

Referencing AI Factsheet

Any use of AI must be appropriately referenced using APA 7th Edition Referencing. This means there needs to be in-text citations and a reference list entry.

In-text Citation

Microsoft Copilot may be referenced in-text in the following ways:

- Microsoft (2025) generated “...”
- When prompted with “...”, Microsoft (2025a) recommended that “...”
- When prompted with “...”, the generated text highlighted that “...” (Microsoft, 2025b)

Reference List Entry

As well as in-text referencing, Microsoft Copilot must be included in the Reference List at the end of your work with all your other references, in the following format:

Author of the model. (Year). *AI Tool* (version number) [Large language model].
<https://xxxxxxxxxxxxxxxxx>

Examples:

Microsoft. (2025a). *Copilot for Microsoft 365* (14 May version) [Large language model]. <https://copilot.microsoft.com/shares/fo4Gds799kP7dHVVH1k4n>

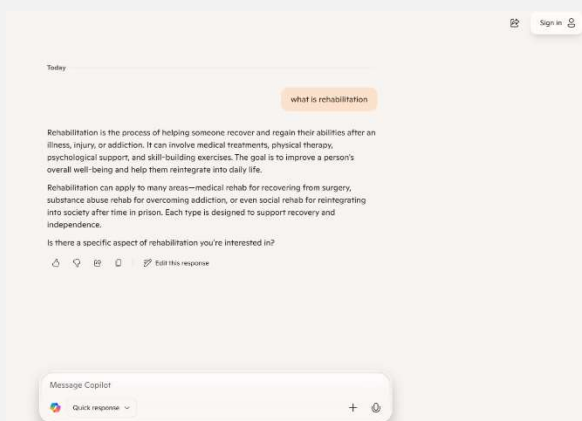
Microsoft. (2025b). *Copilot for Microsoft 365* (16 May version) [Large language model]. <https://copilot.microsoft.com/shares/pT8EfbQargG3iYGRpLf7m>

Keep in mind:

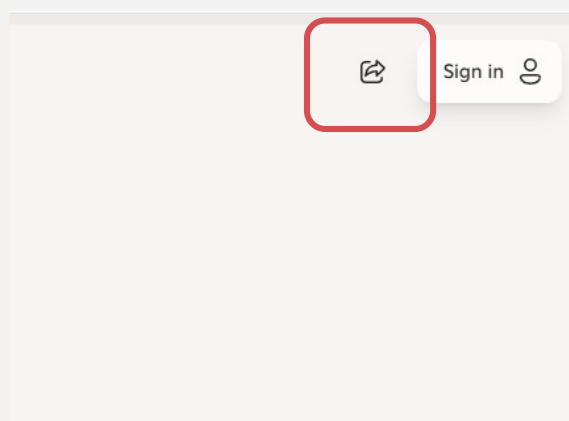
- For Microsoft Copilot, the date you accessed the tool should be in the version number
- The link should be the unique link to the conversation that is included in your reference list entry so that your assessor is able to also access the information used
- Where multiple chats are used, each should be referenced separately using letters as outlined in the examples above

How do I generate a unique link to include in my reference list entry?

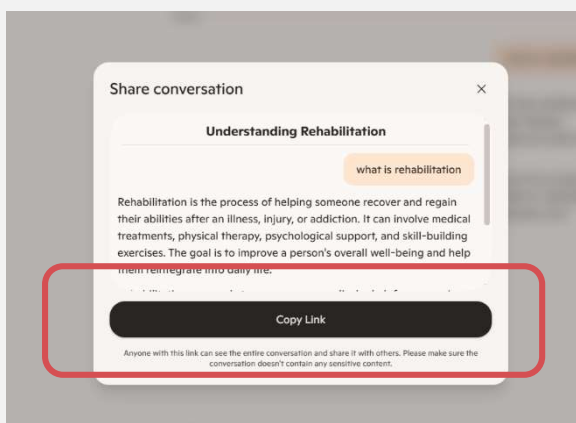
2) Conduct your search in Microsoft Copilot



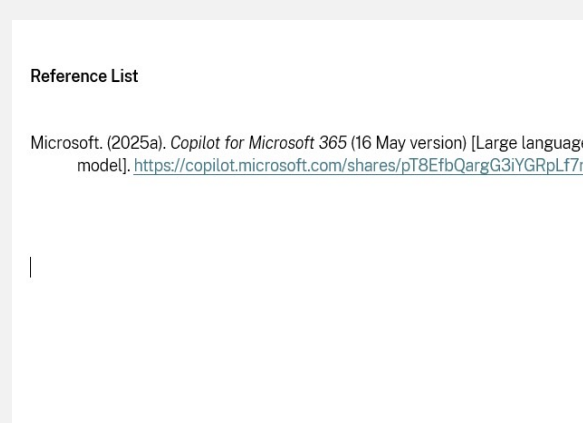
1) Click on the share button on the top right side of the page



4) Click on 'Copy link'



3) Paste the link in the appropriate reference list entry



Keep in mind that the link will make your whole conversation with Microsoft Copilot accessible to your assessor. If you need to, ensure that you create a new conversation so that any personal or irrelevant history is not shared.

Further information can be found in CSNSW Academy's Academic Integrity Policy and Procedure and the Using AI Factsheet.