

New England College Journal of Applied Educational Research Artificial Intelligence Policy

The advent of generative artificial intelligence (genAI) has the potential to assist scholars in the research and writing process, including data analysis and reporting, source identification and summary, content generation (e.g., text and images), information synthesis, content editing, and other tasks. However, genAI cannot replace scholarly judgment, human creativity, or critical thinking. Authors are responsible for understanding the limitations of genAI use and ensuring the accuracy, originality, and integrity of all submitted work.

The following guidelines outline acceptable and unacceptable uses of genAI in manuscripts submitted to the *New England College Journal of Applied Educational Research*.

1. Author Responsibility and Authorship

- Authors are fully accountable for all content in their manuscript, including any material generated or assisted by genAI.
- Authors must verify that genAI-generated material does not violate copyright, produce fabricated or inaccurate information, or include proprietary material.
- genAI tools (e.g., ChatGPT, Gemini, Claude, etc.) cannot be listed as co-authors under any circumstances.

2. Use of genAI Content in Manuscripts

- If genAI-generated text, images, tables, or other materials are used directly in the manuscript, they must be cited and referenced in accordance with APA guidelines for AI-generated content.
- genAI should not be used to fabricate data, generate citations, or create unverifiable claims.

3. Required AI Disclosure

- Authors must include an AI disclosure statement specifying:
 - The tool(s) used,
 - The purpose(s) for which genAI was used, and
 - The extent of reliance on genAI.
- If genAI was used during the research process (e.g., designing a study, drafting data collection instruments, coding or analyzing data), the disclosure must appear in the methods section.
- If genAI was used in the writing or revision process (e.g., content generation, paraphrasing, or synthesis), the disclosure must appear in the acknowledgments section following the abstract.

4. Use of Assistive Tools

- Routine language editing—such as grammar checking, clarity improvements, formatting suggestions, or readability adjustments—conducted through AI tools is considered normal academic practice and does not require disclosure as long as the tools do not generate substantive content.
- The use of genAI to receive feedback on the manuscript, as you would receive from a colleague, is also considered normal academic practice and does not

require disclosure as long as any suggested revised text is not included in the manuscript. Appropriate use includes identification of issues and where improvements can be made.

If you have questions or concerns regarding the use of genAI contact the editorial team at jaer@nec.edu.