



South East Asian Association for Institutional Research (SEAAIR)

Declaration of Use of generative AI in SEAAIR Annual Conference and Proceeding

SEAAIR general policy on the use of Generative AI and AI-assisted technologies

SEAAIR does recognize the development of advances in technologies and is fully supportive of such, including Generative AI and AI-assisted technologies that enhance human productivity. While beneficial, researchers submitting papers or research to the annual SEAAIR conference should use due diligence in the use of Generative AI and AI-assisted technologies in their writing and research process. While this policy is not totally restrictive, the following serves as guidance to all parties involved in the whole paper or research process in the annual SEAAIR conference. Authors, researchers, Peer Reviewers, and Editorial Team, including the Editor, are advised to be guided by the following.

Declaration of generative AI in scientific writing by authors

In the full paper or research submission to the annual SEAAIR conference, the authors must declare the use of generative AI in scientific writing upon submission of the paper. Though not encouraged, and SEAAIR supports the responsible use of Generative AI tools that respect high standards of data security, confidentiality, and copyright protection, authors can use generative AI with the following guidance that applies to the writing process and not to the use of AI tools to analyze and draw insights from data as part of the research process. Authors who submit papers and research to SEAAIR are ultimately responsible and accountable for the context contents, including Image, Tables, and Figure manipulation and production of artwork of the research or paper covering (Science Direct, 2025). In SEAAIR publications of research and papers, the term “images and figures” includes pictures, charts, data tables, imagery, snippets of images, computer code, and formulas that are generated using Generative AI and AI-assisted technologies. The term “manipulation” includes augmenting, concealing, moving, removing, or introducing a specific feature within an image or figure. The key processes in the research or paper submitted include and are not delimited to:

- **Writing Process:** Generative AI and AI-assisted technologies should only be used to improve the readability and language of the manuscript in the writing process.
- **Research Process:** Generative AI and AI-assisted technologies in the research and writing process must be applied with human oversight and control, and authors should carefully review and edit the result to avoid AI-generated authoritative-sounding output that can be incorrect, incomplete, or biased.
- **Citations and Co-Authorships:** Authors must not list or cite AI and AI-assisted technologies as authors or co-authors on the manuscript since research or paper authorship implies responsibilities and tasks that can only be attributed to and performed by humans.

Suppose the authors do use Generative AI and AI-assisted technologies, in that case, the use of generative AI and AI-assisted technologies in scientific writing must be declared by adding a statement at the end of the manuscript when the paper is first submitted. The declaration does not apply to the use of basic tools, such as tools used to check grammar, spelling, and references. Authors who use Generative AI and AI-assisted technologies must clearly acknowledge within the article any use of Generative AI and AI-assisted technologies through a statement that includes the full name of the tool used (with version number), how it was used, and the reason for use. Authors should not submit papers or research where Generative AI tools have been used in ways that replace core researcher and author responsibilities; if authors have nothing to disclose, authors do not need to add a statement

Declaration of generative AI by Peer Reviewers and Editorial Team including the Editor

To protect authors' rights and the confidentiality of their research, the Annual SEAIR Conference and Proceeding does not allow reviewers or editors to use generative AI or AI-assisted technologies such as ChatGPT, CoPilot, or any other similar services in the peer review and research and paper evaluation process. All reviewers and the Editorial Team, including the Editor, are required to:

1. **Confidentiality:** Maintain the research or paper as a confidential document by not uploading a submitted research or paper or any part of it into a generative AI tool and AI-assisted technologies as this may violate the authors' confidentiality and proprietary rights and, where the paper contains personally identifiable information may breach data privacy rights.
2. **Standards of integrity:** SEAIR, being a publisher for both the Annual SEAIR Conference Proceeding and JIRSEA (Journal of Institutional Research South East Asia), subscribes to the COPE (<https://publicationethics.org/>) publication Ethics, and this guides those invited to be reviewers of the Editorial Team including the Editor are held to the highest of the Standard of Integrity with respect to paper or research reviews and Editorial management.
3. **Use of generative AI tools and AI-assisted technologies:** SEAIR peer reviewers and Editorial Team, including the Editor, should not use generative AI tools and AI-assisted technologies for analysis or to summarize submitted articles or portions thereof in the creation of their reviews. As such, peer reviewers must not upload unpublished manuscripts or project proposals, including any associated files, images, or information, into generative AI tools and AI-assisted technologies.

SEAIR subscribes to the highest standards of editorial integrity and transparency by its peer reviewers and the Editorial Team, including the Editor. Therefore, those invited and involved in the Annual SEAIR Conference and Proceeding must not upload unpublished manuscripts, including any associated files, images, or information, into Generative AI tools to avoid risks around confidentiality, infringement of proprietary rights and data, including risks like Inaccuracy and bias, Lack of attribution, and Unintended uses. As the use of generative AI tools and AI-assisted technologies in papers and research is evolving, SEAIR will continuously monitor the ever-changing situation and update this policy as needed

Reference

COPE (2023). Committee on Publication Ethics. <https://publicationethics.org/>

Elsevier (2025). Generative AI policies for journals.
<https://www.elsevier.com/about/policies-and-standards/generative-ai-policies-for-journals?form=MG0AV3>

Science Direct (2025). Journal of Biotechnology: Guide for Authors.
<https://www.sciencedirect.com/journal/journal-of-biotechnology/publish/guide-for-authors>

Taylor and Francis (2025). Taylor and Francis AI Policy. <https://taylorandfrancis.com/our-policies/ai-policy/?form=MG0AV3>

Document History

Approved: 14th December 2024, SEAIR Executive Committee (SEC)