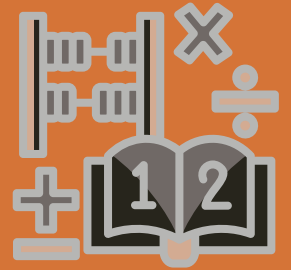# KCSD Learns

"A responsive learning community motivated to ensure every student's success."

2025 - 2026

Citing your Sources APA Style

When Using Artificial Intelligence

What Is a Citation?

A citation is when you reference a source, such as a website, book, or article or in this case a prompt used with a Generative AI Tool. A works cited or reference page gives the complete information about the source so your reader can verify your claims.

When to Cite

You should cite your use of AI any time you use it to help you with your ideas or work. Make sure you check with your teacher before you use AI.

How to Cite AI in a Bibliography 8-12

AI Generated Text and/or image:
Magic Student AI (2025)
Raina Chat-bot (September 24th version)
[Large Language Model/AI Image Generator

Author/Developer and Year
Model name or tool
Month and year used
Type of generator (use one)
URL

IMPORTANT If you are asked to include your prompt and result, create an appendix and add them in there, then refer to the appendix like this: (Copilot, 2025; see Appendix A for full transcript).

How to Cite AI In-Text 8-12

Exact quote in-text
e.g.: Finally, it is important to consider age and experience, as Copilot =generated text concluded that "Obi-Wans vast experience would overpower a young Luke Skywalker" (Copilot, 2026).

Paraphrased in-text
e.g.: Copilot AI-generated text indicated that the theme that runs through all of the Star Wars movies is good vs evil. (2025)

Image in-text
Figure 1.
Example of an AI-generated image

Note: Image generated using the prompt "Spaceships battling in space," by Copilot, Image Generator, 2026

How to Cite AI in Works Cited 4-7

AI Generated Text and/or image:
"Identify the main themes in the Star Wars movies" prompt. **Copilot,** September 20, 2025 copilot.microsoft.com/

"Prompt in quotes"
The word prompt
Which version you used by date
the tool you used within copilot
Publisher of the tool
URL of the tool/site you used.

How to Cite AI for K-3

Somewhere in a project you should say " I used AI to help me with this."

i.e.: "I made this project with the help of Copilot."