# Policy on the Use of Artificial Intelligence in the Editorial Processes of the Faculty of Finance, Government and International Relations – FIGRI



# **ENGLISH VERSION**

In accordance with the legislation of the Republic of Colombia and the Andean Community, the only legally valid version of this policy is the one written in Spanish. The Universidad Externado de Colombia has translated this document into English, French and Portuguese solely to facilitate engagement with international authors and reviewers. In the event of any discrepancy between the Spanish version and the versions in other languages, the Spanish version shall always prevail.



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Policy on the Use of Artificial Intelligence in the Editorial Processes of the Faculty of Finance, Government and International Relations

– FIGRI

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# 1. Presentation of the Policy

In the context of the rapid advancement of information technologies, and in particular Artificial Intelligence (AI), a profound transformation is taking place across various sectors of society, including the production, management and dissemination of knowledge. In the academic and editorial fields, these technologies offer significant opportunities to optimise processes, strengthen the quality of publications and broaden access to knowledge. However, their incorporation also raises ethical, legal and epistemological challenges related to authorship, transparency, data protection, originality of works and the preservation of intellectual integrity.

Given this landscape, it is essential to establish clear guidelines that regulate the use of Al, ensure human responsibility and promote trust in the results derived from its application. In this regard, the Faculty of Finance, Government and International Relations – FIGRI recognises the importance of integrating these tools into academic and editorial processes in an ethical, transparent and responsible manner. This policy provides guidance to the different actors involved in the use of Al within the faculty's editorial work, ensuring that its application contributes to strengthening quality, efficiency and innovation without compromising integrity or human authorship.

The faculty undertakes the commitment to foster a culture of responsible Al use, in alignment with institutional guidelines and with international best practices as stated in the Policy on Ethics and Good Editorial Practices of the Faculty of Finance, Government and International Relations – FIGRI. Likewise, it promotes continuous training, ethical reflection and the critical adoption of these emerging technologies, with the aim of harnessing their potential as support tools rather than as substitutes for human thought, creativity or intellectual responsibility.

#### 2. Purpose and Scope

This policy aims to establish the guidelines for the responsible, ethical and transparent use of artificial intelligence tools in the editorial processes of the scientific journals OASIS, OPERA and ODEON; outreach journals; research and outreach books; and the master's and doctoral thesis collections of the Faculty of Finance, Government and International Relations – FIGRI, published or co-published by the Editorial Universidad Externado de Colombia.

It also seeks to promote academic integrity, the protection of authors' rights and transparency in the application of Al technologies, defining shared responsibilities among authors, editors, reviewers and editorial support teams at all stages of the academic and editorial process.



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This policy applies to the editorial processes of the scientific journals OASIS, OPERA and ODEON; outreach journals; research and outreach books; and the master's and doctoral thesis collections of FIGRI.

Its scope includes all stages in which artificial intelligence tools may intervene, as well as all internal and external actors involved in such processes, including:

- Authors
- Editors
- Reviewers and evaluators
- Editorial committees of the journals and of the Faculty
- Editorial support teams (copy-editors, translators, layout designers, editorial assistants and other collaborators)

These activities include all processes related to the reception, evaluation, editing, production, publication, dissemination and circulation of manuscripts, ensuring that the use of AI is carried out ethically, responsibly and under human supervision. Likewise, this policy applies to digital editorial products or co-published works under the partial or full responsibility of the Faculty, even when external agreements or editorial partnerships with other national or international institutions are involved.

#### 3. Guiding Principles

This policy adheres to the principles defined in the <u>Institutional Guidelines for the Use of Artificial Intelligence of the Universidad Externado de Colombia</u> (Universidad Externado de Colombia, 2024), which guide the ethical, responsible and human-centred use of these technologies. These principles are summarised below:

- 1. Intellectual stewardship: Artificial intelligence should support human creation without replacing critical thinking or intellectual authorship.
- 2. Prioritisation of human benefit: The uses of Al must align with the principles of the rule of law and human rights, contribute to social and academic well-being, avoid harm or negative impacts, and safeguard the integrity of individuals.
- 3. Equity: Al must be used in a fair and inclusive way, avoiding biases and discrimination.
- 4. Respect for intellectual and ethical autonomy: People must be empowered in their interaction with AI, ensuring that it strengthens human autonomy and capabilities, avoids manipulation or coercion, and guarantees that all decisions have effective human oversight. Human judgement prevails over automated AI suggestions.



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- 5. Academic integrity: This entails the ethical responsibility of the Externadista community, expressed through respect for institutional norms and the organic regulation. Al use must be guided by good faith, assuming responsible and conscious application, and acknowledging the risks of errors or inaccuracies inherent in any information source. Al must not undermine the principles of honesty, rigour and transparency in knowledge production.
- 6. Security: This principle highlights the importance of ensuring that AI systems are reliable, risk-managed and capable of withstanding attacks or unexpected conditions.
- 7. Education and awareness: Continuous training for students, lecturers, researchers and administrative staff is essential to strengthen understanding of the capacities and challenges of AI, in alignment with institutional values and principles.

These principles apply across all processes described in this policy, including the creation of visual materials and any kind of content assisted by AI (see section 7.1).

Additionally, this policy incorporates complementary principles that respond to the specific nature of the editorial processes for FIGRI journals, books and master's and doctoral thesis collections:

- 8. Protection of personal data: In accordance with the <u>Personal Data Protection Policy of the Universidad Externado de Colombia</u>, the secure, responsible and ethical use of information employed in the editorial processes of publications must be guaranteed. No actor involved may expose personal, sensitive or confidential data when using artificial intelligence tools, especially those that are freely accessible or open-access, where data management does not ensure privacy or compliance with applicable regulations. All actors involved must adopt the necessary measures to protect the information under their responsibility and ensure that they have the appropriate authorisations whenever data processing so requires.
- Accuracy of information: All actors involved in editorial processes are responsible
  for safeguarding the authenticity, accuracy and truthfulness of the content
  presented or reviewed. This responsibility remains in force even when artificial
  intelligence tools are used in the generation, revision or management of
  academic and editorial materials.

# 4. Key Definitions

- **Artificial Intelligence (AI):** Understood as the ability of machines to perform tasks that require human intelligence, through the use of algorithms that learn from data and apply such learning to decision-making or problem-solving (Rouhiainen, 2018;



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Universidad Externado de Colombia, 2024). According to Regulation (EU) 2024/1689 of the European Parliament and of the Council, AI constitutes a rapidly evolving family of technologies that contributes to a broad range of economic, social and environmental benefits by optimising operations, improving prediction, personalising digital solutions and promoting efficiency in sectors such as education, health, energy, agriculture and environmental management. In line with the Institutional Guidelines for the Use of Artificial Intelligence of the Universidad Externado de Colombia (2024), the responsible use of AI can enrich knowledge-creation processes, strengthen critical and creative thinking, enhance research and learning processes, and support the early detection of academic difficulties. However, its implementation must always remain subordinate to the judgement, ethical responsibility and intellectual autonomy of users, ensuring that AI functions as a support for the human mind and not as its substitute.

Generative AI: A specific category of artificial intelligence that uses deep learning models to create original content similar to that produced by humans, such as text, images, music or code. Unlike other AI systems that only analyse data or make decisions, generative AI produces new content based on patterns learned from large volumes of information (Abella García, V., & Fernández Mármol, K., 2024).

This type of technology is characterised by its ability to understand human language and generate structured and coherent responses to complex instructions. According to Casar Corredera (2023), generative AI encompasses the set of methods and applications capable of generating content with characteristics indistinguishable from those created by individuals, based on learning from real examples, preferably in an unsupervised manner.

Representative applications include ChatGPT (OpenAI), Gemini (Google) and Adobe Firefly, which exemplify the use of this technology in different types of digital production.

- Responsible use of AI: Refers to the ethical, transparent and accountable use of artificial intelligence tools, in accordance with the principles outlined in this policy. Its application must support human activities within the editorial processes of FIGRI journals, books and master's and doctoral thesis collections, without replacing critical judgement, intellectual authorship or academic or scientific integrity. When required, the use of these tools must be documented clearly and verifiably.



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- Inappropiate use of AI: Refers to the use of artificial intelligence tools in ways that contravene the principles of ethics, transparency and responsibility established in the Guidelines for the Use of Artificial Intelligence of the Universidad Externado de Colombia and in this policy. This includes actions such as hiding or falsifying AI use, altering or manipulating information, infringing copyright, disclosing personal or confidential data without authorisation, or compromising the originality and unpublished nature of academic and scientific publications.
- Editorial processes: Encompass all activities related to the reception, evaluation, editing, production, publication, dissemination and circulation of articles, books or master's and doctoral thesis collections, in accordance with the standards of quality, transparency and academic ethics promoted by the Universidad Externado de Colombia.

#### 5. General Guidelines on the Use of Al

Within the framework of this policy, the ethical and transparent use of artificial intelligence is promoted as a support to academic, scientific and editorial activities, always under supervision and with appropriate human validation. All must be understood as a complementary tool to the critical judgement and creativity of authors, editors, reviewers and editorial support teams, and never as a replacement for authorship or intellectual processes.

Manuscripts submitted to FIGRI journals, books and master's and doctoral thesis collections must be of human authorship. Al tools may only be used for mechanical or technical support tasks, such as translation, linguistic revision, spelling and grammar correction, reference formatting, and the creation or adjustment of images, figures and visual materials, as established in later sections and provided that their use does not compromise originality, unpublished status, content confidentiality or intellectual property rights.

The use of AI to generate text, modify results, create false citations or build substantive sections of a manuscript without human validation is not permitted. Authors bear direct responsibility for the content they submit and must transparently declare any significant use of AI in the preparation of their work.

These guidelines extend to all actors involved in evaluation, editing, production, publication, dissemination and circulation stages, ensuring that the integration of AI in editorial processes aligns with the <u>Editorial Policy of the Universidad Externado de Colombia</u> and upholds the principles of ethics, integrity and academic rigour that characterise the Faculty's publications.



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#### 6. Uso de herramientas de IA en materiales visuales

The use of generative artificial intelligence in the creation or editing of visual materials shall be governed by the general principles established in <u>Section 4</u> of this policy: autonomy and human supervision, academic integrity, security and responsible risk management, as well as ongoing education and awareness within the editorial and academic community. These principles must apply to any intervention involving the generation, modification or validation of visual material with the assistance of AI tools.

#### 6.1. Permitted and Prohibited Uses

Permitted (with disclosure and human supervision):

- Generation of conceptual illustrations or didactic diagrams that are clearly non-factual.
- Vectorisation, cleaning or stylistic reworking of original figures without altering the underlying data.
- Reconstruction of graphics based on original data provided by the author (with data file and script available for verification).
- Translation of labels or Al-assisted generation of alternative text, with final human review.

All visual creation or modification must be accompanied by a use declaration in accordance with the template provided in <u>Annex No. 1.</u>

Prohibited (unless explicitly justified and authorised by the editorial team):

- Altering evidence (photographs, satellite images, micrographs, screenshots, etc.) in ways that modify findings, contexts or subjects without consent and without legitimate academic purpose.
- Inventing or modifying visual data that simulate empirical evidence (e.g., heat maps, curves or frames) when no verifiable data exist.
- Uploading protected or sensitive visual material into publicly accessible Al systems that do not guarantee privacy and regulatory compliance.

#### 6.2. Transparency and Labelling Requirements

- Mandatory disclosure: every image/figure generated or modified by AI must include a note indicating the tool used and the degree of intervention (e.g., "Figure generated with AI (Midjourney vX.X) based on author description; not empirical evidence"). This aligns with the principles of integrity and accuracy required by the Faculty and global editorial best practices.



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- Differentiated labelling for conceptual vs empirical material:

Conceptual: "Al-generated conceptual illustration; not based on observational data."

Empirical: «Graphic reproduced with Al support from author-provided data; data and generation script supplied».

## 6.3. Protection of Data and Rights

It is prohibited to expose personal, sensitive or confidential data in Al systems whose data processing does not ensure privacy or regulatory compliance (including free versions). The Faculty requires the adoption of data minimisation, anonymisation and authorisation measures when applicable.

Authors must ensure respect for copyright and licensing (image banks, 3D models, fonts, map bases). In cases of model training or fine-tuning with image repositories, they must certify licences and sources consistent with the Global Principles (traceability and respect for third-party materials).

#### 6.4. Editorial Procedure for Verification of Al Use

- Before submission: ((i) identify images generated or modified using artificial intelligence;(ii) prepare a use declaration stating the tool, version and type of intervention (see Annex No. 1 declaration template); (iii) attach data and scripts when the image or graphic is derived from automated processing; and (iv) verify licences, authorisations and consent when applicable.
- During review: editors may request source files or additional documentation to verify authenticity and traceability. In case of doubts about origin or manipulation, a technical assessment or methodological peer review may be required.
- Before publication: visible labelling and alternative text describing the AI use must be included; editorial records must document the AI use and the corresponding human verification.

#### 6.5. Examples of Use Declarations (for figure notes)

- «Figure 3. Conceptual diagram generated with AI (Stable Diffusion XL, prompt in Annex 1). Human review for terminological accuracy. Not empirical data».
- «Figure 5. Graphic reconstructed with AI support (ChartGPT) from original data (Supplementary Repository). Statistically validated by the authors».



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# 7. Declaration of Al Use by Authors

7.1. Use of Artificial Intelligence Tools for Text Review, Correction and Translation

Authors may use artificial intelligence tools for linguistic review, spelling, grammar and stylistic correction, provided such use does not affect the originality, novelty or academic/scientific integrity of the work. In these cases, no formal declaration is required, as it is considered technical assistance. This includes abstracts, summaries or bilingual versions produced partially or fully with AI assistance.

When AI tools are used for partial or full translation of the manuscript, authors must explicitly declare the tool used and assume responsibility for the fidelity, accuracy and terminological adequacy of the translated text.

In addition, authors must ensure that the tools used have licences that guarantee confidentiality and do not expose the manuscript to open-access platforms that may store, reuse or process the content. Translation tools must only be used under conditions that ensure confidentiality and full protection of the work's patrimonial rights.

# 7.2. Authorship and Responsibility Criteria

Under no circumstances may AI be recognised as an author or co-author. Authors must ensure that manuscripts reflect their own intellectual work and assume full responsibility for the content, arguments, methodologies and academic/scientific positions expressed in the text.

#### 8. Use of AI by Reviewers and Editors

## 8.1. Principles and Responsibilities

Reviewers and editors may not delegate their critical judgement to Al. Its use is limited to operational support functions (such as similarity detection, basic reference checking or linguistic review), ensuring confidentiality, independence and integrity of the editorial process. Decisions and evaluations remain exclusively human and must be transparently recorded.

#### 8.2. Permitted Uses (with defined limits)

- Linguistic assistance in internal summaries or editorial notes, without modifying the manuscript text without explicit author consent.



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- Verification of structure (section coherence), reference checking and similarity detection (plagiarism/self-plagiarism) using institutionally approved tools.
- Auxiliary technical analysis such as identification of incongruent tables or figures, ensuring confidentiality and, where possible, *offline* processing.

#### 8.3. Prohibited Uses

- Uploading full manuscripts or substantive fragments to public AI systems lacking privacy safeguards (risk of content leakage and exposure of personal data).
- Asking AI to issue recommendations or acceptance/rejection decisions; verdicts must be human.
- Uploading manuscript fragments, evaluations or editorial communications to public Al platforms (e.g., ChatGPT, Gemini, Copilot), even for revision or summarisation.
- Revealing personal information or identifying authors, reviewers or editors in open-access AI systems

#### 8.4. Use Logging and Traceability

When editors or reviewers use AI for auxiliary tasks, they must record this in the editorial file (e.g., "Linguistic review assisted by approved local AI; no full text uploaded; no personal data included."). This aligns with EU AI Act requirements and global editorial transparency standards.

#### 9. Use of AI in the Editorial and Production Process

#### 9.1. Principle of Technical Improvement Without Substantive Alteration

Al tools may be used for style editing, layout, accessibility (e.g., alternative text generation) and quality control (broken references or inconsistent metadata), always under human supervision.

Only tools with valid licences ensuring confidentiality, integrity and novelty protection may be used. No platform may be used if it exposes content publicly or stores it insecurely.

Al must be a technical aid and may not alter the meaning, argumentation or substantive content. All Al outputs must undergo human validation and be logged in the editorial file.

#### 9.2. Approved Tools and Risk Assessment



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The adoption of AI tools must take into account:(i) the provider and its privacy terms, (ii) the location and processing of data, (iii) potential risks to copyright and personal data, and

(iv) mechanisms for human control and supervision.

An updated record of the tools used (name, version, purpose, responsible person, controls applied and logs) must be kept to ensure traceability and accountability. This practice aligns with the documentation and human oversight obligations established under Regulation (EU) 2024/1689.

#### 9.3. Minimum and Secure Data Processing

- Segmentation and data minimisation: data processing must be strictly limited to the fragments necessary for the task, avoiding exposure of personal, sensitive or confidential information.
- Mandatory human validation: all outputs generated by Al tools (such as alternative text, corrections or layout suggestions) must be reviewed and validated by a human editor before final implementation.
- No substitution of authorship: Al may not substantively rewrite scientific content nor replace conceptual, argumentative or interpretative control, which belongs exclusively to human authors and editors.
- Record and traceability: documented evidence of AI use must be retained, including the name and version of the tool, purpose, responsible party and outcomes, to ensure traceability and allow accountability before institutional or committee authorities. Recorded information must include, where applicable, the human validation performed and the date.

#### 9.4. Examples of Appropriate Uses

- Linguistic, spelling, grammatical and stylistic review assisted by local AI tools with academic dictionaries, always followed by human review.
- Automatic detection of incomplete references or missing DOI identifiers during the proofreading stage.
- Generation of alternative text for images based on captions or descriptions, followed by human review to ensure technical and disciplinary accuracy.

All these uses must be documented in the editorial file, including the corresponding human verification and the version of the tool employed.



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## 9.5. Unpermitted Uses During the Production Stage

- Unpermit Summarising, rewriting or editing chapters, articles or other content using AI without explicit validation or consent from the author(s).
- Reordering sections, modifying arguments, adding or removing references or inserting Al-suggested citations without prior author authorisation and the corresponding editorial approval.
- Generating images, graphics or figures with AI that alter the original meaning of the content or without proper declaration of use and verification of copyright.ted Uses During the Production Stage

## 10. Ethics, Integrity and Detection

#### 10.1. Institutional Ethical Framework and International Standards

The use of AI in FIGRI publications is grounded in the principles of academic integrity, accuracy and good faith as defined by the Universidad Externado de Colombia and outlined in <u>Section 4</u> of this policy. These principles entail obligations of honesty, rigour, transparency and effective human supervision across all stages of editorial processes.

In alignment with the European Union Artificial Intelligence Act (Regulation 1689/2024), responsible risk management, documentation and human oversight are promoted according to the identified level of risk. Similarly, in accordance with the *Global Principles on Artificial Intelligence*, editorial responsibility, Al use disclosure and process traceability are reinforced.

## 10.2. Procedures for Detecting and Verifying Al Use

- Authorship and responsibility: authors, editors and reviewers bear final responsibility for the published content and the accuracy of declared information, even when AI has been used at any stage of the editorial or research process.
- Mandatory declaration of Al use: manuscripts, books and thesis collections must include an explicit declaration of any Al assistance (text, data, images, translations, code), specifying the tool used, its version, purpose and degree of intervention.
- Consistency with data protection: uses involving exposure, processing or transfer
  of personal or sensitive data on platforms that do not comply with institutional
  or legal standards may not be declared.



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# 10.3. Detection, Verification and Methodological Limits

Al detection (text and images) is considered a preventive—not punitive—mechanism. The Faculty may use specialised review tools and contextual evidence (stylistic consistency, data traceability or image metadata), while recognising that no detection method is flawless and false positives or negatives may occur.

No automated detection result may be considered conclusive without editorial verification, the author's right to reply and review by the Editorial or Ethics Committee, as appropriate. Findings must be corroborated by requesting additional information (prompts, earlier drafts, scripts or datasets) before any decision is taken.

This approach aims to safeguard accuracy, academic integrity and the principle of effective human control across all editorial stages.

# 10.4. Procedure in Cases of Suspected Inappropriate AI Use

Al detection (text If possible irregularities or inappropriate use of Al tools are identified during any stage of the editorial or academic process, the following procedure will apply:

- a) Record and preliminary editorial review: the responsible editor documents the indication and conducts an initial assessment to establish the nature and potential scope of the issue.
- b) Request for clarification from the author: the author(s) will be asked to provide a formal explanation regarding Al use, along with supporting materials (e.g., prompts, previous versions, source files, scripts or data used).
- c) Technical and ethical evaluation: the case will be analysed by the Editorial Committee and, when appropriate, referred to the Faculty or Institutional Ethics Committee to determine whether academic integrity, authorship or transparency principles were breached.
- d) Determination and corrective measures: if undeclared use, misleading manipulation or inappropriate alteration of evidence is confirmed, measures proportionate to the severity of the case will be applied. These may include editorial observations, requests for correction, manuscript rejection, publication of retraction notes or communication to institutional authorities.
- e) Record and traceability: all actions and decisions must be documented in the internal records of the journal or editorial fund, guaranteeing confidentiality, impartiality and the author(s)' right to reply.

#### 10.5. Documentation and Audit



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e) Each editorial project will maintain a file containing: (i) Al-use declarations; (ii) records of tools and versions; (iii) human decisions and verifications; (iv) communications with authors; and (v) ethical resolutions. This enables traceability and accountability, in line with the EU AI Act and with global editorial principles.

# 11. Intellectual Property

This policy is grounded in national and international intellectual property regulations and the Guidelines for the Use of Artificial Intelligence of the Universidad Externado de Colombia, which reaffirm the institutional commitment to promoting a culture of respect for copyright and the protection of works involving Al.

It is essential to determine the conditions under which a user may be considered the author or inventor of a work or invention. These conditions are outlined in the sections "General Guidelines on Al Use" and "Declaration of Al Use by Authors", where it is specified that authorship rests exclusively with human persons and that Al cannot be recognised as an author or co-author.

All actors included in this policy must ensure compliance with applicable intellectual property regulations, especially within the context of this policy's implementation.

#### 12. Training and capacity-building in Al

FIGRI will promote continuous training and the strengthening of capacities for the responsible use of artificial intelligence among all actors involved in the Faculty's editorial processes. These training activities will focus on developing competencies in digital ethics, detection of biases and algorithmic limitations, best practices in data protection and management, academic integrity, and Al literacy applied to scientific publishing, among other topics that may become relevant in light of technological evolution and the needs of the academic community.

These actions will be coordinated with the Editorial Committees of the journals *OASIS*, *OPERA* and *ODEON*, with the aim of ensuring disciplinary relevance, ongoing updating, and alignment with the institutional guidelines for the responsible use of artificial intelligence and the principle of lifelong education promoted by Universidad Externado de Colombia.



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# 13. Review, approval and entry into force

The Faculty is committed to the periodic review and updating of this policy, in accordance with developments in editorial practices, technological advances, and new institutional, national and international regulations related to the use of artificial intelligence.

Responsibility for this review and updating lies with the Editorial Committees of the journals OASIS, OPERA and ODEON, and must be approved by the Transformative Pillar Committee and/or the Faculty Council, as applicable.

The Policy on the Use of Artificial Intelligence in the Editorial Processes of the Faculty of Finance, Government and International Relations – FIGRI was approved on 12 November 2025 by the Transformative Pillar Committee, through Minutes No. 11, and enters into force as of the date of its approval.

#### 14. References

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# **Annex No. 1. Declaration Template**

Manuscript Title: Author(s): Journal / Book / Master's or Doctoral Thesis Collections: Date:

I hereby declare that, during the preparation of this manuscript, artificial intelligence tools were used in accordance with the *Policy on* the Use of Artificial Intelligence in the Editorial Processes of the Faculty of Finance, Government and International Relations – FIGRI.

- Tool used: (e.g., ChatGPT, DeepL, Grammarly, Firefly, etc.)
- Version:
- Type of use: (linguistic revision / translation / generation of conceptual image / reference organisation / other)
- Degree of intervention: (minimal, partial, substantive)
- Human supervision: (yes / no)
- Final verification: (author editor both)

Confirm that the content, arguments and conclusions expressed are my exclusive intellectual work, and that no AI tool has replaced the intellectual judgement or academic responsibility of the author(s).

Sign:	
Full Name:	
Date:	