

# The AIEJ's Guide for Authors

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# About the AI Ethics Journal

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## Description

The *AI Ethics Journal* (AIEJ) is a bi-annual open access journal published by the AI Robotics Ethics Society (AIRES). We accept original peer-reviewed articles, letters, research, and perspectives on ethical and societal issues that stem from the impact of artificial intelligence (AI) on the human experience. Articles published in the *AIEJ* are of general interest to the broader community of scientists and philosophers, regardless of their research specialties. The *AIEJ* especially welcomes studies and ideas that are not completely polished or thoroughly researched, but seek to expose a deeper truth or insight.

The mission of the *AIEJ* is to bridge the gap between the scientific and humanistic disciplines by publishing innovative research on ethical AI. By working at a thoughtful intersection between technology and society, the *AIEJ* will offer unique insights into both the current and long-term ethical impacts of AI on society, culture, and technology. The *AIEJ* is fundamentally dedicated to facilitating the conversations that are the key to producing holistic and effective solutions.

## Audience

It is the goal of the *AI Ethics Journal* that all of our articles be fully accessible and comprehensible for a wide audience. While we recognize the value of producing specialized work for particular academic and expert niches, AI has the potential to transform the human world as we know it, and it will do so for all of us. As the world's first research journal to specifically encompass the field of AI ethics, we believe that information about general AI technology and the ethical issues related to them should be made reasonably approachable by all those whose futures will be affected.

Members of the following audiences may find our articles particularly relevant to current developments in their fields: programmers, computer scientists, philosophers, physicians, lawyers, industry professionals.

## Open Access Policy

All research articles published in the *AIEJ* are fully open access: immediately freely available to read, download and share on [theaiethicsjournal.org](http://theaiethicsjournal.org). All works are published under the terms of a [Creative Commons user license CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) which permits use, distribution and reproduction in any medium, provided the original work is properly cited.

# Editorial Board of the AIEJ

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# General Information

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## Contact

Authors may direct queries to [aiethicsjournal@gmail.com](mailto:aiethicsjournal@gmail.com) or submit a contact form on our website.

## Accepted Article Types

The *AIEJ* accepts a broad range of articles not limited to any particular discipline or type. We ask that articles focus on an aspect, subfield, or extension of AI with consideration of its salient ethical features. We anticipate most submissions will fall into the following standard categories: Research Papers, Review Articles, Letters to the Editor, Editorials, Book Reviews, and Foresight Papers. Submissions should abide by 6th Edition APA standards. Please note that your submission need not fall into one of these categories.

Please note that all published works in the *AIEJ* are:

- Published in English only.
- Fully peer reviewed.
- Immediately free to access and download from the *AI Ethics Journal* at [theaiethicsjournal.org](http://theaiethicsjournal.org).
- Permitted re-use defined by the [Creative Commons user license CC BY 4.0](https://creativecommons.org/licenses/by/4.0/).
- Published with [CrossMark®](https://crossmark.org/) to maintain the publication record.

## Review Policy

The *AIEJ* uses a double blind reviewing policy, where both the reviewer and authors remain anonymous throughout the process. Please remove all identifying features from the paper itself, ensuring that the authors' identities are not revealed. However, this does not preclude authors from citing their own work. Authors may cite their own work in a manner that does not explicitly reveal their identity.

Acceptable: "Hui (2020) has previously suggested that . . ."

Acceptable: "Some legal scholars have indicated that . . . (e.g., Hui, 2020; Smith, 2018)"

Unacceptable: "As we have suggested (Hui, 2020), . . ."

Unacceptable: "In a previous study (Hui, 2020), we have argued that . . ."

## Exclusive Submission

Submission of a paper to the *AIEJ* implies that this final version has been read and approved by all authors, and by the responsible authorities where the work was carried out. Authors must certify on the title page that the work is a unique submission that has not been previously published in whole or in part or submitted elsewhere for review, and that, if accepted, will not be published elsewhere in the same form, in any language, without the written consent of the *AIEJ*. To verify originality, your work may be checked by the originality detection service Crossref.

# Ethical Publishing

The *AIEJ* largely adheres to the ethical publishing standards organized by the Committee on Publication Ethics (COPE).

## Copyright

Once articles proceed through the initial and peer reviews, authors will receive notice of final acceptance status via email correspondence. At this point, authors will be provided with our Publishing Agreement. Upon confirmation of the final manuscript and completion of the Publishing Agreement, our Editorial Board will move forward with the publication process. The *AIEJ* applies the [Creative Commons Attribution \(CC BY 4.0\) license](#) to all works we publish. If you submit your paper for publication by the *AIEJ*, you agree to have the CC BY 4.0 license applied to your work. Under this license, you as the author agree that anyone can reuse your article in whole or part for any purpose, for free, even for commercial purposes. Anyone may copy, distribute, or reuse the content as long as the author and the original source are properly cited. This allows for freedom in re-use and also ensures that the *AIEJ* content can be mined freely without barriers.

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- The authority to enforce the rights in the article, on behalf of an author, against third parties, for example in the case of plagiarism or copyright infringement.

# Declarations and Disclosures

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## Declaration of Interest

All authors must disclose any potential competing interests that could compromise the independence of their research. Examples of potential competing interests include: employment, consultancies, stock ownership, honoraria, patent applications/registrations, grants, or other unstated sources of funding. In addition, all authors must acknowledge any significant personal or ideological interests that could inappropriately compromise said research. Authors will disclose interests in two places:

1. A summary declaration of interest statement in the title page file. If there are no interests to declare, then proceed by stating the following: “Declarations of interest: none.” If the submission is accepted, this summary statement will be published with the article.
2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches.

## Disclosure of Funding

Authors are also required to identify potential sources of financial support for the conduct of their research and/or preparation of the article on the title page, and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; in the selection of additional researchers; and in the decision to submit the article for publication. Other sources of support should be clearly identified in the Acknowledgments section of the manuscript. For example, these might include funding for open access publication, or funding for writing or editorial assistance, or provision of experimental materials. If the funding source(s) had no such involvement then this should be stated.

## Informed Consent

Any and all research submitted to the journal involving human participants should be conducted in accordance with the Helsinki Declaration ([Helsinki Declaration, revised 2013](#)). To that end, the AIEJ will additionally observe Californian privacy and ethics laws wherever possible, to archive and guarantee the ethical use of human participants in any and all research submitted to the journal. Patients have a right to privacy that should not be violated without informed consent. Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published. Authors should disclose to these patients whether any potential identifiable material might be available via the Internet as well as in print after publication.

# Authorship

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## Authorship Criteria

Regarding inquiries about authorship and to whom it should be conferred, the *AIEJ* observes the standards enumerated by the International Committee of Medical Journal Editors (ICMJE). Please refer to the following link for more information: [Defining the Role of Authors and Contributors](#). We believe this authorship criteria to be appropriate and broadly applicable to all of our article types.

## Corresponding Author

The corresponding author, as described by the ICMJE, is the single individual responsible for communication with the *AIEJ* on any matter concerning the submitted article. The corresponding author ensures that our administrative requirements, such as providing details of authorship, ethics committee approval, and disclosures of relationships and related activities are properly completed and reported. Although these duties may be delegated to one or more coauthors, the corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely fashion. In addition, the corresponding author should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.

## Changes to Authorship

If you desire to change your full author list after the initial submission of your manuscript, ensure that the corresponding author engages with us through email explaining which authors should be removed/added to the full author list, along with a brief summary of why you've chosen to augment the full author list sent to the journal initially. Ensure that the corresponding author receives and sends to us written approval from all other authors in the full author list before confirming the change in authorship. If you request that any additional author(s) be added to the full author list, ensure that the corresponding author receives and submits to us the prior-mentioned Declaration of Interest, Disclosure of Funding and related forms concerning Informed Consent from human participants related to research in the submitted article.

## Authorship Rights

Authors sign an exclusive license agreement with the *AIEJ*, where authors have copyright but license exclusive rights in their article to the *AIEJ*. Authors have the right to:

- Share their article in the same ways permitted to third parties under the creative commons user license, together with Personal Use rights and end-user CC BY 4.0 license.
- Retain patent, trademark and other intellectual property rights (including research data).
- Proper attribution and credit for the published work.

# Submission Guidelines

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## Overview

The entire AIEJ submission process will be handled electronically via email to [aiethicsjournal@gmail.com](mailto:aiethicsjournal@gmail.com). All emails should be sent from the corresponding author, with the subject line including one of the following fields, depending on the status of your submission: *New Submission*, *Submission in Review*, *Submission Pending Revision*, *Revised Submission*, *Accepted Submission*, or *Submission Query*. This should be followed by any specific questions or concerns.

For example: [Submission Pending Revision: Question Regarding Reviewer Comment].

For new submissions, you may choose to send a single file with figures, tables, and captions embedded into the manuscript for the purpose of the initial reviews, but we will still require separate editable files to typeset your final article, if accepted for publication. We suggest that you attach the following article components as separate files: *manuscript*, *title page*, each of the *figures* and *tables*, list of *highlights* and *keywords* (can be combined in one file). We will accept PDF, Word, or LaTeX files.

For submissions pending revision, we ask that each of the article components listed above be attached as separate editable files and resent at the beginning of the revision process. Please include page numbers in the manuscript. The manuscript should also be subdivided into numbered sections, using Roman numerals (I, II, ...) for major headings and Arabic numerals (1, 2, ...) to (1.1, 1.1.1, ...) for any further headings and subheadings. This helps to ensure that the final typeset article presents your headings and subheadings as intended and also facilitates referencing to sections during revision correspondence.

## Submission Checklist

Please ensure that the following items are present at submission:

- ☐ Descriptive email sent from the designated corresponding author, along with a full postal address
- ☐ Article Manuscript with necessary components, including an Abstract
- ☐ Title Page
- ☐ Source files for figures and tables, as well as relevant captions, titles, and notes
- ☐ Source files for graphics, as well as relevant captions, titles, and notes
- ☐ A list of highlights
- ☐ A list of keywords

Please also ensure the following checks have been performed:

- ☐ The manuscript has been checked for spelling and grammar. Submitted manuscripts should not expect significant semantic editing by the *AIEJ* prior to or after acceptance. Comprehensive editing is the responsibility of the authors prior to submission. The *AIEJ* will provide copy edits.
- ☐ The manuscript is fully de-identified and prepared for masked review with third person references for self citations.
- ☐ All figure, table, and graphic references in the text match the files and information provided.



# Manuscript Structure

This suggested format has been adapted from the 6th edition APA guidelines to fit the *AIEJ* standards. Please add to and change the structure accordingly for your paper.

## Text

Please provide your manuscript in an editable format; any common word processing software is acceptable. If you use LaTeX, the *AIEJ* recommends the [Elsevier article class](#) to prepare your manuscript, and [BibTeX](#) to generate your bibliography. For detailed submission instructions, templates and other information on LaTeX, please refer to [Elsevier's LaTeX Instructions](#). If you use LaTeX, please supply a PDF version of your manuscript with your submission.

## Title and Abstract

The title should clearly and effectively state the contents of the article. The abstract should clearly and effectively summarize the hypothesis, design, study and findings of the article in a coherent and nonevaluative manner. For more information on the abstract, please see the “Abstract” section below. Please limit the title to **80 characters** and the abstract to **300 words**.

## Introduction

The introduction should engage the reader in the main contents of the article, stating the rationale behind the selection of the topic(s) and providing a background through relevant and/or current studies. The author(s) should clearly state the hypothesis and related correspondence to research design (if needed, depending on the article type submitted). Avoid a detailed literature survey or a summary of the results.

## Theory/Calculation

A Theory section should extend the background of the article already dealt with in the Introduction and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis.

## Methodology/Materials

Sound studies are built on clean methodology. This includes the use of appropriate, valid, and unflawed methods of sampling and use of instruments, procedures, and analysis. The methodology presented in the article should be free of confounding influences, appropriate for the study in question, and contain reliable and sophisticated statistical methods for effective analysis. Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized and indicated by a reference. Any modifications to existing methods should also be described.

## Results

The Results section should include a general summary of the collected data and accompanying analyses. All results, including unexpected findings, should be included in this section.

## Discussion

The Discussion section should evaluate and interpret the findings from the Results section. It should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section may sometimes be appropriate. Avoid extensive citations and discussion of published literature.

## Conclusions/Recommendations

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results/Discussion section. If needed, a Recommendations section may be included, which may stand alone or form a subsection of the aforementioned sections. Here, the author(s) may elaborate suggestions for further research on the study topic(s), including changes to methodology or scope of the hypothesis.

## References

A full list of references should be included at the end of your manuscript in proper APA format, with citations used throughout the article text as appropriate. Reference information should be accurate and thorough; for references accessed by web, please include the full URL. References should be denoted by square brackets [ ] and numbered {[1], [2], ... } according to the order in which they are cited by the text.

## Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

## Acknowledgements

If there are any contributions to the article in question (including funding, research assistance, use of facilities for research, etc.), this section should point out benefactors, sources of funding, or other sources of contribution to the study/research in the article in question (refer to Authorship and Declarations sections for details).

## Abstract

A concise and factual abstract is required, stating briefly the purpose of the research, the principal results, and major conclusions in approximately **300** words. The abstract should be able to stand alone, and thus References should be avoided. If essential, cite the author(s) and year(s). Abbreviations should be defined at their first mention in the abstract itself.

A graphical abstract is not required, but encouraged. In a single, concise, pictorial form, summarize the main findings of the article. Graphical abstracts should be submitted as a separate file. Please provide an image with a minimum of 531×1328 pixels (h×w) or proportionally more. The image should be readable at a size of 5×13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF, JPG, JPEG or MS Office files.

## Title Page

The title page must include a concise and informative title, author names and affiliations, disclosures, as well as the full postal address of each affiliation, including the country's name and the author's email address. Author names include the given and family names of each author in English. The affiliation addresses should be placed below the authors' names, with a lower-case superscript letter after each author's name corresponding to the same superscript in front of the appropriate address. The corresponding author must also be clearly indicated.

## Figures and Tables

Figures and tables may be embedded in the manuscript for initial review, but they must also be submitted as separate source files if the submission is accepted pending revision. For most submissions, we expect that Word files will suffice, but if your figures resist presentation with Word, please contact us so we can arrange for submission in an alternate format. Further formatting of figures and tables will be handled by the Editorial Board for final publishing. Preferred file types: MS Office files

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Please review the File Type section below for the correct resolution (dpi) of each type of graphic submitted, as resolution requirements vary depending on the graphic type and content within the graphic. Number the illustrations according to their sequence in the text and provide captions to illustrations separately. A detailed guide on electronic artwork is available in [Elsevier's Artwork Instructions](#).

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Please size your illustrations as close as possible to the desired dimensions of the final pdf version at the resolution described in the "File Type" section below. Graphics in the *AIEJ* will be viewed online and in PDF in a single column format, and should not exceed a maximum width of 8 inches (20cm) or 2400 pixels @300 DPI (4000 pixels @ 500 DPI for line art and bitmap art).

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Please use uniform lettering and sizing in your original artwork and embed the used fonts if the application you are using provides that option. To ensure labels are legible, we suggest using the following fonts: Arial, Helvetica, Courier, Times, Times New Roman, and/or Symbol, sizing them according to the final figure size.

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TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

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## **Highlights**

Including highlights will increase the discoverability of your paper. Highlights consist of three to five bullet points (each 85 characters or fewer, including spaces) that capture the novel results of your results, as well as any new methods that were used in the study. Highlights should be submitted in a separate editable file.

## **Key Words**

On a separate document (or with the list of highlights), please provide a **maximum of 6** keywords separated by commas. If possible, avoid abbreviations and plural terms. We suggest also against attempts to include multiple disparate concepts, as doing so may lead to ambiguity regarding the subject matter and inaccuracy of indexing.

## **Additional Material**

If you wish to submit any additional supplementary material not mentioned in this guide, please contact our Editorial Team for more information. Such material can be included via captioned links in your article or some alternative arrangement.