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Other secondary sources

Articles

Books and Ebooks

General points

Books with one author

Books with two authors

Books with three authors

Books with four or more authors

Books with editor(s) or translator(s) but no author

Books with author(s) and editor(s) or translator(s)

Chapter or essay in an edited book

Encyclopaedias

Articles

Printed journal articles

Case notes

Forthcoming articles

Online journal articles

Working papers

Other secondary sources

General points

Hansard and Parliamentary Papers

Command Papers

Law Commission reports and Scottish Law Commission reports

Conference papers

Theses

Websites

Blogs

Newspaper articles

PLC/ LexisPSL

Interviews

Personal communications

Press release

Television programmes

Radio broadcasts

Podcasts and YouTube videos

Book Reviews

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Cases

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Legislation ......................................................................................................................... 30
Secondary sources (e.g. books, journals articles, newspapers) ......................................... 30
What is referencing?
When writing an assignment your own thoughts and ideas build on those of other writers and researchers. It is essential that you make it completely clear where the ideas and thoughts come from by acknowledge those sources of information. You need to do this by acknowledging the source by using footnotes, and by giving full details of each item cited in a bibliography at the end of the work.

Why reference?
Referencing is a vital part of academic research and writing. The main reasons that correct referencing is important are these:

- To enable your lecturer to follow up the references and find the book or journal article in a library.
- To demonstrate to your lecturer that you have read a wide range of opinions.
- To enable your lecturer to check the accuracy of the information you have given.
- Good referencing will assist in avoiding accusations of plagiarism.
- You may lose marks if you do not acknowledge sources.

The OSCOLA referencing style
Oxford University developed OSCOLA (Oxford University Standard for Citation of Legal Authorities) in 2000 for use within Oxford University but OSCOLA is now the industry standard for referencing legal materials. It is used by law schools within the UK and overseas, and by many legal journals and publishers. It is the style approved for use by the College of Law at Swansea University. OSCOLA is designed to encourage consistency and to help the reader find the necessary information easily and quickly.

Footnotes within OSCOLA
- OSCOLA is a footnote style of referencing: all references appear as footnotes at the bottom of each page or at the end of the document before the bibliography.
- When referencing any source, regardless of whether you are quoting or paraphrasing it, the source must appear in a footnote in the body of your document.
- Footnotes are numbered sequentially throughout the document starting with number 1 using superscript¹ and are normally placed at the end of the sentence (after the final punctuation mark), unless it would cause confusion. In that case, place them after the relevant word or phrase.
- Each footnote should start with a capital letter and end with a full stop. If quoting the authors words exactly, use quotation marks within the footnote.
- Keep footnotes brief as they should normally only be used to identify the sources used in your text.

Formatting footnotes and bibliographies using OSCOLA
There are some differences between the formation of footnotes and the bibliography in OSCOLA. Information on constructing the bibliography are in a separate section at the end of this guide.

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Subsequent citations

- The first time a source is mentioned, you must give the citation in full.
- In subsequent citations, briefly identify the source, and give the footnote number where the full citation can be found. See footnote 10 in the example below.
- If the subsequent citation IMMEDIATELY follows the full citation you can use ibid.

**Example of subsequent citations of a case**


2. *ibid* 567. *(Subsequent citation immediately following the full citation but with a different page number).*

... 

10. *Austin* (n 1). *(Short form of a case name and cross-citation to footnote number 1 where the full citation can be found).*

**Example of subsequent citations of legislation:**

32. *Nuclear Installations Act 1965 (NIA 1965 s 7(1)).* *(Full citation including abbreviated title).*

... 

40. *NIA 1965, s 12.* *(Shortened version of the statute).*

**Example of subsequent citations of a book:**

3. *Jonathan Herring, Medical Law* (OUP 2011) 52. *(Full citation)*

... 

26. *Herring* (n 3) 125. *(Author’s surname and cross-citation to footnote 3).*

27. *ibid* 271-78. *(Source cited again but with different page numbers).*
Latin ‘gadgets’

- Avoid the use of Latin terms (‘gadgets’) such as supra, infra, ante, et al, id, op cit, loc cit and contra. Users often misuse and misunderstand these terms.

- The exception is ibid (short for ibidem) which means ‘in the same place’ and can be used to repeat a citation in the footnote immediately before it.

- Using ibid by itself in the citation means ‘in the very same place’ but using ibid followed by a page number means in the same work but on this page.

- Never capitalise ibid or put a full stop at the end of it.

Always use the full citation in situations where:

- It might cause confusion to use ibid or a shortened form of the citation.
- You are citing a footnote from a different chapter.

Quotations

General points

- Always use the exact wording of the original.
- If you spot an error in the original text use [sic].
- Do not correct the text in your source.
- Use double quotation marks (”) for quotes standing alone e.g. at the start or end of your work.
- Place any punctuation (full stop, comma, question mark) after the closing quotation mark unless it is an essential part of the quotation or unless the whole sentence is a quotation.
- The footnote number comes after the closing quotation mark and the punctuation.
Short quotations
Incorporate short quotations of three lines or less into the text itself within single quotation marks.

Herring gives the definition of voluntary manslaughter as a situation where ‘the defendant would be guilty of murder but for the existence of a special defence’.61

If a quotation is incorporated within the text, use a comma to introduce it:
Bix raises the question, ‘What is the point of a dissent, after all, at least on the highest court of the jurisdiction, if the law is simply whatever the majority on that court says it is?’

Quotes within short quotations need double quotation marks:
Lord Goff suggested ‘Power cannot provide an independent justification for transferring shares into the names of the representatives of the creditors. It is exercisable when “the name of any person is, without sufficient cause, entered in or omitted from the register”’.5

Long quotations
Place Long quotations of more than three lines in an indented paragraph with no further indentation of the first line. Do not use quotation marks, except for single quotation marks around quotations within quotations. Leave a line space on both sides of the indented quotation and introduce the quotation with a colon.

Lord Hoffman reasoned as follows:

It seems to me logical to found liability for damages upon 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.12


- Add emphasis to words within a quotation by italicising the relevant section and adding (emphasis added) after the footnote citation. See example above.
- When a quotation begins in the middle of a sentence in the text, the first letter of the quotation should be capitalised if the quotation itself is a complete sentence, but not otherwise.
When a quotation begins at the start of a sentence in the text, the first letter should be capitalised and square brackets placed around it if it was not capitalised in the original text.

Quotations with text omitted
When text is missing from a quotation 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.

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.

… ‘the Unite official emphasized this saying “We have only sought the best interests of our members”, as he called for immediate strike action’.

Secondary referencing
Secondary referencing means referring to the work of an author that you have not read in the original, but have learnt about from another author. As a rule, you should use the original work whenever possible. Secondary referencing is discouraged, as it is much better to read the original article yourself and evaluate it as to whether its content is relevant or not. If this is not possible, you must make it clear that you have not read the original by using the word “citing”. Cite the source you have read followed by the original source.

Martin Partington, Introduction to the English Legal System (OUP 2017) 213 citing PGF II SA v OMFS Company 1 Limited [2013] EWCA Civ 1288, 1 WRL 1386.

In your bibliography only list sources that you have actually read.
Primary sources

Cases from England and Wales

General points

- Abbreviate the names of the Law Reports according to established practice. For a comprehensive guide to abbreviations see the Cardiff Index to Legal Abbreviations at http://www.legalabbrevs.cardiff.ac.uk
- Do not use full stops in abbreviations or leave spaces between the letters within the abbreviation.
- When the year is crucial to identify the law report volume (for example when there is more than one volume published per year) use square [ ] brackets around the year that the case was reported.


- The vast majority of case citations from England and Wales will need square brackets.
- When the year is not necessary to identify the law report volume (for example if there was only one volume published per year) use round brackets ( ) around the date of the judgment of the case.


- The Law Reports series consisting of Queens Bench, Court of Appeal, Family Division and Chancery, are considered the most authoritative of the law series so should be used in preference to all other law reports. If the judgement is not reported in The Law Reports use the Weekly Law Reports or the All England Law Reports.

Cases with neutral citation

- Neutral citations have been used since 2001.
- The neutral citation is not linked to any printed law report and was introduced to acknowledge publication of transcripts of judgments on the internet.
- Cases are numbered consecutively throughout the year and the abbreviation (e.g. 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.
- Never use Westlaw, Lexis Library or any other legal database as your citation. Cite the source you have read, not where you found it.
To cite a case with a neutral citation use the following 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 with a neutral citation that was subsequently reported in a law report series

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

Cases without neutral citation

To cite a case without a neutral citation use the following format:

Name of the case in italics | [year] OR (year) | volume | report abbreviation | first page |
(court)

**Fuller v Evans** [1999] 1 All ER 636 (Ch).


- When the year is used to identify the law report volume it is in placed in square brackets [ ].
- Only include the volume number if there is more than one volume issued per year.

Unreported cases

- With unreported cases, use the neutral citation if there is one.
- For unreported cases heard before 2001, give the court and date of judgment in brackets after the name of the case.
- It is not necessary to add the word ‘unreported’ to the reference.

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

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

Cases prior to 1865

Before 1865 and the start of the ‘official’ Law Reports series, cases were reported by individuals and collectively known as the ‘nominate reports’ which 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 report 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 report from the English Report citation.

**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.
Pinpoints

- A pinpoint is a reference to a specific paragraph of a judgement or a page of a report.
- If a judgement has numbered paragraphs, pinpoint to a particular paragraph by putting the relevant paragraph number in square brackets [ ].
- If pinpointing to more than one paragraph separate the square brackets by commas.
- If citing a range of paragraphs put a dash between the first and last brackets.
- Where a pinpoint reference is to the first page of the report, repeat the page number.
- Commas should separate multiple page number pinpoints.

**Callery v Gray** [2001] EWCA Civ 1117, [2001] 1 WLR 2112 [42], [45].


**Beattie v E & F Beattie Ltd** [1938] Ch 708 (CA) 720, 723.

Primary legislation from England and Wales

Statutes

- To cite a statute use the short title (capitalising all of the major words) followed by the year.

**Act of Supremacy 1558.**

- When repeating a specific Act frequently within a short period, you can use the abbreviated form of the title in the footnotes, providing the reader has been warned in advance.
- Use the initials of the main words in the title, and always include the year.
- In that case, in the text you can refer to the Act using only the year but only if you are sure this will not cause confusion.

**Human Rights Act 1998 (HRA 1998) s 12 (3).**
Parts of statutes

- Statutes are divided into parts, sections, subsections, paragraph and subparagraphs.
- There may also be schedules divided into paragraphs and subparagraphs.
- When referring to these components, the following abbreviations can be used:

<table>
<thead>
<tr>
<th>Full form</th>
<th>Short form</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>

- Use the full form (e.g. section not s) at the beginning of the sentence or when referring to a part of a statute without repeating the name of the Act.

Section 7 of the Employment Act 2008 . . .
In paragraph 8(3)(b) the consequences of the Act are listed . . . (having previously stated the name of the Act)

- In other parts of the text, use either the full or short form (e.g. schedule or sch), although it is best to use the short forms when referring to subsections or paragraphs.

The wording of section 3 of the Terrorism Act 2000 refers to. . .
In sub-s 11(1) of the Terrorism Act 2000 . . .

- Always use the short forms in footnotes (as shown below).
- Be consistent.
- When citing parts of Acts, insert a comma after the year, and a space but no full stop between the short form and the initial number, letter or opening bracket.

Criminal Attempts Act 1981, sub-s 1(1) and 4(3).
Sexual offences Act 1993, para 1(1)(c).
Bills
- Running numbers for Bills from the House are Commons are placed in square brackets [ ] and Bills from the House of Lords have no brackets around the number.
- Bills are given a new running number when they are reprinted.
- The rules for referring to parts of Bills are the same as those referring to parts of statutes.
- Abbreviate clause and clauses to cl and cls in the text and the footnotes.
- To cite a HC or HL Bill use the following format:

<table>
<thead>
<tr>
<th>Title</th>
<th>HC Bill</th>
<th>(session)</th>
<th>[number] OR Title</th>
<th>HL Bill</th>
<th>(session)</th>
<th>number</th>
</tr>
</thead>
</table>

Consolidated Fund HC Bill (2008-09) [5].
Academies HL Bill (2010-11)1, cl 8 (2).

Secondary legislation from England and Wales
Statutory Instruments
- Statutory instruments (orders, regulations or rules) are numbered consecutively throughout the year.
- Combine the year with a serial number to make an SI number. This number follows the abbreviation SI. It is used to identify the legislation.
- Cite a statutory instrument in the following way:

<table>
<thead>
<tr>
<th>Name</th>
<th>year</th>
<th>comma</th>
<th>SI number</th>
</tr>
</thead>
</table>


Parts of statutory instruments
- Use the full form (e.g. Regulations not Regs) at the beginning of the sentence.
- In other parts of the text, use either the full or short form (article or art) but be consistent.
- Use the short forms (rr not rules) in footnotes.
- When citing parts of a statutory instrument, insert a comma after the year, and a space but no full stop between the short form and the initial number, letter or opening bracket.
- In addition to the abbreviations to parts of statutes as listed above, use these abbreviations for parts of statutory instruments.

<table>
<thead>
<tr>
<th>Full form</th>
<th>Short form</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>

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Where the same statutory instrument is cited a number of times in the same work, an abbreviated form can be used in the footnotes if one exists.

**European Union legal sources**

- Official notices of the EU are published daily in the Official Journal of the European Communities (OJ).
- Give the OJ citation in the following order: year | OJ series | number/page.
- The OJ has two main series
  - The L series contains EU legislation, including regulations and directives.
  - The C series contains reports and announcements including the judgments of the European Court of Justice (ECJ) and the General Court (GC).

**EU legislation**

- Official notices of the EU relating to legislation can be found the OJ.
- Older treaties were published in the C series, but now with notable exceptions such as the Lisbon Treaty, all legislation is now published in the L series.

Cite EU treaties and protocols using the following format:

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

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

To cite Regulations, Directives, Decisions, Recommendations and Opinions use the following format:

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

- The year **comes before** the running number when citing Directives, but follows it when citing Regulations.
- As of 1 January 2015, the numbering of EU legislation has changed and EU legislation will now have a unique, sequential number. The numbering of documents published before 1 January 2015 remains unchanged.

**Example of legislation published before 1st January 2015**


**Examples of legislation published after 1st January 2015**


- Give EU legislation its full name when first cited.
- In subsequent citations a short form of the title may be used
- In a footnote, you may also use the abbreviations Reg or Dir.
- Pinpoints indicating articles or paragraphs (abbreviated art of arts; para or paras) follow the OJ citation and a comma.

---

**Judgments of the European Court of Justice (ECJ) and General Court (GC)**

Since 1989, EU cases have been numbered according to whether they were registered at the European Court of Justice (ECJ) or the General Court (GC), and given the prefix C – (for ECJ cases) or T- (for GC cases). Judgements from the Civil Service Tribunal, established in 2005, are prefixed F-. Cases heard before 1989 are not give any 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 volume 2 (ECR II-). If an ECR reference is not available, use the Common Market Law Reports (CMLR). For cases reported in The Law Reports, The Weekly Law Reports and/or the All England Law Reports (European Cases), use this in preference to the CMLR.

To cite an EU case use the following format:

Case number | case name in italics | [year] | Report abbreviation | first page

**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.**

- For **unreported cases**, cite the relevant notice in the Official Journal (OJ). If the case as not yet been reported in the OJ, then cite the case number and case name followed by the court and date of judgment in brackets.
- Give the case registration number and then the name of the case in italics with no punctuation between them. Give the report citation in the same form as for UK cases. When pinpointing, use ‘para’ or ‘paras’ after a comma.

**Case T-277/08 Bayer Healthcare v OHMU-Uriach Aquilea OTC (CFI, 11 November 2009).**
Decisions of the European Commission

- Treat Decisions of the European Commission in relation to competition law and mergers as cases.
- To cite Decisions of the European Commission use the following format:

  
  **Case name or commonly used short name** | (case number) | Commissions Decision number if available | [year] | OJ L issue/first page

Judgments of the European Court of Human Rights (ECHR) – NOT PART OF THE EU

- Cite either the Official Reports, the *Reports of Judgments and Decisions* (cited as ECHR) or the *European Human Rights Reports* (EHRR) but be consistent.
- Before 1996 the official reports 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 application number, the court and the date of the judgment in brackets.
- Further information can be found from the ECHR website and the HUDOC database at www.echr.coe.int

| Vernon v UK ECHR 1998-VIII 3124. |
| Balogh v Hungary App no 47940/99 (ECtHR, 20 July 2004). |

Decisions and reports of the European Commission on Human Rights (no longer functioning)

- Begin citations of decisions and reports of the European Commission on Human Rights with the *name of the case* followed by the year of the decision in brackets.
- For decisions made prior to 1974, refer to the *Collection of Decisions* (CD) of the Commission.
- For decisions made 1974-88 (when the European Commission on Human Rights stopped functioning) refer to the *Decisions and Reports* (DR) of the Commission.
- A reference to a report of the decision in the EHRR is acceptable but insert ‘(Commission Decision)’ after the rest of the citation.
- If the decision is unreported give the application number, and then ‘(Commission Decision)’ and the date of the decision.

Secondary sources

Books and Ebooks

General points
- If a publication has been published, and therefore has an ISBN, reference it as you would a book regardless of whether you read the print or electronic version.
- Do not use full stops in abbreviations or leave spaces between initials.
- Capitalise the first letter of all of the major words in the title. Minor words such as and, the, of, should only have a capital letter if they are the first word of the title or the subtitle.
- Only use the edition number if it is the 2nd edition or later. Use the abbreviation edn for edition.
- Sometimes the author of a work is an organisation or institution rather than an individual person. In that case, cite the organisation as the author.
- If no person, organisation, or institution claims responsibility for the work, begin the citation with the title.
- Pinpoint specific parts, chapters, pages and paragraphs come at the end of the citation. Use the abbreviations ‘pt’ for part, ‘ch’ for chapter, and ‘para’ for paragraph.
- Do not use p. or pp. in front of the page number. If citing a chapter/part and a page number, insert a comma before the page number. If possible, give a specific range of pages.

To cite a book use the following format:

Author(s), Title in italics (series title, edn, publisher, date of publication) page.

Books with one author


Books with two authors


Books with three authors

Ingeborg Schwenger, Pascal Hachem and Christopher Kee, Global Sales and Contract Law (OUP 2012) 350.
Books with four or more authors


Books with editor(s) or translator(s) but no author

Phil Huxley (ed), *Blackstone’s Statutes on Evidence* (Blackstone’s Statutes, 11th edn, OUP 2010) 38.

Peter Birks and Grant McLeod (trs), *The Institutes of Justinian* (Duckworth 1987) 44.

Books with author(s) and editor(s) or translator(s)


Chapter or essay in an edited book

To cite a chapter in a book use the following format:

Author of chapter, │ ‘title of chapter’ │ in │ editor (ed) of book, │ Book title │ (series title, │ edition, │ publisher │ date of publication)


Encyclopaedias

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


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Articles
When a journal or newspaper article is available both in print and online, follow the rules for citing printed journals given below regardless of where you found it.

Printed journal articles
- Capitalise the first letter of all of the major words in the title.
- Do not use full stops in abbreviations or within the title of the journal.
- Enclose the year of publication within round brackets ( ) when every volume of a journal title has its own unique volume number and therefore the year is not needed to identify the volume.
- If there is a volume number put it after the year.
- If there is NO volume number, use square brackets [ ] for the date of publication.
- Abbreviations for journal titles should be used (see appendix of OSCOLA guidelines for a full list) but be consistent when using them.
- However if an abbreviation may cause confusion, use the full name of the journal instead.

To cite a journal article use the following format: Author’s name, ‘title within single quotation marks’ (date of publication) volume journal name or abbreviation first page of article


Case notes
Reference case notes as if 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.

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

If the case discussed in the note is identified in the text, it is not necessary to put the name of the case in the case-note citation as well.

Andrew Ashworth [2006] Crim LR 441 (note).
Forthcoming articles
For articles that have not yet been published, reference them the same way as published articles adding (forthcoming) at the end of the citation.


Online journal articles
If the article is only available online, use the same format as for printed journals above but at the end of the citation add the web address within < > marks and the date you most recently accessed the article.


- The document is only available online
- The web address is particularly helpful for finding the document
- The web address is static (e.g. not the result of a search in a database).
- Avoid citing references that end in .pdf.

Working papers
Working papers may be available online on institution websites and on sites such as the Social Science Research Network (www.ssrn.com). They should be cited in the same way as electronic journal articles. The content of working papers is often subject to change, so the date of access is particularly important. If a working paper is subsequently published in a journal, cite that instead of the working paper.


Other secondary sources
General points
- Follow the general principles for citing secondary sources as given in the section above.
- If the document has been published and therefore has an ISBN, reference it like a book.
- Otherwise, enclose the title of the article in single quotation marks as you would for a journal article.
- Additional information may include a document number or description, a date of adoption or any other information that may help someone locate the document.
The publisher may be a government body or an organisation. If there is no obvious publisher just leave it out.
You can use either the date of publication or just the year of publication.
If the source is only available online, give the web address and the date of access as described earlier.

Hansard and Parliamentary Papers
There are three series of Hansard:

- One reporting debates in the House of Commons.
- One reporting debates in the House of Lords.
- One reporting debates in the Public Bill committees in the House of Commons.
- Use col or cols for column(s).
- In the House of Commons, written answers are indicated by the suffix W after the column number.
- In the House of Lords, they are indicated by the prefix WA before the column number.

To cite Hansard’s debates use the following format:

```
HL Deb OR HC Deb │ date, │ volume, │ column
```

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC Deb 3 February 1977, vol 389, cols 973-76.</td>
</tr>
<tr>
<td>HC Deb 4 July 1996, vol 280, col 505W.</td>
</tr>
</tbody>
</table>

To cite debates in the Public Bill committees of the House of Commons use the following format:

```
Title of the Bill │ Deb │ date, │ column number
```

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
</table>

To cite reports of select committee of either House or joint committees of both Houses use the following format:

```
Name of the committee │ Name of Report │ (HC OR HL the session, paper number │ volume number)
```

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
</table>

KJ 03/09/2019
Command Papers

The term Command Paper includes a wide variety of documents presented to the UK parliament technically through the "command" of the Sovereign but in practice by a government minister or a Royal Commission. Command papers include White and Green papers, relevant treaties, government responses to select committee reports, and reports of committees of inquiry. Only the UK parliament issues Command papers. The series statement (i.e. Command Paper number) is often crucial in locating the correct document so must be included in the reference.

To cite a Command Paper use the following format:

Name of department or other body that produced the paper, │ title of paper │ (command paper number │ year)

The abbreviation preceding a command paper number depends on the year of publication:

1833-69 (C (1st series)) │ 1870-99 (C (2nd series)) │ 1900-18 (Cd)
1919-56 (Cmd) │ 1957-86 (Cmnd) │ 1986- (Cm)

Ministry of Justice, Reform of Legal Aid in England and Wales: The Government Response (Cm 8072 2011).


Law Commission reports and Scottish Law Commission reports

To cite a Law Commission report use the following format:

Title of report in italics │ (Law Commission OR Scottish Law Commission number, │ year of publication) │ paragraph number if needed

The High Court’s Jurisdiction in Relation to Criminal Proceedings (Law Com No 324, 2010) paras 8.15 – 8.19.

Level Crossings (Scot Law Com No 234, 2013).
Conference papers

- If a conference paper has been published, cite the published version. Papers that are only available online should include a web address and date of access.
- Cite conference papers that are not publicly available only if you have the author’s permission.
- To cite conference papers that were only available at a conference or directly from the author use the following format:

  Author, │ ‘title’ │ (title of conference, location, date of the conference)


Theses
To cite an unpublished thesis, use the following format:

  Author, │ ‘title’ │ (type of thesis, │ Name of University │ year of completion)


  - If a thesis has been published within or as a book, cite it as you would a book.
  - If it has been published within a journal, cite it as a journal article.

Websites
To cite a website use the following format:

  Author, │ ‘Webpage title’ │ (Website, │ Full date) │ <URL> │ date accessed


You must always include the date you accessed the website
**Blogs**

To cite a blog use the following format:

Author, | 'Entry Title' | *(Blog Name, Full date)* | <URL> | Date accessed

- If no personal author can be identified, use the organisation responsible for the webpage instead.
- If there is no author, start the reference with the title of the webpage.
- If both the hard copy and an online copy exist, follow the reference style for the hard copy.

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**Newspaper articles**

To cite a newspaper article, use this format:

Author, | ‘title’ | the name of the newspaper | (city of publication, date of publication) | page number on which the article was published if known.

- If the newspaper is divided into sections and the page numbering begins again in each section, put the section name before the page number, with a space but no comma between the two.
- If the article comes from the internet and there is no page number, provide the web address and the date of access.

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PLC/ LexisPSL
Information from these sites are only available online. To cite this type of material use the following format:

Title | database | (document number if available) | date accessed.

PLC, Practice note – Transfer of Shares, (Resource ID: 70523-5028)  

Lexis PSL, Practice note – Protection from Eviction and Protection from Harassment,  

Interviews
To cite an interview you conducted use the following format:

Interview with your name, | position, | institution of the interviewee | (location of interview, full date of the interview).

Interview with Irene Kull, Dean, Faculty of Law, Tartu University (Tartu, Estonia, 4 August 2003).

- If someone else conducted the interview, the interviewer’s name should appear at the beginning of the reference.

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

Personal communications
- When citing personal communications, such as emails and letters, give the author and recipient of the communication and the date.
- If you are the author or recipient, say ‘from author’ or ‘to author’, as appropriate.

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

Email from Amazon.co.uk to author (16 December 2008).
Press release
To cite a press release use the following format:

Corporate authors, │ ‘Title of the press release’ │ (additional information, │ publisher │ year OR date of publication)

Additional information may include a document number, a document description, a date of adoption and any other information that may help a reader to locate the source. The publisher may be a government body or an organisation, but it is also possible that no publisher will be identifiable.

If a source is available only online, then give the web address and the date of access.


Television programmes
To cite television programmes such as documentaries, use the following format:

Name of Director or Producer, │ ‘title’ [Television broadcast] │ (additional information, │ TV channel │ year).


Radio broadcasts
To cite a direct quote from a radio programme use the following format:

Name of speaker if a direct quote, │ ‘title of programme’ │ (name of radio station, │ date of the programme) │ <URL / date accessed>.


- If there is no obvious author/speaker, start the reference with the title of the programme.
- If the programme is available online as in the example above, include the URL and date of access.
Podcasts and YouTube videos
To cite Podcasts and YouTube videos use the following format:
Author, │ ‘Title’ │ (publication date) │ <URL> │ date accessed.


 If there is no clear author, give the organisation on providing the source as the author.

Book Reviews
Cite a book review just as you would a journal but without the quotation marks.


Creating a bibliography using OSCOLA
In addition to footnotes, students may be told to create a bibliography that includes all of the sources that they have used in their paper. This does not include background reading. Cite only sources with footnotes in the body of the work. Place the bibliography at the end of the main body of text and after any appendices.

For longer works, divide the bibliography into three sections: Cases, Legislation, and Secondary sources. Within each section, list the items in alphabetical order.

Cases
 Do not italicise case names.
 List cases in alphabetical order of the first significant word

Example showing where Re has been moved to the end of the case name in the bibliography as Farington is the first significant word in the case name:

Footnote
Re Farington (1864) 33 Beav 346, 55 ER 401

Bibliography
Farington, Re (1864) 33 Beav 346, 55 ER 401

 Cases identifying parties by initial only should be listed under the initial.
Examples showing where Re has been dropped from the citation in the bibliography:

Footnote:
Re F (mental Patient: Sterilisation) [1990] 2 AC 1 (HL).
Bibliography:
F (Mental Patient: Sterilisation) [1990] 2 AC 1 (HL)
Footnote:
Bibliography:
D (A Child) [2017] EWCH Fam 1377, [2017] 4 WLR 111

- When listing cases such as R v Smith, drop the R and list the case as Smith

Footnote:
Bibliography:
Smith (Craig William) [2018] EWCA Crim 2393, [2019] 1 Cr App R (S) 30

- 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.

Starsin, The. See Homburg Houtimport BV v Agrosin Private Ltd

- If not listed separately, arrange EU cases alphabetically by the first part name followed by the case number in brackets.

Footnote
Bibliography
Arne Mathisen AS v Council (T344/99) [2002] ECR II-2905
Legislation

- Tables of Legislation should follow the Tables of Cases and should list every statute cited in the work.
- List Statutory Instruments separately at the end of the list of statutes.
- List legislation in alphabetical order by the first significant word of the title, not in date order.

Civil Partnership Act 2004 sch 5
Companies Act 2006
Insolvency Act 1986, s 238

Secondary sources (e.g. books, journals articles, newspapers)

- For bibliographies use the same format as for footnotes with the following three differences:
  - The author’s surname should come before their initials with no comma separating them. The comma goes after the final initial.
  - The author’s initials are used instead of their forenames.
  - Books with unknown authors should be preceded by a double em-dash (--).
- Items should be in alphabetical order by author surname with items by unknown authors at the beginning of the list in alphabetical order by the first name of the title.

Example of a book:

Footnote


Bibliography


- 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.
- After the citation of the first work, replace the author’s name with a double em-dash (--).
- List works with more than one author in alphabetical order by the first author’s name but place them after the author’s solo-authored works.
- If a first author has more than one co-authored work, arrange them in alphabetical order of co-author surname. For multiple works by the same author and co-author, arrange the works chronologically, repeating the co-author’s name each time.
Examples of authors and co-authors:
Hart HLA, Law, Liberty and Morality (OUP 1963)
--‘Varieties of Responsibility’ (1967) 83 LQR 346
--Punishment and Responsibility (OUP 1968)
--and Honoré AM, ‘Causation in the Law’ (1956) 72 LQR 58

For more information on compiling a bibliography, look at the referencing section in your module handbook.

For contact details for the Law and Criminology Librarians go to the Law Library guide at https://libguides.swansea.ac.uk/law