

## General Conditions on the Use of Artificial Intelligence

This Policy outlines the general conditions that apply to the use of artificial intelligence (“AI”) in preparing submissions to the *Ottawa Law Review* (“OLR”).

### 1. Policy

#### 1.1 Definitions

In this policy,

- (1) “author” means any author or co-author of a submission,
- (2) “submission” means any text submitted to the *OLR* for potential publication, and
- (3) “AI” means any type of artificial intelligence that generates content based on the system’s training data and in response to prompts that the user inputs.

#### 1.2 Compliance

Every author must read and comply with this policy and assume full responsibility for their submission’s compliance with it. Violation of this policy by an author may result in

- (1) immediate termination of the publication process for their submission, and
- (2) refusal to publish future submissions they author for a period of time.

### 2. AI Use in Submissions

#### 2.1 AI as Author

The *OLR* does not recognize AI as an author and takes the position that only human beings may be authors.

#### 2.2 Acceptable Use of AI in Submissions

The *OLR* accepts the following categories of submissions:

- (1) No AI was used in creating the submission; all research, drafting, and revisions were carried out solely by the author (“Category 1”).
- (2) AI served as a research aid, by assisting with tasks such as summarizing legal decisions or identifying relevant sources. AI served as a linguistic editing aid, by suggesting edits or rephrasing for clarity. The submission itself was written by the author (“Category 2”).

- (3) AI contributed to the submission as a research aid and by generating preliminary text or an outline. The portions of text generated by AI were then substantially rewritten, refined, and expanded upon by the author (“Category 3”).

## 2.3 Unacceptable Use of AI in Submissions

The *OLR* does not accept submissions for which AI was used to generate the article or a substantial part of it, with the author’s role primarily consisting of selection, editing, rearrangement, or limited supplementation (“Category 4”).

## 3. Mandatory Disclosure of AI Use

### 3.1 Disclosure and Certification Form

All authors must include a duly completed copy of the “Disclosure and Certification Form” to disclose whether AI was used in their submission and, if so, to what extent it was used.

### 3.2 Responsibility

Any author making a submission to the *OLR* bears responsibility for any misrepresentation made in their “Disclosure and Certification Form” and is subject to the sanctions set out in section 1.2.

## 4. *OLR* Processes and AI

### 4.1 General

The *OLR* puts all submissions through a rigorous review process—including the preselection committee’s assessment, the peer review process, and the editing process—to ensure their accuracy, credibility, and reliability.

### 4.2 Peer Review

- (1) As part of peer review, an anonymized copy of the “Disclosure and Certification Form” will be shared with the peer reviewers.
- (2) To uphold the authenticity, confidentiality, and integrity of submissions, peer reviewers cannot use AI to assess submissions during the peer review process.

### 4.3 Editing

- (1) Subject to section 4.3(2), *OLR* editors are not permitted to upload or otherwise submit any portion of a submission to an AI system.
- (2) *OLR* editors may use AI to assist with linguistic editing, spelling, or grammar.
- (3) *OLR* editors will check whether the sources cited in each submission exist, are relevant, and are accurately cited.

### 4.4 Responsibility

The author retains final responsibility for ensuring the accuracy, credibility, and reliability of cited sources.