

Una Mens AI Collaboration Field Note (Template)

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This field note documents how AI systems, if used, contributed to a submitted work. It is not meant to be a technical audit or a performance of transparency. Its purpose is to help readers understand the shape of the collaboration: who contributed, how decisions were made, what was accepted or rejected, and who retained final responsibility.

Most field notes can be completed in 300–800 words, plus a brief timeline. Shorter notes are fine if they capture the essentials; longer notes are welcome if the story of your collaboration needs more space.

Core information

- Article title and publication information
- Human lead(s)
- AI collaborator(s), listed as specifically as possible
- Degree of AI involvement
- Collaboration pattern
- Primary collaboration modes
- Human contribution and responsibility
- AI contribution(s)
- Collaboration timeline
- Final responsibility

Optional but encouraged when relevant

- Guardrails used
- AI suggestions set aside
- AI-generated material used directly
- AI surprise
- Human turning point
- Additional notes or reflections

*Please scroll down for more details regarding the core information and optional information for the AI-Collaboration field note.

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Una Mens AI Collaboration Field Note- Core information

This field note documents how a human–AI collaboration unfolded, what roles were played, what choices were made, and who retained final responsibility and stewardship.

Article Title: [Insert full title]

Intended for / Published in: [e.g., Una Mens: Homo et Machina, Issue 2]

DOI (if available): [10.xxxxx/um.xxxxx]

Human Lead(s): [Full name]

AI Collaborators: [List each model exactly as used, e.g., ChatGPT-4o; Gemini 2.5 Pro; Claude 3.7 Sonnet; Grok; Le Chat]

Degree of AI involvement: light / moderate / substantial / central

Light: grammar, formatting, search terms, minor edits

Moderate: brainstorming, structure, revision suggestions

Substantial: drafting support, theory development, coding, analysis support

Central: AI dialogue, output, or collaboration is part of the method or object of study

Collaboration Pattern: [e.g., human-led multi-AI orchestration | human-in-the-loop swarm | single-AI extended dialogue] - Choose a metaphor or pattern that best describes your collaboration, such as “Research Assistant,” “Sparring Partner,” “Idea Catalyst,” or “Co-Investigator.” You can also describe your own pattern if these don't fit.

Primary Collaboration Modes: [e.g., conceptual development, drafting, critique, metaphor generation, inter-AI-mediated revision- list all that apply]

Human Contribution and Responsibility(s):

[e.g., question-framing, judgment, selection, synthesis, conversation mediation, ethical responsibility, final editing]

AI Contribution(s):

[e.g., conceptual extension, drafting suggestions, counterframing, structural assistance]

Final Responsibility (Human Stewardship): The human author(s) retain final responsibility for the article's claims, citations, interpretations, ethical decisions, and submitted text.

Collaboration Timeline: [Month Year] – [Month Year]

You may describe the collaboration timeline in prose, use a simple bulleted list, or visual timeline (e.g., dates and key phases). Example: Concept development began w/ ChatGPT-4o, March 2026; drafting & revision w/ Claude & Gemini, April; final edits, human, May.

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Una Mens AI Collaboration Field Note- Optional Information

The following items are optional. Authors should consider their AI involvement and how best to represent that for their current work.

We strongly encourage you to reflect on at least one moment of surprise or turning point in your collaboration. These reflections can help illustrate how AI shaped your own thinking.

Guardrails Used (optional- recommended for substantial or greater AI involvement):
[e.g., idea-provenance tracking; short-passage drafting; human final review; inter-AI contextual comparison]

AI Suggestions Set Aside (optional):
[Briefly describe any AI-generated directions that were deliberately minimized, rejected, or set aside, and why.]

AI Surprise (optional):
[One or two concrete emergent moments, outputs, or shifts that surprised the human lead.]

Human Turning Point (optional):
[One or two moments where the human lead's own judgment, experience, metaphor, or redirection became central.]

AI-Generated Material Used Directly (optional):
[If applicable, briefly describe whether AI-generated text, images, code, or diagrams were used directly, adapted, or only consulted.]

Additional Notes / Reflections (optional):
[Any extra context you want to preserve about the collaboration.]