

Practical Toolkit — AI Disclosure Checklist for Faculty

Use this checklist at every stage of manuscript preparation. Complete before final submission.

☑ PRE-WRITING PHASE

- Read the target journal's current Author Guidelines — specifically AI use and disclosure policy
- Confirm whether the journal requires mandatory AI declaration, and in which manuscript section
- Identify all AI tools you plan to use and document their names, versions, and access dates from the start
- Check whether your institution has an AI use policy that governs research submissions

☑ PRE-SUBMISSION CHECKLIST

- Draft disclosure statement using the 4-Part Formula: Tool + Purpose + Scope + Human Verification
- Place disclosure in the section required by the journal (Methods / Acknowledgements / Declaration)
- Ensure the cover letter references AI disclosure if journal policy requires it
- Confirm all co-authors have approved the AI disclosure statement content

☑ DURING RESEARCH & WRITING

- Maintain a contemporaneous log: which AI tool, for what purpose, on which section, on which date
- Verify all AI-generated references against the actual source before incorporating into manuscript
- Have all AI-generated content (code, text, figures) reviewed and validated by named author(s)
- Do not present AI-synthesized data as primary empirical findings without explicit disclosure

☑ POST-SUBMISSION & REVIEW

- If peer reviewer queries AI use, provide complete and transparent clarification immediately
- If AI use is discovered post-submission that was not disclosed, proactively inform the editor
- Retain all AI interaction logs for a minimum of 5 years per UGC research data retention guidelines
- If paper is accepted, ensure final proof reflects correct AI disclosure before publication

Standardized Disclosure Framework — The 4-Part Formula

Synthesized from ICMJE, COPE, Elsevier, Nature Portfolio, and Springer Nature mandatory disclosure requirements.

01	TOOL	Which AI tool?
		Name the specific AI tool and version used. Example: 'ChatGPT (GPT-4, OpenAI, accessed March 2024)' or 'Grammarly AI Premium (Version 14.x)'.
02	PURPOSE	Why was it used?
		State the specific research function: language editing, literature synthesis, data coding, figure generation, statistical script writing, or translation.
03	SCOPE	How much?
		Indicate the sections, extent, or proportion of the manuscript where AI was applied. Example: 'Introduction and Discussion sections' or 'Python data cleaning code only'.
04	HUMAN VERIFICATION	Who checked it?
		State explicitly that all AI-generated content was reviewed, corrected, and validated by the named author(s), with responsibility accepted for accuracy.

Journal-Ready Disclosure Statement Templates

These templates are structured on the 4-Part Formula and aligned with ICMJE, Elsevier, and Nature Portfolio standards.

Template A — Language Editing

During the preparation of this manuscript, the authors used ChatGPT (GPT-4, OpenAI Inc., accessed January–March 2024) for the purpose of language editing and grammatical improvement of the initial draft. This tool was applied to the Introduction and Discussion sections only. All AI-generated suggestions were subsequently reviewed, revised, and verified by the corresponding author [Name], who accepts full responsibility for the integrity and accuracy of the final manuscript.

Template B — Data Analysis / Coding

Python scripts for data preprocessing and visualization were partially developed using GitHub Copilot (GitHub, Microsoft Corporation, v1.x, accessed February 2024). The AI-generated code was reviewed, tested, and validated by [Name, Affiliation] to ensure methodological accuracy. The authors take full responsibility for all analytical decisions, results, and their interpretation.

Template C — Literature Synthesis Support

The authors used Elicit (Elicit AI, v2024.02) to assist in identifying relevant literature during the initial scoping phase of this systematic review. All papers identified through AI-assisted search were independently verified against inclusion/exclusion criteria by two authors ([Name 1, Name 2]). The AI tool was not used in data extraction, synthesis, or writing of any review sections. Full search strategy details are provided in Supplementary Table 1.

Template D — Figure Generation

Figure 3 in this manuscript was generated with the assistance of DALL-E 3 (OpenAI Inc., accessed April 2024) for illustrative purposes only and does not represent experimental data. The generated image was reviewed, modified, and approved by all co-authors. This figure does not replace any primary experimental output. The authors confirm that no other AI image generation tools were used in this study.



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