

IBPSA-USA Guideline for Use of Artificial Intelligence (AI)

This guideline discusses the acceptable use of AI for IBPSA-USA publications, such as SimBuild. For the purpose of this guideline, AI tools shall include artificial intelligence technology that can produce text, imagery, or other products. Examples include ChatGPT, Gemini, Grok, NovelAI, Jasper AI, DALL-E, etc. It also includes AI detection tools such as GPTZero.

Use of AI Guideline for Authors

Use of AI Tools for Writing

IBPSA-USA acknowledges the value of AI Tools, which include generative AI and AI-assisted technologies such as AI agents and advanced research assistants. They can support researchers in their work through synthesizing literature, identifying research gaps, and improving content organization and readability. Authors may use such AI Tools; however, this use should be overseen by a human and must not replace human expertise or critical thought. Authors are fully responsible for the contents of their manuscript, and they must ensure that any AI Tools are used responsibly and disclosed appropriately.

Responsible use of AI Tools Authors are responsible for ensuring that their use of AI Tools follows applicable terms and conditions, and that the privacy and confidentiality of any data, such as those held in unpublished manuscripts, is maintained. They must not grant AI Tools the right to use the provided inputs for training or other purposes beyond the requested service, and they must ensure that the terms do not limit the publication of the outputs in an article.

Authors must check their research outputs, including that of AI Tools, for factual accuracy and potential bias. AI Tools may not be used to create the likeness of another person's voice.

Disclosure Authors must disclose any use of AI Tools in manuscript preparation through a separate AI declaration statement at the time of submission, which should also appear in the published work. This declaration should specify the name of the AI Tool, its purpose, the extent to which it is used to generate the content, and the extent of human oversight involved.

Such transparency fosters trust among authors, readers, reviewers, editors, and contributors, and ensures compliance with the AI Tool's terms of use. Use of AI for basic grammar, spelling, or punctuation checks does not require disclosure.

Any AI use within the research process itself should be clearly described in the methods section.

Authorship AI Tools must not be listed as authors or co-authors, nor cited as an author. Authorship carries responsibilities that can only be fulfilled by humans. Each author and co-author is accountable for ensuring the accuracy and integrity of the work, for addressing any concerns that arise, and for approving the final version prior to submission. Authors are also responsible for confirming that the work is original, that all listed contributors meet authorship criteria, and that no third-party rights are infringed. Before submission, authors should review and adhere to IBPSA-USA's [Publication Ethics Guideline](#).

Use of AI Tools for Images

For the purpose of this policy, we define data visualizations as images that faithfully represent numerical or other quantitative data through color and use of space. We define illustrations as images which help readers understand the subject matter, but which are not data visualizations.

The use of AI Tools to create or modify visualizations is not permitted. This includes altering, enhancing, obscuring, removing, or introducing specific features within an image or figure. Minor adjustments to brightness, contrast, or color balance are acceptable only if they do not conceal or remove original information. Image forensics tools may be used to detect irregularities.

The sole exception is when the use of AI or AI-assisted tools to generate visualizations form part of the research methodology, such as in AI-based imaging or data interpretation, in which case their use must be described in a reproducible manner in the methods section, including the tool or model name, version, extension numbers, manufacturer, and specific role in the process.

The use of AI Tools to generate illustrations is permitted, however, IBPSA-USA encourages all authors to create their own illustrations. Authors are accountable for the content of AI-generated illustrations, and they are required to declare all use of AI Tools in the manuscript.

Authors must follow the AI software's usage policies and ensure proper attribution.

The use of AI Tools may be considered for non-research publications, such as Ask A Modeler, if prior approval is obtained from the IBPSA-USA publisher and editor, all rights are cleared, and appropriate attribution is provided.

Use of AI Guideline for Reviewers

When a researcher is invited to review another researcher's paper, the manuscript must be treated as a confidential document as outlined in the Confidentiality section of the [publishing ethics guidelines](#). Reviewers should not upload a submitted manuscript or any part of it into an AI tool as this may violate the authors' confidentiality and proprietary rights and, where the paper contains personally identifiable information, may breach data privacy rights. If undisclosed use of AI is suspected, reviewers should notify the editors. They must *not* upload the manuscript to an AI detection tool.

This confidentiality requirement extends to the peer review report, as it may contain confidential information about the manuscript and/or the authors. For this reason, reviewers should not upload their peer review report into an AI tool, even if it is just for the purpose of improving language and readability.

Peer review is an important part of the scientific process which requires critical thinking and original assessment beyond the capabilities of AI tools. Therefore, reviewers should not rely on information from AI tools to make their judgement of a manuscript. Reviewers are responsible for the content of their reviews.

IBPSA-USA's AI author guideline states that authors are allowed to use generative AI and AI-assisted technologies in the manuscript preparation process before submission, but only with appropriate oversight and disclosure, as per our instructions in the Use of AI Guidelines for Authors. Reviewers can find such disclosure at the bottom of the paper in a separate section before the list of references, or in the submission details, if such an option was provided.

Use of AI Guideline for Editors

Editors shall treat submitted manuscripts as confidential. Uploading submitted manuscripts to AI platforms violates this confidentiality and should therefore not be done. They should ensure that reviewers are aware that this use of AI is a breach of confidentiality.

Similarly, editors shall not use AI tools to assist in the evaluation of submitted manuscripts, or decisions about their acceptance.

If authors or reviewers are accused of violating these guidelines, the editors shall request a statement and evidence (if applicable) from the accused and decide on an appropriate course of action based on the evidence available. If written consent is obtained from the accused, editors may use AI detection tools to support the investigation.