



UNIVERSITÉ
DE GENÈVE

BIBLIOTHÈQUE

Referencing the use of generative AI

Practical guide for
UNIGE students





In general

1. Students must refer to the **instructions given by the teaching staff** on whether or not they are allowed to use GenAI as part of a course, and on any recommendations given for the referencing of GenAI.
2. **Personal, sensitive or copyright protected data** must be handled with care and must not be submitted to GenAI tools that might reuse them for other purposes.
3. It is essential to check and **critically evaluate** GenAI outputs before incorporating them into academic work (reliability, risk of bias, etc.). Indeed, authors are always **responsible** for the relevance and consistency of the sources cited in their work.

This guide is complementary to the UNIGE **Statement on Artificial Intelligence** and the **Generative Artificial Intelligence** guide. (see www.unige.ch/numerique/IA).



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When do you need to reference the use of GenAI?

★ = Required

Copy and paste all or part of a GenAI output

- ⇒ ★ Cite/credit the relevant excerpt (for text, between quotation marks) in accordance with the citation standard followed
- ⇒ Include the content of the conversation with the GenAI in an appendix
- ⇒ Specify, for example in a table, the use of GenAI

Paraphrase, reformulate or edit the output of a GenAI

- ⇒ ★ Cite/credit the relevant excerpt in accordance with the citation standard followed
- ⇒ Include the content of the conversation with the GenAI in an appendix
- ⇒ Specify, for example in a table, the use of GenAI

Paraphrase, reformulate or edit the contents of **several outputs of one or more GenAI** and/or **translate** your text or a quotation

- ⇒ ★ Cite/credit the relevant excerpt in accordance with the citation standard followed
- ⇒ Specify, for example in a table, the use of GenAI

Use a GenAI to generate the **outline** of the work and/or to **get feedback** on your text

- ⇒ Specify, for example in a table, the use of GenAI

Use a GenAI to find **ideas** (before writing) and/or to find **references** and/or to **translate a reading**

- ⇒ No credit required



How to credit GenAI outputs

When the context does not allow GenAI outputs to be considered as sources, it is possible to credit the use of GenAI, for example:

1. Insert a **footnote** after the relevant passage in the text, specifying the use of GenAI
2. In the “**Acknowledgements**” section
3. In the “**Methods**” section

In this case, these sources are not included in the bibliography at the end of the document.

How to cite GenAI outputs

Depending on the curriculum followed and the requirements of the teaching staff, students may be required to follow a particular bibliographic style. The MLA style, for example, provides the following recommendations for formatting a citation:

In the text: (“Describe the symbolism”)

In the bibliography:

“Describe the symbolism of the green light in the book *The Great Gatsby*” prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2024, chat.openai.com/chat.

Information on other styles can be obtained from librarians:

unige.ch/-/library/subject

An overview table

A table of this type can be a solution for crediting the use of one or more GenAI tools in your academic work:

GenAI tools used for the work	Type of use	Prompts used or link to conversations	Part(s) of work concerned or page no.

This table can be displayed in an appendix, but with a link to it in the body of the document.

Should you include your conversations with GenAI?

Readers should be able to consult a conversation with GenAI cited in the text. However, GenAI tools don't always offer a permanent link to a conversation, and the sustainability of these integrated or complementary services is uncertain. It is therefore recommended to **copy into an appendix of your work** any conversation with GenAI that is cited in the bibliography of your work.



Glossaire

Bibliography: list of references for documents (books, journal articles, reports, audiovisual documents, etc.) on a specific subject or a given period and arranged in a precise order.

Generative artificial intelligence (GenAI): type of artificial intelligence system capable of generating text, images or other media in response to prompts.

Plagiarism: according to the UNIGE Directive on student plagiarism, “Plagiarism is defined as inserting in one’s academic work formulations, phrases, passages, images or whole chapters, as well as ideas or analyses, taken from the work of other authors or produced using a GenAI tool, and passing them off as one’s own. Plagiarism is committed by the author of the work either by actively appropriating the aforementioned elements or by omitting the correct reference, whether intentionally or not.”

GenAI output: results produced by a GenAI in response to prompts; may be text, image, computer code, etc.

Prompt: instruction given to a GenAI by the user to generate content.

Source: document, text or original work consulted for the writing of an academic work.

Academic work: any work carried out by students as part of their studies at the University.

Find these definitions and more information on plagiarism and referencing on **InfoTrack**, the UNIGE Library’s training platform.

infotrack.unige.ch/en