



Generative AI Referencing Guide

Generative AI (GenAI) tools are continuously involving technology. The advice given in this document may change during your studies at Canterbury Institute of Management (CIM). Always check the latest version of this guide by visiting the Library website, Library Catalogue, the Learning Support Hub or contacting the Learning Support and Library Team.

All usage of GenAI must be acknowledged and recorded in your assessment.

This involves:

- Completing the *Acknowledgment of the Use of GenAI* form
- *Show your Work* – Provide details of the prompts and responses in an appendix
- Referring to the GenAI as a source using in-text citations and referencing

By not acknowledging GenAI usage, you are breaching academic integrity.

At CIM, GenAI sources are referenced using the American Psychological Association, 7th edition (APA7) Referencing Style.

For more information, refer to the Referencing Guides and resources found on the Learning Support Hub, on the Library Website, on the Library Catalogue and in your Campus Library.

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Using Generative AI

You may use GenAI only if your assessment permits it. Always check your assessment guidelines, before using such tools.

You must also ensure that your assessment is **substantially your own work**.

If you have used a GenAI tool in your assessment or for learning purposes, you need to acknowledge this use as part of your commitment to academic integrity at CIM.

If you are unsure, talk to your lecturer or course coordinator on how you can use GenAI for your assessment.

Do not use GenAI where its use is prohibited.

Before using the content in your assessment, always verify the information. GenAI is known to give inaccurate, misleading, biased and vague information, as well as making up data and references.

In-Text Citations

In-text citations appear in the body of your assessment, next to the AI-generated content whether it be your paraphrase of GenAI text or the AI's summary of another document, video, etc.

When citing the use of AI-generated materials, you must refer to the appendix where you have inserted your prompt and the AI's response by including "see Appendix".

If you have multiple appendices, refer to the appendix that contain the AI prompts and responses, for example "see Appendix B".

Parenthetical

Parenthetical citations have the name of the company that created the GenAI tool and year of the version of the GenAI tool in brackets (if it is not possible to find a version, use the year of generation), separated with a comma. This form appears within or at the end of a sentence: (Company, Year, see Appendix).

Example:

Workplace diversity not only places inclusion as a factor but also other aspects like innovation creativity and success (OpenAI, 2025, see Appendix).

Narrative

Narrative citations have the company that created the GenAI tool incorporated into the text as part of the sentence with the year of the version of the GenAI tool in brackets (if it is not possible to find a version, use the year of generation): Company (Year, see Appendix).

Example:

OpenAI (2025, see Appendix) says that workplace diversity not only places inclusion as a factor but also other aspects like innovation creativity and success.

Citing an AI-generated figure

If you include an AI-generated figure in your assignment, you will need to format the figure in the same way as for a non-AI-generated figure. This includes the following:

1. A sequential figure number written as an Arabic numeral, in bold, above the figure, in the order it is mentioned in your assessment. For example, “**Figure 1**”. The figure should follow the same sequential numbering as all other figures.
2. A brief but clear title, below the figure number in italics and title case
3. The figure itself
4. Legend or key, if applicable
5. The word “Note” in italics followed by a full stop. This may include:
 - a. An explanatory note, providing more information and context. Add as needed.
 - b. A citation if the figure is from another source.

In the body of your assessment, you will need to refer to the figure by its caption, capitalising the word “figure” and using the number. For example: Figure 1.

See the *CIM APA Referencing Guide* for details.

Your own AI-generated figure

The note for figure that you have generated using AI should be below the figure in the following format:

Note. Image generated using **Company of GenAI tool, Year, GenAI tool name** with the prompt: “**prompt given to GenAI**”.

If the Company and the GenAI tool name is the same, do not repeat the GenAI tool name. For example: Image generated using Craiyon, 2024.

Example:

Figure 1

AI-generated image of a lecturer in class



Note. Image generated using Microsoft, 2025, Copilot with the prompt: “Generate an image of a lecturer presenting to a class about management.”

Another person’s AI-generated figure

The note for an AI image generated by another person should be below the figure in the following format:

Note. From: *Title of work OR description of image*, Author (last name and initial/username), Year, GenAI tool (if known), URL

Example

Figure 2

Astronaut riding a horse



Note. From *Astronaut Riding a Horse (SD3.5)*, VulcanSphere, 2024, Stable Diffusion, [https://commons.wikimedia.org/wiki/File:Astronaut_Riding_a_Horse_\(SD3.5\).webp](https://commons.wikimedia.org/wiki/File:Astronaut_Riding_a_Horse_(SD3.5).webp)

In the reference list, you will need to reference the source, for example, website or journal article, where the figure was obtained from.

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Citing an AI-generated video

The standard in-text citation is used.

(Invideo, 2025, see Appendix)

Invideo (2025, see Appendix) shows that ...

Reference List

The version of the GenAI tool can be found either on the bottom of the website or in the release notes, which you can search for using “Name of GenAI release notes” in a search engine.

If the version of the tool is not known, do not include the version and the year should be the year the tool generated the text, image, or video.

Another person’s AI-generated content

For another person’s content, reference the source it was obtained from. Refer to the *CIM APA Referencing Guide*.

Your AI-generated text and images

Company of GenAI tool. (Year). *Name of AI* (version of AI, if known) [Type of AI]. URL

Microsoft. (2025). *Copilot* [Large language model]. <https://copilot.microsoft.com/>

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model].
<https://chat.openai.com/chat>

Your AI-generated videos

With title:

Company of GenAI tool. (Year). *Title of video* [AI-generated video]. Name of AI (version of AI) [Text-to-video model]. URL

OpenAI. (2024). *Cat-on-bed* [AI-generated video]. Sora [Text-to-video model].
<https://openai.com/sora/>




Without title:

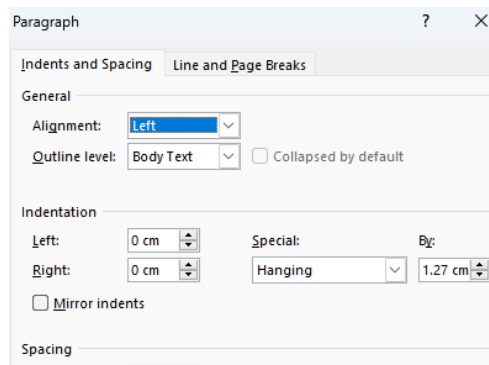
Company of GenAI tool. (Year). [AI-generated video of ...]. Name of AI (version of AI) [Text-to-video model]. URL

Invideo. (2025). [AI-generated video of a person entering a building]. Invideo AI (v3.0) [Text-to-video model]. <https://invideo.io/>

Formatting Reference List

Format your reference list as follows:

- Start your reference list on a new page in your document.
- The heading 'References' must be in bold and centred.
- Arrange all citations alphabetically by author, regardless of whether the author is an individual or group, followed by the date.
- All DOIs and URLs must be active links.
- Avoid adding extra blank lines between each reference.
- Align text to the left . Do not centre or justify the text.
- Use 'hanging indent' to separate each reference. To get the hanging indent, you can use these methods:
 - In the Word app, go to paragraph settings , under indentation, use the drop-down menu under 'special' and select hanging.
 - For Word Online, paragraph settings can be found under the meatball menu  on the left of the styles menu.
 - Highlight the reference list, right click on the mouse, select paragraph, under indentation, use the drop-down menu under 'special' and select hanging.



- Activate ruler (under View tab menu), slide the bottom triangle until around 1.27 cm (0.5 in).



- In the Word app, highlight the text and use the shortcut
 - Macs: **command + T**
 - Windows: **ctrl + T**

Reference list example:

References

- Anthropic. (2025). *Claude* (Version 3.7 Sonnet) [Large language model]. <https://claude.ai/>
- Craiyon LLC. (2024). *Craiyon* (Jun 5 version) [Text-to-image model].
<https://www.craiyon.com/>
- Deepseek. (2025). *Deepseek* (Version 3) [Large language model]. <https://chat.deepseek.com/>
- Invideo. (2025a). [AI-generated video of a person entering a building]. Invideo AI (v3.0) [AI-generated video]. <https://invideo.io/>
- Invideo. (2025b). *AI-generated video of an entrepreneur journey* [AI-generated video]. Invideo AI (v3.0) [AI-generated video]. <https://invideo.io/>
- Microsoft. (2025). *Copilot* [Large language model]. <https://copilot.microsoft.com/>
- OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model].
<https://chat.openai.com/chat>
- OpenAI. (2024). *Cat-on-bed* [AI-generated video]. Sora [Text-to-video model].
<https://openai.com/sora/>
- Perplexity AI. (2025). *Perplexity* [Large language model]. www.perplexity.ai
- VulcanSphere. (2024). *Astronaut riding a horse (SD3.5)* [Image]. Wikimedia Commons.
[https://commons.wikimedia.org/wiki/File:Astronaut_Riding_a_Horse_\(SD3.5\).webp](https://commons.wikimedia.org/wiki/File:Astronaut_Riding_a_Horse_(SD3.5).webp)

Acknowledging GenAI

If GenAI was used, you must ensure you acknowledge it by completing the *Acknowledging the Use of GenAI* form and documenting your usage in a *Show your work* document or the appendix (plural appendices).

The appendix goes at the very end of the assessment after the reference list.

If you have included an appendix in your assessment for other non–AI-generated material, your acknowledgement and generative AI record must be in a separate appendix. Label your multiple appendices as Appendix A, Appendix B, Appendix C, etc.

Acknowledgement

All uses of GenAI must be acknowledged by completing the *Acknowledging the Use of GenAI* form found your course page and on the Learning Support Hub. This includes usage of the tools for researching and brainstorming ideas.

Tools like Consensus, ProQuest Research Assistant, Semantic Scholar, Grammarly and other tools that check your grammar and spelling, ChatGPT, Copilot, DeepSeek, Craiyon, Perplexity, and Invideo, must also be acknowledged.

Prompts and responses

As part of acknowledging GenAI, you must include the prompts and responses/outputs from each tool used.

The prompts and responses can be inserted as copy and pasted text or a screenshot.

Do not screenshot the response if it is too long.

Refer to the example in the section 'Formatting Appendix'.

Formatting Appendix

Format your appendix for GenAI usage as follows:

- Start your appendix on a brand-new page in your document
- If you have more than one appendix, label the appendices as 'Appendix A', 'Appendix B', 'Appendix C', etc.
- Include the title 'Generative Artificial Intelligence Prompts and Responses' under the word Appendix, in bold
- Include a separate label for every tool used, with a number in brackets, in bold
- Label the prompts and responses

Example of an appendix

Appendix

Generative Artificial Intelligence Prompts and Responses

Invideo AI

Prompt: A 30-second video of the view outside the Old State Capitol Building in Illinois. Abraham Lincoln is seen jumping out a window with glass shattering to escape a vote. After landing on the ground heroically, Abraham Lincoln (uninjured) cleans himself up and runs off.

Response: <https://ai.invideo.io/watch/RzI-VWVP5tsK>

Microsoft Copilot (1)

Prompt: Generate an image of a lecturer presenting to a class about management.

Response: I'll try to create that.



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Microsoft Copilot (2)

Today

What are some ways to optimise the speed of code that sorts files by alphabetical order or date order?

 Copilot

Optimizing the speed of code that sorts files by alphabetical or date order can be approached in several ways. Here are some effective strategies:

- 1. Choose the Right Sorting Algorithm**
 - **QuickSort:** Generally fast for large datasets, but performance can degrade with certain patterns.
 - **MergeSort:** Stable and performs well with large datasets, though it uses more memory.
 - **TimSort:** A hybrid sorting algorithm derived from MergeSort and InsertionSort, used in Python's `sorted()` and Java's `Arrays.sort()`.
- 2. Use Efficient Data Structures**
 - **Arrays:** Fast for accessing elements, but resizing can be costly.
 - **Linked Lists:** Good for insertions/deletions, but slower for random access.
 - **Trees:** Balanced trees like AVL or Red-Black trees can keep data sorted and allow for efficient insertions and deletions.
- 3. Parallel Processing**
 - Utilize multi-threading or multi-processing to sort chunks of data in parallel and then merge the results. Libraries like Python's `concurrent.futures` or Java's `ForkJoinPool` can be helpful.
- 4. Optimize I/O Operations**
 - Minimize the number of read/write operations by reading data in bulk and processing it in memory.
 - Use buffered I/O to reduce the overhead of frequent I/O operations.

OpenAI ChatGPT (1)

Prompt: Generate a short quote about managing a diverse workplace.

Response: "Embracing diversity in the workplace isn't just about inclusion—it's about valuing the unique perspectives that drive innovation, creativity, and success."

OpenAI ChatGPT (2)

Prompt: List three ethical considerations when someone talks to you about financial matters.

Response:

1. **Confidentiality:** It's important to respect the privacy of any financial information shared, ensuring that it remains confidential and is not disclosed without permission.
2. **Transparency and Honesty:** Provide clear, truthful information and avoid misleading or exaggerating financial advice or details. Misrepresentation can lead to misunderstandings or harm.
3. **Conflict of Interest:** Always disclose any potential conflicts of interest that may affect your advice or actions regarding financial matters, ensuring that decisions are made in the best interest of the person involved.

Perplexity

Prompt: What is the impact of management styles on employee morale? Keep the response to two paragraphs

Response:

Management styles significantly influence employee morale through their effects on autonomy, engagement, and workplace culture. Participative or democratic approaches foster collaboration and creativity by involving employees in decision-making, leading to higher job satisfaction and retention^{2 5}. Transformational leadership inspires employees with a shared vision, boosting enthusiasm and dedication, though excessive intensity risks burnout^{3 4}. Conversely, autocratic styles prioritize efficiency but often result in micromanagement and reduced autonomy, contributing to lower morale and higher turnover^{5 6}. Laissez-faire management grants independence, which can empower self-motivated teams but may leave others feeling unsupported without clear guidance^{3 6}.

The choice of leadership style directly shapes workplace dynamics and employee well-being. Studies show democratic practices increase satisfaction by up to 25%, while autocratic environments correlate with 45% higher turnover^{5 7}. Transactional approaches using rewards can drive short-term productivity but may create compliance-focused cultures lacking adaptability^{3 4}. Effective managers balance structure with flexibility, recognizing that self-awareness and adaptability in leadership approaches help maintain morale by aligning methods with team needs and organizational goals^{1 7}.

Citations:

1. <https://www.linkedin.com/pulse/management-styles-staff-morale-david-bell>
2. <https://onlinemba.ku.edu/experience-ku/mba-blog/types-of-management-styles-for-effective-leadership>
3. <https://online.avila.edu/degrees/undergraduate/management-bachelor/general/mgmt-style-and-performance/>
4. <https://www.bamboohr.com/blog/learn-management-style>
5. <https://vocol.com/blogs/blog-leadership-styles-and-their-influence-on-employee-satisfaction-9321>
6. <https://berkeleycollege.edu/berkeley-today/2024/02/10-types-of-management-styles.html>
7. <https://digitalcommons.liberty.edu/cgi/viewcontent.cgi?article=1011&context=jbr>
8. <https://au.indeed.com/career-advice/career-development/management-styles>

Answer from Perplexity: https://www.perplexity.ai/search/what-is-the-impact-of-manageme-e9QeDjq3RGGeCc43WeKN2A?0=d&utm_source=copy_output

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