Guidelines and Code of Conduct Regarding AI

Proverbium commits to ongoing training and guidance for authors, reviewers, and editorial staff regarding ethical AI use consistent with the *Committee on Publication Ethics* (COPE) and *SAGE Publishing guidelines*. The present *Guidelines and Code of Conduct Regarding AI* aligns with COPE's position on Authorship and AI Tools and SAGE's Artificial Intelligence Policy for Publication Ethics. It ensures that *Proverbium* upholds the highest standards of scholarly integrity while responsibly incorporating AI technologies into academic publishing.

Authorship and Responsibility

Proverbium recognizes that authorship is reserved exclusively for natural persons capable of assuming responsibility for the integrity, accuracy, and originality of scholarly work. AI tools, including large language models, text generators, and image- or code-producing systems, are ineligible for authorship as they cannot take responsibility for content, manage conflicts of interest, or hold copyright licenses. All human authors must take full responsibility for any material generated or assisted by AI tools within their submissions. Authors should cite original sources, rather than Generative AI tools as primary sources within the references. If the submission was primarily or partially generated using AI, this must be disclosed upon submission so the Editorial team can evaluate the content generated. Please note that AI bots, such as ChatGPT, should not be listed as authors on the submission.

Permissible Use of AI Tools

Non-generative AI tools may be used for language editing, grammar correction, formatting references, and other minor technical tasks without specific disclosure. Generative AI tools may be used only when human authors thoroughly review, validate, and, where necessary, substantially revise the AI output to ensure factual accuracy, proper attribution, and compliance with ethical standards. Confidential or unpublished manuscript content must never be uploaded to publicly accessible AI systems to protect privacy and intellectual property. Authors are required to follow Sage guidelines, and in particular to:

1. Clearly indicate the use of language models in the manuscript, including which model was used and for what purpose. Please use the methods or acknowledgements section, as appropriate.
2. Verify the accuracy, validity, and appropriateness of the content and any citations generated by language models and correct any errors, biases or inconsistencies.
3. Be aware of the risk of plagiarism, as the LLM may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarising someone else's work.

4. Be conscious of the potential for fabrication where the LLM may have generated false content, including getting facts wrong, or generating citations that don't exist. Ensure you have verified all claims in your article before submission.

Prohibited AI Practices

The use of AI tools to fabricate, falsify, or manipulate data, images, or results is strictly prohibited. AI-generated content that misrepresents synthetic outputs as genuine empirical findings must not be included in submissions. Editors, reviewers, and authors must not disclose or upload confidential peer-review or proprietary content to AI tools that lack established confidentiality safeguards.

Disclosure and Citation of AI Use

Substantive use of AI in preparing manuscripts, such as drafting text or creating images, must be transparently disclosed in the Methods, Acknowledgements, or an explicitly labeled section outlining the AI tool(s) used, the purpose, and the extent of use. AI-generated content that contributes significantly to the work should be cited appropriately, recognizing AI as a source rather than an author, in accordance with best practices.

Editorial and Peer Review Standards

Editors and peer reviewers must disclose any use of AI in their evaluation process and maintain accountability for editorial decisions. Reviewers should not use AI tools to process manuscript content where confidentiality cannot be guaranteed. All decisions and recommendations must be based on rigorous, human-driven evaluation.

Inappropriate Use of AI Technology

Failure to disclose AI use, improper attribution, or misuse of AI technology may result in corrective actions, including manuscript revision requests, expressions of concern, or retraction in line with publication ethics protocols. If the Editor becomes aware that Generative AI was inappropriately used in the preparation of a submission without disclosure, the Editor reserves the right to reject the submission at any time during the publishing process. Inappropriate use of Generative AI includes the generation of incorrect text or content, plagiarism or inappropriate attribution to prior sources.