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Approved by  
the Director of the KSCDID

B.Baiserkin

20

**REGULATION ON THE SCIENTIFIC AND PRACTICAL JOURNAL  
"ISSUES OF DERMATOLOGY AND VENEREOLOGY"**

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## **1. GENERAL PROVISIONS**

1.1 Scientific and practical journal "Issues of Dermatology and venereology" (hereinafter - the Journal) as a periodical publication in Kazakh, English and Russian languages, being a mass media, carries out its activities in accordance with the Law of the Republic of Kazakhstan dated July 23, 1999 No. 451-I (with amendments and additions as of 05/01/2023) "On Mass Media".

1.2 The journal was founded in 1999, was first registered by the Ministry of Culture, Information and Public Consent of the Republic of Kazakhstan (certificate of registration of mass Media No. 817, Astana, 08/02/1999), founder until 2019: the RSE on the REM «Scientific Research Center for Skin and Venereal Diseases» of the Ministry of Health of the Republic of Kazakhstan.

1.3 The journal has been re-registered by the Ministry of Information and Social Development of the Republic of Kazakhstan, the Information Committee (certificate of registration of a periodical, information agency and online publication No. KZ83VPY00016771, Nur-Sultan, 11/04/2019), founder and publisher of the journal: the RSE on the REM «Kazakh Scientific Center of Dermatology and Infectious Diseases (KSCDID)» of the Ministry of Health of the Republic of Kazakhstan (the company was established in accordance with the Decree of the Government of the Republic of Kazakhstan dated September 14, 2018 No. 565 «On certain issues of the Ministry of Health of the Republic of Kazakhstan» by merging the RSE on the REM «Republican Center for the Prevention and Control of AIDS» of the Ministry of Health of the Republic of Kazakhstan and the RSE on the REM «Scientific Research Center for Skin and Venereal Diseases» of the Ministry of Health of the Republic of Kazakhstan).

1.4 The journal is registered with the International Center for Registration of Serial Publications (CIEPS – ISSN International Center, Paris, France) and hereby confirms the assignment ISSN 2707-3696, Linking ISSN (ISSN-L): 1680-9149.

1.5 Since 2023, a DOI (Digital object identifier / Цифровой идентификатор объекта) has been assigned to each scientific article of the journal via Crossref.

## **2. GOALS AND OBJECTIVES OF THE JOURNAL**

2.1 The main goal of the journal is to create an open platform for the exchange of scientific information and the results of fundamental, applied and innovative scientific research by specialists in the field of dermatovenerology, dermatocosmetology and infectious diseases.

2.2 The main objectives of the journal:

- 1) improving the quality of scientific publications;
- 2) creation and development of a scientific peer-reviewed publication that meets high international requirements;
- 3) increasing the publication activity of researchers, the rating of scientific medical organizations of the Republic of Kazakhstan and the level of scientific publications in the world scientific community according to their citation data;
- 4) promotion of the main achievements in the field of medicine and healthcare in the global scientific space;
- 5) publication of articles reflecting the results of original open research papers, theoretical and experimental studies highlighting the current state of certain areas of science and medical practice.
- 6) promoting the creation of favorable conditions for the development of science and clinics in the field of healthcare;
- 7) assistance in improving the level of scientific research by ensuring the possibility of prompt publication of scientific articles (research results) and providing open access to all interested parties to all published materials.

2.3 Thematic focus: publication of materials in the journal of health organization, medical science and practice. The journal publishes original and review articles containing the results of applied and experimental research, exchange of experience, clinical cases on dermatovenerology, HIV infection and other infectious diseases.

2.4 Frequency: quarterly.

2.5 Scientific articles are issued in accordance with the Interstate standard "System of standards on information, librarianship and publishing according to GOST 7.5-98 "Journals, collections, information publications. Publishing design of published materials", adopted by the Interstate Council for Standardization, Metrology and Certification (prot. No.1:3-98 dated



05/28/1998), as well as article-by-article bibliographic lists according to GOST 7.1.-2003 "Bibliographic record. Bibliographic description. General requirements and rules of compilation" adopted by the Interstate Council for Standardization, Metrology and Certification (Protocol No. 12 of July 2, 2003).

### **3. THE PROCEDURE FOR INITIAL REVIEW AND REQUIREMENTS FOR ARTICLES**

3.1 The editorial board of the journal accepts review scientific articles containing the results of applied and experimental research, original articles on topical issues in the field of dermatovenerology, HIV infection and other infectious diseases

3.2 The materials are accepted by the editorial board on the journal's website online, subject to the following requirements:

- 1) compliance with publication ethics, rules of acceptance and review of articles.
- 2) the article should not be published earlier and should not be submitted for consideration in other publications.
- 3) compliance of the submitted materials with the general topic of the journal and its rubrications.

4) on the design of the text of the article according to the *Appendix 1*.

3.3 Notification of the authors about the receipt of materials is carried out in an online format

3.4 The period of preliminary consideration: no more than 10 calendar days.

3.5 The requirements for publications are posted on the journal's website at <https://journal.kncdiz.kz/>.

### **4. THE PLAGIARISM CLAUSE**

4.1 Scientific articles submitted to the editorial office for possible publication in the journal can be checked for plagiarism.

4.2 The editorial office uses a licensing system to detect plagiarism.

4.3 To check the anti-plagiarism system, the article is uploaded in the "doc" format. A scientific article is allowed to be published if it contains no more than 15% of the borrowed text (not including the list of references).

4.4 If the result of the plagiarism check reveals incorrectly drawn borrowings (uniqueness of at least 85%), does not correspond to the subject of the journal, or the material is designed in violation of the rules of registration, the article may be rejected, indicating the reasons for refusal to accept the article. Rejected articles are not returned to the authors.

4.5 The article corresponding to the profile of the journal and the requirements for publication is submitted to the reviewer.

### **5. REVIEWING THE ARTICLE**

5.1 All articles submitted to the editorial board of the journal are subject to mandatory review.

5.2 Expert assessment.

5.3 The review of scientific articles in the editorial office of the journal is carried out through the use of double-blind review (двойное слепое / double-blind review).

5.4 The review highlights the following points: compliance with the profile of the journal, adequacy of research methods, sufficiency of controls carried out, statistical processing of results, the degree of relevance of the reviewed article, the most important aspects disclosed by the author in the article, recommendations for publication of the article.

5.5 As reviewers, the editorial board of the journal attracts members of the editorial board/collegium, as well as highly qualified external experts and practitioners.

5.6 Reviewers are notified that the articles submitted to them are the intellectual property of the authors and relate to information that is not subject to disclosure. Reviewers are not allowed to make copies of articles for their own needs and to take advantage of knowledge about the content of the work before its publication.

5.7 The reviewer must review the article sent to him within the established time frame and send the review to the editorial office in online format or a reasoned refusal.



5.8 The review period in each individual case is determined taking into account the creation of conditions for the most expeditious publication of the article, but no more than 30 days from the date of receipt of the application for publication by the editorial board of the journal.

5.9 The review is drawn up according to the template in Appendix 2. According to Appendix 2, the specified remarks must be strictly followed.

1) The final part of the review should contain reasonable conclusions about the article as a whole and a recommendation on the expediency of its publication in the journal as presented or on the need for its revision (indicating the inaccuracies and errors made by the author).

2) Upon recommendation of the reviewer, recommends the article for publication after revision/ elimination of comments by the author or does not recommend the article for publication. The review should indicate the reasons for the decision with the wording of the substantive and/or technical shortcomings identified in the article, indicating specific pages. The comments and suggestions of the reviewer should be objective and principled, aimed at improving the scientific and methodological level of the article. The review of materials submitted to the editorial board of the journal is carried out with confidentiality.

3) The decision on the expediency of publication after review is made by the editorial board.

4) On the basis of a positive decision regarding the materials submitted by the author and the review, an email is sent to the author, indicating the decision and the number of the journal where the article will be published. If the author of the article makes a positive decision on publication, it is necessary to fill out the cover letter form according to Appendix 3.

5) If the article can be published after revision and elimination of the reviewer's comments, then the author is sent a letter with recommendations for revision / removal of comments, or a copy of the review with the reviewer's comments. The article is returned for revision and must be submitted for re-review within the specified time frame. Reviewers and the editorial board of the journal do not enter into discussions with the authors of the article about the comments made.

6) In case of rejection of the article from publication, the editorial board of the journal sends the author a reasoned refusal and a copy of the review.

7) The editorial board of the journal does not keep articles that are not accepted for publication.

## **6. EDITORIAL BOARD AND PUBLICATION ETHICS OF THE JOURNAL**

6.1 The owner and publisher of the journal: the RSE on the REM "Kazakh Scientific Center of Dermatology and Infectious Diseases (KSCDID)" of the Ministry of Health of the Republic of Kazakhstan. Address: Kazakhstan, Almaty, Raimbek Ave., 60, e-mail: [info@kncdiz.kz](mailto:info@kncdiz.kz).

6.2 The editorial board of the journal, based on the results of the verification for compliance with the design requirements and the results of the review, decides which of the articles submitted to the editorial board should be published.

6.3 The editorial board ensures the registration of incoming materials, reviewing, correspondence with the authors, forms the content of each issue and prepares the author's originals and electronic versions of articles for submission to the printing house.

6.4 The editorial board controls the design of scientific articles by the authors in accordance with the requirements.

6.5 When deciding on the publication of an article, the editorial board is guided by the policy of the journal and does not allow the publication of articles with signs of plagiarism or copyright infringement. The final decision on the publication of an article or refusal is made by the editorial board, in conflict situations, the decision is made by the editor-in-chief at a meeting of the editorial board.

6.6 The editorial board undertakes not to disclose information about the submitted article to anyone except the author, the reviewer (in case of blind review), and, if necessary, the publisher.

6.7 The editorial board guarantees that materials rejected from publication will not be used in the editorial board members' own research without the written consent of the author. The editorial board will refuse to review the article if it is in any competitive relationship with the author or an organization related to the results of the research, or there is another conflict of interest.

## **7. EDITORIAL BOARD AND COLLEGIUM**



7.1 The editorial board and editorial collegium of the scientific and practical journal "Issues of Dermatology and Venereology" include representatives of scientific medical organizations of the Republic of Kazakhstan, leading scientists in the field of medicine and healthcare of the Republic of Kazakhstan, CIS and foreign countries who have made a significant contribution to the development of relevant fields of knowledge. The composition of the editorial board or collegium of the journal is approved by the order of the first head of the KSCDID.

7.2 The work of the editorial board or collegium of the journal is supervised by the editor-in-chief.

7.3 The editorial board or collegium includes:

- 1) Editor-in-Chief
- 2) Deputy Editor-in-Chief
- 3) Executive Secretary
- 4) Members of the Editorial Board and Editorial Collegium.

7.4 The Editor-in-chief exercises their powers in accordance with the Law of the Republic of Kazakhstan "On Mass Media" and the Statute of the KSCDID.

7.5 The editor-in-chief directs the work of the editorial office, the creative process in the editorial office (coordination of the entire cycle of work on completing each issue of the journal, reviewing articles, editing them, distributing and posting the electronic version of the journal on the journal's website and other databases) and is fully responsible for them; represents the interests of the editorial board in relations with government agencies, decides other issues of the editorial office's production activities; is responsible for fulfilling the requirements imposed on the activities of mass media by the Law of the Republic of Kazakhstan "On Mass Media" and other legislative acts of the Republic of Kazakhstan.

7.6 The editor-in-chief may delegate some of their powers to the deputy editor-in-chief, as well as to the executive secretary of the journal.

7.7 The executive secretary carries out technical coordination of the editorial board's activities; controls the receipt and processing of submitted materials; directs for review and controls the timing of reviewing articles; determines the optimal timing of prepress preparation of articles and the issue of the journal.

7.8 The rules for authors are developed by the editorial board and approved by the editor-in-chief. These rules may be revised if necessary.

## **8. FINAL PROVISIONS**

8.1 The journal's activities may be terminated or suspended only by decision of the management of the KSCDID and in the event of its liquidation.

8.2 In case of termination or suspension of the issue of the journal, a notification of termination or suspension of the journal's activities is given in the last issue.

8.3 The termination of the journal's activity entails the invalidity of this Regulation.



## INFORMATION FOR AUTHORS

### REQUIREMENTS FOR ARTICLES TO BE PUBLISHED IN THE SCIENTIFIC AND PRACTICAL JOURNAL «ISSUES OF DERMATOLOGY AND VENEREOLOGY»

These requirements have been developed by the Kazakh Scientific Center for Dermatology and Infectious Diseases (hereinafter – KSCDID).

The scientific and practical journal "Issues of Dermatology and Venereology" (hereinafter - the Journal) publishes original and review articles containing the results of applied and experimental research, exchange of experience, clinical cases of dermatovenerology, HIV infection and other infectious diseases.

The authors of scientific articles and the main readership of the publication are the entire scientific community, including dermatovenerologists, infectious disease specialists, epidemiologists, health care organizers of the Republic of Kazakhstan, CIS countries, far and near abroad, as well as clinical researchers, practitioners of related specialties.

The magazine was founded in 1999 and registered by the Ministry of Culture, Information and Public Consent of the Republic of Kazakhstan. Certificate of registration of mass media No. 817, Astana, 08/02/1999.

Until 2019, the Founder is the RSE on the REM "Scientific Research Center for Skin and Venereal Diseases" of the Ministry of Health of the Republic of Kazakhstan.

The journal has been re-registered by the Ministry of Information and Public Development of the Republic of Kazakhstan, the Information Committee. Certificate of registration of a periodical, news agency and online publication No. KZ83VPY00016771, Nur-Sultan, 11/04/2019.

Founder and publisher of the journal: the RSE on the REM «Kazakh Scientific Center of Dermatology and Infectious Diseases (hereinafter - KSCDID)» of the Ministry of Health of the Republic of Kazakhstan.

The company was established in accordance with the Decree of the Government of the Republic of Kazakhstan dated September 14, 2018 No. 565 «On certain issues of the Ministry of Health of the Republic of Kazakhstan» by merging the RSE on the REM «Republican Center for the Prevention and Control of AIDS» of the Ministry of Health of the Republic of Kazakhstan and the RSE on the REM «Scientific Research Center for Skin and Venereal Diseases» of the Ministry of Health of the Republic of Kazakhstan.

The journal is registered with the International Center for Registration of Serial Publications (CIEPS – ISSN International Center, Paris, France) and hereby confirms the assignment ISSN 2707-3696, Linking ISSN (ISSN-L): 1680-9149.

The main thematic focus is the publication of materials in the journal on clinical medicine, including dermatovenerology, HIV infection and other infectious diseases, as well as medical education, public health, organization of dermatovenerological services, AIDS services, medical science and practice.

#### **The journal consists of the following sections:**

- I. Current and problematic issues
- II. Literary reviews
- III. Experimental and clinical medicine
- IV. Public health

The periodicity of the publication – **quarterly**.

The submitted material must be original and unpublished previously in other printed publications. The scientific article can be submitted in Kazakh, Russian and English languages. Articles that do not meet these requirements will not be considered by the editorial board of the journal.

### THE ALGORITHM FOR PUBLISHING A SCIENTIFIC ARTICLE

1. Checking a scientific article for compliance with the subject of the journal.

2. Technical verification of the text of a scientific article.
3. Articles submitted to the editorial office of the journal can be checked using the Anti-Plagiarism system. A scientific article is allowed to be published if it contains no more than 15% of the borrowed text.
4. Reviewing. Articles submitted to the editorial office are subjected to double-blind review, in which the reviewer does not know the name of the author, and the authors do not know the name of the reviewer. If the reviewers have any questions, the article is returned to the authors for revision. The editorial board has the right to request the source database on the basis of which calculations were made in cases where questions arise about the quality of statistical processing. The editorial board also reserves the right to make editorial changes to the text that do not distort the meaning of the article.
5. Assignment of the DOI index (digital object identifier) for each article after review and approval by the editorial board and the editorial collegium.
6. Publication of a scientific article.

### **PREPARATION OF MATERIALS**

The electronic version of the scientific article prepared in the MSWord program must be sent via the online article submission system at the link <https://journal.kncdiz.kz>.

Also, a cover letter from the authors is required (*see Form 1 or Appendix 3*) and the information of the authors should be filled in (*see Form 2 or Appendix 4*). These forms must be signed and sent by e-mail: [orgotdel.2@kncdiz.kz](mailto:orgotdel.2@kncdiz.kz) (in the subject of the message, it is mandatory to specify «Article in the journal»)

The cover letter will enable the editorial board of the journal to get a general idea of your article, the conclusions demonstrating the most important results of interest to your article.



**Form 1.** - A sample cover letter to the editor. Fill it in a separate MSWord file.

<b>To the editorial office of the scientific and practical journal "Issues of Dermatology and venerology"</b>		
<b>from</b>		
<i>(Full name of the author(s), academic degree, title, position and place of work, e-mail and phone)</i>		
<p>I am (We are) sending the article prepared by me (us) "<i>SPECIFY THE TITLE OF THE ARTICLE</i>" number of pages - __ *, tables - __ *, figures - __ *, for review and publication in the section "<i>SPECIFY THE NAME OF THE SECTION</i>".</p> <p>I (We) agree with the terms of publication. I (We) assure you that the materials presented in this article <b>have not been published and are not under consideration in another printed publication</b>. The author(s) confirms that they have no conflicts of interest. I (We) do not object to the reproduction of this article in other media (including electronic).</p> <p>I give my consent to the processing of personal data.</p> <p><b>Author (-s):</b></p>		
(Full name)	(signature)	(date, month and year)
(Full name)	(signature)	(date, month and year)
(Full name)	(signature)	(date, month and year)
(Full name)	(signature)	(date, month and year)

**Form 2.** - Sample information about the authors.

**Information about the authors** (\*required fields in a separate MSWord file).

Information about the corresponding author *	
Last name, first name and patronymic (full in 3 languages)*	
Academic degree/title (or training format)*	
Organization, position (full)*	
Telephone*	
E-mail*	
ORCID*	
SPIN (if available)	
Author-ID (if available)	
Information about the co-author (-s)	
Last name, first name and patronymic (full in 3 languages)*	
Academic degree/title (or training format)*	
Organization, position (full)*	
Telephone*	
E-mail*	
ORCID*	
SPIN (if available)	
Author-ID (if available)	

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*Note: The information is filled in for all authors of the article according to Form 2.*

\* **The corresponding author** - one of the authors responsible for contact and feedback with the editorial board of the journal. Full details of the author responsible for correspondence with the editorial board, including phone and e-mail address, etc. First, the corresponding author's data should be indicated in full and at the end additional information about the authors: (full name and initials of the author(s) in 3 languages, academic degree, academic title, organization, position, phone, e-mail, ORCID and other author codes, if available).

**It is mandatory to specify the ORCID registration number for all authors.** This is necessary for readers to identify other authors' articles and increase their citation. **The ORCID registration number (if there are none)** must be created by clicking on the following link <https://orcid.org/register>.

If available, you must specify the **SPIN code** - to receive it, you can follow the following link [http://elibrary.ru/projects/science\\_index/author\\_tutorial.asp](http://elibrary.ru/projects/science_index/author_tutorial.asp).

### **THE ORDER OF THE STRUCTURE OF THE ARTICLE**

1. In the upper-left corner, register the interstate rubricator of scientific and technical information (hereinafter – MRNTI). MRNTI is designed for a unified thematic systematization of scientific and technical information (hereinafter – STI). The interstate STI rubricator is the basis of the system of rubricators created and used in STI bodies. The interstate STI rubricator is a hierarchical classification system with universal thematic coverage. You can find the MRNTI reference here: <https://grnti.ru/>.

#### **2. The structure of the scientific article:**

- 1) MRNTI – Interstate rubricator of scientific and technical information;
- 2) UDC – Universal decimal classifier;
- 3) DOI - Digital object identifier (*will be assigned if the publication is approved*);
- 4) Full name of the authors (co-authors)
- 5) Place of work, city, country
- 6) E-mail of the corresponding author
- 7) The title of the article
- 8) Annotation
- 9) Key words
- 10) Introduction
- 11) The main text, including the research material and methods, results and discussion, conclusion
- 12) List of used sources / Transliteration of the list of literature.

In the scientific article, specify the surnames and initials of each of the authors, as well as the **asterisk symbol (\*)** to highlight the corresponding author.

#### **The article is structured in the following ways:**

We recommend that you use the generally accepted structure of a scientific article of the IMRAD type. An abbreviation of words that reflect the generally accepted structure of a scientific article — Introduction (Введение), Methods (Методы), Results (Результаты) and Discussion (Обсуждение), if the article is dedicated to theoretical research, then the Methods section is replaced by the Theoretical Basis (теоретические основы). Sometimes the letter A is added to the abbreviation IMRAD, which stands for Annotation (аннотация), and it turns into AIMRAD. This standard for the design of scientific articles was developed in the 1970s and has actually become mandatory for articles based on empirical and original research.

To write a clinical case, it is recommended to use the following generally accepted structure of a scientific article: Introduction (Введение), Patient information (Информация о пациенте), Clinical manifestations (Клинические проявления), Chronology (Хронология), Assessment of diagnosis (Оценка диагностирования), Evaluation of therapy (Оценка терапии), Re-examination



and outcomes (Повторное исследование и исходы), Discussion (Обсуждение), Conclusions (Выводы), Informed consent (Информированное согласие).

To write a review article, it is recommended to use the generally accepted following structure: Introduction (Введение), The main part (Основная часть), Conclusions (Выводы).

**Table 1. - Terms and definitions used in the structure of the article.**

№	Title of the section of the article	Explanation of the structure according to the requirements of the journal
1.	The title of the article	The font – Times New Roman, bold, size – 12, Format – CAPITAL, BOLD. The title of the work should be as brief as possible, but informative and accurately reflecting its content. It is not recommended to use abbreviations in the title of the article.
2.	Initials, surname of the authors	Initials and surname of each of the authors in Times New Roman font, size – 12. In the article, specify the initials and surnames of each of the authors, as well as the asterisk symbol (*) to highlight the corresponding author. Sample: Е.И. ИВАНОВ (Kazakh and Russian) / E.I. Ivanov (English)
3.	Annotation	The annotation should be a brief, but at the same time the most informative content of the scientific publication. The annotation should be no more than 300 words long. It summarizes the main results of the study, which obliges the authors to ensure that the annotation accurately corresponds to the content of the entire work. The annotation is provided in three languages. The first one is annotation in the original language in which the main text of the article is written, then in the other two. For example, if the article is written in Kazakh, then annotation is presented in Kazakh first, then in Russian and English. Sample: - Аннотация - Аннотация - Annotation
4.	Keywords (from 5 to 7 words).	Keywords are certain words from the text that reflect the problems studied in the course of the study. Up to 7 keywords or phrases reflecting the content and direction of the article. Keywords are provided in three languages. For example, if the article is written in Kazakh, then the keywords in Kazakh are presented first, then in Russian and English. Sample: - Түйінді сөздер - Ключевые слова - Key words
5.	The text of the article	The text of the article is in Times New Roman font, size – 12, with line spacing – 1.0. Portrait orientation with margins: upper and lower – 20

		<p>mm, inner – 30 mm, outer – 10 mm. Alignment – in width, paragraph – 0.7 cm.</p> <p>The headings of the structural elements of the article (annotation, research materials and methods, results and discussion, sources of funding, acknowledgements, list of sources used) are written in a separate paragraph, highlighted in bold. The international system of units (SI) should be used when presenting the experimental material.</p> <p>In the text of the article, tables are executed in the MSWord editor, as the image file is not accepted. The name of the table is written in Times New Roman font with a size of 12 points, aligned to the left without indentation through a single line spacing. Inside the tables, a size of 11 points is used (if necessary, 10 points, but not less).</p> <p>The column headers are centered.</p> <p>Abbreviations or symbols used in tables should be explained in the notes at the bottom of the table. The note is aligned to the left with paragraph indentation.</p> <p>Figures should be limited to the material necessary for understanding the text, if necessary, accompanied by a descriptive legend. Graphs should be provided with the source files in Microsoft Excel and should be numbered in Arabic numerals. The names and explanations are given directly below them, aligned in the center. The Times New Roman font with a 12-point size is used for titles and explanations of figures and graphs.</p>
6.	Список использованных источников / List of sources used	<p>The list of sources used is a brief bibliographic description of the cited works in accordance with GOST 7.1–2003. References are numbered in the course of their citation in the text. Bibliographic references in the text are given in square brackets as they are mentioned. The names of foreign authors are given in the original transcription. It is made out with the indication of the surname and initials of the author, the full title of the article, the place of publication, the name of the journal (year, volume, number, pages).</p>
7.	The volume of the article	<p>Publications with a volume of at least 4-5 pages are accepted for consideration, without taking into account the list of literature.</p>

### PREPARATION OF A LIST OF USED SOURCES

The list of sources used is presented in two versions:

- 1) Russian-language list together with foreign sources in accordance with GOST 7.1-2003.
- 2) Transliterated in Latin letters with translation of the publication sources into English in accordance with the requirements of the Scopus database. <http://www.translit.ru> can be used for transliterating Russian text into Latin for free (a variant of BGN or BSI).

**Link preparation technology using an automatic transliteration system and translator.**

Website <http://www.translit.ru> can be used for transliterating Russian text into Latin.



1. Enter the program Translit.ru online. In the options window, select the BGN (Board of Geographic Names) transliteration system. Insert the entire text of the bibliography of the article in Russian into a special field and click the "transliterate" button.
2. Copy the transliterated text to the preparing list «List of sources used».
4. Combine the descriptions in transliteration and translating, making them in accordance with the accepted rules. At the same time, it is necessary to disclose the place of publication (for example, Moscow ...), possibly make minor technical amendments.
5. At the end of the link, indicate (in Russian) in parentheses. The link is ready.

**\* The author is responsible for the correctness of the bibliographic data**

## REVIEW OF THE ARTICLE

Topic:

« \_\_\_\_\_ ».

№	The name of the points	Mark (+/-) of the reviewer's assessment	Expert assessment of the reviewer	Mandatory description of the justification*
1.	The article corresponds to the profile of the journal		yes	
			no	
2.	Adequacy of research methods		full	
			partial	
			inadequate	
3.	The sufficiency of the controls carried out		full	
			partial	
			unsatisfactory	
4.	Statistical processing of the results		adequate	
			needs to be improved	
			inadequate	
5.	Correspondence of the volume of the material and the article		complies with the standard	
			needs to be shortened or supplemented	
6.	The design of the article		complies with the standard	
			needs to be adjusted	
7.	The quality of the literary list style		good	
			needs to be adjusted	
			bad	
8.	Annotation and keywords in 3 languages		adequate	
			needs to be adjusted	
9.	Illustrative material		adequate (enough)	
			inadequate (not enough – highlight what needed)	
10.	List of literature		adequate (enough)	
			inadequate (insufficient or redundant, outdated, a lot of inaccessible sources, a lot of self-citation, etc. - highlight what needed)	
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Organization, position (full)*	
Telephone*	
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Developed by:  
Specialist

  
«20» november 2023 Zh. Atalykova

Coordinated by:  
Deputy Director for Organizational, Methodological and Anti-epidemic Work

  
«20» november 2023 B. Turdaliyeva