

AI Policy

The following policy covers authors' use of AI in submissions to the LJMU ASPIRE journal. This policy is informed by the LJMU Assessment and Feedback Policy¹ and the LJMU Research Code of Practice², as well as by AI policies from BJM³, Elsevier⁴ and Taylor & Francis⁵. Its aim is to encourage high-quality research ensuring authors uphold integrity and accountability when submitting a manuscript for review.

1. Definitions

- **Assistive AI:** Programs and tools making suggestions and corrections to authors' texts. This includes spell checkers found in MS Word or could be standalone, such as Grammarly. As per the LJMU Assessment and Feedback Policy, these tools are permitted and may be used by authors who are submitting original work. The use of these tools does not need to be declared.
- **Generative AI:** These tools produce text, images, videos or translations based on specific prompts and keywords. While content generated by these AI programmes can be edited, they are not considered original as they are "AI-generated". Indicatively, programs include ChatGPT, CoPilot, Claude, Gemini, and Perplexity'.

2. Guidelines for the transparent reporting of content generated by Generative AI

Generative AI tool may be used to augment, rather than replace, [an author's] critical thinking and analysis. Generative AI tools have limitations and biases. It is the authors' responsibility to verify information or sources generated by these tools, to for check the accuracy of the information before being submitted to ASPIRE. Authors should avoid using Generative AI tools to reproduce other authors' work. Authors are encouraged to think critically, cite original sources and write ideas in their own words to avoid plagiarism. This is to ensure scholarly work can be trusted, are in line with ethical guidelines and data protection requirements, and that appropriate credit is given to work that is discussed.

Authors are required to acknowledge and be transparent about the use of any Generative AI programs, if such programs were used to create, edit or analyse any content or data submitted to ASPIRE as part of the manuscript for publications in line with the LJMU Assessment and Feedback Policy.

If a Generative AI tool was used for any part of the research, it needs been included or discussed in the manuscript. Enough information must be provided in the Methodology section (or equivalent) to allow others to reproduce it as closely as possible. Such information should include (but not necessarily be limited to):

- Name of the AI tool used
- Version of the AI tool used
- URL to the AI tool (where relevant/available)

¹ <https://www.ljmu.ac.uk/~media/staff-intranet/academic-registry/files/policy-page/academic-feedback-policy.pdf?la=en>

² <https://ljmu.insight4grc.com/api/library/display/file/3/1451/710>

³ <https://authors.bmj.com/policies/ai-use/>

⁴ <https://www.elsevier.com/en-gb/about/policies-and-standards/generative-ai-policies-for-journals>

⁵ <https://taylorandfrancis.com/our-policies/ai-policy/>

- The date the AI tool was used to produce the final output
- Prompt used in the AI tool and resultant output (only the final prompt and its output are necessary, but ideally include any prior iterations as a supplementary file(s) where feasible)
- Any settings for the AI tool that impacted its output (this can be as a written explanation or as a screenshot, whichever is clearer)
- Any other pertinent information that is necessary for someone to reproduce the output as closely as possible

Generative AI tools cannot be cited as authors or referenced/cited as a primary source of information. Authorship involves accountability for the originality, accuracy and integrity of content, responsibilities that can only be performed by humans. All authors will be responsible for the content of the manuscript, even the parts produced by a Gen AI, and are then liable for any issues arising - including if the GenAI has plagiarised text from elsewhere.

3. Generative AI and visual media

The LJMU ASPIRE Journal will not accept or publish any visual media created by generative AI tools. This includes pictures (images, graphics), video, audio, charts, data tables, medical imagery, and graphical abstracts. The only exception will be in cases where the production and inclusion of visual media forms part of the research methodology and argument. The use of AI-generated visual media in these cases will need to be discussed with and approved by the LJMU ASPIRE Editorial and Advisory board. The Authors will also have to provide evidence that the visual media generated by AI tools does not infringe on other published images intellectual property or copyright.

Document Control

Version	Date	Author	Reviewer	Approver	Change description	Status
1.0	19/07/2025	Cherene de Bruyn	Martin Brooks, Victoria Sheppard and Cath Dishman		First Draft	
2.0	05/08/2025	Cherene de Bruyn			Feedback and comments from Martin Brooks, Victoria Sheppard and Cath Dishman	Saved in Teams Channel and uploaded to ASPIRE Website