**§26** **Provisions on the Editorial-Publishing Council.**

**1. General provisions**

1. The Editorial - Publishing Council (EPC) is the coordinating centre for preparation, consideration and approval of educational and methodical supplies for publication or in an electronic format.
2. The Editorial -Publishing Council is composed by the Order of the Rector of KazNU for the period of 1 year.
3. The EPC on educational, methodical and scientific publications has been established at al-Farabi Kazakh National University among which there are the representatives of the teaching staff
4. The activity of the EPC are regulated by the legislative and normative instruments relating to higher education institutions of the Republic of Kazakhstan, by the concepts of the university education in the Republic of Kazakhstan and the by the present “Provisions”.
5. The EPC decisions on the manuscript content are of a recommendation character for its authors; decisions on the publication of a manuscript or the refusal to publish it are mandatory.
6. The EPC is functioning closely with the University faculties’ Methodical Bureaus and the University departments.
7. The EPC meets once a month.

**2. The main tasks and objectives of the EPC**

**on Educational, Methodical and Research Publications.**

8. Determining of the principle directions of publications’ themes:

- providing with educational and methodical literature and revealing subjects with insufficient teaching materials which meet modern requirements of science and educational technologies;

- developing perspective and ongoing plans and schedules of publishing of educational and methodical literature in Publishing House of KazNU;

- competitive selection of advanced manuscripts for students, Masters and PhDs.

9. Assisting teachers to prepare manuscripts:

- studying the most important areas of educational and methodical activity for further on - demand editions and methodical assistance to authors in writing manuscripts;

- coordinating the professors’ activities in writing teaching and methodical materials; - recommendations on the payment of an author fee.

10. Reviewing manuscripts of educational, methodical and scientific literature sent to the EPC of KazNU:

- expert review of recommended manuscripts;

- making a decision on the compliance of manuscript with the requirements for publication.

**3. Requirements of the EPC of KazNU:**

11. Each author alone or with co-author may submit only two manuscripts to a subject plan.

12. The authors who failed to present a manuscript included in the past year subject plan are excluded from the new subject plan.

13. Manuscripts of textbooks and teaching manuals must be written by the people with not less than three-year experience of teaching of the relevant discipline – if possible on a competitive basis.

Manuscripts must meet the following criteria:

1) the level of completion of teaching, methodological and scientific literature must amount to 80% , not less;

2) the level of completion of the most popular literature must amount to 50 %, not less;

3) optimal volume content, its sufficiency and completeness. The volume of training book’s content should match the number of subject credits (optimally 8-15 p.l. of a training text for 3 credits);

4) newness; educational manuals must meet the modern level of science and must be supported by modern sources.

5) compliance with the educational credit system; structuring the course material, questions for students’ self-monitoring, independent learning subjects, tests, methodical recommendations to do independent work, etc;

6) taking into account student –centered, competent approaches in the educational process;

7) compliance with the State Education Standard and standard training program;

8) original and new ways of structuring (using an interactive way- conversation with students, introduction of various points of view, the strength and weakness of phenomena, processes, etc., problems, stimulating contemplation, introspection, self-examination of students; self-estimation, development of their self-evaluation processes, phenomena practical orientation, etc.

9) availability in educational manuals of materials, new techniques, practical applications, case studies, information on the latest developments of science.

For scientific literature:

1) novelty: information on the latest achievements in science;

2) cultural component (original epigraphs, historical background, history of science); 3) conformity to the modern level (on this issue);

4) the level of presenting practical up-dating issues.

14. It is necessary to get three positive reviews – one internal and two external in order to write the manuscript of a textbook, educational manuals and scientific researches. Manuscripts are to be reviewed by Doctors of Science and PhDs.

15. It is necessary to confirm the usefulness of a publication on the basis of:

- the conformity of manuscripts to the curriculum and modern achievements of science and technology;

- novelty of a material and its practical importance;

- compliance of the structure and content of the manuscript with the requirements, prescribed to the editions of this type (textbooks, teaching manuals, etc.);

- compliance of a manuscript with the requirements on registration of educational publications, the use of generally accepted terms, standards.

16. The decision of the Chair, the members of which are the manuscripts’ authors, signed by the Head, shall contain the following information;

- on the advisability of publication;

- on the authenticity of an authorship of persons, shown in a manuscript;

- on the conformity of the manuscript material to the curriculum of relevant disciplines;

- on a list of specific groups of people– students, postgraduates, teachers, trainees of the qualifications upgrading institute and others, who will use the publication, their number for the moment and planned for subsequent years in accordance with current curricula;

- on an assertion that the material contributed to paper was not duplicated and there are no analogical publications in other editions;

- on the level indicating the students’ provision of another literature on the same specialty;

- on the availability of such publications (indicating publishing house, location, year of publication and circulation);

- on the availability or lack of such publications in the library fund of the Kazakh National University (indicating the number of available copies).

**4. Procedure of accepting educational-methodical**

**literature in the EPC**

17. Manuscripts must be previously considered by the reviewers and then at the Chair meeting. After a positive discussion, the Chair recommends a manuscript for the further consideration at the faculty meeting of the Academic Council.

18. As an external reviewer for textbooks and theoretical educational manuals the faculty Academic Council is to appoint the Chair of one of the leading universities in this specialty: the Chair meeting approves a review. To review lecture materials, as an external reviewer the Faculty Academic Council designates one of the leading specialists in this field, working at another University, Research institute or industry. The faculty Academic Council approves an outside specialist to review textbooks for practical and laboratory classes.

19. As for internal reviewers, the faculty Chair involves KazNU professors or researchers, who do not work together with the author of the manuscript at the same department or Chair (the same laboratory). If KazNU lacks such experts, working at another department or laboratory, it is possible to involve outside reviewers from other universities to get reviews from them.

20. To make a final conclusion on the usefulness of publications, the EPC of KazNU has decided to pass manuscripts to experts for the extra and closed reviewing without disclosing their authorship.

21. The EPC of KazNU may return manuscripts to authors pointing out the motivation of inexpediency of publication if the closed reviewing meeting gives negative conclusion after the discussion.

22. If you do not agree with the opinion of the EPC, it is likely to organize a commission of experts to examine manuscripts one more time. At the further stage it is necessary to discuss the manuscript materials again at the research workshop meetings taking into account the negative conclusion of the EPC and their motivation, and then, to reconsider them after the conclusion of the department.

23. The circulation of publication is determined by the EPC taking into account the needs of:

- the library,

- third –party applications

If the EPC makes a positive conclusion, the author submits the manuscript to be printed in “Kazakh universiteti” or in the Distance education center.

**5. Contest to be included in the annual thematic plan of the educational and research literature pulication**

24. Contest to be included in the annual thematic plan of the educational and research literature publication at al-Farabi Kazakh National University, further contest is held to enhance the quality of education and the educational and research literature for students and Master Program students, to give an opportunity to study with distance learning technologies and to increase productivity and realization of the edition literature.

25. The procedure of arranging such contest is stipulated in the present provision.

26. The educational and research manuscripts of authors of scholars, professors of the Kazakh National University are included in the mentioned contest.

27. The EPC prescribes the number of publications for the contest, the terms of submission and circulation.

28. The contest is held in two stages: primary expert stage and final stage.

29. The preparation and arrangement activities precede the contest from October 1 – to October 15. Faculties, departments and other subdivisions are informed about the coming contest.

30. The primary expert stage is held by the Faculties’ methodical bureaus from October 15 to November 15. Faculties’ methodical bureaus determine a demand for publications during the academic process and the preliminary review is held. Methodical bureaus of faculties select the most expedient manuscripts according to the following criteria:

a) ) the level of completion of teaching, methodological and scientific literature must amount to 80% , not less;

b) the level of completion of the most popular literature must amount to 50 %, not less;

c) works of authors who failed the thematic plan of previous years are not included in the thematic plan.

The conclusion and results of the first phase are fixed in the Protocol and submitted to the Department on Academic Affairs and the EPC.

31. The second final stage is organized by the EPC from the period of November 15 to December 15. The EPC and methodical department study the universities’ applications on publishing any literature and prescribe a circulation of editions and organize further expert assessment of manuscript.

Expert assessment is carried out according to the following parameters

for the educational literature:

- optimal volume content, its sufficiency and completeness. The volume of text books’ content should match the number of discipline credits (optimally 8-15 p.l. of a text for 3 credits);

- novelty, educational manuals is to meet the modern level of science and be supported by modern sources;

- updating textbooks are stipulated in the rules of licensing: 5 years for social and humanitarian subjects and 10 years for natural sciences;

- compliance with the educational credit system: structuring the course material, questions for students’ self-monitoring, independent learning subjects, tests, methodical recommendations to do an independent work;

- taking into account student –centered, competent approaches in the educational process;

- compliance with the State Education Standards and Standard training program;

- original and new ways of structuring (using an interactive way – conversation with students, introduction of various points of view, the strength and weakness of phenomena, processes etc., problems, stimulating contemplation, introspection, self-examination, students’self-estimation, development of their self-evaluation processes, phenomena, practical orientation, etc.);

-availability in educational manuals of materials, new techniques, practical applications, case studies, information on the latest developments of science.

For scientific literature:

- novelty: information about the latest achievements in science;

- cultural component (original epigraphs, historical background, history of science);

- conformity to the modern level (on this issue);

- the level of presenting practical up-dating issues.

The member of the EPC examines each title of literature of the relevant field and gives an expert opinion. The EPC makes a conclusion to fix it in the Protocol of the meeting.

32. The EPC makes an analytical survey of merits and demerits of manuscripts for the contest and recommendations to enhance the quality, to increase the circulation and distribution.

33. Successful manuscripts are included in the subject plan are recommended by the EPC to be printed in the Publishing House of KazNU.

The circulation of edition is prescribed by the EPC proceeding from the students’ contingent and possible orders of other universities. The circulation amounts to: 10 copies to the author or authors, 10 copies for the obligatory distribution, 30-40 % of edition goes to the library.

The rest of the literature goes to retail stores. The EPC approves the manuscripts included into the subject plan for the contest in a ready form with the supporting papers.