

Қазақстан Республикасы
Мәдениет және ақпарат
министрлігі
«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



Kurmangazy Kazakh National
Conservatory
Ministry of Culture
and information of the Republic
of Kazakhstan

ЖОСПАР

September 2, 2025

күн / date
Алматы қ.

PLAN

No. APOREA-03-25

Almaty city

APPROVED

**Vice-rector for Scientific and Innovative
activities, creative development and
International Cooperation of the republican
state institution " Kurmangazy Kazakh
National Conservatory" of the Ministry
of Culture and Information of the Republic
of Kazakhstan**



Nussupova

2025

**ANNUAL PLAN of the OFFICE OF RESEARCH AND EDITORIAL AFFAIRS
FOR THE 2025 CALENDAR YEAR**

Developed by:			
Head of the Scientific and Editorial Department		D. Urazymbetov	02.09.25
Agreed:			
Head of the Project Office of Quality Management, Internal Audit and Strategic Planning		A. Sarymsakova	02.09.25
Compliance officer		G. Jaguparova	02.09.25
Position	Signature	Name	Date

ONGOING EVENTS THROUGHOUT THE YEAR

№	Name of the event/activity	Responsible person	Due date	Description of the result / Completion mark
1	Development of a work plan for the academic year	Head of SED	September	Plan
2	Working with authors and reviewers	OREA staff	Constantly, as articles become available	Articles
3	Acceptance and initial examination of articles	OREA staff	Constantly, as articles become available	All received articles
4	Organization of peer review	OREA staff	Constantly, as articles become available	Appointed reviewers and collected reviews
5	Secondary examination of articles after peer review	OREA staff	Constantly, as articles become available	Article after review
6	Revision of articles by authors	OREA staff	Constantly, as needed	Revised article
7	Academic and literary editing	OREA staff	Constantly, as articles become available	The articles have been edited and prepared for layout
8	Checking all metadata and contents of articles before layout (including UDC, DOI, references, abstract, etc.) for compliance with the goals and technical requirements of <i>Saryn</i> magazine	OREA staff	Constantly	Correct metadata and bibliographic apparatus
9	Article layout preparation, layout	OREA staff	Constantly	The layout is approved, the proofreading is completed
10	Post-layout revision	OREA staff	Constantly	The layout is approved, the proofreading is completed
11	Preparation of the PDF layout of the issue	OREA staff	Constantly	
12	<i>Saryn</i> Issue no. 1 for 2025	OREA staff	March	Issue of the magazine (printed and electronic versions)
13	<i>Saryn</i> Issue no. 2 for 2025	OREA staff	June	Issue of the magazine (printed and electronic versions)

14	<i>Saryn</i> Issue no. 3 for 2025	OREA staff	September	Issue of the magazine (printed and electronic versions)
15	<i>Saryn</i> Issue no. 4 for 2025	OREA staff	December	Issue of the magazine (printed and electronic versions)
16	Assignment of DOI and registration in databases	OREA staff	After each issue is released	DOI activated, numbers registered
17	Website support, scheduled and technical works	OREA staff	During the year	The website is functioning stably
18	Indexing <i>Saryn</i> in electronic databases under contracts	OREA staff	During the year	Updating data in databases (RSCI, etc.)
19	Publication of materials on social networks	OREA staff	After each issue is released	Posts published
20	Preparation of the annual report	OREA staff	December	The final report is presented to Administration