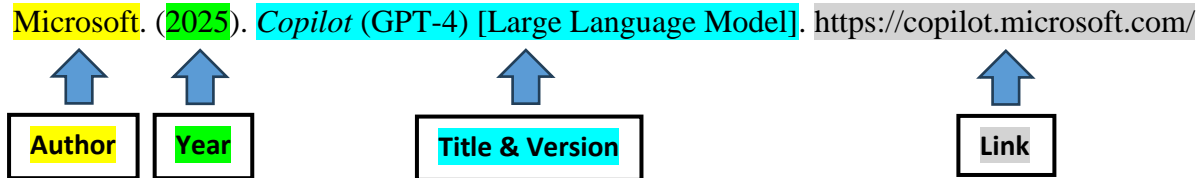


Microsoft Copilot & APA 7

Throughout your time at Post, you may be asked to utilize the Artificial Intelligence (AI) tool developed by Microsoft called Copilot. While Copilot is beneficial, it is important to remember that it is **not meant to complete your work for you** but rather serve as a tool to help brainstorm, create content for reflection, or further develop what you've already written. Furthermore, any use of Copilot must be cited through APA 7.

Like any other source, Copilot must include a reference and in-text citation.

Reference Example



In-Text Citations

Parenthetical: (Microsoft, 2025)

Narrative: Microsoft (2025)

In addition to in-text citations, you must include a signal phrase to introduce the reader to the Copilot text. Here are two examples:

Parenthetical

When asked, "Where is Post University located?" Copilot generated "Post University is located in Waterbury, Connecticut. The main campus is situated at 800 Country Club Road. It's a beautiful area with a welcoming community, offering both on-campus and online degree programs" (Microsoft, 2025).

Narrative

When prompting Copilot with the question, "Where is Post University located?" Microsoft (2025) generated "Post University is located in Waterbury, Connecticut. The main campus is situated at 800 Country Club Road. It's a beautiful area with a welcoming community, offering both on-campus and online degree programs."