

### **A guide for authors.**

All scientific articles are accepted in three languages: Kazakh, Russian and English, not previously published in print and/or electronic form.

Articles are subject to mandatory blind review by independent reviewers - scientists or specialists who have a scientific specialization close to the topic of the article. Based on the results of the review, the article can be sent to the author for revision.

The date of receipt of the article is the date of receipt by the editorial board of its final version.

The editorial board reserves the right to make editorial changes to the text that do not distort the meaning of the article.

In one issue of the journal, an author can publish no more than two articles, including co-authorship.


### **Rules for authors.**

When preparing articles for publication in the journal "Bulletin of Atyrau University named after Khalel Dosmukhamedov", it is necessary to strictly adhere to the structure of the scientific article and be guided by the rules of registration.

Article design parameters: A4 page, portrait orientation, width alignment, margins on all sides – 20 mm. Font: type - Times New Roman, size (size) – 12, line spacing - 1, indentation of the "red line" -1.0 cm.

The volume of the article should not exceed 10 pages (from 5 pages). The calculation of the volume of the article does not include an abstract, keywords, a list of references, a reference, information about the author in Kazakh / Russian and English. Works exceeding the specified volume are accepted for publication in exceptional cases by a special decision of the Editorial Board of the journal.

#### **Structure of the scientific article:**

- IRSTI
- UDC
- Full name of the author(s) (  add a click on the ORCID)
- Place of work of the author(s), city, country, ZIP code, e-mail
- Title of the article
- Abstract
- Key words
- Introduction
- Materials and methods of research
- Results and their discussion
- Conclusion
- Funding Information
- List of literature
- Information about the authors.

In the personal data of the author(s), an asterisk (\*) marks the main author (correspondent author). Each author's association with their organization is done using an uppercase digit as shown below:

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### **The order of the article design.**

**IRSTI** (Interstate rubricator of scientific and technical information) on its topic can be determined on the website <http://www.grnti.ru>. Indicated in the upper left corner of the manuscript. (Alignment - on the left edge, font - bold, size -12).

**UDC** (Universal Decimal Classification) - it is necessary to check with the bibliographer of the library or find the UDC Classifier on the website. It is indicated in the upper left corner of the manuscript after IRSTI. (Alignment - on the left edge, font - bold, size -12).

**Author(s).** After IRSTI and UDC, the first name, patronymic, surname of the author(s), academic degree, academic title, place of work, city, country should be indicated through the line. The name of belonging to the department, as well as the organization, must be complete, without abbreviations. If there are several authors, they themselves decide on the order of their mention in the article and bear full responsibility for its content. The number of authors is no more than 4. (Alignment - centered, font - normal, size -10).

**The title of the article** is written in the center, in capital letters, bold, straight font, size -12. Russian Russian, English (if the article is in Kazakh), Kazakh English (if the article is in Russian), Kazakh and Russian (if the article is in English) at the end of the article in two other languages, i.e. in Russian, English (if the article is in English).

**The Abstract (Андатпа/Аннотация)** outlines the purpose and materials and methods of the study, highlights the most important results of the study and their theoretical and practical significance. The volume of the abstract is 150- 300 words. Russian Russian, English (if the article is in Kazakh), Kazakh English (if the article is in Russian), Kazakh and Russian (if the article is in English) are written after the literature at the end of the article. (Alignment - width, font - normal, size -10).

**Key words (Негізгі сөздер/Ключевые слова)** are designed to search for the text of an article and determine its subject area, 5-7 key words and phrases are recommended. Russian Russian, English (if the article is in Kazakh), Kazakh English (if the article is in Russian), Kazakh and Russian (if the article is in Russian), Kazakh and Russian (if the article is in English) at the end of the article after the annotation. (Alignment - width, font - normal, size -10).

**The main part contains the following structural parts** (written from the paragraph, highlighted in bold):

- *Introduction* (at least 200 words). The introduction notes the state of the problem under study and its relevance. The purpose of the study is indicated. The authors should familiarize the reader with the problem under study, briefly describe what is known on this topic, mention the work carried out by other authors, identify the shortcomings of previous studies, if any, i.e., reasonably prove to the reader the need for research.

- *Materials and methods of research.* The object of the study and all the methods used in its conduct is described, their essence and reasonable choice are shown. The section should be written in such detail that the reader can not only independently assess the methodological pros and cons of this study, but, if desired, reproduce it. In the section, it is recommended to provide a clear description of the following points (their selection in separate subsections is optional): type of study; method of selecting study participants; measurement technique; ways of presenting and processing data; ethical principles (if the article contains a description of human/animal experiments, it is necessary to indicate whether this procedure met the standards of the ethics committee responsible for this side of the work, or the Declaration of Helsinki 1975 and subsequent revisions).

- *Results and its discussion.* The main results of the study are described, the actual objective data related to the objectives of the study are summarized. The results should be presented in the text, tables and figures in a logical sequence based on the order of the goals and objectives of the study. The author(s) shows the significance or novelty of the study, gives specific recommendations and constructive suggestions. This section describes how the results of this study compare with those of similar studies by other authors. Instead of simply mentioning previous studies, one should

try to explain why the results obtained differ or do not differ from the results obtained by other authors. Instead of simply mentioning previous studies, one should try to explain why the results obtained differ or do not differ from the results obtained by other authors. The possibilities of applying the obtained results, as well as limitations in their application, if any, are discussed. It is recommended to identify directions for further research that logically follow from the results of this study.

- *Conclusion.* Generalization and summing up of the work at this stage, confirmation of the truth of the author's conclusions and the author's conclusion about the change of scientific knowledge taking into account the results obtained. Conclusions should not be abstract, they should be used to summarize the results of research in a specific scientific field, with a description of recommendations and opportunities for further work. *For example*, one should not draw conclusions about the economic feasibility of applying a new method of teaching among students if the article does not provide an analysis of comparative economic efficiency.

- *Information about financing;*

*Example:*

Financing by third parties was not carried out.

This study is funded by the *Committee for Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan (grant no. AP000000000).*

- *Reporting a possible conflict of interest. Authors must also submit a statement of financial or other relationships that may result in a conflict of interest.*

- *Information about financing (if available);*

- *List of literature (Әдебиеттер тізімі/Список литературы).* The amount of literature used is from 7 sources, references to literature should be indicated. In the text of the article, the literature is indicated in square brackets, when repeated, it is written as follows [1. – 25] the first digit indicates the number of sources used in the order, the second digit indicates the number of pages. Sources and used scientific literature (monographs, articles, abstracts, abstracts, Internet resources, etc.) are given at the end of the article in the section "References" in the order of their sequential mention in the text. The list of references should contain only those sources to which references are given in the text, the numbering of sources - as they appear in the text. All bibliographic data should be carefully verified. At the end of the presented list of references, the numbering is given without putting a dot after the digit.

- The references is made in accordance with GOST 7.1. 2003 "Bibliographic record. Bibliographic description. General requirements and rules for drafting", GOST 7.0.100-2018 (as amended and supplemented on December 03, 2018) "Bibliographic record. Bibliographic description. General requirements and rules for drafting".

#### ***Book design:***

1 Поленина С.В. Женщина в обществе: мифы и реалии. Сборник статей. Информация XXI век. — 2020. — 34 с.

2 Нуртазина Н.Д. Женщина в традиционном казахском обществе. Введение в теорию гендера: учеб. методический комплекс. Ақыл кітабы: — 2019. — 21 с.

#### ***Journal article design:***

3 Бақытова А.Ж., Кушкалиев Б.Д. Конституцияны білу – өркениетті өмір нормасы. Х.Досмұхамедов атындағы Атырау университеті «Хабаршысы». — №3(58). — 2020. — Б. 105-110

#### ***Conferences proceedings design:***

4 Семенова В.Г. Самостоятельная работа студентов как важнейшая форма организации учебного процесса в рамках компетентностной модели образования. Организация самостоятельной работы студентов: материалы докладов II Всероссийской научно-практической интернет конференции. — Саратов: Новый проект. — 2013. — С. 10-15

**Newspaper articles design:**

5 Ахметова Н. Р. Психология студенческого возраста. Педагогический вестник. — № 12. — 2009. — 4 с.

**Internet resources design:**

6 Ахметқалиев Б. Әйелдер құқықтарының тарихи және құқықтық мәселелері. [Электрондық ресурс] — URL: <http://infozakon.kz/gov/1954-yelder-ytaryny-tarihi-zhne-yty-mseleler.html> (қаралу уақыты: 20.05.2022)

7 Национальный доклад Совета по правам человека. Казахстан. [Электронный ресурс] — URL: <http://www.ohchr.org/EN/HRBodies/UPR/Pages/KZSession20.aspx> (дата обращения 16.09.2022).

**Encyclopedia:**

8 Қазақтың этнографиялық категориялар, ұғымдар мен атауларының дәстүрлі жүйесі. Энциклопедия. — Алматы: — 2018. — Б. 21-23

**Article from the journal in English design:**

9 Pundak D., Herscovitz O., Shacham M., Wiser-Biton R. (2009) Instructors' attitudes toward active learning. Interdisciplinary Journal of E-Learning and Learning Objects. Vol. 5. P. 215-232

*A sample of the design of literature*

**REFERENCES**

1 Поленина С.В. Женщина в обществе: мифы и реалии. Сборник статей. Информация XXI век. — 2020. — 34 с.

2 Нуртазина Н.Д. Женщина в традиционном казахском обществе. Введение в теорию гендера: учеб. методический комплекс. Ақыл кітабы: — 2019. — 21 с.

3 Бақытова А.Ж., Кушкалиев Б.Д. Конституцияны білу – өркениетті өмір нормасы. Х.Досмұхамедов атындағы Атырау университеті «Хабаршысы». — №3(58). — 2020. — Б. 105-110

4 Семенова В. Г. Самостоятельная работа студентов как важнейшая форма организации учебного процесса в рамках компетентностной модели образования. Организация самостоятельной работы студентов: материалы докладов II Всероссийской научно-практической интернет конференции. — Саратов: Новый проект. — 2013. — С. 10-15

5 Ахметова Н.Р. Психология студенческого возраста. Педагогический вестник. — № 12. — 2009. — 4 с.

6 Ахметқалиев Б. Әйелдер құқықтарының тарихи және құқықтық мәселелері. [Электрондық ресурс] — URL: <http://infozakon.kz/gov/1954-yelder-ytaryny-tarihi-zhne-yty-mseleler.html> (қаралу уақыты: 20.05.2022)

7 Национальный доклад Совета по правам человека Казахстан. [Электронный ресурс] — URL: <http://www.ohchr.org/EN/HRBodies/UPR/Pages/KZSession20.aspx> (дата обращения 16.09.2022).

8 Қазақтың этнографиялық категориялар, ұғымдар мен атауларының дәстүрлі жүйесі. Энциклопедия. — Алматы: — 2018. — Б. 21-23

9 Pundak D., Herscovitz O., Shacham M., Wiser-Biton R. (2009) Instructors' attitudes toward active learning. Interdisciplinary Journal of E-Learning and Learning Objects. Vol. 5. P. 215-232

If there are works presented in Cyrillic in the list of references, it is necessary to submit the list of references in two versions: the first – in the original, the second – in Romanized alphabet (transliteration is a recommended free site <http://translit-online.ru/>). Translation from Russian into Latin/Online Converter <https://translit.ru>. Translation from Kazakh into Latin/Online Converter <https://qazlat.kz/ru/>

**You must select a transliteration method according to the table below:**

<a href="http://translit-online.ru/">http://translit-online.ru/</a>	<a href="https://qazlat.kz/ru/">https://qazlat.kz/ru/</a>
е – e	ә - ä
ё – e	і - i
ж – zh	ң - ñ
й – i	ғ - ğ

х – kh	ү - ü
ц – ts	ұ - ū
щ – shh	қ - q
ъ - не пишется	ө - ö
ы – y	һ - h
ь - не пишется	
э – e	
ю – yu	
я – ya	

*A sample of the design of literature by transliteration*

## REFERENCES

- 1 Polenina S.V. Zhenshina v obshestve: mifi i reali [*Woman in society: myths and realities*]. Sbornik statei Informasiya XXI vek. 2020. 34 p. [in Russian]
- 2 Nurtazina N.D. Zhenshina v tradisionnom qazaqskom obshestve [*Woman in traditional Kazakh society*]. Vvedenie v teoriyu gendera: usheb. metodisheski kompleks. Introduction to the theory of gender: textbook. methodical complex. Akyl kitaby. 2019. 21 p. [in Russian]
- 3 Bakytova A.Zh., Kushkaliev B.D. Konstitusiyany bilu – orkenietti omir normasy [*Knowing the Constitution is the standard of civilized life*]. Kh.Dosmukhamedov atyndagy Atyrau universiteti Habarshysy. №3(58). 2020. P. 105-110. [in Kazakh]
- 4 Semenova V.G. Samostojatel'naja rabota studentov kak vazhnejshajaforma organizacii uchebnogo processa v ramkah kompetentnostnoj modeli obrazovaniya [*Independent work of students as the most important form of organization of the educational process within the framework of the competence model of education*]. Organizacija samostojatel'noj raboty studentov: materialy dokladov II Vserossijskoj nauchno-prakticheskoy internet konferencii. Saratov: Novyj proekt, 2013. P. 10-15. [in Russian]
- 5 Ahmetova N. R. Psihologiya studencheskogo vozrasta [*Psychology of student age*]. Pedagogicheski vestnik. 2009. №12. 4 p. [in Russian]
- 6 Ahmetqaliev B. Aielder kukytarynyn tarihi zhane kukyktyk maseleleri [*Historical and legal issues of women's rights*]. Available at: — URL: <http://infozakon.kz/gov/1954-yelder-ytaryny-tarihi-zhne-tyty-mseleler.html> [in Kazakh]. (accessed: 20.05.2022).
- 7 Nacionalnyi doklad Soveta po pravam sheloveka Qazaqstan [*National Report of the Human Rights Council of Kazakhstan*]. Available at: — URL: <http://www.ohchr.org/EN/HRBodies/UPR/Pages/KZSession20.aspx> [in Russian]. (accessed: 16.09.2022)
- 8 Qazaqtyn etnografiyalyk kategoriyalar, ugymdar men ataularynyn dasturli zhuiesi [*Kazakh traditional system of ethnographic categories, concepts and names*]. Ensiklopediya. Almaty. 2018. P. 21-23. [in Kazakh]
- 9 Pundak D., Herscovitz O., Shacham M., Wiser-Biton R. (2009) Instructors' attitudes toward active learning. Interdisciplinary Journal of E-Learning and Learning Objects. Vol. 5. P. 215-232. [in English]

*Information about the authors.* It is written in a line in English, Russian and Kazakh, full name, academic degree, title (if any), position, name of affiliation to the department, as well as organization / institution, must be complete, without abbreviations, country name, addresses of all authors publications, including indicating the main author in each article, E-mail, ORCID (each author)

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