

Academic Referencing Guide

1) Referencing Rules & Guidelines

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. References are required in the following questions:

- Modules 1-11 Question 1
- Module 3 Question 17
- Module 11 Question 10

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 or quote the course materials. The course materials are not to be copied and even if sourced, won't count as external resources.*
- *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.*
- *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/year for books), then the answer will need to be resubmitted.*
- *When referencing a website, include the full web address and not only the homepage.*

2) 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. References are required in the following questions:

- Modules 1-11 Question 1
- Module 3 Question 17
- Module 11 Question 10

Academic references can be provided in many different ways but the most important thing is to include enough information for us to be able to verify your reference. At a minimum, we need:

- **Book References:** Author, title and year of publication of the book.
- **Web References:** Exact link to the webpage, not the homepage. There is no need to hyperlink the web address - copying and pasting the full URL will be sufficient.

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:

a) Referencing Books

Direct quotes:

One of the most important skills teachers can have is how they speak with their students. “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” (Harmer, How to Teach English, 2001) [Continue with the rest of your answer here...]

Indirect paraphrasing:

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. This skill doesn't require any special skills, just a good awareness of the learners and how to communicate with them effectively. [Continue with the rest of your answer here...]

(Harmer, How to Teach English, 2001)

b) 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>) [Continue with the rest of your answer here...]

Indirect paraphrasing:

Multilingual classes are defined as a classroom in which there are a mixture of first languages (<https://www.teachingenglish.org.uk/article/multilingual>). [Continue with the rest of your answer here...]

Or

Multilingual classes are defined as a classroom in which there are a mixture of first languages. [Continue with the rest of your answer here...]

(<https://www.teachingenglish.org.uk/article/multilingual>)

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 references in other styles, such as the Harvard Referencing style, feel free to do so. We don't mind which style you present your references in as long as they are verifiable.



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