

# *Essays in Education's Policy on the Use of Generative AI and AI-Assisted Technologies in Manuscript Preparation*

Policies are adapted from Elsevier (2025) *Generative AI Policies for Journals*

Policies are aligned with COPE Council's (2023) Position Statement on *Authorship and AI Tools*

The *Principal Aim* is to provide transparency and guidance on the use of Generative AI models for authors, peer-reviewers, and editors for Essays in Education.

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### 1. For Authors: Permitted Use for Language Enhancement

Authors may use generative AI tools (e.g., ChatGPT, Grammarly) to improve the language and readability of their manuscript before submission. Acceptable uses include:

- Grammar correction
- Sentence restructuring
- Vocabulary enhancement
- Adjustments to tone, clarity, fluency, and formality

All AI-assisted edits must be reviewed and refined by the authors. Authors remain fully responsible for the accuracy, integrity, and originality of the submitted work.

## 2. For Authors: Disclosure Requirement

If generative AI or AI-assisted tools were used, authors must include a disclosure statement at the end of the manuscript, just before the references. This statement will also appear in the published article.

Sample AI Disclosure Statement:

*The authors used generative AI tools (e.g., ChatGPT, Grammarly) to assist with language editing and improving the readability of this manuscript. All AI-generated suggestions were reviewed and edited by the authors, who take full responsibility for the final content.*

This disclosure promotes transparency and builds trust among authors, reviewers, editors, and readers.

## 3. For Authors: Authorship Restrictions

Generative AI tools must not be listed as authors or co-authors. These technologies cannot assume responsibility for the content of a manuscript. Authorship implies accountability and contributions that require human judgment, oversight, and ethical responsibility.

## 4. For Authors: Restrictions on Image Creation and Editing

The use of generative AI or AI-assisted tools to create, modify, or alter images or figures in submitted manuscripts is not permitted. This includes:

- Adding, removing, or moving features
- Obscuring or enhancing specific elements

Basic adjustments to brightness, contrast, or color balance are allowed, provided they do not distort or conceal any original information.

## 5. For Authors: Exception for Research Methodology

An exception is made when AI tools are used as part of the research design or methodology (e.g., using AI for qualitative data analysis). In such cases, the use of AI must be clearly described in the Methods section in a way that allows others to understand and reproduce the process.

## 6. For Peer Reviewers: Guidance on AI Use in Manuscript Evaluation

1. Understanding AI Use by Authors

- Be aware that authors may use generative AI tools to improve language and readability.

- Acceptable uses include grammar correction, sentence restructuring, and tone or clarity adjustments.
- Authors are required to disclose any AI use in a statement placed before the references.

## 2. What to Look For

- Check for the required AI disclosure statement.
- Ensure that AI use does not compromise the scientific integrity or originality of the work.
- If AI-generated content appears to be used beyond language editing (e.g., in data analysis or image creation), verify that it is clearly described in the Methods section.

## 3. AI in Peer Review

- Do not use generative AI tools to analyze or summarize manuscripts unless explicitly permitted by the journal.
- If AI tools are used to assist with language or clarity in your review, you must review and take full responsibility for the content of your comments.

# 7. For Peer Reviewers: Confidentiality and Use of AI Tools

Manuscripts under review are confidential. Peer reviewers must not upload any part of a manuscript into generative AI tools, as this could violate the authors' confidentiality, proprietary rights, or data privacy—especially if the manuscript contains personally identifiable information.

This confidentiality also applies to the peer review report. Reviewers should not use AI tools to edit or improve their review, even for language or clarity purposes.

If a reviewer suspects that an author has misused AI in violation of journal policy, they should notify the editor immediately.

# 8. For Journal Editors: Editorial Oversight of AI Use

## 1. Policy Enforcement

- Ensure that all submitted manuscripts comply with the AI policy:
  - AI tools may only be used for language enhancement.
  - AI-generated content must be disclosed.
  - AI must not be listed as an author.
  - AI use in image creation is prohibited unless part of the research method.

## 2. Disclosure and Transparency

- Confirm that AI use is disclosed in the appropriate section of the manuscript.
- If AI was used in research methods, ensure the description is clear and reproducible.

## 3. Editorial Use of AI

- Editors may use AI tools to assist with administrative tasks (e.g., grammar checks or email drafting), but not for making editorial decisions.

- All editorial decisions must be made by humans, based on ethical and scholarly standards.

## 9. For Journal Editors: Confidentiality and Use of AI Tools

A submitted manuscript must be treated as a confidential document. Editors should not upload a submitted manuscript or any part of it into a generative AI tool as this may violate the authors' confidentiality and proprietary rights and, where the paper contains personally identifiable information, may breach data privacy rights.

This confidentiality requirement extends to all communication about the manuscript including any notification or decision letters as they may contain confidential information about the manuscript and/or the authors. For this reason, editors should not upload their letters into an AI tool, even if it is just for the purpose of improving language and readability.

If an editor suspects that an author or a reviewer has violated our AI policies, they should inform the publisher.

## 10. Conclusion

Responsible use of AI in scholarly publishing is crucial for maintaining transparency, accountability, and trust. By adhering to these guidelines, authors, peer reviewers, and journal editors can ensure that AI tools are used ethically and effectively, preserving the integrity of the research and the publication process.

*AI Disclosure Statement:* The editorial board of *Essays in Education* used the generative AI tool, Microsoft Copilot, to assist with improving the readability of the policies. All AI-generated suggestions were reviewed and edited by the editorial board of *Essays in Education*, who take full responsibility for the final content.

Policies last updated on 6/30/2025.

## References

COPE Council. (2023, February 13). *COPE position - Authorship and AI - English*.

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