



THE TEFL INSTITUTE OF IRELAND
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7. Referencing Rules & Guidelines

It is necessary to provide academic references for certain questions in your assessment in order to demonstrate your understanding of the topics and give evidence of the further reading done to support your knowledge of the course.

Rules & guidelines:

- *DO NOT make your references too long as they will use up your word count. References should supplement and expand your answer, not be a standalone answer in themselves. As a general guideline, a reference shouldn't be more than 25% of your total answer.*
- *DO NOT reference multiple times per question. One reference for each question where referencing is required is sufficient.*
- *DO NOT provide more than 3 references from the same source throughout the assessment.*
- *DO NOT provide references for questions which do not explicitly ask for them as this will use up your word count unnecessarily.*
- *Referencing our course materials won't count – references must be from other sources. ANY reference to our course at all will result in that answer being failed.*
- *DO NOT include a bibliography – references and sources must be included in each individual question.*
- *If you don't provide enough information for us to verify your reference (such as a URL for web references or title/author/page number for books), then the answer will need to be re-submitted.*
- *All references must be clearly linked, relevant and related to the question. Answers with references such as URLs or books added at the end with no link in the text or any other obvious reason as to why they were chosen will be failed.*



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8. How to provide academic references

It is necessary to provide academic references in your assessment in order to demonstrate your understanding of the topic and give evidence of the further reading done to support your knowledge of the course.

Academic references can be provided in many different ways but the **most important** information to include is:

- **Author, title and page number of the book.**
- **Exact link to the website given.**

Without this information, we cannot verify your reference and you will, unfortunately, fail the question and have to re-submit it.

Please see below for our suggested methods for referencing sources in your assessment:

Referencing Books

Direct quotes:

Embedded in your answer -

E.g. One of the most important skills teachers can have is how they speak with their students. Harmer, J. 2001 (How to Teach English, p3) says *“The way that teachers talk to students - the manner in which they interact with them - is one of the crucial teacher skills, but it does not demand technical expertise”*

Surname of Author - year of publication - (title of book - page) - direct quote “in speech marks”

Alternative method -

One of the most important skills teachers can have is how they speak with their students. On page 3 of ‘How to Teach English’, Harmer says *“The way that teachers talk to students - the manner in which they interact with them - is one of the crucial teacher skills, but it does not demand technical expertise”*

page - ‘title’ - author - quote

Indirect quotes:

According to Harmer (How to Teach English, 2001), one of the most important skills a teacher can have is the way they talk and interact with their students as this is crucial to successful learning.

Author (title - year of publication)



Referencing Websites

Direct quotes:

The British Council website defines multilingual classes to be “...a class where the learners speak a variety of first languages” (<https://www.teachingenglish.org.uk/article/multilingual>)

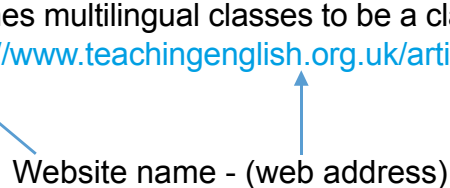
Website name - quote - (web address)



Indirect quotes:

The British Council website defines multilingual classes to be a classroom in which there are a mixture of first languages (<https://www.teachingenglish.org.uk/article/multilingual>)

Website name - (web address)



Please note: these are our suggestions for referencing to make it straightforward and clear for you to follow. However, if you would like to provide reference in the Harvard Referencing style feel free to do so.

While referencing in your assessment is important, we would like to highlight some points to avoid:

- *Don't make your references too long as they will use up your word count. References should supplement and expand your answer, not be a standalone answer in themselves.*
- *One reference for each question where referencing is required is sufficient.*
- *Referencing our course materials won't count - references must be from other sources.*
- *Please do not include a bibliography - references and sources must be complete in each individual question.*
- *If you don't provide enough information for us to verify your reference then the answer will need to be re-submitted.*



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