



Editorial policy of the scientific-pedagogical journal «Problems of engineering and professional education»

1. General Provisions:

1.1 “Problems of Engineering Graphics and Professional Education” (hereinafter - the Journal) - is a scientific peer-reviewed journal specializing in the publication of high quality, carefully selected, original papers in the field of pedagogical and technical sciences.

1.2. The Bulletin has been published since 2010. Registered by the Ministry of Information and Social Development of the Republic of Kazakhstan. Certificate of re-registration NoKZ47VPY00034685 dated April 19, 2021 (initial registration No. 10761- Ж dated March 11, 2010, re-registration No 17390-Ж dated December 5, 2018).

1.3. The Bulletin has been assigned the following index by the International Standard Serial Number Center: Print version ISSN 2220-685X, Online version ISSN 2706 – 7254.

1.4. The Bulletin is published quarterly, four times a year.

1.5. The Bulletin's website: <https://bulprengpe.enu.kz/index>

1.6. The founder and publisher is the Non-Profit Joint-Stock Company «L.N. Gumilyov Eurasian National University» educational-administrative (main) building of ENU, Satpayev street, 2, Astana city, Kazakhstan, 010008.

1.7. Changes and additions to the editorial policy are made by the decision of the Editorial Board.

2. Bulletin goals and objectives:

2.1. The main objective of the editorial board of the Bulletin is:

- to publish carefully selected original works in the field of pedagogical and technical sciences;

2.2. The Bulletin, as part of the Kazakhstani scientific and information system, through material publication participates in solving the following tasks:

- promoting the development of scientific communications in higher educational institutions, the formation of scientific schools and directions around the Bulletin, information support for priority scientific research of pedagogical and technical sciences, popularization of progressive scientific ideas;

- interaction and involvement in publications, reviewing the works of leading foreign scientists and practitioners of pedagogical and technical sciences;

- providing an information platform for dialogue and knowledge exchange between leading scientists and specialists in the field of pedagogical and technical sciences;

- providing an opportunity for scientists, teachers, doctoral students, undergraduates to publish the results of their fundamental and applied research of theoretical, applied and practical importance in the field of pedagogical and technical sciences, to inform the domestic and international professional community about the latest results of scientific work;

- implementation of the state policy on the training of pedagogical and technical personnel of the Republic of Kazakhstan;

- providing a scientific platform for the journal to consolidate new ideas in the international space in detail and discuss them;
- increasing the level of scientific articles in the country through the systematic work of the editorial board of the journal with the authors according to the requirements for the structure of articles developed by the journal;
- inclusion of Kazakhstan in the world scientific space for pedagogical and technical sciences (including through inclusion in scientometric databases);
- maintaining high scientific standards by involving leading scientists and specialists in relevant fields of knowledge in the review process;
- the desire to reduce the period of editorial processing of the article and support a flexible schedule for submitting materials to the journal;
- integration of Kazakhstani scientists into the international scientific community;
- development of the journal according to the type of scientific publication "Open access" (Open access);
- expansion of the journal's presence in international databases and open electronic resources;
- increasing the accessibility of the journal for foreign readers - publishing an expanded presentation of the essence of the research in English (Abstract), keywords and duplication of the list of references in the Latin alphabet (References).

3. Journal directions and periodicity

3.1 The journal publishes articles on a wide range of theoretical and applied problems in the field pedagogical and technical.

3.2. Thematic area: problems of engineering and computer graphics, computer modeling of architectural, construction, and machine-building objects, professional education in higher educational institutions and the education system.

3.3 The periodicity of publication is 4 times a year, once every three months (March, June, September, December).

4. Open Access Policy

The journal provides direct open access to its content based on the following principle: free open access to research results contributes to an increase in global knowledge exchange. The official website of the journal provides all interested persons and authors with the necessary information about the scientific journal and the conditions of publication of the article (link to the archive of articles <https://bulprengpe.enu.kz/index.php/main/issue/archive>).

5. Archiving.

Electronic versions of the scientific journal are provided to NCGNTE JSC and «EBSCO» for the formation of the fund and inclusion in the electronic library.

The Bulletin archives materials in <https://bulprengpe.enu.kz/index.php/main/issue/archive>.

6. Publication conditions of an article

A scientific article is a presentation of the author's conclusions and intermediate or final results of scientific research, experimental, or analytical activities. It contains original developments, findings, and recommendations that have not been previously published and possess novelty. Alternatively, it may focus on reviewing previously published scientific articles related to a common topic (systematic review).

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

The date of receipt of the article is the date of receipt by the editorial board of its final version. The editorial board reserves the right to make editorial changes to the text that do not distort the meaning of the article.

Articles by foreign authors, as well as articles in English, constitute no less than one-third of the publications in each issue of the journal, or one article by a foreign author in English without a Kazakhstani co-author is considered.

Scientific articles by authors not affiliated with the publisher constitute no less than 50% of the publications in each issue of the journal.

An author can publish no more than two articles in one issue of the journal, including co-authorship. An article by the same author (prepared individually or in co-authorship) cannot be published in two consecutive editions.

When preparing articles for publication in the scientific-pedagogical journal «Problems of engineering and professional education», it is necessary to strictly adhere to the structure of the scientific article and be guided by the rules of registration.

Article design parameters: A4 page, portrait orientation, width alignment, margins on all sides – 20 mm. Font: type - Palatino Linotype, size (size) - 13, line spacing - 1, indentation of the "red line" - 1.0 cm. The volume of the article (excluding the title, information about the authors, annotation, key words, bibliographic list) should be at least 6 pages (3,000 words) and not exceed 16 pages (7,000 words).

Scientific article structure:

The structure of a scientific article includes IMRAD (for original articles), title, abstracts, keywords, introduction, materials and methods, results, discussion, conclusion, funding information (if available), bibliography.

- IRSTI
- Author(s) full name (add a click on the ORCID)
- Place of work of the author(s), city, country, e-mail
- Title of the article
- Abstract
- Key words
- Introduction
- Research materials and methods
- Results and their discussion
- Conclusion
- Financing Information (if available)
- The contribution of the authors
- References
- Information about the authors.

In the personal data of the author(s), an asterisk (*) marks the main author (correspondent author). The full name of the author(s) is indexed with the place of work of each. Example:

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Methodological features of teaching work in the Figma editor in educational institutions

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Doctoral students are permitted to publish articles without co-authors if they provide a review of the article prepared by their academic supervisor.

The works of doctoral and master's students can be published only if they are co-authored with a doctor or candidate of sciences, as well as a PhD.

Article Submission Guidelines

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

Author(s) After IRSTI, the first name, patronymic, surname of the author(s), academic degree, academic title, city, country, postal code should be indicated through the line. The name of the organization or institution, and the name must be complete, without abbreviations. If there are several authors, they themselves decide on the order of their mention in the article and bear full responsibility for its content. The number of authors is no more than 5. (Alignment - centered, font - normal, size -12).

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

In Abstract (Аңдатпа/Аннотация) the most important research results and their theoretical and practical significance are presented. The abstract outlines the essence and methods of the research, summarizes the most important results and their significance. The abstract should reflect a summary of the article, its essence, purpose, general research topics, a brief description of the problem, object, subject. The volume of the abstract is 150-300 words. Russian, English (if the article is in Kazakh), Kazakh English (if the article is in Russian), Kazakh and Russian (if the article is in English) are written after the literature at the end of the article. (Alignment - width, font - normal, size-12).

The structure of the abstract includes the following items:

- Introduction to the research topic.
- Aim, main directions and ideas of scientific research.
- Brief description of the scientific and practical significance of the work.
- Brief description of the research methodology.
- Main results and analysis, research findings.
- The value of the study (the contribution of this work to the relevant field).
- Practical implications of the outcome of the research.

Key words (Түйін сөздер/Ключевые слова) are designed to search for the text of the article and determine its subject area, 5-7 key words and phrases are recommended. Russian English (if the article is in Kazakh), Kazakh English (if the article is in Russian), Kazakh and Russian (if the article is in Russian), Kazakh and Russian (if the article is in English) at the end of the article after the annotation. (Alignment - width, font - normal, size -12). Keywords (5-7 words or phrases) should reflect the main content of the article; determine the subject area of the study; occur in the text of the article. Keywords are separated from each other by a comma.

DOI (Digital Object Identifier) is assigned to each article

DOI: <https://doi.org/10.32523/2789-4320-2024-1-x-x>

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The main part follows the IMRAD structure and includes the following sections: Introduction (problem statement, objectives, background/history), Methods (research methodology), Results/Discussion (findings and their analysis), Conclusion. Each section starts with a new paragraph and is formatted in bold.

Introduction consists of the following main elements:

- It is reported that there is a problematic situation (the absence of any research, the appearance of a new object, etc.) in justifying the choice of a topic based on the description of the experience of predecessors. Topicality of the topic is determined by the general interest in the study of this object, but the lack of comprehensive answers to existing questions, it is proved by the theoretical or practical significance of the topic.

- Definition of the object, subject, aim, objectives, methods, approaches, hypothesis and meaning of the work. The aim of the study is related to the proof of the thesis, that is, the presentation of the subject of research in the aspect chosen by the author.

- The Literature review section should cover fundamental and new works on the subject of study by foreign authors, analysis of these works in terms of their scientific contribution, as well as gaps in the study.

- IT is UNACCEPTABLE to have multiple references unrelated to the work, or inappropriate judgments about the author's own achievements, references to the author's previous works.

The methodology should consist of a description of the materials and progress of the work, as well as a complete description of the used methods.

- The characteristic or description of the research material includes its presentation in qualitative and quantitative terms. The characteristic of the material is one of the factors determining the reliability of the conclusion and research methods.

- This section describes how the problem was studied: detailed information without repeating previously published established procedures; identification of hardware (software) and description of materials are used, with mandatory novelty of materials and methods.

The scientific methodology should include:

- research question(s);
- the proposed hypothesis (thesis);
- stages of the study;
- research methods.

Findings/Discussion part is one of the most important sections of the article. The section provides an analysis and discussion of the results of the study. The conclusion based on the results obtained during the study are presented, the main essence is revealed. It is necessary to analyze the results of the work and discuss the relevant results in comparison with previous works, analyses and conclusion.

The tables are included directly in the text of the work. They should be numbered and accompanied by a reference to them in the text of the work. Figures and graphs should be presented in one of the standard formats: PS, PDF, TIFF, GIF, JPEG, BMP, PCX. Bitmaps must be executed with a resolution of 600 dpi. All details should be clearly conveyed in the figures.

For example:

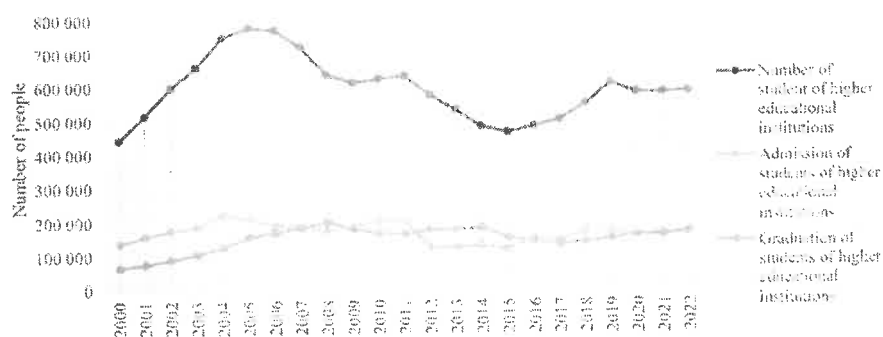


Figure 2 Dynamics of admission, graduation and number of university students

Note: compiled based on the data [12]

Table 1. Number of international students by country of arrival [12]

Country of arrival	2017	2018	2019	2020	2021
Uzbekistan	3 683	9 500	25 964	15 642	14 404
India	3 500	3717	4450	4220	5 987

Turkmenistan	1 320	2 615	3 176	2 795	2 795
Russian Federation	1 075	1 273	1 247	1 298	1 263
Mongolia	439	565	888	1128	1010
China	1290	1240	807	871	811
Kyrgyzstan	1 026	1 026	1 026	1 067	659
Jordan	60	62	228	515	546
Other countries	1 505	1 671	1 683	1 533	1 462

Note: compiled based on the data [12]

Conclusion is generalization and summing up of the work at this stage; confirmation of the truth of the statement put forward by the author, and the author's conclusion about the change in scientific knowledge, taking into account the obtained results. Conclusion should not be abstract, it should be used to summarize the results of research in a particular scientific field, with a description of proposals or opportunities for further work.

Acknowledgement, conflict of interests

Specify the sources of funding and other contributions, acknowledgements, and conflicts of interest.

The contribution of the authors. In this section, it is necessary to indicate the contribution of each author to the work on the article. A contribution to a work is an intellectual investment, without which part of the work or the work as a whole could not be completed. The authors of the article may be persons whose contribution to the work is based on the following criteria:

- significant contribution to the concept or design of the work; collection, analysis or interpretation of the results of the work;
- writing a text and/or critically reviewing its content;
- approval of the final version of the article for publication;
- consent to be responsible for all aspects of the work, proper study and resolution of issues related to the reliability of data or the integrity of all parts of the article.

Persons who performed a different role in the preparation of the article can be indicated in the section of the article "Acknowledgements".

The examples of formulations are not exhaustive, it is desirable to emphasize the uniqueness of the contribution of each of the authors, to detail his participation in the work on the article. It is necessary to indicate the name of the individual stages of the experimental work carried out for those co-authors whose contribution consisted in carrying out the experiment.

Formatting the Reference List

All articles, publications and materials submitted for publication in the journal must be accompanied by a list of references; when compiling a bibliography, it is recommended to use the **Harvard Referencing Style**.

Main Requirements for Formatting the Reference List:

The reference list should include only those sources (numbered in order of citation or arranged alphabetically in English) that are cited in the text of the paper. References to unpublished works are not allowed.

The quality and quantity of the cited sources indicate the relevance of the article. Therefore, authors are advised to adhere to the following guidelines: all references must contain bibliographic data in English; at least 30% of the references should be indexed in Scopus and/or Web of Science; at least 50% of the references should be no older than 10 years, with half of them being no older than 3 years; the permissible number of publications by the article's authors and co-authors in the reference list should not exceed 20% of the total number of sources.

When using the Harvard Referencing Style, the list of references is formed in alphabetical order. Numbering is not provided. The bibliographic list should reflect all books, articles, dissertations, and other scientific works cited in the article. The list is placed at the end of the work.

References to international legal acts, domestic regulatory legal acts, government programs, etc. are drawn up in the form of end links as they are cited.

The title of the cited publication is highlighted in *italics*.

Chapters in books and titles of articles are marked with English "quotes".

An indication of the author(s). The author's surname is indicated and then, after the comma, his initials. References to more than one work by the same author are presented in chronological order. When referring to the author's works published in the same year, it is necessary to distinguish the works by adding Latin letters (a, b, c), etc. to the year of publication (Jackson, A., 2024a: 12), (Jackson, A., 202b: 75-76).

If two authors have prepared an article, their surnames are separated by the conjunction "and". If there are three authors, then the first and second are separated by a comma, the second and third by the conjunction "and". When there are more than three authors, the first three are indicated separated by commas, after which "etc." is put.

The design of links to books should contain:

Surname, initials of the author, comma; (year of publication in parentheses) – comma; book title – in italics; publication number (if the second and subsequent editions are cited) – comma; publisher (printing house) – comma; city of publication – period.

If the source is quoted electronically, then you need to specify at the end: available at: the full URL at the time of the request.

Links to book chapters. The surname, Full name (year), "Title of the chapter", Surnames, Acting editors, Title of the book in italics [Translation of the title of the book], publication number, publisher, city, country, page numbers of the chapter are indicated.

The structure of links to journal articles: surname and initials; (year of publication in parentheses); title of the article in italics; journal number, journal name; volume No. and issue number, if any; page numbers of the article.

Link to electronic journals: last name, first name, year of publication, title of the article in italics in quotation marks, title of the journal, volume no. or issue number of such and such, page numbers of the article, available at: full URL at the time of the request.

See for more details:

In English <http://www.citethisforme.com/harvard-referencing>

<https://librarydevelopment.group.shef.ac.uk/Assets/pdfs/referencing/harvard.pdf>

<https://www.adelaide.edu.au/library/ua/media/4332/library-qrg-harvard-referencing.pdf>

In Russian https://lib.herzen.spb.ru/media/manual/harvard_style.pdf

After the References it is necessary to indicate the bibliographic data (article title, fullname of the author(s), full name of the organisation, city, country, author(s) e-mail, article title, abstract, key words) in Russian and English (if the article is written in Kazakh), in Kazakh and English (if the article is written in Russian) and in Russian and Kazakh (if the article is written in English).

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Білім беру мекемелерінде Figma редакторында жұмыс істеуді оқытудың әдістемелік ерекшеліктері

Аннотация.

Түйін сөздер:

Уалихан Кусебаев¹, Тоғжан Жақсылық*²

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Методические особенности преподавания работы в редакторе Figma в образовательных учреждениях

Аннотация.

Түйін сөздер:

Then it is necessary to provide «**Information about the authors**» in 3 languages. The part "information about the authors", specifies all the data - the full name of the author for correspondence, academic degree, specialty, position, organization, address, zip code, city, country.

For example:

Information about the authors:

Kussebayev Ualikhan Kazhaykbarovich – Candidate of Technical Sciences, Associate Professor, L.N. Gumilyov Eurasian National University, st. Satpayev 2, Astana, Kazakhstan.

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Use of Artificial Intelligence (AI) in Scientific Articles

- Principles of AI Usage:

To enhance the quality of scientific publications and uphold ethical standards, the journal permits the use of artificial intelligence (AI) in the writing and preparation of scientific articles. However, AI usage should be limited to auxiliary functions, such as data collection, information analysis, text drafting, editing, and plagiarism checks.

- Author Responsibilities:

Authors must clearly indicate in the article how and at which stages AI technologies were used. If AI was employed in drafting significant parts of the text or research, the author must demonstrate full responsibility for the presented data and conclusions, as well as describe the methods used to verify the accuracy of the obtained information.

- Ethical Standards and Scientific Integrity:

It is essential that AI usage does not violate ethical norms, including honesty, accuracy, and originality in scientific research. AI should not replace the author entirely, and its use should not aim to manipulate results or bypass plagiarism detection systems.

- Restrictions and Prohibitions:

The use of AI is prohibited in cases involving empirical research related to vulnerable populations, such as children under 13 years old, and when preparing materials with the classifications "Confidential" and "Secret." In such cases, AI should not be used.

- Transparency and Verification:

All materials prepared with AI must undergo additional checks for compliance with the journal's scientific and ethical standards. Authors are required to provide transparent information about how AI was used in the article.

- AI Usage in the IMRAD Structure:

In articles written according to the IMRAD structure (Introduction, Methods, Results, and Discussion), information about AI usage should be included in the "Methods" section. In this section, authors must:

Describe how AI technologies were used during the research process.

Indicate which AI tools were used and at what stages (e.g., for data analysis, text generation, or other tasks).

Provide justification for the selection of these tools and explain how they contributed to achieving the research goals.

Demonstrate how the accuracy and scientific integrity were maintained when using AI in the research process.

Example text:

In this study, artificial intelligence was used for [specific task description, such as statistical data analysis, text processing, etc.]. The tool [AI tool name] was applied to [description of AI's role in the research]. The entire process was verified by the author to ensure the accuracy and scientific ethics of the obtained results.

7. Grounds for Rejection of the Submitted Article

7.1 The article fails the plagiarism check.

7.2 The article receives two negative reviews.

7.3 Non-compliance with the technical requirements specified in the Journal's policy.

7.4 The author does not make the corrections recommended by the reviewers.

7.5 The Antiplagiarism check revealed the presence of generated text in the document.

8. Copyrights

Authors publishing their articles in this journal agree to the following:

Authors retain the copyright of their work and grant the journal the right of first publication under a Creative Commons Attribution License. This license allows others to distribute the work with proper attribution to the original authors and the original publication in this journal. Authors retain the right to enter into separate contractual agreements for the non-exclusive distribution of the published version of the work (e.g., posting it in a university repository or publishing it in a book) with acknowledgment of its original publication in this journal. Authors are encouraged to post their work online (e.g., in university repositories or on personal websites) before and during the submission process, as this can lead to productive discussions and increased citations of the published work (see The Effect of Open Access).

9. Privacy

The names and email addresses entered on the website of this journal will be used exclusively for the purposes indicated by this journal and will not be used for any other purposes or provided to other persons and organizations.

10. Review procedure

All scientific articles submitted to the editorial office of the journal undergo mandatory double-blind review (the reviewer does not know the authors of the manuscript; the authors of the manuscript do not know the reviewers). The manuscripts are sent to two reviewers for evaluation.

The review of articles is carried out by members of the editorial board and the editorial board, as well as invited reviewers - leading experts in the relevant industry. The decision on the choice of a reviewer for the examination of the article is made by the editor-in-chief, deputy editor-in-

chief, scientific editor, head of the editorial office. The review period is up to 4 weeks, but it can be extended at the request of the reviewer.

Each reviewer has the right to refuse a review if there is a clear conflict of interest affecting the perception and interpretation of the manuscript materials. Based on the results of the review of the manuscript, the reviewer makes recommendations on the further fate of the article (each decision of the reviewer is justified):

- the article is recommended for publication in this form;
- the article is recommended for publication after correcting the shortcomings noted by the reviewer;
- the article needs additional review by another specialist;
- the article cannot be published in the journal.

If the review contains recommendations for correcting and finalizing the article, the editorial board sends the text of the review to the author with a proposal to take them into account when preparing a new version of the article or to refute them (partially or completely). The revision of the article should not take more than 2 months from the date of sending an e-mail to the authors about the need to make changes. The article modified by the author is re-sent for review.

If the authors refuse to finalize the materials, they must notify the editorial board in writing or orally of their refusal to publish the article. If the authors do not return the revised version after 3 months from the date of sending the review, even if there is no information from the authors with a refusal to finalize the article, the editorial board removes it from the register. In such situations, an appropriate notification is sent to the authors about the withdrawal of the manuscript from registration due to the expiration of the time allotted for revision.

If the author and reviewers have unresolved contradictions regarding the manuscript, the editorial board has the right to send the manuscript for additional review. In conflict situations, the decision is made by the editor-in-chief at a meeting of the editorial board.

The decision to refuse publication of the manuscript is made at a meeting of the editorial board in accordance with the recommendations of the reviewers. An article not recommended for publication by the decision of the editorial board is not accepted for reconsideration. A message about the refusal to publish is sent to the author by e-mail. After the editorial board of the journal makes a decision on the admission of the article for publication, the editorial board informs the author about it and specifies the publication dates.

The presence of a positive review is not a sufficient reason for the publication of the article. The final decision on publication is made by the editorial board. In conflict situations, the decision is made by the editor-in-chief.

The original reviews are kept in the editorial office of the journal for 5 years.

11. Disclosure Policy and Conflicts of Interest

Unpublished data obtained from manuscripts submitted for review may not be used for personal research without the written consent of the author. Information or ideas obtained during the review process related to possible benefits should be kept confidential and not used for personal gain.

Reviewers should not participate in manuscript review if there are conflicts of interest due to competitive, collaborative, or other interactions and relationships with any of the authors, companies, or other organizations related to the submitted work.

All interested parties (authors, reviewers, editors and editorial board members) should, as far as possible, avoid conflicts of interest in any variation at all stages of publication. If any conflict of interest arises, the person who detects the conflict should immediately notify the Editorial Board. The same applies to any other violation of the principles, standards and norms of publication and scientific ethics.

Possible situations of ethical misconduct of authors, editors and reviewers not specified above will be dealt with on the basis of the guidelines of the Committee on Publication Ethics

(COPE, Promoting integrity in scholarly research and its publication | COPE: Committee on Publication Ethics).

12. Borrowing and plagiarism

All incoming articles to the editorial office of the scientific-pedagogical journal «Problems of engineering and professional education» are checked for independent execution through the license system of automatic plagiarism check «Antiplagiat» <https://antiplagiat.enu.kz/>.

The originality of the article for acceptance for publication must be at least 75%. If the originality of the text is within 70-74%, the article is sent to the author for revision with appropriate justification for bringing it to 75%. Articles with originality below 70% are not accepted.

The authors of the article must ensure that they have submitted a completely original work, in the case of using the work and/or citations of other authors, bibliographic references or excerpts are mandatory. Relevant references to the works of other authors are a mandatory requirement. Authors should refer to publications that have had a decisive influence on the nature of the submitted work. In case of detection of numerous borrowings, the editorial board acts in accordance with the COPE rules.

13. Pre-print and Post-print Placement Policy

In the process of submitting an article, the author must confirm that the article has not been published or has not been accepted for publication in another scientific journal. When referring to an article published in the scientific-pedagogical journal «Problems of engineering and professional education», the publishing house asks you to post a link (full URL of the material) to the official website of the journal.

Articles previously published by the authors on personal or public websites that are not related to other publishers are allowed to be considered.

14. Publication ethics

Editorial Policy and Ethics of Scientific Publication of the journal is guided by the ethical principles of scholarly periodicals set forth in the Guidelines on Principles of Ethical Publication for Journal Editors of the Committee on Publication Ethics (COPE: Committee on Publication Ethics), essentially containing the following requirements:

1. The article should:

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