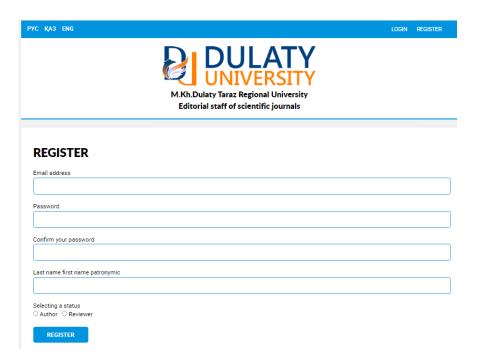**Dear author!**
Please read this instruction carefully and follow its requirements when submitting and re-submitting an article to the editorial office.

Registration and login

To start, type the address in the browser bar: http://journal.dulaty .kz and follow it. The main page of the platform opens.

Then complete the registration by clicking on the "Registration" label on the upper right side of the page. Fill in the required fields. Select the "Author" option as your status. Confirm the registration.

An email will be sent to the email address specified during registration. Open it and follow the link. Now your account has been created successfully and activated.
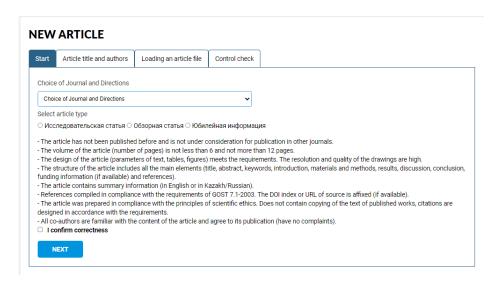
Next, go through the authorization process. Click on the sign "Log in" and enter your username and password that you have chosen for this platform. The page for submitting the article will open.

If you have forgotten your password, the function to get a new password is available. To do this, specify the email address to which the entry with the new password will be sent.

Submission of the article

To start the process of submitting an article to the editorial office, click on the "Submit article"button. The platform's work page opens.

Select all the necessary fields: the name of the journal, the direction of science, the type of article and check whether the design of the article meets all the requirements of the editorial board. Confirm the correctness and click on the "Next" button. A new tab "Article title and authors" will open.

In the first column, fill in the information about the corresponding author responsible for further correspondence and work with the editorial board. Provide similar information about other authors in the second column in the "Information about other authors" field. If the article was prepared by sole authorship, then put the "-" sign in this field. Click on the "Go Ahead" button. The "Download Article file" tab opens.
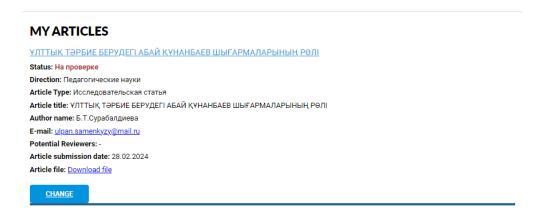
Download the article file in MS Word format (.doc or .docx). Click on the "Forward" button to go to the "Data Reconciliation" tab.

Before submitting an article, it is recommended to check once again the completeness and correctness of the information provided to the editorial office. To do this, by clicking on the "Back" button, you can return to the previous tabs. If all the data is entered correctly, click on the "Submit for review" button. This completes the process of submitting the article to the editorial office.

Working with the platform

You can view the entries about the articles you sent to the editorial office in the tab "My articles." Here you can see information about all the articles you have previously sent to the editorial office of Dulaty University.

Attention! Depending on the results of the review of the article and the current state of its processing, the status of your article may change to: "Under review", "Submitted for review", "Requires revision", "Accepted for publication" or "Published".

To contact the editorial office with questions, log in to the Moderators tab.

The moderators are:

- Ulpan Samenkyzy – for the journal "Bulletin of Dulaty University";

- Yerlan Atenov – for the journal "Mechanics and Technologies".

Next to the moderator's name, click on the "Write a message" button. In the field that opens, type the text of the message and click on the "Send" button. If necessary, you can attach files to messages.

Remember that all further correspondence with the editorial staff should be carried out exclusively using this function. Periodically check the "My Messages" tab for new entries from the moderator of the journal. This will speed up the process of preparing your article for publication.

The procedure for resubmitting the current article

If there are deviations from the editorial requirements for the design of the article, as well as comments from reviewers, the moderator of the journal will inform you accordingly. In such cases, the authors will need to resubmit the corrected version of the article with a new file. To do this, you do not need to go through the article submission process from the very beginning. Just go to the "My Articles" tab, select an entry for the corresponding article and click on the "Edit" button. Then attach the desired file and confirm the action. The editorial office will receive an updated article file.