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**EDITORIAL POLICY OF THE
SCIENTIFIC JOURNAL
«Bulletin of Shakarim University.
Technical sciences series»**

**Semey
2021 y**

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The editorial policy of the scientific journal «Bulletin of Shakarim University. Technical sciences series» was approved by the Member of the Board - Vice-Rector for Science and Innovation A.Kasenov 20.04.2021 y.

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1 GENERAL PROVISIONS

1.1 General information about the journal

Scientific journal «Bulletin of Shakarim University. The series of technical sciences» (hereinafter referred to as the journal) has been published since 1997. It is intended for researchers, faculty members, master's students, doctoral students, and undergraduates. The founder and publisher of the journal is the NJSC «Shakarim University of Semey» (hereinafter referred to as Shakarim University).

The journal has developed and approved cover and title pages indicating the university, issue details, ISSN, editorial board composition, editorial policy, publication ethics, and website.

The journal is published quarterly in both print and electronic formats, adhering to the established release schedule: March, June, September, December.

The journal is indexed by the Kazakhstan Citation Index (KazCI) of the National Center for State Scientific and Technical Expertise (NCSTE).

Each author's article in 2020 was assigned an SRSTI code (State rubricator of scientific and technical information), and since 2021, each article is mandatory assigned a DOI (Digital Object Identifier) – a digital identifier used to facilitate citation and search of electronic documents.

The editorial board of the journal includes prominent Kazakhstan and international scientists.

The journal accepts previously unpublished articles author(s) by individuals in Kazakh, Russian, or English languages, which align with the thematic directions of the journal and are strictly formatted according to requirements.

The manuscript should be uploaded by the corresponding author via an electronic platform, providing all metadata of the article and its author(s).

The author(s) must submit an original work to the editorial board, which has not been previously published in other publications (in print, electronic, or other open sources). The authors are responsible for the accuracy, novelty, and validity of the research results. At the stage of manuscript consideration by the editorial board and reviewers of the journal, as well as after its publication, the authors undertake not to submit the manuscript for publication consideration in another publication.

The editorial board of the journal reviews the manuscripts submitted by the authors, organizes their peer review, and makes a decision on publication or rejection within two months from the date of manuscript submission via the electronic platform.

The author(s) of the manuscript approved for publication in the journal are required to make payment for publication in accordance with the approved price list for publication in scientific journals of Shakarim University. A payment receipt in .pdf format is uploaded by the author(s) to the electronic platform of the journal.

At the stages of manuscript processing, communication between the editorial team, corresponding author, and reviewers is conducted through the electronic (online) platform of the journal, and in exceptional cases, through email.

The journal adheres to the policy of information openness and accessibility of authors' publications; articles are posted on the journal's website in full-text access.

1.2 Mission, goal, and objectives of the journal

The mission of the scientific journal «Bulletin of Shakarim University. Technical sciences series» is to develop the human potential of Kazakhstan science, unite the efforts of various categories of researchers, universities, and the scientific community.

The purpose of the journal is to acquaint the widest possible audience with new ideas and results of scientific research conducted in various fields of technical science.

The main objectives of the journal:

- providing an information platform for professional discussion of theoretical and applied research results from universities, research institutions, design, and production organizations in the field of technical sciences;
- establishment of a unified information field for scientific and technical research.;
- establishing and strengthening scientific connections between Kazakhstan and foreign scientists and educators;
- engagement of young researchers in the professional scientific community;
- increasing the level of professional knowledge of scientific and practical workers, as well as university faculty members;
- improving the quality of reviewing and editing articles submitted for publication;
- ensuring open access to publications.

1.3 Main terms:

Author - an individual or group of individuals (collective) who have significantly contributed to the creation of a scientific publication based on the results of scientific research (conducting and synthesizing materials of empirical research, designing the article, writing, and preparing the text for publication, etc.).

Chief editor - the person who heads the editorial board of the journal and makes the final decision regarding the publication of articles in the journal based on the results of peer review and scientific editing.

Publisher - a legal entity responsible for the publication of a scientific journal.

Scientific Editor - a representative of the journal responsible for preparing materials for publication, as well as interacting with authors and readers of scientific publications.

Plagiarism - intentionally perpetrated by an individual, the unauthorized use or disposal of protected results of another's creative work, accompanied by the dissemination of false information to others about oneself as the actual author. In scientific, popular scientific, and educational works, plagiarism constitutes the presentation of others' works or ideas without proper references to the cited work.

Publication process - the process of acceptance, peer review, scientific editing, and preparation for publication, publishing in the next issue of the journal of scientific articles.

Publication ethics - a system of norms of professional behavior of the subjects of the publication process (authors, reviewers, chief editor, members of the editorial board, publisher) in the production and dissemination of scientific publications.

Editorial journal - a collective term referring to the chief editor, members of the editorial board, and scientific editor taken together.

Editorial board - an advisory body consisting of a group of authoritative scientists in the relevant fields of scientific knowledge for the journal, which selects, evaluates, and prepares scientific publications for publication.

Reviewer - a member of the editorial board or an independent expert recruited by the journal, conducting scientific expertise of author materials on behalf of the journal to determine the possibility of their publication in the journal.

2 EDITORIAL POLICY OF THE JOURNAL

2.1 Borrowing and plagiarism

The editorial board of the journal, when reviewing the manuscript for compliance with formal requirements (manuscript formatting), also conducts a check for the presence of borrowed text in the manuscript using a plagiarism detection system, access to which is provided by Shakarim University subscription.

Only original manuscripts and/or those manuscripts in which, according to the results of checking through the anti-plagiarism system, the originality is at least 75% are forwarded for further review. In the event that the manuscript does not comply with the formatting requirements stipulated by the journal and is not deemed an original work based on the plagiarism check results, it will be returned to the author for necessary revisions and resubmission to the editorial board for reconsideration.

If authors have used works, articles, positions, or quotes and statements of other researchers when writing the manuscript, they must cite the works of these scientists in accordance with the rules and correctly format the quoted text. plagiarism is considered unethical behavior, violating the principles of the journal.

Individuals involved in the publishing process, especially members of the journal's editorial board, to ensure the high quality of scientific publications, to avoid unethical practices in publishing activities such as using unreliable information, data falsification, etc., and to ensure recognition of scientific achievements by society, commit to adhering to the principles, standards, and norms of scientific ethics adopted by the international community and Shakarim University, as well as taking measures to prevent such violations.

In the event that a proven violation(s) of the principles, standards, and norms of scientific ethics is discovered in an article published in the «Bulletin of Shakarim University. Technical sciences series» journal, the editorial board undertakes to retract the said article from the issue in which it was published and from the official website of the journal (retract the article) with mandatory indication of the specific violations of the principles, standards, and norms of scientific ethics by the author(s), and to publish a corresponding announcement in the next issue of the journal.

The author(s) of the article in which a proven violation of the principles, standards, and norms of scientific ethics is discovered are not allowed to submit articles to the «Bulletin of Shakarim University. Technical sciences series» journal and to other scientific journals published by Shakarim University for the next 3 calendar years from the date of detection of the violation(s) of the principles, standards, and norms of scientific ethics.

2.2 Review process

Manuscripts submitted to the journal's editorial office and meeting the formal requirements, formatting requirements, and originality criteria based on plagiarism detection, are obligatory forwarded for further peer review.

The journal employs a double blindreview process, meaning confidentially: the manuscript is sent to reviewers via the journal's electronic platform without revealing the authors' identities.

As reviewers, highly qualified scientists and specialists from Shakarim University, as well as from other organizations, possessing deep professional knowledge and experience in specific scientific fields, and having at least three years of publication experience on the topic of the reviewed articles, may be involved.

The reviewer has the right to refuse to write a review in the presence of a clear conflict of interest, which affects the perception and interpretation of the manuscript materials.

Reviewers are required to provide a clear, objective, and well-argued assessment of the manuscript's compliance with key scientific criteria (the review form is provided in the Applications).

The review process in a journal takes on average from 1 to 3 months. During this period, the editorial board of the journal includes time for the initial review of the manuscript, selection of reviewers, time for preparing the review, time for the author to revise the article and re-review, and the involvement of additional experts.

Progress of the review

The decision to select a reviewer for a journal is made by the editor.

Each article is sent to at least two experts. If different opinions are received about the manuscript, a third expert may be involved in the work.

The journal editor may communicate one of the following decisions regarding a manuscript to the author:

- Accept for publication. In this case, the manuscript will be included in one of the regular issues of the journal and will be transferred to the editor for further work. The author will be notified of the publication date.

- Accept for publication after correction of the deficiencies noted by the reviewer. In this case, the author will be asked to make the changes indicated by the reviewer to the manuscript within a week. If the deficiencies are corrected or if there is a justified refusal to make changes, the manuscript is accepted for publication.

- Accept for publication after correction of the deficiencies noted by the reviewer and re-review. In this case, the author will be asked to make the changes indicated by the reviewer to the manuscript within 14 days. The manuscript will be sent for re-review. Within 30 days, the author will receive a final decision on the fate of the manuscript.

- Reject. In this case, the author will receive a reasoned refusal to publish the manuscript. A refusal to publish does not prohibit authors from submitting manuscripts to the journal in the future, but if publication is refused due to gross violations on the part of the author, the editor-in-chief may decide to include the author in the blacklist. In this case, other articles by this author will not be considered.

The editorial board of the journal provides for three rounds of reviewing - this means that after the first decision to revise the article, the author has two attempts to make changes on the recommendation of the reviewer or to submit to the editor a reasoned refusal to publish the article. If after the third round of reviewing the expert sends comments again, the editor of the journal will offer the author to consider the possibility of publication in another journal or to re-submit the article for review with the changes made in six months.

If the author does not plan to revise the article, he/she must notify the editorial board of the journal. Work on the article will be stopped.

The author(s) have the right to challenge the editorial board's decision to refuse to publish the manuscript and to remove it from consideration. To do this, an appeal should be sent to the editorial board addressed to the editor-in-chief, in which the reasons for the authors' disagreement with the editorial board's decision should be set out in detail, arguments should be given in favor of reviewing the decision, and a revised manuscript should be sent (if such revision is appropriate). Such situations are considered personally by the editor-in-chief. Decisions made by the editor-in-chief cannot be challenged.

If one of the reviewers provides a positive conclusion on the manuscript, and the second one provides a negative one, then the manuscript is sent by the scientific editor to the third reviewer or member of the editorial board who is an expert on the subject of the manuscript. If the third reviewer or member of the editorial board provides a positive conclusion, the final decision on accepting/rejecting the manuscript is made by the scientific editor of the journal.

If there are two negative reviews, the manuscript is rejected from publication in the journal.

The editorial board does not use the materials of articles rejected as a result of review for its own purposes. The editor notifies the author(s) of the refusal to publish and sends the reviewers' conclusions.

Reviews of manuscripts are stored for three years in electronic format on the journal's electronic platform.

If an author has a conflict of interest with an expert who could potentially become a reviewer of the manuscript, he/she should notify the editor of the journal. The editors of the journal will select another reviewer if necessary.

The journal may publish articles by the editor-in-chief, his deputy, executive secretary and members of the editorial board, but there must be no abuse of office. Manuscripts of the journal's staff are sent for double-blind review only to external experts. Only external experts are involved in resolving contradictions and conflict situations. In the event of a conflict regarding the fate of the editor-in-chief's manuscript, the final decision on the possibility of publishing the article is made by members of the editorial board.

When publishing articles by members of the editorial board/council, the editor-in-chief and his deputy, the section "Conflict of Interest" indicates information about the authors' affiliation with the journal.

The journal does not exempt scientists from reviewing manuscripts, regardless of their status. The general review of articles is conducted in accordance with the Publication ethics principles of scientific journals of Shakarim University, adopted by the journal's editorial board.

2.3 Open Access Policy

The scientific journal «Bulletin of Shakarim University. Technical sciences series» provides open access to its content on the official journal website. This ensures broader access to the journal's information within the global scientific community.

The journal's website also provides necessary information for authors and readers, including publication conditions, manuscript formatting and submission guidelines, journal compilation procedures, and manuscript review processes, publication ethics, details about the editorial board, and contact information for scientific editors.

Readers and authors can access electronic versions of the current issue of the journal as well as archives from previous periods. All journal publications in electronic form are distributed freely and without restrictions.

2.4 Copyright and Licensing

Authors of articles in the journal «Bulletin of Shakarim University. Technical sciences series» retain the copyright to their scholarly work and grant the journal the right of first publication along with the work.

The authorship of the manuscript belongs to those researchers who directly participated in its creation, in shaping the concept, writing the article, interpreting the results, and made a significant contribution to obtaining scientific results.

According to the journal's terms, authors retain the rights to their manuscripts, while allowing everyone to freely download, reuse, reprint, modify, distribute, or copy them, with proper attribution to the work and citation of its unique publication in this journal. Permission from the authors or publisher is not required for these actions, provided that the journal is cited.

Authors retain the right to distribute their article in other sources (e.g., institutional repositories, social media) with mandatory reference to its original publication in this journal.

2.5 Privacy Policy

The information about the authors - their names, affiliations, contact details, details of their position and academic degree, as well as links to author profiles in international databases, are placed in the article under the section «Author Information».

Members of the editorial board of the journal «Bulletin of Shakarim University. Technical sciences series» do not disclose information about the manuscript under consideration to third parties before its publication, except to appointed reviewers. The editorial board also does not disclose information about the reviewers to the authors and other individuals.

These and other norms of conduct for participants in the publication process, namely the principles, norms, and standards of behavior for authors, members of the editorial board, publishers, and reviewers, are based on the Publication Ethics of the journals of the NJSC «Shakarim University of Semey».

3 CONTACT INFORMATION

Founder: Non-profit joint stock company «Shakarim University of Semey»

Editorial address: East Kazakhstan Region, Semey c, Glinka Street, 20A, Room 506

Contacts: phone 8(7222)31-32-49, rio@semgu.kz

*Application***Review form for a scientific article****Title of the article:**

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A. Review

Evaluate each item by placing a checkmark in the corresponding box.

№	Assessed parameter	Poor	Satisfactory	Good	Excellent
1.	Importance of the topic to readers and alignment of the article with the thematic focus of the journal				
2.	Clarity of the purpose and objectives or research questions				
3.	Adequacy of the research method and accuracy of data analysis				
4.	Adequacy of the results and accuracy of the conclusions				
5.	Figures , tables, graphs, and references are correctly presented				
6.	Lucidity of presentation of materials, writing style, and grammar				
7.	Completeness and quality of the bibliography, self-citation limitation				

***Note:** The article should be original, innovative, and demonstrate novelty. The abstract should include brief background information on the problem (preferably 1-2 sentences), a clear statement of the article's objective, methodology (research plan, sample, instruments, procedures, and data analysis), main findings and results, as well as conclusions. The author must adhere to word count restrictions (not less than 200 words). The introduction should provide a clear background, problem statement, relevant literature review, proposed approach or solution, as well as the research's novelty. The introduction should explain previous relevant research and their main limitations, propose a solution to address these limitations, and demonstrate the scientific merits or novelty of the article.*

B. Reviewer's comments

Please provide your detailed comments on the article in section B, indicating the reasons for your recommendation in section C. Remember to provide constructive feedback to the authors.

Strengths of the article

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Weak sides

--

Suggestions for improvement

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C. Objective assessment:

Assessment	Points
Fully accepted : (>9-10)	
Requires minor revisions: (>8-9)	
Requires revisions: (>6-8)	
Requires major revisions: (>4-6)	
Rejected (may be reconsidered after addressing the shortcomings): (>3-4)	
Categorically rejected (with irreparable deficiencies): (>0-3)	

D. Information about the reviewer

Reviewer's full name	
5-7 keywords to describe research interest	
Date	