

AI Usage Checklist

The following **AI Usage Checklist** and accompanying **Details of AI Use** (see Appendix A) may be used to guide the declaration of ethical use of AI tools in the production and writing of scholarly manuscripts:

*This licence enables re-users to distribute, remix, adapt, and build upon the **AI Usage Checklist** in any medium or format for non-commercial purposes only, and only so long as attribution is given to the creator/compiler.*

See: <https://creativecommons.org/licenses/by-nc/4.0/>



Place a ✓ in the box to indicate how AI was used in the production and writing of your manuscript.

To the best of my knowledge, I have used AI tools ethically and responsibly for:

☐	Idea generation – AI tools may be used to generate ideas related to methods, topic, theories, applications, structure, etc. While AI tools can help with ideas and suggestions, authors should not allow AI tools to introduce biased, foreign, misinformed, incorrect, or decontextualised ‘ideas’ or other content into their work. The author should use AI tools in a complementary manner, rather than outsourcing idea and other content generation entirely to an AI tool.
☐	Literature searches – AI tools may be used to assist with literature searches and discovery. AI tools may provide access to both reputable and questionable publications. Therefore the author should ensure that he/she verifies all the references produced by AI tools.
☐	Literature organisation – AI tools may be used to complement literature organisation, e.g., in the form of graphs and tables with summaries. The author should be aware that summaries or organising of literature produced should be verified against the original texts and papers.
☐	‘Generating’ reference – AI tools may be used to generate references or lists of references. However, AI tools quite often produce fake references. Therefore, all references produced by AI tools should be verified.
☐	Summarising / paraphrasing – GenAI may be used to summarise and/or paraphrase text from papers or other sources. However, AI tools and chatbots may produce text that is incorrect, incomplete, unsavoury, discriminatory, or biased. For this reason, the author should verify all such summaries and paraphrased content.
☐	Generating introductions and conclusions – AI tools can be used to assist with generating or drafting introductions and conclusions. Authors should ensure that the text produced accurately represents manuscript content and aligns with their own style of writing.
☐	Reading assistance – AI tools may be used to assist with reading or explaining complex texts, concepts, papers, or documents. All explanations should be checked against the original documents and text for accuracy.
☐	Providing guidance on structure – AI tools may be used to provide guidance on how to structure specific sections, chapters, manuscripts, processes, etc.
☐	Copy editing / Proofreading assistance – AI tools (e.g., AI-powered writing tools ¹) may be used to assist with proofreading and copy editing. AI tools could produce text that dilutes, biases, or skews original meaning, and therefore text should be carefully checked by the author. The author should ensure that editing style and spelling conventions are in line with UK English (and not US) usage.

¹ **AI-powered writing tools** utilise advanced algorithms to identify common errors in grammar, punctuation, and syntax and provide suggestions to improve clarity and style.

☐	Assistance with data analysis – AI tools may be used to assist with data analysis tasks. However, AI tools, even those designed for data analysis tasks, cannot be trusted entirely to produce consistent, systematic, and rigorous results for replication and corroboration by readers and reviewers. Therefore, the researcher remains responsible for the data analysis process throughout, and particularly for the interpretation and application of results (even if the services of a statistician were used), with AI tools used in a supportive manner. When using an advanced AI tool as a primary analysis tool, the results should be verified using non-AI statistical techniques, independent AI tools, and human oversight. A guiding principle should be that the analysis approach and method should be applied systematically and documented sufficiently to allow for replication or corroboration by other researchers.
☐	Generating data – It is only acceptable to use AI tools to generate data in projections or simulation studies, for example, computer experiments designed to evaluate statistical methods using synthetic data. If AI tools are used to generate data in simulation studies, authors should save and date all output and note which software programme and version were used (See Appendix B: Details of AI Use). AI tools must not be used to fabricate or falsify data as these are serious forms of research misconduct, and therefore generating data using AI tools is prohibited for other study types (adapted from Language Testing’s Guidelines on the Use of Generative AI, 2024).
☐	Explaining statistical concepts – AI tools may be used to explain statistical concepts or analyses, although it is expected of an author to paraphrase, or use his/her own words for such explanations within the final manuscript.
☐	AI detectors and humanizers² – AI detectors and humanizers could be used during the writing process. However, these detectors and humanizers may be inconsistent, unreliable, biased, or incorrect, and authors should therefore remain in control of the research and writing process.
☐	Production of images, equations, graphics, artwork, or tables – AI tools may be used to fully or partially produce images, 3D models, equations, graphics, artwork, or tables. Each specific AI tool needs to be referenced in each case. (If necessary, Unisa Press can assist with original graphics during the typesetting process.)
☐	Opting out – Before using AI tools, the author needs to opt out of permitting his / her user data (e.g., interview data, copyrighted materials, prompts, etc.) to be used for training purposes. AI tools and chatbots may have limited standards in ensuring confidentiality or safe-guarding data/data protection. Authors should be aware of copyright restrictions before uploading any published or unpublished documents or extracts into AI tools.
☐	Other uses: (Please elaborate)

² **AI Humanizers** alter AI-generated text to resemble authentic human writing.

Appendix A: Details of AI Use

This Details of AI Use table may be adapted and populated for the specifics of the scholarly work and discipline in which the author is working, and added as appendix to the academic book, paper, or manuscript.

Tool & Version <i>(Examples below)</i>	How AI was used	Prompt(s) or evidence of use	Section(s) where AI was used or details of use explained	Date(s)
ChatGPT 4o Mini	To get guidance on: • How to restructure the PhD for an academic book, including examples of how it might be presented • Principles and examples of how to develop the structure of different chapters, including the introduction and conclusion chapters • Principles and examples of how to develop and craft chapter and section headers • Writing style principles for academic books • Examples and principles for crafting book titles • Guidance for choosing a cover image • Guidance to write abstracts • Principles and ideas for catchy chapter taglines	https://chatgpt.com/share/	Entire manuscript	16 & 20 June 2025
Web of Science Research Assistant	• To identify relevant literature from Web of Science Core Collection	See prompts and keywords used in Appendix A and Chapter 2, Section 2.1	Chapter 2, Sections 2.1, 2.2, 2.8	June – July 2025
SciSpace	• To identify relevant literature • For initial organising of literature in table format	See prompts used in Appendix C	Chapter 2, Sections 2.1, 2.2	3 – 10 June 2025

	To summarise literature in order to identify whether literature is useful and relevant			
Writefull	Proofreading assistance	See screenshots in Appendix B	Chapters 1, Section 1.1 to 1.9 Chapter 2, Sections 2.1, 2.4, 2.10 Etc.	1 – 3 December 2025
Etc.				

Credits

University of Queensland (2025). *AI tools for assignments*. Available at: <https://guides.library.uq.edu.au/referencing/ai-tools-assignments> (Accessed 19 June 2025)