**Revised and approved by the editorial board at 2.10.2020 (Protocol resolution №2)**

**Requirements for the design of a scientific article for publication in the "Bulletin of the InEU"**

|  |  |
| --- | --- |
| 1. **External regulations** | GOST 7.5.-98 «Magazines, collections, information publications. Publishing design of published materials "adopted by the Interstate Council for Standardization, Metrology and Certification (Minutes No. 1: 3-98 of May 28, 1998).  GOST 7.1.-2003 « Bibliographic record. Bibliographic description. General requirements and rules for drafting", adopted by the Interstate Council for Standardization, Metrology and Certification (Minutes No. 12 of July 2, 2003 No.) ».  GOST 2.105-95 «General requirements for text documents».  Order of the Ministry of Education and Science of the Republic of Kazakhstan dated January 12, 2016 No. 20 "On approval of requirements for scientific publications for their inclusion in the list of publications recommended for publication of the results of scientific activity» (with rev. order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 30, 2020 No. 170) |
| 1. **General technical requirements** | Format: .doc (Microsoft Word),  Font: Times New Roman.  Orientation: Portrait, А4, including tables and pictures.  Point size: 10 pt.  Line-spacing: single.  Fields: 2 cm.  Paragraph indent: 1,25 cm.  Formatting article text: breadthwise without hyphenation.  Page numbering: not required.  The article is sent to the editorial board through the electronic system of the journal website <http://vestnik.ineu.kz/> |
| 1. **Types of articles** | **The scientific and theoretical article** is devoted to theoretical issues, **the scientific and practical article** is devoted to the analysis of the experimental results, **the review article** is devoted to the analysis of various points of view, hypotheses, scientific works. |
| 1. **Pre-article part** | In the left corner – **UDC**, highlighted in bold, typed in 10 point type.  See determinant online UDC: <http://teacode.com/online/udc/> |
| Under UDC MРНТИ code is posted, highlighted in bold, typed in 10 point type.See Rubricator <http://grnti.ru/> |
| In the center there are **Initials, surname of author (-s)** separated by commas with indication of serial numbers in the form of a link, typed as a superscript; are typed in 10 point size and in bold. Further, on a separate line in 10 point size, the full name of the author's place of work and country of residence is typed. If there are several authors, the places of work are indicated in the form of a list with serial numbers in the form of links (8 point size) in the sequence corresponding to the list of authors. Further, the e-mail of the author is indicated on a separate line: if there are several authors, the e-mail of the corresponding author is indicated. Corresponding author is indicated by the icon **\***  Authors who have the same place of work are assigned a common serial number.  Point size – 10. |
| **Example** | **UDC 371.3**  **MРНТИ 37**  **A.A.Akhmetova[[1]](#footnote-2)\*, D.A. Ivanov[[2]](#footnote-3)**  1Innovative University of Eurasia, Kazakhstan  **2** Novosibirsk State University, Russia  \*(e-mail: [akhmetov\_77@mail.ru](mailto:akhmetov_77@mail.ru)) |
| **Example** | *If there is a common place of work of the authors:*  **A.A.Akhmetova1\*, P.V. Danilov2, A.P.Pack2**  1 Innovative University of Eurasia, Kazakhstan  **2** Novosibirsk State University, Russia  \*(e-mail: [akhmetov\_77@mail.ru](mailto:akhmetov_77@mail.ru)) |
| 1. **Article title** | It is typed in lowercase letters, 10 point size; highlighted in bold; placed in the center; contains no more than 10 words. |
| **Example** | **Ways to modernize school education in Kazakhstan and Russia** |
| 1. **Abstract** | On the left, the word **Abstract** is highlighted in bold**.**The abstract text is typed in 10 point size. There is no full stop after the word "Abstract". The abstract should be 250-300 words long. Use the built-in feature in Word to count words.  The abstract has a structure and contains brief information about the main problem, the purpose and methods of research, the results in a generalized form, an assessment of their significance. The structural parts of the abstract are indicated and in italics. |
| **Example:** | **Abstract**  *Main problem:* Texttextexttext.  *Purpose:* Texttextexttext.  *Methods:* Texttextexttext.  *Results and their significance:* Texttextexttext. |
| 1. **Keywords for annotation** | The abstract part must end with keywords. Keywords should define the subject area of the text of the article, facilitate its search in bibliographic and full-text databases and should be related to the topic of the article.  Collocation *«Keywords*» are typed in italics, in lowercase 10 point size. Words are not italicized, separated by a colon, drawn in a line separated by commas. It is recommended to include no more than 7 keywords and / or two-word phrases. The list of keywords ends with a dot. |
| **Example:** | *Keywords*: word, word, word, collocation. |
| 1. **Text of the article** | The text of the article should include the following parts:  **Introduction** (a description of the problem, the history of its study, relevance, purpose is given).  **Materials and methods** (in articles of technical and natural science profiles, this part describes the research methodology, methods that ensure the reproducibility of the results, indicates the origin of laboratory equipment and materials, in articles of a different focus - factual material and research methods, including the author's methods. This part can provide a historiography overview related to the history of studying the topic of the article).  **Results** (the main findings of the study summarizes).  **Discussion** (the concept, arguments, logic of research, scientific controversy outlines).  **Conclusion** (the trends obtained are summarized, the practical value of the research results is determined).  **Funding information** (if any).  The names of the structural parts are in bold. The point is not put. The name of the structural part occupies a separate line by analogy with the "Abstract" (see the example for paragraph 6).  The volume of the text of the article is determined depending on its type (see paragraph 3): at least 4 pages for scientific and theoretical articles, at least 8 pages for scientific and practical (experimental) articles, at least 10 pages for review articles. |
| 1. **Tables and figures inside the text of the article** | Tables, formulas, figures, diagrams are drawn up in accordance with GOST 2.105-95 "General requirements for text documents».  Mathematical formulas, figures, diagrams embedded in the text are given in black and white, i.e. instead of color, you must use different shading options.  Figures should be presented clearly, the inscriptions on them, if possible, should be replaced with digital or letter designations with disclosure in the figure caption. The positions in the figure are arranged clockwise.  The text of the article must contain links to the presented figures, tables, diagrams.  Figures and diagrams are also attached as a separate jpeg file. |
| **Example:** | See the Sample Article that accompanies these requirements. |
| 1. **Internal links to sources** | References to sources in the text are given in square brackets [], at the first mention - the number is indicated, **for example**, [1], when repeated - the number, comma, page, **for example**, [1, p. 5]. |
| 1. **The list of sources** | Collocation «THE LIST OF SOURCES» typed in 10 point size bold in capital letters and placed in the center.  Description of sources is carried out in accordance with GOST 7.1-2003 ‘Bibliographic record. Bibliographic Description General Requirements and Compilation Rules’.  Sources are cited in the original language of the publication cited by the author.  Sources are numbered. **No dot** is placed after the serial number**.**  For examples of bibliographic description see in the Transliteration Rules (left column):  *Special recommendations:*  *- Do not include program documents in The list of sources: in the text of the article, indicate the title and year of publication, using parentheses or introductory constructions such as: “As indicated in the Address, State Program, Development Program… from…. of the year».*  - *Try, if possible, to include links to publications of Kazakh researchers and scientific publications.*  *- Do not allow "empty" links to sources without author and academic reputation.*  *- Adapt the bibliographic description of foreign sources, taking into account the scheme provided by the RK standard (see paragraph 1).* |
| **Example** | **THE LIST OF SOURCES**  1 Омаров А.Д. Основы маркетинга: учеб. пос. – Алматы: Изд-во КазНУ, 2019. – 100 с. |
| 1. **References** | Placed after THE LIST OF SOURCES.  Word **REFERENCE** typed in 10 point size bold capital letters and placed in the center.  Sources are given in the Latin alphabet, taking into account the Transliteration Rules (right column)  *For sources in English, no transliteration is required. Such sources are transferred to* THE LIST OF SOURCES fromREFERENCES (in Russian or Kazakh)*.* |
| **Example** | **REFERENCES**  1 Omarov, A. (2019). Osnovy marketinga [Principles of marketing]. Almaty: Izd. KazNU [in Russian].  Word [in Russian] means that this source is written in Russian. Sources in Kazakh are marked as [in Kazakh]. |
| 1. **Abstract in two languages other than the language of the article** | Placed after REFERENCEin two languages other than the language of the article (Kazakh / Russian / English). The initials, surnames of authors, place of work and country of residence are drawn up by analogy with the main **abstract** (see paragraph 6). It is not required to indicate the e-mail of the authors.  Then the title of the article is indicated in the center in 10 point size in lowercase bold letters. This is followed by an abstract and keywords to it. The phrase "Keywords" are not italicized. |
| **Example** | **A.A.Akhmetova\*, D.A. Ivanov**  1Working place name, Country  2Working place name, Country  **Article title**  Texttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttexttext  Keywords: word, word, word, collocation. |
| 1. **Information about authors of articles** | Placed after bilingual annotations. On the left, 10 point size in lowercase letters indicates Information about the authors**:** then follows information about the author (s) in Kazakh, Russian, English: the Surname, Initials of the authors are typed in bold. Regular type - scientific or academic degree, title (if any). Position, place of work. City. Country. E-mail. |
| **Example** | **Information about authors:**  **Ахметов** **А.A.** – PhD, доценті Инновациялық Еуразия университеті, Павлодар қ., Қазақстан Республикасы. **Ахметов** **А.А.** – PhD, доцент Инновационного Евразийского университета, г. Павлодар, Республика Казахстан. **Akhmetov, А.** - PhD, associate Professor of Innovative University of Eurasia, Pavlodar c., Republic of Kazakhstan. E-mail: akhmetov\_77@mail.ru. |
| 1. **Date of receipt of the manuscript to the editor** | Indicates the executive secretary when forming the issue |

1. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)