

The Foundation Review

A publication of the Dorothy A. Johnson Center for Philanthropy at Grand Valley State University

AI Usage Guidelines

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The Johnson Center supports the responsible use of AI tools and recognizes that authors of *The Foundation Review* may want to use AI in their research and/or writing. In seeking to develop a policy and set of guidelines to support contributors, we reviewed a number of existing policies from other publishers and journals in the field. We found Elsevier's published policy, [Generative AI Policies for Journals](#), to be comprehensive and largely applicable to our needs. This set of guidelines, therefore, draws heavily from that policy, including some direct text.

Authors who choose to use AI while preparing a manuscript for *The Foundation Review* may use it to generate ideas, identify research gaps, assist with structuring or organizing writing, synthesize complex literature, and/or provide an overview of a research question or body of research.

The Johnson Center requires that AI never be used to replace human critical thinking, expertise, and evaluation and that any AI that is used is done so with human oversight and control. Individuals using AI should always:

- Carefully review and verify the accuracy, comprehensiveness, and impartiality of all AI-generated output (including checking the sources, as AI-generated references can be incorrect or fabricated).
- Edit and adapt all material thoroughly to ensure the manuscript represents the author's authentic and original contribution and reflects their own analysis, interpretation, insights, and ideas.
- Ensure the use of any tools or sources, AI-based or otherwise, is made clear and transparent to readers.
- Ensure the manuscript is developed in a way that safeguards data privacy, intellectual property, and other rights by checking the terms and conditions of any AI tool that is used.

For Authors

MANUSCRIPT PREPARATION AND REVISIONS

To provide transparency, *The Foundation Review* requires authors who choose to use AI to do so carefully and responsibly. Additionally, any AI usage, whether it is used for writing assistance or image/figure creation, is required to be disclosed at the end of the manuscript. Authors should disclose what AI tool was used, what it was used for, and to what extent the author provided oversight. Tools used for basic checks of grammar, punctuation, or spelling do not need to be disclosed unless the tool is used to make extensive changes to wording or sentence structure.

Authors do not need to list any AI tool as a co-author, nor should AI tools be listed as authors in the references section. If authors require the usage of AI tools or features for specialist disability-related assistive technology, that does not need to be disclosed. If AI tools are used during the research process, then that information should be included in the Methods section of the manuscript.

Usage of AI should be disclosed as follows:

Declaration of generative AI usage and use of AI-assisted technologies in the manuscript preparation process.

During the preparation of this work, the author(s) used [NAME OF TOOL / SERVICE / VERSION] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the published article.

CREATION OF FIGURES AND IMAGES

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AI tools must not be used to generate figures that are not faithfully derived from reliable underlying data and methods used in the research. Additionally, AI tools must not be used to create or alter images that represent primary observed or experimental data that were not directly obtained in the research.

AI USAGE WITHOUT DISCLOSURE

Failing to disclose AI usage or fabricating the extent to which an AI tool was used, is grounds for rejecting a manuscript from publication. In these instances, *The Foundation Review* team reserves the

right to use AI-detection tools to investigate the claim. The incident will also be taken into consideration for any future journal submissions.

If a credible concern is raised that a previously published article in *The Foundation Review* contains an undisclosed and substantial portion written by AI, *The Foundation Review* team will notify the author(s) of the concern and request a response, and investigate the claim, which may include the use of AI detection tools. If the team determines the violation warrants it, the decision may be made to permanently remove the article. An AI disclosure section can retroactively be added to any article in *The Foundation Review* with or without the author's permission.

For Reviewers

USING AI IN REVIEWING A MANUSCRIPT

Reviewers may not upload a submitted manuscript to any AI platform, private or public. This is a breach of the author's confidentiality and proprietary rights. A reviewer, however, may use a private AI tool to assist with the sentence structure or organization of their already-written review. If an individual chooses to use AI in this way, it must be disclosed as follows:

During the preparation of this report, I used [NAME OF TOOL / SERVICE/ VERSION] in order to [REASON]. After using this tool/service, I reviewed and edited the content as needed, and I take full responsibility for its content.

AI USAGE WITHOUT DISCLOSURE

Failing to disclose AI usage or fabricating the extent to which an AI tool was used is grounds for discarding the review, and for the reviewer to be removed from the reviewer pool. In these instances, *The Foundation Review* team may use AI-detection tools to investigate the claim. The incident will also be taken into consideration for any future journal submissions.

Our Commitment to You

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