

Guidelines for Citation When Using generative AI

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Before integrating AI as part of your exam assignment, it is important that you ensure it is permitted according to the specific exam regulations for your course.

A misunderstanding in this area can unfortunately lead to you not passing your exam.

To avoid any ambiguities, we recommend that you carefully review the course's exam regulations. Although it may generally be stated that all aids are permitted, it is important to emphasize that this does not automatically include the use of AI unless explicitly stated.

Template for declaration of academic use of generative AI

According to the University's rules for using tools based on generative AI (GAI), you must be transparent about your use of the technology, for example in your methodology section and/or by filling in and submitting the declaration template below as an appendix to your exam papers.

When you fill in the declaration, it is important that the reader gets a clear picture of whether and how generative AI has contributed to the final product.

If the template has been chosen as the preferred means of declaration in your course, you must also use it when you have not used GAI tools as an aid. In this case, the only thing you need to do is tick the box stating that you have not used generative AI, leaving the rest blank.

By declaring your use of GAI tools, you avoid issues in relation to the rules on exam cheating.

Declaration of using generative AI tools (for students)

Declaration of using generative AI tools (for students)
<input type="checkbox"/> I/we have used generative AI as an aid/tool (please tick)
<input type="checkbox"/> I/we have <u>NOT</u> used generative AI as an aid/tool (please tick)

If generative AI is permitted in the exam, but you haven't used it in your exam paper, you just need to tick the box stating that you have not used GAI. You don't have to fill in the rest.

List which GAI tools you have used and include the link to the platform (if possible):

Example: [Copilot with enterprise data protection (UCPH license),
<https://copilot.microsoft.com>]

Describe how generative AI has been used in the exam paper:

- 1) Purpose (what did you use the tool for?)
- 2) Work phase (when in the process did you use GAI?)
- 3) What did you do with the output? (including any editing of or continued work on the output)

Please note: Content generated by GAI that is used as a source in the paper requires correct use of quotation marks and source referencing. Read the guidelines from Copenhagen University Library at KUnet [here](#).

May I quote ChatGPT in my paper, and should it be included in my reference list / bibliography?

ChatGPT is a source. This means that the same requirements apply for using quotation marks and source referencing as with all other sources. otherwise, it will be a case of plagiarism.

You can go through the web tutorial [StopPlagiarism](#) if you have any doubts about referencing.

As with all other sources, it is your own responsibility if you use a source that is factually incorrect, offensive, the content of poor quality, contains fake information or copyrighted material (see below).

Generally you need to include a reference to ChatGPT in your reference list if you have used it as a source. It is crucial that you do not use the answers from ChatGPT as if they were your own without giving proper attribution.

Guidelines for using ChatGPT in an exam situation, see the guidelines from University of Copenhagen.

Below are examples of how you can cite ChatGPT with different citation styles (if you are allowed to use ChatGPT as a source in your assignment).

Sources that do not exist

Please note that ChatGPT can generate sources that do not exist, but may initially appear credible.

For more information on proper source referencing, refer to the resource "StopPlagiatnu," which outlines correct citation practices.

See also: [Is ChatGPT Making up sources and references?](#)

How do I quote ChatGpt

Depending on the citation style required by your lecturer or supervisor at KU, you must format the citation accordingly.

The main purpose of citation styles is to create opportunities for identification and retrieval of sources etc., as well as to prevent cheating and plagiarism.

There are many different reference systems, e.g. APA, MLA, Chicago Vancouver just to name a few.

It can be different what your supervisor or teacher at KU prefers, so if you are in doubt, ask them. See examples below.....

Citing ChatGPT with APA style

Here are two examples of how ChatGPT can be cited as software using APA.

The only difference between the two examples is that in example two, the response from ChatGPT must be included in an appendix.

Example 1

In the text: To the question "How much water does it take to produce cotton?" the ChatGPT generated answer is "on average, it is estimated that approx. 2,700 litres of water are needed to produce one cotton T-shirt" (OpenAI, 2023).

In the list of references: OpenAI. (2023). ChatGPT (May 24 Version) [Large language model]. <https://chat.openai.com/>

Example 2

In the text: To the question "How much water does it take to produce cotton?" the ChatGPT generated answer is "on average, it is estimated that approx. 2,700 litres of water are needed to produce one cotton T-shirt" (OpenAI, 2023; see the full transcript in Appendix A).

In the list of references: OpenAI. (2023). ChatGPT (May 24 Version) [Large language model]. <https://chat.openai.com/>

Citing ChatGPT as Personal Communication with Vancouver

Example 1

In the text: "Conventional cotton growing is often dependent on synthetic fertilisers and pesticides" (ChatGPT conversation with the author, 30 May 2023, unreferenced[2]).

Example 2

To the question "How much water does it take to produce cotton?" the OpenAI ChatGPT (30 May 2023, unreferenced) generated answer is "on average, it is estimated that approx. 2,700 0 litres of water are needed to produce one cotton T-shirt."

Citing ChatGPT with MLA

The MLA does not recommend that ChatGPT is referenced as an author but stated as the main source in the 'container'. The title is a description of what ChatGPT has generated, for example the prompt.

Example

In the text: ChatGPT suggests different themes to be included in an analysis of the short story, such

as character development, motives, social conditions and linguistic style ('An analysis of Selma Lagerlöf's).

In the list of references: 'An analysis of Selma Lagerlöf's short story The Emperor of Portugallia' prompt. ChatGPT, August 3 version, OpenAI, August 2023, <https://chat.openai.com/chat>

Checklist with guidelines for using content from ChatGPT

- always consult the exam regulations and course descriptions whether you may use the content from ChatGPT or other generative AI tools and how you may use it in the written work
- whether you cite, paraphrase or in any other way use the content from ChatGPT, you must cite the source
- check formalities for exam assignments, e.g. whether you should use a specific citation style or whether there are special requirements for the bibliography in the professional environment
- check with the supervisor whether the prompt and the generated content from ChatGPT must be included as an attachment to the assignment
- always validate the sources ChatGPT itself refers to.