

ARTIFICIAL INTELLIGENCE (AI) POLICY

JOURNAL OF AWQAF, ZAKAT AND HAJJ (Jawhar)

1. INTRODUCTION & CORE PRINCIPLES

The Journal of Awqaf, Zakat and Hajj (Jawhar) recognise the potential of Generative AI and AI-assisted technologies in supporting and enhancing research efficiency. However, the application of these tools must adhere strictly to the highest standards of academic integrity, transparency, accountability, and publishing ethics.

AI tools must never be used as a substitute for human critical thinking, expertise, and independent evaluation. Humans (authors, reviewers, and editors) remain fully responsible and accountable for the content, accuracy, and publication decisions of the work.

2. SIMILARITY THRESHOLD

- i. Maximum Similarity Limit: All manuscripts submitted to Jawhar are subject to plagiarism screening software such as Turnitin. The maximum permissible similarity index for publication is **25%**.
- ii. Manuscripts exceeding the 25% similarity threshold, or those displaying uncredited AI-generated text or overlapping content, will be subject to immediate rejection (*desk reject*) or returned to the authors for comprehensive revision.

3. GUIDELINES FOR AUTHORS

A. Permitted Use & Accountability

- i. Authorised AI Use: Authors may use AI tools to assist with content organization, improving language and readability, grammar checking, synthesizing complex literature, and generating ideas.
- ii. Content Accountability: Authors are fully responsible and accountable for the accuracy, comprehensiveness, authenticity, and impartiality of their work. Authors must carefully review and verify all outputs, including references, as AI tools may generate incorrect or fabricated sources.
- iii. Authorship Requirements: AI tools must NOT be listed or cited as an author or co-author. Authorship carries legal and ethical responsibilities that can only be attributed to and performed by humans.

B. Mandatory Disclosure Statement

- i. Authors must explicitly disclose the use of Generative AI and AI-assisted technologies in their manuscript preparation upon submission.

- ii. The disclosure statement must be included in either the Methods or Acknowledgments section.
- iii. Recommended Statement Format:
 - a. **"During the preparation of this work, the author(s) used [NAME OF TOOL / VERSION] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the published article."**
- iv. Basic checks for spelling, grammar, and punctuation do not require a formal declaration. However, substantive changes to sentence structure or text organisation made by AI tools must be disclosed.

C. Figures, Images, and Artwork

- i. AI tools must not be used to fabricate, alter, or manipulate primary observed or experimental research data and images.
- ii. Authors may use AI tools to assist in creating conceptual or explanatory diagrams (e.g., flowcharts, decision trees, schematic illustrations). The specific tool, version, and usage must be disclosed in the image caption and the AI disclosure statement.
- iii. The use of general-purpose generative AI tools to create graphical abstracts is prohibited. Authors are encouraged to use dedicated scientific illustration software with clear licensing terms.

4. GUIDELINES FOR PEER REVIEWERS

- i. Submitted manuscripts are strictly confidential documents. Reviewers must not upload unpublished manuscripts, project proposals, or any associated files/images into AI tools, as this violates confidentiality and proprietary rights.
- ii. AI tools must not be used to analyse, summarise, or generate evaluation reports for submitted papers. Reviewers remain fully responsible for the scientific judgment and content of their review reports.
- iii. AI tools may only be used in a supportive capacity to refine the language or structure of the review report, provided confidentiality is fully maintained.

5. GUIDELINES FOR EDITORS

- i. Editors must treat all submissions as confidential and must not upload unpublished manuscripts or related data into AI tools.
- ii. AI tools cannot replace an editor's critical evaluation or final decision-making regarding manuscript acceptance or rejection.

- iii. Editors may only utilise private AI tools which do not retain, re-use, or train models on the submitted input to assist with supportive administrative tasks or decision letter formatting.
- iv. Editors must consult with the Editor-in-Chief prior to adopting any new AI tool within the editorial process.

6. DATA PRIVACY AND INTELLECTUAL PROPERTY

Authors, reviewers, and editors must review the terms and conditions of any AI tool utilised. They must ensure that inputs do not grant the tool rights to retain data, train AI models on submitted intellectual property, or impose restrictions that could impede future publication.