

## REQUIREMENTS FOR PHOTO AND TEXT MATERIAL TO BE POSTED ON THE UNIVERSITY WEBSITE

The information posted on [www.abaiuniversity.edu.kz](http://www.abaiuniversity.edu.kz) must meet the following criteria:

- be reliable;
- up-to-date;
- informative;
- provided in three languages (Kazakh, Russian and English);
- the translation must correspond to the original;
- The text must be free of spelling and grammatical errors.

All information posted on the website is pre-checked and moderated before publication. The Public Relations Department of Abai KazNPU reserves the right to edit the announcement of the event, news or other information, as well as the right to refuse to place information before eliminating the identified errors and other inconsistencies.

### **Requirements to the provided information for further publication:**

1. The information must be original, contain a competent and comprehensible description of the reason for its publication. Text should be short and informative.
2. Materials should be submitted to the Announcement section no later than three working days before the event in three languages (Kazakh, Russian and English).

News for the website shall be submitted by the person responsible for the event not later than two days after the event in three languages (Kazakh, Russian and English),

the text shall not exceed 0.5-1 page. The article must have a title. No more than 5-15 photos on the theme are allowed.

4. News information is updated on a daily basis. When selecting news items, compliance with the theme of the university's area of activity shall be observed. The date, place, content, results of the event shall be provided in the text.

5. The information to be posted on the website must be sent from the email of the responsible person to [web\\_info@abaiuniversity.edu.kz](mailto:web_info@abaiuniversity.edu.kz) of the Division.

6. It is mandatory to indicate the section or link to the page where the information should be published (Example: Section «Institutes» <https://abaiuniversity.edu.kz/kz/3/page/> ).

7. Text information must be submitted in Word format with the following requirements:

a.) mandatory transcription of abbreviations and initials is required;

b.) the scanned text in the electronic copy of the document has to be readable;

c.) the documents are only accepted if they are ready to be posted on the website.

8. If the material to be sent is an array of information pages or documents, the order in which they are displayed must be indicated.

9. Material submitted for placement on the website must be signed by the director of the department (institute) and the contact person.

## **Requirements for photo materials:**

1. Photos, logos and graphic materials should be sent as separate files not smaller than 600 px, extensions of graphic files: jpg, jpeg, png, gif;

2. Photos must be of high quality; it is not allowed to place blurred, wrongly turned or too dark photos.

**3. Photos inserted into text documents will NOT be accepted.**

The site administration may change or amend the «**Content Requirements for uploading to the site**» at any time without any prior notice to the users. Changes come into force from the date of their publication on the official website of Abai KazNPU.