

Disclosure & Citation Guide: AI Content Verification & Attribution Toolkit

This toolkit provides faculty, freelancers, and researchers with copy-and-paste attribution blocks, syllabus policies, and multi-style citation templates. It establishes radical transparency by clearly documenting model contributions, prompt records, and editorial boundaries across academic and commercial deliverables.

1. AI Content Verification Checklist

Use this checklist to systematically verify and document AI involvement prior to submitting academic work or delivering professional client projects.

Phase 1: Pre-Drafting & Policy Alignment

- **Policy Compliance Check:** Review institutional honor codes, course syllabus policies, publisher guidelines, or client contract terms regarding generative AI usage.
- **Tool & Version Documentation:** Record the exact names, version numbers, and access dates of all generative tools used (e.g., ChatGPT GPT-4o, Claude 3.5 Sonnet, Gemini 1.5 Pro).
- **Boundary Definition:** Explicitly define which tasks are designated for human execution vs. AI assistance (e.g., Human: core research thesis and outline; AI: initial brainstorming and grammar refinement).

Phase 2: Content Audit & Fact Verification

- **Source Verification:** Manually verify every factual assertion, statistic, historical claim, and direct quote against primary authoritative sources.
- **Citation & Reference Audit:** Inspect all generated citations to ensure non-hallucination. Confirm that hyperlinked URLs, DOIs, journal names, and author credentials exist and are accurate.
- **Originality & Plagiarism Scan:** Run all text through institutional plagiarism detection software to confirm no verbatim passages from existing works were inappropriately incorporated without attribution.
- **Bias & Logic Inspection:** Audit outputs for hallucinated logic, circular reasoning, demographic bias, or skewed analytical perspectives.

Phase 3: Final Editing & Privacy Assurance

- **Voice & Style Integration:** Ensure the overall narrative voice, analytical arguments, and conclusions reflect primary human authorship and critical thinking.
- **Code & Technical Review:** Test and validate all generated code snippets, mathematical formulas, and data analysis scripts in an isolated environment before deployment.
- **Data Security & Confidentiality Check:** Verify that no proprietary data, Personally Identifiable Information (PII), confidential research, or trade secrets were inputted into public LLM training prompts.

2. Copy-and-Paste Attribution Blocks

A. Academic & Research Deliverables

AI Usage Disclosure & Attribution
Model(s) Used: [e.g., OpenAI ChatGPT (GPT-4o version, October 2026)]
Scope of Assistance: Generative AI was utilized for [e.g., outlining the paper structure, generating initial code snippets for data visualization, and proofreading draft paragraphs].
Human Contribution: The research questions, literature review analysis, primary data collection, argument synthesis, and final editing were entirely authored by

Person. All factual claims and cited references were independently verified.
Prompt Record: Complete prompt history is available upon request in Appendix [X].

B. Commercial & Freelance Deliverables

Generative AI Transparency Statement
Deliverable: [Title / Project Name]
AI Integration Level: [e.g., AI-Assisted Research & Copy Editing / Fully Human-Authored]
Tools Used: [e.g., Anthropic Claude 3.5 Sonnet]
Declaration: Generative AI tools were used solely for preliminary topic research and copy-editing suggestions. All final strategy, brand voice alignment, original messaging, and deliverable content were created, vetted, and approved by Person.

C. Creative & Multimedia Deliverables

Media Attribution Block
Asset Type: [e.g., Header Graphic / Video Script Outline]
Tool: [e.g., Midjourney v6 / Gemini]
Prompt Summary: "[Insert prompt text used to generate asset]"
Editorial Modifications: [e.g., Color grading, typography overlays, and layout adjustments performed in Adobe Photoshop by Author].

3. Multi-Style Citation Templates

APA Style (7th Edition)

- **In-Text Citation:** (OpenAI, 2026) or OpenAI (2026)
- **Reference List Entry:**
  OpenAI. (2026). *ChatGPT* (Oct 24 version) [Large language model]. https://chatgpt.com

MLA Style (9th Edition)

- **In-Text Citation:** ("Describe the key principles...")

- **Works Cited Entry:**
  "Describe the key principles of cell division" prompt. *ChatGPT*, GPT-4o version, OpenAI, 15 Oct. 2026, chatgpt.com.

Chicago Manual of Style (17th Edition – Notes & Bibliography)

- **Footnote / Endnote:**
  a. Text generated by ChatGPT, GPT-4o, OpenAI, October 12, 2026, https://chatgpt.com.
- **Bibliography Entry:**
  OpenAI. ChatGPT response to "Draft an abstract on renewable energy storage," October 12, 2026. https://chatgpt.com.

IEEE Style

- **In-Text Reference:** [1]
- **Reference List Entry:**
  [1] OpenAI, *ChatGPT* (GPT-4o version), [Large Language Model], Available: https://chatgpt.com. [Accessed: Oct. 27, 2026].

4. Standard Syllabus & Organizational AI Policies

Option 1: Strict Originality Policy (Prohibited AI Use)

Generative AI tools (including text, code, and image generators) are strictly prohibited for all assignments and deliverables in this course/project. All submitted work must be 100% original human work produced solely by the student/author. Unauthorized use of AI tools constitutes academic dishonesty/breach of contract.

Option 2: Guided / Permissible AI Policy (AI with Attribution)

Generative AI tools may be used for preliminary ideation, outlining, and proofreading, provided that all such usage is explicitly disclosed using the Attribution Block provided in Section 2 of this guide. Students/authors remain fully responsible for verifying all facts, citations, and calculations. Direct copy-pasting of AI-generated prose without attribution is prohibited.

Option 3: Fully Integrated AI Policy (Collaborative Workflow)

This course/project encourages active exploration and integration of generative AI workflows. Students/authors are expected to use AI for drafting, analysis, and prototyping. Submissions must include a dedicated "AI Documentation Appendix" featuring prompt histories, model selection rationale, and an explicit breakdown of human vs. AI contributions.

5. Prompt Log & Documentation Register

Prompt ID	Date	Model & Version	Input Prompt Text	Purpose / Task	Output Summary & Human Editing Notes
P-01	2026-10-27	GPT-4o	"Summarize key challenges in quantum key distribution..."	Literature background	Summarized 5 points; verified references 1-3 manually and corrected math equation.
P-02	2026-10-27	Claude 3.5 Sonnet	"Check the following paragraph for active voice and conciseness..."	Copy-editing	Applied 3 stylistic edits; retained original argument structure.