Submission Guidelines
Cambridge Journal of AI

Prior to submission, please carefully read and follow the submission guidelines detailed below. Manuscripts that do not conform to the submission guidelines may be returned without review.

IMPORTANT: By submitting a manuscript you agree to follow the procedures outlined below and to follow our <u>publication ethics</u> and agree to follow our <u>plagiarism disclaimer</u>. If manuscripts are found to breach these terms, they will be sent for review by the Editorial Board and reported to the relevant departments, respectively. Consequences may ensue for those who breach these rules.

<u>Submission</u>

To submit to the editorial team, please submit manuscripts electronically via our website under the "SUBMIT" header item.

<u>AUTHOR SUBMISSION (SIMPLIFIED):</u>

1. **Read the Submission Guidelines and relevant sections outlined in this Handbook and read the relevant sections from the Code of Ethics.**

2. **Prepare the following documents:**
   a. **Cover letter**
      i. **Why would this manuscript benefit the journal? Why is it important, relevant, etc.?**
      ii. **List of preferred/vetoed editors or reviewers.**
      iii. **A general positionality statement**
      iv. **Ethical Approval Code OR a statement on ethics, if necessary.**
      v. **Dissertations and projects may be submitted but only *after* the author has received a mark (or graduated) and has explicit, signed permission from their supervisor (if necessary***). <u>Include and attach this signed statement/authorisation either in the cover letter or the manuscript itself.</u>**
   b. **Abstract (max 250 words with 5 keywords/short phrases)**
   c. **Manuscript (max 5,000 words)**
      i. **Must have an original title**
      ii. **Reference style: Harvard referencing**

3. **Complete the submission form which includes the following:**
   a. **Select masked or unmasked review**
   b. **Suggest/veto editors or reviewers**
   c. **Statement agreements**
   d. **Provide a statement on the journal's mission and your contribution**
   e. **Upload your documents**

*** In cases where another person's (e.g., supervisor's) data set is used and has not been published, a signed statement from that person must be given. If you have produced *your own* primary data, you may submit *without* authorisation. If you are unsure, get in touch.

Please continue to read the following section for particular details about the submission process. To see how the submission fits and becomes incorporated in the overall publishing and reviewing process, please see the Peer Review section.

There is a £5 fee to submit or publish a manuscript.

The file format should be either in Microsoft Word Format (.doc or .docx) or Portable Document Format (.pdf).

In a **cover letter**, [you may] provide the following information:

- a brief paragraph summarising how the work might be of broad, general interest or appeal to more than one traditional area of [enquiry];
- a list of 3-5 appropriate reviewers/editors with no conflict of interest, explaining what their relevant expertise is and a list of non-preferred reviewers/editors (no explanation is necessary but is welcomed)—please note that you will also need to provide this information during the submission form;
- a general positionality statement to provide transparency on the author's attitude towards their manuscript's topic (particularly if your manuscript contains sensitive material or might be affiliated with a particular socio-political movement, for example); and
- ethical approval code(s) for any primary data that has been used OR a statement on ethics of the research methodology and the analyses made.

On the first page of the manuscript, provide a word count [**5000 maximum**] for the text excluding title, references, author affiliations [department, university], acknowledgements, figures and figure legends, but including the abstract. If you have a web link to data or materials, please include it in your author note on the title page.

Graphs and tables should include error bars that are clearly labelled in the figure legend, and tables should also provide clearly labelled measures of variability (the use of confidence intervals is encouraged, and ranges may be more appropriate for small samples).

In addition to phone numbers, please supply email addresses for potential use by the editorial team.

Keep a copy of the manuscript as a guard against loss.

General correspondence may be directed to the editorial team by getting in contact with one of our editors or the editor-in-chief.

Masked Review Policy

Masked reviews are optional. If you want a masked review, please indicate this in the form upon submission. You must include authors' names and affiliations on the title page, however, reviewers will not have access to these. They will only see the main manuscript text and any supplementary file(s). Please be sure to include this information in the cover letter.

Footnotes that identify the authors should also be removed from the manuscript and can be included in the cover letter. Authors should make every effort to see that the manuscript itself contains no clue to their identities.

If your manuscript was mask reviewed, please ensure that the final version for production includes a byline and full author note for typesetting.

Manuscript Preparation

Review Harvard's Submission Guidelines before submitting your article.

Double-space all copy. Other formatting instructions, as well as instructions on preparing tables, figures, references, metrics, and abstracts, appear in the *Manual*. Additional guidance on the Harvard style of referencing is available on the Harvard University Press website.

Below are additional instructions regarding the preparation of display equations, computer code, and tables.

Display Equations

We strongly encourage you to use MathType (third-party software) or Equation Editor 3.0 (built into pre-2007 versions of Word) to construct your equations, rather than the equation support that is built into Word 2007 and Word 2010. Equations composed with the built-in Word 2007/Word 2010 equation support are converted to low-resolution graphics when they enter the production process and must be rekeyed by the typesetter, which may introduce errors.

To construct your equations with MathType or Equation Editor 3.0:

- Go to the Text section of the Insert tab and select Object.
- Select MathType or Equation Editor 3.0 in the drop-down menu.

If you have an equation that has already been produced using Microsoft Word 2007 or 2010 and you have access to the full version of MathType 6.5 or later, you can convert this equation to MathType by clicking on MathType Insert Equation. Copy the equation from Microsoft Word and paste it into the MathType box. Verify that your equation is correct, click File, and then click Update. Your equation has now been inserted into your Word file as a MathType Equation.

Use Equation Editor 3.0 or MathType only for equations or for formulas that cannot be produced as Word text using the Times or Symbol font.

Computer Code

Because altering computer code in any way (e.g., indents, line spacing, line breaks, page breaks) during the typesetting process could alter its meaning, we treat computer code differently from the rest of your article in our production process. To that end, we request separate files for computer code.

If you would like to include code in the text of your published manuscript, please submit a separate file with your code exactly as you want it to appear, using Courier New font with a type size of 8 points. We will make an image of each segment of code in your article that exceeds 40 characters in length. (Shorter snippets of code that appear in text will be typeset in Courier New and run in with the rest of the text.) If an appendix contains a mix of code and explanatory text, please submit a file that contains the entire appendix, with the code keyed in 8-point Courier New.

Tables

Use Word's insert table function when you create tables. Using spaces or tabs in your table will create problems when the table is typeset and may result in errors.

LaTex Files

LaTex files (.tex) should be uploaded with all other files such as BibTeX Generated Bibliography File (.bbl) or Bibliography Document (.bib) together in a compressed ZIP file folder for the manuscript submission process. In addition, a Portable Document Format (.pdf) of the manuscript file must be uploaded for the peer-review process.

Abstract and Keywords

All manuscripts must include an **abstract** containing a **maximum of 250 words** typed on a separate page. After the abstract, please supply up to **five keywords or brief phrases**.

References

List references in alphabetical order. Each listed reference should be cited in text, and each text citation should be listed in the references section. Harvard Referencing.

Examples of basic reference formats:

Journal article:

Smith, J.A. and Brown, L. (2020). The impact of climate change on coastal ecosystems. *Environmental Research Letters*, 15(3), pp. 123-145. https://doi.org/10.1088/1748-9326/ab1234

Authored book:

Johnson, M.R. (2018). *Introduction to Quantum Mechanics*. 2nd ed. Oxford: Oxford University Press.

Chapter in an edited book:

Brown, T.J. (2019). Machine learning algorithms in healthcare. In: Green, P. and Blue, S., eds. *Advances in Medical Informatics*. New York: Springer, pp. 45-67.

Data set citation:

World Bank. (2021). World Development Indicators. [Data set]. World Bank. https://databank.worldbank.org/source/world-development-indicators

Software/Code citation:

R Core Team. (2022). R: A language and environment for statistical computing. Version 4.1.1. R Foundation for Statistical Computing. https://www.R-project.org/

All data, program code and other methods must be appropriately cited in the text and listed in the references section. Examples of the correct form are above.

Figures

Graphic files are welcomed if supplied as Tiff or EPS files. Multipanel figures (i.e., figures with parts labelled a, b, c, d, etc.) should be assembled into one file.

The minimum line weight for line art is 0.5 point for optimal printing.

For more information about acceptable resolutions, fonts, sizing, and other figure issues, please see the general guidelines.

When possible, please place symbol legends below the figure instead of to the side.
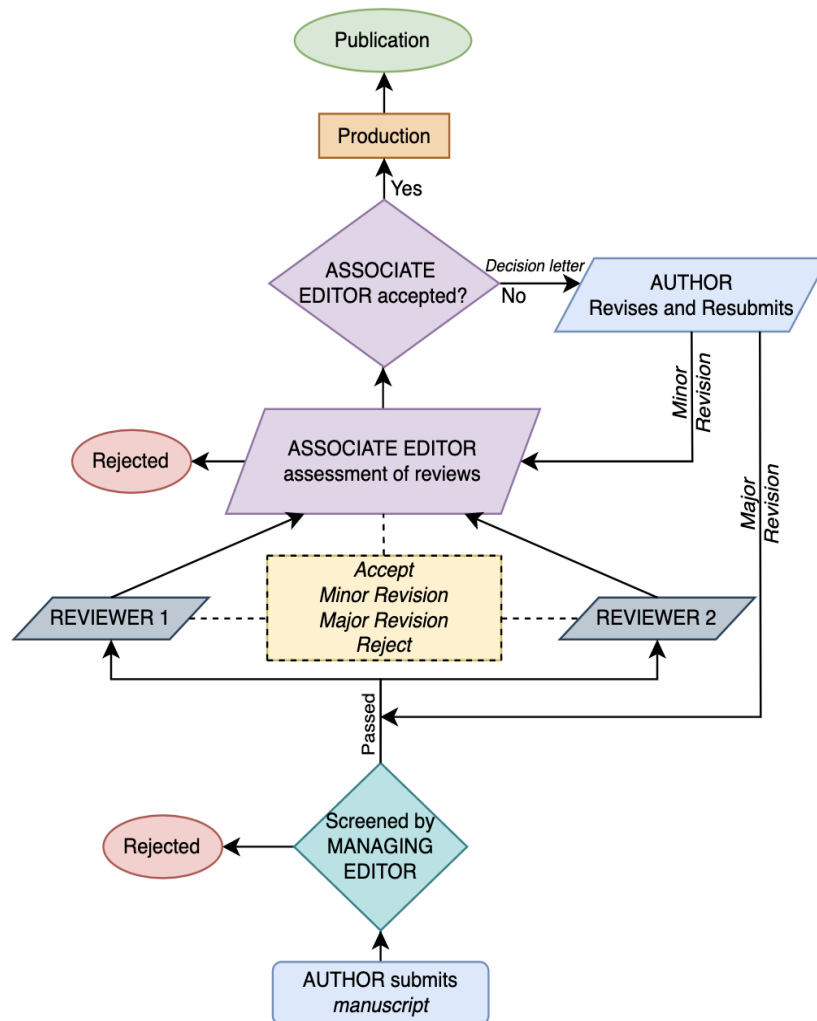
Manuscript Review Appeals

The process for appealing a manuscript decision is described here.

Plagiarism of any other work is strictly forbidden; please cite and reference appropriately. See our plagiarism section.

Peer Review

The *Cambridge Journal of AI* is a collaborative, double-blind (double-anonymous) peer-review journal. Personal information of authors and peer-reviewers will not be disclosed to either party during the process of peer-review. Given the peer-review's collaborative style, peer-reviewers will work together on the author's manuscript, but neither will know have access to the author's personal information. That is to say, authors and reviewers will remain "blind" / "anonymous" to each other. All peer-reviewers must undergo a training course or a valid equivalent training prior to peer-reviewing any manuscript.

Publication

Production

Yes

ASSOCIATE EDITOR accepted?

Decision letter
No

AUTHOR Revises and Resubmits

Rejected

ASSOCIATE EDITOR assessment of reviews

Minor Revision

Major Revision

Accept
Minor Revision
Major Revision
Reject

REVIEWER 1

REVIEWER 2

Passed

Rejected

Screened by MANAGING EDITOR

AUTHOR submits *manuscript*

[The overall reviewing process shown above is simplified. Please note that the diagram does not indicate that associate editors may be in discussion with their managing editor and the appeal process has not been included].

(The following has been quoted verbatim from *Peer Review*, 2021 with relevant alterations marked with square brackets to indicate applicability and appropriate translation to this journal)

Who are peer reviewers

CJAI reviewers are selected by the action editor [typically, the editor-in-chief or managing editor] to review a manuscript on the basis of their expertise in particular content areas of their field. The role of peer reviewer is to highlight unique, original manuscripts that fit within the scope of the journal [after the manuscript has been screened by the managing editor]. To aid the editor's objectivity, two peer reviewers are selected to evaluate a manuscript. These reviewers should be able to provide fair reviews, free from conflict of interest, as well as submit the reviews on time.

Whereas the managing editor holds final responsibility for a manuscript, the associate editor usually weighs reviewers' inputs heavily. Authors can expect their manuscripts to be reviewed fairly, in a skilled, conscientious manner. The comments received should be constructive,

respectful, and specific. Reviewers must present a clear decision recommendation regarding publication, considering the quality of the manuscript, its contribution, and its appropriateness for the particular journal; support the recommendation with a detailed, comprehensive analysis of the quality and coherence of the study's conceptual basis, methods, results, and interpretations; and offer specific constructive suggestions to authors.

Journal editors may request that reviewers evaluate manuscripts based on specific criteria, which may vary across journals or for non-empirical article types, such as commentaries or reviews.

What happens in peer review

The editor and reviewers scan the paper to gain an independent view of the work. This "quick read" provides a foundation for the more thorough reading that follows - it by no means determines the final decision, but does parallel how authors can expect many reviewers (and readers) to approach their papers.

First, the managing editor scans the paper from beginning to end for obvious flaws in the research substance and writing style. If problems show on the surface, a deeper reading is likely to uncover other matters needing attention.

After this initial examination of your manuscript, the editor and peer reviewers will follow these general guidelines:

Read the abstract

Major problems in the abstract often reflect internal flaws.

The major goal in reading the abstract is to understand the subject matter.

- Is it clearly defined, relevant, and supported by the methodology?
- What is the sense of the research question, methodology, findings, and interpretations?

Harvard [and this journal's] publication policy emphasises conclusion-oriented abstracts: What did the research find, and what do the findings mean?

Examine the full manuscript

- How long is the Introduction [and Discussion, if applicable] section relative to other sections of the paper?
- Does the paper adhere to [the] journal-specific guidelines?

Scan the paper's headings

- Are they well organised?
- Does a clear structure emerge?

If not, the author has not achieved coherence

Scan the references

- Are they in Harvard Style?

If not, the author is not using Harvard publication format.

Scan the tables and figures

- Do they portray the information clearly?
- Can they stand alone without captions?
- Are they well-constructed and in Harvard Style?

A "no" to any of these questions suggests problems in the author's presentation of findings.

- If the text contains a large number of statistics, could they be more appropriately put into tables or figures?

What actions are taken on a paper

The associate editor drafting the **decision letter** should be synthesising the input from multiple reviewers into a cohesive list of improvements that should be made to the manuscript. Any comments from the reviewers will be appended to the official decision letter.

These categories constitute the editorial actions that may be taken on a manuscript.

Rejection

The flaws that lead to this decision generally centre on substantive or methodological issues. A manuscript is usually rejected because it is outside the area of coverage of the journal; it contains serious flaws of design, methodology, analysis, or interpretation; or it is judged to make only a limited novel contribution to the journal.

Revise and resubmit [with minor or major revision feedback]

In most cases, manuscripts may have publication potential but are not yet ready for final publication. The study as presented may not merit acceptance as is but may warrant consideration after substantive revision (e.g., reorganising the conceptual structure, [...] or modifying analyses).

The editor will give the author an invitation to revise and resubmit for another round of reviews (usually with the same reviewers). An editor cannot guarantee acceptance of a revised manuscript, but authors who respond flexibly and attend closely to suggested revisions enhance their chances for an acceptance.

Authors [are strongly advised to] include a detailed cover letter outlining their responses to the revisions. Authors may receive this decision multiple times prior to acceptance.

Acceptance

In very few cases, a manuscript may be accepted for publication on first reading, with only minor revisions required. More typically, acceptances follow the successful revision of a manuscript previously rejected with invitation to revise and submit.

Once a manuscript is accepted and appropriate paperwork has been obtained, it enters the production phase of publication. At this point, no further changes can be made by the author other than those suggested by the copyeditor [who is likely to be either the reviewers and/or the editor].

Additional Resources

Peer review ethics: Six things every author should know (Johnson, Vaccaro, & Barnold, 2018)

Current Peer Review Trends and Standards (from *Responsible Conduct of Research*, 2008)

Appeals Process

If your manuscript is rejected, and if you believe a pertinent point was overlooked or misunderstood by the reviewers, you may appeal the editorial decision by contacting the associate editor responsible for the manuscript.

The associate editor might then decide to send the appeal to the managing editor who handled the initial submission. If the author is still unhappy with the appeal results, they may request for the editor-in-chief to give a final decision on the appeal.

Plagiarism

Any text or material published in any published article must **not** be subsequently used in any answer for any exam (Tripos or otherwise), here at the University of Cambridge. Given the journal being in the public domain, plagiarism of any sorts is not tolerated and exam answers may be subject to plagiarism checks with relevant departments. Our publication ethics should also be observed and enacted by all readers, authors, reviewers, and editors. Similarly, authors must **not** plagiarise any material that is not their own unpublished work; otherwise appropriate citations and referencing should be employed where necessary (please see references).

As previously mentioned, undergraduate dissertations and projects may be submitted; however, only **after** they have been marked and the author has obtained approval from their respective supervisor(s) should any unpublished data be used. This should feature as a **signed statement/ authorisation** which should be included within either the cover letter or the manuscript itself.

Publication Ethics

CJAI is committed to ensuring the protection of dignity, rights, safety, and welfare of readers, authors, peer-reviewers, and editors. All manuscripts will undergo ethical scrutiny and any conflicts of interests between any authors, reviewers, and/or editors should be explicitly stated and will be appropriately addressed. Should readers feel a publication is in breach of our publication ethics, they are encouraged to report the issue to the relevant person(s). Similarly, reviewers and editors should contact the relevant person(s) on the Editorial Board. Importantly,

all ethical scrutiny will be undertaken by the Editorial Board and appropriate responses and consequences will follow.

CJAI has its own Code of Ethics which has been modelled on various journals' own publication ethics and will provide a thorough account of the guidelines and expectations we hope to instil in all the journal's aspects of the publishing process. We advise all to attend to the Code of Ethics should any uncertainty or conflict arise. Authors should be familiar with the standard ethics concerning methodology and manuscript submission that are clearly outlined within the Code of Ethics.

Any submitted manuscripts that are discriminatory or prejudiced of any nature including, for example, concerns surrounding race, ethnicity, sexual orientation, gender and gender reassignment, religion and belief, disability etc. and/or following antiquated paradigms such as social evolutionism will immediately be rejected. The journal is committed to ensuring that no promotion of discrimination of any legally protected characteristics, as found in the Equality Act, is found within the journal. This is in addition to the University of Cambridge's Statement on Freedom of Speech.

The following sections are taken and modelled from Cambridge University Press's guideline document, *Publication Ethics: Academic Research* (2021). Certain sentences and sections have been omitted or appropriately altered to account for the journal's scope and range of practices. In turn, many of these guidelines are modelled on the Committee on Publication Ethics (COPE) which also offers interactive flowcharts of various concerns for readers, reviewers, or editors.

For concerns around post-publication and published articles, please see our important disclaimer: plagiarism.

Research Integrity

We uphold the same high standards as any academic journal, and expect research published by the journal to abide by the principles within the University of Cambridge's Research Integrity Statement.

These principles cover:

- Honesty in all aspects of research;
- Scrupulous care, thoroughness and excellence in research practice;
- Transparency and open communication;
- Care and respect for all participants in and subjects of research;
- Accountability both for one's own research integrity and that of others when behaviour falls short of our standards.

It is a submission requirement to send, within the cover letter, an **ethics approval code** of any primary data that has been used, where applicable.

Ethics board and ethics approval code needed when authors submit. Submission requirement. (Animal and human testing).

We do not tolerate abusive behaviour or correspondence towards our team and others involved in the publishing process. If anyone involved in this process engages in such behaviour we reserve the right to take action to protect others from this abuse. This may include, for example, withdrawal of a manuscript from consideration, or challenging clearly abusive peer review comments.

Peer Review

Peer review is critical to maintaining the standards of our publications. We:

- Provide appropriate systems, training, and support to facilitate rigorous, fair, and effective peer review for all our publications;
- Encourage our editors and peer reviewers to familiarise themselves with and act in accordance with relevant best practice guidelines on peer review. For journal editors and peer reviewers, please refer to COPE's Ethical Guidelines for Peer Reviewers and the Journal's Code of Ethics;
- Expect those who oversee the peer review process to be able to recognise warning signs of fraudulent or manipulated peer review, and to raise any concerns by emailing the editor-in-chief. People who oversee the peer review process may be contracted by us directly or by application process;
- Support our editors and peer reviewers in investigating and acting on any suspected cases of manipulated or fraudulent peer review;
- Protect the confidentiality of participants in the peer review process where anonymity is required.

Image Manipulation, Falsification, and Fabrication

Where research data [or borrowed data] are collected or presented as images, modifying these images can sometimes misrepresent the results obtained or their significance. We recognise that there can be legitimate reasons for modifying images, but we expect authors to avoid modifying images where this leads to the falsification, fabrication, or misrepresentation of their results.