



## Guidelines

# On the Use of Artificial Intelligence (AI)

The *Nordic Journal of Comparative and International Education* acknowledges the transformative role AI technologies play in research and academic writing.

## For authors

To maintain research integrity, transparency, and adherence to publishing ethics, authors are required to follow these guidelines:

### 1. AI as Author/Co-author

- **Restriction on Authorship:** AI tools, such as large language models (e.g. ChatGPT, Claude) and generative algorithms, do not meet the criteria for authorship. Authorship implies tasks and responsibilities (e.g. accountability for the content) that can only be attributed to and performed by humans. Therefore, AI systems must not be listed as authors or co-authors on any submitted manuscript.
- **Disclosure and Transparency:** The use of AI technologies solely to improve grammar, spelling, or readability does not require disclosure. For any other use, authors must specify the tool used, its version, and the purpose of its application. This disclosure will be included in the published work to ensure transparency and ethical compliance.
- **Human Oversight and Responsibility:** All content generated or edited with AI assistance must be carefully reviewed and edited by the authors to ensure accuracy, completeness, integrity, originality and an absence of bias. Authors bear full responsibility for the final manuscript, ensuring it aligns with academic standards and that any AI-generated material does not introduce factual errors or ethical concerns.

### 2. AI as a Source

- **Citation Restrictions:** AI-generated content, such as text from chatbots or other generative models, cannot be used as a citable source in the manuscript. AI tools do not have the capacity to validate facts or provide verifiable information, making them inappropriate for academic references. All claims must be supported by credible and traceable human-authored sources.
- **Transparency in AI-derived Insights:** If AI is employed to generate insights from research data (e.g., through machine learning models or other analytical methods), authors must clearly document this use. The description should include:
  - The name and version of the AI tool.
  - The prompts, parameters, and training data used.
  - Any limitations of the AI analysis and how these were addressed.

### 3. Use of AI in Data Generation and Data Analysis

- **Data Analysis and Methodology:** When AI tools are the subject of research (data generation) or play a role in data analysis, authors must provide a detailed explanation in the Methods section. This should include information on the AI algorithms, models, or software used, including version numbers, prompts, parameters, and the origin of any data sets utilized for training or analysis. The goal is to ensure reproducibility and transparency in the research process.

### 4. Ethical and Legal Compliance

- **Originality and Plagiarism:** Authors are responsible for ensuring that AI-assisted writing or data generation does not lead to plagiarism or the unauthorized use of proprietary content. The work must be original and adhere to ethical standards.
- **AI-Generated Cover Photos:** If AI tools are used to create cover photos, authors must ensure the images are original, free from plagiarism, and do not infringe on proprietary rights.
- **Bias:** Authors must be aware of potential biases introduced by AI tools, especially in data selection, analysis, and result interpretation. Efforts should be made to identify, mitigate, and disclose any such biases.

*This policy is subject to revision as AI technologies and ethical considerations develop in the academic publishing landscape. Authors are encouraged to stay informed about best practices in AI usage in academic research.*

## For reviewers

### The use of generative AI and AI-assisted technologies in the peer review process:

Peer review is at the heart of the scientific ecosystem and the *Nordic Journal of Comparative and International Education* abides by the highest standards of integrity in this process. Reviewing a scientific manuscript implies responsibilities that can only be attributed to humans. Reviewers are therefore required to follow these guidelines:

1. **Handling of manuscripts:** When a researcher is invited to review another researcher's paper, the manuscript must be treated as a confidential document. Reviewers should not upload a submitted manuscript or any part of it into an AI tool as this may violate the authors' confidentiality and proprietary rights. Doing so may also breach data privacy rights as the manuscript may contain personally identifiable information.
2. **The review process:** Generative AI or AI-assisted technologies should not be used by reviewers to assist in the scientific review of a paper as the critical thinking and original assessment needed for peer review is outside of the scope of this technology and there is a risk that the technology may generate incorrect, incomplete or biased analyses and conclusions about the manuscript. The reviewer is responsible and accountable for the content of the review report.
3. **The review report:** The requirement for confidentiality extends to the peer review report as it may contain confidential information about the manuscript and/or the authors. For this reason, reviewers should not upload their peer review report into an AI tool, even if it is just for the purpose of improving language and readability.

# For editors

## The use of generative AI and AI-assisted technologies in the journal editorial process

Peer review is at the heart of the scientific ecosystem and the *Nordic Journal of Comparative and International Education* abides by the highest standards of integrity in this process. Managing the editorial evaluation of a scientific manuscript implies responsibilities that can only be attributed to humans. Editors are therefore required to follow these guidelines:

- 1. Handling of manuscripts:** A submitted manuscript must be treated as a confidential document. Editors should not upload a submitted manuscript or any part of it into an AI tool as this may violate the authors' confidentiality and proprietary rights. Doing so may also breach data privacy rights as the paper may contain personally identifiable information.
- 2. The editorial process:** Generative AI or AI-assisted technologies should not be used by editors to assist in the evaluation or decision-making process of a manuscript as the critical thinking and original assessment needed is outside the scope of this technology and there is a risk that the technology may generate incorrect, incomplete or biased analyses and conclusions about the manuscript. The editor is responsible and accountable for the editorial process and the final decision.
- 3. Communication and decision letters:** The confidentiality requirement extends to all communication about the manuscript including any notification or decision letters as these 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.