

# Disclosing & Citing AI Use

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## 1. When to Disclose

Disclose if AI helped shape your content or communication in a meaningful way:

- Generated writing, code, images, or data
- Brainstormed or outlined ideas
- Summarized, reworded, or restructured content
- Rewrote sentences for clarity or tone
- Created visuals (e.g., posters or slides)
- Analyzed or visualized data

✦ No need to disclose minor edits—basic grammar or spelling checks are like spellcheck.

## 2. How to Disclose

Basic Format: I wrote this work, with [type of support] from [AI tool, version if known]. I reviewed and edited all final content myself.

In Papers: Add a sentence to the introduction or conclusion to explain how AI was used. You may also choose to include chat transcripts in an appendix.

In Presentations: last slide or near the AI-generated content

On Posters: small text near image or at bottom

In Canvas Posts: short sentence at the end

### Example 1 (for a paper)

- This paper was written by the author, with paraphrasing suggestions from Grammarly and brainstorming support from ChatGPT 4o. Final content is the author's own.

### Example 2 (for a presentation)

- Slide text was written by the student. ChatGPT 4o was used to refine key points for clarity. Images were generated with DALL·E 2.

✎ This handout was created with help from ChatGPT 4o (April 2025). Final content reviewed and edited by a human.

### 3. Examples: Do I Need to Disclose?

Situation	Disclose?	Why
Used ChatGPT to polish your outline	✓ Yes	AI influenced your language
Used ChatGPT to generate the outline	✓ Yes	AI shaped your structure
Used Grammarly for grammar only	✗ No	Like spellcheck
Used Grammarly for paraphrasing	✓ Yes	AI reworded ideas from a source – not you
ChatGPT wrote your first draft, you rewrote it	✓ Yes	Core content originated from AI
Used AI-generated examples or counterpoints	✓ Yes	Ideas came from AI


### 4. How to Cite AI (APA Style)

Basic Format: Developer. (Year). *Name of Tool* [Description]. URL

Tool	In-Text	Full Reference
ChatGPT	(OpenAI, 2023)	OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <a href="https://chat.openai.com/chat">https://chat.openai.com/chat</a>
Grammarly	(Grammarly, 2024)	Grammarly. (2024). Grammarly. [AI writing assistant] <a href="https://www.grammarly.com">https://www.grammarly.com</a>
Copilot (Excel)	(Microsoft, 2024)	Microsoft. (2024). Copilot for Excel. [AI data assistant] <a href="https://www.microsoft.com">https://www.microsoft.com</a>
DALL·E 2	(OpenAI, 2023)	OpenAI. (2023). DALL·E 2 [Text-to-image generator]. <a href="https://openai.com/dall-e">https://openai.com/dall-e</a>

### 5. Reminders

- ✓ Always check your professor's AI policy—some allow certain AI uses, but not others.
- ✓ You're responsible for understanding your work—even if AI helped.
- ✓ Accuracy, originality, and meeting assignment expectations are still your job.

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