

Citing and Acknowledging AI Tools in Academic Writing

Purpose:

To ensure transparency and academic integrity when using AI tools in the writing process. This guide helps students and faculty understand *when* and *how* to cite or acknowledge AI-generated content according to **APA 7th edition** and **Westcliff policy**.

Official APA Guidance:

For the most up-to-date instructions on citing generative AI (including ChatGPT, Claude, Gemini, and others), refer directly to the **APA Style Blog**:

 [How to Cite Generative AI in APA Style \(APA.org\)](https://apastyle.org/blog/how-to-cite-generative-ai-in-apa-style)

General Format for Referencing a Specific AI Chat:

AI Company Name. (Year, Month Day). *Title of chat in italics* [Generative AI chat]. Tool Name/Model. URL of the chat

In-text citations:

- *Paranthetical*: (AI Company Name, Year)
- *Narrative*: AI Company Name (Year)

Example:

OpenAI. (2025, October 14). *Feedback strategies for avoiding AI-like writing* [Generative AI chat].
ChatGPT (GPT-5). <https://chat.openai.com/share/abc123example>

(Paranthetical: OpenAI, 2025)

(Narrative: OpenAI (2025))

When to Cite vs. Acknowledge:

If you...	Then you should...
Quote or paraphrase AI-generated content	Include a full APA citation in your references list
Use AI for brainstorming, outlining, or grammar review	Add an Author Note or Methodology statement describing your use
Receive sentence-level or structural help from AI	Acknowledge assistance clearly and revise to ensure originality

Example Acknowledgment (in Author Note or Method section):

Portions of this paper were developed with the assistance of ChatGPT (OpenAI, 2025) for idea generation and outline organization. All analysis, synthesis, and final writing are my own.

Remember:

Transparency is essential to ethical academic practice. Proper citation or acknowledgment ensures readers understand how AI tools contributed to your work—and upholds Westcliff University's standards for academic honesty.

Students should **only quote or paraphrase AI-generated content** when:

- The **AI outputs themselves are the subject of analysis or study** (for example, in research examining AI responses, bias, or communication patterns), **or**
- They have been **explicitly instructed by their professor** to incorporate or evaluate AI-generated text.

In all other cases, AI should be used as a **support tool for idea generation or structure planning**, **not** as a writing or rewriting tool.

For further guidance on responsible and approved AI use, please refer to:

- **Westcliff University's AI Policy (Student and/or Faculty Handbook)**
- [Responsible AI Use Job Aid](#)

These resources explain what counts as ethical support versus inappropriate rewriting or substitution of original work.