The University of South Wales Guide to

**OSCOLA** Referencing

Revised August 2014
Acknowledgements

This guide is based on the *Oxford Standard for Citation of Legal Authorities* (OSCOLA), from the Faculty of Law at Oxford University.
http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf licensed under a Creative Commons Attribution-Non Commercial-Sharealike 2.0 UK: England and Wales License.

‘Citing the Law’ is an online tutorial using OSCOLA prepared by Cardiff University’s Information Services staff and available for general use:
https://ilrb.cf.ac.uk/citingreferences/oscola/tutorial

International materials: this guide contains examples of popular sources of UK and EU law, for examples of other materials please refer to the OSCOLA 2006: Citing International Sources document.
https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf

This guide has also been inspired by guides created by Bournemouth, Cardiff and Liverpool universities.

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July 2014

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Part 3
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Formating
Part 1 - Referencing

1. The importance of referencing

Introduction
The aim of this guide is to explain the importance of referencing and how to format references based on the OSCOLA (Oxford Standard for Citation of Legal Authorities) style. It highlights examples from some of the most popular sources of UK and EU law, illustrating the conventions involved in legal academic writing. It is important to note that coursework, such as essays or dissertations, submitted by all Law students and all students studying Law modules as part of another discipline for assessment in the School of Law, Accounting and Finance should follow the examples provided in this guide.

What is referencing?
Referencing (‘citing’) is indicating in assignments when you have used material that has not originated with you. This might include factual information, data, images, opinion, direct quotation, or when you summarise or paraphrase the work of other people.

Why reference?
The majority of academic assignments measure your ability to understand, analyse and evaluate the work of others. It is important to remember that as a matter of policy referencing in the School of Law, Accounting and Finance carries a percentage (currently 5%) of the overall marks for an assignment and if undertaken appropriately will contribute to your grade and therefore your academic success.

Consequently, referencing is crucial as it informs the reader of the texts you have consulted during your research; you will also be assessed on the quality and relevance of these sources. When writing assignments it is important to refer to every source cited in a clear and consistent way, this shows consideration for the reader as it enables them to easily check the legal authorities you have referred to and to follow the arguments or propositions you put forward.

Quality and relevance of sources
It is particularly important in law to refer to the primary sources of law (typically legislation and case law) as this allows your reader to understand which rule of law you are referring to when you state, ‘the law is x’. Citing primary sources provides proof of authority and allows your reader to make an assessment about the strength of that authority. Secondary sources (typically books and journal articles) provide explanations, comment upon and critique the primary sources of law and are persuasive but are not the law itself.

Solicitors Regulation Authority
In Law, there is a further imperative to learn how to reference correctly as the Solicitors Regulation Authority will assess the character and suitability of all students who apply for membership and will refuse an application in the absence of exceptional circumstances if a deliberate assignment offence has been committed, or has been adjudged to have been committed, amounting to plagiarism and cheating to gain advantage for yourself or others.

Plagiarism – academic integrity
This section is based on University guidance on Referencing, Plagiarism, and Good Academic Practice, available on UniLife

A key element of academic integrity is understanding good academic practice in written work and creative practice. Understanding how to use the work of other scholars, including your peers, to develop your own insights into a subject is an important professional skill.

You will be expected to follow professional academic conventions. Within the international academic community it is never acceptable to use the words of others or their creative output (whether published or unpublished, including material from the internet) without explicit acknowledgement. To do so would not be seen as a mark of respect but rather as plagiarism.

When you take notes from sources, make sure you do so in ways which identify where you are recording your own observations based on the document you are reading, where you are paraphrasing and where you are recording direct quotations. This will be particularly important if you are taking notes over a longer period and then reviewing them later. For more information on how to give credit to others’ work that influences your own.

Help
Please seek advice from your lecturer, the Student Development and Study Skills Service or your Information Librarian if you need further guidance.
The case of *Edwards v Skyways* demonstrates that even when an attempt is made to claim that the commercial agreement was not intended to be legally binding, that generally the agreement will be held to be so. Sir John Smith argues that:

“In ordinary business matters … such an intention is presumed. The ordinary shopper in the high street does not have a conscious intention to create legal relations as he makes his various purchases, but he is undoubtedly entering into a series of contracts for the sale of goods.”

Therefore, a claim can be made for work that has legally been done. However, the burden of proof would likely be to prove this point, as Treitel argues, “The family circle differs from the market place in that it is not the setting for bargaining but for an exchange of gifts or gratuitous services.” Ultimately, it is unlikely that a family member could claim on these grounds, but possibly if proven the work was done via a commercial relationship and that it is not a responsibility to maintain the property as a tenant. It is further held that consideration must move from the promise. This point of law is established in the case of *Tweddle v Atkinson* whereby it was held that somebody outside the contract could not rely on the contract, even though it sought to benefit that person. Although the Contract (Rights of Third Parties) Act 1999 has now sought to resolve this problem for the purpose of equity, the principle still stands, since the agreement has not been made for the defendant’s benefit.

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1 *Edwards v Skyways Ltd* [1964] 1 All ER 494.
3 Ibid 120.
5 As was stated in the Landlord and Tenant Act 1995 s 8.
6 *Tweddle v Atkinson* [1861] 1 B & S 393; 121 ER 762 (QB).
7 Smith (n 2) 135.

**Bibliography**


2. How to reference

Basic requirements
There are three basic requirements for incorporating references into your work when using OSCOLA: (see example 1 on page 4).

- place a footnote marker in the text when referring to a source;
- provide an accompanying numbered footnote at the bottom of each page; and
- compile a table of cases and statutes at the beginning and a bibliography at the end of your work.

What is a footnote marker?
As can be seen in Example 1, footnote markers are a continuous run of numbers placed in the main body of the text and refer the reader to a numerical sequence of references positioned at the bottom of the same page (these are called footnotes).

How do I insert a footnote marker?
Inserting both footnote marker and footnotes beginning with a 1 can be done automatically in Word 2007. The in-text footnote marker should be inserted after a full stop, or after the word or phrase to which it relates. (See Example 1.) Use the ‘References’ tab to look for the ‘Footnotes’ group, and then click on ‘Insert Footnote’.

What are tables of cases and statutes?
These are lists of the primary sources of law, that is the case law and legislation that you have referred to in researching your assignment; these are the most authoritative sources of law and as such, they are placed at the beginning of the work, on a separate page to the main body of the work. Examples of this can also be seen in the leading legal textbooks. (See Part 3 – Tables of Cases and Statutes for details.)

What is a bibliography?
Within this context a bibliography is a list of all the secondary sources you have referred to in researching your assignment, it is placed on a separate page, at the end of the work following the main body of text and any appendices. (See Part 3 – Bibliography for details.)

What are primary and secondary sources of law?
Primary sources of law are the main body of law, the law itself: case law and legislation. Secondary sources are all other materials that comment upon, analyse, summarise and otherwise explain the primary sources. For example, books, journals, encyclopaedias and dictionaries, indexes and digests, official publications etc.

Punctuation
OSCOLA uses very little punctuation in footnotes, but there is always a full stop at the end of each footnote. Do not use full stops after abbreviations (QB not Q.B. for Queen's Bench), nor after the ‘v’ between two parties. Within a footnote, if there is more than one source cited, separate each with a semi-colon. Insert commas to separate items that may otherwise run together and cause confusion, such as runs of numbers or authors and titles.

Pinpoints
Pinpoint numbers can be used to direct the reader to particular parts, chapters, pages and paragraphs within a source. These come at the end of the footnote citation if necessary. Use ‘pt’ for part; ‘ch’ for chapter, and ‘para’ for paragraph. Page numbers stand alone; you do not need to use ‘p’ for page or ‘pp’ for pages, paragraph numbers should be placed in square brackets.

Latin terms
Avoid Latin terms such as op cit, supra and et al, but it is acceptable to use ibid meaning ‘in the same place’ (see section ‘Presenting footnotes: subsequent mention of a source’ for details).

Summarising
Summarising is briefly stating in your own words the main points of a longer text, often to give an overview of a topic. At the end of your sentence put a footnote marker and include details of the original source in the footnotes and in your Tables (if it was a primary source) or Bibliography (if it was a secondary source).

Paraphrasing
Paraphrasing is re-writing the statements of others in your own words often to clarify a point, rather than quoting their words exactly. At the end of your sentence put a footnote marker and include details of the original source in the footnotes and in your Tables or Bibliography.

Secondary referencing
A secondary reference is when you read a text in which the author refers to the work of another and you wish to refer to that work in your assignment. This practice is discouraged as you should always attempt to find the original source which you can analyse and evaluate on its own terms. If it is not possible to locate the original text and the secondary text is reliable, in your footnote use the word ‘citing’ and refer to both sources. The source you have read comes first, followed by the original source. Include a reference to the original text in the Tables or Bibliography.

Presenting Direct Quotations

**How do I include quotations in my work?**
This depends on whether you want to include a short quotation or a long quotation.

**Short quotations**
Incorporate quotations of up to three lines into the text, within double quotation marks.

**EXAMPLE 2**

However, the burden of proof would likely be to prove this point, as Trietel argues, “The family circle differs from the market place in that it is not the setting for bargaining but for an exchange of gifts or gratuitous services.”¹

**Long quotations**
Present quotations longer than three lines in an indented paragraph, in double quotation marks, with no further indentation of the first line. Leave a line space either side of the indented paragraph.

**EXAMPLE 3**

Sir John Smith argues that:

“In ordinary business matters … such an intention is presumed. The ordinary shopper in the high street does not have a conscious intention to create legal relations as he makes his various purchases, but he is undoubtedly entering into a series of contracts for the sale of goods.”²

Therefore, a claim can be made for work that has legally been done.³

Presenting Footnotes

**How do I refer to sources within footnotes?**
Remember, footnotes are the list of numerical references located at the bottom of a page (see example 1 on page 5).

**First mention of a source**
The full details of each source must be included at first mention in the footnote (see examples later on in this guide for details required for individual sources).

From example 1 on page 4:

**Subsequent mention of a source**
When referring to the same source in the next footnote, you may use *ibid*, meaning ‘in the same place’, accompanied by the relevant page number.

From example 1 on page 4:
³ibid 120.

If you use the same source again but later on in the assignment, identify it briefly and indicate the original footnote in which the full details can be found, this time including the subsequent page number (or paragraph number in square brackets).

From example 1 on page 4:
⁴Smith (n 2) 135.
This section will illustrate how to cite the most widely accepted sources of UK and EU law in the footnotes. (For bibliography examples see ‘Part 3 – Bibliography’ for formatting details).

A: Citing UK Case Law

Law reports hierarchy

There are many series of law reports published, with *The Law Reports* from the Incorporated Council of Law Reporting (ICLR) being considered the most authoritative. Lawyers in court would cite a report from this series in preference to any other, but in academia where several versions of the same report may be available, you should cite the report that you have read. The next best reports are *The Weekly Law Reports* and the *All England Law Reports*. These are known as general series of law reports, if a judgment is not available from any of these sources, then cite a specialist series such as the *Criminal Appeal Reports*, *Industrial Cases Reports* etc.

The citation for the most authoritative report can be found directly following the case name (pre-2001) or the neutral case citation (post-2001) in the citation lists in the legal databases and the printed volumes of the *Current Law Case Citator*.

Brackets

In case citation there are either square or round brackets around the year. [] indicates the year the case was reported and that you need to know the year in order to find the case in print. () indicates the year is not necessary to find the correct volume and that you use the volume number to find the book within the series.

Abbreviations

A comprehensive guide to accepted case law report and journal title abbreviations can be found online in the Cardiff Index to Legal Abbreviations www.legalabbrevs.cardiff.ac.uk

Citing Cases

When citing cases, give the name of the case, the neutral citation (if appropriate), and volume and first page of the relevant law report, and where necessary the court.

Traditional and Neutral Case Citation

There are two types of case citation, ‘traditional’ which includes details of a printed volume number and page number and ‘neutral’ which began in 2001 when the Court of Appeal and later all divisions of the High Court adopted a form of citation which includes details of the case number and the court. There are no references to printed volumes or pages in neutral citation; it is format and publisher neutral, and was introduced to enable easier location of unreported cases or transcripts from websites such as BAILLI http://www.bailii.org/.

Traditional case citation example

For cases which have a traditional case citation, cite as follows:

Reference order:
Case name | [year] OR (year) | volume | report abbreviation | first page | (court)

First citation in footnote:
1 *Giles* v *Thompson* [1994] 1 AC 142 (HL).

Subsequent citations in footnote:
If you refer to a source more than once in your footnotes, give the full citation at first mention (as above) and thereafter briefly identify the source and the footnote in which the full details can be found.

5 *Giles* (n 1).

Remember, it is also acceptable to use ‘ibid’, meaning ‘in the same place’. Use this to repeat information in the immediately preceding footnote. Ibid alone means ‘in the very same place’. Ibid should not be italicised.

5 ibid.

Subsequent citations in footnotes with pinpoint:
If you refer to a source more than once in your footnotes and wish to specify a particular page use a pinpoint as follows, for example, ‘ibid 150’ means ‘in the same work, but this time at page 150’.

5 Giles (n 1) 145.

6 Ibid 150.

Citations containing pinpoints to page or paragraph numbers

When pinpointing within a case, give paragraph numbers in square brackets at the end of the citation. If the judgment has no paragraph numbers, give the page number pinpoint after the court.

3 *Callery* v *Gray* [2001] EWCA Civ 1117, [2001] 1 WLR 2112 [42], [45].
B: Citing EU Case Law

Reported EU Cases
Since 1989, EU cases have been numbered according to whether they were registered at the European Court of Justice (ECJ) or the Court of First Instance (CFI) and given the prefix C- (for ECJ cases or T- (for CFI cases). Cases prior to 1989 have no prefix.

Where possible, refer to the official reports, the European Court Reports (ECR). ECJ cases are reported in volume one (ECR I-) and CFI cases are reported in volume two (ECR II-).

If an ECR report is not available, cite the Common Market Law Reports (CMLR). Some cases are also reported in the Law Reports, the Weekly Law Reports and/or the All England Law Reports (European Cases).

Reference order:
Case number | case name | [year] | report abbreviation | first page

Unreported EU Cases
Cite the notice from the Official Journal (OJ) C series (following the reference order as for reported cases above).

Reference order:
Case number | case name | [year] | report abbreviation | first page

Pinpoint:
To pinpoint, follow the case citation with a comma, ‘para’ or ‘paras’ and the paragraph number(s) in square brackets.

Opinions of Advocates General
When citing an opinion of an Advocate General, add ‘opinion of AG [name]’ after the case citation and a comma, and before any pinpoint.

Unreported cases
If a case is unreported i.e. not published in a printed law report, cite the neutral citation if available. If this is not available, cite as follows:

Reference order:
case name | (court, date of the judgment)

Cases before 1865
Cases heard prior to 1865 were published in a variety of report series named after the individual law reporter, otherwise known as the ‘nominate reports’. These cases are available both in print in the library in CAT.5 and in Lexis and Westlaw in the reprinted form of the ‘English Reports’. Cite as follows:

Reference order:
case name | (year) | volume | nominate report abbreviation | first page, | volume | English Report abbreviation | first page

If there is a pinpoint use a semi-colon after the page number to separate the citation for the nominate report and English Report.

8
Decisions of the European Commission
Decisions in relation to competition law and mergers are to be referenced as cases.

Reference order:
Case name | (case number) | Commission Decision number | [year] | OJ L issue/first page


Judgments of the European Court of Human Rights
Cite judgments of the European Court of Human Rights (ECtHR) consistently throughout an assignment from one of the following series:

- European Court Reports (ECR) or
- Reports of Judgments and Decisions (ECHR) or
- European Human Rights Reports (EHRR)

27 Osman v UK ECHR 1998-VIII 3124.

Unreported European Court of Human Rights Cases
Cite unreported judgments using the case name, application number, then the court and date of judgment in brackets.


Pinpoint:
To pinpoint, follow the case citation with a comma, ‘para’ or ‘para(s)’ and the paragraph number(s) in square brackets.

9 Omojudi v UK (2010) 51 EHRR 10, paras [4-15].

C: Citing UK Primary Legislation

Note: The full OSCOLA guide contains examples for citing Parliamentary bills and for citing legislation from Wales, the EU and international jurisdictions.

Citing Statutes (Acts of Parliament)
Cite an Act by short title and year, leave out ‘the’ at the beginning of a title.


If you refer to the Act by short title and year in the text of your work, you do not need to create a footnote because all the information the reader needs about the source is already in the text. If however you do not include the full title of the Act or relevant section in your text then footnote it as below.

In-text example with pinpoint:
The statutory definition of remote gambling is "any gambling in which persons participate by the use of remote communication." 1


Pinpoints:
To refer to a specific part, section, subsection, paragraph, subparagraph or schedule, or more than one of these elements, cite as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>part/parts</td>
<td>pt/pts</td>
</tr>
<tr>
<td>section/sections</td>
<td>s/ss</td>
</tr>
<tr>
<td>subsection/subsections</td>
<td>sub-s/sub-ss</td>
</tr>
<tr>
<td>paragraph/paragraphs</td>
<td>para/paras</td>
</tr>
<tr>
<td>subparagraph/subparagraphs</td>
<td>subpara/subparas</td>
</tr>
<tr>
<td>schedule/schedules</td>
<td>sch/schs</td>
</tr>
</tbody>
</table>

Explanatory Notes to Acts
When citing an explanatory note, precede the name of the Act with the words ‘Explanatory Notes to the…’ If pinpointing, cite the paragraph number(s), preceded by ‘para’ or ‘para(s)’ in square brackets.

9 Consumer Protection Act 1978, s 2.


Explanatory Notes to the Charities Act 2006, para [15].
Bills
Cite a Bill as follows:

Reference order:

`title | HC Bill | (session) | [number] OR title | HL Bill | (session) | number`

1. Consolidated Fund HC Bill (2008-09) [5].

To cite part of a Bill, use ‘cl’ or ‘cls’ followed by the clause number(s).

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

Note: running numbers for House of Commons Bills are put in square brackets; House of Lords Bills are not.

D: Citing Secondary Legislation

Statutory Instruments
Cite a Statutory Instrument (SI) by name, year and number; leave out ‘the’ at the beginning of a title.

Reference order:

`name | year, | SI number`


In the text of your work if you refer to the SI by name and date, you do not need to create a footnote because all the information the reader needs about the source is in the text.

Pinpoints:
Mirroring the rules for statutes, and in addition to those abbreviations given above for parts of statutes, use the following for parts of statutory instruments:

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>regulation/regulations</td>
<td>reg/regs</td>
</tr>
<tr>
<td>rule/rules</td>
<td>r/rr</td>
</tr>
<tr>
<td>article/articles</td>
<td>art/arts</td>
</tr>
</tbody>
</table>


E: Citing EU Legislation

The most authoritative source for EU legislation is the Official Journal of the European Communities (OJ).

Cite EU treaties and protocols as follows:

Reference order:

`Legislation title | [year] | OJ series | issue/first page`


Cite Regulations, Directives, Decisions, Recommendations and Opinions as follows:

Reference order:

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


Pinpoints:
To refer to an article or articles in EU legislation, follow the OJ citation with a comma, then ‘art’ or ‘arts’ and the article number(s):


To refer to a paragraph or paragraphs in EU legislation follow the same sequence above but use ‘para’ or ‘paras’ instead.

F: Official Publications

An official publication is any document issued by an organisation that may be considered an official body, and then made available to the public. These may include House of Commons and House of Lords Papers and Bills, command papers (including Green and White papers), Hansard (both Commons and Lords), standing, select and Public Bill committee debates, government responses to select committee reports, Law Commission reports plus others. If a source has an ISBN, cite it like a book, otherwise official parliamentary publications may be cited as follows:

Law Commission Reports
Reference Order with pinpoint:

Law Commission | 'Title' | (Law Commission report number Command paper number where available, Year) [paragraph number]

1. Law Commission, ‘Unfair Terms in Contracts’ (Law Com No 292 Cm 6464, 2005).

Command Papers
It is important to note carefully the abbreviation for ‘Command’ given on the title page, as there has been several series of Command papers, each with a different form of abbreviation.
Reference Order with pinpoint:
Author | 'Title' | (Command paper number, Year) | page number


Parliamentary Debates (Hansard)
Cite Hansard as follows, use ‘cols’ for more than one column:
Reference Order with pinpoint:
HC Deb OR HL Deb | date, | volume number | column number

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

Hansard HC (House of Commons) or Hansard HL (House of Lords) | volume number | column number | (Date)

12Hansard HC vol 508 col 1258 (8 April 2010).

G: Books
The publication details can usually be found on the title page in hard copy (the page where the copyright information is on the reverse) or on the homepage of an e-book. The author’s name should include initials and surname, the book title should always appear in italics. Give relevant information about the edition before the publisher and year. The edition number should only be included where the book is in its second edition or beyond.

Pinpoint:
If referring to information from a specific page or paragraph, include the page or paragraph directly after the year. Use ‘pt’ for part, ‘ch’ for chapter, and ‘para’ for paragraph. Page numbers stand alone; you do not need to use ‘p’ or ‘pp’. Paragraph numbers should be placed in square brackets.

Book with a single author
Reference order:
author, | title | (edition, | publisher | year)

Example without pinpoint:
1J Knowles, Effective Legal Research (2nd edn, Sweet & Maxwell 2009).

In-text example with pinpoint:
Knowles suggests that the best place to start legal research is with the books in the law library.1

First citation in footnote:
1 J Knowles, Effective Legal Research (2nd edn, Sweet & Maxwell 2009) para [1.3].

Subsequent citations in footnote:
If you refer to a source more than once in your footnotes, give the full citation at first mention (as above) and thereafter briefly identify the source and the footnote in which the full details can be found.

5 Knowles (n 1) para 4.6.

Book with two or three authors
If there is more than one author insert ‘and’ before the last author’s name.

Reference order:
author and author, | title | (additional information, | edition, | publisher | year)

author, author and author | title | (additional information, | edition, | publisher | year)


Book with more than three authors
If there are more than three authors, give the name of the first author followed by ‘and others’.

Reference order:
author and others, | title | (additional information, | edition, | publisher | year)

1 S Gardiner and others, Sports Law (3rd edn, Cavendish 2006).

Book with editor(s)
If there is no author, cite the editor as you would an author, adding in brackets after their name ‘(ed)’ or ‘(eds)’ if there is more than one.


Contribution to a book
When a book contains chapters written by a number of different authors and collated by an editor, cite the author of the chapter and the chapter’s title in single quotation marks, then give the editor’s name, the book title in italics and the publication information. In the Bibliography refer to the book as a whole, leaving out the individual chapter details.

Reference order:
chapter author, | ‘chapter title’ | in editor (ed), | book title | (additional information, | publisher | year)


Encyclopaedias
Cite an encyclopaedia as you would a book, but exclude the author / editor and publisher and include the edition and year of issue or reissue. Pinpoints to volumes and paragraphs come after the publication information.

Footnote with pinpoint:
H: Journal Articles (Print & e-Journals)

Give the publication year in round brackets where there is a separate volume number; this applies to the majority of journals. Alternatively, give the publication year in square brackets if the date is needed to identify the correct volume. Only include an issue number if pages begin at page 1 for each issue within a volume, if so put the issue number in brackets immediately after the volume number. If citing the whole article, give only the first page number.

Reference order:

author, ['article title'] | (year) | volume | journal name or abbreviation | first page of article
[OR]
author, ['title'] | [year] | journal name or abbreviation | first page of article

Footnote with pinpoint:
If citing information from a specific page, add a comma after the first page of the article and then the page where the information can be found.


Note:
Use a standard abbreviation for the journal title, these can be found in the Cardiff Index to Legal Abbreviations http://www.legalabbrevs.cardiff.ac.uk/

I: Websites and Blogs

To cite information from a website where the information is in a format not otherwise covered in OSCOLA, proceed as follows:

Websites
Reference Order:
author | ['title' (title of document, date of publication if available) <url> accessed date

Blogs
Reference Order:
author | ['Title of blog post' (title of blog, date of publication if available) <url> accessed date

Note: The quality of a web page with no author or date needs to be questioned i.e. is it suitable for academic work? If no author is identifiable and it is appropriate to cite, begin with the first significant word of the title and include the rest of the details in the usual way.

Live Hyperlinks
To remove live links in MS Office Word 2007 right click on the link and select ‘Remove hyperlink’.
Part 3 – Tables of Cases and Statutes and Bibliography

EXAMPLE 4

Table of Cases

UK Cases
Boulton v Jones (1857) 2 H&N 564; 157 ER 232
Calvert v Gardiner [2002] EWHC 1394 (QB)
Edwards v Skyways [1964] 1 All ER 494
Giles v Thompson [1994] 1 AC 142 (HL)
Henly v Mayor of Lyme (1828) 5 Bing 91, 107; 130 ER 995, 1001
R (Roberts) v Parole Board [2004] EWCA Civ 1031, [2005] (QB)
Stubbs v Sayer (CA, 8 November 1990)
Tweddle v Atkinson [1961] 1 B & S 393; 121 ER 762 (QB)

EU Cases
Arne Mathisen AS v Council (T-344/99) [2002] ECR II-2095

Table of Statutes

Bills
Presumption of Death Bill HL Bill (2012-13) 65
Alan Turing (Statutory Pardon) Bill HC Bill (2013-14) [124]

Statutes
Contract (Rights of Third Parties) Act 1999
Human Rights Act 1998
Landlord and Tenant Act 1995

Statutory Instruments
Eggs and Chicks (England) Regulations 2009, SI 2009/2163

EU Legislation

How to compile tables of cases and statutes
(See Example 4 above)
Tables listing full citations for the primary sources of law, typically case law reports and primary and secondary legislation (Acts and Statutory Instruments) referred to in your assignment should appear at the very beginning of the work, on a separate page, preceding the main body of the text. Depending on the sources included, the list could be separated into sub-sections for each category as illustrated in Example 4.

Formatting the Table of Cases
Case citations appear as in the footnote but note that case names are not italicised in a table of cases and should appear in alphabetical order of the first significant word, e.g. Giles v Thompson [1994] 1 AC 142 (HL). in a footnote would become Giles v Thompson [1994] 1 AC 142 (HL) in the Table of Cases.


Note: no full stops or pinpoints are included for any source in a Table.

Some examples of various forms of case name follow:

- Re Jones becomes Jones, Re

- Re W (Illegitimate Child: Change of Surname) becomes W (Illegitimate Child: Change of Surname)

- R v Smith becomes Smith (In a criminal law essay, but in an essay on another area list by full name under 'R', also do this for judicial review cases with the Crown as the first-named party.)

- The Starsin becomes Starsin, The. See Homburg Houtimestone BV v Agrosin Private Ltd. Trade-mark and shipping cases should be listed under the full case name, but also insert an additional entry in the table under the trade-mark or the name of the ship, using the first significant word with a cross reference to the full name.

- Case T-344/99 Arne Mathisen AS v Council [2002] ECR II-2905 becomes Arne Mathisen AS v Council (T-344/99) [2002] ECR II-2095 (If not listed separately, EU cases should be arranged alphabetically by first party name in the table of cases, with the case number following the case name in brackets.)

Formatting the Table of Statutes
Legislation should be listed in alphabetical order of the first significant word of the title, not chronological by date of enactment.

Consumer Protection Act 1978
Gambling Act 2005
Human Rights Act 1998

How to compile a bibliography of secondary sources
(See Example 5 on page 15)

A bibliography contains details of all the secondary sources that have been referred to within the main body of the text as well as those that have informed understanding and analysis of the topic but which have not been directly cited (i.e. background reading). The bibliography should appear at the end of the main body of text and following any appendices. Depending on the sources included, the list could be separated into sub-sections for each category as illustrated in Example 5:

Formatting
It is necessary to make slight changes to the way sources are formatted for the bibliography.

Note: no full stops or pinpoints are included for any source.

Secondary Sources: books and journal articles
There are three rules for formatting books and journal articles in a bibliography:

1. Reverse the name so that the surname is first.
2. Use a comma after the final initial and before the title.
3. Pinpoints, leave these out but retain the starting page number for journal articles.

Books
In a footnote:


In a bibliography:


In a bibliography, you may find you need to list several books by the same author. These should be placed in chronological order (starting with the oldest). There is no need to repeat the author’s name. This can be replaced by a double em-dash as follows:

Hart HLA, Law, Liberty and Morality (OUP 1963)
—Punishment and Responsibility (OUP 1968)

Arrange works in alphabetical order of author surname, with any unattributed works listed at the beginning in alphabetical order of the first major word of the title.

Journal articles
In a footnote with a pinpoint:


In a bibliography where no pinpoint is necessary:

Owen R, ‘The View at the Start of the Decade’ (2010) 44 Law Teach 75

Journal titles should appear in their full form in the bibliography. Cardiff Index to Legal Abbreviations http://www.legalabbrevs.cardiff.ac.uk/ can be used to check the full journal title of any abbreviation.

Tables of Cases and Statutes and Bibliography
# Bibliography

## Books

## Journal Articles

## Websites