Non-profit Joint-Stock Company "Abai Kazakh National Pedagogical University"

Agreed
Director of the "Ulagat" Publishing House
NJSC "Abai KazNPU"

N.R. Balykov
"23" 09 2026

Approved
Vice-Rector for Research and Innovation
NJSC "Abai KazNPU"

Y. Sultan
"23" 09 2026

EDITORIAL POLICY OF THE JOURNAL "PEDAGOGY AND PSYCHOLOGY"

1. General Provisions

The editorial policy defines the principles and procedures that guide the journal in publishing scientific articles in the field of education. It has been developed to ensure the high quality, research integrity and ethical standards of all published materials.

The journal "Pedagogy and Psychology" of Abai Kazakh National Pedagogical University is a peer-reviewed scientific journal that has specialized in publishing original works in the field of education since 2009.

The editorial strategy of the journal is based on the following principles:

1) Impartiality and objectivity in the selection of materials for publication.

2) High standards with regard to the scientific value and methodological soundness of research.

3) A consensus-based approach to making decisions on the publication of articles.

4) Ensuring effective and prompt communication with authors.

5) Strict observance of intellectual property rights.

6) Strict adherence to the established publication schedule.

Target audience of the journal: faculty members, research staff, researchers, doctoral students, master's students, undergraduate students, preschool educators, teachers, learners of educational and scientific organizations, etc.

The journal is included in the List of Publications Recommended by the Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan for the publication of the main results of scientific activity (List 2 – Pedagogical Sciences).

The journal is included in the national scientific citation index system – the Kazakhstan Citation Database (KazCD).

The journal "Pedagogy and Psychology" was founded by Abai Kazakh National Pedagogical University and is registered with the Ministry of Culture and Information of the Republic of Kazakhstan. Date and number of initial registration: No. 10219-Zh of 24.06.2009.

Certificate of re-registration of a periodical print publication, news agency and online publication No. KZ22VPY00084314, issued on 22.12.2023 by the Information Committee of the Ministry of Information and Social Development of the Republic of Kazakhstan.

Publication identifier: ISSN 2077-6861 (online 2960-1649)
Journal website: https://journal-pedpsy.kaznpu.kz
Corporate e-mail of the journal: PP@abaiuniversity.edu.kz

2. Purpose and Objectives of the Journal

Purpose of the journal: to engage domestic and international researchers in the open discussion, systematization, comprehensive analysis and dissemination of scientific knowledge and innovative developments aimed at improving modern education.

Objectives of the journal "Pedagogy and Psychology":

- to identify and disseminate innovative approaches and practices in modern education;
- to study psychological and pedagogical problems of the professional development of specialists in the field of education;
- to publish the results of fundamental and applied research in the field of education;
- to promote the development of teachers' professional competencies through the exchange of experience and best practices;
- to support interdisciplinary dialogue between pedagogy and psychology in addressing contemporary educational challenges.

3. Scope and Frequency of the Journal

The thematic focus of the journal "Pedagogy and Psychology" is issues of the current state of all stages and levels of education.

Sections of the journal:

1. Innovative approaches and practices in modern education.
2. Psychological and pedagogical problems of the professional development of specialists in the field of education.

Frequency: 4 times a year
Review period for submitted materials: 1–6 months
Language of publication: English
Publication schedule:
No. 1 – March
No. 2 – June
No. 3 – September
No. 4 – December

4. Responsibilities of the Participants in the Editorial Process

4.1 Responsibilities of the Editor-in-Chief:

– exercises direct management of the journal;
– determines the development strategy of the journal and ensures the enhancement of its scientific level and internationalization;
– coordinates the work of the editorial council and the editorial office;
– ensures optimal conditions for the high-quality work of the editorial council and the editorial office;
– performs other duties stipulated by the job description.

4.2 Responsibilities of the Scientific Editor:

– conducts a scientific evaluation of incoming materials;
– assesses the relevance, novelty and methodological soundness of articles;
– checks whether articles correspond to the subject area and scientific level of the journal;
– assesses the quality of the sources used;
– provides recommendations on improving the scientific content and relevance of publications;
– monitors compliance with research ethics in published materials;
– performs other duties stipulated by the job description.

4.3 Responsibilities of the Executive Secretary:

– organizes and supervises the planning and timely preparation of materials for publication;
– selects materials and monitors compliance with the publication schedule;
– coordinates the work of authors, reviewers and the editorial office;

– provides authors with advice on the structure and formatting of the manuscript and on agreeing on the recommended revisions;

– checks the completeness of the submitted materials and the correspondence of manuscript titles to their content;

– performs other duties stipulated by the job description.

4.4 Responsibilities of the Technical Editor:

– checks manuscripts for plagiarism and the use of artificial intelligence;

– checks the compliance of manuscripts with the technical requirements of the journal (formatting, length, metadata);

– uploads materials to the journal website and to the editorial management system (OJS);

– interacts with authors on technical issues of formatting;

– maintains a register of incoming manuscripts and their processing deadlines;

– performs other technical duties stipulated by the job description.

4.5 Responsibilities of the Reviewer (internal and external):

- before starting the review, confirms in the journal's online system his/her consent to review or sends a reasoned refusal;

- observes the principle of confidentiality during the review;

- gives an objective assessment of the scientific work without personal criticism of the author and expresses his her opinion clearly and with supporting arguments;

- identifies significant similarities or overlaps between the manuscript under review and published works;

- may not use unpublished data submitted for review for personal purposes without the written consent of the author(s).

4.6 Responsibilities of the Author:

- submits to the editorial office previously unpublished, carefully edited materials of a scientific article prepared in strict accordance with the requirements;

- is responsible for the accuracy of the facts presented in the article;

- provides, if necessary, additional data on the materials of the article;

- indicates in the article the contribution of other persons to the research, expresses acknowledgements, etc.;

- if errors are detected, takes measures to correct them as soon as possible.

5. Peer Review of Scientific Articles

5.1 Peer Review Rules

Articles submitted to the journal "Pedagogy and Psychology" undergo double-blind peer review. Scientific articles prepared in strict accordance with the requirements for articles and checked for originality are admitted to peer review (the requirements are given in Section 6.5).

Reviewers are scholars who have publications on the subject of the article under review and are not members of the editorial board; they are selected from among the scholars of Abai KazNPU (internal reviewers) and of other higher education institutions of the Republic of Kazakhstan, neighboring countries and countries further abroad (external reviewers). Reviewers are appointed by decision of the editorial board from the database of reviewers registered in the electronic system of the journal.

5.2 Review Procedure

1) The author submits the article on the journal website via OJS (Open Journal System).

2) The scientific editor checks the article for compliance with the scope and sections of the journal, and the technical editor checks it for compliance with the formatting requirements and for borrowings using the "Antiplagiat" and Turnitin systems.

3) The editorial board appoints reviewers for an article that has passed the preliminary check.

4) The reviewer examines the article sent to him/her within the established time frame in the OJS online review system; the maximum review period is 2 weeks. A review template is used.

5) The reviewer submits one of the following recommendations to the editorial board of the journal:

- accept for publication;
- accept conditionally (send for revision);
- reject (withdraw).

6) Based on the conclusions of the internal and external reviewers, the editorial board of the journal makes one of the following decisions:

- if two positive reviews are received, the article is published in one of the issues of the journal;
- in case of disagreement between the reviewers, the final decision on the publication of the article is made by the editorial board;
- if there are significant comments, the article is returned to the author to address them (the deadline is set by the executive secretary), and the revised version is sent for re-review;
- if a second negative review is received, the article is rejected and is not subject to further consideration.

The editorial board has the right to reject an article at any stage of work on it. The author is notified of the decision in the electronic journal system (OJS).

5.3 Procedure for Correcting and Revising Articles

If the review of an article concludes that the article needs to be corrected, the article is sent to the author for revision. If the review contains recommendations for correcting and revising the article, the executive secretary 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 article revised by the author is resubmitted for review and considered in the general manner. An article that has received a second negative review is not accepted for further consideration. If the author of the article disagrees with the opinion of the reviewer, he/she has the right to apply to the editorial office with a reasoned request to send the manuscript for review to another reviewer, setting out the relevant arguments in an appeal. In this case, the editorial office of the journal sends the manuscript for re-review or provides the author with a reasoned refusal.

5.4 Requirements for the Peer Review of Scientific Articles

The reviewer must carry out an objective evaluation of the scientific article by performing a comprehensive analysis of its compliance with the thematic areas of the journal and the main requirements established by the editorial policy. During the review, it is necessary to assess whether the content of the article corresponds to the stated research topic and to make sure that the work is logically coherent. The reviewer must provide a qualified assessment of the quality of the abstract and keywords, which must adequately reflect the content and main results of the study. The evaluation of the novelty of the scientific results obtained and of their practical significance for the development of the relevant field of knowledge is of great importance. During the review, it is necessary to analyze the presence and quality of references to authoritative Kazakhstani and international bibliographic sources, which confirms the research integrity of the author and the level of the research conducted. The reviewer must assess the clarity and accessibility of the presentation of the scientific material and identify grammatical, punctuation and logical errors that may hinder readers' comprehension of the text and reduce the quality of the publication.

6. Publication Ethics

The editorial board of the journal "Pedagogy and Psychology" adheres to the Model Rules of Scientific Ethics of Kazakhstan approved by Order of the Minister of Science and Higher

Education of the Republic of Kazakhstan No. 529 of November 20, 2024 // https://zakon.uchet.kz/rus/docs/V2400035392. The editorial office of the journal also strives to comply with the ethical standards of COPE (Committee on Publication Ethics) adopted by the international scientific community, preventing violations of these standards both in its own work and in its relationships.

6.1 Authorship and Copyright

Authorship of a manuscript belongs to those researchers who were directly involved in the creation of the manuscript, in the development of the idea, in the writing of the article and in the interpretation of the results, and who made a significant contribution to the scientific results. Authors retain the rights to their manuscripts while allowing anyone to freely download, distribute or copy them, provided that the authorship of the work is attributed and a reference is made to its unique publication in the journal. No permission from the authors or the publisher is required for any of these actions, provided that the journal is cited. Authors retain the right to distribute their article in other sources, provided that a reference is made to its original publication in this journal.

6.2 Conflict of Interest

Editors and reviewers may not use unpublished data obtained from submitted manuscripts in their own research without the written consent of the Author. Information or ideas obtained during the review process that relate to possible benefits must be kept confidential and must not be used for personal purposes. Reviewers must not participate in the review of manuscripts in the event of a conflict of interest arising from competitive, collaborative or other interactions and relationships with any of the Authors, companies or other organizations connected with the submitted work.

6.3 Confidentiality Policy

The editorial office of the journal "Pedagogy and Psychology" does not disclose information about a manuscript accepted for consideration to third parties, with the exception of the appointed reviewers, before its publication. The editorial office also does not disclose information about reviewers to authors or other persons. These and other norms of conduct for the participants in the publication process, namely the principles, norms and standards of conduct for authors, members of the editorial board, the publisher and reviewers, are based on publication ethics.

6.4 Retraction

Retraction (withdrawal of a publication) is the process of removing an already published scientific article from a journal or database. It is a serious measure applied when significant problems with a publication are discovered. The main reasons for retraction include: the discovery of falsification or fabrication of data, plagiarism, serious methodological errors that call the research results into question, duplicate publication, violation of ethical standards in conducting the research, and a conflict of interest that was not disclosed at the time of publication. Retraction serves as a self-correction mechanism in science, helping to preserve the integrity of the scientific literature and trust in the process of scientific publishing.

The publisher carries out **retraction** (withdrawal of a publication) upon an official application from the author/team of authors of the article justifying the reason for their decision, as well as by decision of the editorial board of the journal based on its own examination or on information received by the editorial office. The editorial office is obliged to inform the author (the corresponding author in the case of co-authorship) of the retraction of the article and to justify the reasons for it. Articles are not physically removed from the electronic version of the journal or from the archive; the texts of retracted articles remain where they were previously, but the electronic version of the text will bear the mark RETRACTED and the date of retraction.

In the event of retraction of an article, the publication fee paid by the authors is not refunded. Publication costs and review costs are not compensated, regardless of the reasons for the retraction of the publication.

6.5 Borrowing and Plagiarism

All articles submitted to the journal "Pedagogy and Psychology" are checked for originality using the "Antiplagiat" (licensed version) and Turnitin systems. If numerous borrowings are detected, the editorial office notifies the author(s) of the borrowings and rejects the article.

Originality requirements:

"Antiplagiat" system: text originality – at least 75%

Turnitin system: acceptable similarity level – no more than 15%

6.6 Artificial Intelligence Policy

The editorial board of the journal "Pedagogy and Psychology" strictly follows the recommendations of the Committee on Publication Ethics (COPE) regarding the use of generative artificial intelligence in academic and scientific texts. The journal does not recognize artificial intelligence (AI) tools as authors. Authors are required to disclose the use of AI in the "Acknowledgements" section and to list the specific tasks for which it was used. Disclosure of AI is not required if it was used only for proofreading: to improve the readability and style of the text or to correct grammatical and spelling errors. AI may help improve the quality of a text, but it may not be used to generate content independently. The authors bear full responsibility for the originality of the final text.

In order to protect the intellectual property rights of authors, reviewers of the journal "Pedagogy and Psychology" are prohibited from using AI tools when reviewing manuscripts. The journal uses available tools to detect content generated by generative AI. If it is established that a manuscript has been prepared using generative AI in violation of this policy, the authors will be notified and the manuscript will be rejected. To ensure the transparency and integrity of scientific publications, researchers are obliged to comply with ethical standards. In the event of a violation of the policy, the manuscript may be retracted in accordance with the publisher's rules and the COPE Code of Conduct.

6.7 Ethics Committee Approval

If the research involved humans or animals, the scientific article must be accompanied by a document confirming the approval of the research by an ethics committee. It must state the full name of the institutional ethics committee that approved the research. Research participants must sign an informed consent form, which is submitted together with the manuscript.

6.8 Ethics Statement

The "Methods" section of a scientific article must contain a statement on the ethical aspects of the research, as well as information on the permissions obtained for data collection and the publication of the results. Authors should describe the procedure for collecting data about people or from research participants. This requirement may not apply to certain types of articles, for example, literature reviews.

7. Guidelines for Authors

Articles are submitted electronically in English via the website of the journal "Pedagogy and Psychology" (link: *https://journal-pedpsy.kaznpu.kz/index.php/ped*). The file name must contain the author's surname (if there are co-authors, the surname of the first author). To do this, it is necessary to register on the website (link: *https://journal-pedpsy.kaznpu.kz/index.php/ped/user/register?source=*) or to log in to an existing account via the "Login" button. One author (including as a co-author) may submit an article no more than twice a year.

Articles are uploaded by the author in the following formats:

- MS Word – the full article;
- MS Word without the full names of the author and co-authors – for peer review;
- PDF – for the anti-plagiarism system.

Font – Times New Roman, font size – 12, alignment – justified, line spacing – single, paragraph indent – 1 cm, margins: top and bottom – 2 cm, left – 3 cm, right – 1 cm.

Tables, diagrams and figures are provided in an editable format. The number of tables and figures must not exceed 20% of the total length of the submitted article. Font – Times New Roman, font size – 10. For the formatting of tables and figures, see the sample article.

7.1 Article Formatting Requirements

1) IRSTI (Interstate Rubricator of Scientific and Technical Information), code 14: PUBLIC EDUCATION. PEDAGOGY

2) Full names of the authors, place of work (study), city, country – centered (in lowercase italics); (The corresponding author must be marked with an asterisk *)

3) Title of the article (7–12 words), in capital letters, centered

4) Abstract of no less than 100 and no more than 300 words

5) Keywords/key phrases (5–7 words)

6) **Introduction** (justification of the topic, the aim and the hypothesis (research question) of the study)

7) **Materials and Methods** (research design, data collection and methods of analysis)

8) **Results** (the main results of the study without their interpretation)

9) **Discussion** (interpretation of the results, discussion of their significance, limitations of the study and possible directions for future research)

10) **Conclusion** (summary of the results of the study)

11) **The list of references** is formatted in accordance with the APA 7 Style standard (*http://www.apastyle.org/*) in alphabetical order. The reference list must contain no fewer than 15 and no more than 40 sources, more than 50% of which must be sources from the last 3–5 years, including at least 2 sources indexed in the Scopus and/or Web of Science databases.

The length of the article (excluding the IRSTI code, title, information about the authors, abstract and keywords) must be no less than 2,100 and no more than 5,000 words.

The maximum number of authors is 5.

7.2 Formatting of Bibliographic References to Sources in Languages Other Than English

All sources in Russian and in other languages that use non-Latin alphabets must be transliterated into the Latin alphabet. The surnames of the authors, the title of the work and the title of the journal or publication must be given in transliterated form, followed by a full English translation in square brackets. After the translations, the language of the original source must be indicated in square brackets at the end of the reference, for example, [in Russian], [in Chinese], [in Arabic]. The format must follow this example: Flerov, O. V. (2022). Razvitiye neformal'nogo i informal'nogo obucheniya inostrannym yazykam v 2010-kh godakh [Development of non-formal and informal foreign language learning in the 2010s]. Pedagogika i prosveshcheniye - Pedagogy and Enlightenment, (1), 126-142. DOI: 10.7256/2454-0676.2022.1.35523 [in Russian].

8. Special Issues of the Journal

The journal provides for the possibility of publishing special (thematic) issues devoted to topical problems of pedagogy and psychology.

A special issue is published on the following grounds:

- publication of the proceedings of international and national scientific and practical conferences, forums and symposia organized by the university or its structural units;
- preparation of an issue dedicated to the anniversary of the university, a faculty or eminent scholars;

- preparation of an issue within the framework of a joint project with international scientific organizations or partner universities.

A proposal to publish a special issue is submitted to the editorial council by a member of the editorial board, the dean of an institute, the head of a department, or the chair of a conference organizing committee.

The issue of publishing a special issue is considered by the editorial council, and the decision is recorded in minutes. In the event of a positive decision, the publication date of the issue, the guest editor and the executive secretary are approved by order of the Editor-in-Chief.

For each special issue, a qualified scholar in the relevant scientific field may be appointed as guest editor. The guest editor defines the thematic scope of the issue, prepares a Call for Papers and participates in the review process, while the final decision on publication remains within the competence of the editorial board.

A special issue is considered a separate issue in accordance with the requirements of the authorized body for the list of recommended scientific publications and must comply with the technical requirements of the journal itself.

In the event of non-compliance with the requirements set out in this section, a special issue may be deemed ineligible for consideration for the purpose of recording the results of journals included in the list of the authorized body, with responsibility for this resting with the Editor-in-Chief and the guest editor.

A special issue is included in the general system of volumes and numbering of the journal with the index "S" (Special) or with a corresponding thematic title. The special issue uses the journal's main ISSN, and each article is assigned an individual DOI.

Special issues are published by decision of the editorial council when there is an appropriate justification (request). In this case, the declared main thematic focus of the journal and the consistent quality of peer review must be maintained.

9. Publication Fee

The fee for the publication of one article is 50,000 (fifty thousand) tenge. The fee includes: payment for the publication of the article, assignment of a DOI, and registration of the authors in the Crossref database. Payment is made by bank transfer to the **bank details** of Abai KazNPU.

Bank Details 1
NJSC "Abai Kazakh National Pedagogical University"
BIN: 031 240 004 969
KBe: 16
BIC (SWIFT): KCJBKZKX
Bank name: JSC "Bank CenterCredit"
Current account: KZ178560000000086696

Bank Details 2
NJSC "Abai Kazakh National Pedagogical University"
BIN: 031 240 004 969
KBe: 16
BIC (SWIFT): HSBKKZKX
Bank name: JSC "Halyk Savings Bank of Kazakhstan"
Current account: KZ196017131000000127

The payment receipt is sent to the technical editor of the journal via WhatsApp.

Articles by foreign authors are published in the journal free of charge. The fee waiver applies to manuscripts all of whose authors represent scientific and educational organizations outside the Republic of Kazakhstan and have an h-index of at least 3 or publications in first- or second-quartile (Q1–Q2) journals according to Web of Science or Scopus. Manuscripts co-authored with

Kazakhstani authors are subject to the general payment terms established by the editorial office. The absence of a publication fee does not affect the procedure for considering a manuscript. All articles undergo peer review and are accepted for publication on a general basis in accordance with the editorial policy of the journal.

Editor-in-Chief of the Journal
"Pedagogy and Psychology" **U. M. Abdigapbarova**