

EDUCATION

QUALITY ASSURANCE

Approved at the Meeting
of the Editorial Board of the Journal
“Education. Quality Assurance”
(Minutes No. 2 dated December 25, 2020)

RULES FOR AUTHORS

of the Scientific and Analytical Journal
“Education. Quality Assurance”

Nur-Sultan, 2020

1. General Provisions

1.2 Scientific and Analytical Journal "Education. Quality Assurance" (hereinafter - the Journal) is a periodical printed publication of the NPI "Independent Agency for Accreditation and Rating "(hereinafter - the Agency).

1.3 The main purpose of the Journal is to highlight topical issues of increasing the efficiency of the level of education and science, accreditation, innovation, industry research, the quality of scientific publications, the development of a system of scientific, periodicals and expanding their presence in the international scientific information space, taking into account the adaptation of the best experience of foreign countries. In the articles published in the Journal, research and analysis of information is carried out, priorities and current trends are determined, risks are considered.

1.4 The journal, as a part of the scientific information system, participates in solving the following tasks:

- acquaintance with the latest theoretical, methodological and practical achievements of domestic and foreign authors;
- dissemination of research results;
- acquisition of skills, competencies and experience in professional activities in order to prepare and improve qualifications that meet modern requirements for the development of the economy, society, improving the quality of education;
- formation of a dialogue platform, contributing to the improvement of the quality of education and science;
- promoting the publication of the results of scientific research of young scientists, doctoral students, and undergraduates.

2. Requirements for the design of articles

2.1 The article must meet the following criteria:

- 1) relevance of the work and compliance with the priority scientific areas of the Journal (importance, applicability of ideas, methods, technologies described in the article);
- 2) scientific novelty (originality of the idea, solution of the assigned research tasks);
- 3) structure (consistency, consistency, coherence of presentation);
- 4) the significance of the main research results (presentation of the results, theoretical and practical significance, conclusions, scientific and practical significance);
- 5) literary level of the article (communicative value, compliance with scientific style, linguistic and stylistic norms);
- 6) quality of design: compliance with the requirements of the Editorial Board, the use of terminological vocabulary, keywords, the presence of annotations in three (Kazakh, Russian, English) languages, a list of used literature;

7) compliance with the legislation of the Republic of Kazakhstan, including on the protection of intellectual property.

2.2 The author needs to clearly define the specifics of the problem being investigated and its connection with important scientific and practical tasks, and identify the purpose of the study. The article should provide a brief analysis of the latest research and publications, in which the solution of this problem has been started and to which the author refers. The main material is presented with full justification of the scientific results obtained, the article ends with conclusions based on the results of the study. It is also desirable to show the prospects for further research in this direction.

2.3 When writing an article, you must adhere to the structure accepted in world practice:

- code MRSTI and UDC;
- The title of the article, information about the authors and their affiliation in three languages;
- Abstract (no more than 150 words) in three languages;
- Key words in three languages;
- Introduction;
- The main part of the research;
- The results obtained (conclusions);
- Bibliography;
- Information about authors.

The article should not contain attachments (allowed in exceptional cases in an amount not exceeding 1 page with parameters similar to the main text of the article).

It is recommended to minimize or eliminate the use of page and endnotes and notes.

2.4 In the upper left corner, above the title of the article, the code MRSTI is indicated, on the next line the UDC code, bold, straight font.

2.5 The title of the article should be short but informative. The title of the article should be indicated in Kazakh, Russian and English, in capital letters, bold, straight, centre alignment.

2.6 The title of the article is separated from the data on the authors by one blank line. The name, middle name, surname of the author(s), academic degree, academic title, city, and country must be indicated. The name of the organisation is indicated in the nominative case, in full, without abbreviations. If there are several authors, they themselves decide on the order of their mention in the article, usually according to the contribution to the research. The number of authors is no more than 4. In one issue of the journal, the author can publish no more than 1 article, including co-authorship.

2.7 Annotation, 5-6 key words / phrases are given after the title of the article in Kazakh, Russian and English. The structure of the abstract is built similar to the structure of the article (brief substantiation of the problem, purpose, materials and methods, results and discussion).

2.8 The text of an article of at least 6 pages is provided in Kazakh / Russian and / or English in electronic form (documents are accepted in doc or docx formats) in compliance with the following parameters:

- font Times New Roman, font size - 14 pt, line spacing - single, justified alignment, paragraph indentation - 1.25 cm;
- left margin - 3 cm, right margin - 1.5 cm, top and bottom margins - 2 cm;
- the text is printed only on one side of the sheet, the pages are numbered sequentially (the number is indicated in the lower right corner of the page);
- all abbreviations and abbreviations must be deciphered at the first mention in the text.

Introduction. In the introduction, the relevance of the research topic, its goals and objectives are given, on their basis an analysis of the materials obtained is given, the expediency of a methodological approach to the problems considered in the article is proved.

Materials and research methods are described briefly and in a specific way. The section should present the object of research and all the methods used in its conduct, show their essence and reasonable choice. Provide examples of key studies as needed.

Results and their discussion. The section should present the main results of the study; the factual data are objective, systematised and concise using text supplemented with illustrations. The author(s) shows the significance or novelty of the research, focus on the identified patterns, and gives specific recommendations.

Conclusion (brief and informative). In this section, the results obtained and their novelties are formulated. Suggestions and recommendations should confirm the achievement of the goals and objectives of the study. It should indicate the possibility of using the results obtained in practice and suggest directions for further research.

The names of the sections are written from a paragraph, highlighted in bold (**introduction, material and research methods, results and their discussion, conclusion**).

2.9 The article must contain a bibliographic list. For each source from the list, a link is required in the text. The absence of a bibliographic list may result in refusal to register an article.

The list of used literature is given at the end of the article, is included in the total number of pages of the article and is drawn up as the sources are mentioned. The volume of the list is no more than 10 sources; self-citation - no more than 20%.

In articles written in Kazakh, Russian or English, the list of references should have a standard subtitle «Әдебиеттер тізімі»/ «Список литературы» / "References" and is drawn up in accordance with GOST 7.1-2003 (including if the list contains English-language sources).

References to literature in articles are made in square brackets along the text of the article, indicating the source number according to the bibliographic list (for example: [1]). References to literature in the form of footnotes at the bottom of the page are inadmissible.

If the list of references contains works presented in Cyrillic, it is necessary to submit the list of references in two versions: the first - in the original, the second - in the romanised alphabet in accordance with the American Psychological Association <http://www.apastyle.org/> (recommended free site for transliteration from Russian to Latin <https://translit.ru>, from Kazakh to Latin <https://qazlat.kz>).

A romanised bibliography should look as follows: author(s) (transliteration) → (year in parentheses) → article title in transliterated version [translation of the article title into English in square brackets], name of the Russian-language source (transliteration and English title), and output with notation in English.

In English, the article is formatted as follows:

- title of the article (professional translation into English);
- initials and surname of the author(s) (transliteration);
- full name of the organisation, country (official name in English);
- annotation (professional translation into English);
- keywords (professional translation into English);
- a combination of English and transliterated parts of the list of references.

2.10 Details of the authors, which include the following:

- name, patronymic and surname;
- academic title, academic degree;
- position or profession;
- place of work (name of the organisation);
- city, country;
- email address (e-mail);
- a photo for publication with an article.

The name of the author(s) is given in the nominative case. All information is indicated in full. Information about the authors is given in three languages (Kazakh, Russian and English).

Articles that do not include information about the author in accordance with the above requirements are not accepted for consideration.

2.11 The text must comply with the stylistic, spelling and syntactic norms of the corresponding language (Kazakh, Russian or English). The content of the article sent to the Journal, all digital data and materials must be carefully checked by the authors. The low quality of the text may be the basis for rejecting the article from publication.

2.12 The numbering of tables and figures should be continuous throughout the text. Figures are numbered separately from tables. Each table and figure must be referenced in the text, it is necessary to type the word "figure / table" in full and put a number through a space (In figure 1 ...; see table 1 ...)

If the text contains drawings, they must be contained both in the text itself and in separate files (.jpeg, .png) attached in addition to the text of the article. The quality of illustrations must be at least 300 dpi. The name of the figure is placed as a sub-figure, aligned in the centre. The point mark after the drawing name is not inserted. Sample: Figure 1 - Name of the figure

The table name is aligned to the left without paragraph indentation. The point mark after the drawing name is not inserted. Tables with landscape orientation are not desirable. Sample: Table 1 - Table name

2.13 Inconsistency of the submitted material with all of the above-listed requirements may cause its rejection at the registration stage (without admission to reviewing).

2.14 The decision to publish an article is made by the editorial board. Editorial corrections or abbreviations may be made to the text of the article without the consent of the author.

3. Liability of the author

3.1 The Owner of the Journal and the Editorial Board are not responsible for the accuracy of the information provided by the authors of the study.

3.2 The author, sending the manuscript of the article to the Journal, takes personal responsibility for the originality of the research, for the correctness and accuracy of the data, facts, quotes, proper names, geographical names, surnames, initials and other information provided by him, as well as for the placement of data in the article, not being the subject of open publication, and instructs the owner of the Journal to make the work public by publishing it in print.

3.3 By submitting the text of an article for publication in the Journal, the author guarantees the correctness of all information about himself, the absence of plagiarism and other forms of illegal borrowing in the manuscript of the article, the proper design of all borrowings of text, tables, diagrams, and illustrations. The authors of published materials are responsible for the selection and accuracy of the facts, quotes, statistics and other information.

Plagiarism is the deliberate misappropriation of the authorship of someone else's work of science, thought, art or invention. Plagiarism may be a violation of copyright and patent laws and as such may entail legal liability of the author.

The author guarantees that he has exclusive rights to use the material transferred to the Journal. In case of violation of this guarantee and in connection with this, claims against the owner of the Journal and / or the editorial board, the author, independently and at his own expense, undertakes to settle all claims. The owner of the Journal and the editorial board are not liable to third parties for violation of the guarantees given by the author.

3.4 Submitting materials for publication in the Journal means the author's consent to the above requirements.

3.5 When reprinting materials, a reference to the Journal is required.

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THE TITLE OF THE ARTICLE

Abstract. Purpose – the main purpose of the research paper. Methodology – method or approach. Originality/significance – importance of work. Findings – the main focus and findings of the article.

Keywords: 5-6 words or phrases

Introduction. In the introduction, the relevance of the research topic, its goals and objectives are given, on their basis an analysis of the materials obtained is given, the expediency of a methodological approach to the problems considered in the article is proved.

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1 Pak, Ju.N.& Pak, D.Ju. (2020) Proektirovanie obrazovatel'nyh programm pri obuchenii v formate kompetencij [Designing of educational programs on training in the format of competencies]*Education. Quality Assurance*, 4(21), 36-40 [in Russian].

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4 Vysshie uchebnye zavedenija Respubliki Kazahstan [Higher educational institutions of the Republic of Kazakhstan]. // Bjuro nacional'noj statistiki Agentstva po strategicheskomu planirovaniju i reformam Respubliki Kazahstan [Official site]. (2021). Available at: <https://stat.gov.kz/official/industry/62/statistic/5> (Accessed 20.06.2021)

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