

## Referencing guidelines for ECML publications in English

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## Overview: focus on clarity, accessibility and relevance

As the vast majority of users read ECML publications in a foreign language, texts should avoid culturally specific, idiomatic or insider formulations, ensuring that the language remains clear and accessible to an international readership.

In ECML publications, references are used to **support key messages**, not to provide exhaustive academic documentation. Since an important audience consists of **practitioners**, the focus should be on **clarity, accessibility, and practical relevance**.

### ✔ Prioritise

- **Freely available online references** that readers can access without barriers.
- **Relevance** to the topic and usefulness for the target audience.
- **Clear, consistent terminology**.

### ✔ Do's

#### Referencing

- Consult bibliographies and glossaries of relevant ECML resources.
- For references to multi-author works in-text and in the bibliography:  
**Up to three authors** – put the names as they appear on the cover of the work. The last two names should be separated by “and”, any others by a comma.  
**More than three authors** – put the first name to appear on the cover of the work, followed by “et al.”.
- **Italicise** ISBN book and journal titles in-text and in the bibliography.
- Use **quotation marks** only for articles or chapters of a larger work.

#### Style

- Keep your target audience in mind – usually practitioners.
- Use British English.
- Explain essential terms, use only key references, and remember: less is more.
- Limit the use of abbreviations. Spell out the term in full at first mention.
- Consult the [ECML glossary](#) and carry over or adapt relevant key terms for your project glossary.
- **Write titles in your text, headlines, tables and graphics in lower case, except the initial letter.**

#### Web resources

- Embed hyperlinks in the text to connect directly to online sources.
- Use long-term, reliable links – beware of unstable links: around 20% of links in previous resources became inaccessible within a year. Also check the trustworthiness of the website's owners to ensure the source is credible and trustworthy.
- **Italicise the title of a web-based ISBN publication**, but not the name of the website where the publication is accessed or downloaded – unless the website has a printed version.

## ⚠ Avoid

- **Jargon** or overly technical language.
- **Information overload** through excessive referencing.
- **Unreliable links** – ensure source credibility.
- **Overemphasis on theory** – keep the focus on practical application.

## ⚠ Don'ts

### Style

- Do not use ambiguous, vague or inconsistent **terminology**.
- Do not use **acronyms** without explaining them. Give the full title at least at the first mention.

### Web resources

- Do not include <http://> or <https://> in URLs starting with [www](http://www).
- Do not use a URL that directly opens a third-party PDF. Web addresses must lead to sites where readers can download PDFs themselves.

## In-text short references

### Text citations

For in-text citations, include the **last name of the author/editor** and **the year of publication**. If the name of the author/editor appears in the text, place the year of publication in parentheses after it. Page numbers, when needed, can be included after a colon.

#### Examples:

- (Candelier 2012)
- (Candelier 2012, Lőrincz 2011)
- Candelier (2012: 24) states that ...

### ISBN book title

When you mention the full ISBN book title in the text, **use italics**. An acronym is only in italics if it is part of the title.

#### Example:

- ... the *Common European Framework for Languages* (CEFR) ...

### In-text references to websites

For in-text references to **websites or parts of it** (online articles, graphics, etc.) give as much information as relevant.

Sometimes it can be difficult to find an author. In this case, mention the website organisation, so that the information can be found as easily as possible.

#### Examples:

- Text without author(s):  
Relevant materials are available at [Council of Europe, Language policy](#).
- Text with author(s):  
Materials are available at the [CLIL in LOTE](#) website (Daryai-Hansen P. et al. 2023)

## Full references in the bibliography

### Publications

#### ISBN publications

Use this format: **Author (date), *Title\**, Publisher, Place of publication.**

\* Title in italics

#### Example:

- North B. (2014), *The CEFR in practice*, Cambridge University Press, Cambridge.

#### Publications without ISBN

Use this format: **Author (date), *Title\**, Publisher, Place of publication.**

\* Title in roman (not italics)

#### Example:

- Council of Europe (European Centre for Modern Languages) (2023), From crisis to sustainability: policy guidelines on supporting the development of language education – Excerpt from the publication “Rethinking language education after the experience of Covid”, An initiative of the Professional Network Forum of the European Centre for Modern Languages of the Council of Europe, Graz.

#### Council of Europe publications

If no author is listed, use the organisation as the author. It is not necessary to repeat **Council of Europe** as publisher.

#### Examples:

- Council of Europe (2020), *Common European Framework of Reference for Languages: learning, teaching, assessment – Companion volume*, Strasbourg, available at: [www.coe.int/en/web/common-european-framework-reference-languages/home](http://www.coe.int/en/web/common-european-framework-reference-languages/home), accessed 4 July 2025.
- Council of Europe (2018), *Reference Framework of Competences for Democratic Culture, Volume 1 – Context, concepts and model*, Strasbourg, available at: <https://www.coe.int/en/web/reference-framework-of-competences-for-democratic-culture/rfcdc-volumes>, accessed 4 July 2025.

The examples above exceptionally contain initial capitals, because they include words that also have a commonly known acronym or initialism, i.e. the *Common European Framework for Languages* (CEFR) and the *Reference Framework of Competences for Democratic Culture* (RFDC).

## International conventions or policy recommendations

### Examples:

- Council of Europe (1954), European Cultural Convention, Council of Europe Treaty Series no. 018, Paris, available at: [www.coe.int/en/web/culture-and-heritage/european-cultural-convention](http://www.coe.int/en/web/culture-and-heritage/european-cultural-convention), accessed 18 December 2025.
- Council of Europe (2022), The importance of plurilingual and intercultural education for democratic culture, Recommendation CM/Rec(2022)1 and explanatory memorandum, available at: [www.ecml.at/en/Resources/Council-of-Europe-recommendation](http://www.ecml.at/en/Resources/Council-of-Europe-recommendation), accessed 4 July 2025.

### Note:

Please use the following format for **in-text references**:

Council of Europe Recommendation CM/Rec(2022)1 or [the Recommendation](#) for second mentions.

## Chapter in a book or articles in a journal

Titles of articles and chapters take quotation marks, followed by information on the larger work.

### Examples:

Book chapter:

- Hargreaves I. and Hartley J. (2016), "A capacious approach to creative citizenship", in Hargreaves I. and Hartley J. (eds.), *The creative citizen unbound: How social media and DIY culture contribute to democracy, communities and the creative economy*, Bristol University Press, JSTOR, p. 255-74.

Journal articles:

- Ziegler N. (2015), "Synchronous computer-mediated communication and interaction", *Studies in Second Language Acquisition*, Volume 38, Issue 3, pp. 553-86.
- De Backer F., Van Avermaet P. and Slembrouck S. (2017), "Schools as laboratories for exploring multilingual assessment policies and practices", *Language and Education*, Volume 31, Issue 3, pp. 217-30, available at: <https://doi.org/10.1080/09500782.2016.1261896>, accessed 20 January 2026.
- Daryai-Hansen P. et al. (2015), "Pluralistic approaches to languages in the curriculum: the case of French-speaking Switzerland, Spain and Austria", *International Journal of Multilingualism*, Volume 12, Issue 1, pp. 109-27, available at: <https://doi.org/10.1080/14790718.2014.948877>, accessed 20 January 2026.

## Websites

### General considerations for website referencing

For online sources, include all bibliographic information used for print publications, except for the geographic location. Then add the URL and the date of access.

URLs appear in blue and not underlined.

### Author/Organisation

For **websites without a named author**, use the organisation name.

#### Examples:

- Council of Europe, Language policy, available at: [www.coe.int/en/web/language-policy](http://www.coe.int/en/web/language-policy), accessed 4 July 2025.
- Council of Europe, Reference Framework of Competences for Democratic Culture (RFCDC), available at: [www.coe.int/en/web/reference-framework-of-competences-for-democratic-culture/home](http://www.coe.int/en/web/reference-framework-of-competences-for-democratic-culture/home), accessed 20 November 2025.

### Titles of websites

Titles of websites are in regular font (not italics).

#### Example:

- United Nations, Make the SDGs a reality, UN Department of Economic and Social Affairs, available at: <https://sdgs.un.org/>, accessed 4 July 2025.

### Titles of subpages

Titles of subpages should be enclosed in quotation marks.

#### Example:

- Wikipedia, "European Centre for Modern Languages", available at: [https://en.wikipedia.org/wiki/European\\_Centre\\_for\\_Modern\\_Languages](https://en.wikipedia.org/wiki/European_Centre_for_Modern_Languages), accessed 18 December 2025.
- Daryai-Hansen P. et al. (2023), "Teaching materials", CLIL in languages other than English – Successful transitions across educational stages, Council of Europe (European Centre for Modern Languages), available at: [www.ecml.at/en/ECML-Programme/Programme-2020-2023/CLIL-in-languages-other-than-English/Teaching-materials](http://www.ecml.at/en/ECML-Programme/Programme-2020-2023/CLIL-in-languages-other-than-English/Teaching-materials), accessed 20 November 2025.

## Videos

### Examples:

Council of Europe (European Centre for Modern Languages) (2025), Mediation in teaching, learning and assessment [Video], available at: [www.ecml.at/en/Resources/Webinars](http://www.ecml.at/en/Resources/Webinars), recorded 13 November 2025, accessed 5 December 2025.

Council of Europe (European Centre for Modern Languages) (2025), Presentation by Christian Koch of the ECML project “A toolkit for implementing integrated didactics in language education” [Video], available at [www.ecml.at/en/ECML-Programme/Programme-2024-2027/Integrated-didactics](http://www.ecml.at/en/ECML-Programme/Programme-2024-2027/Integrated-didactics), accessed 5 December 2025.

## ECML resource websites

ECML resource websites are hosted on the ECML website. Citation guidance is given on the relevant resource websites.

### Examples:

- Audras I. et al. (2023), Resources for assessing the home language competences of migrant pupils, Council of Europe (European Centre for Modern Languages), available at: [www.ecml.at/en/ECML-Programme/Programme-2020-2023/RECOLANG](http://www.ecml.at/en/ECML-Programme/Programme-2020-2023/RECOLANG), accessed 4 July 2025.
- Candelier M. et al., A framework of reference for pluralistic approaches to languages and cultures (FREPA), Council of Europe (European Centre for Modern Languages), available at: <https://carap.ecml.at>, accessed 4 July 2025.

Some ECML resources have both websites as well as ISBN publications. ISBN publication titles are italicised.

### Example (publication):

- Ollivier C. et al. (2023), *Developing digital citizenship and language competences*, Council of Europe, Graz, available at: [www.ecml.at/en/ECML-Programme/Programme-2020-2023/Digital-citizenship-through-language-education](http://www.ecml.at/en/ECML-Programme/Programme-2020-2023/Digital-citizenship-through-language-education), accessed 4 July 2025.

### Example (website):

- Ollivier C. et al. (2023), Developing digital citizenship and language competences, Council of Europe, available at: [www.ecml.at/elangcitizen](http://www.ecml.at/elangcitizen), accessed 4 July 2025.

## Checklist for website referencing

<input type="checkbox"/> <b>Author/Organisation</b>	<ul style="list-style-type: none"> <li>If no author is listed, use the name of the organisation.</li> </ul>
<input type="checkbox"/> <b>Year of publication</b> (if available)	
<input type="checkbox"/> <b>Title of website and subpages</b>	<ul style="list-style-type: none"> <li>Use regular font (not italics)</li> <li>Mention subpages in quotation marks.</li> </ul>
<input type="checkbox"/> <b>Publisher</b> (if applicable)	<ul style="list-style-type: none"> <li>Include only if it is different from the author/organisation.</li> </ul>
<input type="checkbox"/> <b>URL</b>	<ul style="list-style-type: none"> <li>Use web addresses that lead to a webpage where readers can easily access and download third-party PDFs themselves, rather than linking directly to them.</li> <li>Include the full working URL of the page.</li> <li>Start URLs with <a href="#">www</a> in the case of <a href="http://www...">http://www...</a> or <a href="https://www...">https://www...</a></li> <li>Use the format <a href="#">available at:</a> followed by the URL.</li> </ul>
<input type="checkbox"/> <b>Date accessed</b>	<ul style="list-style-type: none"> <li>Use the format: <a href="#">accessed 30 June 2025</a>.</li> </ul>

## AI-generated materials

**Rigorous and consistent referencing is indispensable for AI-generated materials.** The publishing industry requires authors to clearly indicate any text or images generated by AI. The AI tools used must be mentioned.

For further information about texts or materials generated with artificial intelligence, please refer to the **ECML guidelines for ensuring copyright authorisation**.

\*\*\*\*\*

These guidelines for referencing are based on the Council of Europe [English style guide](#) (2025). The Council of Europe is using the author-date system (Harvard style) for referencing in English.

The Council of Europe also provides a [French style guide](#) for guidance on typographical, linguistic and stylistic issues for publications in French.