

Recommendations for the use of artificial intelligence (AI) tools in the publishing activities of FF MU journals

This document, prepared by the MU Faculty of Arts editorial team, sets out non-binding but recommended rules for authors, reviewers, and editors of MU Faculty of Arts periodicals when using generative artificial intelligence tools (e.g., ChatGPT, Claude, Gemini) in connection with the creation, evaluation, and publication of academic texts. The proposals are based on [Recommendations on the use of artificial intelligence tools in fulfilling study requirements](#) and consultations with the faculty AI methodologist.

Key principles

1. The use of AI must not violate the principles of honesty, authenticity, and plagiarism. AI serves as a tool, not a substitute for authorial work.
2. Any use of AI must be clearly stated in the manuscript.
3. Authors are fully responsible for the accuracy, originality, and legal soundness of the text and data, even if they were created using AI.
4. AI is not an author. AI tools do not meet international criteria for authorship and cannot be listed as (co-)authors.
5. It is necessary to maintain security and confidentiality. Do not enter personal, confidential, or unpublished data into AI tools unless you have a contractual guarantee that the data will not be stored or shared.
6. Be cautious when using "AI detection." Scores from automatic AI detectors are not a sufficiently reliable basis for rejecting a manuscript.

Declaration of AI use in manuscripts

- **Generating or extensively editing text** requires a brief explanation directly in the manuscript and a detailed description of prompts or parameters in an appendix or data repository.

- **Supporting tasks, such as grammar checking, translation, or summarization**, are declared with a short note in the manuscript, for example: "The text was linguistically edited using the DeepL Write tool (version ...)."
- When **generating images, graphs, or code**, the tool used, the parameters set, and the output licensing regime must be specified in the methodology section.
- If AI is used for other purposes, such as **data analysis, visualization design, or research hypothesis generation**, we recommend describing the scope and impact of such use in the methodology section of the article.
- **Sample statement**
 - "Section 3.2 was created using the ChatGPT 4 model (OpenAI, version 2025-04-18). The complete prompt-response transcript is stored in the Zenodo repository (doi: 10.5281/zenodo.XXXXX)."

Citing AI outputs

- **Bibliographic citation (ČSN ISO 690:2022)**
 - *Prompt*. ChatGPT 4 [online]. San Francisco: OpenAI, 12. 5. 2025 [cit. 27. 5. 2025]. Dostupné z: <https://chat.openai.com>
- **APA citation (7th ed.)**
 - OpenAI. (2025, May 12). *ChatGPT* (ver. 4) [Large language model]. <https://chat.openai.com>
(*Conversation transcript available in the article's supplementary material.*)
- **Chicago citation (17th ed.)**
 - In the note, provide the most accurate wording of the prompt and basic identification of the model.
 - ChatGPT (GPT-4o model), OpenAI, prompt: "What are the main principles of Greek tragedy?", conversation with the author, May 12, 2025.
- **Minimum citation requirements**
 - name of the tool and version/model;
 - date of interaction;

- wording of the prompt or link to the complete set of prompts;
- URL or DOI;
- link to the full transcript, if required.
- A bibliographic citation alone does not replace a methodological description of AI use; this is necessary if AI has influenced scientific results.

Guidelines for authors

- In your cover letter to the editor, always state whether AI was used and for what purpose.
- Critically verify the facts, citations, and contexts generated by AI before publication.
- Do not enter personal or unpublished data into publicly available AI tools.
- Do not use AI to create fictitious citations or data; this constitutes scientific misconduct.

Guidelines for reviewers

- If you use AI in your review (e.g., for summarization, language correction, or analysis), mention it in the conclusion of your review and describe how the tool was used.
- Do not send parts of the manuscript to public AI platforms unless you have an NDA or Enterprise license from the publisher to protect the data.
- If you're not sure about something, ask the authors for detailed info (like transcripts of prompts, model parameters).
- If you're attaching an AI detection report, point out that it's not totally reliable and don't use it as the only basis for a negative verdict.

Legal and licensing aspects

- The outputs of generative AI may lack legal protection under copyright law (i.e., they may be in the public domain). The author/reviewer is responsible for ensuring that their further dissemination is license-compliant.
- The author of the manuscript is responsible for any infringement of third-party rights.