

Guidelines for the Responsible Use of Artificial Intelligence Systems in the Publishing Process of the Publishing House of Kazimierz Wielki University in Bydgoszcz

§ 1. Purpose, Subject Matter and Scope of the Guidelines

1. These Guidelines define the rules governing the use of AI Systems (including GenAI) in the publishing process of the Publishing House of Kazimierz Wielki University in Bydgoszcz, hereinafter referred to as the Publishing House.
2. The Guidelines apply to authors, reviewers, editors, and persons responsible for typesetting and graphic design.
3. The Guidelines apply to all types of publications issued by the Publishing House.

§ 2. Basic Definitions

1. **AI System** – an Artificial Intelligence System: software using machine-learning methods to generate or process content (text, image, sound, data).
2. **GenAI** – Generative Artificial Intelligence: an AI System generating content on the basis of user prompts.
3. **Degree of AI intervention** – the extent to which AI influences the content of a publication, understood as the scope within which the output generated by AI is incorporated into material intended for publication:
 - a. **Low degree of intervention** – AI supports the preparation, form, and readability of the material without introducing new substantive content (theses, data, arguments, interpretations, conclusions) and without creating or supplementing sources. This includes, in particular, advanced linguistic and stylistic editing, including paraphrasing without altering meaning, improving structure and organization, preparing abstracts and keywords on the basis of the supplied text, preparing alternative text for non-textual elements on the basis of their actual content, as well as technical support, including formatting. The use of standard spelling and grammar checking tools embedded in text editors, such as MS Word, shall not be regarded as a low degree of intervention and does not require documentation, provided that such tools are not used to generate new fragments of text.
 - b. **High degree of intervention** – AI co-creates or substantially modifies substantive content, in particular where it: generates new sections of argumentation, proposals of arguments, preliminary interpretations, conclusions, examples, or definitions; proposes or prepares citations and bibliographic references; supplements data, research results, or descriptions of applied methods; generates content that may be regarded as constituting an independent scholarly contribution of the author. In cases of doubt, a high degree of intervention shall be presumed.
4. **Confidentiality of the publishing process** – the obligation to protect the manuscript prior to publication, reviews, editorial correspondence, personal data, and non-public materials.

§ 3. Principles Applicable to All Roles

1. Responsibility: responsibility for the content of publications and decisions made in the publishing process rests with human persons. AI Systems may not be indicated as authors or co-authors.
2. Confidentiality: confidential content may not be transferred to AI tools in breach of confidentiality obligations, data protection rules, or the terms of use of the relevant tool. This prohibition also applies during the review and editorial stages prior to publication.
3. The introduction of personal data into public AI Systems requires compliance with personal data protection regulations.
4. Reliability: all content obtained with the assistance of AI requires critical verification; this particularly applies to factual information, citations, and bibliographic data.
5. Legality: the use of AI must comply with applicable law, licensing conditions, and rights relating to the use of materials (especially graphics and input materials).

§ 4. Authors – When and to What Extent They May Use AI

1. Authors may use AI during the preparation of manuscripts and accompanying materials, subject to compliance with the principles set out in § 3.
2. Authors may use AI Systems where the degree of intervention is low.
3. The use of AI Systems involving a high degree of intervention is permissible only upon full disclosure of the scope of use in the author's declaration and subject to the requirement of content verification. It is impermissible, however, to entrust AI Systems with sole authorship in the formulation of research hypotheses, interpretation of results, or final conclusions. AI contribution to these elements may only be auxiliary in nature.
4. Where AI is used for graphics or translation, the author shall provide confirmation of the relevant rights/licences and describe the scope of use in the declaration.
5. The author shall submit an AI-use declaration (Appendix No. 2 – Form A) together with the manuscript submission.
6. The author is obliged to update the declaration in the event of a significant change in the scope of AI use.

§ 5. Reviewers – When and to What Extent They May Use AI

1. Reviewers shall comply with the principles set out in § 3.
2. Editorial assistance in the preparation of the reviewer's own review text is permissible, provided that manuscript content is not disclosed; replacing the reviewer's substantive assessment with AI-generated content is impermissible.
3. In the event of justified doubts concerning undisclosed AI use by the author, the reviewer shall inform the Publishing House.

§ 6. Editors – When and to What Extent They May Use AI and Monitor AI Use

1. Editors may use AI in editorial activities subject to compliance with the principles set out in § 3.
2. The use of AI in auxiliary editorial activities is permissible, subject to editorial responsibility being maintained.
3. Introducing substantive changes solely on the basis of AI suggestions is not acceptable where this alters the scholarly meaning of the text without consultation with the author.
4. The editor may request explanations from the author, a supplement to the declaration or evidence of verification and they may refuse to proceed with the manuscript where the use of AI undermines authorial independence or the credibility of the work.

§ 7. Production (Typesetting/DTP and Graphic Design) – When and to What Extent AI May Be Used

1. Persons responsible for typesetting/DTP and graphic design may use AI in production work provided this does not infringe confidentiality, rights, licences, or the principles set out in § 3.
2. The use of AI in technical and graphic work connected with publication production is permissible, provided compliance with the law and possession of the relevant rights/licences for the use of materials are ensured. Where graphics are generated entirely by AI, the person responsible for the project shall inform the editor of the copyright status of the work.

§ 8. Documentation of AI Use and Disclosure in Publications

1. Authors shall submit the formal declaration (Appendix No. 2 – Form A) in paper form together with a printed copy of the manuscript to the Faculty Publishing Committee.
2. Editors and production staff shall document AI use in the working documentation appropriate to the relevant activity.
3. Disclosure of AI use in publications shall follow the principle of proportionality to the degree of intervention.

§ 9. Final Provisions

1. These Guidelines shall be subject to periodic review and updating in the event of amendments to University Guidelines or significant technological developments.
2. In matters not regulated herein, the University Guidelines and the relevant university regulations shall apply.
3. Breach of the principles set out in these Guidelines, in particular concealment of AI use or misleading statements regarding the degree of intervention, shall constitute a breach of publishing ethics and may result in suspension of proceedings, refusal of publication, or rejection of the publication; in cases of serious breach, it may also result in notification of the author's home institution and, where justified, retraction of the publication.