Freie Universität Berlin
Department of Political and Social Sciences
Institute of Sociology
Usage of AI: Guidelines for students

Citing AI Tools

According to the *Guideline for Dealing with Artificial Intelligence* by Berlin Universities Publishing (BerlinUP), the use of artificial intelligence (AI) or AI tools for BerlinUP publications requires a transparent description. Following **recommendations** are based on current educational and academic policy discourses and known citation styles. Any paper written in the BA and MA of our institute must adhere to these guidelines.

Agenda:

1. **Basic principles and rules of practice**
2. **What is considered an AI tool?**
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1. Basic principles and rules of practice

Artificial intelligence is an umbrella term for applications in which machines perform human-like intelligence. In the field of scholarly publishing, generative AI tools that create new content in the form of text, images, audio, video, software code or data sets using natural language input ("prompts") are particularly relevant.
Generative AI tools are based on machine learning technology, in which patterns are recognized autonomously on the basis of training data and algorithms are trained to match the respective input.

AI tools cannot assume authorship: According to COPE, WAME and DFG, AI tools cannot fulfil the requirements of authorship or intellectual property because they cannot take responsibility for the submitted work.
The use of AI tools must be described transparently: The use of AI tools in the creation of content in a submitted work (e.g. texts, tables, diagrams, images, audio, videos, software codes, data sets) must be described transparently. It must be clear which content was generated using AI tools, which AI tools were used and how the AI tools were used.

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Authors are responsible for their submitted work: The authors are fully responsible for the content of their submitted work, and thus also for the parts that were created using AI tools. This includes the accuracy of the presentation, the omission of plagiarism and the

appropriate citation of all sources. Authors are therefore liable for violations of good research practice and the ethical principles of scholarly publishing.

The above stated information and more can be acquired here:
https://www.berlin-universities-publishing.de/en/_media/policies/BerlinUP_KI-Guideline_2024-05-02.pdf

2. What is considered an AI tool?

Not every use of digital tools or software applications in relation to scholarly writing and publishing falls under the term artificial intelligence as defined in the BerlinUP guideline. For example, the use of tools as aids does not necessarily require explicit mention.

Tools that use AI to check formal criteria (e.g. checking spelling, grammar and style, reference management programs and translation tools) are referred to as **aids**. However, these tools are not permitted to generate or create content themselves, but only to make formal changes. This does not affect the authors' responsibility for the formal and content-related correctness of the content published under their name.

According to the BerlinUP guideline, AI tools are therefore **generative models** for creating new content in the form of text, images, audio, video, software code or data sets. Currently known examples include text-generating chatbots such as ChatGPT, Copilot, Gemini or LLaMA as well as image-generating AI tools such as DALL-E, Stable Diffusion or Midjourney.

3. Citation of AI tools

When adopting content generated by AI tools, the following information is required for a citation:

WHAT?
It is described which parts of a publication were generated with AI tools: e.g. text sections, figures, tables,data.

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WITH WHAT
It is described which AI tools were used in each case: e.g. provider, model, URL.

WHEN?
It is described at which time AI tools were used: e.g. date, version.

HOW?
It is described in which way AI tools were used: e.g. prompt, configuration, chat history.

However, if AI tools are used as an aid, i.e. without generating content intended for publication or as a rudimentary source of inspiration, a general reference is recommended, for example as a note or possibly in the methods section of the publication.

3.1 When and where should AI Use be specified?

In principle, AI-generated content should be cited in the same way as other references in scholarly publications, i.e. in the form of a citation. This can be done **in the text** or in a **footnote** or **endnote** as well as within the **reference list**. However, it should be noted that AI-generated content is not a source in the scientific sense.

In addition, a description in the **introduction** or in the **methods section** may be appropriate. In special cases, more extensive chat histories with AI tools can also be documented as an **appendix** or **supplement**.

The publisher reserves the right to include a corresponding reference to the use of AI tools in the **metadata** of a publication.

3.2 How to cite AI-Tools:

3.2.1 APA

In accordance with the recommendation of the American Psychological Association (APA), documentation of how and for what purpose a generative AI tool was used should be included in the methods section of the publication. In shorter texts (e.g. literature reports, essays), it is recommended that the documentation of the use of the tool is addressed in the introduction. When reproduced in the text, both the prompt and the relevant text passages from the model's response should be reproduced.

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Verbatim citation – example:

Regarding the question of whether the EU health statistics allow conclusions to be drawn about a possible link between sugar and fat intake and body weight, ChatGPT answers: „Yes, there is substantial evidence that both sugar and fat intakes are related to body weight. Numerous studies have examined the association between dietary behaviors, particularly sugar and fat consumption, and body weight." (OpenAI, 2024)

Reference – example:

OpenAI. (2024). ChatGPT (Version 3.5) [Large language model]. https://chat.openai.com/share/5ea85ee7-06a9-4760-ab5c-65ee3e8f54aa

For longer responses or prompt histories, the APA requires these to be attached as supplemental material to the paper, as the texts generated by AI tools are not always reproducible. Unless the chat history can be made accessible via an individual link (see ChatGPT example above).

3.2.2 Chicago:

According to the Chicago Manual of Style (CMoS), inclusion in the list of references is only recommended if the prompt and response of the AI tool can be made accessible via an individual link. If this is not the case, the AI tool's response should be included either in a footnote or endnote or in the text.

<u>A. Footnote citation</u>

Footnote citation – example:

When asked whether the EU health statistics allow conclusions to be drawn about a possible link between sugar and fat intake and body weight, ChatGPT responds in the affirmative, stating that there is a substantial link that has been proven by numerous studies. In addition, the language model points out that general dietary patterns and lifestyle factors must also be taken into account in order to understand and combat the obesity epidemic.[3]

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[3] Answer by ChatGPT to the prompt „Regarding EU health statistics and related research on dietary behavior, is there any evidence that sugar and fat intakes are related to body weight?", OpenAI, March 7th, 2024.

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Reference – example:

> ChatGPT, answer to the prompt „Regarding EU health statistics and related research on dietary behavior, is there any evidence that sugar and fat intakes are related to body weight?" OpenAI, March 7th, 2024. https://chat.openai.com/share/5ea85ee7-06a9-4760-ab5c-65ee3e8f54aa

B. In-text citation

In-text citation – example:

> When asked whether the EU health statistics allow conclusions to be drawn about a possible link between sugar and fat intake and body weight, ChatGPT responds in the affirmative, stating that there is a substantial link that has been proven by numerous studies. In addition, the language model points out that general dietary patterns and lifestyle factors must also be taken into account in order to understand and combat the obesity epidemic (ChatGPT, March 7th, 2024).

Reference – example:

> ChatGPT. 2024. Answer to the prompt „Regarding EU health statistics and related research on dietary behavior, is there any evidence that sugar and fat intakes are related to body weight?" OpenAI, March 7th https://chat.openai.com/share/5ea85ee7-06a9-4760-ab5c-65ee3e8f54aa

Modifications to the AI-generated text must be indicated in the same way as modifications to verbatim quotations.

3.2.3 MLA

The recommendation of the Modern Language Association (MLA) also refers to the paraphrased and verbatim use of AI-generated content. In both cases, the source is cited by means of a short title in the text.

Paraphrased citation – example:

> When asked whether the EU health statistics allow conclusions to be drawn about a possible link between sugar and fat intake and body weight, ChatGPT answers in the affirmative and notes a substantial link that has been proven by numerous studies

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("Regarding EU health statistics"). In addition, the language model points out that general dietary patterns and lifestyle factors must also be taken into account in order to understand and combat the obesity epidemic.

Verbatim citation – example:

We asked various language models whether there were any indications of a connection between sugar and fat intake and body weight with regard to EU health statistics. The GPT 3.5 language model answered our question in the affirmative:

"Yes, there is substantial evidence that both sugar and fat intakes are related to body weight. Numerous studies have examined the association between dietary behaviors, particularly sugar and fat consumption, and body weight." ("Regarding EU health statistics").

Reference – example:

"Regarding EU health statistics and related research on dietary behavior, is there any evidence that sugar and fat intakes are related to body weight?" Prompt. ChatGPT, Version 3.5, OpenAI, 7. Mar. 2024, https://chat.openai.com/share/5ea85ee7-06a9-4760-ab5c-65ee3e8f54aa

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The above stated information and more can be aquired here: https://www.berlin-universities-publishing.de/en/ueber-uns/policies/ki-leitlinie/ki-handreichung/index.html. Please check this website regularly, as updates might occur, due to the dynamic development of the topic.