

# Quick Guide to Acknowledging and Citing the Use of GenAI

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If you are permitted to use GenAI tools for your assessment, you must ensure you acknowledge which tools you have used, when you used them, and how you used the content generated.

### Acknowledging the Use of GenAI Tools

It is recommended that you provide the name(s) of the GenAI tool(s) used, a statement summarising how they were used, the prompts used, the date on which the content was generated and a description of how the generated content was used. This can be represented as follows:

I acknowledge the use of [*Insert name of GenAI tool(s)*] from [*url of GenAI tool(s)*] to [*Insert a statement summarising their use*]. I entered the following prompts on [*Insert date*]: [*Insert prompts*] and [*Insert description of how the generated content was used*]

For example:

I acknowledge the use of Bing Chat ([www.bing.com](https://www.bing.com)) to generate content for background research on this assignment. I entered the following prompts on 10 September 2023:

- Provide information on the ethical considerations when using generative artificial intelligence tools
- Describe the challenges and opportunities that GenAI tools offer to Higher Education and Careers

The content generated from these prompts was used to create an outline structure, which I then refined by drawing on academic sources I identified through searching electronic databases and Primo.

If you have been permitted to use GenAI tools, but do not make use of them, you should acknowledge this:

No content generated by a GenAI tool(s) has been used in this assignment.

## Citing and Referencing GenAI Content, in Addition to Acknowledging the Use of GenAI

You may need to cite and reference material generated by a GenAI tool. Since content generated by a GenAI tool is a *nonrecoverable source*, it is recommended that you use the reference style for *personal communication*, unless specific guidelines are available. For example, for the [Harvard Style](#):

### In-text citation:

Format: creator (year)

Microsoft (2023) stated that “A generative artificial intelligence tool is a tool that uses AI to create new and realistic content, such as text, images, music, audio, and video, based on existing data or inputs”

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## Reference:

Format: creator (year of communication) title/name of GenAI response to 'name of person who conducted the search', day month accessed

Microsoft (2023) Bing Chat response to Sara Preston, 12 September

Please note that the above guidance is provisional and subject to change as the Library develops detailed guidance on this, and as more referencing advice becomes available for the different reference styles in use.

## Further Resources

- [Toolkit: Academic Integrity & Referencing](#)