

# Achieve Academic Excellence with OSCOLA Referencing



**This course is designed for Law students who want to excel in academic writing by mastering the OSCOLA referencing system. By the end of this course, students will be able to accurately cite legal sources, format footnotes and bibliographies, and apply advanced referencing techniques.**


This unit covers the principles of OSCOLA, practical citation skills, and hands-on practice with real-world examples. With clear explanations and interactive exercises, learners will gain confidence in using OSCOLA to enhance the credibility and professionalism of their academic work.


*This course is based on excellent resources by [Swansea University](#) and [Cardiff University](#)*

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# Accessibility

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## Our commitment to accessibility

As an Edge Hill student, you are part of an incredibly **diverse** learning community. As part of our ongoing commitment to ensure an **equitable** and **inclusive** learning experience for all students, we have placed **accessibility** at the heart of UniSkills support, which enables all students to **participate**.

## Alternative Formats

If you are happy to work through the interactive toolkit, please select '**continue**' at the bottom of this page.

Alternatively, you can access this toolkit as an accessible a [PDF version](#) (opens in a new tab).

If you require any **further help** or **support** to access this material, you can get in touch by emailing [UniSkills@edgehill.ac.uk](mailto:UniSkills@edgehill.ac.uk) (opens in a new tab)

**CONTINUE**

# Welcome from UniSkills

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UniSkills: The key to unlocking your academic skills potential [ehu.ac.uk/uniskills](https://ehu.ac.uk/uniskills)

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Hello, we are the [Student Engagement team](#) (opens in a new tab) – otherwise known as UniSkills!

We are the people you'll meet (in real life and online) through various support

channels, as we help you develop your **academic skills** while studying at Edge Hill University.

Later in the toolkit you will have the opportunity to explore our wider **support**, but this is your chance to find out more about the team

- The UniSkills Team

**Access the video** below to hear more about UniSkills and how to use this toolkit from your friendly Student Advisor. Alternatively, you are welcome to **access the transcript** as a [PDF version](#) (opens in a new tab).



## **Welcome from our Student Advisor**

**[VIEW ON PANOPTO >](#)**

**CONTINUE**

# What do you know?

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Here is a very quick quiz to see what you already know about OSCOLA.

Have a go and see how much you know.

When do you use OSCOLA referencing?

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- ☐ In academic legal writing
- ☐ In creative writing
- ☐ In scientific research papers
- ☐ In business reports

SUBMIT



**CONTINUE**

Why is it important to use OSCOLA?

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- ☐ It ensures clarity and consistency in legal citations.
- ☐ It allows for creative freedom in citation styles.
- ☐ It is used exclusively in the UK
- ☐ It assists in making legal documents look more professional.

**SUBMIT**

CONTINUE

Which of the following is a common mistake when using OSCOLA referencing?

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- ☐ Using commas instead of a full stop
- ☐ Including the author's first name
- ☐ Citing page numbers in the wrong place
- ☐ Using italics for article titles

SUBMIT

CONTINUE

OSCOLA (**Oxford University Standard for Citation of Legal Authorities**) was developed in 2001 as a method of law

referencing by Oxford University and has since become the industry standard for referencing legal materials. It is used by several UK and International law schools as well as by many legal journals and publishers.

OSCOLA helps bring consistency to citations and to also helps the reader find the sources used quickly and easily.

# Overview

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## What does it look like?

OSCOLA is a footnote system and has a very specific way of referencing and looks quite different to the likes of Harvard or Vancouver which other subjects use. OSCOLA uses 3 main elements to build the complete reference: the **Citation**, the **Footnote** and the **Bibliography**

## **Citation**

...is where the reference appears in the main section of text. This may be a direct quote or paraphrasing a section of a case. It is accompanied by a number that increases sequentially down the page and through the document.

## Footnote

...are the details of the full reference - where it came from, date, author, case, court, with enough detail to ensure that the exact resource can be located. The footnote is placed at the bottom of the page where the citation appears.

## Bibliography

...is the complete list at the end of the work of all citations that have been used in the work. The bibliography comes right at the end after all other elements (the report, essay, diagrams, appendices etc.). The bibliography is formatted slightly differently to the footnote.

CONTINUE

### Key rules to remember

1

If you **quote** or **paraphrase** text, then you need to cite the reference.

2

The **footnote marker** (the number after the text) comes after the full stop at the end of the

sentence (the quote or paraphrased sentence).

3

At the **bottom of the page**, you will need to include the **footnote marker** (number) and then the correct citation for that footnote marker.

4

**Footnotes** always end with a **full stop**.

CONTINUE

## Citing

### Have a go:

See if you can sort the statements correctly whether you need to cite or not

Need to cite



**Copying text from another source**

**Table, graphic or illustration from another source**

**Paraphrasing from two different sources but putting them in your own words**

**Discussing ideas from someone's research**

**Writing about something that you can't remember when you heard/ read it**

**Don't need to cite**

**Presenting results from your own research**

**Commonly known fact**

Writing or discussing your  
own opinions

CONTINUE

## To recap

### When you definitely need to cite:

Whenever you copy text from another source (for example; someone's research, a case, book or web page) you always have to state what and where that source was. The same goes for using tables, graphics or illustrations from other sources. Paraphrasing from two different sources but putting them in your own words also requires citing of the two sources and inclusion of the two sources in the footnotes and bibliography. You also have to cite even if you remember reading something from somewhere but can't remember where from - you will need to find that source if you want to include it. If you can't find the source, then however good the quote or comment sounds, you can't use it.

### When you don't have to cite:

When you present results from your own research or writing or discussing your own opinions then you don't need to cite where it's from (unless of course you have published research in which case, be proud of it and cite properly!)

There are lots of 'commonly known facts' that we use daily and quite often they come from the depths of historic origins. These facts and phrases we don't need to cite.

## Further questions you may have:

### **Do I restart the numbering with each new page?** —

No, your markers increase continuously throughout your document starting with 1 at your first citation point.

### **Do I need to include the full citation in the footnote?** —

Not always. If you have cited the same reference twice or more, you can simply mark it with 'ibid'. See the further guidance in this package on how and when to do this correctly.

### **Do I need to include the names of all authors?** —

Not always. Sometimes there are several authors but the main author will be listed first and others can be referred to as 'and others'. See the further guidance in this package about how and when to reference this correctly.

# Quoting

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1

Quotations from cases, statutes, books and journals must always be exactly as they are in the original source.

2

Place any punctuation after the closing quotation mark unless it is an essential part of the quotation.

3

Use double quotation marks around quotations within short quotations.

4

The footnote number comes after the closing quotation mark and the punctuation.

Examples in the boxes below show how to deal with short quotations, long quotations and quotations with text omitted.

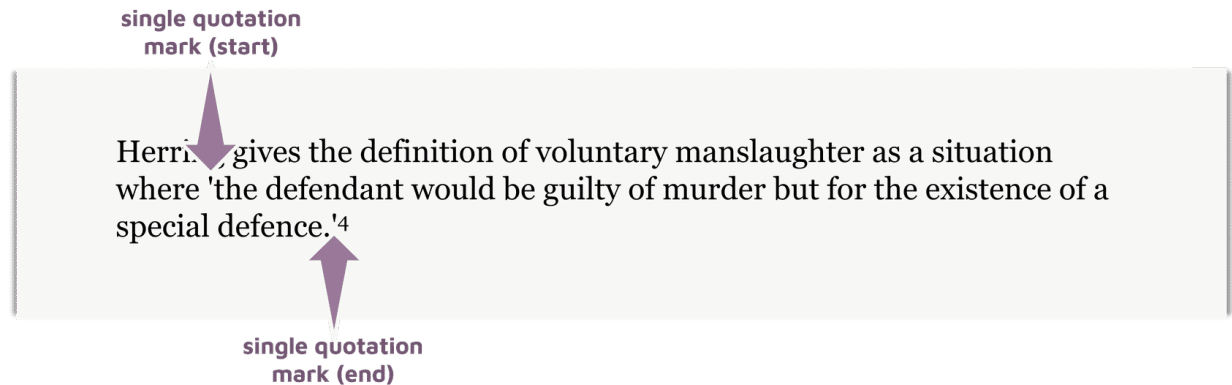
## SHORT QUOTATIONS

## LONG QUOTATIONS

## EDITED QUOTATIONS

Short quotations of three lines or less should be included in the text within **single quotation marks**.

## Example:



### SHORT QUOTATIONS

### LONG QUOTATIONS

### EDITED QUOTATIONS

Long quotations should be placed in an **indented paragraph**. You do not need to use quotation marks except for single quotation marks around quotations within quotations. Leave a space on both sides of the indented quotation and introduce the quotation with a colon.

## Example:

Lord Hoffman reasoned as follows:

indented

It seems to me logical to found liability for damages up to the intention of the parties (objectively ascertained) because all contractual liability is voluntarily undertaken. It must be in principle wrong to hold someone liable for risks for which people entering into such a contract in their particular market, would not reasonably be considered to have undertaken.

SHORT QUOTATIONS

LONG QUOTATIONS

EDITED QUOTATIONS

## Omissions from Quotations

If text is removed from a quotation for reasons of clarity and length or if it ends mid-sentence in the original text, use an ellipsis (...) to indicate that some of the original text is missing. Leave a space between an ellipsis and any text or punctuation, except quotation marks.

## Inserting your own words into a Quotation

To insert your own words into the quotation to ensure it makes grammatical sense in your work, write your words in **[square brackets]** to distinguish them from the author's. **Be careful not to alter the meaning of the quotation by adding or removing too many words.**

### Example:

Elliott and Quinn explain the different types of nuisance in tort:

There are actually three types of nuisance: private, public and statutory. Private nuisance is a common law tort and the main subject of this chapter. Public nuisance is a crime ... but it also comes into the study of tort because there are some cases where parties who have suffered as a result of public nuisance can sue in tort.

↑  
ellipsis

# Paraphrasing

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Paraphrasing is when you extract and summarise the important points from a source in your own words. When you paraphrase or summarise a source you have read, **you must make it clear where the ideas have come from**. When you summarise or paraphrase you would usually place your citation at the end of the sentence. Look at the examples below of the citation followed by the footnote.

## Example:

The opportunities offered by drones must be balanced against the safety, security and privacy challenges they also present and a consultation has set out some steps to consider to achieve this balance.<sup>1</sup>

<sup>1</sup> Department for Transport and Lord Ahmad of Wimbledon, 'Written statement to Parliament. Unlocking the UK's high tech economy: consultation on the safe use of drones in the UK' (Gov.uk, 21 December 2016).  
<<https://www.gov.uk/government/speeches/unlocking-the-uks-high-tech-economy-consultation-on-the-safe-use-of-drones-in-the-uk>> accessed 18 April 2017.

**When you create a footnote reference for a paraphrase you should include the page number.**

## Example:



It has been argued by Harris that the main considerations are the scale of the project, the cost and the duration of the work.<sup>1</sup>

<sup>1</sup> M Harris, Property Development in the Green Belt (Cambridge University Press 2016) 75.

# Repeating Citations

1

The first time a source is mentioned, you must give the citation in full.

2

In subsequent citations, briefly identify the source, and give the footnote number where the full citation can be found. See the example in the Subsequent citation of a case box below.

3

If a subsequent citation IMMEDIATELY follows the full citation, you can use *ibid.*

See the boxes below for examples of subsequent citations for a case, a piece of legislation and a book.

## SUBSEQUENT CITATION OF A CASE

## SUBSEQUENT CITATION OF LEGISLATION

## SUBSEQUENT CITATION OF A BOOK

### Full citation

<sup>1</sup> *Phelps v Hillington LBC* [2001] 2 AC 619 (HL).

### Subsequent citation immediately after the full citation:

<sup>2</sup> *ibid.*

**Subsequent citation using shortened form of case name and a cross-citation to footnote 1 where the full citation can be found**

<sup>10</sup> Phelps (n 1).

**SUBSEQUENT CITATION OF A  
CASE**

**SUBSEQUENT CITATION OF  
LEGISLATION**

**SUBSEQUENT CITATION OF A  
BOOK**

**Full citation with name of statute and shortened version:**

<sup>32</sup> Nuclear Installations Act 1965 (NIA 1965) s 7(1).

**Subsequent citation using shortened version of the statute**

<sup>40</sup> NIA 1965, s 12.

**SUBSEQUENT CITATION OF A  
CASE**

**SUBSEQUENT CITATION OF  
LEGISLATION**

**SUBSEQUENT CITATION OF A  
BOOK**

**Full citation:**

<sup>3</sup> Jonathan Herring, Medical Law (OUP 2011) 52.

**Authors' surname and cross-citation to footnote number 3 (above):**

<sup>26</sup> Herring (n 3) 125.

**Original source cited again but with different page numbers:**

<sup>27</sup> *ibid* 271-78.

CONTINUE

## Secondary referencing

Secondary referencing means referring to the work of an author that you have not read (i.e. the original text) but have learned about from another source.

**Secondary referencing is not recommended.**

- You should always try to read the original document whenever possible to evaluate for yourself whether it is relevant or not.
- If this is not possible, you must make it clear that you have not read the original source by using the word "citing" in your citation.
- Cite the source you have read followed by the original source.
- In your bibliography only list the source which you have read.

**Example:**

<sup>1</sup> Brian Yeats and Jack Duggan, Water Law (Poole Press, Exeter 2009) 245 citing Atkinson v Moore [2012] IPR 260.

# Books

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## In this section

- Books with One Author
- Books with Two or Three Authors
- Books with Four or more Authors
- Chapter in Edited Book
- Editor or Translator
- Encyclopaedias
- Books of Authority
- Dissertations or Thesis

## **Books with One Author**

## Footnote

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

### Format:

Author, *Title* (Edition, Publisher | year) page number.

### Example:

<sup>12</sup> Jonathan Herring, *Medical Law and Ethics* (4th edn, Oxford University Press 2012) 146.

## Bibliography

The only difference is the author is now listed surname first and you do not include page numbers.

### Format:

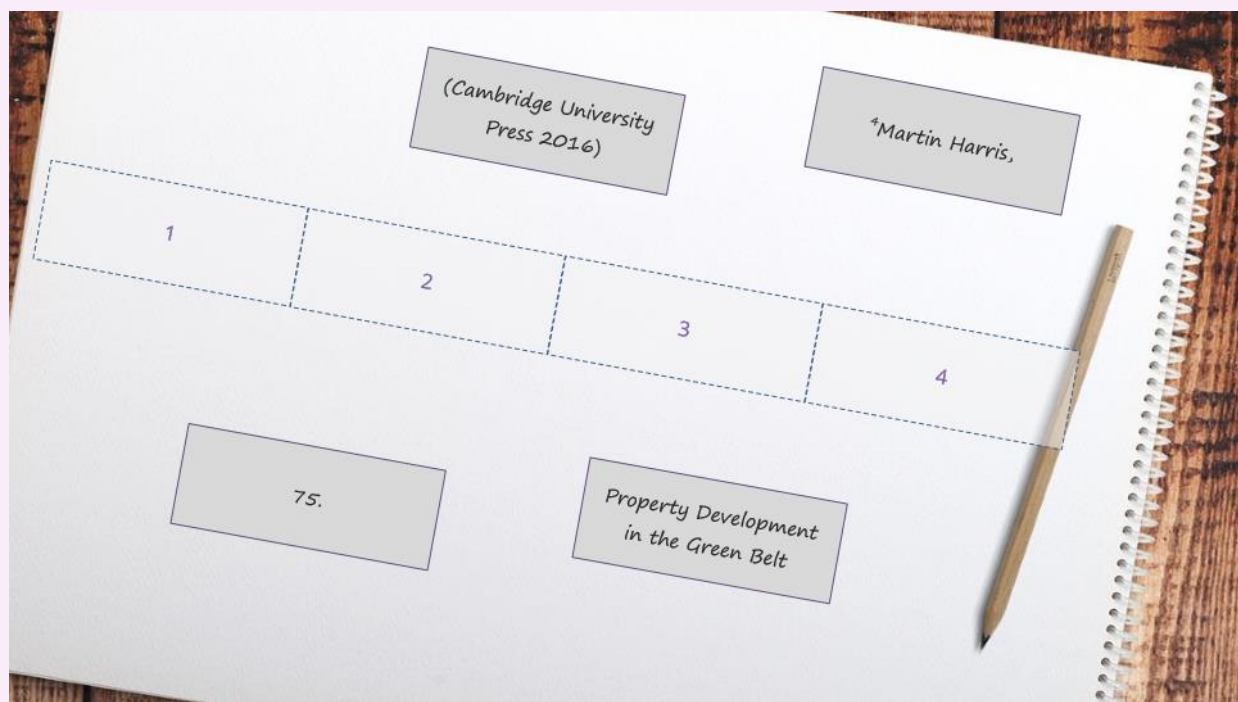
Author, *Title* (Edition, Publisher | year)

### Example:

Herring J, *Criminal Law* (12th edn, Red Globe Press 2021) Jones G, *Goff and Jones: The Law of Restitution* (1st supp, 7th edn, Sweet & Maxwell 2009)

**Drag and drop the footnote reference elements into the correct order**





## Books with Two or Three Authors

## Footnote

For two or three authors, all named authors must be included. You must insert an 'and' before the last author's name. To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

### Format:

Author, *Title* (edition, Publisher | year) page number.

### Example:

<sup>13</sup> Hugh Jones and Christopher Benson, *Publishing Law* (4th edn, Routledge 2011) 32

## Bibliography

The only difference is the author is now listed surname first for the first author and you do not include page numbers

### Format:

Author, *Title* (edition, Publisher | year)

### Example:

Jones H and C Benson, *Publishing Law* (4th edn, Routledge 2011)

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## Books with Four or more Authors

## Footnote

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:** Author, *Title* (edition, Publisher | year) page number.

**Example:**<sup>12</sup> Roy Goode and others, *Transnational Commercial Law: International Instruments and Commentary* (OUP 2004)

## Bibliography

The bibliography lists the author's surname first and also uses the 'and others' convention.

**Format:** Author, *Title* (edition, Publisher | year)

**Example:** Gardiner S and others, *Sports Law* (3rd edn, Cavendish, 2006)

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## Chapter in an Edited Book

## Footnote

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

### Format:

Author, 'Chapter Title', in Editor (ed), *Book Title* (edition, Publisher | year)

### Example:

<sup>12</sup> Justine Pila, 'The Value of Authorship in the Digital Environment' in William H Dutton and Paul W Jeffreys (eds), *World Wide Research: Reshaping the Sciences and Humanities in the Century of Information* (MIT Press 2010)

## Bibliography

The only difference is the author is now listed surname first and you do not include page numbers.

### Format:

Author, 'Chapter Title', in Editor (ed), *Book Title* (edition, Publisher | year)

### Example:

Husak D, 'Paternalism and Consent' in FG Miller and A Wertheimer (eds), *The Ethics of Consent: Theory and Practice* (OUP 2010)

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**Editor or Translator**

If there is no author listed, use the editor or the translator in place of the author, adding (ed) or (tr) as appropriate. If there are multiple editors use (eds) or (trs) for multiple translators.



## Step 2 Title

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:** Editor (ed) OR Translator (tr), *Title* (edition, Publisher | year)  
page number.

**Example:**<sup>12</sup> Jeremy Horder (ed), *Oxford Essays in Jurisprudence: Fourth Series* (OUP 2000) 146.

## Step 3 Title

The only difference is the author is now listed surname first and you do not include page numbers.

**Format:** Editor (ed) OR Translator (tr), *Title* (edition, Publisher | year) page number.

**Example:** Huxley P (ed), *Blackstone's Statutes on Evidence* (Blackstone's Statutes, 11th edn, OUP 2010) Birks P and G McLeod (trs), *The Institutes of Justinian* (Duckworth 1987)

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**Author & Editor or Translator**

If a work has an editor or a translator as well as an author you will need to include both in your reference. Start your reference with the author as usual and then include the editor or the translator with the publication information.

## Footnote

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

**Format:** Author, *Title* (edition, Editor (ed) OR Translator (tr), Publisher | year) page number.

**Example:** K Zweigert and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998) 66

## Bibliography

The only difference is the author is now listed surname first and you do not include page numbers.

**Format:** Author, *Title* (edition, Editor (ed) OR Translator (tr), Publisher | year)

**Example:** Zweigert K and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998)

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## Encyclopaedias

There are two ways to create a footnote for an encyclopaedia. If the entry you are quoting does NOT have a named author, you can exclude the author or editor and start with the title of the encyclopaedia.

However, you do need to include the edition and the year of issue. You should also pinpoint to the volume or paragraph if possible

**Format:**

*Title* (edition| year) Volume number, paragraph number.

Alternatively, if the section or entry has a named author, you should give that author's name and the entry title at the start of the citation.

**Format:**

Entry Author, 'Entry Title', *Encyclopaedia Title* (edition, year) page number.

**Format:**

Entry Author, 'Entry Title', *Encyclopaedia Title* (edition, year) <URL> accessed date.

See the examples ->

## Footnote

### Formats:

*Title* (edition| year) Volume number, paragraph number. Entry Author, 'Entry Title', *Encyclopaedia Title* (edition, year) page number. Entry Author, 'Entry Title', *Encyclopaedia Title* (edition, year) <URL> accessed date.

### Examples:

CJ Friedrich, 'Constitutions and Constitutionalism', *International Encyclopedia of the Social Sciences III* (1968) 319.

*Halsbury's Laws* (5th edn, 2010) vol 57, para 53.

Leslie Green, 'Legal Positivism', *The Stanford Encyclopedia of Philosophy* (Fall edn, 2009)  
<<http://plato.stanford.edu/archives/fall2009/entries/legal-positivism>>  
accessed 20 November 2009.

## Bibliography

Where the citation starts with the title of the Encyclopaedia, you only need to remove the paragraph details. For citations with an entry author, the surname now comes first.

### Formats:

*Title* (edition| year) Volume number. Entry Author, 'Entry Title', *Encyclopaedia Title* (edition, year). Entry Author, 'Entry Title', *Encyclopaedia Title* (edition, year) <URL> accessed date.

### Examples:

*Halsbury's Laws* (5th edn, 2010) vol 57

Friedrich CJ, 'Constitutions and Constitutionalism', *International Encyclopedia of the Social Sciences III* (1968)

Green L, 'Legal Positivism', *The Stanford Encyclopedia of Philosophy* (Fall edn, 2009)

<<http://plato.stanford.edu/archives/fall2009/entries/legal-positivism>> accessed 20 November 2009



## **Books of Authority**

A small number of older works, such as Blackstone's Commentaries, are regarded as books of authority, and are therefore generally accepted as reliable statements of the law of their time. These works have evolved commonly known abbreviations and citation forms, which should be used in all footnote references to them. Similarly, there are a small number of 'institutional works' which are regarded as formal sources of Scots law. In footnote references, these works should also be referred to by their commonly known abbreviated forms.

A list of some of these abbreviations can be found at the bottom of this page.

## Footnote

To use a footnote, put a superscript number into your text and then the footnote at the bottom of the page.

### Format:

Abbreviation, Page number

### Examples:

<sup>3</sup> BI Comm 26<sup>4</sup> Co Litt 135a

### Scottish Examples:

<sup>5</sup> Bankton Institute II, 3, 98<sup>6</sup> Stair Institutions I, 2, 14

## Examples of Abbreviations

Blackstone, <i>Commentaries on the Law of England</i>	Bl Comm
Bracton, <i>On the Laws and Customs of England</i>	Bracton
Brooke, <i>La Graunde Abridgement</i>	Brooke Abr
Coke, <i>Commentary upon Littleton</i>	Co Litt
Coke, <i>Institutes of the Laws of England</i>	Co Inst
Fitzherbert, <i>La Graunde Abridgement</i>	Fitz Abr
Fitzherbert, <i>La Novel Natura Brevium</i>	Fitz NB
Glanvill, <i>Treatise on the Laws and Customs of England</i>	Glanvill
Hawkins, <i>A Treatise on the Pleas of the Crown</i>	Hawk PC
Hale, <i>The History of the Pleas of the Crown</i>	Hale PC

## **Dissertation or Thesis**

To create a reference to a dissertation or a thesis, you should include the Author and the title, followed by the type of thesis, University and year of completion in brackets

**Format:**

Author, 'Title' (type of thesis/dissertation, University | year of completion)

**Example:**

Javan Herberg, 'Injunctive Relief for Wrongful Termination of Employment' (DPhil thesis, University of Oxford 1989). There is no change in format between a footnote reference and a bibliography entry except that in the bibliography, the author's surname should come first followed by the initial(s).

**Example:**

Herberg J, 'Injunctive Relief for Wrongful Termination of Employment' (DPhil thesis, University of Oxford 1989).

# Cases

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## In this section

- Cases with Neutral Citation
- Cases without Neutral Citation
- Unreported Cases
- Cases before 1865
- Law Reports Court Abbreviations

## Cases with Neutral Citation

Cases published after 2001 will have a neutral citation which must be used. Cases are numbered consecutively throughout the year and the abbreviation (UKHL, EWCH) indicates which court the case was heard in rather than a law report series.

If a case is subsequently reported in a law report, use a comma to separate the neutral citation from the law report citation.

**Click through to see examples of how to reference a case with neutral citations as a footnote and in the bibliography.**



## Footnote

### Format:

*Name of case in italics* | [year] | court | case number, [year of publication] | **OR** (year of judgement) | volume | report abbreviation | first page.

### Example of a case which has been subsequently reported in a law report series:

*NRAM Ltd v Evans* [2017] EWCA Civ 1013, [2018] 1 WLR 639.

## **Bibliography**

The only difference is that case names are not italicised, pinpointing is not used and there is no full stop at the end of the reference.

Cases identifying parties by initials only should be listed under the initial.

NRAM Ltd v Evans [2017] EWCA Civ 1013, [2018] 1 WLR 639

## Square brackets or round brackets?

Square brackets [ ] are used when the year is crucial to identify the law report volume (for example when there is more than one volume published per year.)

Round brackets ( ) are used when the year is not necessary to identify the law report volume (for example if there was only one volume published per year.)

The most important law series (The Law Reports, Weekly Law Reports, Lloyds Law Reports, All England Law Reports) all have more than one volume per year so they will always need square brackets.

Which is the correct way to format the name of a case?

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- ☐ GILES V THOMPSON
- ☐ Giles V. Thompson

☐

Giles v Thompson

☐

Giles v. Thompson

SUBMIT

CONTINUE

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**Cases without neutral citation**

Cases published before 2001 do not have a neutral citation.

If you give the full case name in the main text of your writing, the case name can be omitted from the footnote but must be included in the bibliography.

**Click through to see examples of how to reference a case without neutral citations as a footnote and in the bibliography.**

## Footnote

### Format:

*Name of case in italics* | [year] OR (year) | volume | report abbreviation | first page | court | pinpointing (if needed).

### Examples:

*Tustian v Johnston* [1993] 3 All ER 534 (CA) Civ 536.

*Evans v South Ribble Borough Council* [1992] QB 757 (QB).

## Bibliography

The only differences are that case names are not italicised, pinpointing is not used and there is no full stop at the end of the reference.

### Examples:

Tustian v Johnston [1993] 3 All ER 534 (CA) Civ

Evans v South Ribble Borough Council [1992] QB 757 (QB)

---

## Unreported Cases

Unreported judgments are decisions of the courts that have not been published. An unreported case may be cited as an authority but it is better to use a case that has been reported in one of the authoritative law report series.

It is not necessary to add the word 'unreported' to the reference.

**Click through to see examples of how to reference an unreported case as a footnote and in the bibliography:**



## Footnote

### Unreported cases prior to 2001 *with* a neutral citation:

#### Format:

Name of case in italics | [year] | court | case number, | [year of publication] | **OR** (year of judgement) | volume | report abbreviation | first page.

#### Example:

*Calvert v Gardiner* [2002] EWHC 1894 (QB).

### Unreported cases prior to 2001 *without* a neutral citation:

#### Format:

*Name of case in italics* / (court, | date of judgement).

#### Example:

*Stubbs v Sayer* (CA, 8 November 1990).

## Bibliography

The only differences are that case names are not italicised, pinpointing is not used and there is no full stop at the end of the reference.

### Examples:

Calvert v Gardiner [2002] EWHC 1894 (QB) Stubbs v Sayer (CA, 8 November 1990)

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## Cases before 1865

- Before 1865 and the start of the 'official' Law Reports series, cases were reported by individuals and collectively known as the 'nominate reports' and were later reprinted in the English Reports series.
- If a judgment is reprinted in the English Reports, you should give the citation in the nominate reports first followed by the English Reports.
- Use a comma to separate the two different reports unless there is a pinpoint, in which case use a semi-colon to divide the nominate from the English Reports citation.

**Click through to see examples of how to reference a case with neutral citations as a footnote and in the bibliography.**

## Footnote

### **Examples of nominate reports reprinted in the English Report series:**

*Hugh v Jones* (1863) 1 Hem & M 765, 71 ER 335.

*Henly v Mayor of Lyme* (1828) 5 Bing 91, 107; 130 ER 995, 1001.

## Bibliography

The only differences are that case names are not italicised, pinpointing is not used and there is no full stop at the end of the reference.

### Examples:

Hugh v Jones (1863) 1 Hem & M 765, 71 ER 335

Henly v Mayor of Lyme (1828) 5 Bing 91, 107; 130 ER 995

### Most commonly used Law Reports - Courts Abbreviations

You should always cite the most authoritative series which has reported the case.

Abbreviation	What the abbreviation stands for
AC	Appeal Cases
All ER	All England Law Reports

ALR	Australian Law Reports
Ch	Chancery Division
CIR	Commissioners of Inland Revenue
CJ	Chief Justice
CLR	Commonwealth Law Reports
DLR	Dominion Law Reports (Canada)
EAT	Employment Appeal Tribunal
Fam	Family Division
FTT	First-tier Tribunal
ICR	Industrial Cases Reports
IRLR	Industrial Relations Law Reports
J	Justice
KB	King's Bench Division
LJ	Lord Justice
MR	Master of the Rolls

QB	Queen's Bench Division
STC	Simon's Tax Cases
TC	Tax Cases
TLR	Times Law Reports
TS	Tribunal Service
UT	Upper Tribunal
WLR	Weekly Law Reports

Further Abbreviations can be looked up here:

<https://www.legalabbrevs.cardiff.ac.uk/>

There are many subject-based or specialist law reports, such as the Criminal Law Reports (Crim LR), Reports of Patent Cases (RPC), and Lloyd's Law Reports (Lloyd's Rep). These may be cited in the courts if the judgment is not reported in the Official Law Reports, the All ER or the WLR.

There are also brief reports of judgments in newspapers such as the Times and case comments in legal journals.





# Articles

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## In this section

- Print Articles
- Online Articles
- Pinpointing in a Journal Article
- Round or Square Brackets?
- Forthcoming Articles
- Working Papers
- Newspaper Articles
- Case Notes

## Print Articles

## Footnote

To cite a print journal use the following format:

Author, | 'title' | [year] | journal name or abbreviation | first page of article

[OR]

Author, | 'title' | (year) | volume | journal name or abbreviation | first page of article

- Use [] if the date of publication is needed to find the article  
eg. there is no volume number.
- Use ( ) if the date of publication is NOT needed to find the article eg.  
there is a volume number.

### Examples of citations in a footnote:

Paul Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440. Alison L Young, 'In Defense of Due Deference' (2009) 72 MLR 554.

## Bibliography

The bibliography is the same format as the footnote except that:

1. the author is now listed surname first followed by their initials;
2. page numbers are not included and;
3. there is no full stop at the end of the reference.

Example of citations in a bibliography:

Craig P, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440  
Young AL, 'In Defense of Due Deference' (2009) 72 MLR 554

---

## Online Articles

## Introduction

If an article/PDF/eBook is available anywhere in print format, you should cite it as you would a printed piece of work (even if you have read it online).

However if the article is only available online, use the same format as for print journals but at the end of the citation add the web address within < > marks and the date you most recently accessed the article.

In general only include the web address when the document is only available online, when the web address is especially helpful for finding the document and when the web address is static (eg. **not a result of a search in a database**).

## Footnote

### **An example of a footnote for an online article:**

James Gobert, 'The Corporate Manslaughter and Corporate Homicide Act 2007: Thirteen Years in the Making but was it Worth the Wait?' (2008) 71 MRL 413 <<http://www.jstor.org/stable/25151209>> accessed 15 Jan 2014.

The bibliography is the same format as the footnote except that the author's last name comes first, only the author's initial(s) are used and there is no full stop at the end of the citation.

## Bibliography

### An example of the bibliography for an online article:

Gobert J, 'The Corporate Manslaughter and Corporate Homicide Act 2007: Thirteen Years in the Making but was it Worth the Wait?' (2008) 71 MRL 413 <<http://www.jstor.org/stable/25151209>> accessed 15 Jan 2014

CONTINUE

### Pinpointing in a journal article

When pinpointing (referring to a specific page in an article) put the first page of the article followed by a comma, a space and the page of the pinpoint.

<sup>12</sup> JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42, 64.

First page of article, Page of citation

JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42, 64.

---

**Pinpointing is not used in the bibliography - See Print Article Bibliography on how to format.**

**Square brackets or round brackets?**

Round

()



Square

[]





# Round

()



# Square

[]

## **Round**

Round brackets ( ) are used when the year is not necessary to identify the relevant volume of the journal (e.g. if there is a volume number in addition to the year).

# Round

()

# Square

[]



## Square

Square brackets [ ] are used when the year is crucial to identify the relevant volume of the journal (e.g. when there is no volume number).

**In most cases journal titles have both a volume number and a year so round brackets will normally be used.**

## Forthcoming Articles

Cite forthcoming (not yet published) articles the same way as published article, but follow the citation with '(forthcoming)'.

If the volume/page numbers are not known, simply omit them.

**Example:**

Virginie Barral, 'Towards Judicial Coordination for Good Water Governance' ICLQ (forthcoming).

## Footnote

### Example:

Virginie Barral, 'Towards Judicial Coordination for Good Water Governance' ICLQ (forthcoming).

## Bibliography

The only differences are that the author is now listed surname first followed by their initials, page numbers are not included and there is no full stop at the end of the reference. Omit the word forthcoming.

### Examples:

Barral V, 'Towards Judicial Coordination for Good Water Governance' ICLQ

## Working Papers

A working paper is a document, still in the process of preparation, which has been publicly circulated in order to encourage debate and discussion. Research papers are an example of working papers.

Working papers may be available online on institution websites and on sites such as the Social Science Research Network ([www.ssrn.com](http://www.ssrn.com)).

They should be cited in a similar way to online journals.

Because the content of working papers is subject to change, the date of access is especially important.

If a working paper is later published in a journal, cite that instead of the working paper.

## Footnote

**Example of a footnote of a working paper which has not yet been published in a journal:**

John M Finnis, 'On Public Reason' (2006) Oxford Legal Studies Research Paper 1/2007, 8 <<http://ssrn.com/abstract=955815>> accessed 18 November 2009.

## **Bibliography**

The bibliography is the same format as the footnote except that the author's surname comes first followed by their initials and there is no full stop at the end of the citation.

### **Example of the bibliography of a working paper which has not yet been published in a journal:**

Finnis JM, 'On Public Reason' (2006) Oxford Legal Studies Research Paper 1/2007, 8 <<http://ssrn.com/abstract=955815>> accessed 18 November 2009

## **Newspaper Articles**



To cite a newspaper article, use the following format:

**Format:**

Author, | 'title' | *name of the newspaper* | (city of publication, | date of publication) | page on which the article has been published (if known). To cite an editorial use Editorial in the place of the author's name:

**Format:**

Editorial, | 'title' | *name of the newspaper* | (city of publication, | date of publication) | page on which the article has been published (if known).

## Footnote

**Examples of a print article, an article which has been divided into sections, and an online article:**

Jane Croft, 'Supreme Court Wars on Quality' *Financial Times* (London, 1 July 2010).

Gerald Ruddick, 'Tesco Suffers Sales Slump in All Global Businesses: UK Rivals Gain Ground but Boss Clarke Confident Turnaround Plan is Working' *Daily Telegraph* (London, 3 Oct 2013) Business News 1.

Sarah Knapton, 'Bad Owners to Blame for Aggressive Animals not their Breed' *The Daily Telegraph* (London, 3 Dec 2013)

<<http://www.telegraph.co.uk/lifestyle/pets/10491808/Bad-dog-owners-to-blame-for-aggressive-animals-not-their-breed.html>> accessed 16 Jan 2014.

## Bibliography

The only differences are that the author is now listed surname first followed by their initials, page numbers are not included and there is no full stop at the end of the reference.

### **Examples of a print article, an article which has been divided into sections, and an online article:**

Croft J, 'Supreme Court Wars on Quality' *Financial Times* (London, 1 July 2010)

Ruddick G, 'Tesco Suffers Sales Slump in All Global Businesses: UK Rivals Gain Ground but Boss Clarke Confident Turnaround Plan is Working' *Daily Telegraph* (London, 3 Oct 2013) Business News

Knapton S, 'Bad Owners to Blame for Aggressive Animals not their Breed' *The Daily Telegraph* (London, 3 Dec 2013)  
<<http://www.telegraph.co.uk/lifestyle/pets/10491808/Bad-dog-owners-to-blame-for-aggressive-animals-not-their-breed.html>> accessed 16 Jan 2014

## Case Notes

- Cite case notes as though they were journal articles.
- When there is no title use the name of the case in italics instead, and add (note) at the end of the citation.

**Here is an example of a case note:**

- Andrew Ashworth, '*R (Singh) v Chief constable of the West Midlands Police*' [2006] Crim LR 441 (note).

## Footnote

Andrew Ashworth, 'R (Singh) v Chief constable of the West Midlands Police' [2006] Crim LR 441 (note).

## Bibliography

The only differences are that the author is now listed surname first followed by their initials, page numbers are not included and there is no full stop at the end of the reference. Omit the word note.

### Example:

Andrew Ashworth, 'R (Singh) v Chief constable of the West Midlands Police' [2006] Crim LR 441

# Legislation

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## In this section

- General Guidance
- UK, Welsh, Scottish, Northern Irish Statutes
- Parts of a Statute
- Bills
- Statutory Instruments

## General Guidance

The basic principle of citing Legislation is similar to books and journals.

The two main differences are that all legislation references will start with the title and will not have a listed author. You must reference legislation in full the first time you reference it but you can then use a shortened form or abbreviation. You must tell the reader you are going to abbreviate, eg. Human Rights Act 1998 (afterwards HRA 1998).

Legislation is not normally included in the Bibliography for OSCOLA. Please check with your lecturer and assignment instructions to be sure whether or not you should include legislation in the bibliography.

#### UK STATUTES

#### WALES

#### SCOTLAND

#### NORTHERN IRELAND

To create a footnote reference to a UK Statute, you should use the short title.

You leave out 'the' from the start of the name and only capitalise major words.

**Format:** Short Title | Year

**Example:** Act of Supremacy 1558

Statutes follow the same format in the bibliography as in the footnote.

**Format:** Short Title | Year

**Example:** Shipping and Trading Interests (Protection) Act 1995

To refer to a specific part of the act see the next page in the guide. If you are referring to the same Act several times, you can use an abbreviation if you tell the reader what abbreviation you will be using when you first refer to the statute. So Human Rights Act 1998 (afterwards HRA 1998).

If all the required information to create a footnote is included when referring to a Statute in the text, a footnote is not required.

The only difference between the footnote reference and the bibliography is that the bibliography should refer to the entire statute not to individual sections, subsections or schedules.



UK STATUTES	WALES	SCOTLAND	NORTHERN IRELAND
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### Welsh Acts (Post 2011)

National Assembly of Wales Acts are cited by short title and year followed by the Act of the National Assembly of Wales number (anaw). To cite a particular part of the Statute use s or ss (section or sections), Pt (Part) or Sch and para (Schedule and paragraph).

**Format:** Title Year (anaw number)

**Example:** Human Transplantation (Wales) Act 2013 (anaw 5)

If all the required information to create a footnote is included when referring to a Statute in the text, a footnote is not required.

There is no difference in format between the footnote reference and the bibliography for this type of reference. The bibliography entry should refer only to the whole Statute, rather than specific elements.

### Welsh Measures (Pre 2011)

Welsh measures were the primary legislation of the Welsh Assembly, prior to the 2011 Amendment to the Government of Wales Act 2006. They are cited by short title and year, followed by the National Assembly of Wales Measure (nawm) number in brackets. To cite specific sections, schedules etc, follow the guidance for parts of Statutes.

**Format** : Title Year (nawm number)

**Example** : Learner Travel (Wales) Measure 2008 (nawm 2)

If all the required information to create a footnote is included when referring to a Statute in the text, a footnote is not required.

There is no difference in format between the footnote reference and the bibliography for this type of reference. The bibliography entry should refer only to the whole Statute, rather than specific elements.

<b>UK STATUTES</b>	<b>WALES</b>	<b>SCOTLAND</b>	<b>NORTHERN IRELAND</b>

Like UK Parliament statutes, Acts of the Scottish Parliament are cited by short title, leaving out 'the'. and year. Each Act is also given an 'asp' number, consisting of a lower-case abbreviation of the words 'Act of the Scottish Parliament' and a running number in the year (eg 'asp 13'). The asp number should be given after the year, in brackets.

**Format:** Short Title Date (asp number)

**Example:** Crofting Reform etc Act 2007 (asp 7)

To cite a particular part of the Statute use s or ss (section or sections), Pt (Part) or Sch and para (Schedule and paragraph).

If all the required information to create a footnote is included when referring to a Statute in the text, a footnote is not required.

There is no difference in format between the footnote reference and the bibliography for this type of reference. The bibliography entry should refer only to the whole Statute, rather than specific elements.

UK STATUTES	WALES	SCOTLAND	NORTHERN IRELAND
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### **Statutes of the Northern Ireland Assembly (post 1998)**

For Acts of the current Northern Ireland Assembly, which was established in 1998, put 'Northern Ireland' in brackets between the short title and the year.

**Format:** Short Title (Northern Ireland) | year.

**Example:** Employment Act (Northern Ireland) 2010.

To cite a particular part of the Statute use s or ss (section or sections), Pt (Part) or Sch and para (Schedule and paragraph).

If all the required information to create a footnote is included when referring to a Statute in the text, a footnote is not required.

There is no difference in format between the footnote reference and the bibliography for this type of reference. The bibliography entry should refer only to the whole Statute, rather than specific elements.

### **Statutes of the Parliament of Northern Ireland (pre 1998)**

For Acts of the former Parliament of Northern Ireland, put 'NI' in brackets between the short title and the year.

**Format:** Name of the Act (NI) | year.

**Example:** Charities Act (NI) 1964.

To cite a particular part of the Statute use s or ss (section or sections), Pt (Part) or Sch and para (Schedule and paragraph).

If all the required information to create a footnote is included when referring to a Statute in the text, a footnote is not required.

There is no difference in format between the footnote reference and the bibliography for this type of reference. The bibliography entry should refer only to the whole Statute, rather than specific elements.

## Parts of a Statute

When you are creating a footnote to a specific part of a Statute, you use abbreviations for the relevant part: s or ss for section or sections, Pt (Part) or Sch and para (schedule and paragraph). You may also need sub-s or sub-ss for subsection and subsections or subpara for subparagraphs.

**Format:**

Short Title year, s section number(subsection)(paragraph)

Remember to leave a space between the 's' and the section number. There are no spaces after the section number, additional information is given in bracket. See examples below.

### Examples:

Human Rights Act 1998, s 15(1)(b).

Civil Partnership Act 2004 sch 5

If all the required information to create a footnote is included when referring to a Statute in the text, a footnote is not required.

There is no difference in format between the footnote reference and the bibliography for this type of reference. The bibliography entry should refer only to the whole Statute, rather than specific elements.

## Bills

UK

WALES

SCOTLAND

To create a reference to a Bill, use the Bill's title and the House in which it was originally proposed. This is followed with the Parliamentary session in brackets and the running number assigned to it.

House of Commons Bills

**Format:** Title HC Bill (session) [number]

**Example:** Consolidated Fund HC Bill (2008–09) [5]

House of Lords Bills

**Format:** Title HL Bill (session) number

**Example:** Academies HL Bill (2010-11) 1

To refer to a particular element of the Bill, clause and clauses can be abbreviated to cl and cls and added to the end of the reference. You can also use the same abbreviations as are used for statutes.

**Example:** Academies HL Bill (2010-11) 1, cl 8(2)

If all the required information to create a footnote is included when referencing to a Bill in the text, a footnote is not required.

Bills follow the same format whether the reference is in a footnote or in a bibliography. The bibliography entry should refer only to the whole Bill, rather than specific elements.

UK

WALES

SCOTLAND

To create a reference to a Bill before the National Assembly for Wales, you should use the name of the Bill, the stage of progress and the year.

**Format:**

Name of Bill [the stage] (year).

**Examples:**

Housing (Wales) Bill [as introduced] (2013).

Planning (Wales) Bill [as amended at stage 3] (2015).

Bil Tai (Cymru) [fel y'i cyflwynwyd] (2013).

Bil Cynllunio (Cymru) [fel y'i diwygiwyd ar ôl cyfnod 3] (2015).

To refer to a particular element of the Bill, clause and clauses can be abbreviated to cl and cls and added to the end of the reference. You can also use the same abbreviations as are used for statutes.

**Example:**

Housing (Wales) Bill [as introduced] (2013) cl 10(2).

Bil Tai (Cymru) [fel y'i cyflwynwyd] (2013) ad 10(2).

If all the required information to create a footnote is included when referencing to a Bill in the text, a footnote is not required.

Bills follow the same format whether the reference is in a footnote or in a bibliography. The bibliography entry should refer only to the whole Bill, rather than specific elements.

**UK**

**WALES**

**SCOTLAND**

To create a reference to a Bill before the Scottish Parliament, you should use the Scottish Parliament 'SP' Bill Number, the Name of the Bill, the stage of progress the session and the year.

**Format:**

Scottish Parliament 'SP' Bill Number | Name of Bill [stage] Session (year).

**Examples:**

SP Bill 4 Abolition of Feudal Tenure etc (Scotland) Bill [as introduced] Session 1 (1999)

SP Bill 4A Abolition of Feudal Tenure etc (Scotland) Bill [as amended at Stage 2] Session 1 (2000)

To refer to a particular element of the Bill, clause and clauses can be abbreviated to cl and cls and added to the end of the reference. You can also use the same abbreviations as are used for statutes.

**Example:**

SP Bill 4 Abolition of Feudal Tenure etc (Scotland) Bill [as introduced] Session 1 (1999) cl 2(1).

If all the required information to create a footnote is included when referencing to a Bill in the text, a footnote is not required.

Bills follow the same format whether the reference is in a footnote or in a bibliography. The bibliography entry should refer only to the whole Bill, rather than specific elements.

## **Statutory Instruments**



UK

WALES

SCOTLAND

To create a reference to a Bill, use the Bill's title and the House in which it was originally proposed. This is followed with the Parliamentary session in brackets and the running number assigned to it.

### House of Commons Bills

**Format:** Title HC Bill (session) [number]

**Example:**

Consolidated Fund HC Bill (2008–09) [5]

### House of Lords Bills

**Format:** Title HL Bill (session) number

**Example:**

Academies HL Bill (2010-11) 1

To refer to a particular element of the Bill, clause and clauses can be abbreviated to cl and cls and added to the end of the reference. You can also use the same abbreviations as are used for statutes.

**Example:**

Academies HL Bill (2010-11) 1, cl 8(2)

If all the required information to create a footnote is included when referencing to a Bill in the text, a footnote is not required.

Bills follow the same format whether the reference is in a footnote or in a bibliography. The bibliography entry should refer only to the whole Bill, rather than specific elements.

UK

WALES

SCOTLAND

To create a reference to a Bill before the National Assembly for Wales, you should use the name of the Bill, the stage of progress and the year.

**Format:** Name of Bill [the stage] (year).

**Examples:**

Housing (Wales) Bill [as introduced] (2013).

Planning (Wales) Bill [as amended at stage 3] (2015).

Bil Tai (Cymru) [fel y'i cyflwynwyd] (2013).

Bil Cynllunio (Cymru) [fel y'i diwygiwyd ar ôl cyfnod 3] (2015).

To refer to a particular element of the Bill, clause and clauses can be abbreviated to cl and cls and added to the end of the reference. You can also use the same abbreviations as are used for statutes.

**Example:**

Housing (Wales) Bill [as introduced] (2013) cl 10(2).

Bil Tai (Cymru) [fel y'i cyflwynwyd] (2013) ad 10(2).

If all the required information to create a footnote is included when referencing to a Bill in the text, a footnote is not required.

Bills follow the same format whether the reference is in a footnote or in a bibliography. The bibliography entry should refer only to the whole Bill, rather than specific elements.

UK	WALES	SCOTLAND

To create a reference to a Bill before the Scottish Parliament, you should use the Scottish Parliament 'SP' Bill Number, the Name of the Bill, the stage of progress the session and the year.

**Format:**

Scottish Parliament 'SP' Bill Number | Name of Bill [stage] Session (year).

**Examples:**

SP Bill 4 Abolition of Feudal Tenure etc (Scotland) Bill [as introduced]  
Session 1 (1999)

SP Bill 4A Abolition of Feudal Tenure etc (Scotland) Bill [as amended at  
Stage 2] Session 1 (2000)

To refer to a particular element of the Bill, clause and clauses can be abbreviated to cl and cls and added to the end of the reference. You can also use the same abbreviations as are used for statutes.

**Example:**

SP Bill 4 Abolition of Feudal Tenure etc (Scotland) Bill [as introduced]  
Session 1 (1999) cl 2(1).

If all the required information to create a footnote is included when referencing to a Bill in the text, a footnote is not required.

Bills follow the same format whether the reference is in a footnote or in a bibliography. The bibliography entry should refer only to the whole Bill, rather

than specific elements.

# Official Publications

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## In this section

- Official Publications overview
- Hansard and Select Committee Reports
- Command Papers
- Abbreviations for Command Papers

An official publication is a publication published by Parliament, a government department (UK or foreign), devolved government or an international organisation such as the European Union or World Health Organization.

Sometimes there is no personal author so the organisation is deemed to be the corporate author. Check the different pages in this guide for how to cite specific forms of official publications.

## Hansard and Select Committee Reports

### HANSARD

### SELECT COMMITTEE REPORTS

To create a reference to Hansard, you need to say if the entry is House of Commons (HC) or House of Lords (HL), followed by 'Deb' for debate, the date, volume, and common number. If you are referring to a written answer in the House of Commons put a 'W' after the column number. if you are referring to a written answer in the House of Lords put 'WA' before the column number.

#### **Examples:**

HC Deb 3 February 1977, vol 389, cols 973-76

HC Deb 4 July 1997m vol 280, col 505W

HL deb 21 July 2005, vol 673, col WA261

If you are using Hansard Online, reference it in the same way as you would the printed version.

There is no change in format between a footnote reference and a bibliography entry.

To create a reference to a Select Committee Report, use the name of the committee, followed by the name of the report in **italics** and either HC or HL in brackets. You then need the years of Parliament session and the serial number of the report which you can find on the bottom of its title page.

Example:

Defence Select Committee, *Iraq: An Initial Assessment of Post-conflict Operations* (HC 2004-05 65-I) paras 85-91

To pinpoint paragraphs, use para or paras before the numbers.

There is no change in format between a footnote reference and a bibliography entry.

## Command Papers

A **command paper** is a document issued by the UK Government and presented to Parliament.

White papers, green papers, treaties, government responses, draft bills, reports from Royal Commissions, reports from independent inquiries and various government organisations can be released as command papers, so called because they are presented to Parliament formally "By Her Majesty's Command".

To reference information from a Command Paper, you need to include the Author and the title in italics, followed by the Command paper number and year in brackets.

**Format:**

Author, Title (Command Paper number, year)

**Example:**

Secretary of State for the Home Department, *Identity Cards: The Next Steps* (Cm 6020, 2003).

Be careful to note the abbreviation for a Command Paper as shown on its title page. There have been seven series of Command Papers and each series has its own unique abbreviation.

**There is no change in format between a footnote reference and a bibliography entry.**

## Abbreviations for the Command Paper Series

<b>First Series</b>	1 - 4222	1833 - 1869
<b>Second Series</b>	C 1 - C 9550	1870 - 1899



<b>Third Series</b>	Cd 1 - Cd 9239	1900 - 1918
<b>Fourth Series</b>	Cmd 1 - Cmd 9889	1919 - 1956
<b>Fifth Series</b>	Cmnd 1 - Cmnd 9927	1956 - 1986
<b>Sixth Series</b>	Cm 1 - Cm 9756	1986 - 2018
<b>Seventh Series</b>	CP 1 -	2019 -

# European Law

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## In this section

- Footnote and Bibliography
- EU Official Publications
- EU Legislation
- Regulations, Directives, Decisions, Recommendation and Opinions
- The European Court of Justice (ECJ) and The General Court (GC)
- Decisions of the European Commission
- European Court of Human Rights (ECtHR) cases

## Footnote and Bibliography

There is no difference between footnotes and the bibliography except that there is **a full stop at the end of the citation in the footnote.**

## EU Official Publications

Official notices of the EU are published daily in the Official Journal of the European Communities (OJ).

The OJ has two main series:

- **L Series** has EU legislation including regulations and directives.
- **C Series** has reports and announcements including the judgments of the European Court of Justice (ECJ) and the General Court (GC).

## EU Legislation

EU legislation includes treaties and protocols. Legislation is published in the L series.

**Format:**

Title of the legislation including amendments if necessary | [year] | OJ series | issue/first page

**Examples:**

Protocol to the Agreement on the Member States that do not fully apply the Schengen acquis-Joint Declarations [2007] OJ L129/35.

Consolidated Version of the Treaty on European Union [2008] OJ C115/13.

As of 1 Jan 2015 the numbering of EU legislation has changed and EU legislation now has a unique sequential number.

**Regulations, Directives, Decisions, Recommendation and Opinions**

**Format:**

Legislation type | number | title | [year] | OJ L issue/first page

**Example of directive:**

Council Directive 2002/60/EC of 27 June 2002 laying down specific provisions for the control of African swine fever and amending Directive 92/119/EEC as regards Teschen disease and African swine fever [2002] OJ L192/27

(Note the year comes before the running number in citations to Directives.)

**Example of a regulation:**

Council Regulation (EC) 1984/2003 of 8 April 2003 introducing a system for the statistical monitoring of trade in bluefin tuna, swordfish and big eye tuna with the Community [2003] OJ L295/1.

(Note the year follows the running number in citations to regulations).

**Example of legislation from 2015 onwards:**

Decision 2019/326 on Measures for Entering the Data in the Entry/Exit System [2019] OJ L057/5.

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## **The European Court of Justice (ECJ) and The General Court (GC)**

The Court of Justice of the European Union (CJEU) consists of two separate courts. The European Court of Justice (ECJ) is the supreme court of the European Union for EU law and hears cases from national courts and appeal cases, and The General Court (GC) mainly hears cases from individuals and companies.

Since 1989 EU cases heard at the ECJ are prefixed with C - and those heard at the GC have T - as a prefix.

Where possible refer to the official reports which are cited as ECR. ECJ cases are reported in volume 1 (ECR I -) and GC cases are reported in vol 2 (ECR II -). Cases heard before 1989 have no prefix.

If there is no ECR reference, use the *Common Market Law Reports* (CMLR).

But if the case has been reported in the *Law Reports*, *The Weekly Law Reports* and/or the *All England Law Reports (European Cases)*, use that instead of the CMLR.

## Footnote

### Format for a case from ECR:

Case number | *case name in italics* | [year] | ECR | volume- | first page

### Examples:

Case 240/83 *Procureur de la Republique v ADBHU* [1985] ECR 531.

Case T - 344/99 *Arne Mathisen AS v Council* [2002] ECR II-2905.

Case C - 176/03 *Commission v Council* [2005] ECR I-7879, paras 47- 48.

### Format for an unreported ECJ case:

Case number | [year] | OJ series | issue/first page

### Example:

Case C-527/15 *Stichting Brein v Jack Frederik Wullems* [2017] OJ C195/02.

## Bibliography

### Format for a case from the ECR:

Case name | (Case number) | [year] | ECR | volume- | first page

### Examples:

Procureur de la Republique v ADBHU (Case 240/83) [1985] ECR 531

Arne Mathisen AS v Council (Case T-344/99) [2002] ECR II-2905

Commission v Council (Case C-176/03) [2005] ECR I-7879

Case C-527/15 Stichting Brein v *Jack Frederik Wullems* [2017] OJ

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## Decisions of the European Commission



The European Commission (EC) is a part of the European Union, responsible for proposing legislation, implementing decisions, upholding the EU treaties and managing the day-to-day business of the EU.

Decisions made by the EC are binding. Decisions of the European Commission in relations to competition law and mergers should be treated as cases.

## Footnote

### Format:

*Case name in italics* | (case number) | Commission Decision number |  
[year] | OJ L issue/first page

### Example:

*Alcate/Telettra* (Case IV/M.042) Commission Decision 91/251/EEC [1991] OJ  
L122/48.

## Bibliography

The only differences are that case names are not italicised, pinpointing is not used and there is no full stop at the end of the reference.

### Example:

Alcate/Telettra (Case IV/M.042) Commission Decision 91/251/EEC [1991]  
OJ L122/48

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**European Court of Human Rights (ECtHR) cases**

The European Court of Human Rights (ECtHR) is an international court established in 1959 by the European Convention on Human Rights. It rules on allegations of human right abuses brought by individuals or organisations from any of the 47 member countries. Remember that this is NOT a European Union institution.

When citing judgments from the ECtHR use **either** the official reports called the *Reports of Judgments and Decisions* (cited as ECHR) **or** the *European Human Rights Reports* (EHRR) **but be consistent.**

Before 1996 the ECHR were known as Series A and numbered consecutively.

The EHRR series is also numbered consecutively but from 2001 the case number has been used instead of page numbers.

References to unreported judgments should give the applications number and then the court and the date of the judgment in brackets.

## Footnote

### Examples of citations illustrating all of the points above:

*Johnson v Ireland* (1986) Series A no 122.*Osman v UK* ECHR 1998-VIII  
3124.*Omojudi v UK* (2009) 51 EHRR 10, para 3.

### Example of an unreported case:

*Animal Defenders International v United Kingdom* App no 48876/08  
(ECtHR, 22 April 2013).

## Bibliography

The only differences are that case names are not italicised, pinpointing is not used and there is no full stop at the end of the reference.

### Examples:

Johnson v Ireland (1986) Series A no 122 Omojudi v UK (2009)

51 EHRR 10 Animal Defenders International v United Kingdom App no 48876/08 (ECtHR, 22 April 2013)

# Websites and Social Media

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## In this section

- Finding information
- Blogs and Websites
- Interviews
- Letters and Emails
- Press Release
- Radio/TV Programmes
- Podcasts and YouTube
- Westlaw Insight & Practical Law Company

Finding information on the internet is easy, but finding good quality and reliable information is trickier than you think. Before you use any web resource in your assignment ask yourself:

## **“Is the web page as good as information you would find in a book or academic journal?”**

Check that the information is reliable and accurate.

Check:

- **Who** wrote the information? Do they have relevant qualifications? Have they written other material on the subject? Do they have a bias?
- **When** was the information published? Is it current enough for your needs?
- **Why** was the information put on the web? Is it selling or promoting something? Is it biased?

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### **Blogs and Websites**



## Blogs

To reference information from a blog, you should include the author's name, the entry title and then the blog name and publication date in brackets. You should end with the URL and accessed date.

### Format:

Author, 'Entry Title' (*Blog Name*, publication date) <URL> accessed date.

### Example:

R Moorhead, 'Solicitors First' (*Lawyer Watch*, 25 March 2011)  
<<http://lawyerwatch.wordpress.com/2011/03/25/solictions-first/>>  
accessed 13 April 2011. If no author is named, use the name of the organisation producing the blog.

If no person or organisation can be identified as being responsible for the blog, begin your footnote with the title of the blog. If there is no publication date you can omit it, but always give the access date.

There is no change in format between a footnote reference and a bibliography entry.

## Websites

To reference information from a website, you should include the author's name, the webpage title and then the website name and publication date in brackets. You should end with the URL and accessed date. If there is no date of publication on the website, give only the date of access.

### Format:

Author, 'Webpage' (Website, publication date) <URL> accessed date.

### Example in a footnote:

Simon Myerson, 'Applying Yourself to Pupillage' (*LawCareers.net*, 5 April 2011) <[www.lawcareers.net/Information/Feature/Detail.aspx?r=1355](http://www.lawcareers.net/Information/Feature/Detail.aspx?r=1355)> accessed 12 April 2011

### Example in the bibliography:

Myerson S, 'Applying Yourself to Pupillage' (*LawCareers.net*, 5 April 2011) <[www.lawcareers.net/Information/Feature/Detail.aspx?r=1355](http://www.lawcareers.net/Information/Feature/Detail.aspx?r=1355)> accessed 12 April 2011

If the author of a website is an organisation e.g. Solicitors Regulation Society, there is no difference between the footnote and the bibliography.

If there is no named author, use the name of the organisation responsible for the webpage. If there is no name person or

organisation, you can begin your reference with the title of the webpage.

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## Interviews

To create a reference to an interview you undertook, your reference should include the name, position, and institution (if relevant) of the interviewee, followed by the location and date in brackets.

### **Format:**

Name, Position, Institution (location, date) Example: Interview with Irene Kull,  
Assistant Dean, Faculty of Law, Tartu University (Tartu, Estonia, 4 August 2003)

If the interview is conducted by someone else, the reference should start with the names of the interviews and then follow the same format.

### **Example:**

Timothy Endicott and John Gardner, Interview with Tony Honoré, Emeritus Regius  
Professor of Civil Law, University of Oxford (Oxford, 17 2007)

There is no change in format between a footnote reference and a bibliography entry.

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## **Letters & Emails**

To reference information from a letter or an email, you should note the type of communication followed by the author, recipient and date in brackets.

### **Examples:**

Letter from Gordon Brown to Lady Ashton (20 November 2009)

Email from Amazon.co.uk to author (16 December 2008).

There is no change in format between a footnote reference and a bibliography entry.

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## Press Release

To reference information from a blog, you should include the author (probably an organisation) and the title of the press release in single quotation marks, followed by an additional information required to identify the release, the date or year of the release in brackets. If a release is only available online include a web address and access date.

### **Format:**

Corporate authors, 'Title of the press release' (additional information, publisher, year or Date of Publication)

### **Example:**

The Law Society, 'UK Negotiating Stance Brings Hope for the Economically Vital Legal Sector' (2018) <<https://www.lawsociety.org.uk/news/press-releases/uk-negotiating-stance-hope-economically-vital-legal-sector/>> accessed 5 June 2018

There is no change in format between a footnote reference and a bibliography entry.

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## Radio/ TV Programmes

## Radio Programme

To reference information from a radio broadcast, you should include the name of the speaker (if a direct quote) and the title of the programme. This is followed by the radio station and the broadcast date in brackets. If there's not an obvious speaker, just start with the title of the programme. If the programme is available online, include the URL and date of access.

### Example:

Simon Tonking, 'Jury Trial' (BBC radio 4, 1 May 2010)

<[www.bbc.co.uk/programmes/b0s3gg](http://www.bbc.co.uk/programmes/b0s3gg)> accessed 15 february 2013.

There is no change in format between a footnote reference and a bibliography entry.

## TV Programme

To reference information from a TV programme, you should include the name of the speaker (if a direct quote and the title of the programme, followed by the names of the TV station and the broadcast date in brackets. If you have an online link you can then add the URL and the date of access.

### Example:

Peter Wildeblood, 'against the Law' (BBC Two, 26 July 2017)  
<[www.bbc.co.uk/programmes/p057nmkt](http://www.bbc.co.uk/programmes/p057nmkt)> accessed 6 August 2017

There is no change in format between a footnote reference and a bibliography entry.

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## Podcasts & YouTube

To create a reference to a Podcast, YouTube video or similar sources, you need to include the Author and the title in single

speech marks, followed by the broadcast date in brackets, the URL and the access date.

**Format:**

Author, 'Title' (broadcast date) <URI> accessed date

**Examples:**

Dr Douglas Guilfoyle, 'The UN Convention on the Law of the Sea: Origins and Importance' (14 August 2013)  
<[www.youtube.com/watch?v=3SOqz1Yu8tY](http://www.youtube.com/watch?v=3SOqz1Yu8tY)> accessed 15 April 2014.  
British Medical Journal podcast, 'Insanity in the Dock' (20 July 2012) <[www.bmj.com/podcast/2012/07/20/insanity-dock](http://www.bmj.com/podcast/2012/07/20/insanity-dock)> accessed 15 April 2014.

You can also add the minutes and seconds of the relevant excerpt of the podcast or video to the reference to build a pinpoint. These would be added after the broadcast date.

There is no change in format between a footnote reference and a bibliography entry except that with the bibliography the last name comes first.



When creating a reference to a Westlaw Insight article, or the articles in Practical Law Company, you should follow the rule for citing online newspaper articles. The reference should then include the author and the title in single quotation marks with the source in italics, followed by the publication date in brackets, the access date and if necessary paragraph numbers to pinpoint the reference.

**Format:**

Author, 'title' Database title (date of publication) date accessed [paragraph numbers]

**Example:**

Daniel Greenberg, 'Equality and Human Rights' *Westlaw Insight* (6 March 2018) accessed 7 August 2018

There is no change in format between a footnote reference and a bibliography entry.

# Bibliography

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You should create a bibliography at the end of your work that lists all of the sources used in your work. Each source only needs to be listed once, even if you have referred to it multiple times in your work. Do not include background reading in your bibliography. The bibliography should appear after the text and after appendices. The bibliography should list the sources in alphabetical order.

If your piece of work is long, you can divide the bibliography into three sections: **Cases**, **Legislation**, and **Bibliography**

- **Cases** - Do not italicise case names. You should list the cases alphabetically in order of the first significant word. If the parties involved are only identified by initials the case should be listed under the initial. List trademark cases and shipping cases under the full case name, but insert an additional entry in the table under the trademark or the name of the ship with a cross-reference to the full name.
- **Legislation** - This should include every statute listed in your piece of work (unless your lecturer has told you differently). Legislation should be listed in alphabetical order. Statutory Instruments should be listed separately after Statutes.
- **Bibliography** - Unlike in footnotes, the author's surname should be listed first, followed by the author's initials. Unlike in the footnotes, you do not list the author's first names, just initials. The secondary material should also be listed alphabetically. If citing more than one work by the same author, list the author's

works in chronological order (oldest first), and in alphabetical order of the first major word of the title within a single year.

For further guidance see the [\*\*full OSCOLA guide.\*\*](#)

This document shows how to format a bibliography using the OSCOLA referencing style

# Knowledge Check Quiz

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After working through the package, test your knowledge of the OSCOLA system. This isn't formally marked so try as many times as you want and aim to get your best score.

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*Question*

01/07

In which of the following footnote citations is the format of the author's name correct?

---

- ☐ S. Hanson. Legal Method and Reasoning (2nd edn, Cavendish 2003).
- ☐ S Hanson, Legal Method and Reasoning (2nd edn, Cavendish 2003).
- ☐ Hanson, S. Legal Method and Reasoning (2nd edn, Cavendish 2003).
- ☐ Hanson S Legal Method and Reasoning (2nd edn, Cavendish 2003).

Question

02/07

Which two of the following four footnote references correctly formats the journal article?

---

- ☐ JD Heydon, 'Limits to the Powers of Ultimate Appellate Courts' (2006) 122 Law Quarterly Review 399.
- ☐ JD Heydon, 'Limits to the Powers of Ultimate Appellate Courts' (2006) 122 Law Quarterly Review 399.
- ☐ JD Heydon, 'Limits to the Powers of Ultimate Appellate Courts' (2006) 122 LQR 399.
- ☐ JD Heydon, 'Limits to the Powers of Ultimate Appellate Courts' (2006) 122 L.Q.R. 399.

*Question*

03/07

In footnote 14, you wish to refer to page 401 of the journal article above, which was first cited in footnote 7. Which of the following is the correct means of cross-citing?

---

- ☐ 14 Heydon op cit 7, 401.
- ☐ 14 Heydon ibid, 401.
- ☐ 14 Heydon ante 7, 401.
- ☐ 14 Heydon (n 7) 401.

You wish to quote word-for-word from the text of a judgment. The quote will be about four lines long.

How will you present the text?

---

- ☐ Include it within your paragraph, enclosing it with single quotation marks
- ☐ Present it as a separate paragraph, indented either side but without quotation marks
- ☐ Present it as a separate paragraph, indented either side, and enclosed with single quotation marks
- ☐ Present it as a separate paragraph, indented either side, and enclosed with double quotation marks



*Question*

05/07

In the text of your assignment you write "The Travel Concessions (Eligibility) Act 2002 equalised the entitlement to travel concessions for both men and women at the age of 60."

How should you cite this legislation in the footnote?

---

- ☐ 2002 c 4.
- ☐ Travel Concessions (Eligibility) Act 2002.
- ☐ Travel Concessions (Eligibility) Act 2002 c 4.
- ☐ No footnote required

*Question*

06/07

In which of the following footnote citations is the legislation correctly formatted?

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- ☐ s 2, 2005 Mental Capacity Act.
- ☐ s 2, Mental Capacity Act 2005.
- ☐ 2005 Mental Capacity Act, s 2.
- ☐ Mental Capacity Act 2005, s 2.

*Question*

07/07

You wish to cite the case of *R. v Mirza (Shabbir Ali)* which you found and read on Westlaw. The Where Reported section for the case on Westlaw includes the following citations amongst others:

[2004] UKHL 2

[2004] 1 A.C. 1118

[2004] 2 W.L.R. 201

[2004] 1 All E.R. 925

[2004] 2 Cr. App. R. 8

(2004) 154 N.L.J. 145

Times, January 23, 2004

2004 WL 61975

How would you cite the case?

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- ☐ R v Mirza [2004] UKHL 2, [2004] 1 AC 1118.
- ☐ R v Mirza [2004] 1 AC 1118 (Westlaw).
- ☐ R v Mirza [2004] UKHL 2, [2004] 1 All ER 925.
- ☐ R v Mirza [2004] 1 All ER 925 (Westlaw).

# Thank you

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Thanks go to the [Swansea University](#) and [Cardiff University](#) on which these materials are based on.

If you need any further help with referencing or other UniSkills please see our [Learning Services pages](#) or contact us via the [1-2-1 support form](#).

Further help and guidance in using OSCOLA can be found here:

- [OSCOLA Quick Reference Guide](#) (4th edition, University of Oxford)
- [OSCOLA Handbook](#) (4th edition, University of Oxford)

- [OSCOLA Handbook Appendix: Frequently Asked Questions about OSCOLA](#) (4th edition) (University of Oxford)
- [Citing international law sources](#) (OSCOLA 2006, University of Oxford)

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