

Author Quick-Start Guide v1.2

This guide is for authors who already understand the academic publishing process and want to format a manuscript for JAIG with minimal reading. If you are submitting your first manuscript, read the Author Handbook v1.2 instead.

All format rules in this guide derive from the Manuscript Format Specification v1.0. Where this guide differs from the Specification, the Specification is authoritative.

1. Getting Started

Three steps before you write:

- Download the JAIG Manuscript Template v1.1 (.docx).
- Save the file as your manuscript: “YourLastName_ShortTitle_v1.docx”.
- Write your manuscript directly over the template’s instructional text. Do not delete sections; replace their content. The pre-screen evaluates section presence.

Submission format

JAIG accepts .docx submissions only at pre-screen. PDF is accepted for final publication after revision is complete.

Submission proceeds through the journal’s submission portal at [portal URL]. The portal accepts only .docx manuscripts conforming to the Manuscript Template v1.1. The portal requires you to enter your AI Assistance Disclosure into a structured field (minimum 150 characters) and to confirm five compliance attestations before submission completes. See Author Disclosure & Verification Policy §G for the portal interaction specification.

2. First-Page Fields

Replace each placeholder with your content. Do not modify paragraph styles.

Field	Required	Format	Limit
Title	Yes	Title style, sentence case	≥3 words
Authors	Yes	Bold names, superscript affiliation numbers	—
Affiliations	Yes	Numbered, full institution + ORCID	—
Corresponding author	Yes	Asterisk + email	—
Volume / Issue	Yes (default)	The editor will set the acceptance	—
Submission date	Yes (default)	The editor will set	—
Citation block	Yes (default)	The editor will format on acceptance	—
Abstract	Yes	No structured headings	≤250 words
Keywords	Yes	Comma-separated	3–8 keywords

3. Section Structure

Use Word’s built-in Heading 1, Heading 2, and Heading 3 styles. Numbered sections start at 1 and increment by 1. Decimal subsections follow the parent (1.1, 1.2, 2.1, 2.2). Do not skip levels (no 1.1.1 without 1.1).

Section	Style	Required
1 Introduction	Heading 1	Yes
1.1 Background and Motivation	Heading 2	Recommended
2 Literature Review	Heading 1	Yes
3 Methodology	Heading 1	Yes

4 Results	Heading 1	Yes
5 Discussion (with subsections 5.1, 5.2, 5.3)	Heading 1 + 2	Yes
6 Conclusion	Heading 1	Yes
References	Heading 1	Yes
End matter sections (see §6)	Heading 1	See table

4. Citations

JAIG uses a hybrid convention, called Option C-2:

- In-text citations use IEEE-style bracketed numerics: [1], [1, 3, 7], [1-4].
- References use APA 7 element formatting wrapped in [N] numbering.
- The reference list is sorted alphabetically by the surname of the first-listed author, or by organization name for institutional sources.
- Bracket numbers [1], [2], [3]... are assigned according to alphabetical position, not the order in which sources are first cited.
- Author surnames do not appear in the in-text citation marker. The same source reuses the same number across all citations. You do not renumber mid-draft, but confirm each source's number against the alphabetized reference list before submission.

In-text citation forms:

[1]	Single citation
[1, 3, 7]	Multiple citations
[1-4]	Range of consecutive citations
[1, p. 47]	Citation with page locator
[1, pp. 47-52]	Citation with page range
[1, sec. 2.3]	Citation with section locator

Three reference examples (shown in alphabetical order, they would occupy in the References list):

INSTITUTIONAL DOCUMENT

[1] International Organization for Standardization. (2023). ISO/IEC 42001:2023 – Information technology – Artificial intelligence – Management system. ISO. <https://www.iso.org/standard/81230.html>

CONFERENCE PROCEEDING

[2] Mitchell, M., Wu, S., Zaldivar, A., Barnes, P., Vasserman, L., Hutchinson, B., Spitzer, E., Raji, I. D., & Gebru, T. (2019). Model cards for model reporting. Proceedings of the Conference on Fairness, Accountability, and Transparency, 220–229. <https://doi.org/10.1145/3287560.3287596>

JOURNAL ARTICLE

[3] Smith, J., & Jones, K. (2020). Algorithmic accountability in public-sector AI deployment. Journal of AI Governance, 5(2), 113–142. <https://doi.org/10.1234/jaig.2020.0213>

Common errors that fail pre-screen

Use the author-year style (Smith, 2020) anywhere in the body. Mixing bracketed and author-year citations within the manuscript. Bare DOIs without the <https://doi.org/> prefix. The reference list is ordered by first appearance instead of alphabetically by first-author surname or organization name. Assigning multiple numbers to the same source and leaving author-surname placeholders (e.g., [Chen]) unconverted to [N] form.

4.1 Reference Verification

References are verified through an automated four-layer probe (identifier presence, identifier resolution, metadata coherence, citation–claim alignment). Bare DOIs, malformed DOIs, fabricated citations, and metadata mismatches are detected. The four-band finding categorization (PASS, WARN, FLAG, FLAG with editorial escalation) is calibrated against published baselines per Reference Integrity Threshold Calibration Specification v1.0. See Author Disclosure & Verification Policy §C for details.

The journal does not use stylometric AI text detection tools (such as GPTZero, Originality.ai, or comparable tools) to evaluate manuscripts. See Author Disclosure & Verification Policy §C.2 for the journal’s reasoning.

5. AI Assistance Disclosure

Every submission must affirm or deny the use of AI in manuscript preparation. Disclosure is required by §4.10 of the AI Pre-Screen Specification and detailed in Author Disclosure & Verification Policy §B.1. Ambiguous phrasing (“may have been used”) is treated as non-disclosure and fails the pre-screen.

An affirmative disclosure includes four elements:

- Tools: name, vendor, and version of each AI system used (e.g., “Claude (Anthropic, Sonnet 4.6)”).
- Stages: where in the manuscript pipeline each tool was used (drafting, editing, literature search, summarization, analysis, translation, visualization).
- Verification: how authors validated AI-generated content before incorporation.
- Limitations: any material limitations of the AI tools that affect the reader's interpretation of the work.

ACCEPTABLE AFFIRMATIVE DISCLOSURE

Generative AI (Claude, Anthropic, Sonnet 4.6) was used during the drafting and editing stages to assist with prose refinement in Sections 3 and 5. All AI-generated content was reviewed and verified against primary sources by the authors. The tool was not used to generate analytical results, fabricate citations, or produce content not subsequently verified by the authors. No material AI tool limitations affected the manuscript’s substantive content.

ACCEPTABLE NEGATIVE DISCLOSURE

No AI tools were used in the preparation of this manuscript.

6. End Matter Sections

All sections below appear in the template in this order. Do not omit any required section; if a section does not apply, write “Not applicable.”

Section	Required	If Not Applicable
About the Authors	Yes	—
Author Contributions (CRediT)	Yes	—
Funding Statement	Yes	“This research received no external funding.”
Institutional Review Board Statement	Yes	“Not applicable.”
Informed Consent Statement	Yes	“Not applicable.”
Data Availability Statement	Yes	Specify the location of data, not “upon request.”
Acknowledgments	Optional	Leave heading; section may be empty
Conflicts of Interest	Yes	“The authors declare no conflicts of interest.”
AI Assistance Disclosure	Yes	See §5 above

7. Pre-Submission Checklist

Confirm each item before submission. Each maps to a rule in §5 of the Manuscript Format Specification.

First-page elements

- §5.1.1 Title uses Word's Title style (not manual font formatting).
- §5.1.4 Corresponding author marked with an asterisk and email provided.
- §5.1.5 ORCIDs provided for all authors in XXXX-XXXX-XXXX-XXXX format.
- §5.1.9 Abstract is no more than 250 words.
- §5.1.11 Keywords list contains 3 to 8 entries.

Body structure

- §5.2.1 Top-level sections (1, 2, 3...) use Heading 1 style.
- §5.2.2 Decimal subsections (1.1, 1.2...) use Heading 2 style.
- §5.2.4 Section numbering is sequential with no gaps.

Citations and references

- §5.4.1 All in-text citations use bracketed numeric form [N]; no author-surname placeholders (e.g., [Chen]) remain.
- §5.4.2 No author-year citations anywhere in the body.
- §5.4.4 Reference list ordered alphabetically by first-author surname, or by organization name for institutional sources.
- §5.5.1 Each reference entry begins with [N].
- §5.5.2 Reference numbering starts at [1] and has no gaps.
- §5.5.6 Journal names italicized in reference entries.
- §5.5.8 DOIs formatted as [https://doi.org/\[doi\]](https://doi.org/[doi]), not bare strings.
- §5.5.9 Reference entries use hanging-indent paragraph style.

End matter

- §5.6.2 Author Contributions section present with CRediT roles.
- §5.6.3 Funding Statement present (or "None" stated).
- §5.6.6 Data Availability Statement is specific, not vague.
- §5.6.8 Conflicts of Interest section present.
- §5.6.9 AI Assistance Disclosure section present and unambiguous.

8. Where to Get Help

Need	Resource
Detailed format rules	Manuscript Format Specification v1.0
First-time author guidance	Author Handbook v1.0
Submission and review process	Author Handbook Parts 7-9; Transparent AI Review Charter §5
Peer review criteria	Peer Reviewer Scoring Rubric
AI use disclosure policy	Author Disclosure & Verification Policy v1.0
Editorial questions	admin@thecenterforethicalai.com
Technical support	admin@thecenterforethicalai.com

Author's Quick Start Guide

For the canonical map of all JAIG documents, see Document Set Index v1.0. The Index is the single source of truth for document versions, status, and cross-references.

JAIG | Author Quick-Start Guide v1.2 | Companion to Manuscript Format Specification v1.2