication, supplementing or replacing the student’s book partly or completely, officially approved as this type of publication.

Study guide is an educational publication, containing information about teaching methods, studying the academic discipline, its section, part or education.

Teaching aid is an educational art edition, containing information to help in studying, teaching or education.

Chrestomathy is an educational publication, containing literary, artistic, historical and other works or excerpts from them, which are an object of study of the academic discipline.

Practical exercise book is an educational publication, containing practical tasks and exercises that contribute to assimilation of the received knowledge.

Problem book is a practical exercise book, containing educational exercises.

Educational program is an educational publication that determines content, volume, as well as the order of studying and teaching an academic discipline, its section, part.

Education kit is a set of educational publications intended for a specific stage of education and including a student’s book, textbook, workbook, reference edition.

Reference editions and advertising publications

Encyclopedia is a reference publication containing, in a generalized form, basic information of one or all branches of knowledge and practice, presented in the form of articles arranged in alphabetical or systematic order.

Reference book is a reference publication that possesses an applied, practical nature, has a systematic structure or article titles, structured in alphabetical order.

According to their intended purpose, they are distinguished: scientific, mass and political, production and practical, educational, popular and household reference books.

Catalogue is an official, reference and (or) advertising publication, containing a systematized list of available items and services.

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Prospectus is a reference and (or) advertising publication containing a systematized list of services, items (description of one item) intended for release, sale or exhibiting.

Types of publications as per analytical and synthetic information processing

Bibliographical review is an informational publication that is a coherent narration about publications or documents in terms of a specific topic.

Abstract publication is an informational publication containing an ordered set of the bibliographic records, including the summaries.

Information sheet is an abstract non-periodical publication reflecting the information about advanced production experience or scientific and technological achievement.

Abstract collection is an abstract publication issued in the form of a collection.

Express information is a periodical abstract publication, containing extended and consolidated summaries of the most relevant foreign published information or domestic unpublished documents that require a prompt notification.

Translated publication is a publication containing a work, translated from any foreign language into a national language which the publication is addressed to.

Academic publication is a publication containing a scientifically verified text of the work and its different variants, carefully prepared, equipped with a large scientific and reference apparatus, including a detailed comment.

Types of printed publications, as per volume

Book is a book edition, which volume is over 48 pages.

Brochure is a book edition, which volume is more than 4, but not more than 48 pages.

Leaflet is a loose-leaf edition, which volume is from 1 to 4 pages.

Types of printed publications, as per reissue

The first edition is a publication of the work that is released for the first time.

Reedition is a newly released publication of the work with or without changes.

New edition is a publication of the work published by this publisher for the first time, as well as from the new set, or in a revised version, or in a new decorative and technical design and printing version.

Enlarged edition is a reedition that contains additions in the form of separate chapters, sections, paragraphs, illustrations.

Corrected edition is a reedition, where the author eliminated previously made inaccuracies, corrected actual mistakes without radical alteration of the text of the work.

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Revised edition is a reedition, where an entire text or a significant part of it has been changed in comparison with a previous edition.

Vetted edition is a reedition, which text contains editorial corrections in the form of clarifications, changes in wording, replacement of outdated information with new one.

Extended edition is a reedition, which text is thematically extended in comparison with the previous edition.

Stereotyped edition is a reedition without changes.

Repeat edition is a stereotyped edition, immediately issued after the previous one.

Appendix B
(informative)

**Examples of drawing up output information: title page, the second and last
pages of the monographs**

**«Әбілқас Сағынов атындағы
Қарағанды техникалық университеті» КЕ АҚ**

**Д.Д. ДЖАНТАСОВА
С.К. РАСУЛИЕВА**

**КОЛЛЕДЖДІҢ ОҚУ ҮРДІСІНДЕ АҒЫЛШЫН ТІЛІН ОҚЫТУДА
ЗАМАНАУИ ТЕХНОЛОГИЯЛАРДЫ ҚОЛДАНУДЫҢ ҒЫЛЫМИ-
ПРАКТИКАЛЫҚ НЕГІЗДЕРІ**

Университеттің Ғылыми кеңесі бекіткен

Қарағанды 2022

**НАО «Карагандинский технический университет
имени Абылкаса Сагинова»**

П.А. КРОПАЧЕВ

**ОЦЕНКА ЭКСПЛУАТАЦИОННОЙ НАДЕЖНОСТИ
ФУНДАМЕНТОВ ЗДАНИЙ И СООРУЖЕНИЙ**

Утверждено Ученым советом университета

Караганда 2022

**NLC «ABYLKAS SAGINOV KARAGANDA
TECHNICAL UNIVERSITY»**

N.F. ABAYEVA, I.I. YERAKHTINA

**FORMATION OF COGNITIVE INTEREST OF TECHNICAL UNIVERSITY
STUDENTS**

Approved by Academic Council

Karaganda 2022

**ӘОЖ 373
КБЖ 74.102
Д94**

Университеттің Ғылыми-техникалық кеңесі ұсынған

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**Д94 Колледждің оқу үрдісінде ағылшын тілін оқытуда заманауи
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«Әбілқас Сағынов атындағы Қарағанды техникалық университеті»
КЕ АҚ баспасы, 2022.- 115 б.

ISBN _____

Тақырыптың мақсаты мен міндеттері қойылып, ағылшын тілін оқытудағы заманауи технологияларының қолданылу қызметін анықтауға арналған.

Жаңа заман талабы білікті азамат, білімі жоғары, шет мемлекеттердің білім стандартына бәсеке бола алатын маман даярлап шығаруды талап етуде, сондықтан елімізде шет тілін меңгеру жоғары деңгейде қарқындап отыр.

Монография қазіргі заманғы оқыту технологияларын қарқынды қолданатын мамандарға, ғылыми ұйымдар мен оқу орындарының қызметкерлеріне арналған.

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и сооружений:** Монография / П.А. Кропачев. - Караганда: Изд-во НАО
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Изложены основы научно-технического сопровождения геотехнических систем, эксплуатируемых в условиях водонасыщенных грунтов основания, критерии оценки эксплуатационной надежности фундаментов при восстановлении и реконструкции зданий и сооружений. Значительное внимание уделено разработке эффективных технических решений по усилению фундаментов, имеющих значительные повреждения в результате подтопления, в системе «основание-сооружение».

Монография предназначена для специалистов, работников научных организаций и учебных заведений, докторантов и магистрантов, специализирующихся в области научно-технического сопровождения строительства зданий и сооружений.

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1.3, 2.3, 2.4), А.А. Завалишина
(разделы 2.1, 2.5).

Государственная собственность в условиях социальной
Г 72 экономики: теория и практика: Монография / А.К. Кошанов,
А.Ж. Панзабекова, В.В. Шевченко и др. – Алматы: ИЭ КН МОН РК,
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Рассматриваются концептуальные основы реализации государственной собственности в условиях усиления социальной направленности развития национальной экономики и нестабильности глобальной экономической системы, методологически обоснованы механизмы возрастания социализации государственной собственности. Исследована деятельность социально-предпринимательских корпораций в контексте решения социальных проблем регионального развития.

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A 12 Formation of cognitive interest of technical university students / N.F.

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The monograph sets out a scientific basis for the development of cognitive interest of university students. Distinguished pedagogical conditions for the cognitive interest development to the study of mathematics by university students can be used in an educational process of any university that prepares specialists in engineering, metallurgy, biotechnology, economics and mining during teaching mathematical disciplines in order to develop interest in studying given science as a tool, necessary for the formation of a holistic specialist’s structure.

The book is intended for higher education system’s scientists and practitioners.

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**КОЛЛЕДЖДІҢ ОҚУ ҮРДІСІНДЕ АҒЫЛШЫН ТІЛІН ОҚЫТУДА
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Appendix C (informative)

Examples of drawing up a bibliographical description of the used sources

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