**Checklist for use of AI in the generation of a manuscript from a study report***Use in conjunction with your relevant publication process and good publication practice*

| **Process** | **Initials** | **Date** | **Comments** |
| --- | --- | --- | --- |
| **Initiation** |
| Ensure proposed AI model(s) appropriate for task*The model must not retain information for training, nor must its licence allow use of data beyond the service you require* |  |  |  |
| Obtain project owner approval for use of AI assistance in writing the manuscript*Before seeking approval, ensure due diligence in terms of the platform’s capabilities and ability to maintain confidentiality of inputted documents* |  |  |  |
| Determine whether potential target journals permit AI use |  |  |  |
| Obtain approval from full author group for use of AI writing assistance*Ensure authors understand AI will be used ethically and responsibly with appropriate AI disclosure* |  |  |  |
| **Kick-off call** |
| Check with project owner whether you may use AI to support generation of meeting minutes*If so, ask permission of all attendees whether you may record the meeting and use AI for minute generation* |  |  |  |
| Be prepared with answers to AI-related questions from project stakeholders |  |  |  |
| Discuss primary and secondary submission journals*Confirm you will recheck that selection allows AI writing assistance* |  |  |  |
| Discuss prompts for manuscript development if requested based on discussion points |  |  |  |
| **Post call:** Recheck whether target journals allow use of generative AI |  |  |  |
| **Post call:** Generate minutes from the call (using AI if applicable)*Check accuracy against transcript/meeting discussion notes* |  |  |  |
| **Post call:** Identify key information needed for the manuscript sections (introduction, methods, results, discussion) based on author discussion and develop appropriate prompts |  |  |  |
| **Draft development** |
| Provide AI tool with source documents, e.g., background, objectives, methods, results, from study report*Depending on tool, may need to break down sources to smaller sections*  |  |  |  |
| Use AI to generate a structured draft based on standard sections of primary target journal |  |  |  |
| Be prepared to update prompts until you achieve desired outcome*You can use the AI Chatbot to help you write/improve your prompt* |  |  |  |
| Working on discrete sections in turn, focus on methods and then move on to results |  |  |  |
| Generate top-line introduction based on author guidance and expand with scene-setting literature*It may help to generate a mini outline first*  |  |  |  |
| Carefully review AI-generated draft for accuracy against source materials*Pay attention to potential omissions and misrepresentation* |  |  |  |
| Ensure use of AI is disclosed*See example disclosure texta* |  |  |  |
| **Revisions and enhancements – before sending to the authors** |
| Ensure all methods are described fully and transparently |  |  |  |
| Ensure there is a result for every method listed and vice versa and they are ordered appropriately |  |  |  |
| Identify areas needing more detail, clarification, or context from the clinical study report |  |  |  |
| Prompt AI to expand and enhance specific sections with more nuanced details if needed |  |  |  |
| Cross-check all enhanced sections against source data for reliability |  |  |  |
| Prompt AI to enhance introduction section with further scene-setting literature if needed |  |  |  |
| Prompt AI to draft discussion, putting findings in broader scientific context per author guidance from kick off call and published literature*Be sure AI is not drawing its own conclusions and also check back to author guidance* |  |  |  |
| **Quality assurance – before sending to the authors** |
| Rigorously proofread and edit the entire AI-generated draft, confirming no hallucinations or omissions |  |  |  |
| Verify all data, statistics, figures/tables have been transferred accurately |  |  |  |
| Validate reference list and ensure all are valid primary sources and no retracted articles have been cited |  |  |  |
| Check that tone and language meet journal standards/target audience*Assess need for any rewriting by a medical writer* |  |  |  |
| Run through plagiarism detection software to minimise the risk of inadvertent plagiarism*Also consider running through a manuscript evaluation tool if available to check language and grammar* |  |  |  |
| Undergo your usual QA checks before sending to authors for review  |  |  |  |

aExample disclosure text to be added to the acknowledgements section unless otherwise stipulated by the journal:
Generative AI [[name tool and version]] was used in the drafting of this manuscript [[or if sections only were generated using AI, then be specific on what]]. All content was reviewed and edited by the authors and the authors take responsibility for the accuracy of the content.