



1972

ARTICLE FORMATTING GUIDELINES

(if the manuscripts is in English)

1) 1. The SRSTI index (State Rubricator of Scientific and Technical Information) must be placed at the top left corner of the article in bold font. The SRSTI number should be obtained from the website <http://grnti.ru/>.

2) The title of the article (7-12 words), in capital letters in bold, in the center (in the language of the article).

3) The last name and initials of the author(s) and Orcid ID.

4) Information about the authors (affiliations (names of organizations), name of the country, city, addresses of all authors, e-mails of all authors).

The author responsible for correspondence with the editorial office and for addressing all comments and revisions to the article is the corresponding author and is marked with an asterisk «». Authors from different institutions are indicated using superscript numbers 1, 2, and so on.*

5) Abstract at least 150 and no more than 300 words, keywords/phrases (5–10 words) related to the topic (in Russian, Kazakh, and English).

6) The length of the article (without the reference list and author information) must be between 3,500 and 6,000 words. The number of A4 pages does not matter — only the word count of the article text is considered.

7) When submitting an article, authors must provide a cover letter. For authors affiliated with the university, instead of a cover letter, a faculty approval statement (*Appendix A*) and the manuscript formatted according to the guidelines below are required.

8) In the cover letter, authors are required to confirm that the submitted article has not been previously published anywhere and that the manuscript does not contain any plagiarized content or borrowed text from other works without proper citation.

9) Font – Times New Roman, size – 12 pt. with a single line spacing. Margins on the left and top – 2.5 cm, on the right and bottom – 2 cm, paragraph – 1.25. The material of the manuscript is drawn up in accordance with «State Standard» 7.5-98 «Magazines, collections, information publications. Publishing design of published materials».

10) In the text, square brackets should be used for references to literary sources – [1], round brackets for formulas – (1). Links to formulas should be located to the right of the formula.

11) All formulas, numerical values, and notation of quantities must be typed in Microsoft Equation 3.0 or MathType format. Each formula should be typed separately if several formulas are in a row.

12) All the symbols used should be explained (it is possible not to explain unambiguous generally accepted designations).

13) You cannot start a sentence with a formula.

14) Tables and illustrations should be arranged as they are mentioned in the text in separate paragraphs. Each table and illustration should have a caption and each table and illustration should have a link in the text. Numbering for tables and illustrations is separate.

15) Illustrations must be of high quality (minimum 300 dpi) and numbered consecutively. All illustrations and their captions should be center-aligned, with captions

placed directly below the illustration and separated from the main text by spaces. The font should be Times New Roman, size 12 pt. Example: Figure 1 – Title of the illustration.

16) Tables should be created in Microsoft Word table format. All tables should be numbered. Tables must be created using the Microsoft Word table format and numbered consecutively. The table title should be left-aligned and placed above the table. Titles and tables should be separated from the main text by spaces. The font should be Times New Roman, size 12 pt. Example: Table 1 – Title of the table.

The structure of the article should follow the IMRAD format:

- **Introduction**
- **Materials and Methods**
- **Results and Discussion**
- **Conclusion**
- **Funding information (if available)**

– The style of the reference list must comply with «State Standard» 7.1-2003 «Bibliographic record. Bibliographic description. General requirements and rules for compilation» (requirement for publications included in the list of the Committee for Quality Assurance in the Field of Science and Higher Education). The list of references, or Bibliography, must include no fewer than 15 and no more than 20 sources, including mandatory references to publications indexed in Web of Science and/or Scopus. Self-citation should be limited to no more than 1–2 sources. Automatic numbering of the reference list is not allowed.

– **References** For articles written in Kazakh and Russian, transliteration of the reference list into Latin script is mandatory; for articles written in English, the reference list should be provided in the original language, using Latin script.

Attention! If there is literature in Cyrillic in the submitted list of references, then it is necessary to submit the list of references in two versions: in the original language in the Literature and in the Romanized alphabet (transliteration into Latin) in References. If there are foreign publications, they are completely repeated in References. Transliteration from Cyrillic can be done using the Online Converter program on the website <https://qazlat.kz/>.

For transliterated reference lists, the following structure should be used: Author(s) in English. (Year in parentheses). Title of the manuscript in transliterated form [translation of the manuscript title into English], Transliterated title of the source, publication details with designations in English.

Example:

In the «**LITERATURE**» section:

1 Құдайбергенова С.Қ., Әбілдина С.Қ. Жасанды интеллект және білім беру: мүмкіндіктер мен перспективалар // Білім және қоғам. – Алматы, – 2020. – № 2. – Б. 45–52. In the «**REFERENCES**» section:

1 Kudaibergenova S.K., Abildina S.K. (2020). Zhasandy intellekt zháne bilim беру: múmkindikter men perspektivalar [Artificial Intelligence and Education: Opportunities and Perspectives] // Education and Society, no. 2, pp. 45–52. (in Kazakh).

Instructions for authors on manuscript formatting can be found in **Appendix B**.