



AI Editorial Policy Guide



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About this document

The purpose of this document is to outline strategies for developing an Artificial Intelligence (AI) policy for your editorial work. Focusing on academic journals, this resource is intended for editors, authors, those who manage and support journals or publishing programs (UP or library-based), and anyone investigating how to develop an AI policy for a specific editorial purpose. With awareness that the landscape of AI is rapidly changing, this document will not be continuously updated. Rather, this document is intended to provide examples of existing journal AI policies, suggestions, and frameworks for making decisions around AI that best support your editorial needs that could be applied toward current and future editorial policy decisions. The information in this document provides an overview of approaches to creating policies, some examples, and further resources, so that you can review and identify strategies to put together a policy that best supports your journal or publishing goals.

The document is divided into four sections: **1) Policy development and maintenance, 2) Fundamental elements of an AI editorial policy, 3) Selected examples of AI policies/annotated list, and 4) Additional resources.** The examples in each section, draw on existing AI policies that have been adopted by academic journals in primarily the humanities and social sciences. The annotated list seeks to highlight what some of the key questions or aims are of a specific policy.

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Policy development and maintenance

This section guides you through a possible process for policy development. Most of this is broadly applicable to any type of policy. The steps below are generally in order but there may be situations where going back to an earlier step is necessary, e.g., after drafting a policy and gathering feedback, you may need to bring in additional stakeholders. It may also be useful to include in the final policy a section discussing the process you used to develop the policy and document any decisions that were made for later reference.

Establish a working group

- Define the purpose and scope of the group (e.g., mission and values).
- Establish the roles and responsibilities of the group members.
- Determine the stakeholders, e.g., who should be in the group that drafts the policy (e.g., Administration, Authors, Student authors, Librarians, Peer-reviewers, SMEs, IT, etc.)
- Establish a timeline for drafting, reviewing, disseminating, and publishing the policy.

Provide resources and training to the group members

- Conduct an environmental scan or literature review and provide examples of other AI policies for discussion and review.
- Include resources that cover the basics of GenAI, such as ethical considerations, privacy considerations, equity issues, bias, as well as potential use cases, pros and cons, etc.
- Reach out to other institutions to discuss/brainstorm processes, issues, and lessons learned.

Consider the institutional policy or other compliance issues

- Determine if the policy needs to meet certain institutional requirements or standards.
- Determine if there are external (e.g., state) requirements that need to be considered.

- Assess the current AI use and needs and the risk using GenAI may bring (bias, privacy and security, intellectual property, etc.).

Establish governance and accountability

- Establish which group(s) is/are ultimately responsible for the maintenance and upkeep of the policy.
- Determine who the different institutional groups are that need to review and approve the policy (e.g., General Counsel, Institutional AI group/review board, Research board, etc.).
 - Consider any groups outside the institution that may also need to approve the policy.

Define the objectives of the policy

- Provide a clear rationale or purpose statement for the policy, considering transparency and explainability.
- Develop a list of key or unique terms (definitions).
- Decide which technologies will be included in the policy.
- Define the audience for the policy (scope) (e.g., Authors, Editors, Copy-editors, Peer-reviewers, Publishers, etc.)
- Include examples of the types of situations that can be addressed by the policy.

Draft policy

- Disseminate the draft widely for feedback.
- Share the draft policy with any groups who need to approve the final policy.
- Include a feedback mechanism and a plan for including/not including feedback.
- Set reasonable timelines for gathering and reviewing feedback.

Create a communication and dissemination plan

- Decide how the policy will be disseminated and by whom.
- Make a communication strategy for making the policy available.
- Establish a post-publication feedback mechanism for the policy.
- Decide who reviews the feedback, how often, and how the feedback will be incorporated into the policy.

Establish a monitoring and evaluation plan

- Establish how often the policy should be reviewed (e.g., quarterly)

- Decide who reviews the policy and who approves any changes (if different from above).
- Determine the process for review.

Elements of an AI Editorial Policy

Location of AI policy, target groups and topics covered: The AI editorial policy guide is typically presented as a dedicated section within the broader journal editorial guidelines. It is often referred to as the Generative AI Policy, although other similar terms may be used. These policies are structured to provide **targeted guidance** for various stakeholders in the publication process, such as authors, editors, and reviewers. In addition to addressing the needs of these specific groups, AI policies may also cover **important topics** like ethical recommendations and guidelines for AI disclosure.

The following is a summary of the primary **elements** commonly included in AI editorial policy guides, followed by a brief explanation and overview of their including content. Below we have followed a common structure - i.e. organizing the information by stakeholder group - but it could also be organized by activity or in any other way that makes sense for your program.

AI Editorial Policy Guide Elements

1. Overview

What does an overview include? An overview sometimes begins with an introduction that **defines** generative AI and outlines its current status. They may also offer an overview of the potential **implications** of AI use, including the risk of incorporating false, incorrect, or fabricated information, as well as **ethical considerations**, intellectual property concerns, and the impact on scholarly activities.

This introduction is often followed by a discussion of the **scope and purpose** of the AI editorial policy, such as clarifying expectations for authors and emphasizing **best practices** like transparency, accuracy, and integrity.

2. Guidance for Authors

This section is a fundamental element of the editorial policy guide. Here, the **permitted uses of AI by authors are outlined**, specifying the extent to which AI tools can be

employed or the limitations. For example, policies usually allow AI to be used as an editing tool or to assist in the prewriting phase, helping authors enhance their creativity without requiring disclosure. However, most policies prohibit the use of AI for generating ideas or content.

Policies may also provide guidance on how to properly **cite AI tools** such as where to disclose the use, how to attribute or which citation formatting to follow. In this section an AI policy outlines **how** and **where to acknowledge specific uses of generative AI within a manuscript**. Examples of AI applications include generating resource lists, translation, analysis, refinement, formatting, data visualization, drafting content, as well as creating tables, figures, and images. The Introduction or References, or Methods sections are examples of places where such AI usage is recommended to be disclosed.

Furthermore, AI policies emphasize at this section **important ethical considerations** such as that authors are always expected to be responsible and accountable for the accuracy of their work and must be transparent by disclosing and citing any AI tools they use. AI editorial policies also stress that authors should refrain from uploading sensitive or confidential information to generative AI tools, as this could lead to breaches of data privacy and intellectual property rights.

3. Guidance for Editors and Peer Reviewers

Editors and peer reviewers might be included within the same section, or might be addressed on separate sections of the policy. Most AI editorial policy guides clearly state that editors and peer reviewers are strictly prohibited from submitting any content from manuscripts—including sentences, paragraphs, data, tables, or images—to open generative AI engines for assistance with editing or review, as doing so may result in violations of privacy and intellectual property rights. Use of closed generative AI tools should be addressed here, as well.

Guidance for **editors** should include whether it is acceptable to use AI in reviewing manuscripts and peer review reports. It should also indicate whether editors can use AI in drafting communications with authors, peer reviewers, and other stakeholders.

Guidance for **peer reviewers** should include whether they are allowed to use AI in reviewing manuscripts or in drafting peer review reports. This section should also include guidance on disclosure of any allowed uses of AI by peer reviewers.

4. Use of Published Content by AI Training Models

AI editorial policy guides frequently address the use of publicly available academic publications by AI platforms and training models. Often, this content is harvested without the authors' permission. Although these publications are openly accessible—even under a CC BY 4.0 license—the license does not prohibit AI training datasets from extracting the contained information, nor does it imply that the journal benefits financially from such usage. In this section, policies again stress that authors should refrain from entering sensitive or confidential data into AI tools, as doing so could lead to breaches of intellectual property or data privacy.

Selected Examples of AI Policies - Annotated List

Journal-level policies

In the Library with the Lead Pipe <https://www.inthelibrarywiththeleadpipe.org/ai-policy/>

- Lead Pipe is a diamond open access journal run by a team of librarians.
- This was the most recommended policy by LPC members when consulted for their favorite AI policies.
- It is an example of a plain language, author-focused policy that takes the time to articulate the editors' rationale for not accepting content produced or edited by generative AI.

Journal of Librarianship and Scholarly Communication (JLSC)

<https://iastatedigitalpress.com/jlsc/site/editorial-policies/>

- JLSC is a diamond open access journal, and this policy was the second most recommended by LPC members when consulted for their favorite AI policies.
- This is an example of a policy that covers authors, peer reviewers, and editors in a clear and direct manner.

Publisher-level policies

Open Library of the Humanities (OLH) <https://www.openlibhums.org/site/ai-policy/>

- OLH is a publisher of 35 diamond open access humanities journals funded by libraries around the world. This policy was produced through a year-long consultation process with the editorial teams of these journals.
- This is an example of a thorough and thoughtfully developed policy.
- It addresses AI use in authors, peer reviewers, and editorial staff.

- The policy is divided into sections on acceptable and responsible uses, unacceptable uses, and guidance on the creation of an AI Declaration Statement.

Ubiquity Press <https://www.ubiquitypress.com/ai-policy>

- Ubiquity Press is a well-known publisher and host of many open access journals.
- This is an example of a very clear, straightforward policy with sections directed at authors, peer reviewers, and editors.

Other example policies

- Purdue Libraries maintains a [library guide](#) of major publisher policies on AI use.
- LPC community crowdsourced [list of example policies](#)

Further Resources

COPE position policy on AI

<https://publicationethics.org/guidance/cope-position/authorship-and-ai-tools>

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<https://doi.org/10.1080/08989621.2026.2632083>

Crawford, J., Cowling, M., Ashton-Hay, S., Kelder, J., Middleton, R., and Wilson, G.S., Artificial Intelligence and Authorship Editor Policy: ChatGPT, Bard Bing AI, and beyond. (2023).

Journal of University Teaching and Learning Practice, 20 (5). <https://doi.org/10.53761/1.20.5.01>

Dubey, M., A. K. Dubey, and R. Veeranna. 2024. "Advancing Scholarly Publishing Through Artificial Intelligence: A Paradigm Shift." *Trends in Scholarly Publishing* 3 (1): 1–5.

<https://doi.org/10.21124/tsp.2024.1.5>

Generative AI in Diamond Open Access Publishing <https://zenodo.org/records/17580185>
(Nov 2025)

- “This structured selection of resources helps editors and publishers of Diamond Open Access (OA) journals understand and address the implications of generative artificial intelligence (AI) in scholarly publishing.”

Guidance from the DOAJ: <https://doaj.org/apply/guide/#artificial-intelligence-ai-and-automated-tools>

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Lin, Z. 2024. “Towards an AI Policy Framework in Scholarly Publishing.” *Trends in Cognitive Sciences* 28 (2): 85–88. <https://doi.org/10.1016/j.tics.2023.12.002>

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https://www.academia.edu/126543009/An_Evaluation_of_Scholarly_Publisher_Policies_on_the_Use_of_AI_and_Generative_AI_Tools_in_Research

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Perkins, M., and J. Roe. 2024. "Academic Publisher Guidelines on AI Usage: A ChatGPT Supported Thematic Analysis." *F1000 Research* 12:1398.

<https://doi.org/10.12688/f1000research.142411.2>

Recommendations for a Classification of AI Use in Academic Manuscript Preparation (STM, 2025) <https://stm-assoc.org/document/recommendations-for-a-classification-of-ai-use-in-academic-manuscript-preparation/>

- "...presents a classification of various ways that AI can be used to assist with preparing academic manuscripts. It may serve as a framework for publishers to develop policies on how AI in manuscript preparation may be used and should be declared by authors."

Weaver, K. (2024). The Artificial Intelligence Disclosure (AID) Framework: An Introduction. *College & Research Libraries News*, 85(10), 407. doi: <https://doi.org/10.5860/crln.85.10.407>

(also see slides from presentation at <https://bccampus.ca/wp-content/uploads/2025/03/2025-02-25-RSS-2-AID-Framework-Slides.pdf>)