

# Ethical Guidelines for Using AI on News Decoder

## Transparency

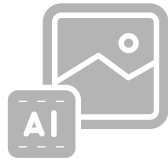
### DISCLOSE AI USE

Let your readers know when and how you used AI. If you used AI tools to support your research, for grammar checks or fact-checking, add a note at the end of your article explaining what tools you used and how. Remember that you always have to verify all content yourself.



### ADD INFORMATION ABOUT AI-GENERATED MEDIA

If you have used AI to generate images to illustrate your article or create music for your podcast or video, you must add a clear warning. For example: "This image was generated using DALL-E."



## Making Human Stories

### YOU ARE THE AUTHOR

AI can only assist you, not do your work for you. You must write the articles yourself. You are the author and you must take responsibility for your work.



### ILLUSTRATE, DON'T IMITATE

Never use AI-generated media that might mislead your audience into thinking it depicts reality. For example, you must not use AI to imitate the voices of real people for your podcast or video. Don't generate videos featuring real people (or so-called "deepfakes"). If you use AI-generated images to illustrate your article, you must use images that clearly look like illustrations.



### REAL STORIES ONLY

A journalist's mission is to inform and share human stories and help others understand different perspectives and problems. Therefore, it is not right for you to use fictitious stories or characters, whether AI-generated or not.



## Accuracy and Verification

### VERIFY AI-GENERATED CONTENT

Carefully check all content that was generated or edited with AI. If you use AI to find new sources of information, such as research papers, you must ensure that all authors, publications, and research papers mentioned actually exist. Then you must check if the conclusions summarised by AI are accurate. If you use AI to edit your article and check your grammar, make sure that none of the content was changed to be inaccurate.



### YOU ARE RESPONSIBLE FOR FACT-CHECKING

Do your fact-checking yourself. You can use AI tools to help you find errors in your article, but you must verify all information independently. Do not fully rely on AI to do this.



## Fairness and Avoiding Bias

### WATCH OUT FOR AI BIAS

AI is biased too, and you must take this into consideration. If humans train AI on imperfect information, the AI content will be imperfect too. For example, if there is a group of people who are discriminated against in the real world, information about them in AI-generated content might be distorted. It is your responsibility to avoid stereotyping and ensure that all people mentioned in your article are treated fairly and respectfully..



### INCLUSIVE REPRESENTATION

Ensure that different opinions and people are represented in your articles. This includes considering various viewpoints and giving a voice to underrepresented groups to maintain balance and fairness.



The full version of  
the AI guidelines

