

AAACE – Conference Proceedings 2026

AI Use Disclosure Policy for Authors

Purpose

This policy promotes transparency and research integrity by requiring authors to disclose any use of artificial intelligence (AI) tools in scholarly manuscript preparation.

Definition

For purposes of this policy, AI tools include generative AI systems (e.g., ChatGPT, Claude, Gemini), large language models, and AI-assisted software used to create, analyze, or substantially modify content. This does not include routine word-processing functions such as spell-check, grammar-checking, or reference formatting.

Key Principles

1. Disclosure Requirement

Authors must disclose all AI tool use in manuscript preparation, including:

- Tool name(s) and version(s)
- Specific purpose(s) of use (e.g., drafting text, data analysis, image generation, literature review)
- Extent of use (which sections or components)
- Date(s) of use

2. Author Responsibility

- Authors retain full responsibility for the accuracy, originality, and integrity of all manuscript content, including AI-generated material
- Authors must review, verify, and substantially revise all AI-assisted content to ensure it meets scholarly standards
- Authors are accountable for any breach of publication ethics or plagiarism, regardless of AI involvement

3. Prohibited Uses of AI

- AI tools cannot be listed as an author or co-author
- Confidential or unpublished work cannot be uploaded to public AI platforms
- AI cannot be used to generate reviews for peer-review processes

Disclosure Format

Authors should disclose AI use in one of the following locations, as appropriate to their manuscript structure:

- ⇒ Data Collection and Analysis: Methods section
- ⇒ Text Creation or Substantial Revision: Acknowledgments section or Methods section
- ⇒ Image, Figure, or Graphic Generation: Methods or Figure Legend section

⇒ Alternative: A dedicated "AI Use Disclosure" statement at the end of the manuscript before references

Disclosure Statement Template

“The authors used [AI Tool Name, version] to assist with [specific purpose]. All AI-generated content was reviewed and substantially revised by the authors to ensure accuracy and alignment with scholarly standards. The authors assume full responsibility for the final manuscript content.”

Or, if no AI was used:

“The authors did not use artificial intelligence tools in the preparation of this manuscript.”

Specific Guidance by Use Case

Text Writing and Editing: Disclose if AI was used for drafting, outlining, restructuring, or substantially revising text beyond basic proofreading.

Data Analysis: Disclose if AI was used for statistical analysis, data interpretation, code generation, or other analytical purposes. Include details about the tool's role in the analysis workflow.

Literature Review: Disclose if AI was used to identify, summarize, or synthesize sources.

Image or Figure Generation: Disclose all AI-generated or AI-assisted visual content. Original figures and charts derived from author-conducted research do not require disclosure unless AI was used in their creation or modification.

Translation: Disclose if AI was used to translate text.

Failure to Disclose

Undisclosed AI use may result in:

- Rejection of the manuscript
- Retraction of published work
- Investigation of research misconduct
- Damage to author credibility

Questions?

Authors uncertain about whether a particular AI use requires disclosure should err on the side of transparency and disclose rather than omit disclosure.

AI Disclosure: This policy was drafted using Claude (Anthropic AI assistant, November 2025) to synthesize current best practices from academic publishing organizations including ICMJE, COPE, and major publishers. The policy was reviewed and approved by the AAACE Conference Proceedings Committee for use with our scholarly manuscripts.