

# CHADRON STATE COLLEGE

## Chicago Notes and Bibliography Citations for Content Generated by Artificial Intelligence (AI) Tools

Created by Normandale Community College Librarians  
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**Note:** Guidance on how to cite the academic use of AI tools is changing rapidly. Chadron State College librarians will update this document as needed. Have questions? Ask a Liaison librarian for help.

### Work Generated by Artificial Intelligence Is Not the Same as Other Sources

AI-generated content is not like other sources you might cite. ChatGPT, DALL-E, and similar AI tools generate text, images, and other outputs based on the common patterns they learned from millions of *other sources* — the documents, images, or other data the AI tools trained on. It is usually impossible to trace AI-generated content back to the training sources it is based on or to know how the AI tool itself works. The work generated by AI tools replicates, and often amplifies, the biases that exist in the training sources. These issues, and other ethical implications of AI tools, are beyond the scope of this document and deserve consideration on their own. Want to chat about all this? Ask a librarian!

### Warning! Use Work Generated by Artificial Intelligence Carefully and Transparently

1. **Check with your instructor before using AI tools** like ChatGPT, DALL-E, Copilot, etc., in any assignment or in assignment preparation. Many instructors do not allow any AI use or have specific rules to follow. Also check before using any generative AI features built into other apps.
2. **Check the facts!** Text AI tools like ChatGPT write responses without concern for factual accuracy. These tools do not disclose the origin of the “information” they provide and sometimes *completely make up* information or fake source citations. Use non-AI sources to verify accuracy. We recommend you use — and cite — those non-AI sources instead!
3. **Declare your use of AI tools with an AI Use Disclosure** (or other statement as directed by your instructor) that describes which tool you used and how you used it. Include an AI Use Disclosure even if you only used AI tools for brainstorming or other preparation for an assignment.
4. **Cite the specific AI-generated content you use or take ideas from** (text, images, videos, audio, code, etc.). In papers and other assignments, we recommend using a note (a footnote or endnote). *If* the content is publicly viewable, you will also include a full citation in your Bibliography.

### AI Use Disclosure Statement

Unless otherwise directed by your instructor, we recommend you include an AI Use Disclosure statement in your assignment. A good place to put the statement is after the body of your essay and before the

Bibliography. Include in your statement the AI tools you used and 1-3 sentences about how you used them. We recommend you include a statement any time you cite AI-generated content *and* any time you use AI tools as part of your assignment process (even if you are not citing AI-generated content directly).

Example:

#### **AI Use Disclosure**

I used ChatGPT to help me find a television commercial that fits the goals of this assignment. It gave me the example of the Nike “Dream Big” commercial and explained how some of the technical elements relate to polysemy of commodities. I then used my class notes to apply these elements to the commercial.

## Chicago Style for Citing AI-Generated Content

This is a summary of *The Chicago Manual of Style’s* current [advice for citing generative AI text content](#) and [citing generative AI image content](#). The recommendations below are for students using the **Notes and Bibliography system** of Chicago citations with full notes.

### **Acknowledge Uses of the AI Tool in Your Paper**

If you use words, images, or other content generated by an AI tool, you must acknowledge this in your work. In formal writing like research papers and assignments, you will acknowledge the AI tool in a footnote or endnote. Additionally, *if* the AI content is publicly shareable, it should appear in your Bibliography. Your instructor may also ask you to include an AI Use Disclosure Statement (see above). When citing AI use in Chicago, follow the preferences of your instructor.

### **General Format for Notes**

A footnote or endnote for AI content includes the text prompt you entered in quotation marks. Copy the prompt exactly including the capitalization. If the prompt is long, include only the first 160 characters. For ChatGPT, you only need one citation for each “chat.”

#### **General format for a footnote or endnote:**

1. Name of AI Tool, response to “Prompt,” Name of Company, date the content was generated, URL link address to the content if shareable otherwise link to general site of AI tool or software, optional mention of edits made if applicable.

**About the optional mention about edits:** If you cite AI content you edited or changed, you can state that at the end of your footnote. For example, if you edited a response from ChatGPT to be shorter, you would add the phrase “edited for length” to the end of your note (without the quotation marks). For more extensive edits, you might use the phrase “edited for style and content” (without the quotation marks). If you do not need to mention edits, your note will end with a period after the URL address.

### **Example A: If Only You Can View the Generated Content (Note Only)**

If other people *cannot* view the generated content without a password or account, only include a **link to the main website** of the AI tool or software in the note. Because it is not accessible to others, do **not** include the citation in the Bibliography.

Example note (see next page):

1. Copilot, response to “how to clean and cook clams,” Microsoft, December 18, 2023, <https://copilot.microsoft.com>.

### Example B: If Others Can View the Generated Content (Note and Bibliography Entry)

If other people *can* view the content without a password or account, include the **link to the specific content** in the note. Because other people can access this source, include the citation in the Bibliography also.

Example notes:

1. ChatGPT, response to “What are words that rhyme with snow?” OpenAI, December 12, 2023, <https://chat.openai.com/share/35ce08d1-eacb-4716-9380-0b85b5af631c>.

2. ChatGPT, response to “how to cook clams,” OpenAI, August 28, 2023, <https://chat.openai.com/share/ef0727e9-d3b3-48c8-9c37-e971d17e5773>.

In addition, follow the guidelines below to include these citations in your Bibliography.

### General Format for Bibliography Entries

Remember: Only include a citation in your Bibliography if your readers can access the AI-generated content.

#### General format for a Bibliography entry:

Name of AI Tool. Response to “Prompt.” Name of Company, date the content was generated. URL link address to the content.

Example entries in the Bibliography:

ChatGPT. Response to “how to cook clams.” OpenAI, August 28, 2023. <https://chat.openai.com/share/ef0727e9-d3b3-48c8-9c37-e971d17e5773>.

ChatGPT. Response to “What are words that rhyme with snow?” OpenAI, December 12, 2023. <https://chat.openai.com/share/35ce08d1-eacb-4716-9380-0b85b5af631c>.

**How to order the entries:** Similarly to how you alphabetize your other Bibliography entries by author last name, alphabetize these entries by the name of the AI tool, which appears first in the citation. If there is more than one entry for the same AI tool, arrange the entries in chronological order from oldest to newest.

### How to Cite AI-Generated Images

In Chicago, images and other figures are usually **not** credited in notes or in the Bibliography. Instead you use a caption below the image to give the citation information. Each image caption starts with the word Figure and a unique number. (The first image is Figure 1, the second image is Figure 2, and so on.) There is no standard format for a caption, but we offer a suggested format below.

#### Suggested format for an image caption:

Figure X. “Prompt,” image generated by Name of AI Tool from Name of Company, date the image was generated, URL link address to the content if shareable.

Example image and caption (see next page):



Figure 1. "A watercolor painting of Batman reading a book in a library," image generated by DALL-E 2 from OpenAI, August 21, 2023, <https://labs.openai.com/s/D4u19kmQHkzTlucI9C1fW6Gf>.

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Created by Lacey Mamak and Luke Mosher  
Library faculty at Normandale Community College

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