

**Citing and Referencing the Use of Artificial Intelligence
in the Work of the Federation**

Presented by the Deputy President

SUMMARY

This working paper proposes guidance material to be added to the IFATCA website to assist volunteers of the Federation with respect to citing and referencing Artificial Intelligence (AI), when used to create or validate content. Providing credit to the authors of original content, irrespective of their nature, is paramount in reducing exposure to plagiarism and copyright infringement.

1. INTRODUCTION

- 1.1. AI is becoming increasingly used to accomplish work previously done manually by humans. AI brings the promise of many novel opportunities, but they often come with some potential challenges that will need to be tackled (University of Waterloo, 2024a).
- 1.2. When it comes to writing working papers and drafting policies, AI has the potential to enhance our work by facilitating and transforming the way we perform research, namely by creatively synthesising in a single second information gathered from a wide variety of sources (University of Glasgow, 2024)
- 1.3. In this regard, the user remains responsible for determining if the creation of AI is suitable for the intended use and appropriately referenced, by providing the necessary oversight and critical review.
- 1.4. At the Annual Conference held in April 2025 in Abu Dhabi (UAE), a working paper proposed a framework to guide volunteers in their usage of AI when performing work for the Federation. The Blue Book was amended to incorporate this framework.
- 1.5. A review of this guidance material highlighted the need for guidance with respect to citing and referencing the use of AI. Indeed, the text provides clarification on what is appropriate and what isn't but does not provide guidance on how to cite and reference its usage, as well as examples. This working paper proposes to remedy to this by adding further guidance to clarify those aspects in the [Referencing section of the IFATCA website](#).

2. DISCUSSION

2.1. The IFATCA website contains a section named "[A Guide to Referencing](#)", which aims at assisting Standing Committees, Task Forces, the Executive Board, and other volunteers performing work for the Federation, with respect to citing and referencing adequately materials for which they are not the author.

2.2. It is proposed to add to that webpage:

2.2.1. In the section "Bibliography – Referencing the Document", a sub-section on AI. That sub-section would contain a template to reference AI, followed by an example of reference of ChatGPT.

ARTIFICIAL INTELLIGENCE

Author of the model. (year). *Name of the model*. (Date of the version) [Large language model]:
URL

EXAMPLE:

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

2.2.2. In the section "Paraphrasing and Citing – In-Text Referencing", a sub-section on AI (after organisations). That sub-section would contain an explanation on how to cite AI, followed by an example of citation of ChatGPT.

For AI-generated content, unfortunately, the results of AI are not retrievable by other readers. Non-retrievable data or quotations in APA Style papers are usually cited as personal communications, and ChatGPT text follows that logic, even if there is no person communicating:

EXAMPLE

The importance of referencing should not be underestimated (OpenAI, 2023).

2.2.3. Following the section "Using Automated Tools", a new section titled "Citing and Referencing Artificial Intelligence (AI)", followed by guidance on using, citing and referencing AI.

USING ARTIFICIAL INTELLIGENCE (AI) GENERATED CONTENT

If an AI model such as ChatGPT or other AI tools was used in the research, describe how the tool was used in the Discussion section or in a comparable section of the working paper. For literature reviews or other types of essays or response or reaction papers, the description of the use of the tool may be added in the introduction. In the text, provide the prompt used and then any portion of the relevant text that was generated in response.

Since AI results are not retrievable by other readers, quoting AI text from a chat session is similar to sharing an algorithm's output. Consequently, crediting the author of the algorithm with a reference list entry and the corresponding in-text citation is the best way forward.

The full text of long responses from AI may also be added in an appendix of the paper, so readers have access to the exact text that was generated. It is particularly important to document the exact text created, since AI will generate a unique response in each chat session, even if given the same prompt. If appendices are created, each should be called out at least once in the body of the working paper (APA, 2026).

2.2.4. In the section "More Information – Useful Links", several links to academia webpages offering guidance on citing and referencing AI.

American Psychological Association. (2026). *How to Cite ChatGPT* [HTML], Retrieved from <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

McGill University. (2026). *Artificial Intelligence* [HTML]. Retrieved from <https://libraryguides.mcgill.ca/ai/citation>

Toronto Metropolitan University. (2026). *Citing AI* [HTML]. Retrieved from <https://learn.library.torontomu.ca/citationhelp/citing-ai>

University of British Columbia. (2026). *Generative AI* [HTML]. Retrieved from <https://guides.library.ubc.ca/GenAI/cite>

University of Calgary. (2026). *Artificial Intelligence* [HTML]. Retrieved from <https://libguides.ucalgary.ca/c.php?g=733971&p=5302331>

Wilfrid Laurier University. (2026). *Citing the Use of AI Tools* [HTML]. Retrieved from <https://library.wlu.ca/help/common-activities/citing-sources/citing-artificial-intelligence>

3. CONCLUSION

3.1. This working paper presents the proposed changes to the IFATCA website, "Referencing" webpage, and invites the Directors of IFATCA to welcome these changes favourably.

4. RECOMMENDATIONS

4.1. It is recommended that this working paper be accepted as information.

5. REFERENCES

5.1. International Federation of Air Traffic Controllers' Associations. (2025). *IFATCA Administrative Manual (IAM)* (Version 70) Montréal, Canada: IFATCA.

5.2. International Federation of Air Traffic Controllers' Associations. (2025). *IFATCA Blue Book* (Version 6.0) Montréal, Canada: IFATCA.

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