



## **PUBLICATION POLICY OF «THE SCIENTIFIC JOURNAL OF ASTANA IT UNIVERSITY»**

### **1. General Provisions**

1.1 The Editorial Board of the "Scientific Journal of Astana IT University" adheres to the principles of publication ethics accepted by the international community, as reflected in the recommendations of the Committee on Publication Ethics (COPE), and also takes into account the valuable experience of reputable international and Kazakhstan journals and publishers.

1.2 The publication of an article in a peer-reviewed journal is one of the most important elements in the formation of a coherent and respected knowledge network. This is a direct reflection of the quality of the work of the authors and their supporting institutions. Peer-reviewed papers support and embody the scientific method. Therefore, it is important to agree on standards of expected ethical behavior for all parties involved in publishing: author, journal editor, reviewer, publisher, and community of public or sponsored journals.

1.3 This Regulation complies with the policy of the journal and is one of the main components of the review of articles and the publication of the Journal.

### **2. Publication Policy**

2.1 The main goal of a scientific publications is to provide an opportunity for the exchange of information in the scientific community, including at the international level.

2.2 The main directions of scientific publications:

1. Information Security
2. IT in Education and Learning
3. Information and Communication Technologies (ICT)
4. IT in Governance, Management, Finance and Economics
5. Project Management

2.3 Periodicity of the journal publication is quarterly.

2.4 Publication Terms

Articles are accepted through the e-submission system on the Open Journal Systems website and go through three stages of verification before being accepted for publication:

- 1) checking for compliance with the topics and requirements of the journal;
- 2) checking for plagiarism and dishonest borrowing;
- 3) reviewing articles.

2.5 Reviewing process

All manuscripts undergo an initial review by the editorial board to assess their compliance with the subject matter and requirements of the scientific publication. After the decision of the editorial board, the manuscripts are sent for review.

This journal uses double blind peer review, which means the identity of the reviewer and author is hidden from each other throughout the peer review process. Manuscripts in all areas of submission are reviewed by at least two independent experts working in the relevant field. The selection of a reviewer is critical to the peer review process, and the members of the editorial board are responsible for selecting the appropriate reviewers. Their selection is based on a variety of factors, including current position, specific recommendations and previous experience.

If your article is submitted for peer review, your contributing editor or guest editor selects recognized subject matter experts to review your work. Editors evaluate the reviewers' comments and make recommendations to a member of the Editorial Board, who makes the final decision to accept or reject the manuscript.

The main purpose of peer review is to provide an editor with the information necessary to make a fair, evidence-based decision on a journal that meets editorial criteria. Reviewer notes should also help authors edit their paper for acceptance for publication.

Reviewers must adhere to the principles of the [COPE Ethical Guidelines for Peer Reviewers](#).

#### 2.6 Open access policy

All articles accepted for publication are posted on the journal's website and Open Journal Systems and indexed in international databases. Archive of issues is free in the public domain.

#### 2.7 Copyright Policy

The Scientific Journal of Astana IT University is an open access journal. This means that articles may be read, downloaded, copied, distributed, printed, and referenced in their full text under the terms of the Creative Commons copyright license.

Articles in the journal are published under the terms of the [CC BY-NC-ND](#) license.

Authors who publish a manuscript in this journal agree to the following terms:

- The authors reserve the right to authorship of their work and transfer to the journal the right of first publication under the terms of the [Creative Commons Attribution License](#), which allows others to freely distribute the published work with a mandatory link to the original work and the first publication of the work in this journal.
- Authors have the right to conclude independent additional agreements that relate to the non-exclusive distribution of the work in the form in which it was published by this journal (for example, to post the work in the electronic repository of the institution or publish as part of a monograph), providing the link to the first publication of the work in this journal.

#### 2.8 Conflicts of interest

Editors, authors, and peer reviewers have a responsibility to disclose interests that might appear to affect their ability to present or review data objectively. These include relevant financial (for example, patent ownership, stock ownership, consultancies, speaker's fees), personal, political, intellectual, or religious interests. Authors' conflicts of interest (or information describing the absence of conflicts of interest) should be published whenever these are directly or indirectly relevant to the content being published and whenever they are significant.

#### 2.9 Plagiarism detection

The Editorial Board of Scientific Journal of Astana IT University is obliged to check the manuscript originality using the licensed system. The originality of the text of scientific articles should be 80% or more. In this case, the Similarity Coefficient 1 and Similarity Coefficient 2 should not exceed 20% and 5%, respectively.

### **3. Principles of professional ethics in the activities of the Editorial Board**

3.1 The editors of the journal make decisions on the publication of an article based on the reliability, scientific significance and relevance of the work in question.

3.2 The policy of the Editorial Board of the Journal is based on modern legal requirements for copyright protection, legality and plagiarism set forth in the legislation of the Republic of Kazakhstan, and ethical principles supported by the community of leading publishers of scientific periodicals.

3.3 The editors assume that before submitting the material for publication, the authors and reviewers are familiar with the ethical principles and requirements of the journal, published on the official website of the journal.

3.4 All articles submitted for publication go through a double-blind peer review process, in which the Editorial Board undertakes to ensure that there is no conflict of interest between the parties.

3.5 The editors must ensure the confidentiality of all materials submitted to the journal and all communications with reviewers, unless otherwise agreed with the respective authors and

reviewers. In exceptional circumstances and in consultation with the publisher, an editor may share limited information with editors of other journals as deemed necessary to investigate alleged research misconduct.

3.6 If the journal does not use an open review system and/or the reviewers have not agreed to disclose their names, the Editorial Board must protect the identities of the reviewers.

3.7 The editors should not allow the submitted article to be published if the reviewer or members of the Editorial Board have sufficient reason to believe that the article contains elements of copyright infringement and / or plagiarism.

3.8 Unpublished data obtained from manuscripts submitted for consideration should not be used by the editor-in-chief, editorial staff, reviewers, members of the editorial and publishing group or editorial board for personal purposes or transferred to third parties (without written consent)

#### **4. Ethical principles in the activities of the reviewer**

4.1 Any manuscripts received for a review must be treated as confidential documents. Reviewers should not share a review or document information with anyone or contact authors directly without the editor's permission.

4.2 Unpublished materials disclosed in a submitted manuscript should not be used in the reviewer's own research without the express written consent of the author. Confidential information or ideas obtained through peer review must be kept confidential and not used for private purposes.

4.3 Any selected reviewer who considers himself incompetent to review the studies described in the manuscript, or knows that a quick review of him would be impossible, should notify the editor and refuse to participate in the review process.

4.4 The reviewer should be aware of potential ethical issues in the document and bring them to the attention of editors, including any significant similarity or overlap between the manuscript in question and any other published document of which the reviewer is personally aware. Any statement that previously reported observations, conclusions or arguments must be accompanied by an appropriate citation.

4.5 Reviews must be carried out objectively. Reviewers should be aware of any personal bias they may have and take this into account when reviewing a document. Personal criticism of the author is inappropriate. Reviewers should clearly express their opinions with supporting arguments.

4.6 If the reviewer assumes that the author is including references to the work of the reviewer (or his colleagues), then this should be due to genuine scientific reasons, and not the intention to increase the number of citations of the reviewer or increase the visibility of his work (or their partners).

4.7 Reviewers must adhere to the principles of the Ethical Guidelines for reviewers of COPE.

#### **5. Responsibilities of the author**

5.1 Authors must ensure that they have written wholly original works and that, if the authors have used the works and/or words of others, it has been properly cited or cited and, if necessary, permission has been obtained.

5.2 The work of others should always be properly acknowledged. Authors should cite publications that have influenced the reported work and that provide the proper context for the work within the broader scientific endeavor.

5.3 Plagiarism in all its forms constitutes unethical behavior and is unacceptable.

5.4 An author should generally not publish manuscripts describing essentially the same research in more than one primary publishing journal. Submitting the same manuscript to more than one journal at the same time represents unethical behavior and is unacceptable.

5.5 Publication of certain types of articles (eg, clinical guidelines, translations) in more than one journal is sometimes justified under certain conditions. Authors and editors of the respective journals must agree to secondary publication, which must reflect the same data and interpretation of the main document. The primary citation must be in a secondary publication.

5.6 Authorship should be limited to those who have made significant contributions to the

development, design, implementation, or interpretation of research results. All those who have made significant contributions should be included in the list of contributors.

5.7 The authors take collective responsibility for the work. Each individual author is responsible for ensuring that questions regarding the accuracy or integrity of any part of the work are investigated and dealt with appropriately.

## **6. Instructions for withdrawing or correcting articles, publishing corrections, apologies, rebuttals**

6.1 Instructions for withdrawing or correcting articles. Journal editors should consider withdrawing a publication if:

- they have clear evidence of the unreliability of the published information, which arose either as a result of conscious actions (for example, falsification of data);
- the article was previously published in another publication, and there are no proper citations, permissions and justifications for the need for republishing (i.e. cases of duplicate publication);
- in case of plagiarism;
- describes unethical research.

6.2. Revocation notices must:

- be clearly identified as revocation (that is, distinct from other types of amendments and comments);
- be withdrawn as soon as possible in order to minimize the negative consequences of false publications;
- indicate who is retracting the article;
- indicate the reasons for the withdrawal (distinguish conscious misconduct from conscientious errors)

The main purpose of reviews is to correct information and ensure its integrity, not to punish authors who have committed violations.

Articles may be retracted by their author(s) or the editor of the journal. The editor-in-chief/ responsible editor makes the final decision to withdraw the article. Publications must be retracted immediately after the editor of the journal is convinced that the publication has serious violations and contains deliberately false information (or is duplicate or plagiarism).

6.3. Journal editors should consider filing revisions if:

1. A small fraction of an otherwise good publication turns out to be unreliable (especially due to conscientious errors);
2. The list of authors contains errors (i.e., it does not contain one who is worthy of being an author, or it included a person who did not meet the criteria for authorship), but there is no reason to doubt the validity of the article's content.

6.4. Publication of corrections, apologies, denials

- The editors of the journal are responsible for all published materials and undertake to ensure their high quality and reliability.
- The editors of the journal are always ready to publish corrections, explanations, apologies and rebuttals regarding the material published in the journal issues, if necessary.
- The journal does not leave unanswered claims regarding reviewed manuscripts.
- If a conflict situation is identified, the editors will take all measures to restore the violated rights.
- Journal editors should consider retracting the publication.