NACADA Artificial Intelligence (AI) Policy

As the use of generative Artificial Intelligence (AI) tools such as ChatGPT and other Large Language Models (LLMs) in research and publication grows, our association seeks to establish clear guidelines for the ethical and transparent use of these tools. In alignment with recommendations from various publishing and academic organizations, including the Committee on Publication Ethics (COPE) and the American Psychological Association (APA), our policy emphasizes accountability, transparency, and responsible usage of generative AI technologies. This policy includes, but is not limited to the following publication and presentation venues:

- *All NACADA publications*
- *Scholarly paper sessions at all NACADA events*
- *Presentations and posters delivered at NACADA events and through online education including Annual Conference, Region Conferences, Institutes, webinars, and etutorials*
- *NACADA Consulting deliverables (i.e., program review reports, keynote presentations, etc.)*

Given the rapid growth of generative AI, NACADA reserves the right to revise or amend this policy at any time.

1. Generative AI Tools and Authorship

Generative AI tools cannot be considered authors of research papers or presentations. Since generative AI tools are non-legal entities, they do not meet the criteria for authorship, which includes the ability to take responsibility for the content, manage conflicts of interest, or handle copyright matters. Consequently, generative AI tools such as ChatGPT and LLMs should not be listed as authors or presenters. Authors and presenters must ensure that the use of generative AI tools in the research, writing process, or presentation development and delivery are clearly disclosed.

2. Transparency in Generative AI Usage

Authors and presenters are required to provide full disclosure of any generative AI tool used during the research and writing process. This includes:

- ***Text generation****: A detailed description in the manuscript or presentation Acknowledgements section explaining the tool(s) used, the nature of the assistance, and relevant references and citations.*
- ***Image generation****: A description in the image captions explaining how the generative AI tool was used to create images or graphics, including the tool's version and the process.*
- ***Data analysis or mining****: A description outlining the generative AI tools used for analyzing data, including details of the datasets, tool versions, and the process followed. Given the potential for generative AI tools to generate inaccurate or misleading outputs, authors and presenters should describe the steps taken to verify the accuracy and validity of generative AI-generated results.*
- ***Any third-party material****: Any text, data, or other materials generated by or through generative AI tools must be properly acknowledged, and permission must be obtained if necessary. If the AI-generated content incorporates or is derived from copyrighted or proprietary third-party sources, authors and presenters must seek permission from the original rights holder—this may include publishers, data providers, or individual creators—before including such material in a publication or presentation.*

3. Acknowledgement of AI in Research

Authors and presenters must include the following details regarding the generative AI tool(s) used:

- *The version of the tool/algorithm employed.*
- *Where the tool can be accessed.*
- *Any modifications made to the tool by the researcher, author, or presenter (e.g., adding data to a public corpus).*
- *The dates during which the AI tools were used.*
- *Any potential bias, limitations, or conflicts of interest arising from the use of the AI tool(s) should be transparently discussed.*

4. Accountability for Generative AI-generated Content

Authors and presenters remain fully responsible for all content in their manuscript, including parts produced by generative AI tools. This includes ensuring that the manuscript or presentation complies with ethical standards and that there are no breaches of copyright or plagiarism. Authors and presenters should ensure that AI-generated content is accurate, relevant, and appropriately cited.

5. Use of Generative AI in Peer Review and Editing

Editors and reviewers are prohibited from submitting manuscripts or presentations under review to generative AI tools. AI tools may retain information from manuscripts or presentations and integrate it into future outputs, raising concerns about confidentiality, copyright, and intellectual property. Editors and reviewers must maintain strict confidentiality and avoid uploading or interacting with manuscripts or presentations in ways that could expose them to generative AI tools.

6. Ethical and Legal Considerations

Authors and presenters must adhere to best practices regarding plagiarism, citation, and data integrity. AI-generated content should not be used to present unacknowledged or unauthorized ideas, data, or information. If generative AI tools are employed in human subjects research, it is essential to comply with ethical guidelines, ensuring the protection of privacy, consent, and confidentiality.

7. Guidance and Resources

We encourage authors and presenters to stay informed about the ethical use of generative AI tools and to consult resources on responsible AI use. Authors and presenters should ensure they use AI tools in accordance with institutional guidelines and ethical best practices, such as those outlined by COPE, APA, and other reputable organizations.

By adhering to these guidelines, authors and presenters will ensure that AI tools are used responsibly, ethically, and transparently, upholding the integrity and credibility of academic publishing and presentations.

FAQs and Further Clarifications

For further clarification on the use of AI, or if you are unsure whether a specific use of AI needs to be disclosed, please refer to the COPE guidelines or the NACADA Executive Office (nacada@ksu.edu).