

Citation Guide for Use of AI in Research and Academic Writing

About This Guide

This guide was developed with the assistance of Claude (claude-sonnet-4-6, Anthropic), an artificial intelligence tool, as part of Augusta University's commitment to exploring responsible AI use in academic and administrative contexts. It draws on official citation guidance from the American Medical Association (AMA), American Psychological Association (APA), Chicago Manual of Style, and Modern Language Association (MLA). Content reflects official guidance as of May 2026.

Because AI citation standards are evolving rapidly, researchers should verify current requirements directly with official style guide sources before submitting work for publication or coursework. Links to official guidance are provided within each section and in the consolidated reference list at the end of this document.

How to Use This Guide

This document is organized by citation style. Each section provides: the official sources consulted, citation formats with worked examples, and key requirements specific to that style. A quick-reference comparison table summarizes key differences across all four styles. A consolidated reference list appears before the conclusion.

General Principles for Citing AI

Regardless of citation style, several core principles apply when using AI in academic work:

- **Transparency:** Always disclose when and how AI tools were used in your research or writing process.
- **Attribution:** Cite AI-generated content whenever you quote, paraphrase, or incorporate it into your work.
- **Verification:** Always fact-check AI-generated information, as these tools can produce inaccurate or fabricated content.
- **Context:** Describe your prompts and how you used the AI tool in your methodology or introduction.
- **Institutional Policy:** Always check your institution's or publisher's specific guidelines before using AI tools.

AMA Style (11th Edition)

The American Medical Association (AMA) Manual of Style is widely used in medical and health sciences publications. AMA style emphasizes disclosure of AI use in acknowledgments sections rather than formal citations.

Sources Consulted

AMA Manual of Style Online: <https://academic.oup.com/amamanualofstyle> — Section 5.2.1.1: Acknowledgment of Use of AI; Section 5.1.12: Use of Artificial Intelligence and Language Models; Section 3.15.13: Use of LLMs and Chatbots

AMA Citation Format

Reference List Entry (Software Format)

Format: AI Tool Name. Version number. Company Name; Year. Accessed Month Day, Year. URL

Example:

```
ChatGPT. Version 4.5. OpenAI; 2025. Accessed February 28, 2025. https://openai.com/
```

In-Text Reference

Use a descriptive term with the brand name, version, and manufacturer in parentheses at first mention:

```
Between August 1 and 5, 2024, using 25 search-related queries, 100 individual outputs were generated with the free chatbot (ChatGPT version 3.5, OpenAI) and paywalled chatbot (ChatGPT version 4.0, OpenAI).
```

```
On September 15, 2024, ChatGPT (GPT-4, OpenAI) generated a response to the prompt "Explain photosynthesis in simple terms."
```

AMA Acknowledgment Section

Required disclosure format:

```
"The authors acknowledge using [AI Tool Name] ([version], [Company]) for [specific use] on [date]."
```

Example:

```
"The authors acknowledge using ChatGPT (GPT-3.5, OpenAI) for text editing to improve the fluency of the English language in the preparation of this manuscript on September 15, 2023."
```

AMA Key Guidelines

- **AI cannot be listed as an author** — nonhuman AI, language models, and similar technologies do not qualify for authorship.
- Disclose AI use in the Methods or Acknowledgments section.
- Specify exactly how the tool was used.
- Include the tool name, version, manufacturer, date(s), and prompts used.

- Provide details that assist with reproducibility.
- Keep records of each prompt and response (may be included in an appendix).

APA Style (7th Edition)

The American Psychological Association updated its AI citation guidance in September 2025 to recommend citing specific AI chats with shareable URLs rather than just the general tool.

Sources Consulted

Primary guidance (2025): <https://apastyle.apa.org/blog/cite-generative-ai-references> — Citing generative AI in APA Style: Part 1—Reference formats

Original guidance (archived): <https://apastyle.apa.org/blog/how-to-cite-chatgpt> — How to cite ChatGPT

APA Citation Format

Citing a Specific AI Chat (with shareable URL)

Reference list format: AI Company. (year, month day). Title of chat in italics [Description]. Tool Name/Model. URL

Example:

```
OpenAI. (2025, August 21). High school grammar concepts [Generative AI chat]. ChatGPT. https://chatgpt.com/share/68a77b60-0ee4-800c-9acc-cd3fd573c311
```

In-text citation: (OpenAI, 2025)

Citing the AI Tool Generally (no specific chat)

Reference list format: Author. (year). Tool Name (version) [Tool description]. URL

Examples:

```
OpenAI. (2025). ChatGPT (GPT-4o) [Large language model]. https://chat.openai.com
Anthropic. (2025). Claude (Sonnet 4.6) [Large language model]. https://claude.ai
Google. (2025). Gemini [Large language model]. https://gemini.google.com
```

APA Best Practices

- Describe AI use in your Method section (for research papers) or introduction (for essays).
- Include the prompt you used in your text or methodology.
- For extensive AI-generated content, place the full transcript in an appendix or supplemental materials.

- **AI tools cannot be listed as authors** on scholarly publications.
- Always verify sources that AI tools cite, as they may be fabricated.

Chicago Manual of Style (18th Edition)

The Chicago Manual of Style recommends citing AI in notes or in-text, and generally does not include AI in a bibliography or reference list unless a publicly available URL can be provided.

Sources Consulted

Chicago Manual of Style Q&A:

<https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html> — How do you cite content developed by artificial intelligence?

18th Edition (2024): <https://www.chicagomanualofstyle.org> — Section 14.112: AI-generated content citation

Chicago Citation Format

Footnote/Endnote Format

Without prompt in text:

1. Text generated by ChatGPT-4, OpenAI, September 30, 2024, <https://chatgpt.com/share/66fb0ff3-7280-8009-93a9-d956f412390b>.

With prompt in note:

1. Response to "Tell me how to fix a flat bicycle tire," ChatGPT-4, OpenAI, September 30, 2024, <https://chatgpt.com/share/66fb0ff3-7280-8009-93a9-d956f412390b>.

Author-Date Format

In-text: (ChatGPT, September 30, 2024)

Bibliography entry (only if publicly shareable URL):

OpenAI. Response to "Tell me how to fix a flat bicycle tire." ChatGPT-4, September 30, 2024. <https://chatgpt.com/share/66fb0ff3-7280-8009-93a9-d956f412390b>.

Chicago Key Guidelines

- Simple acknowledgment in text is often sufficient: "The following was generated by ChatGPT."
- Do not include in bibliography unless you have a publicly shareable URL.
- AI conversations are treated like personal communications (emails, texts) that cannot be accessed by others.
- If you have edited AI-generated text, note this at the end: "edited for style and content."

- For images, include a caption with prompt, tool, and date.

MLA Style (9th Edition)

The Modern Language Association updated its guidance in August 2025 to provide more specific recommendations for citing generative AI tools.

Sources Consulted

Current guidance (revised August 2025): <https://style.mla.org/citing-generative-ai-updated-revised/> — How do I cite generative AI in MLA style? (Updated and Revised)

Original guidance (March 2023): <https://style.mla.org/citing-generative-ai/> — How do I cite generative AI in MLA style?

MLA Citation Format

Basic Format

Format: "Text of prompt" prompt. AI Tool, model version, Company Name, day month year, URL.

Example:

```
"Describe the theme of nature in Jane Austen's Mansfield Park" prompt. ChatGPT, model GPT-4o, OpenAI, 23 Sept. 2024, chatgpt.com/share/66f1b0a0-d704-8000-be9a-85f53c850607.
```

Shortened Prompt Format

For long prompts, use the first few words followed by an ellipsis:

```
"Describe the theme..." prompt. ChatGPT, model GPT-4o, OpenAI, 23 Sept. 2024, chatgpt.com.
```

In-Text Citation

Use the first few words of the prompt in quotation marks:

```
Nature is depicted frequently throughout Mansfield Park, and it "often mirrors the personalities or inner states of the characters" ("Describe the theme").
```

MLA Key Guidelines

- **Do not treat AI as an author** — this follows policies of major publishers including PMLA.
- Cite AI whenever you paraphrase, quote, or incorporate AI-generated content.
- Acknowledge functional uses (like editing or translating) in a note or in your text.

- Vet secondary sources that AI tools cite — verify they exist and are relevant.
- Use shareable URLs when available; otherwise use the general tool URL.

Quick Reference Comparison

The table below summarizes key differences across major citation styles:

Element	AMA	APA	Chicago	MLA
AI as Author?	No (cannot be author)	Yes (company is author)	Tool name as “author”	No (do not treat as author)
Where to Cite?	Acknowledgments & in-text	Reference list	Notes or in-text only	Works cited
Prompt Required?	Yes (in acknowledgments)	In text/methodology	Optional in note	In citation (or abbreviated)
Version Info?	Yes (required)	Yes (in citation)	Yes	Yes (model name)
Shareable URL?	If available	Recommended (2025 update)	Required for bibliography	Preferred; general URL OK

Best Practices for AI Use in Academic Work

Ethical Considerations

- **Check institutional policies first** — many institutions have specific guidelines or restrictions on AI use.
- **Never submit AI-generated work as your own** — this constitutes academic misconduct.
- Be transparent about how and when you used AI tools.
- **Understand limitations** — AI can produce inaccurate, biased, or fabricated information.
- **Maintain critical thinking** — AI is a tool, not a replacement for your own analysis.

Documentation Strategies

- Keep records of your prompts and AI responses throughout your research process.
- Save chat transcripts as evidence of your AI interactions.
- Use shareable links when available (ChatGPT, Claude, and Gemini offer this feature).
- Include full transcripts in appendices or supplemental materials for transparency.
- Document your process — explain how AI informed your thinking, not just what it produced.

Verification and Quality Control

- Fact-check all AI output — verify factual claims, statistics, and dates.
- Verify cited sources — AI tools can fabricate references that do not exist.
- Cross-reference information from AI with authoritative sources.

- Use AI as a starting point for research, not as the final authority.
- **Prioritize primary sources** — if AI points to a source, read and cite the original.

Common AI Use Cases in Academia

Acceptable uses (with proper citation):

- Brainstorming ideas and research questions
- Getting explanations of complex concepts
- Summarizing literature (which you then verify by reading the sources)
- Editing for grammar and clarity
- Translating text
- Generating code examples or debugging
- Creating study guides or practice questions

References

The following sources were consulted in the preparation of this guide. Researchers are encouraged to access official sources directly to verify current guidance.

AMA Manual of Style

AMA Manual of Style Online (11th ed.). Oxford University Press. Sections 5.1.12, 5.2.1.1, and 3.15.13: Use of Artificial Intelligence and Language Models. <https://academic.oup.com/amamanualofstyle>

APA Style

American Psychological Association. (2025, September). Citing generative AI in APA Style: Part 1— Reference formats. APA Style Blog. <https://apastyle.apa.org/blog/cite-generative-ai-references>

American Psychological Association. (2023, April 7). How to cite ChatGPT. APA Style Blog. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Chicago Manual of Style

University of Chicago Press. (2024). The Chicago Manual of Style (18th ed.), Section 14.112: AI-generated content. <https://www.chicagomanualofstyle.org>

University of Chicago Press. (n.d.). How do you cite content developed by artificial intelligence? Chicago Manual of Style Q&A. <https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html>

MLA Style

Modern Language Association. (2025, August). How do I cite generative AI in MLA style? (Updated and Revised). MLA Style Center. <https://style.mla.org/citing-generative-ai-updated-revised/>

Modern Language Association. (2023, March). How do I cite generative AI in MLA style? MLA Style Center. <https://style.mla.org/citing-generative-ai/>

Academic Integrity and Ethics

Committee on Publication Ethics (COPE). (n.d.). Authorship and AI tools position statement.

<https://publicationethics.org/cope-position-statements/ai-author>

International Committee of Medical Journal Editors (ICMJE). (n.d.). Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals.

<https://www.icmje.org/recommendations/>

Conclusion

As AI tools continue to evolve and become more integrated into academic workflows, citation practices are also developing. The guidance provided in this document reflects current standards as of May 2026; researchers should regularly check official style guide websites for updates.

The fundamental principles remain constant: be transparent about AI use, maintain academic integrity, verify all AI-generated information, and cite your sources appropriately. When in doubt, err on the side of over-disclosure rather than under-disclosure.

AI is a tool to support research and writing — not a replacement for critical thinking, analysis, and scholarly contribution.

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