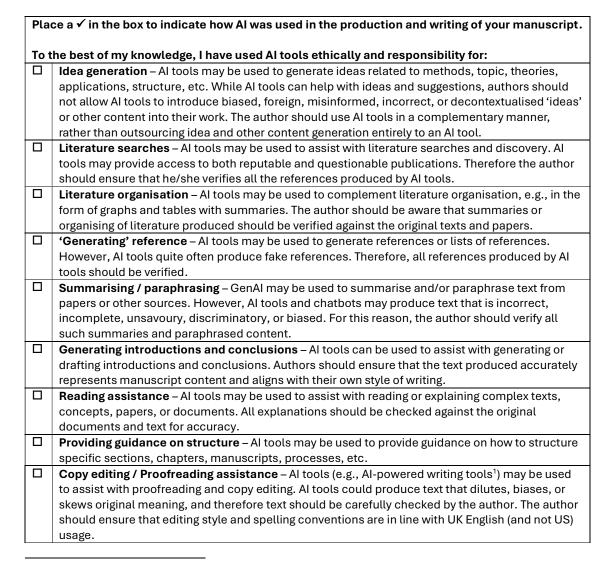
## Al Usage Checklist

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: <a href="https://creativecommons.org/licenses/by-nc/4.0/">https://creativecommons.org/licenses/by-nc/4.0/</a>



<sup>&</sup>lt;sup>1</sup> **Al-powered writing tools** utilise advanced algorithms to identify common errors in grammar, punctuation, and syntax and provide suggestions to improve clarity and style.



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Assistance with data analysis – Al tools may be used to assist with data analysis tasks. However, Al 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-Al statistical techniques,
independent Al 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 Al Use). Al 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 – Al 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.
Al detectors and humanizers <sup>2</sup> – Al 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.
<b>Production of images, equations, graphics, artwork, or tables</b> – Al tools may be used to fully or
partially produce images, 3D models, equations, graphics, artwork, or tables. Each specific Al
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 Al 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. Al
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)

 $<sup>^{\</sup>rm 2}\,\mbox{Al Humanizers}$  alter Al-generated text to resemble authentic human writing.



## Appendix A: Details of AI Use

This Details of Al 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 (Examples below)	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	<ul> <li>To get guidance on:         <ul> <li>How to restructure the PhD for an academic book, including examples of how it might be presented</li> <li>Principles and examples of how to develop the structure of different chapters, including the introduction and conclusion chapters</li> <li>Principles and examples of how to develop and craft chapter and section headers</li> <li>Writing style principles for academic books</li> <li>Examples and principles for crafting book titles</li> <li>Guidance for choosing a cover image</li> <li>Guidance to write abstracts</li> <li>Principles and ideas for catchy chapter taglines</li> </ul> </li> </ul>	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	<ul> <li>To identify relevant literature</li> <li>For initial organising of literature in table format</li> </ul>	See prompts used in Appendix C	Chapter 2, Sections 2.1, 2.2	3 – 10 June 2025



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	To summarise literature in order to ident 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). Al tools for assignments. Available at: <a href="https://guides.library.uq.edu.au/referencing/ai-tools-assignments">https://guides.library.uq.edu.au/referencing/ai-tools-assignments</a> (Accessed 19 June 2025)

