

Generative AI Policy

1. Purpose and Scope

The *Academic Journal of Business, Administration, Law and Social Sciences (AJBALS)* recognizes the rapid development of Generative Artificial Intelligence (GenAI) technologies and their increasing use in academic research and scholarly publishing. This policy aims to ensure transparency, academic integrity, accountability, and ethical standards in the use of GenAI throughout the manuscript submission, peer review, editorial, and publication processes.

This policy applies to all authors, reviewers, editors, and editorial staff involved in the publication process of AJBALS.

2. Use of GenAI by Authors

2.1 Permitted Uses

Authors may use GenAI tools only as supportive aids for the following purposes:

- Improving grammar, spelling, punctuation, and language clarity;
- Assisting with formatting and manuscript organization;
- Summarizing text for internal drafting and revision purposes;
- Enhancing readability and structure without altering the scientific meaning or content of the manuscript.

Authors are responsible for reviewing and verifying all content generated with the assistance of GenAI tools.

2.2 Prohibited Uses

GenAI tools must not be used to:

- Generate original research data, results, observations, or analyses;
- Fabricate, manipulate, or falsify data, references, citations, or sources;
- Replace critical intellectual contributions, scientific reasoning, interpretation, or conclusions;
- Produce entire manuscripts or substantial sections of manuscripts without meaningful human authorship;
- Generate images, tables, figures, or other content that misrepresent data, methods, or research findings.

Under no circumstances may GenAI tools or AI systems be listed as authors or co-authors of a manuscript.

3. Disclosure Requirements for Authors

Authors must explicitly disclose the use of any GenAI or AI-assisted tools during manuscript preparation.

The disclosure must include:

- The name of the tool(s) used;
- The purpose of use (e.g., language editing, translation, formatting, or drafting assistance);

- Confirmation that the authors reviewed and verified the content and retain full responsibility for the manuscript.

This disclosure should be included in a dedicated “**AI Use Statement**” or “**Acknowledgments**” section of the manuscript.

Example Disclosure Statement

"During the preparation of this manuscript, the authors used [Tool Name] to assist with language editing and text refinement. The authors reviewed and edited all generated content and take full responsibility for the accuracy, integrity, and originality of the final manuscript."

Failure to disclose the use of GenAI tools may be considered a breach of publication ethics.

4. Use of GenAI in Peer Review

4.1 Reviewers

Reviewers must not upload manuscripts, supplementary materials, reviewer reports, or any confidential information to GenAI tools or external AI systems, as doing so may compromise confidentiality, intellectual property rights, and the integrity of the peer review process.

GenAI tools must not be used to:

- Generate peer review reports;
- Make recommendations regarding acceptance, revision, or rejection;
- Replace independent scholarly assessment and professional judgment.

Reviewers remain fully responsible for the content, quality, objectivity, and integrity of their reviews.

5. Use of GenAI by Editors and Editorial Staff

Editors and editorial staff may use GenAI tools only for administrative or technical support purposes, including:

- Language editing suggestions;
- Metadata verification and consistency checks;
- Workflow management and administrative efficiency.

GenAI tools must not be used for:

- Editorial decision-making;
- Assessing scientific merit, research quality, or methodological validity;
- Overriding or replacing peer review recommendations.

All editorial decisions must be made exclusively by qualified human editors.

6. Accountability and Responsibility

All participants in the publication process remain fully accountable for the content they create, submit, review, edit, or approve.

The use of GenAI does not transfer responsibility:

- From authors to AI systems;
- From reviewers to automated tools;
- From editors to software platforms.

Meaningful human oversight and accountability are required at every stage of the publication process.

7. Ethical Compliance and Misconduct

If undisclosed, inappropriate, or unethical use of GenAI is suspected, AJBALS reserves the right to:

- Request clarifications, corrections, or revisions;
- Reject submitted manuscripts;
- Retract published articles where appropriate;
- Notify authors' institutions, funding bodies, or other relevant authorities when necessary.

Any investigation and resulting actions shall be conducted in accordance with the journal's **Publication Ethics and Malpractice Statement**.

8. Policy Review and Updates

Given the rapid evolution of GenAI technologies and their applications in scholarly communication, this policy will be reviewed and updated periodically.

Revisions will reflect developments in international best practices, ethical publishing guidelines, and the requirements of major indexing and abstracting services, including Scopus, Web of Science, and other relevant databases.