Guidelines for Referencing Large Language Models or Artificial Intelligence in Your Assignments

Large Language Models (LLMs) are a type of Artificial Intelligence (AI) that can mimic human intelligence. AI Models, such as Chat GPT have drawn from a wide variety of information about many subjects. These models can be used as supplementary resources to aid in idea development while still upholding the values of Academic Integrity.

- They can provide a summary on a topic to assist you to get started or give you a basic understanding, just like using Wikipedia.

- They may help you to start your research or reading on a topic by suggesting keywords, search terms, brainstorming, or generating ideas.

Use caution when using LLMs for academic assignments.

Information provided by LLMs is not always current, correctly referenced or completely accurate; therefore, if you give it a prompt or ask a question it will create content for you, but it is not reliable enough to use in your academic work.

AI material is not a peer reviewed or primary source. For most of your academic work, it is crucial to engage with primary academic sources directly to support your arguments and claims. Primary sources are typically original documents or data such as:

- a journal article reporting new research or findings,
- recorded or published interviews, speeches, oral histories,
- case law, legislation, regulations, constitutions,
- government documents, research reports, statistical data.

You must verify any AI generated content by using reliable sources; therefore, search for a scholarly, reputable source to read and improve your knowledge and understanding. It is best to paraphrase or quote from those articles ensuring you acknowledge the source.

Avoid breaches of academic integrity.

Be informed about the requirements for using LLMs in your assignments.

- Check the assignment information, your course profile and speak to unit coordinators to determine whether you are permitted to use AI. Some assessments do not permit the use of AI tools, while others may allow it with some limitations.
- Follow the requirements about providing a statement or declaration that outlines the AI tools used in the assessment.
- Be transparent about your use of AI generated responses by including a screen capture or full transcript of the responses in an appendix. Refer to the appendix in text.
- Appropriately acknowledge ALL the content that is generated by AI through a reference. Failure to reference can result in a breach of academic integrity.

Reference AI text or ideas.

Text generated by AI cannot be retrieved by your reader as a URL cannot be provided to the exact information. The text cannot be accessed unless included as an appendix. Other non-recoverable sources include personal emails or conversations, social media, and output from paraphrasing. The steps below provide a guide for referencing text or ideas from AI models using the referencing styles used at CQUniversity. References should provide clear and accurate information for each source and should identify where they have been used in your work. The information below is interim information, provided as an addendum to the abridged referencing guides for students at CQUniversity located in MyCQU.

Guidance has been provided on the five referencing styles used at CQUniversity. This guidance will continue to be updated. Check this page each new term for recommendations.

The Australian Guide to Legal Citation (AGLC, 4TH ED. 2018). There is no *CQUniversity* abridged version of this style. Students use the guide provided on the *University of Melbourne* site that is a product of the collaboration between the *Melbourne University Law Review* and the *Melbourne Journal of International Law*. *The University of Melbourne* suggest that text generated by AI should be treated as written correspondence. They provide guidelines on how to cite and reference AI generated text when paraphrased or directly quoted and recommend including a reference in the reference list (Rules 7.12 and 1.13).
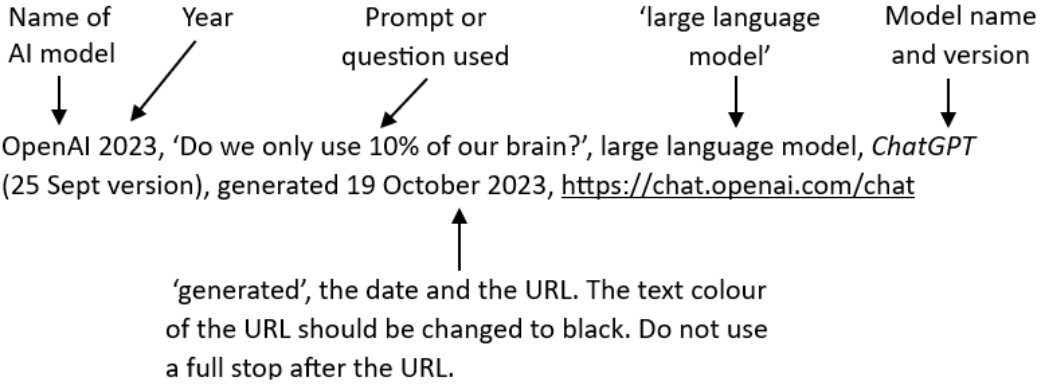
1. **The APA Style** blog recommends that when using text generated from AI models, the writer should include an in-text citation and a reference in the reference list. The format of the citation and reference is based on the software template in Chapter 10 of the *APA Manual*.

Referencing steps	Example
In-text citation Although generative AI results cannot be accessed by other readers, it should still be cited with an author (e.g., OpenAI) and date (the year of the version used). OpenAI (2023) … … (OpenAI, 2023). ***Note: Provide the exact words of the prompt that was used, as per the example.***	*In-text citation* When prompted with "Do we only use 10% of our brain?" the ChatGPT-generated text indicated that contrary to popular belief, "there is no large, unused portion of the brain. The brain is a highly complex organ, and different regions are responsible for various cognitive functions" (OpenAI, 2023).
Reference Although generative AI results cannot be accessed by other readers, it should be included in the reference list. 1. **Author**: Include the AI model e.g., OpenAI. 2. **Date:** Include the year of the version used. 3. **Model name and version:** The model serves as the title and is italic. The version number is in parentheses after the title, not in italics. 4. Include the words "Large language model" in square brackets. Bracketed text briefly describes the kind of model. Therefore, other descriptions may be necessary for other generative AI models. 5. Use the URL that links directly to the page where you can access the model. Therefore, another URLs may be required for other generative AI models.	*Reference list* | 1	2	3	4	5 | AI Model. (Year of model). *Name of model* (AI version) [Type or description of AI model]. URL of AI model **Example** OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat

2. **Turabian Referencing** at CQUniversity is guided by *The Chicago Manual of Style (CMOS).* The CMOS online blog suggests that in the interim, referencing information should be put in the text where ChatGPT is the author and open AI the company—not in a bibliography.

Referencing steps	Example
In-text citation Generative AI should be cited as a nonrecoverable source. To incorporate Generative AI in Turabian style in your assignment, it is essential to credit the tool. Place the superscript number after the closing quotation mark for a short quotation. *Note: You should provide the prompt that was used, as per the example.*	*In-text citation in a quotation, with the prompt included in the text* When prompted with "Do we only use 10% of our brain?" the ChatGPT-generated text indicated that contrary to popular belief, "there is no large, unused portion of the brain. The brain is a highly complex organ, and different regions are responsible for various cognitive functions."[1] **If you have edited the AI-generated text,** you can mention it in the text or at the end of the note (e.g., "edited for style and content"). *Note: If the prompt has not been included in the text, it can be included in the footnote as shown in example 2 below.*
Numbered footnote 1. **Author/Creator**: In place of an individual author, use the organization responsible for its development (e.g., "OpenAI"). 2. **Publication Date**: Since LLMs do not have traditional publication dates, it is acceptable to use the model's release date or the date of access. 3. **Title**: Use the name of the specific LLM model, e.g., "Chat GPT."	*Numbered footnote* 1. Text generated by ChatGPT, OpenAI, August 23, 2023. In this first citation, ChatGPT is the "author," OpenAI is the publisher or sponsor, and the date is included. The URL can be omitted because readers are unable to access the content. To improve the overall clarity of what you are citing, you can include the prompt used: 2. *ChatGPT*, response to "Do we only use 10% of our brain?" OpenAI, August 23, 2023.
Bibliography entries are not required.	ChatGPT does not need to be cited in a bibliography unless you can provide a publicly available link. At this stage, unique URLs assigned by OpenAI cannot be accessed by others, so treat it like personal communication.

4. **Harvard Style** guidance for citing AI-generated text is not offered by *The Style Manual for Authors, Editors and Printers* which guides the items in the *CQUniversity Abridged Referencing Guide*. For consistency and transparency, you should include in-text citations and reference list entries.

Referencing steps	Example
In-text citation Although generative AI results cannot be accessed by other readers, it should still be cited with an author (e.g., OpenAI) and date (the year of the version used). OpenAI (2023) … … (OpenAI 2023). **Note: You should provide the prompt that was used, as per the example.**	**In-text citation** According to OpenAI (2023), the common belief that up to 90% of the brain is unused is false. When prompted with 'Do we only use 10% of our brain?' the ChatGPT-generated text indicated that contrary to popular belief, 'there is no large, unused portion of the brain. The brain is a highly complex organ, and different regions are responsible for various cognitive functions' (OpenAI 2023).
Reference Although generative AI results cannot be accessed by other readers, it should be included in the reference list. 1. **Author**: Include the AI model e.g., OpenAI. 2. **Year:** Include the year of the version used. 3. **Model name and version:** The model serves as the title and is italicised. The version number is included after the title in parentheses, not in italics. 4. **Prompt or question used:** When using multiple or refined versions of the same question, use only the last version. 5. **Type of source:** Use 'large language model'. **URL:** Use the URL that links to the AI model. Other URLs may be required for other generative AI models.	**Reference list** Name of AI model Year Prompt or question used 'large language model' Model name and version OpenAI 2023, 'Do we only use 10% of our brain?', large language model, *ChatGPT* (25 Sept version), generated 19 October 2023, https://chat.openai.com/chat 'generated', the date and the URL. The text colour of the URL should be changed to black. Do not use a full stop after the URL.

5. **For Vancouver style** neither the NLM nor AMA manual of Style have released guidelines on for referencing AI tools such as ChatGPT. However, AI generated text is created in response to parameters entered by the user and so is an example of a nonrecoverable unpublished source (similar to personal communications).

Referencing steps	Example
In-text citation If you must cite Generative AI, it should be cited as a nonrecoverable source and it is essential to credit the tool. 1. **Author/Creator**: In place of an individual author, use the organisation responsible for its development (e.g., "OpenAI"). 2. **Publication Date**: Since LLMs do not have traditional publication dates, it is acceptable to use the date of access. 3. **Title**: Use the name of the specific LLM model, e.g., "Chat GPT." 4. **Superscript number:** None is used since there is no entry in the Reference list. *Note: You should provide the prompt that was used, as per the example.*	*In-text citation in a quotation, with the prompt included in the text.* When prompted with "Do we only use 10% of our brain?" (24 September 2023), OpenAI's ChatGPT-generated text indicated that contrary to popular belief, "there is no large, unused portion of the brain. The brain is a highly complex organ, and different regions are responsible for various cognitive functions."
Reference The NLM Style Guide suggests that "if the content produced is not accessible to anyone other than the person who generated it... there would be no entry in the reference list."	As there is no entry in the reference list, the details of the tool used should be provided in-text as shown above.

ACADEMIC LEARNING CENTRE

✎ ACADEMIC COMMUNICATION   🖥 COMPUTING
π MATHEMATICS AND STATISTICS   ⚗ SCIENCE

07 4970 7211
alc-advice@cqu.edu.au

BE WHAT YOU WANT TO BE
cqu.edu.au

6

CRICOS: 00219C | RTO: 40939 | P_TEM_190469_ALC