



## AI Policy Author Checklist

### General

- Manuscripts and related research have been written and conducted by human authors/researchers and are the product of the author's own critical thinking and creativity. AI tools have only been used to support the author's own ideation, critical thinking, and creative processes.
- AI is not credited as an author.
- Content produced by generative AI has been checked for accuracy, potential bias, and/or harm.
- Authors have not used AI tools to create falsified data and content (e.g., text, data, images, etc.) except for the explicit purposes of illustrating a specific and stated argument.

### Copyright

- AI-generated content follows [U.S. copyright law and guidance](#), including Creative Commons licensing, and author uses appropriate disclosure and attribution procedures.
- For content produced by generative AI tools, the author was the primary creator of the content and used AI as a resource or tool.
- Appropriate permission has been obtained for the use of any copyrighted work in any capacity.

### Disclosure & Attribution

- Any and all use of AI tools has been disclosed both within the manuscript and within the References section of the manuscript using APA citation style.
  - In-text disclosures include the following info:
    - The individual who used the generative AI tool
    - The tool and version that was used
    - The date of the use
    - The prompt(s) used to generate the text
    - The location in the manuscript readers can find the entire chat transcript
    - The sections(s) in the paper containing the content and/or ideas resulting from AI use
  - Any chat transcript/text generated by AI is submitted as follows:
    - 10 pages or less: Manuscript Appendix
    - 11 pages or more: A separate fill and labeled as *Supplementary Material*
-