Generative Artificial Intelligence (AI) Policy
Journal of Institutional Ethnography (JIE)

Introduction
Generative Artificial Intelligence (AI) tools, including large language models (LLMs) and multimodal systems, continue to evolve and are increasingly used in research and scholarly writing. Examples of such tools include ChatGPT, Copilot, Gemini, Claude, Jasper AI, DALL·E, Midjourney, and related technologies.

The Journal of Institutional Ethnography (JIE) recognizes that Generative AI tools may support certain aspects of scholarly work, such as idea exploration or language refinement. However, given the epistemological commitments of institutional ethnography, the journal emphasizes human accountability, transparency, and methodological integrity in all stages of research and publication.

This policy provides guidance to authors, editors, and reviewers regarding the responsible and ethical use of Generative AI tools in submissions to JIE. As AI technologies continue to develop, these guidelines may be updated accordingly.

Risks Associated with Generative AI
Current Generative AI tools pose several risks that are particularly relevant to institutional ethnographic research:

- **Inaccuracy and bias:** AI-generated outputs are probabilistic rather than factual and may contain errors, distortions, or embedded biases that are difficult to detect.

- **Lack of attribution:** Generative AI tools do not reliably cite sources or distinguish original ideas from existing scholarship.

- **Confidentiality and intellectual property risks:** Many AI tools operate on third-party platforms that may not ensure adequate data security, confidentiality, or copyright protection.

- **Unintended reuse of data:** Some AI providers may retain or reuse user inputs and outputs, for example for training purposes, potentially compromising unpublished or sensitive material.

Guidance for Authors
Authors submitting to the Journal of Institutional Ethnography remain fully responsible for the originality, accuracy, validity, and integrity of their work.

Permitted Uses of Generative AI
JIE supports the limited and transparent use of Generative AI tools when they do not replace core scholarly responsibilities, including:
- Language editing or grammar support, particularly for non-native English speakers
- Formatting, such as aligning with the JIE format and ensuring that references are in ASA format

All AI-assisted outputs must be critically reviewed, verified, and revised by the author and disclosed in the Acknowledgements & Disclosures field when submitting the manuscript or revision.

Prohibited Uses

Authors must not use Generative AI tools in ways that replace essential research or analytic work, including:
- Generating manuscript text or code without substantial human revision
- Producing synthetic data to replace missing or inaccessible data
- Generating inaccurate or misleading content, including abstracts or supplemental materials
- Producing original research findings or analytic interpretations
- Idea generation or conceptual exploration
- Literature organization or classification
- Coding assistance, with full author verification and validation

Submissions that violate these principles may be subject to editorial review or investigation.

Disclosure Requirements

Authors must clearly disclose any use of Generative AI tools in their manuscript in the Acknowledgements & Disclosures field when submitting the manuscript.
For journal articles, the disclosure must include:
- The full name of the AI tool, including version number
- How the tool was used
- The purpose of its use

This statement must appear in the Methods or Acknowledgments section.
Generative AI tools must not be listed as authors, as authorship requires accountability, consent to publication, and responsibility for the work. These obligations can only be fulfilled by human researchers.

Images, Figures, and Research Data

The Journal of Institutional Ethnography does not permit the use of Generative AI tools in the creation, manipulation, or alteration of:
- Images, figures, charts, tables, or visual materials
- Original research data or analytic representations

Manipulation includes adding, removing, altering, or fabricating any element of an image or figure.

Editors and Peer Reviewers
Confidentiality and Ethical Responsibilities

Editors and peer reviewers play a critical role in maintaining the integrity of the review process. As such:
- Unpublished manuscripts, reviews, or associated materials must not be uploaded to Generative AI tools

- This restriction applies to text, images, data, and any identifying or proprietary information

Using Generative AI in this way may compromise confidentiality, intellectual property rights, and ethical review standards.

Editors
Editors must:
- Maintain strict confidentiality of submission and review materials
- Consult with the journal's editorial leadership before using any Generative AI tools for editorial tasks, unless explicitly authorized

Peer Reviewers
Peer reviewers:
- Must not use Generative AI tools to analyze, summarize, or evaluate submitted manuscripts
- May not use AI tools even for minor language refinement of their reviews
- Remain fully responsible for the accuracy, fairness, and integrity of their evaluations

Commitment to Transparency and Research Integrity
The Journal of Institutional Ethnography is committed to ethical scholarship grounded in human accountability, reflexivity, and transparency. Any use of Generative AI must align with these principles and uphold the methodological and ethical standards of institutional ethnographic research.

This policy will be reviewed and updated as research ethics guidelines and AI technologies continue to evolve.