

GUIDELINES FOR AUTHORS
for the submission of scholarly articles to the academic journal
«SOCIAL SCIENCES & DIGITAL HUMANITIES»

1 THEMATIC SCOPE

The journal accepts manuscripts from both domestic and international authors that address research topics within the fields of social sciences and humanities. Submissions may focus on, but are not limited to, the following subject areas:

- Economics and Business;
- Demography and Sociology;
- History and Archaeology.

2 SCHOLARLY REQUIREMENTS FOR MANUSCRIPT SUBMISSION

2.1 Language of Publication

Manuscripts may be submitted in Kazakh, Russian, or English.

2.2 Originality of Materials:

- Manuscripts must not have been previously published in any other journal or publication.
- Manuscripts must not be under review by other journals at the time of submission.
- The originality of the manuscript must be no less than 65%, textual similarity must not exceed 25%, and AI-generated content must not exceed 20% (all manuscripts are checked using the «oysyn.asia» system)

2.3 Content Requirements:

Demonstration of novelty and relevance: Submitted manuscripts must present original research that has not been published elsewhere.

Logical structure: The manuscript should clearly convey the research aims, objectives, theoretical framework, and methodology. The text should follow the IMRAD structure (Introduction, Methods, Results, and Discussion).

Completeness of the manuscript: Conclusions must be well-founded and definitive, avoiding superficial or commonly known generalizations.

Writing style: Manuscripts must be written in a formal academic style. Authors are expected to use precise terminology and avoid ambiguity in the formulation and interpretation of key concepts. To maintain objectivity and a formal tone, the use of passive constructions is recommended. Inclusive language is encouraged throughout the manuscript.

2.4 Submission Format:

- All manuscripts must be submitted and peer-reviewed via the online submission system.
- Submissions must be in electronic format (.doc or .docx), with a file size not exceeding 2 MB.
- The file name should include the first author's last name and the first three words of the article title («SabievaMK.doc»).

3 TITLE PAGE FORMATTING REQUIREMENTS

3.1 Technical specifications for the title page formatting

The title page must be prepared in three languages (Kazakh, Russian, and English) on separate pages. The first title page must be in the language of the submitted manuscript, followed by the other two language versions in the same order, each on a new page.

All elements of the title page must comply with the following formatting rules:

- Font: Calibri (main text), with no paragraph indentation;
- Main text (excluding author names and manuscript title): 10-point font size;
- Author names: 12-point font size, bold, left-aligned;

- Manuscript title: 16-point font size, bold, left-aligned.

Authors are strongly encouraged to use the official title page template provided by the editorial board.

The template includes a pre-designed layout, background fill, and fixed formatting that ensure uniform presentation requirements across all submissions. Use of a custom design or deviation from the official template is not permitted.

3.2 Structural Content of the Title Page

3.2.1 Thematic Section

In the upper left corner, indicate the thematic section under which the manuscript is submitted, using capital letters.

3.2.2 Classifiers and Identifiers

Leave one line after the thematic section, and then indicate the IRSTI code (International Rubricator of Scientific and Technical Information), which can be found at <https://grnti.ru/>.

On the next line, include at least three JEL codes (for manuscripts in economics and business), available at <https://cran.r-project.org/web/classifications/JEL.html>

3.2.3 Authors and Affiliation

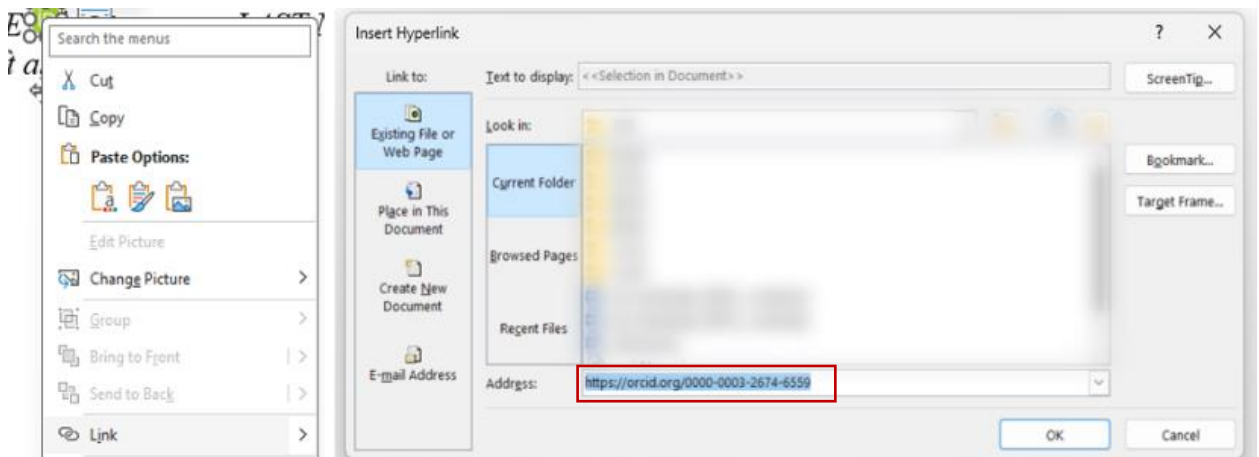
Leave one line after the previous section, and list the authors' initials and surnames (e.g., M.K. Sabieva). The transliteration of names into English must match the spelling in the author's international passport or previously published articles. If such references are unavailable, the BSI transliteration standard should be applied.

Co-authorship is permitted only for individuals who have made a significant contribution to the research, its conceptual development, design, or interpretation of results. Individuals whose contributions do not meet authorship criteria but who have provided substantial support may be acknowledged in the "Funding and Acknowledgments" section, with a clear description of their role and involvement.

Authors' initials and surnames must be accompanied by superscript numerical indices (¹, ², etc.) linking them to their respective affiliations.

The corresponding author must be additionally marked with a superscript asterisk (*) following the affiliation index.

Each author's ORCID must be presented as an active ORCID icon (green ORCID logo) with a hyperlink to their personal ORCID profile. To insert the link: right-click on the ORCID icon → select "Edit Hyperlink" → paste the link in the format <https://orcid.org/XXXXXXXXXXXXXXXXXX> into the "Address" field.



3.2.4 Title of the Manuscript

One line below the authors' information, the full title of the manuscript should be provided. The title must be concise and accurately reflect the content of the manuscript.

3.2.5 Abstract

Leave one line and insert the abstract. The abstract should be between 150 and 250 words. It must clearly articulate the relevance, research objective, methods used, results, practical and theoretical significance, and directions for future research. The abstract should not include terms and abbreviations that are introduced for the first time in the main text (unless they are widely recognized), nor should it contain references to sources, historiographic reviews, or methodological discussions.

3.2.6 Keywords

Leave one line and list 5 to 8 keywords or key phrases that will aid in the indexing of the manuscript in search engines. Keywords should be separated by commas.

3.2.7 Conflict of Interest

Leave one line and add a section titled "Conflict of Interest." If there are no conflicts of interest, the authors must clearly state:

"The author(s) declare no conflict of interest."

3.2.8 Funding and Acknowledgments

– Leave one line and insert the section titled "Funding and Acknowledgments." In this section, authors must indicate:

- All sources of research funding (grants, subsidies, support programs);
- Individuals and organizations that provided assistance during the manuscript preparation (e.g., advisory support, facilities, technical help, specific analyses, provision of materials or equipment).

3.2.9 Disclosure of Artificial Intelligence Use

Leave one line and, if applicable, include a section titled "Disclosure of Artificial Intelligence Use." If generative AI tools were used during the preparation of the manuscript, authors must indicate the name of the tool or service used, as well as the purpose of its application. The statement must read as follows:

"The author(s) declare that generative artificial intelligence technologies ([NAME OF TOOL/SERVICE]) were used during the preparation of this manuscript for the purpose of [REASONS]. The authors assume full responsibility for the accuracy, completeness, and compliance with scientific standards of all the material presented."

3.2.10 Citation Recommendation

Leave one line and include a section titled "For citation." This section must provide a recommended citation format for the manuscript that other authors may use. The format should follow APA Style (7th edition) guidelines: <https://apastyle.apa.org/> and must include the surnames and initials of all authors, year of publication, title of the article, title of the journal (in italics), volume number (in italics), and issue number (in parentheses, if applicable).

4 REQUIREMENTS FOR FORMATTING THE MAIN BODY OF THE MANUSCRIPT

4.1 Manuscript Structure

The main body of the manuscript must begin on a new page, following the cover pages in Kazakh, Russian, and English. A page break is mandatory between the final title page and the start of the article text.

The editorial board strongly recommends that authors follow the internationally recognized IMRAD structure (Introduction, Methods, Results, and Discussion). Regardless of the topic or research focus, all scientific manuscripts must contain clearly defined sections, each beginning on a new line and aligned with accepted academic logic:

- Introduction
- Literature Review

- Materials and Methods
- Results and Discussion
- Conclusion
- References

INTRODUCTION

State the research objectives by providing sufficient background without conducting a detailed literature review or presenting research findings prematurely. Define the scope and aim of the study in the context of existing knowledge. Structure the text from general to specific, clearly articulating the hypothesis, goal, and research questions.

LITERATURE REVIEW

Clearly define the research topic, justify its relevance, and identify major trends and challenges. Conduct a critical analysis of key publications, highlighting methodological weaknesses and research gaps, and propose future research directions.

MATERIALS AND METHODS

Provide a detailed account of the research methodology, including materials and procedures used. Specify the empirical base, data sources, and sampling methods.

If confidential data from institutions or organizations is used, authors must obtain written permission to include such data in the study.

RESULTS AND DISCUSSION

Present the core findings of the research concisely and precisely, aligning them with the stated research objectives.

CONCLUSION

Summarize the main findings, present original contributions of the research, and provide practical suggestions and recommendations.

In the case of non-standard submissions (e.g., review papers, methodological studies, or theoretical-conceptual works), the structure may be adapted to suit the specific nature of the research. However, additional sections must ensure logical progression and scientific rigor, and the inclusion of the six core sections listed above remains mandatory.

4.2 Technical Requirements for Article Formatting

The main body of the article (excluding the title, author information, abstract, keywords, and reference list) must contain no fewer than 4,000 words and no more than 8,000 words.

It is highly recommended to use the official manuscript formatting template provided by the editorial board to ensure compliance with established requirements for structure, formatting, headings, tables, figures, and references. Adhering to the template will help minimize technical errors and expedite the editorial review process.

4.2.1 Text Formatting:

- File format: Microsoft Word (*.doc, *.docx);
- Page orientation: Portrait;
- Margins: Top – 2 cm, Bottom – 2 cm, Left – 2 cm, Right – 2 cm;
- Text alignment: Justified;
- Line spacing: Single;
- Paragraph indentation: 1 cm (do not use spaces or tabs to create indents);
- Text and headings color: Black only;
- Hyphenation: Automatic;
- Font: Times New Roman;
- Font size: 12 pt;
- Section headings: Uppercase letters, bold font.

4.2.2 Figures:

All graphical elements must be labeled as figures.

Figures must be of high quality and suitable for both print and digital versions. They should be equally informative in both color and grayscale formats.

Captions, symbols, and notations must be clearly explained either within the caption itself or in a legend that accompanies the figure. These elements should be in the same language as the manuscript. Font size of 11 pt is permitted for figure content.

Figures must be grouped and inserted in the document in Word format.

Each figure should appear as close as possible to its first reference in the text.

Figures are numbered sequentially using Arabic numerals according to their order of appearance. If there is only one figure in the manuscript, it should not be numbered.

The figure caption includes the figure number and title, placed directly below the figure.

A note about the figure should be provided on the following line: font size 10 pt, italicized, left-aligned, with no paragraph indent. The note must indicate whether the figure was developed by the author(s) or adapted from another source.

Screenshots, photographs, diagrams, and other illustrative visuals used as figures must be clear, high-resolution, and visually legible. Blurry, low-quality, or difficult-to-read images are not permitted. If necessary, images should be enhanced to improve clarity, without distorting their original content.

Example:

The body text of the article continues here. The body text of the article continues here. The body text of the article continues here. The body text of the article continues here.

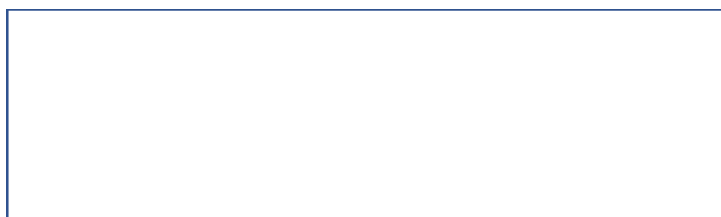


Figure 1. Title of the figure

Note – compiled by the author based on data from (Sabieva, 2021)

Note – designed by the author based on literature analysis (Sabieva, 2021; Mariani et al., 2022)

Note – reproduced from the work by Sabieva (2021)

Note – compiled by the author(s)

Note – adapted by the author from a diagram in (Sabieva, 2021)

The body text of the article continues here. The body text of the article continues here.

4.2.3 Tables:

Tables must be created using the Microsoft Word table function and must be fully editable.

Tables are numbered consecutively in Arabic numerals in the order they appear in the manuscript.

Each table must include a title preceded by the table number. If there is only one table in the text, it should not be numbered. The font size within the table may be set to 11 pt.

A note specifying the source of the table must be included as the last row of the table (10 pt, italic), providing clarification as to whether the table was developed independently by the author(s) or adapted/reproduced from another source.

Example:

The body text of the article continues here. The body text of the article continues here. The body text of the article continues here...

Table 1. Title of the table

	Column 1	Column 2	Column 3
Row 1	x	x	x
Row 2	x	x	x
Row 3	x	x	x

Note – compiled by the author based on data from (Sabieva, 2021)

Note – table designed by the author based on literature analysis (Sabieva, 2021; Kornilov, 2020)

Note – reproduced from the work by Sabieva (2021)

Note – compiled by the author(s)

Note – adapted by the author based on a scheme from (Sabieva, 2021)

The body text of the article continues here. The body text of the article continues here. The body text of the article continues here...

4.2.4. Formulas:

Simple formulas consisting only of numbers, Latin letters, and mathematical symbols should be included directly in the body of the text.

Complex formulas must be typeset using Microsoft Equation or MathType editors.

Formulas should be separated from the surrounding text by one line space above and below.

Each formula must be numbered if referenced in the text, with the number aligned to the right in parentheses.

All symbols used in the formula must be defined immediately after the formula, without paragraph indentation.

Example:

The body text of the article continues here. The body text of the article continues here. The body text of the article continues here (1).

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (1)$$

where: x – description of the variable;

a – description of the variable;

n – description of the variable;

k – description of the variable.

The body text of the article continues here. The body text of the article continues here...

Note: Manuscripts that do not comply with formatting requirements or contain a significant number of grammatical and spelling errors will not be accepted for review and will be returned to the authors without consideration!

4.2.5 In-text Citations

In-text citations should follow the guidelines of APA Style (7th edition): <https://apastyle.apa.org> . Author-date citations are used throughout the text. If the author's name is part of the narrative, only the publication year is included in parentheses. For Russian- and Kazakh-

language sources, author names should be written in their original script. For English-language sources, APA formatting remains unchanged.

The following table provides examples for different types of in-text citations in accordance with APA style:

Type of Source	APA Citation Example	Notes
Single author	(Sabitova, 2021) Sabitova (2021) states...	Author's last name and year; in parentheses or integrated into the text.
Two authors	(Sabitova & Nurpeisova, 2021) Sabitova and Nurpeisova (2021) state...	Use "&" in parentheses in any language; use "и", "және", or "and" in text.
Three authors or more authors	(Williams et al., 2020) Williams et al. (2020) show...	Use "и др." (Rus), "және басқ." (Kaz), or "et al." (Eng) after first name.
Multiple works, same author, same year	(Smith, 2021a; Smith, 2021b) Smith (2021a) and Smith (2021b) discuss...	Use "a", "b", etc., in alphabetical order by title.
Same author, different years	(Smith, 2018, 2020) Smith (2018, 2020) reports...	Separate years by commas in ascending order.
Multiple authors, different works	(Smith, 2019; Johnson, 2021)	Use semicolons; arrange sources alphabetically by surname.
No author (online source)	(«Kazakhstan Innovation Report», 2022) («Kazakhstan Innovation Report», 2022) suggests...	Use the title in quotation marks.
Organization as author	(World Health Organization, 2021) WHO (2021) states...	Use full name of organization; abbreviations permitted after first mention.
Official reports	(World Bank Report, 2021) World Bank (2021) reports...	Use report name or issuing body as author.

4.2.6 Formatting the Reference List

The reference list must include a minimum of 15 sources, of which at least 5 must be international (non-domestic) publications.

No more than 30% of the sources may be published more than five years prior to the manuscript submission date.

Priority is given to the inclusion of sources published in Scopus or Web of Science indexed journals within the last five years.

The acceptable level of self-citation must not exceed 20% of the total number of sources.

The reference list should be arranged in alphabetical order based on the surname of the first author. English-language sources should be listed first, followed by sources in other languages.

For multiple works by the same author, arrange entries in ascending order of publication year.

Titles of journals, books, and collections must be italicized.

If available, include DOIs or URLs for electronic sources.

In English-language articles that include Russian or Kazakh-language references, it is mandatory to transliterate author names and source titles using the BSI standard. After each element in Cyrillic, provide the transliterated version preceded by a double slash //. Use the following services for transliteration:

For Russian: <http://translit.net>;

For Kazakh: <https://qazlat.kz>.

Each reference entry must be separated by a period. Separate bibliographic elements such as authors, year, title, and source with a period and a space.

Examples of Reference Formatting by Source Type:

Type of Source	Example
Journal article	Abedin, B., Meske, C., & Junglas, I. (2022). Designing and managing human-AI interactions. <i>Information Systems Frontiers</i> , 24, 691-697. https://doi.org/xxxx
Books	Kotler, P., & Keller, K. L. (2021). <i>Marketing management</i> (15th ed.). Pearson Education. https://www.xxx
Reports and Briefs	IMD World Competitiveness Center. (2024). <i>IMD World Digital Competitiveness Ranking 2024</i> . Institute for Management Development. https://www.xxx
Web pages	United Nations. (2023). <i>Sustainable Development Goals</i> . https://xxx
Online sources	International Energy Agency. (2024). <i>Global EV Outlook 2024</i> . https://www.xxx
Archival documents	The National Archives (UK). (1945). War Cabinet Memorandum on PostWar Reconstruction [CAB 66/63/46]. London, United Kingdom.
Undated archival sources	U.S. National Archives. (n.d.). <i>Memorandum from the National Security Advisor to the President on Strategic Arms Limitation Talks</i> [Record Group 59, Entry A1 5166, Box 2412, Folder 4]. Washington, DC, United States.
Conference materials	Smith, J. A. (2022). Digital transformation in the construction industry: Barriers and solutions. <i>Proceedings of the 10th International Conference on Engineering and Technology Innovation</i> (pp. 45–52). Tokyo, Japan: IAOE Press.
Dissertations and Abstracts	Anderson, L. R. (2017). Innovative construction materials and their environmental impact (Doctoral dissertation). Stanford University
Laws and Regulations	United States Congress. (2010). Patient Protection and Affordable Care Act, Pub. L. No. 111-148, 124 Stat. 119. https://www.xxx
Standards	International Organization for Standardization. (2015). ISO 9001:2015 – Quality management systems – Requirements. https://www.xxx
Collected monographs	Fisher, M. M., & Levene, M. (Eds.). (2021). <i>Smart cities: Critical debates on big data, urban development and social justice</i> . Routledge.

Example:

REFERENCE
Abedin, B., Meske, C., & Junglas, I. (2022). Designing and managing human-AI interactions. <i>Information Systems Frontiers</i> , 24, 691-697. https://doi.org/10.1007/s10796-022-10313-1
Fisher, M. M., & Levene, M. (Eds.). (2021). <i>Smart cities: Critical debates on big data, urban development and social justice</i> . Routledge. https://doi.org/xxx
IMD World Competitiveness Center. (2024). <i>IMD World Digital Competitiveness Ranking 2024</i> . Institute for Management Development. https://www.xxx
International Organization for Standardization. (2015). ISO 9001:2015 – Quality management systems – Requirements. https://www.xxx
Ivanov, A.V. (2019). Tsifrovizatsiya ekonomiki: vyzovy i vozmozhnosti [Digitalization of the economy: Challenges and opportunities]. <i>Jekonomika i biznes [Economics and Business]</i> , 5(2), 34-50. https://doi.org/xxx (In Russian)
Kasym, A.K. (2019). Ekonomikany sifrandyru: qiindyqtar men mümkindikter [Digitalization of the economy: Challenges and opportunities]. <i>Ekonomika jäne biznes [Economics and Business]</i> , 5(2), 34–50. https://doi.org/xxx (In Kazakh)
Smith, J. A. (2022). Digital transformation in the construction industry: Barriers and solutions. <i>Proceedings of the 10th International Conference on Engineering and Technology Innovation</i> (pp. 45–52). Tokyo, Japan: IAOE Press.

The National Archives (UK). (1945). War Cabinet Memorandum on PostWar Reconstruction [CAB 66/63/46]. London, United Kingdom.
United Nations. (2023). *Sustainable Development Goals*. <https://xxx>

In English-language manuscripts, when citing sources originally published in Cyrillic script, the bibliographic reference must first be transliterated. After the transliterated reference, an English translation of the titles of articles, books, monographs, journals, edited volumes, archival documents, dissertations, laws, and other sources must be provided in square brackets. The translation should follow APA italicization rules where applicable.

At the end of the bibliographic reference, the original language of the source must be indicated in parentheses, for example: (In Russian), (In Kazakh).

The English translation provided in square brackets does not replace the transliteration, but serves as an additional clarification.

Example:

Ivanov, A.V. (2019). Tsifrovizatsiya ekonomiki: vyzovy i vozmozhnosti [Digitalization of the economy: Challenges and opportunities]. *Jekonomika i biznes [Economics and Business]*, 5(2), 34–50. <https://doi.org/xxx> (In Russian)

5 Author Information

After the reference list, a section titled "Author Information" must be included and presented in three languages: first in the language of the manuscript, followed by the two other languages in the same sequence. Each language block should be placed consecutively without a page break.

The author information must include the full name (in the corresponding language), academic degree or qualification, full name of the affiliated institution with the city and country, as well as an active email address and an active link to the ORCID profile. Email addresses and ORCID links must be formatted as hyperlinks.

An example of how to format the author information is provided in the manuscript template, which authors are strongly encouraged to use to ensure compliance with all technical requirements.