



EDITORIAL PRESS AI USE DISCLOSURE GUIDE

How to disclose AI tool usage

FOR AUTHORS

AI USE DISCLOSURE GUIDE

Some journals may have stricter rules. Always check the selected journal's "For Authors" section for any journal-specific requirements.

1) WHAT COUNTS AS "AI USE"

AI use in scholarly work includes several categories. Writing support involves drafting, rewriting, or summarising text, as well as generating parts like the abstract or conclusion. Disclosure is usually required when the AI's contribution is substantive. Language polishing covers grammar correction, readability improvement, and style editing. Disclosure is recommended, and may be required, if the assistance is extensive.

AI also supports coding and analysis. This includes generating code, suggesting methods, writing data-cleaning scripts, and debugging. In these cases, disclosure is required. All code and results must be validated by the author. When AI creates or modifies diagrams or visual materials, disclosure is also required. Use of AI to alter interpretation is not allowed. Using AI for peer review or editorial communication is generally prohibited, unless journals allow it and confidentiality is maintained.

2) WHAT IS NOT ALLOWED (MISCONDUCT)

AI must NOT be used for:

1. Fabricating data, experiments, results, or participant responses
2. Inventing references, DOIs, citations, or quotes
3. Manipulating images to misrepresent findings
4. Writing the paper while authors do not understand/verify the content
5. Producing "fake" peer review identities or reviewer suggestions

If any of the above occurs, the manuscript may be rejected and further action may be taken under publication ethics procedures.

3) WHERE TO DISCLOSE AI USE (RECOMMENDED PLACEMENT)

Use one or more of the following, depending on how AI was used:

A) Methods (required if AI influenced analysis/code)

Include disclosure in the Methods section if AI was used for:

1. data processing scripts
2. statistical analysis assistance
3. model selection guidance
4. code generation

B) Acknowledgements (recommended for language editing)

If AI was used primarily for language editing or translation, disclose in Acknowledgements or a dedicated statement.

C) Dedicated “AI Use Disclosure” section (recommended)

You may include a short section before References:

AI Use Disclosure

[Disclosure statement]

D) Cover letter (optional extra)

Mention AI use in your cover letter if the journal requests it or if AI materially shaped the manuscript.

4) WHAT A DISCLOSURE MUST INCLUDE (MINIMUM DATA)

Your disclosure must state:

1. Tool name (e.g., ChatGPT, Claude, Gemini) and, if available, version/date
2. Purpose of use (language editing, code assistance, figure creation, etc.)
3. Scope (which parts of the work were affected)
4. Human verification statement (authors checked and take responsibility)

5) COPY-PASTE DISCLOSURE TEMPLATES (USE ONE)

Template 1 – Language editing only

“We used [Tool name] to assist with language editing and readability improvements. All scientific content, interpretations, and references were reviewed and verified by the authors. The authors take full responsibility for the final manuscript.”

Template 2 – Coding assistance

“We used [Tool name] to assist with drafting and debugging code for [task, e.g., data cleaning / regression analysis]. All code outputs and results were validated by the authors. The authors take full responsibility for the analysis and conclusions.”

Template 3 – Literature summarization (with caution)

“We used [Tool name] to support the initial summarization of publicly available literature. All summaries were verified against the original sources, and citations were checked for accuracy. The authors take full responsibility for the content and references.”

Template 4 – Figure/diagram creation

“We used [Tool name] to generate [type of figure/diagram] for illustrative purposes. The figure does not alter or misrepresent empirical results. The authors reviewed the figure for accuracy and take full responsibility for its content.”

Template 5 — No AI used

“No AI tools were used in writing, analysis, or figure preparation for this manuscript.”

6) QUESTIONS / SUPPORT

7) QUESTIONS / SUPPORT

If you are unsure what to disclose:

- Check the selected journal’s “For Authors” rules.
- If still unclear, contact the editorial office:

Email: [INSERT OFFICIAL EMAIL]

Subject: “AI Disclosure Question — [Journal name] — [Manuscript ID if available]”