

## TYPE AND ORDER OF REVIEW OF ARTICLES

### *Review type*

All manuscripts submitted to the editorial office of the journal "Biological Sciences of Kazakhstan" undergo mandatory blind review. Based on the reviews received, the editorial board of the journal makes a final decision.

### *The order of consideration of articles:*

1. To apply for the publication of an article, you must go to the journal's website <https://ppu.edu.kz/ru/biologicheskije-nauki-kazaxstana/> and register. Fill in text fields. Attach an article file in .doc / .docx format (MS Word), a payment receipt file, sign a public offer - an agreement on the independent nature of the submitted manuscript, consent to the verification of the article for plagiarism and granting exclusive rights to the publisher. Check the completed data and click the "Submit" button

2. The manuscript sent by the author goes to the editorial office of the journal. The executive secretary checks the manuscript for compliance with the technical requirements.

3. The journal manager checks the manuscript for self-sufficiency through the automatic plagiarism check system.

Based on the results of the automatic check of the manuscript for plagiarism, a full check report is downloaded. If the percentage of originality is below the established threshold, then the article is not accepted for consideration for publication in the journal.

4. Next, the journal manager sends the article to the editor-in-chief. The editor-in-chief reviews the article for compliance with the subject of the journal. In case of discrepancy, the editorial board of the journal sends a letter to the author justifying the refusal to publish. On average, the initial review of an article takes 10 days.

5. Further, the editor-in-chief determines the reviewers for each article that has passed the primary selection.

6. Further, the executive secretary sends the manuscript with a full report on checking for plagiarism to the reviewers in order to determine the possibility of publishing the article in the journal.

7. The journal uses a double "blind" peer review procedure when the editorial board does not disclose the names of reviewers. The reviewers submit to the editorial office of the journal a substantiated review of the article, including the relevance of the topic under study, the author's contribution to the scientific field, the level of the results obtained. All reviews contain a recommendation to publish the article (with or without revisions) or refuse publication. All reviews go to the editorial office of the journal.

8. Further, the executive secretary sends reviews to the chief editor.

9. In case of receipt of a review for revision with the consent of the editor-in-chief, the executive secretary sends reviews of the article to the author with a note "to modify the article according to the comments of the reviewer". In this case, the author must submit a revised version of the article within two weeks.

10. All materials on the article (reviews, plagiarism report) are submitted to the meeting of the editorial board. The decision on the possibility of publishing an article in the journal is made by the editorial board of the journal based on the reviews of reviewers. Articles that have received a negative review are not accepted for re-examination. On average, the decision to publish is made within 6 months.

11. All reviews and the decision of the editorial board on the article are sent to the author who submitted the article. The publication is carried out in the order of the general queue as soon as the material is ready. The editors have the right to form a queue in accordance with the headings of upcoming issues.