**Requirements for the technical design of articles for authors of the scientific journal “Scientific Journal of Astana IT University”**

These guidelines are designed to help authors of scientific publications and contain a description of the basic requirements for preparing scientific articles for publication in a journal.

Articles for publication in Kazakh, Russian and English languages, previously unpublished problematic ones, representing original results and research methods, articles in the extended list in the application are accepted for publication:

- information security,

- information and communication technologies,

- IT in education and training

- IT management.

**General Instructions on using this template and submitting a paper to**

**Scientific Journal of Astana IT University**

Thank you for preparing a manuscript for submission to **Scientific Journal Astana IT University**. Using this template, or following the guidelines below, will help us in processing your paper. Our goal is to be able to identify each section of your title so that we can accurately record the title, authors, abstract, etc. and to enrich it by including reference links and an accurate layout.

**Title:** No more than 96 characters, lacking jargon and abbreviations where possible.

**Authors:**

**Affiliations:**

**Abstract:** 200-250 words.

**Key words:** No more than 40 characters.

**Main Text:**

Introduction

Body

Conclusion

**References and Notes:** (Followed by a numbered list);

only a single reference list should be provided for the main text and supplemental information.

*\*Please use the .docx format (all versions after Word 2007). If you are using LaTeX, please convert your paper into a Word .docx file.*

How to Format a *Science* Paper (replace with your real title)

First Author's Name 1, Second Author's Name 2, Third Author's Name 3 (Author)

1 Affiliation, Postal address, e-mail, Web address (URL) (Affiliation)

2,3 Affiliation, Postal address, e-mail, Web address (URL)

**Abstract:** The abstract should be 250 words, and organized in this structure: An opening sentence that sets the question that you address and is comprehensible to the general reader, background content specific to this study, results, and a concluding sentence. It should be a single paragraph.

**Key words:** are a tool to help indexers and search engines find relevant papers. If database search engines can find your journal manuscript, readers will be able to find it too. This will increase the number of people reading your manuscript, and likely lead to more citations. However, to be effective, Keywords must be chosen carefully. They are should:

* **Represent**the content of your manuscript;
* Be **specific**to your field or sub-field.

**Title, affiliations, abstract, keywords** must be given in the language of writing the article and in English.

**Main Text**

We prefer the use of a ‘standard’ font, preferably 12-point Times New Roman. For mathematical symbols, Greek letters and other special characters, use normal text or Symbol font. A4 paper size (210 \* 297 mm). Alignments justified, indentation is 1.25 cm. Spacing 0 pts, single lining. The upper margins are 2, the lower margins are 2.5, the left margins are 3, and the right margins are 1,5.

In general, this should include a brief (1-2 paragraph) introduction, followed by a statement of the specific scope of the study, followed by results and then interpretations. Please avoid statements of future work or claims of priority, and avoid repeating the conclusions at the end. The authors should submit a ready paper of **8-10 pages.**

**Introduction**

The author should use the introduction to summarize current literature, present the problem his or her research addresses, why this problem is significant, and how it applies to the larger field of research. The author should address relevant studies by other researchers; however, a full history of the topic is not needed. Finally, the author must clearly state the hypothesis and briefly summarize the methods used to investigate that hypothesis. The introduction should contain all the background information a reader needs to understand the rest of the author’s paper. This means that all important concepts should be defined.

**Main structure**

Depending on the topic, the author(s) may subdivide the body portion of the manuscript into several sections. The purpose of this section is to describe and evaluate studies in detail, comparing them and discussing their implications.

**Conclusion**

The *Conclusion* section presents the outcome of the work by interpreting the findings at a higher level of abstraction than the *Discussion* and by relating these findings to the motivation stated in the *Introduction*. Conclusions are often the most difficult part to write. However, you need to keep in mind that most readers read the abstract and conclusion first. A conclusion is where you summarize the paper’s findings and generalize their importance, discuss ambiguous data, and recommend further research. An effective conclusion should provide closure for a paper, leaving the reader feeling satisfied that the concepts have been fully explained.

## **Units**

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersted. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation. Do not mix complete spellings and abbreviations of units: “Wb/m2” or “webers per square meter”, not “webers/m2”. Spell out units when they appear in text: “... a few henries”, not “... a few H”. Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”. (bullet list)

**Equation**

Equations can be included. We do not recommend using the native Word 2007, 2008, 2010, or 2011 equation editor. This can in some cases produce less reliable MathML, the online markup language we use, which may result in display errors. Instead, use the legacy equation editor in Word (Chose Insert > Insert Object > Word Equation) or use MathType (recommended). If you enter equations in simple LaTeX, check that they will convert accurately (Word 2007 and higher can convert simple LaTeX equations).

* Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is ...”
* Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus ( / ), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use an en dash (–) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators.

 (1)

* Please set in Microsoft Equation following fonts: Regular – 12 pt, Large index – 7 pt, Small index – 5 pt, Large symbol – 18 pt, Small Symbol – 12 pt.
* Complex equations should be embedded using standard plug-ins like **MathType** or the **Word Equation Editor** contained in versions of Microsoft Word up to 2003 (or 2004 for the Macintosh) or the legacy equation editor in Word 2007, 2008 for Mac, or 2010.
* If the paper includes many equations or schemes, these can be collected in a table of equations, which we can display as a boxed figure.

**Figures and tables**

#### Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

|  |
| --- |
|  |
| Fig.1. Magnetization as a function of applied field. Note how the caption is centered in the column. (figure caption) |

Figure Labels: Use 10-point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”. If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)”, not just “A/m”. Do not label axes with a ratio of quantities and units. For example, write “Temperature (K)”, not “Temperature/K”.

**Tables should be:**

* Centered on the page
* Numbered in the order they appear in the text.
* Referenced in the order they appear in the text.
* Labeled with the table number and descriptive title above the table.
* Labeled with column and/or row labels that describe the data, including units of measurement.
* Set apart from the text itself; text does not flow around the table.

Table 1. Table’s name

| Table Head | Table Column Head |
| --- | --- |
| Table column subhead | Subhead | Subhead |
| copy | More table copya |  |  |

## **References**

References include journal article, book, book section or chapter, dissertation, monograph, and webpage. Refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first ...”

Grammatically, they may be treated as if they were footnote numbers, e.g., as shown by Clerk Maxwell [2]; as mentioned earlier [2], [4, 7]; Jacobs and Bean [5]; Yorozu et al. [7]

The basics of a Reference List entry for a journal article:

* Author or authors. The surname is followed by first initials
* Year of publication of the article
* Article title (in single inverted commas)
* Journal title (in italics)
* Volume of journal
* Issue number of journals
* Page range of article

### **Recommended number of references and citations** per article should be:

* Math and robotics: highest, ~28, **not less 10**; average reference per page, <1
* Economics: highest, ~ 32; **not less 10**; average reference per page, >1 but <2
* If the author has **citations** to his publications, in this case the number of **citations** should not exceed one third of all **references**. For example: if you have 15 references, 5 citations of them may be your publications.

##### **References**

1. Gray, L. (2018) 'Exploring how and why young people use social networking sites'. Educational Psychology in Practice, vol. 34, no. 2, pp. 175-194.
2. Blocker, D., and Wahl-Alexander, Z . (2018) 'Using sport education in a university physical activity course', JOPERD: The Journal of Physical Education, Recreation & Dance, vol. 89, no. 2, pp. 56-61.
3. Wilmott, C., Fraser, E., and Lammes, S. (2018) ‘I am he. I am he. Siri rules: work and play with the Apple Watch', *European Journal of Cultural Studies*, vol. 21, no. 1, pp. 78-95.
4. Battisti, C., Fanelli, G., Bertolino, S., Luiselli, L., Amori, G., and Gippoliti, S. (2018) 'Non-native invasive species as paradoxical ecosystem services in urban conservation education', *Web Ecology*, vol. 18, no. 1, pp. 37-40.
5. Celume M., Besancon M. and Zenasni F. (2019) 'Fostering children and adolescents’ creative thinking in education: theoretical model of drama pedagogy training', Frontiers in Psychology, vol. 9, https://www.frontiersin.org/article/10.3389/fpsyg.2018.02611.