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EDITORIAL POLICY

TSJ – Turkic Studies Journal

Astana
2026

EDITORIAL POLICY OF THE “TURKIC STUDIES JOURNAL”

1. About the Journal

The **Turkic Studies Journal (TSJ)** is an international, peer-reviewed, [open-access](#) academic journal dedicated to research in Turkic studies — the history, culture, written monuments, and languages of Turkic peoples.

A distinctive feature of the journal is its narrow chronological focus, which provides a specialized international platform for scholarly research in Turkic studies. In historical and cultural terms, its scope encompasses the medieval period, during which a succession of Turkic tribal confederations and states emerged, written and material cultures developed, and Turkic language groups formed and flourished.

The journal's main thematic areas are medieval history, steppe archaeology, the textology of Turkic written monuments and Turkic languages. The history and culture of Kazakhstan are given particular attention in the journal's publications. For many centuries, Kazakhstan was a region of intense migration and trade, and the cradle of nomadic civilizations. These factors played a significant role in the historical processes of the Eurasian continent. One of the priority areas of the journal's publication policy is to address the underrepresentation of a significant part of the written and archaeological sources related to this region in international scientific circulation.

The **journal's mission** is to promote international scientific dialogue in the field of Turkic studies, to publish original research on the history, archaeology, written monuments and languages of Turkic peoples, and to integrate sources and materials from the Turkic world into modern academia.

The Turkic Studies Journal is intended for specialists in Turkology, Oriental Studies, History, Archaeology, Philology and related disciplines, as well as early career researchers.

The journal publishes articles in English, Kazakh and Russian languages. The journal is published quarterly (4 times a year).

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The international agency [CrossRef](#) assigns DOIs (Digital Object Identifier) to articles in the journal. The journal's DOI prefix is 10.32523.

The journal is included in the [List of Publications Recommended by the Committee on Science and Education of the Ministry of Education and Science of the Republic of Kazakhstan](#).

Indexing: [DOAJ \(Directory of Open Access Journals\)](#), [Ulrich's Periodicals Directory](#), [ERIH PLUS](#), [RSCI](#), [Google Scholar](#), [Academic Resource Index \(ResearchBib\)](#), [ROAD](#), [BASE](#), [EBSCO](#)

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The “**Turkic Studies Journal**” **aims** to publish original research on the history, archaeology, Turkic written monuments and languages of the Turkic peoples. The journal also seeks to promote international academic collaboration in addressing current issues in Turkic Studies as an integral part of Oriental Studies. In terms of historical and cultural research, the journal's chronological scope covers the medieval period. According to established academic interpretation, this period extends from the late 4th century to the 17th century CE.

However, some modern historical and archaeological concepts date the beginning of the Middle Ages to the Great Migration People (1st–2nd century CE), when the Hunnic Empire emerged in Eurasia. Through researching this period, we can trace the formation of Turkic confederations and states such as the Hunnic Empire, the ancient states of the Turks, Uyghurs

and Kyrgyz, the Kipchak Confederation, the Golden Horde, the Ulus of Jochi and the Kazakh Khanate.

The medieval monuments of steppe archaeology in Kazakhstan remain insufficiently studied. Archaeological research provides valuable insights into the early history of the Turkic states, including their economic systems, migratory patterns, and cultural interactions. These archaeological materials are supplemented by written sources and linguistic data, which together enable a comprehensive analysis of historical and cultural processes in the Turkic world.

A significant part of the journal's publications focuses on the study of Turkic written monuments created using various writing systems, including Runic, Uyghur, Manichaean, Arabic, Armenian-Kipchak, and Chagatai scripts. The textual analysis of these monuments is fraught with numerous unresolved issues. The research on Turkic written monuments within the textology section is based on a broad interpretation of textology. This encompasses not only literary works, but also texts of various other genres. The focus is on reconstructing original, authentic versions in order to extract necessary information. Accordingly, researching written monuments involves interpreting and analyzing them from historical, cultural and linguistic perspectives. Textological studies analyze the historical memory, spiritual values, religious beliefs and intellectual traditions that are reflected in written monuments.

Linguistic research encompasses both diachronic and synchronic studies of Turkic languages. This includes the reconstruction of proto-languages, as well as the historical development and typological features of Turkic languages. The study of modern Turkic languages involves examining them from the following perspectives: comparative-typological, systemic-structural, functional-semantic and anthropocentric. Publications concerning the areal and cultural contacts between Turkic languages and Eastern and Western languages are also important.

The academic scope of the journal includes:

- the history of Turkic confederations and states in the Middle Ages;
- steppe archaeology and the material culture of Turkic peoples;
- textual criticism and source studies of Turkic written monuments;
- diachronic and synchronic studies of Turkic languages;
- comparative and interregional research within the Turkic world.

The journal's publication policy prioritizes source studies and analytical research based on archaeological materials, Turkic written sources and linguistic data. It also welcomes works that introduce new materials and interpretations into scientific discourse.

2. Journal Sections

Since 2025, the journal publishes articles within two fields: **historical-cultural** and **philological**, with the following sections:

1. **Medieval History and Steppe Archaeology**
2. **Textology of Turkic Written Monuments**
3. **Turkic Languages**

3. Open Access Policy

The Turkic Studies Journal adheres to the principles of open access: all issues and articles are available to readers free of charge and without embargo. The [Creative Commons Attribution-NonCommercial 4.0 International \(CC BY-NC 4.0\)](#) license applies.

Users are allowed to read, download, distribute, copy, print materials and create derivative works (including translations and adaptations) for non-commercial use, provided they attribute the work to the original author.

The author(s) grant the journal publisher a non-exclusive, free right to publish the article and make it available via open access on the internet. The editorial board adheres to these rules in accordance with the guidelines of the Budapest Open Access Initiative.

4. Archiving, Self-Archiving and Preprint Policy

The journal adheres to open access principles, ensuring the long-term preservation of scholarly content. More specifically, the journal's policy covers the following areas:

- Electronic archiving and long-term preservation
- Self-archiving policy
- Preprint policy

Electronic archiving and long-term preservation

The Turkic Studies Journal ensures the reliable preservation and continued accessibility of its scholarly content by participating in the **PKP Preservation Network (PKP PN)**, an international digital preservation service designed for journals using the Open Journal Systems (OJS) platform. This integration guarantees the long-term preservation of the journal's archives and enables the automatic restoration of content in the event of data loss.

In addition, in accordance with Article 16 of the Law of the Republic of Kazakhstan 'On Mass Media' No. 451-I, dated 23 July 1999, mandatory copies of the magazine are sent to the following organizations:

- National Libraries of the Republic of Kazakhstan
- National State Book Chamber of the Republic of Kazakhstan
- The publisher's university library

Electronic versions of the journal are also deposited with:

- The Electronic Library Fund of the Republic of Kazakhstan at JSC 'National Centre for State Scientific and Technical Expertise'.
- The Electronic Archive of the Ministry of Culture and Information of the Republic of Kazakhstan, in accordance with the regulations approved by Order No. 495-NQ dated 24 October 2024.

Self-Archiving Policy:

The journal supports the principles of open access and actively encourages self-archiving. Authors are permitted and strongly encouraged to deposit their publications in institutional repositories, on personal websites and on academic platforms and other non-commercial resources.

When depositing an article, authors must clearly indicate:

- the full bibliographic reference to the published version;
- the article's DOI;
- the version status (preprint, accepted manuscript or final published version).

This approach facilitates the broad dissemination of research findings and increases citation visibility, all the while respecting authors' rights. Commercial use of the content is permitted only with the author's consent and in accordance with the terms of the CC BY-NC licence.

Preprint Policy:

Posting preprints (early versions of manuscripts before peer review) is permitted. Posting a preprint in an open repository does not constitute prior publication in a scholarly journal. Authors may upload manuscripts to open repositories and dedicated preprint servers prior to submission to the journal, provided that:

- The preprint has not been previously reviewed or published elsewhere
- The submission to the journal is made in its original, unpublished form.

Preprints do not influence editorial decisions. All submissions undergo standard blind peer review, regardless of prior availability in open access.

Preprints must be clearly labelled as such: authors are required to indicate that the work is an unreviewed version and not the final publication. For example: 'This manuscript is a preprint, has not undergone peer review, is not the final published version and may differ from the published article.'

After publication in the journal, authors are encouraged to update the preprint description with a link to the published version and its DOI. Once the article has been formally

published, authors must direct readers and citations to the official version. Using the preprint as the primary publication after the final version has been published is not permitted.

5. Manuscript Verification: Originality, Plagiarism, and Artificial Intelligence

The Turkic Studies Journal conducts a thorough editorial screening of all submitted manuscripts to ensure the originality of the published content and adherence to publication ethics. The journal also aims to promote transparency in the use of digital tools during the preparation of manuscripts. This section should be read alongside the journal's [Publication Ethics](#) section, including the Policy on the Use of Generative Artificial Intelligence. It has been developed in accordance with the [Committee on Publication Ethics' \(COPE\)](#) recommendations.

Plagiarism and originality checks

All manuscripts submitted to the journal undergo mandatory verification of text originality during the initial editorial review stage using the specialized [AntiPlagiat.VUZ](#) system, and for English-language articles, the [Turnitin system](#). The screening aims to identify uncited textual overlaps, duplicate publications, excessive quotations, and other potential breaches of research integrity.

When analyzing the results, the editorial team considers not only quantitative measures of originality, but also the nature and context of any overlaps, their accuracy, the scientific context and the specific features of humanities research (e.g. literature reviews, archival sources and methodological descriptions).

Manuscripts with less than 80% original text are generally considered potentially non-original and may be subject to further expert review or returned to the authors for revision. Editorial decisions are not made automatically based solely on similarity scores, but rather on an expert evaluation of the manuscript's content.

Detection of artificial intelligence (AI).

As part of the initial editorial assessment, the journal uses “[AntiPlagiat.VUZ](#)” and “[Turnitin](#)” to identify potential signs of AI tool use in manuscript preparation. The results of these checks are indicative only and require expert interpretation.

The journal considers the use of AI tools to be acceptable, provided they are used appropriately and in good faith. The section “Policy on the Use of Generative Artificial Intelligence” within the journal's Publication Ethics guidelines details requirements regarding the permissibility of AI use, the obligation to disclose it, as well as restrictions and unacceptable practices.

Authors are fully responsible for the content of their manuscript, the accuracy of the results and the correctness of the interpretations. The final decision on the appropriateness of AI use is made by the editorial board, who take into account recommendations from peer reviewers.

Use of illustrations and borrowed materials

The use of illustrations, tables, graphs, diagrams and other visual materials is permitted only if proper attribution is provided and the necessary permissions from the copyright holders have been obtained, as required by the terms of use. The editorial office considers unauthorised use of visual or other materials to constitute a violation of copyright and publication ethics.

Editorial decisions and consequences of detected violations

If evidence of plagiarism, duplicate publication, undeclared use of AI, or other breaches of publication ethics is identified, the editorial office reserves the right to:

- return the manuscript to the author(s) for revision;
- refer the manuscript for additional expert review;
- reject the manuscript.
- In cases where violations are discovered post-publication, the editorial office will initiate correction, expression of concern or retraction procedures in accordance with the journal's editorial policy.

All decisions are based on **comprehensive expert evaluations** rather than solely on the results of technical checks.

6. Retraction and correction policy

The “Turkic Studies Journal” adheres to the principles of scientific integrity, transparency and accountability for published content. This policy outlines the procedures for correcting errors, publishing expressions of concern and retracting articles in cases where violations of publication and/or scientific ethics are identified. Developed in accordance with the recommendations of the Committee on Publication Ethics (COPE), the policy applies to all materials published in the journal.

1. General provisions

The editorial board assumes that the primary purpose of corrections and retractions is to ensure the accuracy, reliability and credibility of scientific information rather than to penalize authors. All cases are considered individually, taking into account the nature of the issues identified, the stage of the publication process and the good faith of those involved. Corrections, expressions of concern and retractions are made public and are available to readers of the journal.

2. Corrections

A correction is published when errors are identified in an article that do not affect its scientific validity, but require clarification or correction.

Corrections may relate to the following:

- typos and technical errors;
- incorrect captions for illustrations, tables or diagrams;
- errors in bibliographic references;
- clarifications of information about authors, affiliations, funding sources or conflicts of interest.

The correction is published as a separate editorial notice, which contains a link to the original publication.

3. Expression of concern

An expression of concern may be published by the editorial board in cases where there are reasonable grounds for suspicion of a breach of publication or scientific ethics. This may be because the investigation has not yet been completed, or because the data obtained requires further evaluation due to being contradictory. This informs readers of possible issues with the publication and remains in place until the investigation is complete and a final decision has been made.

4. Grounds for retraction of an article

An article may be retracted (or withdrawn) if there are compelling reasons to believe that the research results or publication content are unreliable or contradict the publication's principles, standards and norms, and/or scientific ethics.

Retraction is carried out in the following cases, in particular:

- if there is clear evidence that the data obtained are unreliable or were obtained as a result of unlawful actions, including fabrication, falsification or distortion of data;
- upon discovery of duplicate publication, including if the manuscript was published in another scientific publication prior to its publication in the Turkic Studies Journal.
- Upon detection of plagiarism in any form, including unattributed text borrowings and unauthorized use of illustrations, graphs, tables, diagrams and other visual materials.
- If the article contains gross errors (e.g. methodological miscalculations or calculation/experimental errors) that could mislead other researchers and have a negative impact on subsequent scientific work.
- Upon receipt of substantiated claims from third parties relating to copyright violations of the article as a whole or its individual parts.
- upon discovery of information in the article that contradicts the principles, standards and norms of publication and/or scientific ethics.

5. Review procedure

The correction, expression of concern or retraction procedure may be initiated by authors, reviewers, readers or editors. The editorial office will confirm receipt of the request within seven working days. The initial review is usually carried out within 15 working days. If additional expertise is required, if the editorial board needs to be involved, or if interaction with authors and organisations is necessary, the review period may be extended, but it will not usually exceed 30 working days.

During the review process, the editorial board analyses the submitted materials, requests explanations from the authors if necessary and consults independent experts.

6. *Formatting retractions and corrections*

Corrections, expressions of concern or retractions are formatted as a separate editorial message indicating:

- the title of the article;
- the authors' names;
- the reasons for the changes;
- links to the original publication.

The original article is not removed from the journal's website. Instead, it is kept in the archive with a clear note about the correction, expression of concern or retraction, along with a link to the relevant editorial notice. The article's DOI is retained.

7. *Author involvement*

Authors are informed when the procedure begins and have the right to provide explanations and comments. If the author agrees with the need for retraction or correction, this is indicated in the editorial note.

If there are sufficient grounds, the editorial board can decide on retraction or correction regardless of the author's lack of agreement.

8. *Responsibilities of authors and reviewers*

The editorial board considers it the responsibility of authors and reviewers, and a manifestation of scientific integrity, to promptly inform the editorial board of any errors, inaccuracies or possible violations of publication and/or scientific ethics that they identify after publication. Such notification does not have negative consequences for those involved in the publication process and is considered to contribute to maintaining the quality of scientific communication.

9. *Confidentiality and final provisions*

The editorial board ensures the confidentiality of the review process until a final decision is made, acting in good faith and impartially and respecting the rights of all parties involved.

This policy applies to all Turkic Studies Journal publications, regardless of their date of publication, and may be updated in accordance with changes in international publication ethics standards.

7. *Authors' Participation*

Authors are informed of the initiation of the procedure and have the right to provide their explanations and comments. Where available, the author's agreement with the need for retraction or correction shall be indicated in the editorial communication.

The absence of the author's agreement shall not prevent the Editorial Board from deciding on retraction or correction where sufficient grounds exist.

8. *Responsibilities of Authors and Reviewers*

The Editorial Board considers it the responsibility and an expression of scientific integrity of authors and reviewers to promptly inform the Editorial Board of any errors, inaccuracies, or possible violations of publication and/or research ethics identified after publication. Such notification shall not result in negative consequences for the participants in the publication process and shall be regarded as a contribution to maintaining the quality of scholarly communication.

9. *Confidentiality and Final Provisions*

The Editorial Board ensures the confidentiality of the review process until a final decision is made and acts in good faith and impartially, respecting the rights of all parties involved.

This Policy applies to all publications of Turkic Studies Journal, regardless of their publication date, and may be updated in accordance with changes in international publication ethics standards and COPE recommendations.

7. Manuscript review and publication process

The Turkic Studies Journal adheres to international standards of publication ethics and its own editorial regulations when reviewing and publishing materials. To be considered for publication, authors must register on the journal's official website (<https://tsj.enu.kz/index.php/new>) and submit their manuscript in accordance with the requirements outlined in the 'For Authors' section. All submitted materials undergo a staged editorial review within the established timeframes.

1. Submitting a manuscript and checking it complies with the journal's requirements (initial and technical screening – up to 7 calendar days).

Once the editorial office has received the manuscript, an initial and technical screening is conducted. This stage includes verifying that the submitted materials are complete and comply with the journal's requirements.

At this stage, the editorial office checks:

- the conformity of the manuscript with the journal's scientific scope;
- the correctness of the selected SRSTI (State Rubricator for Scientific and Technical Information) code;
- the presence of abstracts and keywords in the required volume and in the journal's working languages.
- compliance with the mandatory structure of the article;
- the accuracy of references and citations;
- the formatting of the reference list;

The completeness and accuracy of the metadata (information about the author(s), funding, author contributions according to the CRediT taxonomy, conflicts of interest and acknowledgements).

If any non-compliance is identified, the manuscript will be returned to the author(s) for revision. The period for revising the manuscript is generally up to 30 calendar days.

2. Manuscript originality check (conducted in parallel with stage 1 – up to 7 calendar days).

All manuscripts undergo an originality check using specialized plagiarism detection software (the Antiplagiat VUZ system and «Turnitin»).

Manuscripts with a level of original text below 80% are considered potentially non-original by the editorial office and are usually not accepted for further review. The final decision is made by the editorial office, who take into account the nature of the borrowings, the correctness of the citations and the scholarly context.

3. Peer review procedure:

Manuscripts that successfully pass the initial and technical screening stage are sent for double-blind peer review. Each article is reviewed by two independent reviewers who have the appropriate academic qualifications.

The peer review period generally does not exceed 30 calendar days from the date the manuscript is sent to the reviewers.

If reviewer comments are received, anonymized review reports are forwarded to the author(s). Authors are given up to 30 calendar days to revise the manuscript in accordance with the reviewers' recommendations.

4. Decision-making and publication (up to 14 calendar days after completion of peer review).

The final decision on publication is made by the Editorial Board and Editor-in-Chief within 14 calendar days of receiving all the reviewer reports and the final manuscript.

Once an article is accepted for publication, it undergoes scholarly and stylistic editing. Editorial proofreading and coordination of revisions with the author(s) generally takes place within 14 calendar days and COPE recommendations.

8. Publication ethics

The Turkic Studies Journal does not charge authors any fees for submitting manuscripts, peer review, editorial services or publishing articles. The journal *does not* impose submission fees or article processing charges (APCs).

The Turkic Studies Journal's editorial policy and ethical requirements are based on internationally recognized principles of publication ethics and the [Committee on Publication Ethics' \(COPE\)](#) recommendations.

The Editorial Board has full editorial independence. The publisher does not interfere in making decisions about the publication of manuscripts.

The Editorial Board and the International Editorial Council of this journal adhere strictly to ethical standards in all their professional activities and interactions with participants in the publication process, including authors, reviewers, editors, the publisher, distributors and readers. The following is a list of ethical standards to be followed by authors, reviewers and editors involved in the publication of research results.

The publisher is responsible for preventing any violations of **publication ethics principles**, including the following:

- This involves requiring authors to provide peer reviews of their own manuscripts, as well as engaging in contractual or pseudo-peer review practices. Such practices imply the absence of genuine peer review within the journal.
- Offering agency services to authors, including intermediary services such as 'turnkey publication', correspondence with the editorial office, manuscript revision by agents based on reviewers' comments, and preparation of paid reviews.
- Sale of authorship, gift authorship or changes to the list of authors. Listing individuals as authors who have not made an intellectual contribution to the research is a violation of copyright and ethical standards as it misleads readers, constituting a form of academic misconduct.
- Publication of materials from so-called 'remote' or 'absentee' scientific conferences. Such conferences are directly associated with misconduct and fraud in science, so publishing their materials is considered unethical and contributes to the dissemination of pseudoscientific texts.
- The Editorial Board does not discriminate against authors on the grounds of language, gender, race, ethnicity, nationality, religion, citizenship, social origin or status, age, health status, political views or beliefs, or any other personal characteristics. Editorial decisions are made solely on the basis of the scholarly value, relevance, originality of the work, and its compliance with the journal's established requirements.
- Disclosure of author materials to third parties: Sharing submitted manuscripts with individuals outside the editorial team and peer reviewers breaches confidentiality and violates the principles of editorial ethics and copyright.
- Manipulation of citation: Artificial inflation of bibliometric indicators through excessive self-citation, reciprocal citation, or irrelevant referencing misleads readers and constitutes a form of academic fraud.
- Plagiarism, data falsification, and fabrication: The editorial board is committed to ensuring the integrity of published research by preventing the dissemination of unethical scientific content involving plagiarism, falsified data, or fabricated findings.

The basic principles of professional ethics:

Ethics of authors of scientific publications

1. The authors guarantee that the manuscript submitted for publication in the *Turkic Studies Journal* is an original manuscript written in one of the languages of the journal.
2. Authors should not submit to the journal an article that has been sent to another journal and is under review, nor should they submit an article that has already been published in another journal. Submitting an article to more than one journal at the same time is unethical behavior and is unacceptable. Submitting the same manuscript simultaneously to another journal (journals) is perceived as unethical behavior and provides grounds for withdrawal of the article from consideration. Confirmation that the material has not been previously published and is not under consideration in another journal is recorded in the agreement with the author;
3. Excessive borrowing, as well as any form of plagiarism, including unattributed quotations, paraphrasing or the misappropriation of others' research results, is unethical and unacceptable.
4. The author(s) acknowledges primary responsibility for the originality and reliability of the scientific research results.
5. The authors of the article must present reliable results of the conducted research. Plausibly erroneous or falsified statements are unacceptable.
6. Authors must disclose any use of artificial intelligence (AI) tools in their submitted manuscript, clearly describing and justifying their purpose. In accordance with *Turkic Studies Journal* policy, this information will be included in the published article to ensure transparency and strengthen trust among all participants in the publication process. The Editorial Board makes the final decision on the appropriateness of the use of generative AI based on reviewers' recommendations.
7. The authors must disclose any actual or potential conflicts of interest (financial, institutional, professional or personal) that could affect the interpretation of the research results. If there are no conflicts of interest, this must be explicitly stated in the author agreement.
8. The authors are responsible for obtaining all necessary permissions for materials used in the article to be published. Confirmation of the rights to use such materials for publication is stipulated in the author agreement.
9. The authors guarantee that only individuals who have made a significant contribution to the research are included as co-authors. All co-authors must approve the final version of the article before it is submitted for publication.
10. The list of authors of the manuscript includes all individuals who made significant contributions to the implementation of the study and interpretation of the data obtained.
11. If the author discovers significant errors or inaccuracies in the article at the review stage or after its publication, he or she should notify the journal's editorial board as soon as possible and take joint action to correct them or withdraw the work;
12. We urge all authors to observe scientific correctness in papers containing criticism of colleagues. Otherwise, the editorial board reserves the right to reject the material or correct its style in agreement with the author.
13. During the peer-review process, authors must cooperate with the journal's editorial office, respond promptly to comments and consider reviewers' recommendations. If an author disagrees with a reviewer's assessment, they must submit reasoned objections to the editor. Revisions and implementation of reviewers' recommendations must be completed within one month of the review comments being sent to the author.
14. In the event of republication of an article, the author must not violate the rights of the *Turkic Studies Journal* and must indicate where the article was first published.

Ethics of peer review of scientific publications

- The Editorial Board ensures confidentiality of the review process and informs reviewers about the need to strictly follow the ethical principles of reviewing papers. The review process of submitted materials is confidential. Unpublished materials cannot be used by the Editorial Board, editors or reviewers in their own interests;

- The review process is objective, independent of commercial interests and opportunistic needs. The priority is the scientific value of the research, its content and novelty, compliance with the requirements of scientific ethics;

- Reviewing is carried out anonymously. The reviewer is sent the manuscript without the author's name. In case of negative review, its text is provided to the author of the manuscript, without signature and indication of the reviewer's name, position, place of work. Violation of anonymity is possible only in case of reviewer's statement about unreliability or falsification of materials presented in the manuscript, or the presence of plagiarism.

- The reviewer is obliged to provide an objective, reasoned, substantiated assessment of the materials and research results submitted for publication. Personal criticism of the author is not allowed;

- As a conclusion, the reviewer fills in the review form, which reflects the criteria for evaluation of the manuscript. The final part of the review contains the overall evaluation of the manuscript, comments and recommendations;

- A reviewer who, in his/her opinion, is not qualified to evaluate the manuscript or cannot be objective, must inform the editor;

- After receiving a positive review of the submitted manuscript, the final decision on the feasibility of publication is made by the editorial board.

Ethics of publishing scientific articles

1. The Editorial Board of Turkic Studies Journal accepts manuscripts for consideration in accordance with the journal's scope;

2. The main criteria for acceptance or rejection of a manuscript by the Editorial Board are the relevance and scientific significance of the submitted article, its compliance with the subject of the journal, originality of the article and reliability of the data, clarity of presentation of the material, compliance of the article with all the requirements of the journal;

3. The Editorial Board agrees to take reasonable measures to identify and prevent the publication of articles in the research of which inappropriate behavior has been committed has occurred, not to encourage such violation or knowingly allow such violations;

4. The Editorial Board guarantees to make decisions without regard to the race, gender, sexual orientation, religious views, origin, nationality, social status or political preferences of the authors;

5. The journal does not publish any material that could be considered misappropriated.

6. The Editorial Board guarantees complete confidentiality in the process of accepting, processing and review of the article. Unpublished materials may not be use or shared with third parties other than reviewers and editorial staff;

7. The Editorial Board is obliged to protect the integrity of published manuscripts, to agree with the author on edits, changes or reduction of the text;

8. The Editorial Board guarantees the consideration of claims regarding the reviewed manuscripts or published materials. If a conflict situation is identified, the necessary measures will be taken to restore the violated rights;

9. The Editorial Board, together with the publisher, guarantees the recognition of errors, upon identification of which corrections, clarifications, retractions and apologies will be published ([Instructions for withdrawal or correction of articles](#));

10. The opinions expressed by the editorial office do not necessarily reflect the views of the authors of published materials.

9. Policy on the Use of Generative Artificial Intelligence

The editors of the Turkic Studies Journal recognize and support the development of new intelligent technologies in research and development, and the use of tools to improve productivity. The Journal closely observes and records new AI advances in the publishing field. An increasing number of authors are using AI to write scholarly publications, essentially blurring the boundaries between human-generated and machine-generated text, calling into question the content of the Journal's authorship policy.

Authors are required to indicate in the submitted manuscript the fact of using AI tools, disclose and justify the purpose of application in the manuscript, which according of the Turkic Studies Journal policy will be included in the published article to ensure transparency and build trust between all participants in the publication process. The final decision on the validity of the application of generative artificial intelligence is made by the editorial board based on the recommendations of the reviewers. At the same time, the editorial board emphasizes that it is not allowed to include in the co-authorship of work the names of information systems used in the preparation of the manuscript, including ChatGPT.

10. Quality control of reviewing

In individual cases, the editorial board may send an article for additional review, including statistical and methodological review. The Editorial Board of the journal conducts an ongoing assessment of the quality of reviewing.

The Editorial Board of the journal expect that the peer review process will help to:

- prevent the publication of poor quality articles and weed out studies that were not properly designed and executed;
- make sure that the data presented in the article are correct and sufficiently summarized;
- check whether the article contains references to previous major works in its field;
- make sure that the author's interpretation of the data obtained and the validity of the conclusions are correct;
- and, on this basis, decide on the publication of the article and give the authors with recommendations for its improvement (where necessary).

11. Policy on Advertising

The Editorial Board adheres to ethical standards in its activities and above all upholds the right to editorial independence. Placement of advertising and sponsorship cannot influence in any way editorial decisions regarding the selection of materials for publication and editorial content. The magazine does not publish material to accompany advertisement and does not sell advertising in relation to specific articles. Advertising and informational materials published in the magazine are not mixed with editorial content.

All decisions on the placement of advertising materials are made solely by the Publisher.

The Editorial Board reserves the right not to accept advertising and informational materials, the placement of which does not comply with the publication's policy.

12. Author Guidelines

Examples and templates:

The "Turkic Studies Journal" welcomes original scientific articles that align with the subject matter of the journal and the requirements outlined in this Guide.

1. Submission of manuscripts and documents

Articles must be submitted exclusively via the online submission system on the journal's official website (tsj.enu.kz) after the author(s) have registered.

When submitting an article, authors must upload the manuscript file, as well as a cover letter confirming the originality of the work, compliance with publication ethics and agreement with the journal's editorial policy.

The license agreement granting the journal non-exclusive rights is drawn up and signed only after the article has been accepted for publication.

If the article contains illustrations, diagrams or tables, these should be uploaded as separate files. A separate appendix listing the illustrations, diagrams and tables is also provided. Submitting a manuscript implies agreement with the journal's review procedure and editorial rules.

2. Language of publication

The journal publishes articles in English, Kazakh and Russian. Authors can choose the language in which their article is published based on the subject of their research and the intended audience.

3. Manuscript length

The recommended length for a scientific article is between 20,000 and 55,000 characters including spaces but excluding metadata. Articles that are shorter or longer than this may be accepted for consideration by the editorial board, provided that the length is justified by the logic of the research and does not diminish its scientific value.

4. General requirements for manuscript formatting

The manuscript should be prepared in a text editor (.doc or .docx).

Use the font Times New Roman, size 12, with 1.15 line spacing, a 1 cm paragraph indent and justified alignment. Page margins should be set at 2 cm on all sides and the page orientation should be portrait.

5. Logic and structure of presentation

The text of a scientific article should be logically structured in line with international scientific publication practice. The following sequence of sections is recommended: introduction; materials and methods; literature review; analysis; results; conclusion.

6. Author details and information about the author(s).

The article title and author details are provided on the first page. Author details should include the initials of the first and middle names, as well as the surname, organization, city, country and email address. If there are two or more authors, the corresponding author must be indicated. It is recommended to include the ORCID identifier as an active link.

Information about the author(s), written in bold, can be found at the end of the manuscript. This includes the author(s)' full name, patronymic and surname, academic degree and title, and the full name, address, city and country of their place of work. It is recommended that the SCOPUS identifier is indicated as an active link.

The title of the article should accurately and unambiguously characterize the content of the work. The title is typed in bold and aligned to the width, with no paragraph indentation. During the review process, the title of the article should be left as it is, but the data and information about the author(s) should be removed.

7. Abstract

The abstract is a self-contained scientific and informational text that should accurately and comprehensively reflect the content of the article. It should be 300–350 words long in Kazakh and Russian, and 300–450 words long in English. It should identify the subject and relevance of the research, and if the purpose is not fully disclosed in the title, it should also formulate the purpose of the work. If the research methods are novel or of independent scientific interest, it should also describe them. It should also contain the main results of the research, the author's conclusions and original propositions, and final conclusions. If necessary, these may be accompanied by recommendations, assessments or hypotheses. When preparing the abstract, it is recommended that you avoid repeating the wording of the article title, using overly complex grammatical constructions, stating well-known propositions and mentioning the titles of previously published works.

8. Keywords

The article should be accompanied by 10–12 keywords or phrases that reflect the main content of the study. These should reveal the region, chronology, subject matter and special terminology of the study. Keywords should be listed in order of importance, separated by commas, with no full stop at the end of the list.

9. Abstract and Keywords in Other Languages

The abstract and keywords are provided by the author in two additional languages.

Authors from neighboring and distant foreign countries may provide abstracts and keywords in English and Russian. In this case, the abstract, keywords, article topic and author information will be translated into Kazakh by the journal's editorial staff.

10. Illustrations, tables and diagrams

Illustrations, tables and diagrams must be logically related to and mentioned in the text of the article. Each illustration must have a number and a caption in English, Kazakh and Russian.

When using borrowed materials, the source must be indicated. Illustrations should be provided in JPEG or TIFF format with a resolution of at least 300 dpi, both within the article text and as separate files. Diagrams and graphs should be prepared in MS Excel, with the original data tables attached.

A separate appendix to the article should contain a list of illustrations, diagrams and tables with the following headings: 'Illustrations', 'Diagrams', and 'Tables'.

11. Sources of funding

If available, the article should include information about the financial support for the research, including the name of the organization, the project and the grant number. If no funding was received, this should be stated, along with the fact that the research was conducted without financial support.

12. Contributions of authors

Authors are required to indicate the contribution of each co-author to the preparation of the article. The **CRedit (Contributor Roles Taxonomy)** taxonomy is recommended for this purpose. All authors must confirm that they have made a significant contribution to the research and approved the final version of the article. The authors' contributions should be listed at the end of the manuscript, after the author information.

13. Conflicts of interest

Authors must disclose any actual or potential conflicts of interest that may influence the interpretation of the research results. If there are no conflicts of interest, this should be stated.

14. Linguistic and technical correctness

The manuscript must be carefully proofread for spelling, punctuation and stylistic errors, and must comply with the established formatting requirements. Manuscripts that do not meet these requirements will be returned to the authors for revision. This does not imply rejection for publication.

13. Example of manuscript submission

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Author details in article

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identifier as an active
link.

The title of the article in **Ceramic handles of Medieval cauldrons from South Kazakhstan:**
article language **morphological features and chronology**

Abstract

Abstract. This article examines the morphological features, typology, and
(It should be 300–350 chronology of kitchen pottery – specifically, the handles of ceramic
words long in Kazakh cauldrons – discovered at medieval settlements and archaeological sites in
and Russian, and 300– Kazakhstan. The relevance of this study lies in the
450 words long in limited research devoted to individual components of medieval cerami
English.) c ware, such as rims and handles. Systematic studies of medieval pottery

	in Kazakhstan began in the mid-20th century. In the early stages, research primarily focused on describing the stratigraphy of settlements and ancient towns, as well as analyzing ceramic complexes. However, the regional characteristics of cauldron types have not yet been the subject of specialized study. ...
Keywords (10–12 keywords or phrases)	Keywords: Turkic, South Kazakhstan, Middle Ages, ceramics, cauldron, handle, morpho-logy, typology, chronology, ceramic vessels, handle forms. Е.Ш. Акымбек^a <i>^aӘ.Х. Марғұлан атындағы Археология институты, Алматы, Қазақстан Республикасы</i> ORCID: 0009-0007-9093-5342 (E-mail: eralyakymbek@gmail.com)
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The title of the article in Kazakh	Қазақстанның оңтүстігіндегі ортағасырлық қыш қазан тұтқалары: морфологиялық ерекшеліктері мен хронологиясы
Abstract in Kazakh	Аннотация. Аталған мақала Қазақстанның ортағасырлық қалалық және қоныстық ескерткіштерінен табылған асүйлік керамиканың, атап айтқанда, қыш қазан тұтқаларының морфологиялық ерекшеліктерін, типологиясын және хронологиясын зерттеуге арналған. Зерттеудің өзектілігі – ортағасырлық қыш ыдыстардың жекелеген бөлшектері (ернеуі, тұтқасы) бойынша арнайы талдаулардың жеткіліксіздігімен байланысты. Қазақстан аумағындағы ортағасырлық қыш бұйымдарды зерттеу XX ғ. ортасынан бастап жүйелі түрде жүргізілді.
Keywords in Kazakh	Кілт сөздер: Түркі, Оңтүстік Қазақстан, орта ғасыр, керамика, қазан, тұтқа, морфология, жіктелуі, хронология, қыш ыдыстар, тұтқаның формалары. Е.Ш. Акымбек^a <i>^aИнститут археологии им. А.Х. Маргулана, Алматы, Республика Казахстан</i> ORCID: 0009-0007-9093-5342 (E-mail: eralyakymbek@gmail.com)
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The title of the article in Russian	Керамические ручки средневековых котлов Южного Казахстана: морфологические особенности и хронология
Abstract in Russian	Аннотация. Данная статья посвящена исследованию морфологических особенностей, типологии и хронологии кухонной керамики, в частности, ручек керамических котлов, обнаруженных на

Keywords in Russian

Main text of the article

4

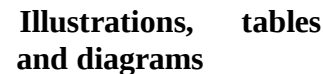


Рис.1. Расположение памятников на территории Казахстана, где обнаружено значительное количество средневековых керамических КОТЛОВ.

Таблица 1. Хронологическая классификация ручек котлов по памятникам Южного Казахстана.

Мерзімі	Ескерткіш (қала, қоныс, төрткүл)	Тұтқа типі
VI-VII ғғ.	Шәушікүмтөбе	Доға тұтқалы
VI-VII ғғ.; IX-X ғғ.; XI-XII ғғ.	Құлан	Сопақ пішінді ілмек түрінде, жарты ай тәрізді шығыңқы, доға пішінді тұтқалар, шиыршықталған тұтқалар

See “Examples of bibliography and reference formatting”

Information about authors:

15

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Author contributions:

E.Sh. Akymbek developed the overall research concept and methodology, and conducted the collection and analysis of materials related to medieval ceramic cauldrons.

N.B. Nurgali analyzed the materials, participated in their interpretation, and edited and prepared the manuscript for publication.

Contributions of authors

(Authors are required to indicate the contribution of each co-author to the preparation of the article. If there are no co-authors, the “Authors’ Contribution” is not indicated.)

Авторлық үлес:

Е.Ш. Ақымбек ортағасырлық керамикалық қазандарға қатысты материалдарды жинау және талдаумен қатар, зерттеудің жалпы тұжырымдамасы мен әдіснамасын әзірледі.

Н.Б. Нұрғали материалдарға талдау жасап, оларды интерпретациялауға қатысты, сондай-ақ қолжазбаны редакциялап, баспаға дайындады.

Вклад авторов:

Е.Ш. Ақымбек разработал общую концепцию и методологию исследования, сбор и анализ материалов, связанных со средневековыми керамическими котлами.

Н.Б. Нурғали сделал анализ материалов, участвовал в интерпретации материалов, редактировал и подготовил рукопись к публикации.

Conflicts of interest



(Authors must disclose **Conflict of Interest**.
any actual or potential There is no conflict of interest related to this article.
conflicts of interest that **Мүдделер қақтығысы**.
may influence the Мақалаға байланысты мүдде қақтығысы жоқ.
interpretation of the **Конфликт интересов**.
research results. If there Нет конфликта интересов, связанного со статьей.
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Examples of bibliography and reference formatting

- The list of references is provided in two versions:
1.in alphabetical order, without numbering, in the language of the article;

1. in Latin transliteration, with an English translation of the title provided in square brackets, followed by an indication of the language of publication.

1. the list of references should not include the following types of sources such as dissertations, abstracts of dissertations, texts of official documents in various publications (decrees, orders, resolutions, programs, etc.), archival sources and data from the author's field materials are indicated in the text of the article in round brackets and should be referenced by automatic footnotes. All abbreviations of the output data of archival documents are listed separated by commas and indicated with lowercase letters (GA, f. 4, d. 2, p. 16). They are not included in the reference. (see sample: References).

5. The literature (in the language of the article) and the Reference section should include transliteration and translation of the literature into English.

6. In the Reference section, all designations should be in Latin script, without mixing with Cyrillic script.

7. The literature should also include publications on the topic of the article over the last three years.

8. References to cited works in the text are given in brackets, indicating the first author of the work, year of publication: number of page(s).

For example:

1. (Samashev, 2022: 45) or (Samashev, 2021: URL);

2. If two or more authors:

a) (Samashev et al., 2022: 45) or

b) (Samashev, Abayev, Khan, 2022: 45);

3. If there is no direct link: (Samashev, 2022).

Литература

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Книга: Manz B.F., 1989. The Rise and Rule of Tamerlane. Cambridge: Cambridge univ. press. 240 p.

Абаев А.К., 2022. Кыпчаки. Алматы. 254 с.

Статья в научном сборнике: Камалов С.К., 1993. О географических названиях в эпосе «Эдиге». Историко-географические аспекты развития Ногайской Орды. Махачкала: Наука. С. 132-134.

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29-30 марта 2011 г. Казань: ООО «Фолиант», Институт истории им. Ш. Марджани АН РТ. 368 с.

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Reference

(design of sample)

Book: Manz B.F., 1989. *The Rise and Rule of Tamerlane*. Cambridge, New York, Port Chester, Melbourne, Sydney: Cambridge univ. press. 240 p.

Article in a scientific collection: Kamalov S.K., 1993. О географических названиях в эпосе «Эдиге» [About place names in the epic «Edige»], *Istoriko-geograficheskie aspekty razvitiya Nogajskoj Ordy* [Historical and geographical aspects of the development of the Nogai Horde]. Nauka. Mahachkala. P. 132-134. [in Russian].

Collective monograph: Ulus Dzhuchi (Zolotaya Orda). XIII – seredina XV v., 2009. [Ulus Jochi (Golden Horde). CHII – middle of SWR c.] Institute of History of the Academy of Sciences of the Republic of Tatarstan. Kazan?. 1056 p. [in Russian].

Conference materials: Anichkin L.K., 2011. Zolotoordynskoe nasledie. Vypusk 2. Materialy vtoroj Mezhdunarodnoj nauchnoj konferencii «Politicheskaya i social'no-ekonomicheskaya istoriya Zolotoj Ordy», posvyashchennoj pamyati M.A. Usmanova [Golden Horde heritage. Issue 2. Materials of the Second International Scientific Conference «Political and Socio-Economic History of the Golden Horde»]. Kazan, March 29-30, 2011. Institute of History. Sh. Mardzhani AS RT. Kazan: LLC «Foliant». 368 p. [in Russian].

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Electronic source: Sabitov Zh.M., 2015. Zolotaya Orda – «padcherica» kazahstanskoj istoriografii [Holden Horde – «stepdaughter» of Kazakhstani historiography]. *Molodoj uchenyj* [Young scientist]. 24 (104). P. 842-851. [Electronic resource]. Available at: <https://moluch.ru/archive/104/23260/> (Accessed: 07.09.2020). [in Russian].

Tutorial: Logunova G.V., 2014. Rus' i Zolotaya Orda: problema vzaimovliyaniya: ucheb. posobie. [Rus and the Golden Horde: the problem of mutual influence: textbook]. Irkutsk: Izd-vo IGU. 110 p. [in Russian].

14. Complaints and Appeals Policy

The *Turkic Studies Journal* considers complaints and appeals in accordance with the principles of transparency, objectivity and fairness. Based on the recommendations of the Committee on Publication Ethics (COPE), this policy applies to all communications relating to editorial decisions, the review process, and compliance with publication ethics.

1. General provisions

The editorial board ensures that all complaints and appeals are reviewed conscientiously, impartially and confidentially. Submitting a complaint or appeal will not affect future editorial decisions regarding the author, nor will it be considered grounds for refusing to accept other manuscripts. All appeals are considered in accordance with the journal's editorial policy and publication ethics standards, as well as the specific circumstances of the case.

2. Appeals against editorial decisions

The author has the right to appeal against an editorial decision, including a refusal to publish a manuscript. Grounds for appeal may include substantiated claims of factual errors in reviews, possible bias in the review process, or a violation of the established procedure for reviewing manuscripts.

Appeals based solely on disagreement with the reviewers' scientific position are generally not considered. Appeals must be submitted in writing via the journal's official channels, containing a clear statement of the basis of the appeal and scientifically substantiated arguments. The editorial office confirms receipt of the appeal within seven working days, as a rule. Appeals are considered within 30 calendar days of receipt of a complete, correctly formatted appeal.

When considering an appeal, the editorial board may consult members of the editorial board who were not involved in the initial decision-making process, as well as additional independent experts. Following consideration of the appeal, the author will receive a reasoned written decision, which is final.

3. Complaints

Complaints may relate to violations of publication ethics, inappropriate behavior by reviewers or editors, conflicts of interest, unreasonable delays in manuscript review, or breaches of confidentiality in editorial procedures.

Complaints must be submitted in writing, including a description of the situation and supporting materials where possible. The editorial board will confirm receipt of the complaint within seven business days.

The initial review of the complaint will be carried out within 15 working days. If additional verification is required, or if the editorial board or external experts are involved, the review period may be extended by a further 30 working days. If an extension is required, the applicant will be notified.

4. Complaints related to violations of publication ethics

In the event of complaints relating to potential breaches of publication ethics, such as plagiarism, fabrication or falsification of data, undeclared conflicts of interest or manipulation of the peer review process, the editorial board will act in accordance with the recommendations of the Committee on Publication Ethics (COPE).

Depending on the nature and stage of the publication process, the editorial board may initiate procedures to correct the article, express concern about it, or retract it. The editorial board may interact with authors, reviewers, the editorial board and the publisher if necessary.

5. Confidentiality and protection of parties

All complaints and appeals are handled in accordance with the principles of confidentiality. The personal data of applicants, reviewers and editors will not be disclosed except where required by law or COPE recommendations. The editorial board takes measures to prevent conflicts of interest and protect all parties involved.

6. Final provisions

The editorial board reserves the right not to consider appeals that lack specific arguments, or those sent with the intention of putting pressure on the board or interfering with its independence. This policy applies to all complaints and appeals received by the Turkic Studies Journal, regardless of the stage at which the material is considered or published.

15. Article review process

1. A reviewer is an expert who conducts a scientific review of an author's work (such as articles) on behalf of a scientific journal or publisher, in order to determine its suitability for publication.

2. All manuscripts submitted to the journal's editorial board and within its thematic scope undergo peer review.

3. Peer review is conducted by external experts, who are leading scholars and specialists in the relevant academic field. These experts must hold an academic degree in a corresponding discipline and have published work on the topic in question within the last three years.

4. The Editor-in-Chief or Deputy Editors-in-Chief make the decision on which reviewer will evaluate an article.
5. Each article is reviewed by two experts in the field. If necessary, the Editorial Board may assign additional reviewers.
6. The review process is conducted confidentially. Neither reviewers nor authors are informed of each other's personal information or academic affiliations (double-blind review). Confidentiality may be breached only if a reviewer reports falsification or unreliability in the manuscript's content.
7. The review period for each article has been set to ensure that it is published as promptly as possible. The review process should not exceed one month.
8. The review must address the following aspects:
 - a) The extent to which the content of the article corresponds to the stated topic.
 - b) Its relevance to current scientific achievements;
 - c) Whether the article complies with the journal's structural and publication requirements;
 - d) Readability in terms of language, style, structure, and the clarity of tables, diagrams, illustrations, and figures;
 - e) The article's strengths and weaknesses, including recommendations for corrections and additions to be made by the author.
9. Based on their evaluation, the reviewers will provide one of the following recommendations for the article, justifying their decision:
 - The article is recommended for publication.
 - The article is recommended for publication after minor revisions.
 - The article requires additional review by another expert.
 - The article cannot be published in the journal.
10. If the review contains recommendations for correcting or revising the article, the editorial board will return the manuscript to the author and request that they either incorporate the recommended changes when preparing a revised version, or provide a reasoned rebuttal. The revised manuscript is then resubmitted for a second round of review.
11. If the author(s) decline to revise the manuscript, they must inform the editorial board of their decision to withdraw the article from publication. If a revised manuscript is not submitted within one month of the review being received, the editorial board will remove the manuscript from consideration, even without a formal notification of withdrawal. The authors are notified that the manuscript has been deregistered due to the revision period expiring.
12. If the author and reviewers cannot reach an agreement on the manuscript, the editorial board may refer it for further review. In cases of conflict, the Editor-in-Chief makes the final decision at an Editorial Board meeting.
13. The Editorial Board makes the decision to accept or reject a manuscript for publication at a meeting, in accordance with the reviewers' recommendations.
14. The existence of a positive review does not guarantee publication. The final decision is made by the journal's Editorial Board and recorded in the minutes of the Editorial Board meeting. Articles that are not recommended for publication by the Editorial Board are not subject to reconsideration.

Reasons for rejecting an article may include the following:

 - The manuscript does not align with the journal's scope;
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