

CYC-Online

AI Submission Policy Guide

Guidelines for Authors on the Use of Generative Artificial Intelligence

As a journal founded in the relational, human-centered principles of Child and Youth Care (CYC) practice, *CYC-Online* prioritises authentic human voice, lived experiences, and reflexive practice. While we recognise the emergence of Generative AI tools, their use must never compromise the integrity, confidentiality, and authentic authorship that defines our field and this journal.

1. Core Principles

1. CYC practice is fundamentally about presence, connection, and relationship. Submitted articles must reflect the voice, critical reflection and clinical/experiential insights of human writers.
2. Writers are solely responsible for the accuracy, uniqueness, and ethical compliance of their manuscript. AI tools are not authors or co-authors.
3. AI models store and process user inputs for training their language models, creating data vulnerability. Protecting the privacy of children, youth, families, and practitioners is paramount.

Do NOT input case notes, clinical vignettes, descriptions of youth, or any identifying/semi-identifying practice details into generative AI tools. Doing so constitutes a breach of professional ethics and participant confidentiality.

2. Acceptable vs. Unacceptable Use

We distinguish between AI used for administrative assistance and AI used to generate intellectual or relational content.

Acceptable Use (No Disclosure Needed)	Conditional Use (Requires Explicit Disclosure)
<ul style="list-style-type: none">• Basic spelling, grammar, and copy-editing tools (e.g., Microsoft Word spellcheck, basic Grammarly).• Standard search engines and structural/reference formatting software.	<ul style="list-style-type: none">• Using AI to brainstorm structures, outline broad concepts, or refine heavily technical phrasing.• Using AI to translate text from another language into English.
Strictly Prohibited Use	
<ul style="list-style-type: none">• Generating paragraphs, narrative sections, case discussions or conclusions.• Fabricating, summarising, or analysing clinical vignettes, qualitative themes, or data.• Using AI-generated images or graphics to represent CYC contexts or relationships.	

3. Mandatory Disclosure Requirements

If generative AI tools were used in **any** capacity during the conceptualisation, outlining, drafting, or translation of the manuscript, authors **must** disclose this in a dedicated section immediately preceding the References list.

Example Disclosure:

"During the preparation of this manuscript, the writer(s) used [Name of AI Tool/Model] to [state specific purpose, e.g., refine the structural outline of Section 3]. The author(s) reviewed, edited, and take full responsibility for the final content of the manuscript."

4. Editorial Screening and Action

CYC-Online uses text-analysis and AI-detection tools during the initial screening process. We acknowledge that AI detectors are not infallible. However, a high probability score will prompt an editorial review. Manuscripts found to contain undisclosed AI-generated content, or content that compromises confidentiality, will be rejected. Subsequent actions may include a temporary or permanent ban on future submissions.

For questions or clarifications regarding these guidelines, please contact the Editorial Team at admin@cyc-net.org