

Guidelines for EDIS Authors When Using AI Tools

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We provide these guidelines at a point in time when AI tools are evolving. While the tools and their capabilities will change rapidly, the ethical considerations described here are applicable to any AI or AI-assisted tools used in developing content.

Current Generative AI Tools

Current generative AI tools for use with text are very efficient at tasks such as helping to word summaries, abstracts, or alternative text for images, or adapting text for different comprehension levels. AI is also used in applications that translate text or recognize spoken words or handwritten text, as well as in spelling and grammar checkers. Some examples of common generative AI tools for use with text are OpenAI's **ChatGPT**, **Microsoft Copilot** ("UF GPT"), and Google's **Gemini**.

AI image generation tools allow the user to quickly produce high-quality visuals by describing desired images in text prompts. They can create an image based on a text prompt, edit images by filling in a selected area, and/or replicate the styles of other images. With thoughtful use, these tools can enhance the creation of diagrams, illustrations, and graphics. Some examples of AI image generation tools are **Adobe Firefly** and **DALL-E 3**, which is built into **UF GPT/ Microsoft Copilot**.

Current information about generative AI tools and services available at the University of Florida can be found at it.ufl.edu/ai.

Generative AI and Copyright

The U.S. Copyright Office (2023) has provided formal guidance on the issue of works created with the assistance of artificial intelligence. Some key points:

- Copyright can protect only material that is the product of human creativity; the term "author," which is used in both the Constitution and the Copyright Act, excludes non-humans.
- When a human-authored work contains AI-generated material, the copyright of the work will only protect the human-authored aspects.
- Authors have a duty to disclose the inclusion of AI-generated content in their work.

Using AI or AI-Assisted Tools to Develop EDIS Documents

Authors who use AI tools to assist with writing any part of the content in an EDIS document or for generating images or graphics must be fully transparent about the use of AI in the publication. As AI features become embedded in the software we use, such as Microsoft Office, Adobe Creative Cloud, or Grammarly products, authors should be mindful of when such use requires disclosure and when it does not (Webb 2023a).

If your content is significantly AI-generated, you must include a disclosure statement in the publication. Generally, if using a similar contribution from any other source would constitute plagiarism without a proper citation, then the use of AI must be disclosed. AI models, when prompted appropriately, can effectively assist in creating content that remains fundamentally your own. They can act as a kind of ghost writer, helping to restructure, rewrite, or reorganize your content to achieve clarity or other objectives. However, if the level of contribution from the AI would necessitate acknowledgment in the case of a human coauthor, then the use of AI should be disclosed.

AI-generated text can include incorrect and fantastical information that seems plausible in context (often referred to as "hallucinations"). The authors bear the legal, ethical, and professional responsibility for making sure the information is correct (COPE 2023).

It is important to note that excellent communications will connect or engage with the reader based on shared humanity. Even if AI models are perfectly capable of producing a serviceable end product, they should not be used to infuse a publication with aspects that reflect human relationships and experiences. This includes:

- Creating anecdotes or personal stories in the personal voice of the author.
- Expressions of gratitude, apology, sympathy, support, or other attempts at human connection.

Sample Disclosure Statement

Declaration of Generative AI and AI-Assisted Technologies in the Writing Process

During the preparation of this work the author(s) used [NAME TOOL/SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.

Source: "Guide for Authors: Declaration of generative AI in scientific writing" (*Artificial Intelligence*, n.d.)

Remember

- **Spelling and grammar checkers.** This statement is not needed for tools that check grammar, spelling, references, etc.
- **Reporting research using AI.** These guidelines cover the use of AI in the writing process. Articles describing the use of AI or AI-assisted tools in the research process should include that in the research methods and do not require a disclosure statement unless AI was also used in the writing process.
- **UF policies and guidelines.** Putting data into ChatGPT or a similar service is equivalent to disclosing the data to the public. **No generative AI tools are approved for use with sensitive or restricted data.** At this time, UF GPT/Microsoft Copilot (it.ufl.edu/ai/microsoft-copilot) (when used with your GatorLink login) is the only AI tool approved by UF Integrated Risk Management (IRM).

How to Cite Sample Text Content Generated by AI

These guidelines and examples follow the current advice for the Chicago Manual of Style (The University Press of Chicago Editorial Staff, n.d.), which is the style used for most EDIS publications. Some other style guides provide guidance:

- APA: **How to Cite ChatGPT** (McAdoo 2023)
- MLA: **How do I cite generative AI in MLA style?** (Modern Language Association 2023)
- APA & MLA examples: **How to Cite AI Tools: A Guide for Students** (Arendt-Bunds 2024)

Basic Rule

Credit the tool you used in a similar way to personal communication. Include the tool as "author," the text of the prompt, and the date the text was generated. Where relevant, you may also include the company that developed the tool as publisher and/or a link to the tool itself. If the output of the prompt has a unique URL that requires credentials to access (as ChatGPT does), that URL cannot be used in a citation.

Much of this information can be communicated in the text of the document. Any of the required information that is not included in the text should be supplied in parentheses.

Citation Examples

The following technique for peeling a mango was generated by an AI tool using the prompt, "Explain how to peel a mango" (Microsoft Copilot, June 4, 2024).

The following mango peeling technique was generated by an AI tool (Microsoft Copilot, response to "Explain how to peel a mango," Microsoft, June 4, 2024, copilot.microsoft.com).

Remember

- If you have edited the AI-generated sample text, say so (e.g., "edited for style and content").
- Do not cite AI tools themselves in the reference list.

Crediting Images Generated by AI

Basic Rule

Give credit to the source, as you would for any image.

- **In the image caption or nearby text,** include wording such as, "This image was created with the assistance of DALL-E 3," or, "This image was generated with the assistance of AI."
- **In the image credit,** include the prompt used to create the image in quotation marks, the name of the AI tool, and the date the image was generated.

Example Figure Credit



Figure 1. The mentoring relationship involves the sharing of expertise and experiences and ideally is mutually beneficial.

Credit: AI-generated image using Microsoft Designer with DALL-E 3 in Copilot and the prompt, "An Impressionist-style image of an expert female scientist encouraging a colleague in a laboratory," June 12, 2024.

Deciphering Web Services with Integrated AI

As AI tools are integrated more seamlessly into our workspaces, it can be hard to identify exactly what tools are being used and how, which makes it challenging to know how to cite them. For these services and any others with embedded AI tools, refer to the platform's branding as a guide as to how to credit the specific tool that was used.

Microsoft

Copilot (formerly Bing Chat) is a web service that is built on a version of the large language model (LLM) which is currently GPT-4 Turbo. For text creations, refer to this tool as "Microsoft Copilot" without specifying the LLM.

Designer (formerly Bing Image Creator) is Microsoft's tool for creating images. Currently, OpenAI's large text-to-image model, DALL-E 3, is integrated into Designer (Microsoft Learn 2024). Refer to this tool as "Designer with DALL-E 3 in Copilot." The tool is Designer, the LLM is DALL-E 3, the platform is Copilot, and the publisher is Microsoft. (Microsoft, February 29, 2024.)

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