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RULES

GENERAL REQUIREMENTS FOR THE EXECUTION OF TEXT EDUCATIONAL DOCUMENTS AND BASIC INSCRIPTIONS

R V-08-2022

**Developed by: Director of DAA
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1 Scope

These rules establish the requirements for the presentation of text educational documents developed by students and undergraduates in the educational process: a reference paper, a report on laboratory work, a calculation and graphic task, a report on practice, explanatory notes to course and diploma projects (works), master's dissertation, reports, etc., as well as to the design of the basic inscriptions.

These rules are applied by students and undergraduates of all faculties of the NPJSC "Abylkas Saginov Karaganda Technical University" (hereinafter the University) and is part of the internal regulatory documents of the quality management system.

2 Regulatory references

These rules use references to the following regulatory documents:

ST RK 1.5 – 2019 General requirements for lay-out, formulation, presentation and contents of standards.

GOST 2.104 – 2006 Unified system for design documentation. Basic inscriptions.

GOST 2.105 – 95 Unified system for design documentation. General requirements for textual documents.

GOST 2.106 – 96 Unified system for design documentation. Textual documents.

GOST 2.109 – 73 Unified system for design documentation. Basic requirements for drawings.

GOST 2.111 – 2013 Unified system for design documentation. Normocontrol.

GOST 2.301 – 68 Unified system for design documentation. Formats.

GOST 2.303 – 68 Unified system for design documentation. Lines.

GOST 2.304 – 81 Unified system for design documentation. Letters for drawings.

GOST 2.316 – 2008 Unified system for design documentation. Rules for placing the inscriptions, technical data and tables of graphical documents.

GOST 2.321 – 84 Unified system for design documentation. Letter designations.

GOST 7.32 – 2017 System of standards on information, librarianship and publishing.

GOST 8.417 – 2002 State system for ensuring the uniformity of measurements. Units of quantities.

ISO 9000:2015 Quality management systems. Fundamentals and vocabulary.

ISO 9001:2015 Quality management systems. Requirements.

DP X-01-2022 " Control of documented information".

3 Terms, definitions and abbreviations

In this documented procedure, the terms and definitions in accordance with ISO 9000 are used.

The following abbreviations are used in these rules:

ST RK – national standard of the Republic of Kazakhstan;

University – NPJSC "Abylkas Saginov Karaganda Technical University";

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QMR – quality management representative;
 CQM&A – Center of quality management and accreditation;
 QMS – quality management system;
 R – Rules;
 PK – personal computer;
 IMWP – individual master's work plan;
 RW – research work;
 ERW – experimental research work.

4 Responsibility and authority

4.1 The quality management representative (QMR) is responsible for the implementation of the requirements specified in these R.

4.2 Responsibility for the development of the requirements of these R, their compliance with the requirements of DP X-01-2022 is borne by the developer.

5 General provisions

5.1 Textual documents are divided into documents containing mostly straight text (a reference papers, reports, explanatory notes, master's/doctoral dissertations, etc.), and documents containing text divided into graphs (specification, statements, tables, etc.).

5.2 Textual documents are executed on one side of a sheet of A4 paper (210x297 mm) according to GOST 2.301, it is allowed, if necessary, to use an A3 sheet when performing tables and illustrations (297x420 mm).

5.3 The originals of textual documents are performed in one of the following ways:

- handwritten - with a height of letters and numbers of at least 2.5 mm. Numbers and letters must be written clearly (in ink or ballpoint pen, in one color - blue, purple, black) throughout the document;
- the use of colored pastes, inks in one text document, as well as underscores is not allowed;
- with the use of printing and graphic output devices on a PC. Font – Times New Roman, regular, size 14, line spacing – single.

The thesis (project) and the master's/doctoral dissertation must be printed using a computer and a printer on one side of a sheet of A4 white paper at one interval. Font - regular, size 14.

It is allowed to use computer capabilities to focus attention on certain terms, formulas, theorems, using fonts of different typefaces.

5.4 Individual words, formulas, conventional signs should be entered into typewritten text documents, as well as illustrations should be done in black ink.

5.5 Margins should be left on all four sides of the sheet: left – 30 mm, top - 20 mm, right - 10 mm and bottom - 25 mm.

Paragraphs in the text begin with an indent equal to 7.5 mm of handwritten text or

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with the fourth character of the text when output to a PC.

5.6 Clerical errors and graphic inaccuracies may be corrected by erasing or painting over with white paint and applying the corrected text (graphics) in the same place by typewritten or handwritten method (black ink).

Damage to sheets of textual documents, blots and traces of the previous text (graphics) not completely deleted are not allowed.

5.7 Surnames, names of institutions, organizations, firms, product names and other proper names in the text of the document are given in the original language.

5.8 The structural elements of the document are:

- cover for the graduation project (work) (Appendix A)
- title page (Appendices B, C and D);
- task (source data, etc.) (Appendix E);
- abstract;
- table of content;
- regulatory references;
- definitions;
- designations and abbreviations;
- introduction;
- main part;
- conclusion;
- list of references;
- appendix (if necessary).

5.9 The cover is a mandatory structural element of the thesis project (work) and contains the following information:

- name of the organization where the thesis work (project) was completed,
- last name and initials of the student,
- name of the topic of the thesis work (project),
- type of work – thesis work (project),
- educational program name and code,
- city, year.

5.10 The structural elements of the RW/ERW report are:

- title page (Appendices L, G);
- abstract;
- table of content;
- regulatory references;
- definitions;
- designations and abbreviations;
- introduction;
- main part;
- conclusion;
- list of references;
- appendix (if necessary).

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5.11 The master's thesis should contain mandatory structural elements traditionally accepted in studies of this type:

- title page (Appendix N);
- one-page summary in Kazakh - for works defended in Russian / in Russian – for works defended in Kazakh;
- content with page indication;
- list of designations and abbreviations (if necessary);
- introduction;
- main part;
- conclusion;
- list of references;
- appendix (if necessary).

5.12 The summary should contain information about the volume of the master's thesis and the amount of illustrative material, the main ideas and conclusions of the study, the degree of novelty and the practical significance of the results obtained.

5.13 The names of the structural elements "Table of content", "Normative references", "Definitions", "Designations and abbreviations", "Introduction", "Conclusion", "List of references" serve as the headings of the structural elements of the work.

6 Requirements for the content of master's/doctoral works

6.1 An individual work plan (IMWP) (Appendix I) and a calendar plan for the implementation of research work and the design of a master's thesis are compiled by a graduate student under the guidance of a supervisor and are drawn up according to Appendices J.

6.2 IMWP is compiled for the entire period of study and includes the following sections:

- IMWP (if necessary, it can be updated annually);
- research/experimental research work (topic, research direction, timing and reporting form);
- practice (program, base, deadlines and reporting form);
- the topic of the master's thesis with justification and structure;
- master's thesis completion plan;
- plan of scientific publications, internships.

6.3 Requirements for the Master's research work:

Research work in the scientific and pedagogical magistracy should:

- correspond to the main problems of the educational program in which the master's thesis is defended;
- be relevant, contain scientific novelty and practical significance;
- be based on modern theoretical, methodological and technological achievements of science and practice;
- be carried out using modern methods of scientific research;

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- contain research (methodological, practical) sections on the main protected provisions;

- be based on the best international experience in the relevant field of knowledge.

6.4 Requirements for the experimental research work of a master's student:

Experimental research work in a specialized master's degree program should:

- correspond to the main problems of the educational program in which the master's work is defended;

- be based on modern achievements of science, technology and production and contain specific practical recommendations, independent solutions to management tasks;

- be carried out using advanced information technologies;

- contain experimental research (methodological, practical) sections on the main protected provisions.

6.5 The results of research or experimental research work at the end of each period of their passage are issued by the undergraduate in the form of a report.

6.6 The following provisions should be included in the content of the master's thesis:

– substantiation of the relevance, theoretical and practical significance of the research topic;

– analysis of the state of the issue in the direction of research;

– setting goals and specific research objectives;

– definition of the object and subject of research;

– selection of research methodology and methods;

– description of the stages and process of the study;

– drawing conclusions and evaluating the result;

– determination of validity reliability and scientific novelty of the results;

– having your own point of view, an independent approach to the disclosure of the topic.

6.7 The content of the master's thesis should reflect new material, including a description of scientific or applied facts, phenomena, laws or generalizations of previously known positions from other scientific positions or in a new perspective aspect.

6.8 The volume of the master's thesis is no more than 70 pages for technical specialties and 120 pages for humanitarian specialties.

6.9 The doctoral dissertation should contain mandatory structural elements in accordance with the methodological instructions. Design of the title page according to Appendix K.

7 Requirements for text documents containing straight text

7.1 Design of document.

7.1.1 The text of the document, if necessary, is divided into sections and subsections.

With a large volume of the document, it is allowed to divide it into parts, and parts, if necessary, into books. Each part or book is completed separately. All parts are given a

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name and assigned a document designation.

7.1.2 Sections must have ordinal numbers within the entire document (parts, books), indicated by Arabic numerals without a dot and written with paragraph indentation. Subsections should be numbered within each section. The subsection number consists of the section and subsection numbers separated by a dot. There is no dot at the end of the subsection number. Sections, as well as subsections, may consist of one or more items.

7.1.3 If the document does not have subsections, then the numbering of paragraphs in it should be within each section, and the paragraph number should consist of section and paragraph numbers separated by a dot. There is no dot at the end of the item number.

Example

1 Types and basic sizes

1.1
1.2
1.3

} – Numbering of paragraphs of the first section of the document

2 Technical requirements

2.1
2.2
2.3

} – Numbering of paragraphs of the second section of the document

If the document has subsections, then the numbering of paragraphs should be within the subsection, and the paragraph number should consist of the section, subsection and paragraph numbers separated by dots.

Example

3 Test methods

3.1 Devices, materials and reagents

3.1.1
3.1.2
3.1.3

} – Numbering of paragraphs of the first subsection of the third section of the document

3.2 Preparation for the test

3.2.1
3.2.2
3.2.3

} – Numbering of paragraphs of the second subsection of the third section of the document

7.1.4 If a section or subsection consists of one item, it is also numbered.

7.1.5 If the text of the document is divided only into paragraphs, they are numbered by ordinal numbers within the document.

7.1.6 Paragraphs, if necessary, can be divided into sub-paragraphs, which should be numbered sequentially within each paragraph, for example: 4.2.1.1, 4.2.1.2, 4.2.1.3, etc.

7.1.7 Enumerations can be given inside paragraphs or sub-paragraphs. Enumerations are distinguished in the text by paragraph indentation, which is used only in the first line.

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7.1.8 Each position is preceded by a lowercase letter, given in alphabetical order (with the exception of the letters ё, з, й, о, ч, ь, ы, ъ), and after it - a parenthesis.

To further detail the enumerations, Arabic numerals are used, after which a bracket is placed, leading them with an offset to the right by two signs relative to the enumerations indicated by letters (see Ex. 1).

It is allowed, if there is no need in the text of the document, to refer to one or more enumerations, to arrange enumerations in unnumbered lists and to put a hyphen before each position of the enumeration (see Ex. 2).

Example 1

a) _____

b) _____

1) _____

2) _____

c) _____

Example 2

— _____

— _____

— _____

7.1.9 Each paragraph, sub-paragraph and enumeration is recorded with paragraph indentation.

7.1.10 Sections and subsections should have names. Items, as a rule, do not have names.

The names of the sections in the aggregate should disclose the topic of the work (project), and the names of the subsections in the aggregate should disclose the corresponding section.

The names should be printed with a capital letter without a dot at the end, without underlining with paragraph indentation. Hyphenation of words in names is not allowed. If the name consists of two sentences, they are separated by a dot. The names of sections and subsections are allowed to be in bold.

The distance between the name of the section and the text, between the name of the section and the subsection, as well as the distance between the name of the subsection and the subsequent text, when executing the document by handwriting - 8 mm, with output to the PC should be equal to 1 mm.

Subsections within one section are separated by a deviation equal to 2 inputs from the previous text or 16 mm when executing a document in a handwritten way.

7.1.11 It is recommended to start each section of a textual document with a new sheet (page). The names of the section, subsection and the following text should be on

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the same sheet. The transfer of the name from one sheet to another is not allowed.

7.1.12 Free space is not allowed on the document sheets. All sheets of the document must be filled in (with the exception of the last sheet of the section).

7.1.13 In a document (part, book) of a large volume, on the first (title) sheet and, if necessary, on subsequent sheets, content is placed, including the numbers and names of sections and subsections indicating the numbers of sheets (pages).

The contents include the total number of sheets of this document (parts, books).

The word "Table of content" and the word "Abstract" are written in the form of a title in the middle of the first line of the page (symmetrical to the text) with a capital letter. It is allowed to highlight the word "Table of content" and the word "Abstract" in bold. The names included in the content are written in lowercase letters, starting with an uppercase letter.

Example

Table of content

Introduction	5
1 Problems of elasticity theory and oscillation theory	6
1.1 Round plates. Fluctuations and stability	6
1.2 Symmetrical deformation of round plates lying on an elastic base	32
2 Problems of the theory of thermal conductivity	86
Conclusion	93
List of references	94
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7.1.14 Normative references contain a list of normative documents to which references are given in the text of the standard.

The list of reference documents begins with the words: "In this thesis project (work) references to the following normative documents are used: "or" In this thesis project (work) references to the following standards are used:", if the thesis project (work) contains references only to standards.

The list includes designations and names of regulatory documents in ascending order of registration numbers of designations in the following sequence:

- national standards;
- interstate standards;
- international and regional standards;
- organization standards.

References to other categories of documents – technical regulations, rules and recommendations, the norms of which are directly or indirectly used in the thesis project (work), are given in the section "List of references" in accordance with paragraph 8.1.18.

7.1.15 The numbering of the pages of the document and the appendices included in this document should be continuous page numbering, the title page is included in the

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general numbering. The number is not put on the title page, on subsequent pages the number is put down in Arabic numerals in the center of the lower part of the sheet without a dot from the second page of the Introduction section.

7.1.16 If the document contains figures and tables that are located on separate pages, they must be included in the general numbering. If the drawing or table is located on sheets larger than A4, they should be considered as one page. In these cases, it is allowed not to put down the page number. Appendices and the list of references should be included in the continuous page numbering.

7.1.17 If the document is placed in two or more volumes, the pages of each volume are numbered separately.

7.1.18 At the end of the textual document is a list of literature that was used in its compilation. Execution of the list and references to it in the text - according to GOST 7.32. The list of references is included in the content of the document.

7.1.19 List of references

7.1.19.1 The list should contain a list of references used in the execution of the document.

7.1.19.2 The literature should be arranged in the order in which references appear in the text of the document. References to the literature used should be given in square brackets. For example: "... all generations and varieties of manipulators always retain their positions in a certain field of application [26]".

7.1.19.3 Information about books (monographs, textbooks, reference books, etc.) should include: information about the author (surname and initials of the author); title of the book; information about the repetition of the publication; place of publication; year of publication; serial number of the volume, issue or part; number of pages (Appendix L).

7.1.19.4 The author's surname should be indicated in the nominative case. If the book is written by two or more authors, then their surnames with initials are indicated in the sequence in which they are printed in the book, a comma is placed before the surname of the subsequent author.

7.1.19.5 The name of the place of publication must be given in full in the nominative case.

7.1.19.6 Information about an article from a periodical (ongoing) publication should include: the author's surname and initials, the title of the article, the name of the publication (journal, name of the series, if any), year of issue, volume (if necessary), number of the publication (journal), pages on which the article is placed.

The title of the article is given in the form in which it is given in the periodical.

When specifying the number of pages on which the article is placed, the numbers of the first and last pages, separated by dashes, should be given.

7.1.19.7 When specifying the page numbers on which the article is placed, you should include the numbers of the first and last pages separated by dashes.

7.1.19.8 Information about inventions should include: the application number; the country in which the copyright certificate was issued; the name of the invention; the au-

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thors; the publication in which the description of the invention was published; the year of issue and the publication number.

The name of the invention must be indicated in full in the form in which it is given in the document.

7.1.19.9 Information about design and other technical documentation (about industrial catalogs, price lists and other similar documents) should include: title, type of documentation, organization, city and year of issue.

7.2 Presentation of the text of the document

7.2.1 The full name of the product on the title page, in the main inscription and at the first mention in the text of the document should be the same.

In the following text, the order of words in the name should be direct, i.e. in the first place should be the definition (adjective), and then the name of the product (noun), while it is allowed to use the abbreviated name of the product.

The names given in the text of the document and in the illustrations should be the same.

7.2.2 The text of the document should be concise, clear and not allow for different interpretations.

When stating mandatory requirements in the text, the words "should", "shall", "necessary", "required to", "allowed only", "not allowed", "prohibited", "should not" should be used. When presenting other provisions, the words "may be", "as a rule", "if necessary", "in case", etc. should be used.

At the same time, it is allowed to use a narrative form of presentation of the text of the document, for example: "apply", "indicate", etc.

The documents should use scientific and technical terms, designations and definitions established by the relevant standards, and in their absence - generally accepted in the scientific and technical literature.

The documents should use scientific and technical terms, designations and definitions established by the relevant standards, and in their absence - generally accepted in the scientific and technical literature. The list is included in the content of the document.

7.2.3 It is not allowed in the text of the document:

- apply colloquial phrases, technicisms, professionalism;
- apply different scientific and technical terms similar in meaning (synonyms) for the same concept, as well as foreign words and terms if there are equivalent words and terms in the Russian language;
- apply arbitrary word formations;
- apply abbreviations of words, except for those established by the rules of Russian spelling, relevant state standards;
- abbreviate the designations of units of physical quantities if they are used without numbers, with the exception of units of physical quantities in the heads and sides of tables, and in the transcripts of letter designations included in formulas and figures.

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7.2.4. In the text of the document, with the exception of formulas, tables and figures, it is not allowed:

- apply the mathematical minus sign (–) before negative values of quantities (the word "minus" should be written);
- use the sign "Ø" to indicate the diameter (the word "diameter" should be written). When specifying the size or maximum deviations of the diameter in the drawings placed in the text of the document, the sign "Ø" should be written before the dimensional number;
- apply mathematical signs without numerical values, for example > (greater than), < (less than), = (equal to), ≥ (greater than or equal to), ≤ (less than or equal to), ≠ (not equal to), as well as signs No. (number), % (percentage);
- apply indexes of standards, technical specifications and other documents without a registration number.

7.2.5 If the document contains explanatory inscriptions applied directly to the manufactured product (for example, on slats, plates for controls, etc.), they are highlighted in font (without quotation marks), for example: ON, OFF, or quotation marks - if the inscription consists of numbers and (or) signs.

The names of commands, modes, signals, etc. in the text should be marked with quotation marks, for example: "signal +27 enabled".

7.2.6 The list of allowed abbreviations of words is established in GOST 2.316.

If a special system of abbreviations of words or names is adopted in the document, then it should contain a list of accepted abbreviations, which is placed in the section "Designations and abbreviations" before the section "Introduction".

7.2.7 Conventional letter designations, images or signs must comply with the accepted designations in the current legislation and state standards. In the text of the document, before the designation of the parameter, its explanations are given, for example: "temporary resistance to rupture σ_B ".

If it is necessary to use symbols, images or signs that are not established by current standards, they should be explained in the text or in the list of symbols.

7.2.8 The document should use standardized units of physical quantities, their names and designations in accordance with GOST 8.417.

Along with SI units, if necessary, the units of previously used systems authorized for use are indicated in parentheses. The use of different systems of designation of physical quantities in the same document is not allowed.

7.2.9 In the text of the document, numerical values of quantities with the designation of units of physical quantities and units of account should be written in numbers, and numbers without the designation of units of physical quantities and units of account from one to nine should be written in words.

Example 1

Test five pipes, each 5 meters long.

Example 2

Select 15 pipes for pressure testing.

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7.2.10 The unit of physical quantity of the same parameter within the same document must be constant. If the text contains a number of numerical values expressed in the same unit of physical quantity, then it is indicated only after the last numerical value.

Example

1,50; 1,75; 2,00 m.

7.2.11 If a range of numerical values of a physical quantity expressed in the same unit of physical quantity is given in the text of the document, then the designation of the unit of physical quantity is indicated after the last numerical value of the range.

Example 1

from 1 to 5 mm or from 10 to 100 kg

Example 2

from plus 10 to minus 40 °C.

It is unacceptable to separate a unit of physical quantity from a numerical value (transfer them to different lines or pages), except for units of physical quantities placed in tables made by typewritten method.

7.2.12 When giving the largest or smallest values of quantities, the phrase "should be no more (no less)" should be used.

When giving acceptable values of deviations from the specified norms, requirements, the phrase "should not be more (less)" should be used.

7.2.13 The numerical values of the values in the text should be indicated with the degree of accuracy that is necessary to ensure the required properties of the product, while the number of decimal places is aligned in a number of values.

The rounding of numerical values of quantities to the first, second, third, etc. decimal places for different sizes, brands, etc. of products of the same name should be the same.

7.2.14 Fractional numbers must be given in the form of decimals, with the exception of sizes in inches, which should be written 1/4", 1/2" (but not $\frac{1}{4}$, $\frac{1}{2}$).

If it is impossible to express a numeric value in the form of a decimal fraction, it is allowed to write as a simple fraction in one line separated by a slash, for example: 5/32, (50A – 4C)/(408 + 20).

7.2.15 Explanations of the symbols and numerical coefficients included in the formula, if they are not explained earlier in the text, should be given directly under the formula. Explanations of each character should be given from a new line in the sequence in which the characters are given in the formula. The first line of the explanation should begin with the word "where" without paragraph indentation and a colon after it.

Example

The density of each sample p , kg/m³ is calculated by the formula:

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$$p = \frac{m}{v}, \quad (1)$$

where m – sample weight, kg;

v – sample volume, m³.

7.2.16 Formulas and equations should be separated from the text in a separate line. At least one free line must be left above and below each formula or equation. If the equation does not fit in one line, then it must be moved after the equal sign (=) or after the plus signs (+), minus signs (-), multiplication (x), division (:), or other mathematical signs, and the sign at the beginning of the next line is repeated.

7.2.17 In documents published by the typographic method, formulas can be executed by typewritten method or in a drawing font with a height of at least 2.5 mm. The use of typewritten and handwritten characters in the same formula is not allowed.

7.2.18 Formulas, with the exception of formulas placed in the appendix, should be numbered through numbering with Arabic numerals, which are written at the formula level on the right in parentheses. One formula is denoted by - (1).

References in the text to the ordinal numbers of formulas are given in parentheses, for example: in the formula (1).

Formulas placed in appendices should be numbered separately in Arabic numerals within each appendix with the addition of the application designation before each digit, for example: in the formula (B.1).

Numbering of formulas within the section is allowed. In this case, the formula number consists of the section number and the ordinal number of the formula separated by a dot, for example: (3.1).

7.2.19 The order of presentation of mathematical equations in documents is the same as formulas.

7.2.20 The note is given in the documents if explanations or reference data are needed to the content of the text, tables or graphic material.

The notes should not contain requirements. The word "Note" should be capitalized from the paragraph to the order and not underlined.

7.2.21 The note should be placed directly after the text, graphic material or in the table to which these notes relate.

7.2.22 One note in the text is preceded by the word "Note", placed at the beginning of the first line of the text of the note, a dash is put, and the note is printed with a capital letter. Several notes are numbered in Arabic numerals in order, for example, "Note 1", "Note 2", "Note 3", etc.

A note to the table is placed at the end of the table above the line indicating the end of the table in accordance with Figures 15 and 18.

7.2.23 The example in the document should be preceded by the word "Example" at the beginning of the first line of the example text. If there are several examples in the same paragraph or sub-paragraph, they should be marked: "Example 1", "Example 2", "Example 3", etc.

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Example 1

Note – The sizes enclosed in brackets are not recommended to be used.

Example 2

Note 1 Parts can be selected from more than one set.

Note 2 Lamps are selected from among the types that have a wide application.

7.2.24 When referring to other documents, the document as a whole or its sections and appendix should be indicated. References to subsections, paragraphs, tables and illustrations are not allowed, with the exception of subsections, paragraphs, tables and illustrations of this document.

When referring to standards, only their designations are indicated, while it is allowed not to indicate the year of their approval, provided that the designation with the year of approval is recorded at the end of the text document under the heading "REFERENCE NORMATIVE DOCUMENTS" in accordance with Figure 1.

The designation of the document to which the reference is given	The number of the section, subsection, paragraph, sub-paragraph, enumeration, annex, document being developed, in which the link is given
--------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------

Figure 1 - Registration of reference normative documents

When referring to other documents, the name of the document is also indicated in the column "Document designation". When referring to a section or application, indicate its number.

7.3 Design of illustrations and applications

7.3.1 The number of illustrations should be sufficient to explain the text being presented. Illustrations can be located either along the text of the document (possibly closer to the corresponding parts of the text), or directly after the text in which they are mentioned for the first time, or on the next page. Illustrations (drawings, maps, graphs, diagrams, diagrams, photographs) must be made in accordance with the requirements of the Unified system for design documentation standards. Illustrations, with the exception of illustrations of appendices, should be numbered with Arabic numerals through numbering. If there is one drawing, then it is designated "Figure 1".

The illustrations of each appendix are designated by a separate numbering in Arabic numerals with the addition of the application designation before the digit, for example, "Figure A.3".

It is allowed to number illustrations within the section. In this case, the illustration number consists of the section number and the serial number of the illustration, separated by a dot, for example: Figure 1.1.

When referring to illustrations, it should be written: "... in accordance with Figure 2"

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with end-to-end numbering and "... in accordance with Figure 1.2" when numbering within the section.

Illustrations, if necessary, may have a name and explanatory data (caption text) placed in the center. The word "Figure" and the name are placed after the explanatory data under the figure as follows:

Figure 1 – Device details

Illustrations must be separated from the main text when executed in a handwritten way – 8 mm, with output to a PC – 1 input.

7.3.2 If there is an illustration in the text of the document depicting the components of the product, then this illustration should indicate the position numbers of these components within this illustration, which are arranged in ascending order, with the exception of repeating positions, and for electrical and radio elements - positional designations established in the diagrams of this product.

When referring to individual elements of parts in the text (holes, grooves, grooves, collars, etc.), they are indicated in capital letters of the Russian alphabet. These data are applied in the illustrations according to GOST 2.109.

7.3.3 All illustrations in the document must be made in black (pencil, ink, ink, paste).

7.3.4 The material supplementing the text of the document may be placed in appendices. The application can be, for example: graphic material, large format tables, calculations, descriptions of equipment and devices, descriptions of algorithms and programs of tasks, etc.

The application is issued as a continuation of this document on its subsequent pages or is issued as an independent document.

7.3.5 All appendices should be referenced in the text of the document. The appendices are arranged in the order of references to them in the text of the document.

7.3.6 Each application should start from a new page with the word "Application" and its designation at the top in the middle of the page.

The application must have a title that is written symmetrically relative to the text with a capital letter in a separate line.

7.3.7 The application is designated by capital letters of the Russian alphabet, starting with A, with the exception of the letters Ё, З, Й, О, Ч, Ъ, Ы, Ь. After the word "Application" follows the letter denoting its sequence.

In case of full use of the letters of the Russian alphabet, the appendices are indicated by Arabic numerals (for example, Appendix 1, Appendix 2).

If there is one appendix in the document, it is designated "Appendix A".

7.3.8 Applications, as a rule, are executed on A4 sheets. It is allowed to issue applications on sheets of A3, A4x3, A4x4, A2 and A1 format according to GOST 2.301.

7.3.9 The text of each appendix, if necessary, can be divided into sections, subsections, paragraphs, sub-paragraphs, which are numbered within each appendix. The number is preceded by the designation of this application.

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The appendices should have a common end-to-end page numbering with the rest of the document.

7.3.10 All applications should be listed in the contents of the document with their numbers and titles.

7.4 Rules for executing diagrams

Diagrams placed in the text must comply with the requirements of the Unified system for design documentation standards, which establish the basic rules for performing diagrams depicting the functional dependence of two or more variables in the coordinate system.

7.4.1 The values of the quantities associated with the depicted functional dependence should be postponed on the coordinate axes in the form of scales.

Diagrams for the informational representation of functional dependencies can be performed without scales of values of quantities.

In a diagram without scales, the coordinate axes should end with arrows indicating the directions of increasing values of the quantities.

It is allowed to use such arrows also in diagrams with scales - outside the scales.

7.4.2 The values of variables should be stored on the coordinate axes in linear or nonlinear (for example: logarithmic) image scales. Diagrams without scales should be performed in all coordinate directions at the linear scale of the image.

As a scale, you should use a coordinate axis or a grid line that bounds the chart field.

In diagrams depicting several functions of different variables, as well as in diagrams in which one and the same variable must be expressed simultaneously in different units, it is allowed to use as scales both coordinate axes and coordinate grid lines that limit the diagram field or (and) straight lines located in parallel coordinate axes.

7.4.3 Next to the grid divisions or dividing strokes corresponding to the beginning and end of the scale, the corresponding numbers (values of values) should be indicated. If the reference point of the scales is zero, then it should be indicated once at the intersection point of the scales. Dividing strokes corresponding to multiple graphic intervals may be extended.

The numbers on the scales should be placed outside the chart field and placed horizontally.

It is allowed, if necessary, to put numbers at the scales inside the field of the diagram.

7.4.4 Diagrams should be made with lines according to GOST 2.303. The group of lines should be selected taking into account the complexity, size and purpose of the diagram. Coordinate axes and scale axes should be drawn as a solid main line. The coordinate grid lines and dividing strokes should be made with a solid thin line. In the diagram, the functional dependence should be performed with a solid line with a thickness of 2s. In cases where two or more functional dependencies are depicted in one general diagram, it is allowed to depict these dependencies with lines of various types according

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to GOST 2.303. (For example: stright and dashed).

7.4.5 Variables should be specified in one of the following ways:

- by the symbol;
- by the name;
- by name and symbol;
- by a mathematical expression of functional dependence.

In a diagram with scales, the notation of quantities should be placed at the middle of the scale from its outer side, and when denoting a symbol with a unit of measurement in the form of a fraction - at the end of the scale after the last number.

In a diagram without scales, the notation of quantities should be placed near the arrow that ends the axis. Symbols in the form of symbols and mathematical expressions should be placed horizontally, symbols in the form of names or names and symbols - parallel to the corresponding axes.

7.4.6 Units of measurement should be applied in one of the following ways:

- at the end of the scale between the last and penultimate numbers of the scale, if there is not enough space, it is allowed not to apply the penultimate number;
- together with the name of the variable after the comma;
- at the end of the scale, after the last number with the designation of a variable in the form of a fraction, in the numerator of which the designation of the variable is applied, and in the denominator - the designation of the unit of measurement.

The units of measurement of angles (degrees, minutes, seconds) should be applied once - at the last number of the scale.

If necessary, it is allowed to apply them at each number of the scale.

An example of the design of the diagram is given in Appendix O.

7.5 Construction of a table

7.5.1 Tables are used for better visibility and convenience of comparing indicators. The name of the table, if available, should reflect its content, be accurate, concise. The name of the table should be placed above the table with paragraph indentation on the next line after the words "Table 1" and placed above the table at a distance of 8 mm – when executed in handwriting, 1 input – with output to a PC.

7.5.2 The table should be placed directly after the text in which it is mentioned for the first time, or on the next page.

Tables must be separated from the main text at a distance of 8 mm – when executed in handwriting, 1 input – with output to a PC.

When transferring a part of the table to the same or other pages, the name is placed only above the first part of the table.

Digital material, as a rule, is arranged in the form of tables in accordance with Figure 2.

Table 1

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table name

Figure 2 – Design of tables

7.5.3 Tables, with the exception of annex tables, should be numbered with Arabic numerals through numbering.

The tables of each annex are designated by a separate numbering in Arabic numerals with the addition of the application designation before the digit.

If there is one table in the document, it should be designated "Table 1" or "Table B.1" if it is given in Appendix C.

It is allowed to number tables within a section. In this case, the table number consists of the section number and the ordinal number of the table, separated by a dot, for example, "Table 1.2".

7.5.4 All tables of the document should be referenced in the text of the document, the word "Table" should be written with the reference indicating its number.

7.5.5 The headings of the graph and table rows should be written with a capital letter, and the subheadings of the graph should be written with a lowercase letter if they make up one sentence with the title, or with a capital letter if they have independent meanings.

At the end of the headings and subheadings of the tables, the period is not put. The headings and subheadings of the graph are indicated in the singular.

7.5.6 Tables on the left, right and bottom are usually bounded by lines.

It is not allowed to separate the headings and subheadings of the sidewalls and the graph with diagonal lines.

Horizontal and vertical lines delimiting the rows of the table are not allowed to be drawn if their absence does not complicate the use of the table.

Graph headers, as a rule, are written in parallel to the rows of the table. If necessary, the perpendicular arrangement of the graph headers is allowed.

The head of the table should be separated by a line from the rest of the table.

The height of the table rows should be at least 8 mm. Font – Times New Roman, regular, size not less than 10, line spacing – single.

7.5.7 The table, depending on its size, is placed under the text in which the link to it is given for the first time, or on the next page, and if necessary, in the appendix to the document.

It is allowed to place the table along the long side of the document sheet.

7.5.8 If the rows or graphs of the table go beyond the page format, it is divided into parts, placing one part under another or next to it, while in each part of the table its head

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and sidewall are repeated. When dividing a table into parts, it is allowed to replace its head or sidewall, respectively, with the number of graphs and rows. At the same time, the columns and (or) rows of the first part of the table are numbered with Arabic numerals.

A table with a large number of rows can be moved to another sheet (page). When transferring a part of the table to another sheet (page), the word "Table" and its number are indicated once to the left above the first part of the table, the word "Continuation" is written above the other parts and the table number is indicated, for example: "Continuation of table 1". When transferring a table to another sheet (page), the title is placed only above its first part in accordance with Figure 3. When transferring a part of the table, the lower horizontal line limiting the table is not drawn.

Table ...

in millimeters

Nominal thread diameter of bolt, screw, stud	Inner diameter of the washer	Washer thickness					
		light		normal		heavy	
		a	B	a	B	a	B
2,0	2,1	0,5	0,8	0,5	0,5	-	-
2,5	2,6	0,6	0,8	0,6	0,6	-	-
3,0	3,1	0,8	1,0	0,8	0,8	1,0	1,2

Continuation of the table

... in millimeters

Nominal thread diameter of bolt, screw, stud	Inner diameter of the washer	Washer thickness					
		light		normal		heavy	
		a	B	a	B	a	B
4,0	4,1	1,0	1,2	1,0	1,2	1,2	1,6
...
42,0	42,5	-	-	9,0	9,0	-	-

Figure 3 – The design of the table when it is divided and continued

It is advisable to put a table with a large number of graphs in the appendix.

If the table is interrupted at the end of the page and its continuation will be on the next page, the lower horizontal line bounding the table is not drawn in the first part of the table.

Tables with a small number of graphs can be divided into parts and put one part next to another on the same page, while repeating the head of the table in accordance with Figure 4. It is recommended to divide the parts of the table with a double line or a line with a thickness of 2s.

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7.5.8 The column "number in order" is not allowed to be included in the table. Numbering of graphs in the table with Arabic numerals is allowed in cases when there are references to them in the text of the document, when dividing the table into parts, as well as when transferring part of the table to the next page in accordance with Figure 5.

Table ...

Diameter of the fastener rod, mm	Weight of 1000 pcs. steel washers, kg	Diameter of the fastener rod, mm	Weight of 1000 pcs. steel washers, kg
1,1	0,045	2,0	0,192
1,2	0,043	2,5	0,350
1,4	0,111	3,0	0,553

Figure 4 – The design of the table when it is divided into parts

Table ...

dimensions in millimeters

Conditional passage D_y	D	L	L_1	L_2	Weight, kg, no more
1	2	3	4	5	6
50	160	130	525	600	160
80	195	210			170

Figure 5 – Design of the table when numbering graphs

If it is necessary to number indicators, parameters or other data, ordinal numbers should be indicated in the first column (sidewall) of the table immediately before their name in accordance with Figure 6. Before numerical values of quantities and the designation of types, brands, etc. ordinal numbers are not affixed.

Table ...

The name of the indicator	Meaning	
	in mode1	in mode2
1 Collector current, A	5, at least	7, no more
2 Collector voltage, B	-	-
3 Collector load resistance, Ohms	-	-

Figure 6 – Design of the table when numbering indicators

7.5.9 If all the indicators given in the columns of the table are expressed in the same unit of physical quantity, then its designation must be placed above the table on the right, and when dividing the table into parts - above each part of it in accordance with Figure 3.

If most of the graphs in the table contain indicators expressed in the same units of

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physical quantities (for example: in millimeters, volts), but there are graphs with indicators expressed in other units of physical quantities, then the name of the predominant indicator and the designation of its physical quantity should be written above the table, for example: "dimensions in millimeters", "voltage in volts", and in the subheadings of the remaining graphs, give the name of indicators and (or) the designation of other units of physical quantities in accordance with Figure 5.

To shorten the text of headings and subheadings, separate concepts are replaced by alphabetic designations established by GOST 2.321 or other designations if they are explained in the text or shown in illustrations, for example: D - diameter, H - height, L - length.

Indicators with the same letter designation are grouped sequentially in ascending order of indices in accordance with Figure 5.

7.5.10 The restrictive words "more", "not more", "less", "not less" and others should be placed in one row or column of the table with the name of the corresponding indicator after the designation of its unit of physical magnitude, if they relate to the entire row or column.

At the same time, after the name of the indicator, a comma is placed before the restrictive words in accordance with Figures 5 and 6.

7.5.11 The designations of a unit of physical quantity common to all data in a row should be indicated after its name in accordance with Figure 6. It is allowed, if necessary, to put in a separate line (column) the designation of a unit of physical quantity.

7.5.12 If the values of the same physical quantity are placed in the column of the table, then the designation of the unit of physical quantity is indicated in the head (subtitle of this column) in accordance with Figure 7. Numerical values of quantities that are the same for several rows may be indicated once in accordance with Figures 5 and 7.

If the numerical values of the quantities in the columns of the table are expressed in different units of physical quantity, their designations are indicated in the subtitle of each column.

The designations given in the headings of the graph table should be explained in the text or graphic material of the document.

7.5.13 The designations of the units of the plane angle should be indicated not in the headings of the graph, but in each row of the table, as in the presence of horizontal lines separating the rows in accordance with Figure 8, and in the absence of horizontal lines in accordance with Figure 9.

Table ...

Type of insulator	Rated voltage, V	Rated current, A
PW-6/400	6	400
PW -6/800		800
PW -6/900		900

Figure 7 – Table layout with a set of values of the same physical quantity

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Table ...

L	B
3°5'30"	6° 30"
4° 23 '50"	8° 26'
5° 30' 20"	10° 30'

Figure 8 – Design of a table containing the designations of the units of a flat angle in the presence of horizontal lines

Table ...

L	B
3°5'30"	6° 30"
4° 23 '50"	8° 26'

Figure 9 – Design of a table containing the designations of the units of a flat angle in the absence of horizontal lines

7.5.14 The limit deviations relating to all numerical values of the quantities marked in one column are indicated in the head of the table under the name or designation of the indicator in accordance with Figure 10.

Table ...

in millimeters

Thread diameter	S ±0,2	H ±0,3	h ±0,2	B ±0,2	Nominal diameter of the cotter pin
4	7,0	5,0	5,2	1,2	1,0
5	8,0	6,0	4,0	1,4	1,2
6	10,0	7,5	5,0	2,0	1,6

Figure 10 – Design of a table with marginal deviations of all numerical values

7.5.15 Limit deviations related to several numerical values of quantities or to a certain numerical value of a quantity are indicated in the separate column in accordance with Figure 11.

Table ...

in millimeters

Bearing outer diameter	Groove				D ₂	Mounting ring			
	D ₁	A	B	Z		H	C	P	Z ₂

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	nomin.	Before. off.	nomin.	Before. off.				nomin.	Before. off.			nomin.	Before. off.	
30	23,2							34,6						
32	30,2							34,6						
35	33,2	0,25	2,05	-0,15	1,3	0,4		39,6	3,2	-0,15	1,1	0,6	0,4	-0,1
37	34,8							41,2						

Figure 11 – Design of a table with marginal deviations of several numerical values

7.5.16 The text repeated in the lines of the same column and consisting of identical words alternating with numbers is replaced with quotation marks in accordance with Figure 12. If the repeated text consists of two or more words, at the first repetition it is replaced with the words "The same", and then with quotation marks in accordance with Figure 13. If the previous phrase is part of the subsequent one, then it is allowed to replace it with the words "The same" and add additional information.

If there are horizontal lines, the text must be repeated.

7.5.17 It is not allowed to replace numbers, mathematical signs, percent signs and numbers, the designation of material brands and product sizes, and the designation of document numbers with quotation marks.

7.5.18 In the absence of separate data in the table, a dash (dash) should be placed in accordance with Figure 12.

Table ...

in millimeters

Countersink diameter	C	C ₁	R	h	H ₁	S	S ₁
from 10 to 11 inclusive.	3,17	-	-	3,00	0,25	1,0	-
Sv 11 " 12 "	4,85	0,14	0,14	3,84	-	1,60	6,75
" 12 " 14 "	5,50	-	4,20	7,45	1,45	2,00	6,90

Figure 12 – Design of a table with repeated text

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Table ...

Grade of steel and alloy		Appointment
New designation	Old designation	
08X181110	0X81110	Pipes, furnace fittings, heat exchangers, pipes, muffles, retorts and exhaust collectors, spark plug electrodes
08X181110T	0X181110T	The same
12X181110T	X181110T	"
09X1511810	X1511910	For products operating in atmospheric conditions

Figure 13 – Design of a table with a repeating text of two or more words

7.5.19 When specifying consecutive intervals of numbers in the tables covering all the numbers in the series, they should be written: "from ... to ... included.", "St. ... to ... on." according to Figure 12.

In the interval covering the numbers of the row, it is allowed to put a dash between the extreme numbers of the row in the table in accordance with Figure 14.

Table ...

Name of the material	Melting point, K(°C)
Lattin	1131–1173 (858–900)
Steel	1573–1673 (1300–1400)
Cast iron	1373–1473 (1100–1200)

Figure 14 – Design of the table with the extreme numbers of the row

The intervals of numbers in the text are written with the words "from" and "to" (meaning "from ... to ... inclusive"), if a unit of physical quantity or numbers are indicated after the numbers, represent dimensionless coefficients, or separated by a hyphen if the numbers represent ordinal numbers.

Example 1 ... the layer thickness should be from 0.5 to 20 mm

Example 2 - 12, figure 1-14.

7.5.20 In the tables, if necessary, stepped bold lines are used to highlight the range assigned to a certain value, combine positions into groups and indicate the preferred numerical values of indicators that are usually located inside the stepped line, or to indicate which values of the graph and rows certain deviations refer to in accordance with

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Figure 15. At the same time, an explanation of these lines should be given in the text.

Table ...

Outer diameter, mm	Weight of 1 m of pipe, kg, with wall thickness, mm							
	3,0	3,5	4,0	4,5	5,0	5,5	6,0	6,5
32	2,146	2,460	2,762	3,052	3,329	3,594	3,947	4,316
38	2,589	2,978	3,354	3,718	4,069	4,408	4,735	5,049
42	2,885	3,323	3,749	4,162	4,665	4,951	5,327	5,690
45	3,071	3,582	4,044	4,495	4,932	4,358	5,771	6,171
50	3,474	4,014	4,538	5,049	5,049	6,036	6,511	6,972

Note – It is preferable to use pipes with parameters whose values are outlined with a thickened line.

Figure 15 – Design of a table with step-by-step ranges of values

7.5.21 The numerical value of the indicator is put down at the level of the last line of the indicator name in accordance with Figure 16.

Table ...

The name of the indicator	The value of the excavator, type				
	Ecl 1,2	Eco 1,7	Eco 1,2	Eco 2,0	Eco 3,0
Digging depth, not less than	1,29	1,70	1,2*	2,0*	3,0*
Digging width	0,25	-	0,4; 0,6; 0,8	0,6**; 0,9; 1,0	1,5; 2,0; 2,5

* With the lowest fill factor
** For excavators on a tractor 130

in meters

Figure 16 – Design of a table with numerical values of indicators

The value of the indicator, given in the form of text, is recorded at the level of the first line of the indicator name in accordance with Figure 17.

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Table ...

The name of the indicator	Value	Test method
1 Appearance of the plastic film	Smooth homogeneous with smoothly trimmed edges 12,8 (1,3)	By 5.2
2 Breaking tensile stress MPa (kgf/cm ²)	12,8 (1,3)	By GOST 14236

Figure 17 – Design of a table with the values of indicators in the form of text

7.5.22 The numbers in the graphs of the tables should be put down so that the digits of the numbers in the entire graph are located one below the other, if they relate to the same indicator. In one column, as a rule, the same number of decimal places for all values of quantities must be observed.

7.5.23 If it is necessary to indicate in the table the preference for the use of certain numerical values, values of quantities or types (brands, etc.) of products, it is allowed to use conditional marks with an explanation of them in the text of the document.

To highlight the preferred nomenclature or limit the numerical values or types (brands, etc.) of products used, it is allowed to enclose in brackets those values that are not recommended for use, or have a restrictive application, indicating in the note the value of the brackets in accordance with Figure 18.

Table ...

in millimeters

Screw length	
Nomin.	Before. off.
(18)	±0,43
20	±0,52
(21)	
25	
Note – The sizes enclosed in brackets are not recommended to be used.	

Figure 18 – Design of the table with the selection of the preferred nomenclature

7.5.24 If there is a small amount of digital material in the document, it is impractical to formalize it with a table, but it should be given in text, having digital data in the form of columns.

Example

Limit deviations of the profile sizes of all rooms:

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by height..... ± 2,5%
 by shelf width..... ± 1,5%
 by wall thickness..... ± 0,3%
 by shelf thickness..... ± 0,3%

7.6 Endnote

7.6.1 If it is necessary to explain the individual data given in the document, then these data should be indicated by superscript endnotes.

Endnotes in the text are placed with paragraph indentation at the end of the page on which they are indicated, and separated from the text by a short thin horizontal line on the left side, and to the data located in the table, at the end of the table above the line indicating the end of the table.

7.6.2 The endnote sign is placed immediately after the word, number, symbol, sentence to which the explanation is given, and before the text of the explanation.

7.6.3 The endnote sign is executed in Arabic numerals with a parenthesis and placed at the level of the upper edge of the font.

Example 1

.....
 "... printing device ²⁾ ...".

Example 2

.....
 1) T3 is approved by the head of the enterprise of the developer organization.

2) The research customer can be a state customer, an individual or a legal entity of any organizational and legal form of ownership interested in its results.

The numbering of footnotes is separate for each page.

It is allowed to make footnotes with asterisks instead of numbers. It is not recommended to use more than four stars.

7.7 Examples

7.7.1 Examples can be given in cases where they explain the requirements of the document or contribute to a more concise presentation of them.

7.7.2 Examples are placed, numbered and decorated in the same way as notes (by 7.2.23).

8 Requirements for presentation of the title page

8.1 The graduation project (work) must have a cover before the title page (Appendix A)

8.1 The title page is the first sheet of the document of the master's thesis, diploma and course project (work), control work, reports.

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8.2 The title page is executed on A4 sheets in the form, in accordance with the Appendices B, C and D.

field 1 - name of the university;

field 2 - in the left part – security clearance, in the right part - approval stamp (to be filled in if necessary);

field 3 - the name of the document (in large font) for which the title page is made. For documents developed by students, specify (if necessary) the name of the discipline and the topic of the assignment;

field 4 - the cipher and the name of the educational program:

field 5 - signatures of the document developers, in the left part - an assessment is put down. For documents developed by students, it is mandatory to have the signature of the head of development or the person who will accept the document;

field 6 - the year of publication of the document (without specifying the word "year" or "y").

8.3 Title pages of research reports, master's/doctoral papers should be carried out according to the Appendices F, G, H and J.

9 Requirements for presentation of the main inscription

9.1 The content, location and dimensions of the graph of the main inscriptions must correspond to:

– the drawings and diagrams developed by students of all specialties, except construction, and on the drawings of construction products – form 1 in accordance with Figure 19;

– the drawings of buildings developed by students of construction specialties - form 2 in accordance with Figure 20;

9.2 The main inscriptions and frames are made with solid main thin lines according to GOST 2.303.

9.3 The main inscriptions according to GOST 2.104 are located in the lower right corner of the drawing.

On A4 (II) GOST 2.301 sheets, the main inscriptions are placed along the short side of the sheet.

The location of the main labels is shown in Figure 21.

9.4 In the columns of the main inscription (graph numbers are shown in parentheses) indicate:

– in column 1 – the name of the product or the name of the drawing (scheme);

– in column 2 – the topic of the graduation project, course project (work) or the name of the subject on which the course work or assignment is being performed. For example: "Course work on OVZ". For course projects (works) an abbreviated designation of the topic with an indication of the task option is allowed. For example, WG-1-01 (worm gear, task option 1-01);

– in column 3 – the designation of the part material and GOST for the material (the

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column is filled only in the drawings of the parts);

- in column 4 – the mass of the product;
- in column 5 – the stage of project implementation;
- in column 6 – scale;
- in column 7 – the serial number of the sheet (on documents consisting of one sheet, the column is not filled in);
- in column 8 – the total number of sheets of the diploma (course) project (work);
- in column 9 – the name of the university, the full or abbreviated name of the department on the topic of which the diploma (course) project (work) is being carried out, the symbol of the group in which the student-developer is studying. For Example, dep. TEME&SD, gr. Mash-19-1;
- in column 10 – the designation of the sheet format according to GOST 2.301;
- in column 11 – the name of the company, which includes the building (co-armament);
- in column 12 – the name of the building (structure);
- in column 13 – the name of the images placed on this sheet, in exact accordance with the name indicated under the drawing image.

10 Requirements for presentation of drawing sheets

10.1. Line of cutting

10.1.1 On the drawing sheets, you should apply the cutting lines of the original in the copy. The position of the line is indicated in the drawing in accordance with Figure 22.

10.1.2 The cutting line of the original should be applied with a thin line with a thickness of at least 0.25 mm.

Note. It is allowed to apply the original cutting lines only on the corners of the drawing sheets.

10.1.3 The cutting line of the copy should be applied with a thick line with a thickness of at least 0.7 mm.

10.2 Framing line

The framing line should be applied at a distance of 5 mm from the cutting line of the copy in the direction of the drawing field for A3 and A4 format and at a distance of 5 to 10 mm for other formats. Line thickness – not less than 0.7 mm.

10.3 Drawing file field

There should be a 20x297mm filing field on all drawing sheets.

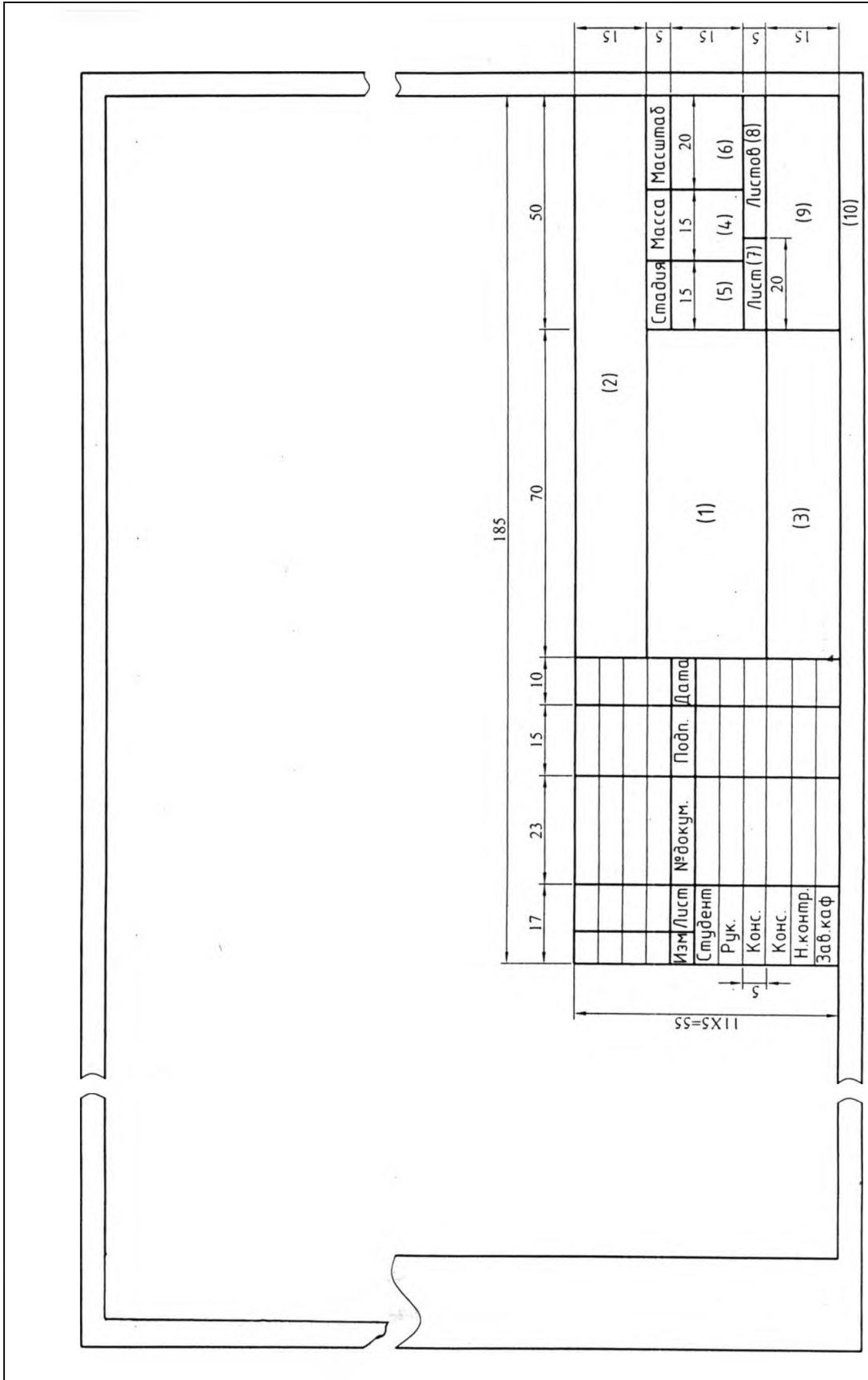


Figure 19 – Design of drawings and diagrams developed by students of all educational programs, except construction

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Form 2

Technical drawing of a drawing frame with dimensions and labels for various fields. The frame is rectangular with a total width of 185 and a total height of 115. The drawing area is 170 wide and 85 high. The right side of the frame contains a title block with the following fields and dimensions:

17	23	15	10	70	50
(2)					
(1)		(3)			
(9)		(10)			
Изм/Лист	№ докум.	Подп.	Дата	Студия	Масса
Студент				15	15
Рук.				(5)	(4)
Конс.				Лист(7)	Листов(8)
Конс.				20	(6)
Н. контр.					
Заб. каф.					
(9)					
(10)					

Figure 20 – Design of drawings and diagrams developed by students of all construction educational programs

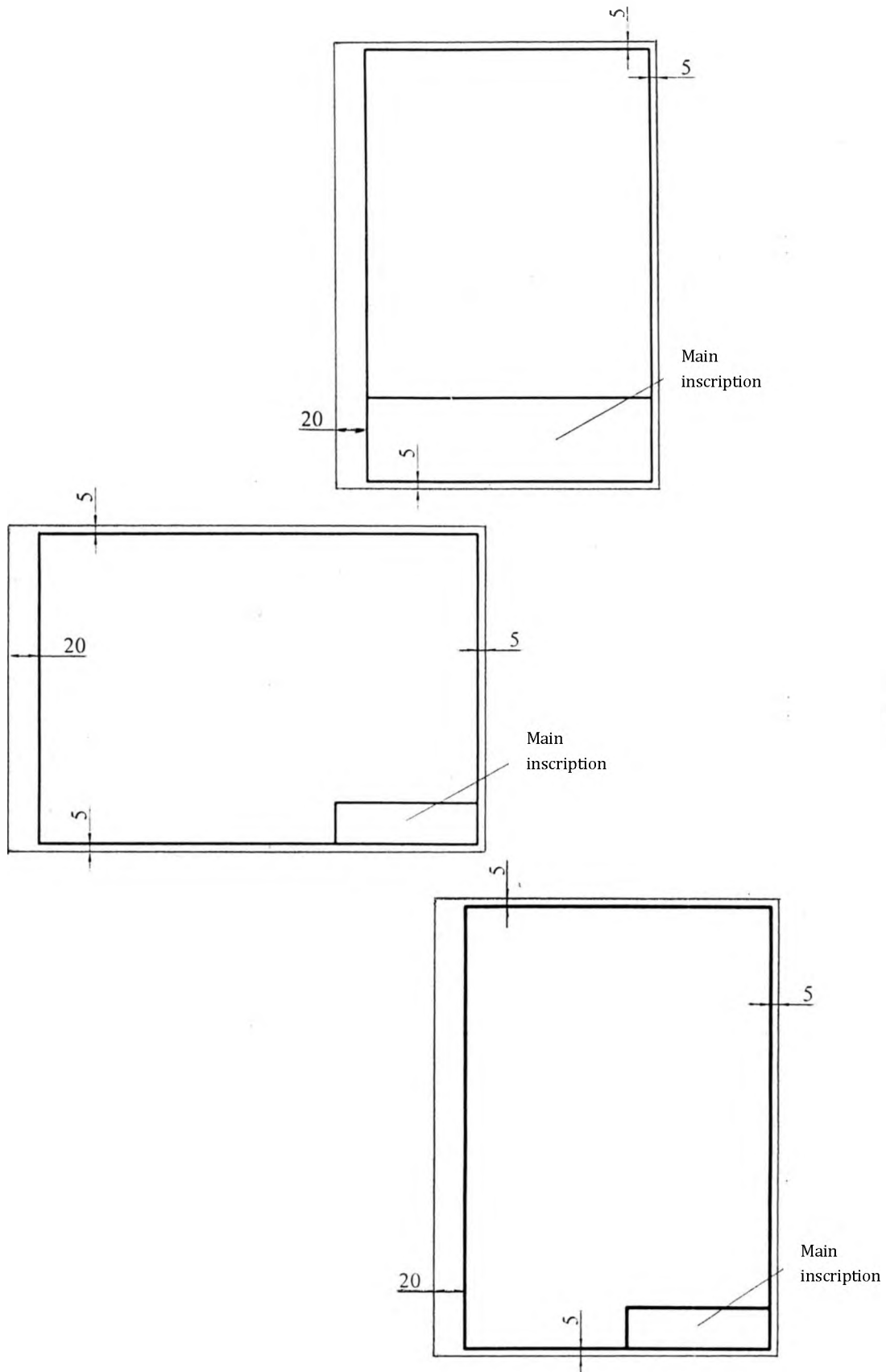
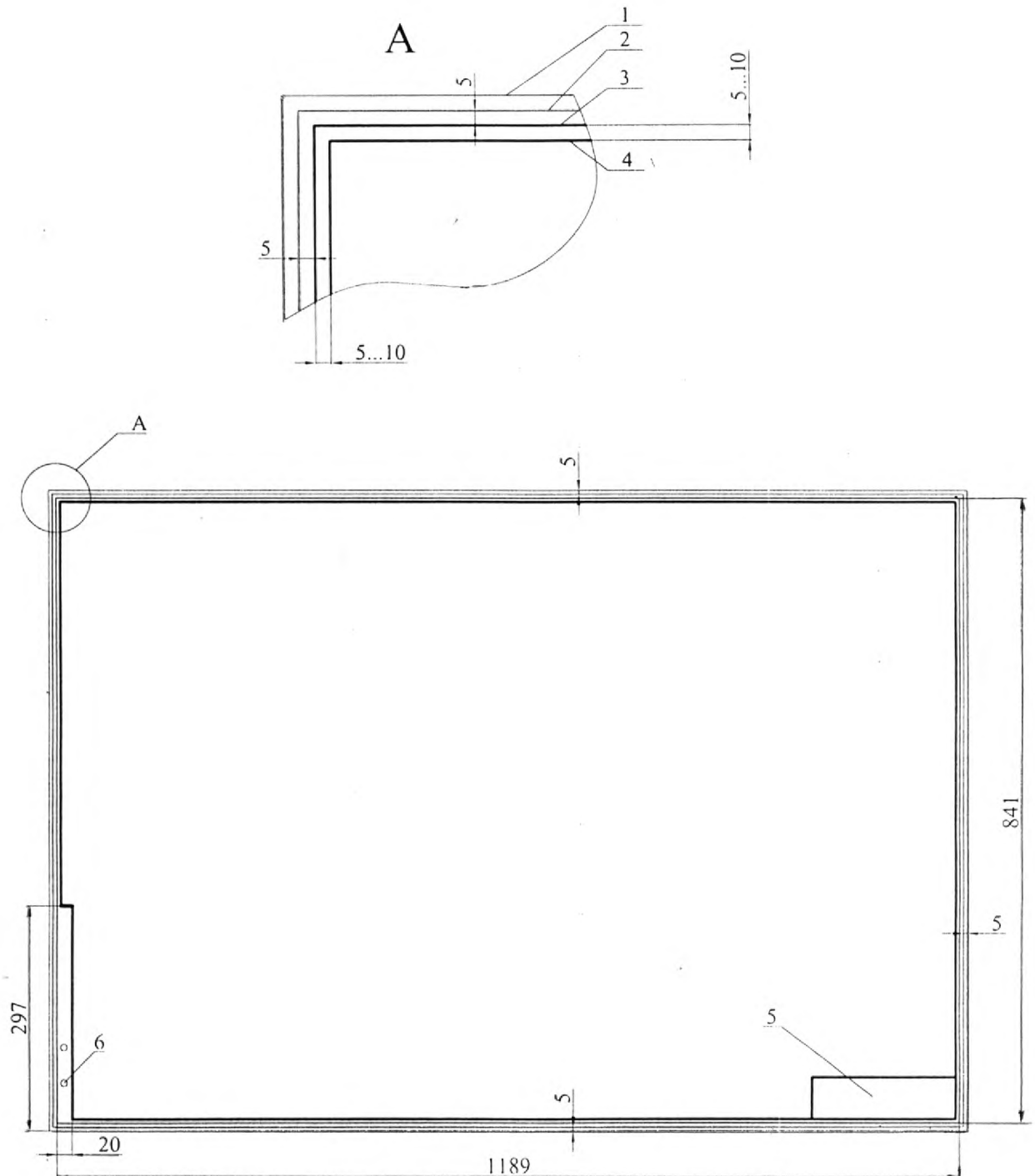


Figure 21 – Examples of the location of the main inscription in the drawings



- 1 – drawing sheet; 2 – cutting line of the original; 3 – cutting line of the copy;
4 – framing line; 5 – main inscription; 6 – field for filing the drawing

Figure 22 – The position of the lines in the drawing

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11 Approval, negotiation and implementation

The approval of this Rules is carried out with the Board Member - Vice-Rector for Academic Affairs and is made out in the "Approval Sheet" (Appendix B).

The date of introduction of the document is the date of negotiation/approval of the document. The document comes into effect at the time of its approval.

12 Ensuring the availability

The provision of units with copies of this Rules is carried out by posting on the website.

13 Storage

The storage of this Rules is carried out in accordance with DP X-01-2022.

14 Analysis and updating

Verification, analysis and updating of this Rules is carried out in accordance with DP X-01-2022.

15 Making changes

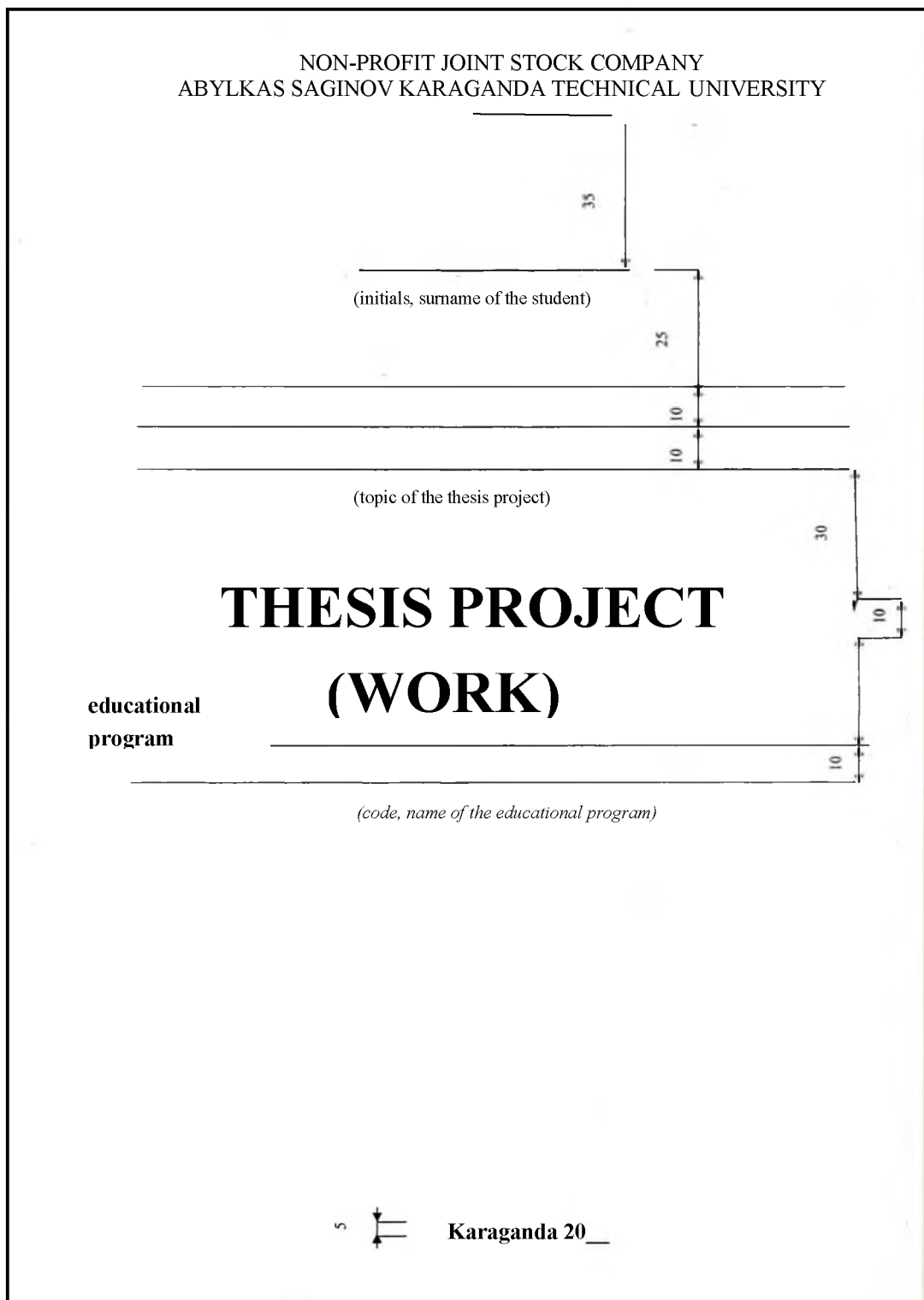
Making changes to this Rules are made in accordance with DP X-01-2022.

NPJSC “Abylkas Saginov Karaganda Technical University”	<p style="text-align: center;">Rules General requirements for the presentation of text educational documents and basic inscriptions</p>	R V-08-2022 Version 01 Date 2022.11.02 P. 38 out of 51
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Appendix A
(mandatory)

F. R V-08-01

Presentation of the cover for the thesis project (work)



Appendix B
(mandatory)

F. R VIII-01-02

Presentation of the title page of the thesis project (work)

NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

"Admitted to defense"
head of the department _____

(signature) (initials, surname)
_____ 20__

THESIS PROJECT
(WORK)

On the topic: _____

**educational
program** _____

(шифр, наименование)
(code, name)

Выполнил
Performed by
the supervisor _____
(academic degree, position)
(initials, surname)

_____ 20__

_____ 20__

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Appendix C (mandatory)

F. R V-08-03

Presentation of the title page of the course project (work)

NON-PROFIT JOINT STOCK COMPANY
 ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

25

Department _____

95

COURSE PROJECT (WORK)

10

10

20

on _____
 Тема: _____
 Theme: _____

15

10

10

10

20

10

10

15 35

(grade)

Members of the commission:

(signature) (surname, initials)

(signature) (surname, initials)

Accepted by:

(initials, surname)

(signature) (date)

Performed by

(initials, surname)

(group)

(code of achievement sheet, variant)

Karaganda 20__

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Appendix D
(mandatory)

F. R V-08-04

Presentation of the title page of the review work

NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

Department _____

REVIEW WORK

on _____
(name of the discipline)

Theme: _____

Accepted by:

(initials, surname)

(signature) (date)

Performed by

(initials, surname)

(group)

(code of achievement sheet, variant)

Karaganda 20__

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Appendix E
(informative)

Presentation of the assignment for the course work

**NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY**

Faculty _____

«APPROVED BY»

Department _____

Head of the dep. _____
(signature)
_____ 20__

Course work (project) assignment

by disciplines _____

To the student _____ of the _____ group
Theme: _____

Initial data: _____

Task has been issued on _____ 20__
Head _____ signature _____
Student _____ signature _____

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Appendix F (informative)

Example of the presentation of the title page of a research report

NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

UDC 622.012.7:621-181

APPROVED by
Head of PO

_____ Name
_____ 20 _____

REPORT
ON THE RESEARCH WORK OF A MASTER'S/DOCTORAL STUDENT OF
THE EDUCATIONAL PROGRAM
M07103 -"MECHANICAL ENGINEERING"
DEVELOPMENT OF TECHNOLOGICAL SUPPORT
QUALITY OF MINING EQUIPMENT PARTS
(2 term, 2 credits)

Head of the department TEME&SD

(signature, date)

(name)

Scientific supervisor,
Dr. of Tech. Sci., Professor

(signature, date)

(name)

Master's student

(signature, date)

(name)

Karaganda 20_____

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Appendix G (informative)

Example of the design of the title page of the ERW report

NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

UDC 622.012.7:621-181

APPROVED by
Head of PO

_____ Name
_____ 20 _____

REPORT
ON THE EXPERIMENTAL RESEARCH WORK OF
A MASTER'S STUDENT OF EDUCATIONAL PROGRAM
7M07103 - "MECHANICAL ENGINEERING"
CREATION OF NANOSTRUCTURED MULTIFUNCTIONAL
COATINGS OBTAINED BY ELECTROPHYSICAL METHODS FOR THE
PURPOSE OF HARDENING PARTS OF MINING EQUIPMENT
(2 term, 2 credits)

Head of the department TEME&SD

_____ _____
(signature, date) (name)

Scientific supervisor,
Dr. of Tech. Sci., Professor

_____ _____
(signature, date) (name)

Master's student

_____ _____
(signature, date) (name)

Karaganda 20_____

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Appendix H (informative)

Design of the title page of the master's dissertation

NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

UDC _____

As a manuscript

Full name

NAME OF THE WORK

MASTER'S THESIS FOR THE ACADEMIC DEGREE OF MASTER OF SCI-
ENCE IN THE DIRECTION OF

(the code and the name are given according to the State classifier of training directions

and specialties of higher and postgraduate professional education

of the Republic of Kazakhstan)

Scientific supervisor *

Republic of Kazakhstan

Karaganda

20__

* In the information about the scientific supervisor, only the academic degree, academic title, surname, init. is indicated.

Unauthorized copying of the document is prohibited

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Appendix I
(informative)

Individual Master's work plan

NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

APPROVED by:
Chairman of the Management Board – Rector of NPJSC "Abylkas Saginov Karaganda Technical University"
_____ M.K.Ibatov
(signature) _____
_____ 20____

**INDIVIDUAL MASTER'S/DOCTORAL STUDENT
WORK PLAN**

(full name)

Department _____

Direction of training _____

Specialization _____

The theme of the master's/doctoral dissertation _____

Approved by the Academic Council of the University _____ 20____, protocol No. _____

Scientific supervisor _____

(full name, academic degree, academic title, appointment order)

Scientific consultant(s) _____

Training mode and duration _____

(full-time, part-time)

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Appendix J (informative)

The content and calendar plan of the research work
and the design of the master's/doctoral dissertation

No.	Name of the work	Deadlines for imple- mentation	Mark of completion

Deadline for submitting a master's dissertation for defense _____

Date of drawing up the plan _____

Dep. head _____
(signature) (name)

Scientific supervisor _____
(signature)
Master's student _____
(signature)

NPJSC “Abylkas Saginov Karaganda Technical University”	Rules General requirements for the presentation of text educational documents and basic inscriptions	R V-08-2022 Version 01 Date 2022.11.02 P. 48 out of 51
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Appendix K
(informative)

Design of the title page of the PhD dissertation

NON-PROFIT JOINT STOCK COMPANY
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

UDC _____

As a manuscript

FULL NAME

Name of the work

Direction

(the code and the name are given according to the State classifier of training directions

and specialties of higher and postgraduate professional education

of the Republic of Kazakhstan)

Dissertation for the degree of
Doctor of Philosophy (PhD)

Scientific consultant *

Republic of Kazakhstan
Karaganda
20__

* In the information about the scientific supervisor, only the academic degree, academic title, surname, init. is indicated.

Unauthorized copying of the document is prohibited

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Appendix L (informative)

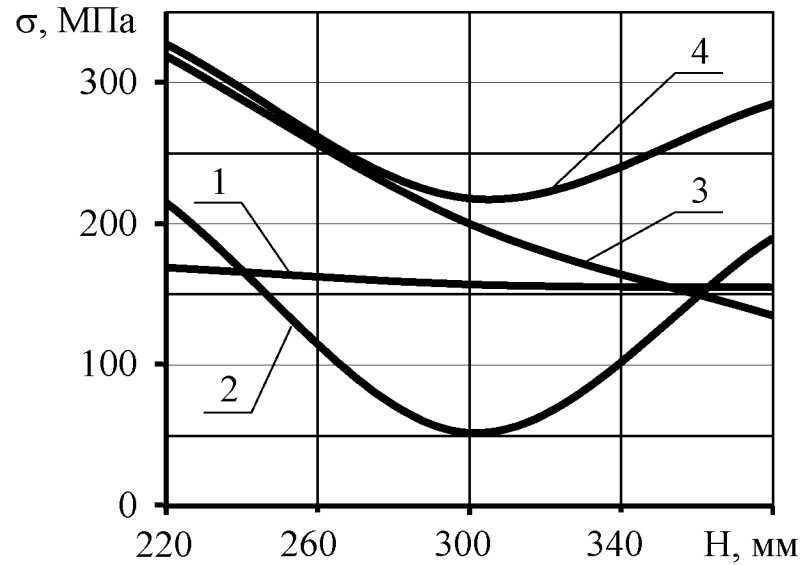
Example of the presentation of the section "List of references"

List of references

1. Rzhhevskiy V.V., Novik G.YA. Osnovy fiziki gornyykh porod. – M.: Nedra, 1978. – 390 s.
2. Issledovaniye remontoprigochnosti v ekspluatatsii po mekhanizirovannoy krepki OKP70: Otchet /KNIUI. – 1984.
3. Alter I.M., Nurguzhin M.R., Kuznetsov L.M. Metallokonstruktsii mekhanizirovannykh krepey. – Almaty: Gylym, 1991.– 128 s.
4. OST 12.44.245-83. Krepi mekhanizirovannyye. Raschet na prochnost. Metodika.
5. Svarka v mashinostroyenii. Spravochnik v 4-kh tomakh. T. 3. – M.: Vyssh. shk., 1979. – 579 s.
6. Teoriya prognozirovaniya i prinyatiya resheniy /Pod red. S.A. Sarkisyana. – M.: Vyssh. shk., 1979. – 350 s.
7. Zhetessova G.S. Nekotoryye preimushchestva litykh i lito-svarnykh konstruktsiy elementov seksiy mekhanizirovannykh krepey //Trudy mezhdunar. nauchn. konf. «Nauka i obrazovaniye vedushchiy faktor strategii «Kazakhstan – 2030», posvyashchennoy 100-letiyu so dnya rozhdeniya akademika K.I. Satpayeva». – Karaganda: Izd-vo KarGTU, 1999. – S. 126-129.

Appendix M (informative)

Example of chart design



1 – the area of the whole plot; 2 – weld root zone;
3 – wall transition zone; 4 – shelf transition zone

Figure 1 – Diagrams of the distribution of residual stresses in different zones of the weld when the height of the samples under study changes

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Appendix O
(mandatory)

F.02-2022

Familiarization sheet

Position	Name	Date	Signature