

Five commandments for proper AI use

1. Develop a strong foundation in AI

Build a comprehensive understanding of AI and continuously update your knowledge on the latest advancements and their impacts to effectively integrate AI into your field of study and mitigate any AI-related risks.

2. Protect confidential data

Do not input confidential and non-public research data into publicly accessible generative AI tools. Know the data protection and privacy policies of the tools you use. Err to the side of caution.

3. Be open about your use of AI

Indicate when the research was created partially using generative AI. Describe how AI contributed to its creation. Cite any use of generative AI in your publications as needed. If AI was used for writing assistance, describe this in the acknowledgement section. If AI was used for data collection, analysis or figure generation, you should describe this in the methodology sections.

4. Use AI tools ethically

Ensure that the use of AI aligns with ethical standards for academic work. Do not use AI tools to produce work that would be considered plagiarism or misrepresentation. Avoid using AI in ways that could compromise the authenticity of your research work.

5. Critically assess AI outputs

You are accountable for any AI-generated content you publish. AI content may be inaccurate, misleading, entirely fabricated (hallucinations) and may include copyrighted material. Be sure to review your AI-generated content thoroughly before publishing.

Guideline for acknowledging and citing AI use in academic writing

All AI use must be disclosed in the acknowledgements section of any academic work. The use of AI for knowledge generation must be referenced.

1. Acknowledging AI use

An **acknowledgement** may encompass AI use for **academic content**, both formative and summative tasks, in academic papers (journal articles) and PhD dissertations alike:

Example 1: Generative AI tools, specifically [mention specific tool, e.g. Microsoft Copilot], were utilised in this research to assist in [task, e.g., data analysis, code generation]. The AI outputs have been rigorously verified for accuracy, and their use has been disclosed in compliance with the University's guidelines. The researcher takes full responsibility for all outputs.

Example 2: Generative AI tools, specifically [tool name], were employed for [task] during the research conception stage. All AI-generated material was reviewed and verified. The use of AI has been fully documented, and researchers ensured that no AI tool took authorship or made substantive contributions without human oversight.

To ensure clarity and maintain the integrity of the academic process, researchers are encouraged to keep records of their interaction with AI tools for data-driven content generation, e.g. generating reports from raw data, creating visualisations based on data analysis and producing statistical summaries or interpretations of research findings. Researchers using AI for data-driven content generation must ensure proper citation following the University's citation style.

An acknowledgement may also encompass AI use exclusively for **text generation, language revision and proofreading**. Text generation may include writing initial drafts of research papers, summarising findings or generating abstracts or outlines based on lists of key points. For such purposes, record-keeping is not required, citation is not mandated and in-text citation is not required. Such use should be stated in the acknowledgement, e.g. as follows.

Example 1: Portions of this manuscript were reviewed and optimised for grammar and readability using the AI tools Grammarly and ChatGPT. All modifications suggested by the tools were reviewed and accepted or rejected by the author based on the context and intended meaning of the text.

Example 2: ChatGPT was employed to assist with language refinement and optimisation of sentence structure in the initial draft of this paper. The authors critically evaluated and revised all content, ensuring that the AI's contributions were limited to non-substantive language improvements.

2. Citing AI use

All content generated using AI must be referenced. [Please see AU Library's information about reference management.](#)