



## Rationale

The Philippine Normal University realizes its mandate as the National Center for Teacher Education by producing and publishing ethical research that impacts educational and government policies and programs to enhance and expand teaching and teacher training expertise.

As an institution that advocates the creation, production, and dissemination of knowledge and pushes for a solid and sustainable research culture, the University is dedicated to warranting the highest level of ethical conduct in research by:

- Putting a premium on the authenticity of research data,
- Respecting the privacy of individuals anchored on the PNU Code of Ethics Framework that includes:
  - **Respect:** Research endeavors uphold respect for life, dignity, and reputation of researchers and participants/subjects, with unique and appropriate protection for vulnerable groups.
  - **Beneficence:** The best interest of the research participants/subjects is paramount.
  - **Justice:** Research intentions and processes adhere to generally accepted scientific principles of fairness, equality, and merit.
- Respecting intellectual property rights within the sphere of responsible inquiry which is explicitly stipulated in the University's Intellectual Property Policies.

These not only strengthen the quality of research publication but also articulate the recognition of the accountability by the University to its stakeholders and the public. The 1973 Philippine Constitution stipulates that the exclusive rights to inventions, writings, and artistic creations shall be secured to inventors, authors, and artists for a limited period. Also, the 1987 Philippine Constitution explicitly mandates that the state protect intellectual property.

The Philippine Normal University-Publication Office (PNU-PO), as the publishing hub of the University, highlights its mandate as the National Center for Teacher Education to produce innovative, humane teachers, competent educational leaders, and proficient research scholar by publishing academic and trade books and scholarly journals – in both print and electronic editions. With its vision to act as the key channel of ideas to reach out to worldwide readership, it is vital to its publication processes, protocols, and guidelines to instill publication ethics and research guidelines strictly.





## Objectives

The publication ethics and research guidelines aim to:

1. Promote ethically conducted and scholarly reported research manuscripts and publications in all its managed journal publications.
2. Show observance of Intellectual Property Rights in the whole PNU system
3. Offer ethical standards in publication processes and protocols
4. Provide just and virtuous roles and duties to all parties involved in the publication process (author, referee, and editors)

## Publication Ethics and Research Guidelines

Publishing an article in a peer-reviewed journal is critical in disseminating knowledge. Authors are expected to observe publication accuracy when evaluating submitted papers. Thus, ethical conduct is anticipated for all parties involved in the publishing process: the author, the journal editor, the peer reviewer, and the publisher.

## Duties of Authors

### Reporting standards

In original empirical articles, authors must submit an accurate description of the procedures implemented and the goals and objectives for purposely performing such works. All data should be openly stated in the paper, along with specific details and sources, to guarantee the replicability of future research (*Publication Ethics / Guidelines on Research | OmniaScience, n.d.*). Inaccurate or falsified claims in submitted manuscripts would intensify ethical publication violations.

### Originality and plagiarism

Contributors or authors must cite the literature sources they used in their research articles. Plagiarism, which includes using someone else's work as your own, copying without giving credit, or claiming others' research results, is not allowed and is considered unethical in publishing (*Publication Ethics / Guidelines on Research | OmniaScience, n.d.*).

### Redundant or concurrent publication

Authors should not submit a previously published paper for consideration in another journal. Contributors should not generally publish manuscripts describing the same research in multiple journals or primary publications (*Publication Ethics | Wagadu: A Journal of*





*Transnational Women's & Gender Studies* | SUNY College Cortland, n.d.). Submitting the same manuscript to multiple journals concurrently institutes unethical publishing behavior and is unacceptable.

### **Acknowledgement of sources**

Always observe proper citation and acknowledgment of the work of others. Authors must see that they cite publications that have been influential in determining the nature of the work. Secure written consent from the source when reporting information obtained privately, as in conversation, correspondence, or discussion with third parties. Information obtained during confidential services, such as refereeing manuscripts or grant applications, must not be used without the author's explicit written permission of the work involved in these services (*Publishing Ethics* | *Elsevier Policy*, n.d.).

### **Authorship of the paper**

Authorship should be limited to those who have played a significant role in devising, planning, carrying out, or explaining a study. People who have made noteworthy contributions should be included as co-authors. Others participating in certain substantive aspects of the research project may be acknowledged or listed as contributors. The corresponding author should confirm that all co-authors have reviewed and approved the final version of the paper and agreed to submit it for publication (*Publication Ethics / Guidelines on Research* | *OmniaScience*, n.d.).

### **Disclosure and conflicts of interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. Disclose all sources of financial support for the project (*Publication Ethics / Guidelines on Research* | *OmniaScience*, n.d.). When submitting your manuscript, disclose any possible conflicts of interest, such as job, consulting, stock ownership, payments for expert opinions, patents, or funding. Inform the editor about these conflicts in the cover letter when you send the manuscript for the first time, preferably at the earliest stage. When sending the manuscript for the first time, it must be communicated to the editor in the cover letter.

### **Fundamental errors in published works**

Authors are responsible for quickly telling the journal editor if they find a big mistake in their published work. They need to work with the editor to fix or take back the paper. If someone else tells the editor about a significant error, the authors may need to prove the original paper is correct or correct it promptly.





## Use of Generative AI and AI-Assisted Technologies in Scientific Writing and Image Creation

### *Policy on the Use of Generative AI and AI-Assisted Technologies in Article Publishing Process*

This policy document addresses the growing use of generative AI and AI-assisted technologies in scientific writing and image creation, the declaration of the use of generative AI and AI-assisted technologies in scientific writing, and the use of generative AI and AI-assisted technologies in journal peer review and editorial processes. Triggered by their increasing adoption, the policy document aims to enhance transparency and guide authors, readers, reviewers, editors, and contributors (*Publishing Ethics | Elsevier Policy, n.d.*). The Normal Lights, The Association of Southeast Asian Teacher Education Network (AsTEN) Journal of Teacher Education, and the Asia Pacific Higher Education Research Journal (APHERJ) commit to monitoring developments and adjusting the policy as needed. It's important to note that this policy document pertains specifically to the writing and publishing process and not the use of AI tools for data analysis in research. This set of policies aims to uphold integrity, transparency, and responsible use of AI and AI-assisted technologies in scientific communication. Generative AI refers to artificial intelligence technology capable of producing various content types, including text, imagery, audio, and synthetic data. Examples include ChatGPT, NovelAI, Jasper AI, Rytr AI, and DALL-E (*Publishing Ethics | Elsevier Policy, n.d.*).

### *Policy on the Use of Generative AI and AI-Assisted Technologies in Scientific Writing and Image Creation:*

**Use in Scientific Writing:** Authors using generative AI and AI-assisted technologies during the writing process should focus on improving readability and language. Human oversight is crucial, as AI-generated content can sound authoritative but may need to be corrected, complete, or biased. Authors are ultimately responsible for the content and should disclose the use of these technologies in the manuscript. Transparency supports trust among stakeholders and ensures compliance with tool or technology terms of use (*Publishing Ethics | Elsevier Policy, n.d.*).

**Authorship and Responsibilities:** Authors should not attribute authorship to AI or cite it as an author. Authorship responsibilities are inherently human and require accountability for accuracy, integrity, and compliance with publishing ethics. Authors must ensure the work's





originality and adherence to authorship qualifications and avoid infringing third-party rights (*Dwivedi et al., 2023*).

**Use in Figures, Images, and Artwork:** Generative AI or AI-assisted tools are not permitted for creating or altering images in submitted manuscripts. Exceptions are made only when integrated into the research design or methods, such as AI-assisted imaging approaches in biomedical imaging. In such cases, authors must describe the AI's role in the methods section, providing details on the model or tool, version, extension numbers, and manufacturer. Authors should adhere to AI software usage policies and may be asked to provide pre-AI-adjusted versions of images for editorial assessment (*Publishing Ethics | Elsevier Policy, n.d.*).

**Image Adjustments:** Adjustments like brightness, contrast, or color balance are acceptable if they don't obscure or eliminate original information. Image forensics tools may be used to identify irregularities.

**Production of Artwork:** Generative AI or AI-assisted tools are not allowed for producing artwork, including journal covers or graphical abstracts.

## **Declaring the Use of Generative AI and AI-Assisted Technologies in Scientific Writing**

*Guidelines for Declaring the Use of Generative AI in Scientific Writing:*

These guidelines focus solely on the writing process and not on using AI tools for data analysis in research. Authors should prioritize enhancing readability and language when utilizing generative artificial intelligence (AI) or AI-assisted technologies during writing. However, it's crucial to exercise human oversight and control, reviewing and editing the output due to AI's potential to generate authoritative yet inaccurate, incomplete, or biased content.

**Authorship and Citation:** Generative AI and AI-assisted technologies should not be credited as authors or co-authors or cited as authors. Authorship responsibilities and tasks are inherently human and are detailed in our AI policy for authors.

**Disclosure Instructions:** Authors using generative AI must disclose this in their manuscript. A statement in a dedicated section titled '*Declaration of Generative AI and AI-assisted technologies in the writing process*' should outline the tool or service used for the purpose





and affirm the author's responsibility for content accuracy. Essential tools for grammar, spelling, and references are exempt from this disclosure.

Sample Statement: *In creating this work, the author(s) utilized [NAME TOOL / SERVICE] for [REASON]. After using the tool/service, the author(s) carefully reviewed and edited the content as necessary and bear(s) full responsibility for the publication's content.*

This declaration does not apply to essential tools for checking grammar, spelling, references, etc. There is no need to add a statement if there is nothing to disclose (*Publishing Ethics | Elsevier Policy, n.d.*).

**Use of Inclusive Language:** To foster inclusivity, content should avoid assumptions about readers' beliefs, commitments, or superiority based on demographics. Authors should use gender-neutral language and avoid biased terms, stereotypes, or cultural assumptions.

## Duties of editors

### Publication decisions

The editor of a peer-reviewed journal is responsible for choosing which submitted articles should be published. The editor's decision is based on:

- Confirming the importance and validity of the submitted work for researchers and readers.
- Following the policies set by the journal's editorial board and adhering to legal requirements related to issues like libel, copyright infringement, and plagiarism.
- Considering the evaluation reports provided by peer reviewers or editorial board members.

### Fair play

Editors should assess manuscripts based on their content, not the authors' race, gender, sexual orientation, beliefs, ethnicity, citizenship, or political views. To ensure fairness, double-blind reviews will be used. This means that reviewers will not know the authors' details, and authors will not know who the reviewers are.

### Confidentiality

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.





### **Disclosure and conflicts of interest**

Editors must not use unpublished materials from a submitted manuscript in their research without the author's written consent. Information learned during peer review should be confidential and not used for personal gain. If editors have conflicts of interest with authors, companies, or institutions connected to a manuscript, they should step back and let someone else handle the review. Editors should also urge contributors to disclose any competing interests and correct the record if conflicts are found after publication. If necessary, further actions like retractions or expressions of concern should be taken (*Publication Ethics / Guidelines on Research* | *OmniaScience*, n.d.).

### ***Use of Generative AI and AI-Assisted Technologies in the Editorial Process***

#### *Policy on the Use of Generative AI and AI-Assisted Technologies in the Editorial Process*

This policy addresses the increasing use of generative AI and AI-assisted technologies and offers clear guidance and transparency to authors, editors, and reviewers. The Normal Lights commits to closely monitoring developments in this area, with a readiness to adjust or refine the policy as needed. The following instructions are specifically for editors.

***Confidentiality and Manuscript Handling:*** Editors must treat submitted manuscripts as confidential. Uploading any part of a manuscript into a generative AI tool is prohibited, as it may violate author confidentiality and proprietary rights and potentially breach data privacy laws, mainly if it contains personally identifiable information (*Dwivedi et al., 2023; Publishing Ethics* | *Elsevier Policy*, n.d.).

***Communication and Peer Review:*** All communications, including notification or decision letters, should be confidential. Editors should refrain from using AI tools, even for language improvement, as it may compromise confidentiality. Peer review, a cornerstone of the scientific process, is strictly managed by human editors, with generative AI or AI-assisted technologies not permitted for manuscript evaluation or decision-making due to their limitations in critical thinking.

***Editorial Responsibilities:*** Editors hold full responsibility and accountability for the editorial process, final decisions, and communication with authors. Generative AI and AI-assisted technologies are unsuitable for these critical tasks, given the potential for generating incorrect, incomplete, or biased conclusions (*Dwivedi et al., 2023; Publishing Ethics* | *Elsevier Policy*, n.d.).





**Author Usage of AI:** Authors can use generative AI and AI-assisted technologies to improve language and readability before submission as long as they appropriately disclose this, according to Instructions to Authors (*Publishing Ethics | Elsevier Policy, n.d.*). Editors can find this disclosure in a separate section at the bottom of the paper before the list of references.

**Reporting Violations:** If editors suspect an author or reviewer of violating AI policies, they should promptly inform the publisher.

## Duties of reviewers

### Contribution to editorial decisions

The peer review process assists the editor in making editorial decisions and, through editorial communications with the author, helps the author improve the paper. Peer review is an indispensable component of formal scholarly communication and lies at the heart of the publication process.

### Promptness

Any selected referee should notify the editor and excuse himself from the review process if they feel unqualified to review the research reported in a manuscript or knows its prompt review will be impossible.

### Confidentiality

All submissions received for review must be treated as confidential documents. Manuscripts and articles must not be shown to or discussed with others except as authorized by the editor.

### Standards of objectivity

Reviews should be objective. While personal criticism of the author is inappropriate, reviewers should clearly express their views with supporting arguments.

### Disclosure and conflict of interest

Referees must not use unpublished materials from a submitted manuscript in their research without the author's written consent. Information or ideas learned during peer review should be kept confidential and not exploited for personal gain. Referees should step back from reviewing manuscripts if they have conflicts of interest due to relationships with the authors, companies, or institutions connected to the papers. Instead, they should ask a co-editor, associate editor, or another editorial board member to handle the review.







## *Use of Generative AI and AI-Assisted Technologies in Journal Peer Review*

### *Policy on the Use of Generative AI and AI-Assisted Technologies in Journal Peer Review*

**Confidentiality and Manuscript Handling:** When invited to review a manuscript, researchers must treat it as confidential. Reviewers should avoid uploading any part of the manuscript into a generative AI tool to uphold author confidentiality, proprietary rights, and data privacy. This confidentiality extends to the peer review report, preventing the use of AI tools for language improvement (*Dwivedi et al., 2023; Publishing Ethics | Elsevier Policy, n.d.*).

**Peer Review and Responsibilities:** Peer review is integral to the scientific process, and The Normal Lights maintains high standards of integrity. Reviewing a manuscript requires human attributes like critical thinking and original assessment, which are beyond the capabilities of generative AI. Reviewers are solely responsible and accountable for the content of the review report.

**Author Usage of AI:** Authors can use generative AI and AI-assisted technologies for language and readability improvement before submission, with appropriate disclosure per Instructions to Authors. Reviewers can find this disclosure at the bottom of the paper before the list of references (*Publishing Ethics | Elsevier Policy, n.d.*).

**Reporting Violations:** Reviewers suspecting a violation of AI policies by authors or colleagues should promptly inform the publisher.

### **References:**

Dwivedi, Y. K., Kshetri, N., Hughes, L., Slade, E., Jeyaraj, A., Kar, A. K., Baabdullah, A. M., Koohang, A., Raghavan, V., Ahuja, M., Albanna, H., Albashrawi, M. A., Al-Busaidi, A. S., Balakrishnan, J., Barlette, Y., Basu, S., Bose, I., Brooks, L., Buhalis, D., . . . Wright, R. (2023). Opinion Paper: “So what if ChatGPT wrote it?” Multidisciplinary perspectives on opportunities, challenges and implications of generative conversational AI for research, practice and policy. *International Journal of Information Management*, 71, 102642. <https://doi.org/10.1016/j.ijinfomgt.2023.102642>

*Issues concerning open-access publications have been derived from PLOS Editorial and Publishing Policies.* <http://www.plosone.org/static/policies.action> [2015-9-27]





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*Publication ethics and publication malpractice statement* (based on Elsevier recommendations and COPE's Best Practice Guidelines for Journal Editors).  
<http://academypublisher.com/ethics.html> [2015-9-27]

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[https://digitalcommons.cortland.edu/wagadu/publication\\_ethics.html](https://digitalcommons.cortland.edu/wagadu/publication_ethics.html)

