


<b>СӘТБАЕВ</b> УНИВЕРСИТЕТИ 	<b>NON-PROFIT JOINT STOCK COMPANY KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV</b>	
QMS document of 3 <sup>rd</sup> level	Edition # 4 dated « <u>20</u> » <u>04</u> 2023.	P 029-03-01-04.01-08-2023

**PROVISIONS  
ON THE PROCEDURE OF PREPARATION, EXAMINATION AND  
PUBLICATION OF  
EDUCATIONAL AND METHODOICAL LITERATURE**

**P 029-03-01-04.01-08-2023**

**Almaty 2023**

## PREFACE

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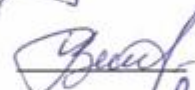
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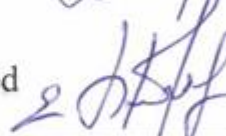
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**4 INTRODUCED** instead of # 3 edition dated December 02, 2020

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## 1 Field of application

The provision is intended for the teaching staff of Non-Profit Joint Stock Company "Kazakh National Research Technical University named after K. I. Satbayev" to plan, prepare and publish educational, teaching and methodological literature, manuals.

## 2 Regulatory references

2.1 Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 # 319- III (with amendments and additions).

2.2 State mandatory standard of higher and postgraduate education. Approved by the decree of Minister of Science and Higher Education of the Republic of Kazakhstan dated 20.07.2022. # 2 (with amendments and additions dated 19.01.2023 # 21).

2.3 Standard rules for the activities of organizations of higher and (or) postgraduate education. Approved by the decree of Minister of Education and Science of the Republic of Kazakhstan dated 30.10.2018. # 595 (with amendments and additions dated 20.01.2023. # 23).

2.4 Rules for organizing the educational process on credit technology of training. Approved by the decree of Minister of Education and Science of the Republic of Kazakhstan dated 20.04.2011 # 152 (with amendments and additions dated 23.09.2022. # 79)

2.5 Rules for organizing and implementing the educational-methodological and scientific-methodical work in educational organizations. Approved by the decree of Minister of Education and Science of the Republic of Kazakhstan dated 29.11.2007 # 583 (with amendments and additions dated 23.09.2022 # 78).

2.6 Charter of NPJSC "Kazakh National Research Technical University named after K.I. Satbayev", approved by the order of Minister of Education and Science of the Republic of Kazakhstan.

2.7 GOST 7.60-2003 "Edition. The main types. Terms and definitions"

2.8 ST RK 1.5-2000 State Standardization System of the Republic of Kazakhstan. General requirements for construction, presentation, design and content of standards.

2.9 ST RK 1.12-2000 Normative text documents. General requirements for construction, presentation, design and content.

2.10 ST NPJSC 38944979-08-2015 "General requirements for developing and designing the educational and methodological complexes of disciplines".

2.11 ST NPJSC 38944979-10-2016 "General requirements for designing and content of text and graphic material of educational- methodological documentation".

2.12 IS ISO 9000:2005 Quality Management Systems. Basic provisions and dictionary.

2.13 IS ISO 9000:2015. Quality Management Systems. Basic provisions and dictionary.

2.14 IS ISO 9001:2015 "Quality management systems. Requirements".

2.1 Policy in quality sphere at NPJSC KazNRTU named after K.I.Satbayev.

2.2 Regulatory documents at NPJSC KazNRTU named after K.I.Satbayev.

### 3 General provisions

3.1 The given Regulation defines the procedure for planning, preparing and publishing the educational, teaching and methodological literature, manuals of Non-Profit Joint Stock Company "Kazakh National Research Technical University named after K.I. Satbayev" based on the profile of University, bypassing publishing houses that meet the requirements of State Mandatory Standards of the Republic of Kazakhstan (RK SMSE).

3.2 According to GOST 7.60.2003 – Editions. Main types, terms and definitions:

- **Educational publication** - a publication containing systematized information of a scientific or applied nature, set out in the forms convenient for use in the educational process, taking into account the specifics of students and educational programs;

- **Textbook** - an educational publication containing a complete systematic presentation of the academic discipline, corresponding to RK SMSE, curriculum and officially approved as the given type of publication;

- **Manual** - an educational publication that supplements or partially (completely) replaces a textbook, officially approved as the given type of publication. Textbooks may contain material either narrower or wider than the curriculum;

- **Educational and methodical manual** (hereinafter - EMM) - a type of educational publication containing materials on the methodology of teaching, studying an academic discipline, its section, part or education;

- **Electronic educational publication** - an educational publication recorded on a digital media for use, which requires information and communication technologies, software or digital equipment;

- **Electronic appendix to the textbook** (hereinafter referred to as EA) - an electronic interactive educational material that expands and/or supplements the textbook content owing to multimedia elements, practical and control works;

- **Electronic version of a printed textbook** - an electronic publication corresponding in structure, content and decoration to the textbook's printed form;

- **Educational publication on electronic media** - a publication presented as a set of digital, text, graphic, audio, video and other information that is designed to automate learning, corresponds to the training course and provides various types of educational work. Electronic edition can be performed on an electronic medium, as well as posted on an Internet resource. Electronic educational publications include: electronic textbook, electronic manuals, electronic educational and methodical

complex, video, audio materials, digital educational resources, virtual laboratories and others.

## **4 Planning**

4.1 Preparation of educational publications and teaching materials is carried out by the author (author's team, developer) in accordance with State Mandatory Standard of Higher and Postgraduate Education, approved by the decree # 2 of Order of Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 (hereinafter – SMSE), Standard rules related to activity of educational organizations implementing the educational programs of higher and (or) postgraduate education in accordance with Annex 5 to Order of Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 # 595 (with amendments and additions) working curricula in the discipline in accordance with Law of the Republic of Kazakhstan "On education".

4.2 The author (the author's team, the developer) prepares educational publications and educational-methodical complexes taking into account the following requirements:

1) according to the approved individual work plan of the teacher and the total amount of teaching load for the academic year.

2) inclusion of the most relevant knowledge on the academic subject (discipline);

3) reliability of the presented educational and methodological material;

4) accounting of the contingent of students (according to the educational program);

5) professional, practical orientation of the content of the educational material.

4.3 University's Scientific Library, together with representatives of departments, analyzes the provision of the educational process with the necessary educational and methodological literature in the state and Russian, foreign languages.

4.4 In accordance with the analysis, departments' heads make up an annual thematic plan for publishing the educational literature (with a readiness of no more than 50%), certify it with a signature and submit it for consideration by Academic Council (AC) of Institute.

4.5 The postponement of the approved planned publication of the teaching staff for the calendar year can be postponed to the next year only after consideration by Educational and Methodological Department of Registrar's Office (hereinafter referred to as EMD OR) and the decision of Educational and Methodological Council (hereinafter referred to as EMC).

4.6 It is necessary for Institute Directorate to submit a consolidated plan based on Institute of EMD OR at University by November 25 of the current year.

4.7 On the basis of consolidated plans of Institutes' publications, University's EMD OR forms a thematic plan for publishing the educational literature (textbooks and teaching materials) of University for the previous year of

publication and submits it for consideration by University's EMD. The approved thematic plan by University's EMC Chairman is posted at University's website in EMD OR section.

4.8 When planning, the established standards for editorial and publishing processes, as well as the financial and printing capabilities of University are taken into account.

4.9 The volume of publications of all departmental educational and methodical publications is established by University's EMC, depending on the specifics and significance of the discipline in the current curriculum.

4.10 The volume of educational literature is determined in a certain proportion to the number of credits allocated in the curricula for the lecture course, is approximately 3-4 pr. sh. for 1 credit.

4.11 The following volumes are established for the published literature:

- tutorials – no more than 10.0 printed sheets (p.s.);
- textbooks – no less than 10.0 and no more than 15.0 p.s.
- teaching aids and guidelines - no more than 10.0 printed sheets (p.s.);

4.12 The circulations of educational publications are established in accordance with Decree, taking into account access to their electronic versions in PDF format displayed on University's educational portal and electronic library.

4.13 Electronic versions of educational, teaching and methodological manuals are displayed on University's educational portal and electronic library.

4.14 Reporting on the release of educational literature is carried out by Polytech Publishing Center named after T. Keneyev. According to the established regulations, reporting is provided only to University management.

## **5 Preparation, review and revision of manuscripts of textbooks, teaching aids**

5.1 Manuscripts of textbooks and teaching aids are initially checked for the presence of borrowing, then reviewed, evaluated at the department and confirmed by an extract of the protocol indicating the result of borrowing. Then it is considered at Institute's Academic Council and recorded with the decision.

5.2 The accompanying documents of the educational literature are provided to EMD OR (15 days before the start of University's EMC):

1. extracts from the minutes of the department, Institute's AC;
2. reviews:
  - for tutorials and textbooks -1 internal and 2 external;
  - for methodical guidelines -1 internal;
3. paper and electronic versions of educational literature;
4. Tutorials (at the discretion of the author) may be recommended for assignment of REMS EMD stamp. This must be indicated in the protocol extracts.

[Regulations on the procedure for assigning the educational publications the stamp Educational and Methodological Association Project Management Group of the Republican Educational and Methodological Council 2022.pdf](#)

EMD OR, a complete package of documents is provided University's EMC.

5.3 The submitted reviews are drawn up in accordance with Methodological requirements for the content of reviews (Appendix A). The review should give an objective assessment of the degree to which the content of the manuscript corresponds to the program of the discipline being studied, scientific level, methodological advantages and disadvantages, contain a clear conclusion about the expediency of publication and recommendations about which educational programs' students the publication is intended for. Internal review is taken into account in teachers' individual plans.

If the manuscript of textbooks and teaching aids contain minor comments, the manuscript together with the review is sent to the author(s) for revision.

Upon receipt of contradictory reviews (1 positive and 1 negative), the manuscript of textbooks and teaching aids is sent for additional revision.

Upon receipt of 2 negative reviews, the manuscripts of textbooks and teaching aids are excluded from the publication plan.

5.4 The author(s) of the educational literature specified in the thematic plan of publishing the educational literature of Institutes (departments), in the period preceding the year of publication, hand over the finished manuscript of the educational literature (paper and electronic versions) to Publishing Center Polytech named after T. Keneyev in full compliance with the requirements of the discipline current curriculum.

5.5 The submitted to Prepress Preparation Department (hereinafter referred to as DPP) by Publishing Center Polytech named after T. Keneyev for preparing and releasing the originals of textbooks and teaching aids must be issued in accordance with GOST 7.89-2005 "Author's text and publishing originals. General requirements", comply with curricula, be distinguished by careful selection of material and purposefulness of presenting the knowledge, the availability of educative material.

5.6 Organizational, methodological and supervisory functions in preparing the manuscripts for publication are carried out due to departments, institutes, and the secretary of University's EMC.

## **6 Movement of manuscripts of textbooks and teaching aids to Polytech Publishing Center named after T. Keneyev**

- the department of prepress preparation (hereinafter - DPP);
- production department (hereinafter referred to as software).

### **6.2 DPP:**

- accepts from the author(s) according to the act of acceptance and transfer of manuscript of textbooks and teaching aids according to the approved thematic plans of publications;
- checks the availability of accompanying documents;
- registers the received manuscripts of textbooks and teaching aids in publication registration journal;
- assigns international ISBN book numbers and barcodes;



- organizes the work on preparing the manuscripts for publication: literary editing, proofreading (2 times).

6.3 OPP has the right to:

- send (if necessary) the manuscripts of textbooks and teaching aids for revision;

- reject the manuscripts of textbooks and teaching aids submitted for publication in case of their non-compliance with the requirements of current regulatory documents and non-compliance with the terms of copyright proofreading.

- carries out editing, layout and production of original layouts of publications;

- translates the final version of educational publications into PDF and their output to print.

6.4 Software:

- makes calculations for educational publications;

- fulfills their replication;

- conducts mandatory distribution and sale of publications, as well as write-off of consumables for their release.

## **7 The composition of the author's original text of textbooks and teaching aids**

7.1 Apparatus of the publication and its elements

Author's original text of textbooks and teaching aids may include the following elements:

- the title page of the publication;

- output data;

- abstract and (or) abstract; introduction;

- the main text part (with headings, tables, formulas; illustrations with captions);

- conclusion;

- bibliographic list;

- contents (table of contents);

- applications;

- graduation data.

Note – The presence or absence of the listed elements, except for the main text, is determined by the content of a specific author's original text.

7.2 Publication's title page:

Publication's title page is issued according to GOST 7.4–95.

Title page of the educational literature indicates the name of the parent organization (institution) and the publishing organization. University's name is indicated by Satbayev University for publications in English and Satbayev University for publications in Kazakh or Russian.

The initials and surname of the author are given below.

If there are four or more authors, information about them can be given not on the title page, but on its back. The author's name, patronymic and surname are fully disclosed only above the graduation data, before the title of the publication. If there are more than three authors, their names, patronymics and surnames lead either all or only the first three with the words: "etc."

Further, the title is given on the title page, and the type of educational literature (textbook, teaching manual, lecture notes) is indicated in the subtitle data. After the information about the type of publication, the approval stamp is placed.

The city and year are indicated at the bottom of the title page.

Samples of the design of the title pages are given in Appendices Б, В.

### 7.3 Output data

The output data is sequentially placed on the back of the title page (Appendix D).

Output data includes:

- classification indexes;
- bibliographic description;
- additional information;
- annotation (summary of the material presented);
- information about reviewers;
- publication plan of the issuing ministry and the year of its approval;
- comprehensive bookselling index-cipher;
- international standard book number ISBN;
- copyright protection mark.

Classification indexes include UDC index (Universal Decimal Classification), LBC index (Library and Bibliographic Classification). UDC index is placed in a separate line in the upper left corner, LBC index is placed under it and they are replaced under the annotation in the right corner.

The bibliographic description indicates the initials and surnames of the authors, title of the publication, the city, place and year of publication, the number of pages.

Additional information indicates the number of illustrations, tables, bibliographies and appendices.

The abstract includes a brief description of the thematic content of the publication, its purpose and reader's address, provides information about its advantages and features. In educational publications, it is mandatory to indicate in the annotation the program of which discipline the book corresponds to.

Make up and issue an annotation in accordance with GOST 7.86–2003 requirements.

Information about the reviewers includes the initials and surnames of the reviewers, their academic degree and academic title.

Publication plan of the issuing ministry and the year of its approval are placed below the information about the reviewers.

A comprehensive bookselling index-cipher is placed in the lower left corner before International Standard Book Number ISBN.

International standard ISBN book number is given according to GOST 7.53–86 and placed in the lower left corner. International Standard ISBN book number consists of the abbreviation ISBN, regardless of the publication's language, and the following ten digits. On each new book, on each of its reprints, translation into another language or issue in a new design (with a different binding or cover), a new ISBN number is given.

The copyright protection mark is given in all publications in accordance with international legislation on protecting the intellectual property. Protection sign consists of the letter "C" enclosed in a circle, the name of the copyright holder and the year of publication. Placed in the lower right corner.

An example of the design of the output data is given in Appendix G.

#### 7.4 Introduction

The main (general) requirement is to introduce the problems of the discipline (lectures, seminars, laboratory classes, etc.) into the content, methods and forms of its development into the main directions, theoretically, methodically and psychologically prepare the student (teacher) for the upcoming educational activity.

The introduction defines the initial concepts, basic terms, reviews theories, literary and documentary sources, justifies the formulation and development of the topic.

#### 7.5 Main text part

The timing of editorial and publishing processing and publication of the publication depends on the correctness of preparing the material (original) by the authors. Preparation of the text typed on the computer in accordance with the requirements of the standards helps to save labor and material resources.

The author's text original must be designed in accordance with requirements of GOST 7.89–2005 "Original author's text and publishing. General requirements".

Departmental literature is published with an operational seal, so the originals for reproduction are made from the edited, proofread and technically prepared author's manuscript.

Original text must be typed on a computer, presented on an electronic medium (USB flash drive) and printed on one side of a standard sheet of paper in 210x297 mm format.

Saturation of letters and signs should be uniform within the line, page and the entire manuscript.

The numbering of the original begins on page 3 (the first and second pages are the title page and the turn of the title page, they are not numbered). The column digit (page number) is placed at the top or bottom outside the frame, indented by 2 intervals.

Author's original text must meet the following requirements:

- the original text is typed at 1.0 intervals in Word text editor for Windows;
- Times font with a 14-point size is used as the main font.;
- as a second additional font (tables, figures), it is recommended to use Pragmatica font with a 12-point pin height;
- one page of the original should contain no more than 40 lines, each line should contain no more than 60 characters, counting spaces between words;
- paragraph indentation should be the same and equal to 1 cm;
- the entire text should fit into a 17x25 cm frame, while the margins of the original pages are: left and bottom – 20 mm, top – 20 mm, right – 20 mm.

Hanging lines are not allowed in the originals, i.e. incomplete lines at the beginning of the page. To avoid them, you can reduce (increase) the text on the previous page is one-line long.

Author's original text should be divided into sections. Sections can be divided into subsections, subsections into paragraphs. Items, if necessary, can be divided into sub-items.

When dividing the text of educational publications into paragraphs or sub-paragraphs, it is necessary that each paragraph, sub-paragraph contains complete information.

Sections, subsections, paragraphs and sub-paragraphs should be numbered in Arabic numerals and written with paragraph indentation. Sections should be numbered sequentially within the entire text, with the exception of appendices.

- the original text is typed at 1.0 intervals in Word text editor for Windows;
- Times font with a 14-point size is used as the main font.;
- as a second additional font (tables, figures), it is recommended to use the Pragmatica font with a 12-point pin height;
- one page of the original should contain no more than 40 lines, each line should contain no more than 60 characters, counting spaces between words;
- paragraph indentation should be the same and equal to 1 cm;
- the entire text should fit into a 17x25 cm frame, while the margins of the original pages are: left and bottom – 20 mm, top – 20 mm, right – 20 mm.

**Example – 1, 2, 3 etc.**

The subsection or item number includes the section number and the serial number of the subsection or item separated by a dot.

**Example – 1.1, 1.2, 1.3 etc.**

The number of sub-item includes the number of the section, subsection, paragraph and the serial number of the sub-item, separated by a dot.

**Example – 1.1.1.1, 1.1.1.2, 1.1.1.3 etc.**

After the number of the section, subsection, paragraph and sub-paragraph in the text of the educational literature, put a period.

Sections and subsections of educational literature should have headings.

Headings should clearly and briefly reflect the content of sections, subsections, paragraphs.

Headings are typed in capital letters, subheadings – the first in capital letters, the rest in lowercase letters. Headings and subheadings are separated from the main text at the top and bottom by three intervals.

If the title consists of two sentences, they are separated by a dot.

### **Examples:**

## **1. TASKS OF T. KENEYEV POLITECH PUBLISHING CENTER**

(Name of the section)

### **1.1. Products of Politech Publishing Center named after T.Keneyev**

(First subsection of the first section)

#### **1.1.1. Publishing Center Politech named after T.Keneyev enterprises and printed products**

(The first paragraph of the first section's subsection)

Tables should be placed in the text after the paragraphs in which references to them are given for the first time. It is allowed to place tables on the page following the link. The following requirements should be taken into account in the tables:

- the subordination of the rows of the side of the table should be expressed either by a system of retractions, or by numbering the rows with a simple pencil;
- the rows of the sidewall of the table should be aligned with the corresponding rows in the graphs;
- horizontal and vertical rulers in the table to be typed must be printed or drawn with a pencil (black paste);
- numbers in figures with more than four characters must be separated by spaces in one stroke into classes of three digits each, with the exception of numbers denoting numbers and calendar years; classes of numbers in graphs must be vertically aligned; four-digit digits are divided into classes only when they are in a numeric graph containing digits with five or more characters;
- notes and footnotes to tables should be placed directly under the corresponding table, and first footnotes are given, and then notes; footnotes to figures in the table are indicated in the form of asterisks.

**Example of a typical table:**

Table 1

## Characteristics of the yield of low-sulfur oil refining products

Products	Output, % volume.	Sulfur, % weight.
Gas C2 and below	2,1	-
Gasoline (C5–1820)	20,4	0,01
Kerosene (182-2770)	23,3	0,05
Gasoil.....	50,2	0,60
The remainder.....	4,0	1,20

Formulas must be typed using the computer.

The most important formulas that are referenced in the following text should be numbered. The ordinal numbers of the formulas are indicated by Arabic numerals in parentheses at the right edge of the strip. The most important, as well as long and cumbersome formulas are included in separate lines. At the same time, it is possible to switch off both to the middle and to the left (sometimes to the right) edge of the line or with a small hood. Numbering – within a chapter or section, or through.

To save space, several short formulas of the same type, selected from the text, can be placed in one line, and not one under the other.

Small and simple formulas that have no independent meaning are placed inside the lines of the text.

Requirements for writing mathematical, physical and chemical formulas are given in Appendix D.

Careful selection, clarity and distinctness of graphic execution of illustrations is one of the most significant tasks of the author.

All illustrations should be organically linked to the text. It is forbidden to include illustrations that do not correspond to the topic being presented and are not related to the text or duplicate one another.

Illustrations should be placed (drawn, pasted or scanned) inside the original text. All illustrations should be black and white, clear, contrasting, neatly made.

Their sizes should not exceed the margins of the original.

The illustrative material should not contain unnecessary images and data that are not explained in the text or in the captions under the illustrations.

The distribution of illustrations in the text should be uniform.

In technical books, the numbering of illustrations is usually end-to-end, but you can also use numbering within a chapter or another large section.

Illustrations should be numbered in the sequence corresponding to their mention in the text, and linked by numbers to the captions.

Designations, terms, positions, sizes and other on the pictorial originals must correspond to those given in the text and captions.

Example illustration:

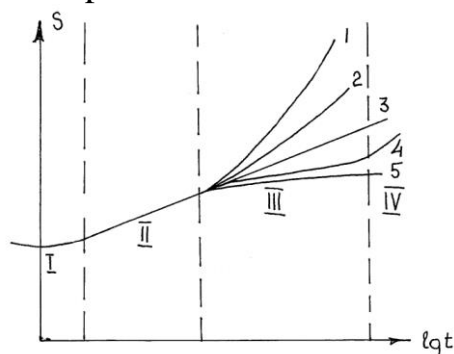


Figure 1.1. A graph of the level change during pumping for various schemes (time tracking graph):

1- a layer-a strip with impermeable boundaries; 2 - a semi-bounded layer with an impermeable boundary; 3 - an unlimited layer; 4 - a two-layer layer with double porosity; 5 - a semi-bounded layer with a constant pressure contour or a flow from formation with constant pressure

#### 7.6 Conclusion

Conclusion – the final part of the author's text, including a summary of the educational material, the main conclusions, recommendations and forecast of the development of the discipline (science, social activities).

#### 7.7 Bibliographic list

The sources in the bibliographic list are arranged in the order of their appearance in the text or in alphabetical order and are written from the first capital with paragraph indentation. "BIBLIOGRAPHIC LIST" word is written in the form of a heading in the center in capital letters and is not numbered. References to literature should be given with their numbers in square brackets according to the bibliographic list drawn up in accordance with GOST 7.1–2003 requirements.

Samples of the bibliographic description are given in appendix J.

#### 7.8 Contents (table of contents)

Contents (table of contents) are issued according to GOST 7.5–98.

Content (table of contents) of departmental educational and methodical literature includes the numbers and names of sections, subsections, as well as elements of the text part, such as an introduction, a bibliographic list, as well as appendices indicating the numbers of sheets (pages). Content (table of contents) is included in the total number of sheets of the given elaboration. The word "**Content**" ("**Table of Contents**") is written in capital letters in the form of a title in the center and is not numbered. The names included in the content are written in lowercase letters, starting with a capital letter.

#### 7.9 Appendices

Appendices – additional materials of a reference, documentary or other nature to the main text.

Applications are usually used in a textbook, especially if it contains a large array of educational material: a lot of tables, illustrations, diagrams, reference and calculation materials, etc.

Each application starts with a new sheet. If there are several applications, they are numbered (in Arabic numerals) and put a thematic title.

The word "Appendix" is written in the form of a title on the right edge in lowercase letters with the first uppercase.

The numbering of tables, formulas and figures in each application should be independent.

#### 7.10 Graduation data

The set of graduation data is performed on a separate sheet of A4 white paper. Indicate the type of publication. The full name, patronymic and surname of the author (s) are disclosed, the title and subtitle of the publication are given, the initials and surnames of the performers (DPP head, the editor, the specialists who performed the layout).

Below they give:

- the date when it was signed to print;
- printing paper number;
- format and share of the sheet;
- the volume of the publication in conventionally printed and accounting and publishing lists;
- circulation;
- order number;
- indication of the source of finance;
- name and full address of the publisher.

Barcodes are shown below.

An example of the execution of a set of output data is given in Appendix K.



## **8 Reading the proofreading of textbooks and teaching aids**

8.1 After computer editing and editing of manuscripts of textbooks and teaching aids, Prepress Preparation Department 's (DPP) editor passes them to the author(s) for viewing.

8.2 The authors read the proofreading, correct the errors noticed and sign on the title page.

8.3 When reading proofs, authors can make corrections only if the set does not correspond to the original. It is not allowed to modify the text, remove its individual parts or give them in a new edition.

8.4 The term of the author's proofreading is 15 working days.

8.5 Manuscripts of educational and methodical literature of authors who delay proofreading are removed from the issue.

8.6 After the author's proofreading of the manuscript, DPP editor conducts a second proofreading and sends them again for computer editing.

## **9 Permissive signatures for printing the textbooks and teaching aids**

9.1 The originals-mock-ups of textbooks and teaching aids are signed to print in the following sequence: author(s) – lead editor – DPP head.

## **10 Distribution and sale of textbooks and teaching aids**

10.1 Distribution and sale of textbooks and teaching aids, funded by University:

10.2 Publishing Center Politech named after T. Keneyev carries out free distribution of textbooks and teaching aids as follows:

Mandatory free copies in accordance with the register of distribution related to printed materials are sent to University's Scientific Library:

- "ISBN Agency" of National State Book Chamber – 1 copy.;
- National Library – 3 copies.

Copyright free copies (5), a signal copy (1), free copies for replenishment of the book fund and interlibrary exchange (33) are issued due to Publishing Center Politech named after T. Keneyev.

10.3 Distribution and sale of textbooks and teaching aids, funded by the authors or customers:

10.3.1 The author carries out mandatory distribution of free copies, excluding copyrights.

10.3.2 The author implements the rest of the circulation at their discretion.

Appendix A

### **Methodological requirements for reviews' content**

The review of the manuscript of a textbook, educational, teaching aids and lecture notes, as a rule, should consist of three parts: the general part, the material of the page-by-page analysis of the manuscript and conclusion.

The general part of the review should contain answers to the following questions:

- To what extent the manuscript meets the requirements of educational process and the content of the course. If there are deviations from the curriculum in it, then it is necessary to indicate what caused them and whether they can be allowed. To what extent does the manuscript correspond to the approved plan-prospectus?

- How satisfactorily prepared is the manuscript of the textbook (educational, teaching aids and lecture notes) from a methodological point of view and whether it meets the requirements of teaching this discipline or its section, as well as the possibility of its use for independent work of students (clarity, accessibility of the presentation of the material, orientation to the study of primary sources, methodological problems, lack of duplication, etc.)?

- Whether the structure of the textbook meets the requirements for textbooks and teaching aids, teaching aids and lecture notes for higher education. Whether the volume of parts, chapters, paragraphs of the book corresponds to the lecture course.

- Are interdisciplinary connections provided in the manuscript?

- Is the textbook illustrated correctly from a methodological point of view (educational, teaching aids and lecture notes), does the type of illustration correspond to the nature of the discipline and the content of the textbook (educational, teaching aids and lecture notes) and how much do they help the assimilation of the material?

Review's second part provides a detailed list and analysis of all the shortcomings of the manuscript noticed by the reviewer: inaccurate and incorrect formulations, semantic and stylistic shortcomings. In this part of the review, are certain places of the author's original subject, in the reviewer's opinion, to exclusion, reduction, addition or revision?

Special attention should be paid to evaluating the use of generally accepted terminology, norms, rules, standards, guidelines, etc. in the manuscript. In addition, reviews of manuscripts on disciplines should assess the conformity of values, definitions and concepts adopted in textbooks, teaching aids and lecture notes on general scientific and general technical disciplines.

The review's final part provides reasonable conclusions about the manuscript as a whole and general suggestions for further work on it.

If the manuscript does not contain significant shortcomings, and instructions can be easily eliminated by the authors when finalizing the manuscript, then the review's final part should contain a clear recommendation on the expediency of publishing the manuscript.

Recommendation for publication should contain a conclusion about the possibility of publishing the manuscript as a textbook or educational, teaching aids and lecture notes and for which specialties.

If the reviewer's opinion on the content of the manuscript is negative, and it is sufficiently reasoned in the review, then it is necessary to formulate such a conclusion in the final part of the review.

If the manuscript requires an author's edit, then it is necessary to indicate the expediency of its re-reviewing after processing the material.

Appendix Б

*Sample design of the title page of educational literature (textbook)*

NON-PROFIT JOINT STOCK COMPANY  
“KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED  
AFTER K.I. SATBAYEV”

D.Z. DZHURUNTAYEV, K. MARGULAN, A. ZAURBEK

DIGITAL CIRCUITRY

RECOMMENDED \_\_\_\_\_

Almaty 2023

## Appendix B

*Sample design of the title page of educational literature (textbook)*

NON-PROFIT JOINT STOCK COMPANY  
“KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED  
AFTER K.I. SATBAYEV”

Sh. V. Niyazova, M. H. Nigmatov

**COLLECTION OF PROBLEMS FOR THE PHYSICS COURSE**

((for KazNRTU students studying in the areas of training 5B07  
"Engineering, processing and construction industries",  
6B06 "Information and communication technologies")

Recommended by Educational and Methodological Council of University as a  
teaching aid

Almaty 2023

## Appendix G

*Sample of the design of the title page back (output data) of educational literature (textbook)*

UDC 621.37 (075)

LBC 32.844 я73

D 40

Reviewers:

*Manichev V.B.*, associate professor of RC6 (CAD) department of MSTU named after N. E. Bauman, c.t.s. docent;

*Shukayev D.N.*, professor of "Information Technologies" department SATBAYEV UNIVERSITY, d.t.s., professor;

*Utepbergenov I.T.*, professor of "Automation and Control" department of AUEC, d.t.s., professor.

It is being published according to the publication plan of Non-profit Joint-Stock Company "Kazakh National Research Technical University named after K.I. Satbayev" for 2023

**Djuruntayev D.Z., Margulan K. and Zaurbek A.**

**D 40** Digital circuitry: Textbook for students of technical educational programs of universities

Kazakhstan. – Almaty: Non–profit Joint Stock Company "Kazakh National Research Technical University named after K.I.Satbayev", 2019. – p. 386.

Il 33. Table 44. Bibliogr. – 26 titles.

ISBN 978-601-323-162-4

*The textbook provides a systematic presentation of issues reflecting the current trends in development of digital circuitry. The circuitry of basic logic elements and digital devices of combinational and sequential types is considered. Particular attention is paid to the issues of circuit design and structural features of semiconductor storage devices, discusses the design of modern VLSI programmable logic, and also discusses the principles of construction and operation of digital-to-analog and analog-to-digital converters. Examples of designing digital devices based on PLM using Quartus II CAD and Verilog hardware description language are given, laboratory tasks and guidelines for their implementation in Quartus II CAD environment are considered. The textbook is intended for university students enrolled in educational programs: 6B100200 – "Information security systems", 6B070300 - "Information systems", and it can also be beneficial for students of the educational program of radio electronic and telecommunication directions.*

UDC 621.37 (075)  
LBC 32.844 я 73

ISBN 978-601-323-162-4

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and Zaurbek A. 2023

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University named after K.I. Satbayev" 2023

## Appendix D

*Requirements for writing the mathematical, physical and chemical formulas in author's and publisher's text originals*

**D.1 Requirements for mathematical formulas**

D.1.1 Signs, numbers, letters of formulas must be correctly placed in accordance with the semantic meanings of the formula. The system of a set of mathematical and physical formulas must correspond to the accepted technique of typing.

When typing formulas, the proportions of the sizes of signs, intervals and spaces should be preserved.

**Examples**

$$1 \quad x = \frac{2\beta}{\pi\xi\bar{\omega}^2Ch_0} \int \frac{\Delta R}{R^2} \Delta H \quad \text{uau} \quad x = (2\beta / \pi\xi\bar{\omega}^2Ch_0) \int \Delta R / R^2 \Delta H.$$

$$2 \quad A = \frac{b_2 \left[ 1 + a \left( \frac{h\pi}{l} \right)^2 \right]}{\left[ 1 + a \left( \frac{h\pi}{l} \right)^2 \right]^3 + a^2 \left( \frac{h\pi}{l} \right)^4} \quad \text{uau} \quad A = \frac{b_2 \left[ 1 + \alpha \left( \frac{h\pi}{l} \right)^2 \right]}{\left[ 1 + \alpha \left( \frac{h\pi}{l} \right)^2 \right]^3 + \alpha^2 \left( \frac{h\pi}{l} \right)^4}.$$

$$3 \quad \alpha = \frac{\frac{4}{C} A}{\left( 1 + \frac{A}{C} \right)^2 + \frac{B^2}{C} \left( \frac{\bar{\omega}}{\bar{\omega}_r} - \frac{\bar{\omega}_r}{\bar{\omega}} \right)^2} \quad \text{uau} \quad \alpha = 4(A/C) : \left[ \left( 1 + A/C \right)^2 + B^2 / C \left( \bar{\omega} / \bar{\omega}_r - \bar{\omega}_r / \bar{\omega} \right)^2 \right].$$

D.1.2 Indexes and exponents should be clearly printed or written in black paste. They should be the same size and be on the same line with respect to the main line of the formula and marked accordingly.

**Example**

$$F_0(d) = \frac{e^{r/L^8}}{2\pi L_1^2 \Sigma C} \int_{r/L^2}^{\infty} e^{-\left(x + \frac{d^2}{4L^2x}\right)} \frac{dz}{2z}.$$

Indexes to mathematical signs with limits should be typed either under (above) these signs, or on the side.

**Examples**

$$1 \quad \int_{2\pi/a}^{2\pi/b} \quad \text{uau} \quad \int_{2\pi/a}^{2\pi/b}$$

$$2 \quad \sum_{n=0}^{\infty} \quad \text{uau} \quad \sum_{n=0}^{\infty}$$

D.1.3 Brackets should fully cover the height of the formulas enclosed in them. The opening and closing brackets of the same type must be of the same height. In the case of identical brackets, the outer brackets should be larger than the inner ones.

**Examples**



$$1 \Delta = \sum \frac{1}{2} [5x(a)].$$

$$2 \Delta = \varphi[\alpha[r]].$$

D.1.4 The root sign must cover all elements of the root expression, or the root expression must be enclosed in brackets.

**Examples**

$$1 \sqrt{\sum_n^{\infty} |y_n(x)|^2}.$$

$$2 \sqrt{\left[ \sum_n^{\infty} |y_n(x)|^2 \right]}.$$

D.1.5 Superscript signs of mathematical symbols should be located exactly above these symbols.

**Examples**

$$1 \bar{\alpha}.$$

$$2 \bar{a}.$$

$$3 \hat{\beta}.$$

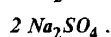
D.1.6 The main line of fractions, especially multi-line fractions, should be longer than the line of other fractions included in this mathematical formula.

$$\text{Пример} \quad W_a = \frac{\frac{5\alpha + \text{ctg } \beta}{4\beta}}{\frac{5\alpha(\text{ctg } \alpha)}{4\alpha}}.$$

*D.2 Requirements for writing the chemical formulas*

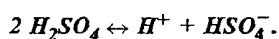
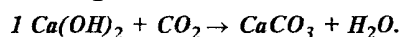
D.2.1 Symbols of elements, numbers and indexes to them must be typed without spaces.

**Examples**

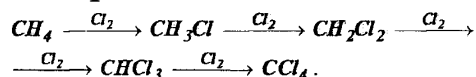


D.2.2 Between signs in equations and schemes of chemical reactions (+, -, =, -, >, o-, <-, etc.) and formulas leave a space.

**Examples**



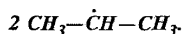
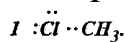
D.2.3 Hyphenation to the next line in the equations, as a rule, should be avoided. If necessary, it is allowed to transfer on the signs of the reaction direction (— and the equal sign (=), and the sign at the beginning of the next line must be repeated.

**Example**

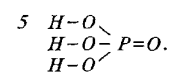
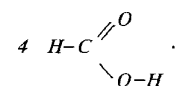
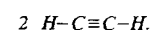
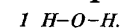
D.2.4 Signs of charges (+, -, ', °, 1,2+) they are placed to the right of the element designation at the level of the upper indexes.

**Examples**

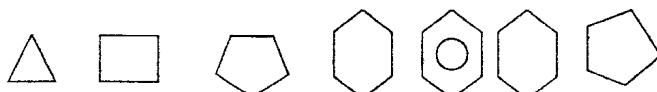
D.2.5 Designations of electrons and electron pairs (one or two bold dots) are placed without a space, on the side, top, bottom or in the middle of the element symbol.

**Examples**

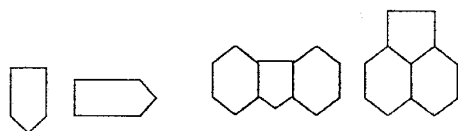
D.2.6 Chemical bond signs should come close to the symbols of the elements exactly in the middle of the symbol without a space.

**Examples**

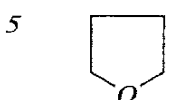
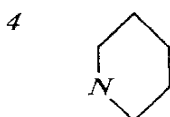
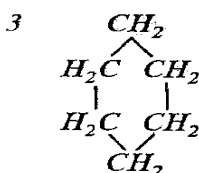
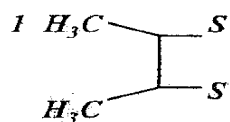
D.2.7 Simplified formulas of cyclic compounds are usually depicted in the form of regular polygons.

**Example**

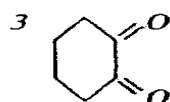
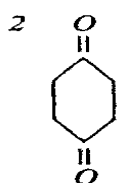
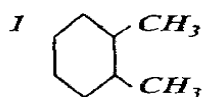
D.2.8 If necessary, it is allowed to use rectangular polygons.

**Example**

D.2.9 The symbols of the elements included in the cycles must "crash" into the cycle.

**Examples**

D.2.10 All signs of the chemical bond in cyclic compounds should closely match the cycles.

**Examples**

## Appendix F

**BIBLIOGRAPHIC DESCRIPTION****1 SECTION OR ARTICLE FROM THE COLLECTION**

Author. Title // Title of the collection. City: Publishing house, year. S.

For example:

Melnikov V.I. Development of a coal deposit // Reserves of the Karaganda coal basin. – Karaganda: KSRCI, 1976. pp. 5–12.

**2 SCIENTIFIC AND TECHNICAL ABSTRACT COLLECTION**

Title. City: Publishing house, year, p. (Scientific and technical ref. col. / Organization; Ser.; Issue.).

For example:

Cellulose, paper and cardboard. M.: SRI forestry industry 1986. 10 p. – (Scientific and technical collection / SRI forestry industry; Issue 5).

**3 ARTICLE IN THE JOURNAL**

Author. Title of the article // Title of the journal. Ser. Year. Number.

For example:

*Zolotarev P.P.* On the kinetics of adsorption of a mixture of two substances when the limiting stage is external mass transfer // *Izv. AN USSR. Ser. Named after 1971.* # 9.  
pp. 2053-2057.

**4 NEWSPAPER ARTICLE**

Author. The title of the article // The name of the newspaper. Year. Date (date, month). S.

For example:

Lugovskaya V.D. The straw of half-truth // *Soviet culture.* 1985. 7 Dec. p.

**5 TRANSLATED EDITION**

Author. Title of the article: Type of publication / Trans. from lang. Translator's last name. City: Name of the publication, year. p.

For example:

Warren R.P. *The Flood: A Novel* / Translated from English by E. Golysheva. M.: Foreign. lit, 1985. p. 679.

## 6 COPYRIGHT CERTIFICATE

C.c. 1007900 USSR. Capture device... Title / author (full name) (Country). #; Declared; Publ., Byul. # // The name of the bulletin. Year. # p.

For example:

A. S. 1007970 USSR. Device for capturing ... / V.S.Vaulin (USSR). No. 336 058-08; Announced 23.11.81; Publ. 30.03.83, Bul. No. 12 // Discoveries. Inventions. 1983. # 12. p. 82.

## 7 MEETING'S MATERIALS

1. Meeting materials, city, date (date, month, year). p.
2. The author. Title of the report // rep. abstr. meeting, city, date (date, month, year).
3. Title: rep. abstr. meeting, city, date (date, month, year)

For example:

1. Materials of the meetings, Moscow, November 15-16, 1979.
2. *Nikolayev P.* Results of the competition. // Rep.abstr. Conference, Moscow, November 15-16, 1979.
3. Results of the competition: rep. abstr. confer., Moscow. November 15-16, 1979.

## 8 EDITIONS IN GENERAL

### ***One author***

Author. Title: Textbook. ed., reprint. – City: Publishing house, year. - p.

For example:

*Shukayev D.N.* Simulation modeling on a computer: Textbook.1st ed. – Almaty: KazNTU, 2013. – p. 79.

### ***Two, three authors***

Full name of the first author. Title: Textbook / Full names of all authors. – City: Publishing house, year. – p.

For example:

*Semenov V.V.* Environmental protection. Assessment of the spread of pollutants in the aquatic environment: Textbook / *V.V. Semenov, T.A. Gavrikova, V.A. Zykov.* – Publishing House of Polytechnic Univ., 2006. – p. 88.

### **Four or more authors**

Full name of the first author. Title: Textbook / Full name of the first author, etc.

– City: Publishing house, year. – S.

For example:

*Semenov V.V.* Environmental protection. Assessment of the spread of pollutants in aquatic environment: Textbook / *V.V. Semenov et al.* – Publishing House of Polytechnic Univ., 2006. – p. 88.

## 9 ABSTRACT

Author. Abstr. doctor. diss.: Title. City: Publishing house, year.

For example:

*Zlavdinov L.Z.* Abstr. doctor. dis.: Physico-geological foundations of a complete quantitative interpretation of gravitational anomalies of the Earth. Almaty: KazPTI, 1994.

## Appendix G

*Sample design of graduation data and information  
on graduation data*

Educational publication

Dzholdas Zaurbekovich Juruntayev  
Kabylzhan Margulan, Zaurbek Aizhan

DIGITAL CIRCUITRY

Textbook

Head of DPP

*L.T. Kaszhanova*

Editor

*L. Seralina*

Computer layout

*L. Umirbekova*

Signed to the press on December 23, 12. 2023.  
Circulation is 300 copies. Format 60x84x 1/16. Paper of pr. h. # 1.  
Ed. p.h. 24. Conv. p.s. 22,4. Order # 826. The price is negotiable.

Publication Non-profit Joint Stock Company "Kazakh National Research  
Technical University named after K.I. Satbayev"  
by Publishing Center Politech named after T.Keneyev,  
Almaty, Satbayev str., 22

## Bibliography

1 *Grechikhin A.A., Dreve Yu.G.* University textbook: Educational and methodical manual. Moscow: Logos, 2000.

2 *Kalinin S.* How to properly issue the output information of the publication: Guide for the publisher. Moscow: MSUP, 2001.

3 *Smirnova Ye.V., Fedotova Z.N.* Publishing activity in a modern university. Organizational foundations and features of the editorial process: Educ. method. manual for the system of advanced training of managers and specialists at universities' editorial and publishing department. Moscow: MSUP, Logos, 2001.

4 *Milchin A.E.* Publishing dictionary-reference. M: Lawyer, 1998.



**Registration sheet on changes** \_\_\_\_\_*document designation*

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	The number and date of notification	The change was made	
				Date	Surname and initials, signature, position

### Flowchart for the publication of educational and methodological literature

