

Guide to AI Citations for Teachers and Students

AI-generated information that is used as content in written work should be cited as if it were from a book, a website, a historical document, a published chart, etc.

Guidelines

1. Even when changing the wording of the information through paraphrasing and summarizing, if you are not presenting your original thoughts, the material should be cited.
2. You should always check information generated by AI for accuracy before using it in your written work.
3. In some cases, it is necessary to cite both the AI-generated information as well as the source from which that content was generated.
4. There are numerous citation formats that can be utilized depending on your school's or organization's preferences, such as APA, MLA, and Chicago, so what is presented in a citation will vary by the citation style being used. The examples below are for APA and MLA as they are the most frequently used citation formats in Helena Public Schools.

Use Scenario	Examples (APA and MLA formats)
AI is used to write content. Example: ChatGPT is used to generate a list of the 5 most popular vehicles sold in the US in 1965.	<u>MLA</u> *in-text citation: (5 most popular vehicles) *works cited entry: "What were the 5 most popular vehicles sold in the United States in 1965?" prompt, ChatGPT, OpenAI, 17 Feb 2025, chatgpt.com. <u>APA</u> *in-text citation: (OpenAI, 2025) *reference list entry: OpenAI. (2025). <i>ChatGPT</i> (Feb 17 version) [Large language model]. https://chatgpt.com
AI is used to make text from a source easier to read/understand. Example: ChatGPT is used to summarize Act 1, Scene 1 of Shakespeare's <i>Romeo and Juliet</i> for students struggling to understand it.	This requires citation of the original source and the AI source. <u>MLA</u> *in-text citation: (Shakespeare 2-12) *works cited entry: Shakespeare, William. "Act 1, Scene 1." <i>Romeo and Juliet</i> . Simon Schuster & Co, 1995, pp. 2-12. Summarized with AI assistance using ChatGPT. "Summarize Act 1, Scene 1 of Shakespeare's <i>Romeo and Juliet</i> " prompt. ChatGPT, OpenAI, 17 Feb 2025, chatgpt.com. <u>APA</u> Shakespeare, W. (1995). Act 1, Scene 1. <i>Romeo and Juliet</i> (pp. 2-12). Simon Schuster & Co. Summarized with AI assistance using ChatGPT. Reviewed by Tammy Teacher, Helena Public Schools.

Sources:

“AI @ MTDA” Website <https://montanadigitalacademy.org/innovation/ai-at-mtda/>

“Generative AI Guidance for Teachers and Students,” Great Falls Public Schools, Website https://resources.finalsite.net/images/v1723835230/gfpsk12mtus/nxz7wvc4trkoq3s75fgl/08-16-2024_GFPS_GenerativeAIGuidanceforTeachersandStudents06-26-24.pdf

“AI A Framework for School Districts,” Website <https://montanadigitalacademy.org/wp-content/uploads/2024/02/MTDA-Planning-Guide-for-AI-A-Framework-for-School-Districts-v1-20240213c.pdf>