

INSTITUTE OF HUMANITIES AND RELIGIOUS STUDIES

«APPROVED»

Director of the

Institute for Humanities and

Religious Studies

T. Teplovbayev T. Teplovbayev

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**EDITORIAL POLICY OF THE JOURNAL
“QUT: JOURNAL OF RELIGION, PHILOSOPHY AND CULTURE”**

Almaty 2025

ABOUT THE JOURNAL

"QUT: Journal of Religion, Philosophy and Culture" is an international scientific peer-reviewed journal that focuses on the publication of scientific materials in the areas of Religious studies, Philosophy and Cultural studies.

Materials submitted for publication in the journal undergo a double-blind peer review process, check for compliance with formal requirements and plagiarism.

The languages of publications are English, Kazakh, and Russian.

The journal is published 4 times a year.

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Publisher – "Institute of Humanitarian and Religious Studies".

AIMS AND SCOPE

Objective presentation of high-quality results of fundamental, theoretical and applied research in the field of religious studies, philosophy and cultural studies.

Consideration and discussion of current methodological, theoretical and practical issues, achievements in these areas in the Republic of Kazakhstan, near and far abroad countries.

Improving competencies and experience in professional activities for the purpose of training and advanced training of specialists in the above-mentioned fields of science.

The journal accepts previously unpublished and not intended for simultaneous in other journals scientific materials by: Doctors of Sciences, Candidates of Sciences, doctors of philosophy (PhD), Doctorate-students on corresponding course, PhD students, MA, heads and specialists of specialized organizations of the Republic of Kazakhstan and foreign scientists are accepted for publication.

With a maximum volume of scientific material, up to 5 co-authors are allowed.

The editorial board of the journal may not share the opinion of the author / authors and is not responsible for the accuracy of the published text of the scientific materials.

The editorial board of the journal is also not responsible to the author / authors / third parties, organizations for possible damage caused by the publication of the scientific materials.

SCOPES

The journal covers a wide range of topics within the fields of religion, philosophy, and culture, including:

- Comparative studies of world religions and belief systems
- Philosophy of religion and ethics
- History of philosophical and religious thought
- Cultural anthropology and cultural studies
- Interactions between religious traditions and cultural transformations
- Sacred texts: interpretation, translation, and reception
- Religion, modernity, and globalization
- Interdisciplinary approaches to religion and culture
- Religious and Religious studies education
- State-confessional relations

PUBLICATION TIMELINE

The review period for scientific materials submitted to the editorial office via the journal's electronic platform depends on the volume of materials received for consideration, the thematic issues of the journal, and may extend up to one calendar year.

The editorial board sets the following timeframes:

Peer Review Procedure: up to 3 months

Editing and layout process: 30 days

All scientific materials are published in the order of submission, at the discretion of the editorial board or as part of a thematic issue of the journal.

PROCEDURE FOR CORRECTING AND REVISING SCIENTIFIC MATERIALS

If the manuscript of scientific material is rejected during the check in the anti-plagiarism system or by the reviewer, the material is returned to the author for revision. The author can re-submit the scientific material for anti-plagiarism or review once. The author is responsible for the content of the article.

The manuscript of scientific material, corrected (revised) by the author / authors is re-submitted for review and reviewed in the general manner.

If the manuscript of scientific material is not recommended by the reviewer for publication, it is not accepted for re-review.

In case of disagreement with the opinion of the reviewer, the author / authors have the right to contact the editorial board with a reasoned request to send their manuscript for review to another reviewer, providing the relevant arguments in the request. In this case, the editorial board of the journal sends the manuscript for re-review, or provides the author with a reasoned refusal.

PROCEDURE FOR RETRACTION OF SCIENTIFIC MATERIAL FROM PUBLICATION

The QUT journal is guided by the International Standards for Retraction of Scientific Articles COPE <https://publicationethics.org/guidance/guideline/retraction-guidelines>.

REASONS FOR RETRACTION OF SCIENTIFIC MATERIAL

- detection of plagiarism in the publication;
- duplication of the article in several publications;
- detection of falsifications or fabrications in the work (for example, manipulation of experimental data);
- detection of serious errors in the work (for example, incorrect interpretation of results), which casts doubt on its scientific value;
- incorrect composition of authors (there is no one worthy of being the author; persons who do not meet the criteria for authorship are included);
- hidden conflict of interest (and other violations of publication ethics);
- republication of the article without the consent of the author.

The journal carries out retraction based on an official request from the author / group of authors, who has reasonably stated the reason for their decision, as well as by decision of the editorial board of the journal based on its own examination or information received by the editorial board.

The editorial board is required to inform the author/corresponding author about the retraction of the material and justify its reasons.

The scientific material remains on the official website of the journal in the corresponding issue, but the table of contents and the electronic version of the text contain the

words **RETRACTED** and the date. The commentary to the retracted scientific material indicates the reason for the retraction.

The article is not mechanically removed from the electronic version of the journal or from the archive; the texts of the retracted scientific materials remain where they were before, with the appropriate note.

COPYRIGHT

By submitting scientific material to the journal, the author/authors agree to transfer the copyright for publication to the QUT journal, which will act as the publisher. This means that the journal will have the right to publish scientific material in various forms, including reprints. The journal will retain the rights to publish published scientific materials.

The author/authors of publications in the QUT journal retain the rights to the scientific materials and transfer the right to publication to the journal, simultaneously licensing it under the Creative Commons Attribution License (<https://creativecommons.org/licenses/by/4.0/>).

The author/authors retain the rights to their manuscripts, while giving permission to download, reprint, copy, distribute, correctly use, with the obligatory mark of the authorship of this work and a link to a unique publication in this journal. For the above actions, with the correct reference to the journal, permission from the authors or the publisher is not required.

EDITORIAL POLICY

QUT: Journal of Religion, Philosophy and Culture is a peer-reviewed journal that specializes in publishing research results in the fields of religious studies, philosophy and cultural studies.

The journal accepts scientific materials in Kazakh, English or Russian that have not been previously published by the author / authors and that correspond to the thematic areas of the journal and are formatted strictly according to the design requirements.

Manuscripts of scientific materials are submitted to the editorial board of the journal by the author or corresponding author (selected from the authors' collective of the manuscript if there are 2 or more co-authors) before the 15th day of the last month of the quarter.

Scientific materials containing at least 3,000 words and no more than 7,000 words are accepted for publication in the journal.

The manuscript must be uploaded via the electronic platform by the corresponding author, indicating all the data of the scientific material and the authors.

The author / authors must indicate in the cover letter in the Open Journal System that the submitted manuscript of the scientific article has not been published anywhere before, and that it does not contain borrowed fragments of text from other works without references to them.

The authors are personally responsible for the reliability, validity and novelty of the research results / studies in the manuscript of the scientific article. At the stage of review of the manuscript by the editorial board and reviewers of the journal, as well as after its publication, the authors undertake not to submit this manuscript for consideration for publication in another publication.

At the stages of working with the manuscript, communication between the editors, the corresponding author and reviewers is carried out through the online platform www.qut-journal.com, in exceptional cases – by e-mail qut.jrpc@gmail.com.

The editorial board of the journal reviews the manuscripts of scientific materials received from the author or group of authors, organizes their review, makes a decision on publication or refusal to publish within three months from the date of receipt of the manuscript through the electronic platform. The editorial board of the journal evaluates manuscripts of scientific materials for their intellectual content regardless of the race, gender, sexual

orientation, religious beliefs, ethnic origin, citizenship, political views, affiliation, connections or occupation of the authors.

When publishing each manuscript of scientific material, the date of receipt by the editors and the date of acceptance for publication are indicated.

A manuscript of scientific material by the same author (prepared individually or in co-authorship) can be published in the journal no more than once during one calendar year.

The editors of the journal may not share the opinions of the author / authors and are not responsible for the accuracy of the published text of the article.

The editors of the journal are also not liable to the author / authors / third parties, organizations for possible damage caused by publication.

PUBLICATION ETHIC

Publishing research papers in peer-reviewed journals is an easy, accessible way of scientific communication and makes a significant contribution to the development of the relevant field of scientific knowledge.

QUT Journal is guided by the principles, standards and norms of scientific ethics generally accepted by the international scientific community.

The editors of the journal are committed to acting in accordance with the standards of the Committee on Publication Ethics (COPE) and the WAME guidelines (<https://wame.org/page3.php?id=106>) on chatbots and generative artificial intelligence in relation to scientific publications.

The publisher supports scientific communication and takes its responsibilities to protect all stages of publication extremely seriously and is aware of its ethical and other responsibilities.

DISCLOSURE POLICY AND CONFLICTS OF INTEREST

Editors and reviewers must not use unpublished data obtained from manuscripts under consideration in their own research without the written consent of the author / authors.

Information or ideas acquired during the review process and related to potential advantages must be kept confidential and must not be used for personal gain.

During the review of a manuscript, if reviewers identify any conflicts of interest arising from competitive, collaborative, or other interactions and relationships with any of the authors, companies, or other organizations associated with the submitted manuscript, they must immediately notify the journal's editorial board.

CONFIDENTIALITY TERMS

The editorial board of the scientific journal does not disclose information about the manuscript accepted for review to third parties, except for the appointed reviewers, before its publication, and does not disclose information about the reviewers to the authors and other persons.

The entire publication process in the scientific journal: the principles, norms and standards of conduct of the members of the editorial board, authors, reviewers and publishers are based on the ethics of publications accepted by the international community, in particular the Committee on the Ethics of Scientific Publications (COPE).

RESPONSIBILITIES OF THE EDITORIAL BOARD MEMBERS

Editor-in-Chief:

- manages and ensures the organization of the journal's work;
- makes proposals on improving the journal's activities, increasing its efficiency;

- monitors compliance with regulations, standards, legislative acts, and the journal's publication ethics;
- organizes and monitors work on planning, timely and high-quality preparation of materials for publication;
- resolves disagreements between editors, reviewers, and authors;
- makes decisions on rejecting or approving the publication of scientific materials;
- monitors compliance with the schedule for submitting scientific publication manuscripts to the journal;
- approves the artistic and technical design of the journal;
- participates in the preparation of journal issues.

Scientific Editor:

- selects scientific manuscripts for the journal;
- reviews scientific manuscripts and reviews of them;
- reviews manuscripts of scientific materials accepted for publication (checks the correctness of the spelling of cited citations and numerical data, the use and spelling of names, terms, units of measurement, compliance of the cited symbols with designations, generally established standards);
- prepares manuscripts of scientific materials for sending to reviewers, coordinates the review process;
- provides assistance to authors and notifies of recommended changes, additions;
- participates in resolving issues related to the artistic and technical design of the journal;
- participates in the preparation of journal issues.

Technical Editor:

- checks the authors' compliance with the journal's requirements for the design of manuscripts of scientific materials;
- sends an application for assigning a DOI to the publication;
- inserts a DOI into the text of a scientific publication when laying out a journal issue;
- posts a journal issue on the website;
- archives journal publications.

RESPONSIBILITIES OF AUTHORS

The author / authors undertake to:

- provide original scientific materials for publication in the journal;
- properly prepare the primary data and references to ensure reproducibility;
- provide public access to the publication and be ready to store these data for a reasonable period after publication;
- not publish duplicate scientific materials (that is, essentially describing the same research or translated into another language) in more than one journal. Such actions constitute unethical publishing behavior and are unacceptable.

Any false statements, unethical behavior, or fraudulent actions are strictly prohibited.

Authorship of Scientific Material

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the study submitted for publication.

All those who have made significant contributions must be listed as co-authors.

The corresponding author, before submitting the material, must ensure that all co-authors are properly listed, that they have all reviewed and approved the final version, and that they have agreed to its submission for publication in the journal.

Disclosure and Conflicts of Interest

All authors must disclose in their manuscripts any financial or other material conflicts of interest that could be interpreted as influencing the results or interpretation of their materials.

The author / authors are required to disclose all sources of financial support, if applicable.

Fundamental Errors in Published Scientific Materials

If an author discovers a significant error or inaccuracy in their published work, they are obliged to promptly notify the editorial board of the journal in order to retract or correct the article.

RESPONSIBILITIES OF REVIEWERS:

When preparing a review, the reviewer is guided by the following:

- objectivity,
- impartiality,
- clarity of presentation,
- argumentation,
- confidentiality.

Reviewers should identify published works that are relevant to the topic and not included in the list of sources for the received manuscript. Any statement (observation, conclusion or argument) published earlier should be given a corresponding bibliographic reference in the manuscript.

The reviewer should draw the editor's attention to the discovery of significant similarities or coincidences between the manuscript under consideration and any other published work within the reviewer's area of scientific competence.

Reviewers, upon identifying a conflict of interest or for other reasons, immediately notify the editorial board of the journal that it is impossible to prepare a review.

Peer reviewing is unacceptable.

Personal criticism of the author is unacceptable. Reviewers should express their opinions clearly and reasonably, demonstrate scientific ethics and awareness of the latest trends in the development of the field of knowledge.

All reviewers are notified that the manuscripts of scientific materials sent to them for review are the intellectual property of the author / authors and are classified information (disclosure of any information about the article before its publication is possible only with the written consent of the author / authors).

Other rights and obligations of reviewers are formed on the basis of international standards of publication ethics and are consistent with modern trends in the development of scientific knowledge.

OPEN ACCESS POLICY

The journal adheres to the policy of information openness and availability of authors' publications. Scientific materials are posted on the journal's website in full-text access.

BORROWING AND PLAGIARISM

By the reviewing scientific material for compliance with formal requirements, the editors of the journal also check for the presence of borrowed text for using the plagiarism check system in the StrikePlagiarism.com system. Increasing the originality of the text using technical or other unfair methods will result in refusal of publication.

Only original materials in which, according to the results of the check using the anti-plagiarism system, the originality is 70% or more are sent for further review. If the scientific material does not meet the design requirements of the journal and is not an original work according to the results of the plagiarism check, then it is returned to the author for correspondence with the possibility of re-submitting it for review by the editorial board via the electronic platform of the journal.

If the authors used the works of other researchers when writing, then they must refer to the works of these scientists and correctly format the cited text.

If prior publication or plagiarism is detected, the manuscript will be rejected or retracted.

In case of detection of violations of principles, standards and norms of scientific ethics generally accepted by the international community, the editorial board of the journal undertakes to act in accordance with the standards of the COPE Publication Ethics Committee (<https://publicationethics.org/>).

The journal is guided in its work by the WAME recommendations (<https://wame.org/page3.php?id=106>) on chatbots and generative artificial intelligence in relation to scientific publications.

The author or authors are responsible for the accuracy of the information in the material.

ARCHIVING

The journal ensures the long-term preservation of published materials. All articles are archived electronically and remain openly accessible on the journal's website.

PEER REVIEW PROCEDURE

1. All manuscripts submitted through the official website of the journal are subject to double-blind peer review.

2. A review is a written text containing an evaluation of the scientific material. A review constitutes an independent written scientific work.

3. Reviews are carried out by two independent specialists in the subject area to which the manuscript belongs.

4. A review should indicate the relevance of the work, provide an assessment of the study, and highlight its strengths and weaknesses requiring correction.

5. Manuscripts submitted for review must comply with all formal requirements of the journal and contain at least 70% original text.

6. Peer review assists the editorial board in making a decision on the publication of the scientific material and may also help the author improve their work.

7. Reviews are sent to reviewers via the electronic system of the journal's official website.

8. The review period is up to 3 months.

9. The decision on the selection of reviewers is made by the Editor-in-Chief, Scientific Editor.

10. The corresponding author is provided with reviews.

11. Reviews of manuscripts are provided to the author without disclosing personal data (name, position, workplace) of the reviewer.

12. If the review contains a conclusion regarding the need for revision, the article is returned to the corresponding author for improvement.

13. Reviewer recommendations are forwarded to the corresponding author for revision and correction of the manuscript, or for a reasoned response.

14. If necessary, the revised (corrected) manuscript is resubmitted for review and considered under the general procedure.

15. A manuscript that is reasonably not recommended for publication by a reviewer is not accepted for reconsideration.

16. In case of disagreement with the reviewer's opinion, the author(s) of the manuscript have the right to appeal to the editorial board with a reasoned request to have the manuscript reviewed by another reviewer. In this case, the editorial board considers the author's arguments and may either send the manuscript for another review or provide the author with a substantiated refusal.

17. A positive review (or reviews) is not a sufficient basis for publication. The final decision regarding publication is made by the journal's editorial board.

18. Upon receiving two positive reviews and the conclusion of the responsible editor, the manuscript is recommended for publication in the journal according to the established order.

19. Manuscripts approved by the editorial board are transferred to the Executive Secretary for issue preparation.

20. If one reviewer provides a positive conclusion and the other a negative one, the manuscript is sent by the scientific editor to a third reviewer or to a member of the editorial board who is a specialist in the subject area. If the third reviewer or editorial board member provides a positive review, the final decision to accept or reject the manuscript is made by the scientific editor of the journal.

21. In the case of two negative reviews, the manuscript is rejected for publication in the journal.

22. Manuscripts rejected as a result of peer review are not used by the journal in any way thereafter. The editorial office notifies the corresponding author of the rejection and provides the negative reviews.

23. Reviews of manuscripts are stored in electronic format on the journal's electronic platform for three years.

GUIDE FOR AUTHORS

GENERAL INFORMATION

The publication of materials in the journal is carried out using the Open Journal System, an online system for submitting and reviewing.

For publish an original scientific material, the author must first register (active button) on the website by filling in all the forms offered by the site (last name, first name, middle name, academic degree, institution, position, place of work / study, ORCID ID). The author / authors profile is filled in Kazakh, English, Russian. For foreign authors, it is enough to fill in English.

The author must upload a cover letter (active button) to the journal website for correspondence to submit the material for publication.

By submitting a scientific material for review, the author / authors agree to all the terms of the journal regarding the publication of materials and guarantee on their part compliance with the rules of publication ethics of the journal.

The editorial board of the QUT journal accepts for consideration only original scientific material that have not been previously published and are not in the process of publication in

other journals, prepared taking into account scientific, ethical standards and formatted in strict accordance with the requirements of the journal.

The topic of the scientific material proposed to the editors must correspond to the thematic areas (active button thematic focus) of the journal and be formatted as: article, study, archival materials, peer reviews, survey, chronicles, interviews.

All materials are accepted only through the qut-journal.com website system.

The authors are responsible for the content, including the accuracy of the information provided, citations, references, list of sources and References.

The journal publishes scientific materials with a positive decision of the editorial board and reviewers.

SUBMITTING MATERIALS

The author or corresponding author must go to the "Submissions" menu (in the upper right part of the screen) through the website's electronic system and upload the following two documents (1 Anonymized material, 2 Manuscript of a scientific material containing information about the author).

1. Anonymized material. The fully anonymized text upload to the website (i.e. without indicating the personal data of the authors, dignity, position, institution, place of work / study, scientific organization, in the file name) in MS Word format (with the .docx extension). The name of the file and / or text of the scientific material must not be the name of the author / authors.

2. Manuscript of a scientific material containing information about the author. This text document contains information in three languages (for foreign authors, only English or Russian is allowed): information about the author / authors, including the full last name, first name, patronymic, as in the identification documents, academic degree, title, position, place and full address of the organization in which the author works; ORCID ID; email; telephone number for contacting the author (for the editorial board); authors' contribution (if there are two or more authors); acknowledgments or funding.

Manuscripts of scientific materials that are not formatted in accordance with the above requirements will not be accepted for consideration. If the author has not met the requirements for the number of attached files (2 in total) or has not taken into account one of the points in the guidelines for authors, the editorial board has grounds to reject the submitted materials.

MANUSCRIPT GUIDELINES

The text document must contain the following:

BLOCK I.

Text document in MS Word format (.doc, .docx).

Standard size – A4.

Font – Times New Roman.

Font size – 12 pt.

Line spacing – single.

Margins – 2 cm on all sides.

Paragraph indent – 1 cm.

Page numbers should NOT be indicated.

BLOCK II.

IRSTI (Interstate Rubricator of Scientific and Technical Information). The required index can be found on the website: <https://ncip.kz/services/keywords/>. Indicate it in the upper left corner, in the language of the scientific material.

DOI (Digital Object Identifier). Assigned by the journal to each publication. Indicate it in the upper left corner.

One interval.

BLOCK III.

Initials and surname of the author / authors, place of work / study, city, and country.
Indicated in the center of the text document.

ORCID ID of the author / authors. Indicated next to the author's name.

If the scientific material has two or more authors, the corresponding author is marked with an asterisk "*" along with e-mail address.

If authors are from different institutions, use numbers ¹, ², etc.

Two intervals.

BLOCK IV.

Title of the scientific material (7–10 words). Written in capital letters in the language of the scientific material. The title should reflect the subject, content, and scope of the research.
Center alignment.

One interval.

Abstract – not less than 150 and not more than 200 words. It should provide a concise summary of the scientific material, emphasizing novelty, originality, main approaches, and research results. Justified alignment with a first-line indent.

Keywords / phrases – not fewer than 5 and not more than 7 words related to the subject of the scientific material. Justified alignment with a first-line indent.

Information from BLOCK IV must be provided in the language of the scientific material and:

- if the material is in Kazakh, then also in English and Russian;
- if the material is in English, then also in Kazakh and Russian;
- if the material is in Russian, then also in Kazakh and English.

One interval.

BLOCK V.

The structure of the scientific material should follow the IMRAD format:

- Introduction (relevance, purpose, and significance of the research);
- Materials and Methods (description of methods, techniques, materials, and research methodology used);
- Results and Discussion (results of the research, tables, graphs, illustrations, and references to datasets; interpretation and explanation of the obtained data, comparison with the experience of other researchers);
- Conclusion (Findings).

Acknowledgments / Funding (if applicable).

One interval.

BLOCK VI.

References:

Automatic footnotes are not allowed.

References to relevant sources are provided in the text as they appear, in parentheses (Gabitov, 2021, p.297) or (Gabitov, 2021, pp.18-20).

Self-citation should not exceed 1-2 sources.

Numbering of the reference list is not required.

The formatting style of the Romanized reference list, as well as sources in English (or other foreign languages), should follow APA style (<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>) and must include at least 15 sources, with mandatory references to publications indexed in Scopus and / or Web of Science.

The reference list is arranged in alphabetical order by the authors' last names.

All sources mentioned in the text must be cited in the reference list, and vice versa.

Hanging indent is used – the first line of each entry begins at the left margin, and subsequent lines are indented by 1 cm.

References (for articles in Kazakh and Russian, transliteration of the reference list is required).

Justified alignment.

One interval.

BLOCK VII.

If necessary, to visualize and illustrate the information presented in the scientific material, the author / authors may include illustrations (figures, tables, infographics, diagrams, etc.) that serve as evidence of the results.

Information from illustrations should not duplicate the content already presented in the text.

The total number of figures, tables, graphs, and diagrams should not exceed 20% of the total article volume (in some cases up to 30%).

Illustrations in the text must be numbered and titled, e.g., Diagram 1 – Diagram Title.

Illustrations must also be submitted as separate files through the journal's online system as supplementary materials in PNG / JPG / TIFF formats, along with the author's original text of the scientific material. Images or photographs must be of high quality with a resolution of at least 300 dpi.

Diagrams, charts, graphs, and tables should be provided in Microsoft Word or Microsoft Excel files including the original editable data.

Font size in illustrations – 10 pt.

BLOCK VIII.

At the end of the scientific material, the following author / authors details must be provided: last name, first name, patronymic (if applicable), academic degree, title, position, place of work / study, city, country, and e-mail in Kazakh, English, and Russian. The information should first be provided in the language of the scientific material.

The total scientific material should be at least 3,000 words and no more than 7,000 words.

Recommended to use the article template available on the journal's website to facilitate the review and publication process.

The editorial board of the QUT journal does not deal with literary and stylistic processing of scientific materials.

In case of non-compliance with the above requirements, the material will be rejected by the editorial board.

Scientific Editor

 **A. Temirbayeva**