



ORF Policy on AI Use for Research and Writing

ORF has outlined a set of principles to guide our researchers and contributors on the use of AI for research and writing for publication by ORF. We recognise that AI use for intellectual tasks can create risks not only of factual errors, but also of bias, fabricated references, copyright issues, and reputational damage.

We aim to be pragmatic while setting appropriate boundaries and standing firm on ethical, responsible, and accountable grounds.

As AI tools evolve and potential new uses are found, the Publications Committee will conduct periodic assessments of commonly used tools. In parallel, the committee will review, and if required, update the AI policy at least every six months.

We outline our guiding principles in the following paragraphs.

1. ORF's AI Policy does not supersede our existing publication guidelines. We continue to abide by the foundational pillars of our research work: All drafts undergo plagiarism check; and all drafts are peer-reviewed.
2. AI is a research assistant. AI may assist in certain tasks, but it cannot replace the researcher's analysis, interpretation, or authorship.
3. AI is not a ghostwriter. One must not plagiarise from AI. Writing the zero draft with AI from scratch is not allowed.
4. AI should not be used for reviewing peer-written drafts. When an ORF researcher is tasked to review a draft, authored by either their ORF peers or external contributors, they should not upload that unpublished intellectual property to an AI tool.

5. The use of AI tools must be disclosed in the form of an ‘Acknowledgement’. This Acknowledgement will be carried on the final version for publication, e.g.:

The author acknowledges the use of ChatGPT 5.2 to conduct a preliminary literature survey and to generate a draft outline for this paper. Google Gemini was used to generate the process diagram in Sections 5.1 and 5.2. Grammarly was used for language refinements prior to submission.

In their Acknowledgement, the author should mention the AI model name and version number they have used.

6. The use of AI-generated images will be examined on a case-by-case basis. ORF will continue to apply our standard practice of ensuring that every image used in our publications is accompanied by a clear caption explaining the image and identifying its source. However, if certain types of AI-generated images are deemed potentially inaccurate or misleading, their use will not be allowed.

7. The author is responsible, and will be accountable, for the accuracy of any verifiable fact or information contained in their work. AI tools cannot be credited as authors nor can they be made responsible for any research output.

We outline specific responses to the risks of AI use. All researchers, when using AI tools for research and writing, must:

1. Verify every factual and empirical claim.
2. Check each citation manually.
3. Trace any argument made by AI back to the primary sources.
4. Treat AI summaries as provisional, not definitive and authoritative.
5. Not use AI-generated references, unless verified by the researcher.

6. Not upload to AI any unpublished drafts, internal documents, transcripts of confidential interviews, reviewer comments, personal data, partner communications, strategic planning documents, and legal or financial materials.