

Guidelines of the Zeitschrift für Evaluation – Journal of Evaluation on the Use of Artificial Intelligence

Version: December 2024

Preliminary remark: Due to the ongoing dynamic development in the field of AI and its application in academic contexts, these guidelines will be regularly reviewed by the editors with regard to their practical effectiveness and updated as necessary.

The current impacts of artificial intelligence (AI) also affect the fields of evaluation and academic writing. AI chatbots and the increasing integration of AI into operating systems and conventional applications – such as text processing – present both opportunities and risks. The most important principle when deciding on the appropriate use of AI in academic publishing must be ensuring scientific and research-ethical standards.

The editors of the *Zeitschrift für Evaluation* have therefore developed the following guidelines for the use of AI in manuscript preparation (cf. American Psychological Association, 2024; John Wiley & Sons, 2023; Sage Publications, 2023). They regulate admissibility by type of AI use, whereby admissibility does not yet imply a positive evaluation. Even if a specific AI use is permitted under these guidelines, it remains the task of the review process to determine whether it was sufficiently documented, appropriate in kind and scope, and effective in achieving its purpose. The use of AI by reviewers, editorial staff, and editors is addressed in the final section.

Contents

1. Overview.....	2
2. Documentation of AI Use	2
3. Source Citations for AI-Generated Content.....	3
4. Section on Disclosure of AI Use.....	3
5. AI-Assisted Empirical Work.....	4
6. Other Forms of AI Use in Manuscript Preparation.....	4
7. Use of AI by Reviewers, Editorial Staff, and Editors.....	4
References.....	4

1. Overview

Type of AI Use	Description	Examples	Admissibility	Documentation
Writing assistance and editorial processing	AI supports the editing of existing author texts, similar to an assistant or writing aide.	AI-assisted correction, review, shortening, editorial processing, or translation of manuscript sections (but not: substantive elaborations)	Permissible without disclosure	Not required
AI-generated content	The manuscript contains text components or other content generated entirely by an AI.	AI-generated quotes, chat dialogues, tables, charts, or other visualizations	Permissible with source citation	Source citation and usage documentation (see below)
AI-assisted content	The text includes hybrid content that was partly human-authored and partly AI-generated, supplemented, or revised in substance.	AI-generated ideas or arguments; AI-assisted literature search; AI-supplemented lists of theories, examples, or conclusions; AI-generated textual elaborations	Permissible within narrow limits	Section on disclosure of AI use (see below)
AI-assisted empirical work	AI is used for collecting, processing, analysing, or verifying empirical data.	AI-assisted transcription, category formation, analysis of open-ended responses, or imputation of missing values; data mining	Permissible with adequate documentation	In the methods section of the empirical work (see below)

2. Documentation of AI Use

The basic principle of documentation is traceability of the procedure and assessability of how the results were produced.

It must therefore always be clearly traceable which manuscript components were produced under AI influence, to what extent, and whether and how the relevant scientific and research-ethical standards were observed – including compliance with data protection and copyright law (Dornis & Stober, 2024; Wilmer, 2023). In addition, AI use must be documented with sufficient precision. For AI chatbots, this includes (cf. Hosseini et al., 2023):

1. Name of the **AI application** used (e.g. "ChatGPT, <https://chatgpt.com>")
2. Name of the **AI model** used (e.g. "GPT-4o"), including revision number where determinable (e.g. "gpt-4-0613")
3. **Time** (date) of use
4. Record of **inputs** (e.g. prompts) and **outputs**

Documentation may appear directly in the main text, as a footnote, in an appendix to the manuscript, or in a digital supplement. Example of documentation in the main text:

ChatGPT, for instance, defines evaluation as follows: "... (OpenAI, 2024; model GPT-4o, 9 December 2024, prompt: "Define evaluation.")

The in-text citation (here: "OpenAI, 2024") must also be listed as a source in the reference list (see below). Longer prompts or prompt sequences should – depending on their length – not be documented in the main text but as a footnote or appendix. Digital supplements must be submitted with the manuscript; in the event of publication, they can be requested by email from the editorial office.

3. Source Citations for AI-Generated Content

The in-text citation and reference list entry follow the APA entry category *Software* (American Psychological Association, 2020). In addition to the APA recommendations for citing AI chatbots (McAdoo, 2024), the reference list entry should, wherever possible, clearly identify the AI model used, e.g.:

OpenAI. (2024). ChatGPT (model GPT-4o, 24 November) [Large language model]. <https://chatgpt.com>

The additionally required documentation details may, depending on their scope, appear in the running text, as a footnote, in an appendix, or in a digital supplement (see above).

4. Section on Disclosure of AI Use

A section titled "Disclosure of the Use of Artificial Intelligence" must be added at the end of the manuscript, before the reference list, if:

- AI was used in the preparation of the manuscript or its content for purposes other than writing assistance (see above), and
- the use cannot be clearly limited to individual passages in the manuscript and directly explained there – for example, by means of a source citation and footnote for a specific text section, or in the methods section of an empirical work (see below).

The decisive factor here is not whether content was directly generated by the AI, but whether any form of substantive contribution by the AI has been incorporated into the work – e.g. complete or supplementary ideas, arguments, theoretical approaches, examples, conclusions, additions, lists, or literature sources.

In this case, the section should transparently disclose which parts of the manuscript were produced under AI influence, to what extent, and document the use (see above).

It should be noted as a general remark regarding this type of use that AI can neither be held accountable for the contents of a manuscript nor assume co-authorship; furthermore, with more extensive use of AI-generated content, the risk of third-party copyright infringement increases (Dornis & Stober, 2024; International Association of Scientific, Technical & Medical Publishers, 2023). Not only does full responsibility for the manuscript content remain with the authors, but it is also expected that the content is predominantly the authors' original intellectual creation, which places strict limits on the substantive use of AI in manuscript preparation.

5. AI-Assisted Empirical Work

If AI was used in conducting an empirical study – for example, for data collection, processing, or analysis – the procedure must be documented in the methods section and, where applicable, in the appendix with the same level of detail as for any other empirical work (see above), such that it can be understood and evaluated against the relevant quality criteria.

The correctness and reproducibility of AI-assisted empirically generated results is, due to various characteristics (including non-deterministic processing, context-dependence, non-transparent interpretive background, unexpected biases, etc.), currently in particular need of justification. It is therefore advisable to explicitly address the risks relevant in the context of the methods used and to explicitly document the safeguarding measures taken in the methods section.

6. Other Forms of AI Use in Manuscript Preparation

Other forms of AI use in manuscript preparation are generally not permissible. Cases of incomplete, misleading, or absent disclosure of AI use will, in case of doubt, be treated as plagiarism.

Should innovative forms of AI use arise that are not covered by these guidelines, authors should consult the editorial office before submission if in doubt.

7. Use of AI by Reviewers, Editorial Staff, and Editors

The above guidelines apply analogously to the work of reviewers, editorial staff, and editors. Particularly with regard to the preparation of reviews, it applies that these must represent the reviewers' own personal assessment; AI may at most be used for assisting tasks such as gaining an initial overview, cross-checking citations, or verifying terminological consistency.

In this context, it must be strongly emphasised that confidentiality, data protection, and copyright must be observed. If a manuscript under review, or parts of it, are submitted to an AI application, its contents may – depending on the terms of use and settings of the AI application – be used for training further AI models, which may give rise to data protection and copyright violations (Dornis & Stober, 2024; Wilmer, 2023). If this cannot be ruled out, the use of AI in this context is prohibited.

References

- American Psychological Association (Hrsg.). (2020). *Publication manual of the American psychological association: The official guide to APA style* (7th ed). American psychological association.
- American Psychological Association. (2024, Juli). *APA Publishing Policies*. <https://www.apa.org/pubs/journals/resources/publishing-policies?tab=4>
- Dornis, T. W., & Stober, S. (2024). *Urheberrecht und Training generativer KI-Modelle. Technologische und juristische Grundlagen* (SSRN Scholarly Paper 4946214). <https://papers.ssrn.com/abstract=4946214>

- Hosseini, M., Resnik, D. B., & Holmes, K. (2023). The ethics of disclosing the use of artificial intelligence tools in writing scholarly manuscripts. *Research Ethics*, 19(4), 449–465. <https://doi.org/10.1177/17470161231180449>
- International Association of Scientific, Technical & Medical Publishers. (2023). *Generative AI in Scholarly Communications: Ethical and Practical Guidelines for the Use of Generative AI in the Publication Process*. <http://stm-assoc.org/wp-content/uploads/STM-GENERATIVE-AI-PAPER-2023.pdf>
- John Wiley & Sons. (2023, Januar 27). *Best Practice Guidelines on Research Integrity and Publishing Ethics*. Wiley Author Services. <https://authorservices.wiley.com/ethics-guidelines/index.html#22>
- McAdoo, T. (2024, Februar 23). *How to cite ChatGPT*. APA Style. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
- Sage Publications. (2023, Januar 27). *Artificial Intelligence Policy*. SAGE Publications Inc. <https://us.sagepub.com/en-us/nam/artificial-intelligence-policy>
- Wilmer, T. (2023). Rechtsfragen bei ChatGPT & Co. Einsatz und Nutzung nach aktuellem und künftigem Recht. *Kommunikation & Recht*, 26(4/2023), 233–240.