

Researching an International Institution with AI

A self guided workbook for the instructor's institution reform paper. Prepared by Mat Miles, BYU-Idaho Library.

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Work through the seven steps in order. Each one ends with a ✓ line so you know when to move on. Keep the AI log on the last page as you go.

What you will have when you finish

	Deliverable	
1	A Gemini Notebook with at least five article PDFs and a source map	Step 4
2	An EndNote Fusion account (byui.edu email) with a project folder of at least five articles and one official web page	Steps 3 and 5
3	The EndNote Fusion browser extension installed	Step 5
4	The EndNote Fusion add-in for Word or add-on for Google Docs installed	Step 6
5	A bibliography created in EndNote Fusion and checked against APA	Submit
6	An AI log of every AI use so far	Submit

Seven principles for using AI in research

Every step in this workbook is tagged with the principles it practices.

P1	AI predicts, and now it works on tasks. Underneath it still predicts the next word, so familiar is not the same as verified. Agent modes plan, search, check, and try again. That makes them more persistent, not more truthful.
P2	Same question, different answers. One response is a sample, not the answer.
P3	The more subjective the claim, the more critical you must be. Numbers and citations always get checked.
P4	Have AI interview you before it works. Vague requests get filled with assumptions.
P5	Have AI check itself, then check the original yourself. That goes for references made by EndNote and the library too.
P6	Use the right tool. Gemini or ChatGPT to brainstorm and find words. Library Search to find sources. Gemini Notebook to read them. EndNote Fusion to keep and cite them.
P7	AI supports your thinking and never writes your paper. Log every use, disclose it, and protect privacy.

The instructor's AI rules

Allowed Brainstorming topics, generating questions, organizing ideas, and locating or summarizing sources.	Not allowed AI writing any part of the paper. No drafted paragraphs, no AI composed argument, no AI final submission.	Required Disclose every use. Name the tool and say how, when, and to what extent you used it. Your AI log makes this easy.
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Privacy (P7). Never paste personal information about real people into an AI tool. Library PDFs may go into your own private Gemini Notebook for your own study, but never share the notebook or the PDFs.

Step 1. Find your problem, its actors, and search terms

Practices P4, P3, P5, P7. Use Gemini (gemini.google.com) or ChatGPT, both through your BYU-Idaho account. Paste these prompts in order in one chat and replace the words in brackets.

a. Let it interview you (P4)

"I am writing a political science paper. I must pick one international institution, identify an important problem in world politics, and design or reform the institution to address it. My institution is [INSTITUTION]. Before you help, interview me. Ask one question at a time and give me several possible answers to choose from. Keep asking until you understand what interests me. Then suggest four problems this institution could address, one sentence each."

b. Map the actors and what has been tried (P3)

"For the problem of [PROBLEM], list the major actors that shape it, such as states, blocs, institutions, and NGOs. For each, give their main goal and how much influence they have. Put it in a table. Then tell me what efforts have been made so far and why they have fallen short, naming specific treaty provisions, resolutions, or reforms with years."

c. Make it check itself, then give search terms (P5)

"Check your last answer. List every name, date, number, treaty article, and case you mentioned, say where each comes from, and rate your confidence as high, medium, or low. Flag anything you cannot support. Then list search terms grouped by concept, including the terms [INSTITUTION] uses in its own documents, and write one Boolean search string. Use AND between concepts, OR within a concept, parentheses, quotation marks for phrases, and an asterisk for truncation."

Example. ("International Criminal Court" OR ICC) AND (cooperation OR "non-cooperation" OR noncompliance) AND ("arrest warrant*" OR surrender OR enforcement)

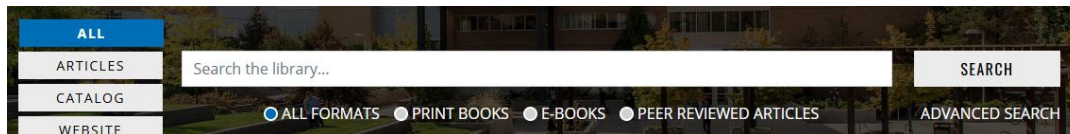
AI can brainstorm reforms, but **choosing and arguing your plan is the graded thinking, and it is yours (P7)**. Your plan and the political viability section sit at the subjective end of P3. Write these three prompts in your AI log.

✓ **Done when** you have a one sentence problem, an actor table, and a search string, and you have checked at least one flagged claim yourself.

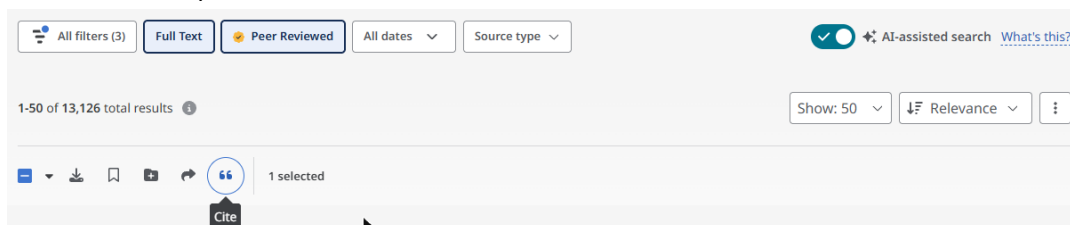
Step 2. Search the library

Practices P6, P1. AI suggests the words. The library finds the sources.

- a. Go to **library.byui.edu**. Paste your search string into the search box and click **Search**. Sign in with your Church account if asked.



- b. Turn on **Peer Reviewed** and **Full Text**. If you still have thousands of results, add a concept with AND or use **All dates** to narrow to recent years.



- c. **Notice the AI (P1).** AI-assisted search is on by default, and each record has **AI Insights** and **AI Ask** buttons. They summarize and suggest. Check what they say against the article itself, and log it if you use them.

- d. Skim titles and abstracts. Pick **five articles** that fit your problem.

✓ **Done when** you have five peer reviewed, full text articles open or marked.

Step 3. Save your articles to EndNote Fusion and download the PDFs

Practices P6. EndNote Fusion keeps your sources and writes your references. You set it up the first time you need it.

- Tick the box beside each of your five articles. Click the **Cite** button (the quotation mark icon) in the toolbar above the results, shown in the Step 2 screenshot.
- Scroll to **Export to your citation tool of choice** and click **Export to EndNote Web**. EBSCO still uses the old name. It sends your references to EndNote Fusion.

Export to your citation tool of choice.

[Export to EasyBib](#)

[Export to RefWorks](#)

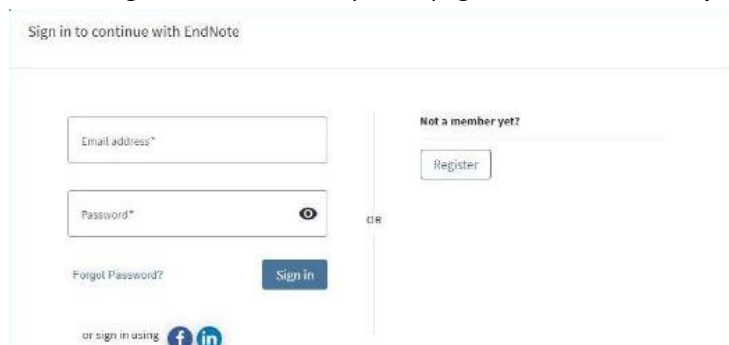
[Export to EndNote Web](#)

[Export to NoodleTools](#)

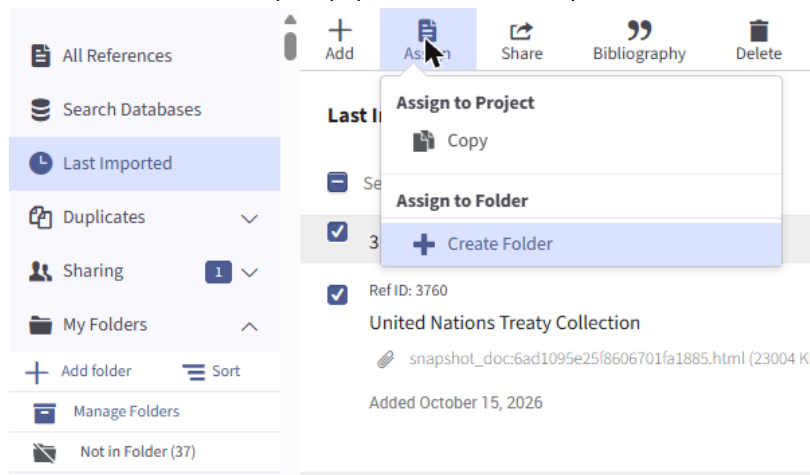
[Export in RIS format](#) (e.g. CITAVI, EasyBib, EndNote, Mendeley, NoodleTools, ProCite,

RefWorks, Zotero, etc.)

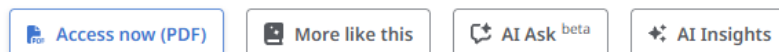
- First time only.** On the Clarivate page, click **Register** and sign up with your **byui.edu** email. After that, sign in here. You can also register from the library homepage under **Research Help → EndNote Fusion**.

The image shows the EndNote Fusion sign-in and registration interface. At the top, it says "Sign in to continue with EndNote". Below this, there are two main sections. The left section is for signing in, with fields for "Email address*" and "Password*", a "Forgot Password?" link, and a "Sign in" button. The right section is for registration, with the text "Not a member yet?" and a "Register" button. There is also a "OR" separator between the two sections. At the bottom, there is a link "or sign in using" followed by Facebook and LinkedIn icons.

- In EndNote Fusion (fusion.endnote.com), open **Last Imported** and tick your references. Click **Assign → Create Folder** and name the folder for your paper. Next time, tick your folder under **Assign to Folder** instead.



- Back in Library Search, click **Access now (PDF)** on each article and download the PDF. Save all five in one folder on your computer.



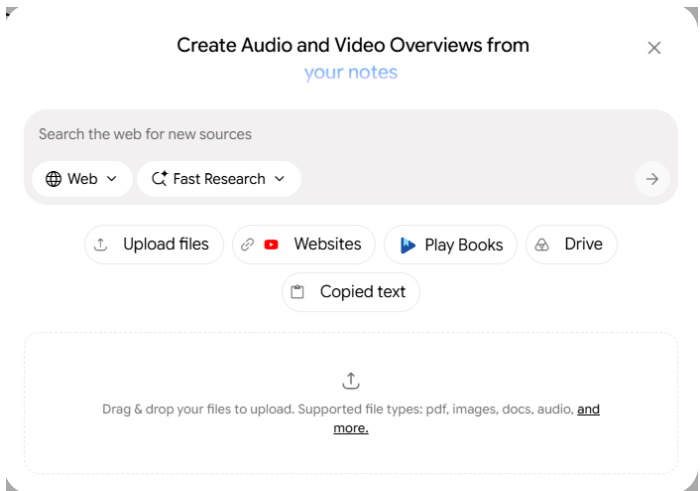
If the export sign in fails. In the Cite window, click **Export in RIS format** instead. Then in EndNote Fusion click **Add → Other file types** and choose the downloaded file.

✓ **Done when** your Fusion folder holds five references and five PDFs are saved on your computer.

Step 4. Read your sources in Gemini Notebook and build a source map

Practices P6, P5, P7. Gemini Notebook answers only from the sources you give it, with links to the exact passage.

- a. Go to **notebook.google.com** and click **+ New notebook**. Gemini Notebook was called NotebookLM until recently, and the old address still works. Name the notebook for your institution and problem.
- b. The add sources window opens on its own. Click **Upload files** and choose your five PDFs, or drag them into the box. Later, use **+ Add sources** at the top left to add more.



- c. Ask one question about your problem. Click a numbered citation in the answer and read the passage it points to (**P5**).
- d. Paste this prompt to build your source map.

Source map, not an outline (P7)

“Sort what my sources say into these four parts of my paper. 1. The problem, the major actors, and their goals. 2. Efforts made so far and why they fell short. 3. Proposals for reform. 4. Evidence about which actors would support or oppose reform. Under each part, give short bullet notes with citations. Do not write paragraphs, a thesis, or an outline. Then list which parts my sources do not cover well.”

Gemini Notebook reuses the sources’ wording, so write your paper in your own words and cite the original article, not Gemini Notebook. The gap list tells you what to search for next.

✓ **Done when** your notebook has five PDFs and a source map with citations, and you have read at least one cited passage.

Step 5. Capture an official web page with the EndNote Fusion extension

Practices P5, P6. Your institution’s own records show the problem and every effort to fix it.

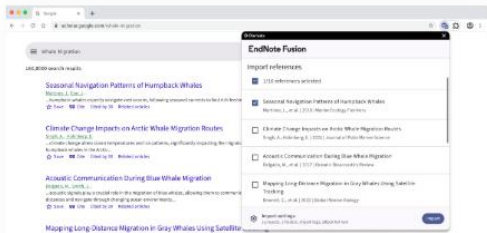
- a. In EndNote Fusion, click your name at the top right, then **Extensions & Add-ons**. Click **Add to Chrome** or **Add to Edge**. Firefox and Safari are not supported yet.

Save references from the web

Use the EndNote Fusion browser extensions to add references and full-text to EndNote Fusion from any website.



Firefox coming soon...
Safari coming soon...



- b. Open an official page from your institution, using the table below. A site search works too, such as **site:asp.icc-cpi.int non-cooperation** in Google.

Institution	Where its documents are	Institution	Where its documents are
WTO	wto.org and docs.wto.org	UNDP	undp.org and hdr.undp.org
UN budget	un.org/en/ga/fifth and the UN Digital Library	ICC	icc-cpi.int and asp.icc-cpi.int

Institution	Where its documents are	Institution	Where its documents are
WHO	who.int and apps.who.int/gb	IMF	imf.org, including country reports
ILO	ilo.org and its NORMLEX database	NATO	nato.int official texts
African Union	au.int/en/documents	UN Trusteeship	UN Digital Library and un.org
ICJ	icj-cij.org, list of cases	World Bank	documents.worldbank.org

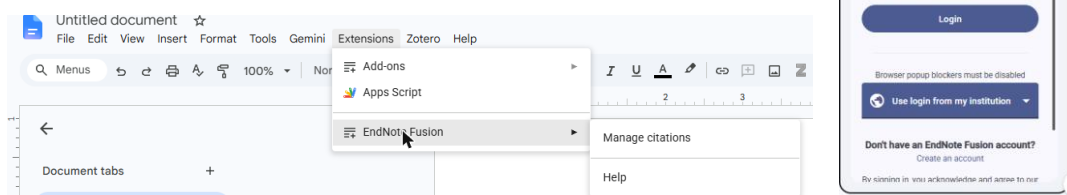
- c. Click the **EndNote Fusion** extension icon in your browser toolbar. If you do not see it, click the puzzle piece icon and pin EndNote Fusion. In the window that opens, choose your project folder and save the page.
 - d. **Check it (P5).** Open the new reference in Fusion. Web captures are often thin. A test capture of the UN Treaty Collection came through as only a title and a link. Add the organization as author, the date, and the exact page title.
- ✓ **Done when** your folder holds one official web page reference with an author, date, and title.

Step 6. Install the writing add-in and create your bibliography

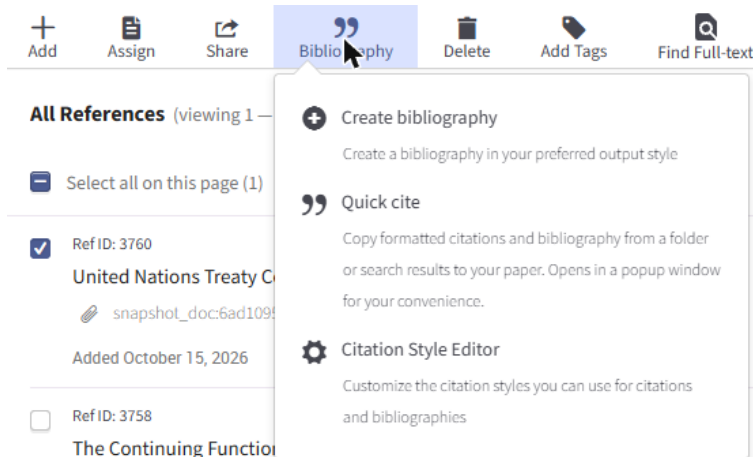
Practices P5. EndNote Fusion formats references, and you check them.

- a. On the same **Extensions & Add-ons** page, open the **Microsoft Word** tab (Word 2019 or later, installed from Microsoft) or the **Google Docs** tab (**Get the Add-on**). Install the one you write in.

To open it in Google Docs, click **Extensions → EndNote Fusion → Manage citations** and log in with your EndNote Fusion email and password. Turn off pop-up blockers if the login window does not appear. In Word, the add-in appears on the ribbon after you install it.



- b. In EndNote Fusion, open your project folder. Click **Bibliography → Create bibliography**.



- c. Choose **All references** in your folder, pick **APA 7th**, and click **Copy to Clipboard**. Paste it into a new document and save it as **Bibliography, your last name**.

☐ All references in 'All References' (2945)
☒ Selected Reference

Bibliography from Selected reference (1)

APA 7th (basic) - No Case Changes (No Title Casing), DOI: empty

Differentiate authors with the same surname by: Surname and first name

Copy to Clipboard

References

United Nations Treaty Collection Website, <https://treaties.un.org/>

- d. **Check it against APA (P5).** Library records often arrive with titles in all capital letters, and the default style leaves them that way. Fix capitalization, missing dates, and thin web references. The instructor grades sources and formatting, so this matters.
- ✓ **Done when** you have a saved bibliography of at least six references that you have checked.

Step 7. Finish your AI log

Practices P7. Every AI use counts, including Gemini or ChatGPT, Gemini Notebook, and the library’s AI Insights or AI Ask.

Tool	Date	What I used it for	What I verified, and where

When you submit the paper, turn this log into the instructor’s disclosure statement.

The instructor’s pattern

On this assignment, I used [NAME OF AI TOOL] in order to [METHOD]. After using this tool, I reviewed and edited the work, verified the accuracy of all statements and references, and take full responsibility for all content.

It has to be true. If you have not verified every statement and reference yet, do that before you submit.

Before you leave. Check off and submit

	Deliverable	What to do with it
☐	Gemini Notebook with five PDFs and a source map	Keep it private
☐	EndNote Fusion folder with five articles and one web page	Keep it in your account
☐	EndNote Fusion browser extension installed	Keep it

	Deliverable	What to do with it
☐	Word add-in or Google Docs add-on installed	Keep it
☐	Bibliography created and checked against APA	Submit to the instructor
☐	AI log up to date	Submit to the instructor