

# THE UNIVERSITY OF HONG KONG

## GRADUATE SCHOOL

### **How to acknowledge Generative AI (GenAI) sources in Graduate School assignments:**

#### **Declare – Describe – Reference**

**You are required to declare, describe and reference, on the first page of your submitted assignment, your use of GenAI, if any, in your GS assignments\*:**

#### **1. Declare**

You must declare with **ONE of the following statements** if you have used any GenAI tools:

- I did not use any AI technologies in preparing or writing up this assignment.
- I acknowledge the use of **<insert AI system(s) and link>** to generate initial ideas for background research in the drafting of this assignment.
- I acknowledge the use of **<insert AI system(s) and link>** to generate materials that were included within my final assignment in its modified form.

e.g.

I acknowledge the use of ChatGPT **<<https://chatgpt.hku.hk/>>** to plan my essay, and generate initial ideas for background research in the drafting of this assignment.

***If you have used GenAI tool(s), you must (i) name the tool(s), (ii) describe how it/they were used, AND (iii) reference the tool(s):***

#### **2. Describe**

You must describe (1) how the information or material was generated (including the prompts you used), (2) what the output was, and (3) how the output was changed by you. You should use the following style of wording, depending on the nature of use:

- The following prompts were input into <AI system>: <List prompt(s)>
- The output obtained was: <Paste the output generated by the AI system>
- The output was changed by me in the following ways: <explain the actions taken>

You can also put the full text of long responses (e.g., as a screenshot or a saved webpage file) in an appendix.

e.g.

I asked ChatGPT to generate a structure which I then adapted in my essay. I used one further ChatGPT prompt to generate ideas about .... Please refer to the appendix for my prompts, the AI responses, and the changes I made.

#### **3. Reference: final guidance on how to reference AI-generated content**

You must reference AI-generated content that is cited or paraphrased in your assignment according to your citation style. **You are advised to visit the official website of your citation style and follow the standard formats.**

*\* The above guidelines are adapted from the ones set out by University College London:*

*<<https://www.ucl.ac.uk/students/exams-and-assessments/assessment-success-guide/engaging-ai-your-education-and-assessment>>.*

## Citation styles with examples

**APA** (<https://apastyle.apa.org/blog/how-to-cite-chatgpt>)

### In-text

Example:

OpenAI, 2023; see Appendix A for the full transcript)

### Reference List

Author. (Year of the Version). *Title of the Tool* (Version if applicable) [Tool description if applicable]. Source/URL

Example:

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chatgpt.hku.hk/>

**MLA** (<https://style.mla.org/citing-generative-ai/>)

### In-text

("Shortened description of chat")

Example:

While the green light in *The Great Gatsby* might be said to chiefly symbolize four main things: optimism, the unattainability of the American dream, greed, and covetousness ("Describe the symbolism"), arguably the most important—the one that ties all four themes together—is greed.

### Reference list

"Description of chat" prompt. Name of AI tool, version of AI tool, Company, Date of chat, URL.

Example:

"Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald" prompt. *ChatGPT*, 13 Feb. version, OpenAI, 8 Mar. 2023, <https://chatgpt.hku.hk/>.

## **Chicago**

(<https://www.chicagomanualofstyle.org/ganda/data/faq/topics/Documentation/faq0422.html>)

### In-text

Any information not in the text would be placed in a parenthetical reference.

Example:

(ChatGPT, June 16, 2023) (ChatGPT, June 16, 2023)

### Footnote

Note number. Originator of the communication and description of the prompt, date the text was generated, publisher, General URL

Example:

1. ChatGPT, response to "Create a haiku in the style of Edgar Allen Poe," June 16, 2023, OpenAI, <https://chatgpt.hku.hk/>.

\* Do not include in the Bibliography or Reference List

**IEEE** (<https://libraryguides.vu.edu.au/ieeereferencing/generativeAI>)

### In-text

Author's name (Initials, Surname, private communication, Abbrev. Month, year.)

Example:

In an online chat, ... (OpenAI's Chat GPT, private communication, June 2023)

\* Do not include in the Bibliography or Reference List

**Harvard** (<https://libguides.scu.edu.au/harvard/AITools>)

In-text

Communicator Year

Example:

(OpenAI 2023)

Reference list

*Title*. Year. Place of publication: Publisher. Software: Platform.

Example:

*ChatGPT*. 2023. San Francisco: OpenAI. ChatGPT: Microsoft Windows

**Vancouver** ([https://guides.library.uwa.edu.au/vancouver/generative\\_AI](https://guides.library.uwa.edu.au/vancouver/generative_AI))

In-text

Type of Communication, Communicator, Year

Examples:

In an online chat with Open AI's Chat GPT (2023) ...

A chat generated a potentially useful script for dealing with these interactions (ChatGPT response, prompt for "How to resolve conflict with a coworker", 24 March 2023).

As generated by the generative AI programme (ChatGPT, 2023)

According to ChatGPT (2023), there is a strong correlation between diabetes and obesity...

... (Grammarly Premium paraphrase, 22 February 2023).

Reference List

*Title of the Tool* (Cited date). Source/URL

Example:

OpenAI. ChatGPT [Computer Software] 2023 [Cited 2023 Feb 15]. Available from:

<https://chatgpt.hku.hk/>

August 8, 2023