

## KAROLINUM PRESS AI POLICY

### Authors

Authors may use AI tools only in accordance with the principles of academic integrity. Generating expert content using generative AI without author input and subsequent careful review is unacceptable. The author bears full responsibility for the entire text, including sections created using AI. This includes the expert quality, stylistic level, and adherence to citation guidelines, as well as the terms of use for the specific AI tool.

The use of AI must be transparently disclosed whenever it has had a significant impact on the creation of the text, especially when generative AI is used.

The use of assistive AI for linguistic and stylistic editing or auxiliary research does not need to be disclosed.

AI tools, including LLMs, must not be listed as co-authors or cited as a source.

Images generated by AI must be properly labelled with the tool used to create them and must be used in accordance with the tool's terms of use.

Detailed information on the use of AI at Charles University is available at:

<https://ai.cuni.cz/AIEN-1.html>.

### Reviewers

Reviewers are fully responsible for the content of their reviews and must formulate them themselves – AI must not replace their critical thinking, expert judgement, or ethical assessment. Manuscripts under review are the intellectual property of the author (or group of authors) and must therefore not be uploaded to any public AI tools or to any AI systems that do not guarantee full confidentiality and pose a risk of copyright infringement or personal data leaks. AI may only be used for auxiliary tasks (such as proofreading reviews or conducting research).

### Translators

Translators are responsible for the quality and accuracy of the translation, including the use of appropriate technical terminology and style. Unless otherwise agreed upon in advance, AI may only be used for auxiliary tasks. When using AI-assisted translation, a translator must perform a complete review, verifying the terminology, style, and factual accuracy of the entire text.

The process whereby a translation is generated by an AI tool and subsequently edited by an author or translator must be discussed with the publisher's editing team in advance, declared in the book or article (including the type of tool, version, and scope of use), and must not violate copyright laws. A fully AI-generated translation without thorough human review is unacceptable.

The copyright policy must always be respected.

## Editors

Editors use AI tools for auxiliary and routine tasks, not for text editing or assessing text quality. They ensure full human supervision of all stages of the publication process – AI does not replace decisions regarding manuscript acceptance, reviewer selection, or final approval process. All procedures in which assistive AI was used are ultimately verified and reviewed by an editor.

The editorial team adheres to the data protection and copyright policy. If there is suspicion of undeclared use of AI by an author, reviewer, or translator, the editorial office requests an explanation, and if necessary, the manuscript is returned for revision. The editorial team regularly updates the Karolinum Press AI Policy in accordance with current technological developments and ethical standards in publishing.

## Typesetting

Typesetting uses AI tools only to automate routine tasks related to text layout (scripting, etc.) and image retouching. AI does not replace decisions regarding typography, readability, accessibility, or other typesetting parameters; these decisions are always made by a graphic designer along with a typesetter, who are also responsible for the final result.

## Promotion

Promotion uses AI tools for support and routine tasks. AI does not replace the creation of marketing strategies or final marketing materials. All outputs generated using assistive AI are subsequently verified and reviewed by the editorial team.

The personal data protection and copyright policy is adhered to in all promotional activities.

## Glossary

- *Artificial Intelligence – hereinafter, AI*  
The ability of computer systems to emulate human cognitive functions (learning, content creation, decision-making).
- *Assistive AI*  
AI tools that assist human work but do not create new, original content.
- *Generative AI*  
Advanced AI that actively generates new content (text, pictures, charts) based on prompts.
- *Large Language Model – abbreviated as LLM*  
A type of generative AI specialised in understanding and generating natural language. Commonly known as chatbots. Examples include: ChatGPT, Claude, Gemini, and Grok.
- *AI-generated content vs. AI-assisted content*  
The basic distinction in the use of AI when writing a publication or a paper.
  - AI-generated content – content generated predominantly by AI.
  - AI-assisted content – AI used only as a support tool; most of creative work and review done by a human.