

APPROVED
Scientific and Methodological Council
Abylkas Saginov Karaganda Technical
University NJSC
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**METHODOLOGICAL GUIDELINES FOR PREPARING
AND DESIGNING EDUCATIONAL AND SCIENTIFIC
LITERATURE IN THE KARAGANDA TECHNICAL
UNIVERSITY NAMED AFTER ABYLKAS SAGINOV**

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Karaganda

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1 Scope

These Methodological Guidelines are aimed at assisting authors in preparing educational and scientific literature for publication at Abylkas Saginov Karaganda Technical University NJSC.

2 Terms, definitions, and abbreviations

In these Methodological Guidelines, the terms, definitions, and abbreviations used comply with ISO 9000:2015 "Quality Management System. Fundamentals and Glossary".

Abylkas Saginov Karaganda Technical University NJSC - Non-profit Joint-Stock Company Abylkas Saginov Karaganda Technical University;

QMS - Quality Management System;

EPC - Editorial and Publishing Center;

CMCA – Center of Quality Management and Accreditation;

DAA - Department of Academic Affairs;

QAC - Quality Assurance Committee.

3 Guidelines for publishing and designing educational and scientific literature

3.1 Stages of developing educational and scientific literature

3.1.1 A prospective thematic plan of publishing educational and scientific literature is compiled from the beginning of the current year based on applications from the departments and the library, taking into account the coefficient of provision of academic disciplines.

3.1.2 Applications are accepted at the EPC until July 1 of the current year with the package of the following documents:

- a recommendation from the department (extract from the minutes) for all the works of the department;

- a recommendation from the Faculty Quality Assurance Committee (FQAC) (extract from the minutes) for all the works for each department separately;

- an electronic version of the plan in the form of a table (according to the sample) to the email address rio@ktu.edu.kz.

3.1.3 The compiled package of documents is submitted for consideration by the Scientific and Methodological and Scientific Councils of the University.

3.1.4 All the manuscripts are checked for plagiarism through the Antiplagiat.com website.

3.1.5 Planned works are accepted to the EPC according to the deadlines specified in the prospective thematic plan of publishing educational and scientific literature, in paper form with the following accompanying documents:

- a report on the verification of borrowing (anti-plagiarism) with a uniqueness coefficient for all types of publications of at least 75%, signed by the person who conducted the verification of borrowing;

- reviews (internal and external) with seals;

- for a scientific monograph: a recommendation from the Scientific and Technical Council of the University (extract from the minutes);

- an electronic version in PDF format of the title and back of the title page of the manuscript and scanned internal and external reviews with seals (in two files: the title and back pages separately and reviews separately are sent to rio@ktu.edu.kz).

3.1.6 Manuscripts are registered in the Editorial and Publishing Center.

3.1.7 After the works have been approved by the Academic Council, the manuscripts are edited in accordance with the deadlines specified in the plan, in order of priority.

3.1.8 In case of editorial comments, the works are returned to the authors for revision.

3.1.9 The electronic version of the manuscript revised for publication is provided by the authors to the Editorial and Publishing Center by e-mail rio@ktu.edu.kz.

3.1.10 After the manuscript has been verified, it is finally prepared for printing.

3.2 Editing and publishing design of a manuscript

3.2.1 The manuscript of all the types of publications must meet the requirements of the state educational standard of the specialty and the curriculum of the given discipline in terms of volume and content.

3.2.2 Minimum and maximum volumes of published literature are as follows: textbooks from 13 to 20 printed sheets; monographs from 10 to 12 printed sheets; teaching aids from 7 to 10 printed sheets.

3.2.3 The text part of the manuscript must be printed in a clear, saturated color, Times New Roman font, size 16, on one side of the sheet, with 1.3 spacing; numbering from the 3rd page in Arabic numerals in the center of the lower part of the sheet margin (beginning of the text); margins around the text are 2.0 cm (examples of the design of the cover, title page, back of the title page and the last page are shown in Appendices 1 - 4).

3.2.4 The Abstract indicates the discipline and students of which educational program the work is intended for.

3.2.5 Figures should be contrasting and clear, of uniform density throughout the work.

The word "Figure" and the title are placed after the explanatory data under the figure.

3.2.6 Formulas and equations are numbered ordinal throughout the manuscript with Arabic numerals in parentheses in the far right position on the line.

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

3.2.7 Tables are designated by separate numbering with Arabic numerals, after the numbering, the title of the table is given through a hyphen.

3.2.8 The circulation of planned publications is planned based on the provision of academic discipline and is established by the university library. Copyright copies are provided in the amount of one copy for each author.

3.2.9 The circulation of unscheduled works of any type of publication is established in the amount of at least 10 copies, including 5 copies to replenish the library fund. Unscheduled works are published by advance payment.

Appendix 1
to the Methodological Guidelines
for Preparing and Designing
Educational and Scientific
Literature

Example of designing a cover for educational and scientific literature

**Non-profit Joint-stock Company Abylkas Saginov
Karaganda Technical University**

(Authors' NAMES) (no more than 3)
(Times New Roman, semi-bold 16 size, in capital letters)

THE TITLE OF THE WORK

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

Karaganda 202 __

Appendix 2
to the Methodological Guidelines
for Preparing and Designing
Educational and Scientific
Literature

Example of the title page of educational and scientific literature

**Non-profit Joint-stock Company Abylkas Saginov
Karaganda Technical University**

Department _____

(Authors' NAMES) (no more than 3)
(Times New Roman, semi-bold 16 size, in capital letters)

THE TITLE OF THE WORK

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

*Approved by the decision of the Academic Council of the University
(for monographs)
as a textbook/tutorial (for educational literature)
(Minutes No. ____ dated _____)*

Karaganda 202 ____

Appendix 3
to the Methodological Guidelines
for Preparing and Designing
Educational and Scientific
Literature

Example of designing back of the title page of educational and scientific literature

UDC _____

LBC

Author mark _____

Recommended by the Scientific and Technical Board of the University
(for monographs)

Reviewers:

NAME – Sci. degree, position, place of work;

NAME – Sci. degree, position, place of work;

Author's name

Autho
r mark The title of the work: Type of edition / author's name; Abylkas
Saginov Karaganda Technical University NJSC. – Karaganda: Publ.
House of Abylkas Saginov Karaganda Technical University NJSC,
202__. – ____p.

ISBN _____

Brief abstract

UDC _____
LBC _____

ISBN _____

© Abylkas Saginov Karaganda Technical
University NJSC, 202__

Appendix 4
to the Methodological Guidelines
for Preparing and Designing
Educational and Scientific
Literature

Example of designing the last page of educational and scientific literature

Educational edition (for educational literature)
Scientific edition (for monographs)

Authors full names (only surnames in semi-bold)
(Times New Roman, size 14)

The title of the work

(Times New Roman, size 14)

Editor _____

Signed to print on _____. Format 60x90/16.
Volume ____ pr.sh. Number of the copies _____. Order No. _____.
Printed in a Printing House of Abylkas Saginov Karaganda Technical University NJSC.
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