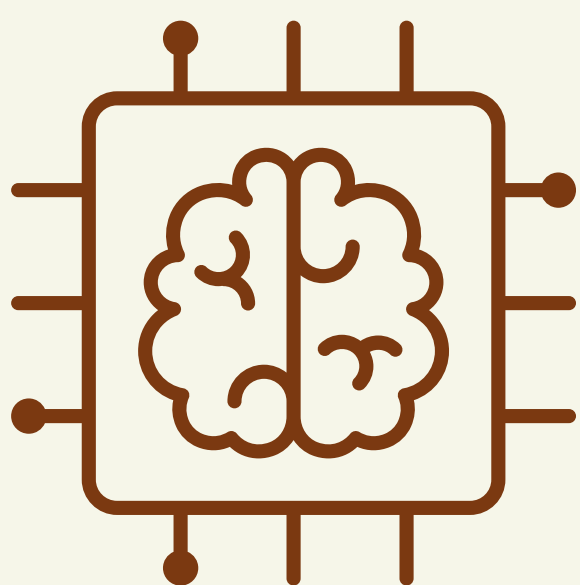# HOW TO
Cover your...
Academic Career (CYAC)

Always Attribute

Indicate the AI tools that helped your work for research, editing, content creation, or other purposes.

Why? Giving credit where credit is due! This applies AI ethics and transparency to your work and upholds our University's policies. It can showcase your skill with AI tools as well.

Be Specific

Be prepared to specify the version, date, and purpose of the AI tool used.

Why? Details! It helps others understand the context in which you used the AI and how. It helps others trace your work to the source.

Cite

Use a full citation and reference to attribute work to your AI tools.

Why? Credibility! This upholds scholarly standards and demonstrates your credibility. It helps others find the source of your information.

Differentiate

Protect your own ideas. Teamwork is important, but recognize the difference between your writing, insights, and ideas, and those generated by AI.

Why? Differentiation helps maintain academic integrity by distinguishing your contributions from the AI's output. You don't want AI getting credit for your output, nor do you want people to attribute an AI's errors to you. Be clear about the boundaries.

("Thanks, AI," 2024)

CYAC in 4 Easy Steps

A Attribute. Name the tool (ChatGPT, CoPilot, Gemini, Grammarly, Canva Magic Write, etc.).

B Be Specific. Assemble the details:
- Date
- Publisher, company, or organization
- URL

C Cite. Pick a citation style (APA, MLA, Chicago) and assemble the information.

D Differentiate and specify context. Add a description to indicate the role the AI played in your work.

Example in Chicago:
- In-text citation: (OpenAI 2024)
- Reference: OpenAI. ChatGPT. Version 4.0. Open AI, May 16th, 2024. https://www.openai.com/chatGPT. This AI assisted in brainstorming about how to present ideas on citing AI tools.

Example in APA:
- In-text citation: Grammarly assisted with editing (Grammarly, 2024).
- Reference: Grammarly. (2024). Grammarly (Version 1.0) [Software]. https://www.grammarly.com.

("Scholar Cat" 2024)

WHEN IN DOUBT

Ask your instructor how they would like you to credit your AI tools. If using ChatGPT, CoPilot, Gemini or other similar tools, you can ask these very tools how to cite them! Be sure to specify the required citation style (APA, MLA, Chicago, etc.).

AI-Generated Image Credits:

"Scholar Cat." Canva May 19, 2024. https://www.canva.com. Canva's AI image generator created the image based on the prompt: citation, AI, classroom, cat.

"Thanks, AI." DALL-E, May 19, 2024. Accessed May 19, 2024. https://www.openai.com/dall-e. This AI was used to generate images based on prompts asking for scenes depicting people and cats crediting AI in the classroom.
Designed with Canva.