

**SHAKARIM UNIVERSITY**

1934

**REGULATIONS ON PUBLICATION  
ETHICS OF SCIENTIFIC JOURNALS OF  
NPJSC «SHAKARIM UNIVERSITY»**



NON-PROFIT JOINT-STOCK COMPANY «SHAKARIM UNIVERSITY»		
Document QMS Level 3	REGULATIONS	
Regulations on publication ethics of scientific journals	Revision № 3 dated 09.06.2026, in place of revision № 2 dated 14.02.2026	R 042-2.06-2026


  
**Approved**  
 Chairman of the Board – Rector  
**D. Orynbekov**  
 2026

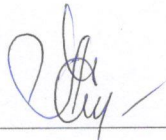
## REGULATIONS ON PUBLICATION ETHICS OF SCIENTIFIC JOURNALS OF NPJSC «SHAKARIM UNIVERSITY»

Semey, 2026

## The preface

### 1 DEVELOPED BY


Head of the Scientific and  
Editorial Department \_\_\_\_\_



Y. Yevlampiyeva « 09 » 06 2026

### 2 AGREED

Member of the Board – Vice-Rector  
for Science \_\_\_\_\_



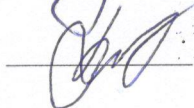
Zh. Kalibekkizu « 09 » 06 2026

Head of the Center for Strategic  
Planning and Quality Management \_\_\_\_\_



Zh. Orynkanova « 09 » 06 2026

Lawyer \_\_\_\_\_



D. Yenikeyeva « 09 » 06 2026

**4 INTRODUCED** in place of version № 2 dated 14.02.2025

## CONTENTS

1. Introduction .....	4
2. Regulatory references.....	4
3. General provisions .....	4
4. Terms and concepts .....	5
5. Basic principles of scientific ethics.....	7
6. Principles of publication ethics in the publisher's activities .....	8
7. Principles of publication ethics of the editorial board .....	8
8. Principles of publication ethics for the author of a scientific publication....	10
9. Principles of publication ethics for the reviewer .....	11
10. Principles of publication ethics in relation to Artificial Intelligence (AI)..	12
11. Adherence to principles, norms, and standards of publication ethics .....	13
12. Submission of official complaints by the author and their consideration...	14
13. Measures taken in case of violation of publication ethics principles .....	14
14. Procedure for making changes .....	15
15. Distribution of responsibilities .....	15

## 1 INTRODUCTION

1.1 This Regulation on publication ethics for scientific Journals (hereinafter referred to as the Regulation) of the NPJSC «Shakarim University» (hereinafter referred to as Shakarim University) represents the fundamental guiding principles of publication ethics for scientific journals and aims to regulate the relationship between the scientific editor, members of the editorial board, authors of scientific articles, and reviewers in the process of publishing scientific articles.

1.2 The purpose of this regulation is to outline the principles and norms of scientific ethics to be followed by scientific editors, reviewers, authors of scientific articles, and members of the editorial board of scientific journals of Shakarim University in the process of interaction.

1.3 The task of this Regulation is to emphasize the moral and ethical aspects of publication in scientific journals of Shakarim University and the responsibility of all participants in the publication process.

## 2 REGULATORY REFERENCES

2.1 This Regulation has been developed in accordance with:

- Law of the Republic of Kazakhstan dated July 1, 2024 No. 103-VIII LRK «On Science and Technological Policy»;
- By Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 12.01.2016 № 20 «Requirements for scientific publications to include them in the list of publications recommended for the publication of scientific results»;
- Requirements of the Committee on Publication Ethics (COPE),
- Ethical principles of publishing Scopus (Elsevier) journals.

## 3 GENERAL PROVISIONS

3.1 This Regulation defines the basic principles and standards of ethics of publications in scientific journals published at the University.

3.2 These Regulations define standards of conduct for scientific editors, members of the editorial board, reviewers and authors in the publication process; measures to identify conflicts of interest; unethical behavior, instructions for reviewing and correcting articles, publishing corrections and refutations.

3.3 Each author, scientific editor, reviewer, member of the editorial board of scientific journals is obliged to strictly observe the principles and norms of the Regulation. Compliance with ethical principles is important both to ensure high-quality publication of scientific journals and to create trust and respect between participants in the publication process.

## 4 TERMS AND CONCEPTS

4.1 *Appropriation of others' results* – deliberate deception committed by a scientist or group of scientists for undeserved or illegal gain.

4.2 *Artificial intelligence* – is the intelligence demonstrated by machines, in particular computer systems. It is a field of computer science research that develops and studies methods and software that enable machines to perceive their environment and use learning and intelligence to perform actions that maximize their chances of achieving their goals.

4.3 *Author(s)* – this is an individual or group of individuals (collective) who have made a significant contribution to the conception, scientific design, execution, and interpretation of the research work and participated in the creation of the scientific article.

4.4 *Author's affiliation* – institutional affiliation, the place of work of a scientist, indicated in scientific papers, applications, questionnaires, and other documents for applying for scientific awards, scholarships, grants, etc.

4.5 *Conflict of interest* – This refers to situations where the personal and/or other interests of an individual (or group of individuals) may influence decision-making, thereby causing harm to the interests of participants in the publication process, third parties, society, and/or organizations, including the employer of the individual (or group of individuals).

4.6 *Correction (corrigendum)* – the correction of typos, spelling, grammatical, stylistic, and punctuation errors in the text of a scientific work.

4.7 *Data distortion (misrepresentation)* – this is altering information to obtain the desired result in academic work or scientific research.

4.8 *Dublication of publication* – this is called duplicate publication, which involves republishing previously published research with minor changes, such as altering the title, abstract, partial text of the article, etc. It also includes translating the article into another language, as well as concealing information about previously conducted research when duplicating it; re-publication without notifying the publisher, journal editor, and/or unjustified self-plagiarism in scientific work.

4.9 *Editorial board (editorial team) of the journal* – it is a body that provides scientific guidance to the journal, determines and controls the editorial policy of the journal, as well as organizes the process of approval and publication of the journal's issues.

4.10 *Erratum* – this is an error in a printed text, usually resulting from accidents. Mostly, a typo occurs when the order of letters in a word is disrupted, one letter disappears from the word, an extra letter is added, or one letter is replaced by another.

4.11 *Expertise of scientific works* – the process of obtaining an evaluation of a scientific work based on the opinion of experts (reviewer), aimed at subsequent decision-making and selection.

4.12 *Fabrication* – is the presentation and use in scientific papers and/or other works of data that has not been proven or does not correspond to reality.

4.13 *False co-authorship* – inclusion in the authorship team of a scientific work (article, report, monograph, etc.), application for obtaining a prize, scholarship, grant, etc., of individuals who have not contributed to the scientific work, research, etc.

4.14 *Falsification (rom Latin falsificare)* – is a conscious distortion, forgery, or substitution of the genuine with false.

4.15 *Ghost authorship* – fake anonymization, pseudo-anonymization, mystification, authorship gaming.

4.16 *Journal editorial staff* – this is a generic term used to refer to the scientific editor, managing editor, and other members of the editorial board.

4.17 *Manuscript* – this is a previously unpublished author's scientific work submitted to the journal's editorial office for publication.

4.18 *Original text* – the original text which has not been borrowed or translated from another language, but has been created through independent creative and research work.

4.19 *Peer review of scientific work* – the process of reviewing scientific works (articles, monographs, grant applications, projects, etc.) by scholar-specialists in the same field, aimed at ensuring the quality, correctness, and reliability of the presentation of results.

4.20 *Plagiarism* – refers to the use of someone else's borrowed text, ideas, or work as one's own without proper attribution (without citing sources), or the use of borrowed materials with citations in such a form and volume that question the originality of the work. Falsification of references is also considered a form of plagiarism. Plagiarism is a violation of the current legislation of the Republic of Kazakhstan and entails legal consequences.

4.21 *Principles of scientific ethics* – these are the principles of scientific integrity in presenting the results of scientific research, which form the basis of scientific ethics.

4.22 *Publication ethics* – this is a system of norms of professional conduct for participants in the publication process: authors, reviewers, scientific editors, editorial board members, and publishers, in creating, disseminating, and using scientific works in the journals of Shakarim University.

4.23 *Publication process* – this is the process of acceptance, peer review, scientific editing, and preparation of a manuscript for publication, and the publication of scientific articles in the next or subsequent issue of the journal.

4.24 *Publisher* – a legal entity that publishes scientific journals. The publisher of scientific journals is the NJSC «Shakarim University of Semey city».

4.25 *Retraction article* – this is the procedure for alerting readers to publications that contain serious errors or incorrect data, as well as information that their findings cannot be relied upon. Inaccurate data may result from an honest mistake or improper conduct in research.

4.26 *Reviewer* – a scholar-specialist in a specific field of scientific knowledge, authorized to conduct the examination of scientific works.

4.27 *Scientific article* – this is the final or interim results of theoretical, experimental, or analytical activities of scientific research, which contain previously

unpublished and novel developments, conclusions, and recommendations of the author. It may also be a review article of previously published scientific research. The structure of a scientific article typically consists of a title, abstract, keywords, main points, introduction, materials and methods, results, discussions, conclusions, funding information (if applicable), and a list of references.

4.28 *Scientific editor* – this is a member of the editorial board who heads the journal's editorial office and makes the final decision regarding the publication of a manuscript based on the results of peer review and scientific editing.

4.29 *Scientific ethics* – is a set of principles, rules and norms of ethics that are adhered to by subjects of scientific and (or) scientific and technical activities.

4.30 *Scientific journal* – a periodical publication in which the results of theoretical and applied research are published based on expert evaluation (peer review), intended for scientific, pedagogical professionals, students, as well as a wide range of readers.

4.31 *Self-plagiarism* – self-plagiarism is the republication by an author of their own work, partially or fully, without acknowledgment that the work has been previously published

4.32 *Subjects of scientific and (or) scientific and technical activity* - individuals and legal entities engaged in scientific and (or) scientific and technical activities.

4.33 *Unethical behavior* – the behavior of one or more participants in the publication process (author, publisher, scientific editor, editorial board member, peer reviewer of a scientific journal) that violates accepted norms, principles of scientific ethics, and has negative consequences for third parties and/or organizations, as well as behavior that is inconsistent with the norms and Regulations on publication ethics for scientific journals of Shakarim University. Additionally, behavior is considered unethical in cases where one or more participants in the publication process (author, publisher, scientific editor, editorial board member, peer reviewer of a scientific journal) provide reviews for their own manuscripts, organize contractual and/or pseudo peer review, resort to agency services for the publication of research results, falsify authorship, publish pseudo-scientific research, submit manuscript materials to other journals/publications without the consent of the author(s), transfer author(s) materials to third parties, violate copyright and confidentiality principles, engage in activities aimed at manipulating citation.

4.34 *Violation of scientific ethics principles* – this is the failure to comply with accepted principles of scientific ethics.

## 5 BASIC PRINCIPLES OF SCIENTIFIC ETHICS

The basic principles of scientific ethics are:

5.1 Honesty and integrity;

5.2 Responsible planning and conducting of research;

5.3 Justice;

5.4 Objectivity;

- 5.5 Professionalism;
- 5.6 Confidentiality;
- 5.7 Social independence;
- 5.8 Public relations;
- 5.9 Compliance with legislation;
- 5.10 Self-improvement in the field of scientific ethics.

## **6 PRINCIPLES OF PUBLICATION ETHICS IN THE PUBLISHER'S ACTIVITIES**

In its activities, the publisher of scientific journals at Shakarim University adheres to the following fundamental principles of publication ethics:

6.1 It creates conditions for the implementation of ethical principles by the editorial board, scientific editors, reviewers, and authors in accordance with this Regulation.

6.2 It contributes to preventing violations of the requirements of the Regulations on Publication ethics for scientific journals of Shakarim University, including by providing support to the journal's editorial board in reviewing complaints.

6.3 It ensures confidentiality of all information related to the publication process, except for those that pertain to open-access information, in accordance with the editorial policies of each journal of Shakarim University.

6.4 It provides the editorial board with the opportunity for unrestricted selection of authors' works for publication in the journal in accordance with the principles of scientific integrity, objectivity, and transparency, as well as based on the results of peer review.

## **7 PRINCIPLES OF PUBLICATION ETHICS OF THE EDITORIAL BOARD**

7.1 The editorial board makes the final decision on which of the manuscripts submitted to the editorial office should be published, based on compliance with formatting requirements and the results of expert peer review.

7.2 The editorial board, when making a decision on manuscript publication, follows the editorial policy of the journal and does not allow manuscripts to be published if there are instances of scientific and/or publication ethics violations, plagiarism, and copyright infringements.

7.3 The editorial board is responsible for making decisions on the publication/rejection of manuscripts submitted by the author(s) in the journal.

7.4 The editorial board must conduct a retraction procedure for the article if there is irrefutable evidence that the obtained data are unreliable and/or obtained as a result of violating principles, norms, standards of scientific and/or publication ethics, unlawful actions, errors in the experiment, the article was previously published in other editions without proper permission or justification, the article constitutes plagiarism, or the article contains information about unethical research.

7.5 The editorial board evaluates manuscripts based on their intellectual content,

regardless of the author's race, gender, religious beliefs, ethnic background, nationality, political views, and commercial considerations.

7.6 The journal's editorial board must not disclose information about submitted manuscripts to anyone other than the corresponding author, potential reviewers, and the publisher. Any manuscript submitted to the editorial office for consideration is considered a confidential document. Manuscripts must not be shown or discussed with third parties under any circumstances.

7.7 The editorial board ensures that a manuscript rejected for publication will not be used in the personal research of editorial board members without the written consent of the author(s).

7.8 The editorial board will decline to consider a manuscript if it has any competitive relationships with the author and/or organization associated with the research results, or if there is any other conflict of interest.

7.9 In case of any conflicts of interest with the content of the manuscript, a member of the editorial board is obligated to inform the editor, after which the editor redirects the manuscript review to another member of the editorial board who does not have a conflict of interest with the author(s) of the manuscript.

7.10 The journal's editorial board is responsible for developing and improving the scientific journal, adhering to the principles of freedom of expression, and meeting the professional scientific needs of both authors and readers of the journal

7.11 The editorial board of the journal must not allow the influence of commercial and/or other interests of the author(s), reviewer, and publisher of the journal on the decisions regarding the publication/rejection of the manuscript.

7.12 The editorial board of the journal is responsible for publishing manuscripts with known signs of violation of standards, norms, and principles of scientific and/or publication ethics, unethical behavior, plagiarism, self-plagiarism, excessive self-citation, and conflict of interest.

7.13 In case facts of violation of standards, norms, and principles of scientific and/or publication ethics are discovered by the editorial board or one of its members, the scientific editor of the journal, based on the decision of the editorial board, must initiate the publication retraction procedure.

7.14 In case of receiving a claim (in paper and/or electronic format) from an individual (or group of individuals) bearing the signature of the claimant(s), along with their full name, contact details (mobile phone number, postal address, and email address), indicating the fact(s) of violation of standards, norms, and principles of scientific and/or publication ethics, unethical behavior of the author(s) of the manuscript, or regarding a previously published article(s) in the journal of Shakarim University, the editorial board is obliged to review the claim(s) and provide a response in paper and/or electronic form signed by the scientific editor or a person substituting for them to the individual (or group of individuals) from whom the claim was received within no more than 30 calendar days from the date of receipt of the claim(s) by the editorial board.

7.15 Claims received anonymously are not subject to review, preparation, or response dispatch.

7.16 The editorial board commits to taking reasonable actions regarding claims from an individual or group outlining violations of standards, norms, and principles of scientific and/or publication ethics, unethical behavior by the author(s) of the manuscript, or regarding previously published articles in the scientific journal of Shakarim University.

7.17 If the allegations outlined in the claim are confirmed, the editorial board reserves the right to reject the manuscript and discontinue further collaboration with the author(s) for publication of the said manuscript, or proceed with the retraction procedure of a previously published article in the journal of Shakarim University.

7.18 The editorial board of the journal does not allow actions that could affect the objectivity of experts and reviewers.

7.19 The editorial board of the journal strives for continuous self-improvement and the development of ethical principles, and finds constructive solutions in difficult ethical situations.

## **8 PRINCIPLES OF AUTHOR'S PUBLICATION ETHICS IN SCIENTIFIC PUBLISHING**

8.1 The author(s) submit(s) to the journal manuscript of the article and guarantee(s) that it has not been previously published, nor is it under consideration for publication elsewhere.

8.2 Simultaneous submission of a manuscript to multiple journals/publications is unacceptable and is considered a violation of publication ethics standards.

8.3 The author(s) guarantee(s) that the research results presented in the manuscript constitute an independent and original work and do not contain any improper borrowings (plagiarism) that could be identified during the manuscript's review and/or peer-review process.

8.4 If the research, the results of which are indicated and described in the manuscript, was conducted by multiple authors, the individual identified as the primary author is listed first in the author list.

8.5 Individuals who have made significant contributions to the research should be listed as co-authors.

8.6 The corresponding author must ensure the inclusion of data from all co-authors in the manuscript.

8.7 All authors listed in the manuscript are responsible for its content.

8.8 The corresponding author must provide the manuscript approved by the other co-authors to the editorial office.

8.9 The author(s) are responsible for the publication of the article with signs of violating standards, norms, and principles of scientific and/or publication ethics, unethical behavior, plagiarism, self-plagiarism, excessive self-citation, fabrication,

falsification, data distortion, ghost authorship, duplication, conflict of interest, and deception.

8.10 If using excerpts from the works of others and/or borrowing statements from other authors, bibliographic references must be provided in the manuscript with mandatory attribution to the original source.

8.11 Plagiarism in any form (unattributed quotes, paraphrasing, or appropriation of the results, text, or ideas of other individuals) is unethical and unacceptable behavior.

8.12 In case errors and inaccuracies are detected in the work at any stage of the publication process, the author(s) undertake(s) to promptly notify the scientific editor and assist in the correction or elimination of errors, and in the event of significant errors that cannot be corrected, to retract the publication.

8.13 The author(s) undertakes to cite original sources so that it is clear who is the author of the hypotheses, ideas, texts, images and scientific results presented.

8.14 The author(s) does not use unethical practices of increasing the number of citations and scientometric indicators.

8.15 The author(s) does not allow the use and appropriation of text, ideas, hypotheses, conclusions, methods, research results, graphs, codes, pictures and works of the authors without reference to the author and the source of borrowing, as well as the use of the text of the authors with synonymous substitution of words and expressions without changing the meaning, including the use of text translated from another language, fabrication and falsification.

8.16 If errors are identified in their publications that may harm researchers and/or society, the author(s) takes measures to correct or recall them.

8.17 The author(s) must provide additional materials to substantiate the ideas, results, and/or facts presented in the manuscript if the reviewer(s), scientific editor, or member of the journal's editorial board doubts the authenticity and/or reliability of the research results.

8.18 The author(s) must disclose any conflicts of interest that may influence the evaluation and interpretation of the manuscript.

8.19 The author(s) must adhere to ethical norms related to criticism or comments regarding the research, as well as interactions with the editorial board regarding the review and publication of the manuscript.

8.20 Failure to adhere to the ethical principles outlined in Section 5 of this Regulation by the author(s) is considered a serious violation of publication ethics and provides grounds for withdrawing the manuscript from review and/or publication.

## **9 PRINCIPLES OF PUBLICATION ETHICS FOR REVIEWERS**

9.1 The reviewer participates in the review process in good faith, provides a constructive, objective and unbiased assessment of the work.

9.2 The reviewer must provide arguments for their comments and justify their decision regarding the acceptance or rejection of the manuscript for publication in the

journal.

9.3 The reviewer criticizes researchers objectively and reasonably, expresses this in a respectful manner, without insults and humiliation of dignity.

9.4 The reviewer should remember that their expert evaluation of the manuscript serves as the basis for making final editorial decisions on accepting or rejecting the manuscript for publication in the journal, and also helps the author improve the manuscript.

9.5 The manuscript submitted to the reviewer for peer review should be treated as a confidential document.

9.6 The reviewer is not allowed to show or discuss the manuscript with other individuals without permission from the scientific editor and/or the author(s) of the manuscript.

9.7 The reviewer must not disseminate unpublished manuscripts, except when necessary for their review and preparation for publication during the publication process.

9.8 The information and ideas from scholarly materials obtained during the review process must not be used by the reviewer for personal and/or other benefits.

9.9 The reviewer should provide comments and suggest possible revisions to improve the manuscript.

9.10. The reviewer is obliged to draw the editor's attention to substantial similarities between the manuscript under consideration and any previously published work, if known to the reviewer.

9.11. The reviewer must not recommend the publication of the manuscript if there are sufficient grounds to believe that it contains violations of standards, norms, and principles of scientific and/or publication ethics, plagiarism, other improper borrowings, false, fabricated materials, or research results.

9.12. The reviewer is obliged to provide the review within the deadline set by the editorial board. If the review process and preparation of the review within these deadlines are not possible, the reviewer must notify the editorial board.

9.13. The reviewer should not consider manuscripts that may cause conflicts of interest arising from competition, collaboration, and/or other relationships with any of the authors or institutions related to the manuscript.

9.14. A reviewer who believes that their qualifications are insufficient to make a decision when evaluating a manuscript must promptly notify the scientific editor and decline to review the manuscript.

## **10 PRINCIPLES OF PUBLICATION ETHICS IN RELATION TO ARTIFICIAL INTELLIGENCE (AI)**

10.1 The editorial board of the journal does not recommend the use of AI tools when conducting research and preparing an article.

10.2 No AI program can be listed as an author or co-author of an article under any circumstances. An AI program cannot be listed in the list of persons who

contributed to the research and the preparation of the article. Since AI-based programs and tools are not (and cannot be) responsible for the submitted work, they cannot declare the presence or absence of a conflict of interest, as well as manage copyrights.

10.3 In the case of using AI in the preparation of an article, it is mandatory to provide complete information about the use of AI to generate specific sections of the article. Information about the use of AI can be presented in the introduction of the article or in the section "Research methods".

10.4 The description of the work carried out using AI should include: the name, version and developer of the artificial intelligence tools used (for example, ChatGPT, version dated September 25, based on GPT-4, developed by OpenAI).

10.5 The Editorial board reserves the right to make a decision on the publication or refusal to publish articles prepared using AI. If the article was prepared using AI, but the article does not contain information about its use, the article may be withdrawn from publication by the decision of the editorial board.

10.6 AI cannot be used in the preparation of a review. Fragments of the text of the article or the text of the review may violate the confidentiality of the information received from the author.

10.7 Reviewers should review clauses 10.2, 10.3, and 10.4 of these Regulations. In case of suspected violation of these principles, the reviewer must inform the editorial board of the journal. If there is concern that an article or its fragments were created using AI and there is no information about it, this may be noted in the review as a factor affecting its accuracy and/or suitability for publication.

10.8 Editors are not allowed to use AI when working with the article. The reason is the same as for reviewers: there is a high risk of privacy violations when uploading both an article fragment and a review fragment to a chatbot.

## **11 ADHERENCE TO THE PRINCIPLES, NORMS, AND STANDARDS OF PUBLICATION ETHICS**

11.1. In case of violation of ethical norms of publication ethics, it is necessary to thoroughly investigate the situation and utilize legal norms governing scientific work through collective agreements and ethical standards.

11.2 When addressing unethical behavior by participants in the publication process, the principle of confidentiality should be adhered to.

11.3 Anonymous testimonies and statements should not be considered unless there is a real threat to people or property.

11.4 Resolution of ethical conflicts should be conducted through discussions and debates.

11.5 Cases of violation of principles and standards of publication ethics should be addressed officially according to the publication ethics for scientific journals of Shakarim University, as specified in section 8 of this regulation.

## **12 SUBMISSION OF OFFICIAL COMPLAINTS BY THE AUTHOR AND THEIR CONSIDERATION**

12.1 The complaint of the author(s) (in paper and/or electronic format) under the signature of the applicant(s) with indication of full name, contact information (mobile phone number, mailing address, and email address) regarding the violation of principles, standards of scientific and/or publication ethics, and unethical conduct by one or more participants of the publication process (editorial board member(s), reviewer(s) of the scientific journal of Shakarim University) shall be submitted to the editorial board of the scientific journal of Shakarim University.

12.2 Complaints received anonymously shall not be considered, prepared, or responded to by the editorial board.

12.3 The complainant(s) have the right to withdraw the complaint at any stage of its consideration.

12.4 The participant(s) of the publication process, against whom the complaint has been filed with the editorial office specifying the facts of violation of the principle(s), the Provisions of publication ethics, have the right to provide the editorial office with refuting facts (in paper and/or electronic format) under the signature of the applicant(s), as well as to file an appeal (in paper and/or electronic format) under the signature of the applicant(s) for consideration.

## **13 MEASURES TAKEN IN CASE OF VIOLATION OF PUBLICATION ETHICS PRINCIPLES**

13.1 Upon receipt of a complaint by the editorial board of the journal indicating the fact(s) of violation of publication ethics principles and standards, unethical behavior, the relevant facts must be promptly investigated in accordance with proper procedures, necessary measures must be taken impartially, and based on the results, a decision in the form of minutes should be prepared.

13.2 Based on the minutes or in individual cases requiring additional investigation of the fact(s) of violation of publication ethics principles and standards, unethical behavior, the Vice-Rector for Science of Shakarim University has the right to issue an order to appoint a special commission consisting of members of the editorial board (excluding the member(s) against whom the complaint is filed), the employees of the Department of Science, specialists in the relevant scientific field to investigate the presence or absence of the fact(s) of violation of publication ethics principles and regulations, unethical behavior, as indicated in the complaint.

13.3 The special commission, appointed by the order of the Vice-Rector for Science and Commercialization of Shakarim University regarding one or more participants of the publication process (editorial board member(s), reviewer(s) of the scientific journal of Shakarim University), in relation to whom the fact(s) of violation(s) of publication ethics principles and standards, unethical behavior, as

indicated in the complaint, are confirmed, has the right and is authorized to petition before the disciplinary committee of Shakarim University for disciplinary measures, including reprimand, severe reprimand, demotion, dismissal, against the participant or participants of the publication process (editorial board member(s), reviewer(s) of the scientific journal of Shakarim University), who are employees of Shakarim University at the time of the petition to the Disciplinary Committee.

#### **14 THE PROCEDURE FOR MAKING CHANGES**

14.1 The rules of this Regulation are binding for all participants in the publication process, including authors of manuscripts and published articles in scientific journals of Shakarim University, scientific editors, members of editorial boards, and reviewers of scientific journals of Shakarim University, and may be amended or supplemented in connection with changes in regulatory documents and/or measures not considered by this standard.

14.2 Changes to this Regulation are introduced by the order of the Vice-Rector for science and commercialization of Shakarim University.

#### **15 DISTRIBUTION OF RESPONSIBILITY**

15.1 Each participant in the publication process, including the author of the manuscript and published articles in the scientific journal of Shakarim University, the scientific editor, editorial board member, reviewer of the scientific journal of Shakarim University, and other individuals involved in the manuscript publication process in the university's scientific journal, bears personal responsibility for complying with and adhering to the principles, norms, and standards of publication ethics outlined in this Regulation.

15.2 Each member of the editorial board is responsible for taking necessary measures in case of violation of publication ethics principles and unethical behavior.

15.3 Each manuscript author must adhere strictly to the principles of publication ethics and conscientiously follow them at all stages of manuscript submission for publication.