

## ETHICS OF PUBLICATION

### 1. General provisions

1.1. The ethics of publishing activity is a set of well-known and generally recognized principles, norms and rules that should guide the participants in the publication process (author or authors, reviewers, editors, publishers), and which regulate their relationship.

1.2. The ethics of the publication activity of a scientific journal (hereinafter referred to as publication ethics) is based on international standards developed by the Committee on the Ethics of Scientific Publications ( Committee on publication Ethics , COPE ).

1.3. Areas of application of the norms and rules of publication ethics:

- preparation and presentation of scientific articles by the author (authors);
- interaction between the author (authors) and reviewers;
- interaction of authors among themselves;
- interaction between the author (authors) and the editors of the journal;
- rights of the author (authors);
- relationship between publishers and readers;
- conflict situations between the participants of the publication activity.

1.4. Compliance with publication ethics is ensured by the Editorial Board, Editor-in-Chief of the journal.

1.5. The highest body that controls compliance with publication ethics at all stages of preparation and publication of scientific articles is the Editorial Board, headed by the Chairman.

### 2. Publication ethics for the author(s)

2.1. An article can be prepared and submitted for publication by one or more authors (co-authors). The author (authors) sends an article, designed in accordance with the Rules for publication in the journal " QAZAQTANY " , to the Editorial Board by e-mail, indicated on the website of the scientific journal.

2.2. The article must contain the full affiliation of the author (authors): an indication of the academic degree, title, position, full name of the organization, postal address of the organization, name of the country, e - mail .

2.3. The article submitted by the author (authors) for publication must contain:

- new, original scientific results obtained by its author (authors);
- true, reliable, theoretically and empirically substantiated, logically consistent, clearly stated information;
- bibliographic references (to authors and sources) when citing or using the ideas of other researchers;
- an indication of the output data of previously published scientific works of the author (authors) in case of their verbatim copying, which can only be used as a basis for research and new conclusions;
- an indication of the sources of any financial support.

2.4. The article submitted by the author (authors) for publication should not contain:

- false and/or falsified information;
- plagiarism.

2.5. The article submitted by the author (authors) for publication should not be:

- previously published in print and electronic media;
- sent for publication in other print and electronic media.

2.6. The authors must ensure that the names of all co-authors and project participants who have made a significant contribution to the study are indicated, and that all co-authors have read the final version of the scientific work and agreed to its publication.

2.7. By submitting an article for consideration by the Editorial Board, the author (authors)

undertakes to participate in the process of changing it (editing, eliminating deficiencies) within the time limits set by the Editorial Board.

2.8. All co-authors of the article must be familiar with the final version of the scientific work and give written consent to its publication.

### **3. Publication ethics for editorial and journal**

3.1. The editors of the journal must, within the established time limits:

- in writing, by e-mail, inform the author (authors) about the receipt of the article, its registration and acceptance for consideration;

- make a decision on the basis of reviews and verification of compliance by the authors with the established rules for submitting and formatting an article on its acceptance for publication or rejection;

- inform the author (authors) in writing about the decision of the Editorial Board to admit the article for publication or reject it (with indication of the reasons);

- to acquaint the author (and co-authors) at his request and the requests of the co-authors with the received review (reviews);

- send the article to the author (authors) for its revision in accordance with the comments of the reviewer (reviewers);

- store scanned copies of original reviews and certificates in accordance with the legislation of the Republic of Kazakhstan;

- send the article after its correction for editing;

- send the article after editing to the author (authors) to eliminate the shortcomings indicated by the editor;

- publish articles in the journal, as a rule, in the order of their receipt;

- inform the author in writing about the publication of his article.

3.2. The editorial board provides:

- preservation of copyright;

- compliance with the established deadlines for passing all stages of preparation and publication of the article;

- interaction of all participants in the preparation of the article (author / authors, editor, translator);

3.3. The editorial board of the journal has the right to the final decision on the publication of the article or its rejection.

3.4. Editorial Board:

- considers each message about the facts of non-compliance with publication ethics, regardless of the time of its receipt;

- in case of confirmation of the facts of non-observance of the publication ethics, it is obligatory to publish either a refutation or an apology, as well as information on the revision of the article;

- reports to the Editorial Board and the Editor-in-Chief on the observance and/or all violations of the publication ethics at all stages of the publication activity.

3.5. The editorial board of the journal takes measures to prevent and / or eliminate conflicts between the participants in the publication activity at all stages of its implementation.

### **4. Publication ethics for reviewers (experts)**

4.1. All articles submitted to the Editorial Board of a scientific journal undergo double-blind peer review (scientific expertise).

4.2. The reviewer is appointed by the editors of the journal from among the reviewers recommended by the editorial board of the journal in accordance with the scientific direction of the article.

4.3. Article reviewers cannot be members of the Editorial Board, co-authors or the author of the article himself.

4.4. The reviewer formulates reasoned criticisms about the relevance of the study, its

compliance with the profile of the journal, the novelty and reliability of the results, the level and clarity of the presentation of the material, and presents his opinion in the form approved by the Editorial Board of the journal.

4.5. The recommendations of the reviewers are the basis for the editors of the journal when making the final decision on the publication of the article.

4.6. Reviewing should be objective and independent.

4.7. Criticism by the reviewer of the author's personality is excluded. Articles are evaluated solely on their scientific content, regardless of the socio-political views of the authors.

4.8. The reviewer should not review articles in which he is interested and should not use its content for personal gain.

4.9. Reviewers are obliged to inform the editors of the journal about a conflict of interest in the process of reviewing an article, if any.