1. Introduction

This guide is based on the Oxford Standard for the Citation of Legal Authorities (OSCOLA) 4th edition (2012) http://www.law.ox.ac.uk/published/OSCOLA_4th_edn_Hart_2012.pdf

For a LAW assignment, you must cite references in two places:
- In the text of your work, using footnotes
- In a list at the end of your work (a bibliography).

If you wish to cite international legal materials, see BU Guide to Citing International Law References http://libguides.bournemouth.ac.uk/bu-referencing-intllaw

1.1 Who should use this guide?
- If you are a LAW student, you should use this guide to help you cite ALL types of sources in your work. You should use the footnote system of referencing, which is conventional in legal academic writing.
- If you are NOT a law student, you should ONLY use this guide to help you cite legal materials (cases and legislation). You should NOT use the footnote system of referencing. The majority of courses at BU require you to use the Harvard system of referencing, see BU Guide to Citation and Referencing in the Harvard Style http://libguides.bournemouth.ac.uk/bu-referencing-harvard-style. Psychology students should follow APA http://www.bournemouth.ac.uk/library/how-to/citing-refs-psychology.html.

1.2 Why you need to reference
- When writing a piece of work, you need to indicate in the text where you have referred to sources written or produced by others
- Consistency and accuracy of referencing is important to verify quotations, and enable readers to follow up and read cited author’s arguments
- Referencing is necessary to avoid plagiarism which is a serious offence against University rules
- You should follow the examples in this guide every time you cite and reference.

1.3 Footnotes (continues on next page)

In the text of your work, insert a superscript number at the end of a sentence (or directly after a word or phrase, if more appropriate). Put the superscript number after any punctuation in the text. If referencing text in brackets, place the superscript number before the closing bracket.

In the corresponding footnote at the bottom of the page, give a reference to the source (e.g. a book) used. End the footnote with a full stop. If you have more than one reference in the footnote, separate them with semi-colons.

For an assignment, number footnotes continuously (start with footnote ‘1’ and continue in numerical sequence to the end of the assignment). For a dissertation, organize your footnotes chapter by chapter (start each chapter with footnote ‘1’ and continue in numerical sequence to the end of each chapter).
Citing References: Law

- **Cases:** if the case name (e.g. *Carlill v Carbolic Smoke Ball Co*) is given in the text of your work, give only the case citation in a footnote.\(^1\) If not, give a full reference (including the case name) in a footnote.

- **Legislation:** if a full reference is given in the text of your work (e.g. *Sale of Goods Act 1979*), there is no need to create a footnote. If not, give a full reference to the legislation in a footnote.\(^2\)

- **Secondary sources** (e.g. official materials, books, journals, newspapers, websites and web documents): give the full reference in a footnote.\(^3\)

### 1.4 Repeated references

You may refer to the same source several times in your work. The first time it is mentioned, you must use the guidance in 1.3. After that, you can reference the source in a footnote as follows:

1. **Use a shortened form of the source name:**
   - Case – use one of the party names, e.g. *Carlill*
   - Legislation – use an abbreviation of the title, e.g. *SGA 1979* for *Sale of Goods Act 1979*
   - Secondary source – use the author’s surname, e.g. *Poole*.

2. **Indicate the footnote number where the full reference was last given (n...).**

For example, the case citation for *Carlill v Carbolic Smoke Ball Co* is given in footnote 1. The next time the case is referenced in a footnote, it is given as a repeated reference.\(^4\) This tells the reader that the *Carlill* case is being mentioned again and directs them to look back to footnote 1 for the case citation.

### 1.5 Latin terms

Do not use Latin ‘gadgets’ such as *supra*, *infra*, *ante*, *id*, *op cit*, *loc cit* and *contra*. The abbreviation *ibid* (meaning ‘in the same place’) can be used to repeat a citation in the *immediately preceding* footnote. Never italicize or capitalise *ibid*. If there is more than one citation in the preceding footnote, use ‘*ibid*’ only if you are referring again to ALL the citations in that footnote.

### 1.6 Bibliography (continues on next page)

A bibliography contains full references to all the sources you have cited or relied on for your assignment or dissertation. The bibliography should be divided into the following categories, as appropriate:

- **Legislation**
  - UK statutes (Acts)
  - UK statutory instruments
  - EU legislation
  - International legislation
- **Cases**
  - UK cases
  - EU cases
  - International cases
- **Official materials** (e.g. reports, Command Papers, Hansard)
- **Books**
- **Journal articles**
- **Newspaper articles**
- **Websites / web documents**
- **Other materials.**

---

\(^1\) [1893] 1 QB 256 (CA).

\(^2\) *Sale of Goods Act 1979*.

\(^3\) Jill Poole, *Casebook on Contract Law* (12th edn, OUP 2014).

\(^4\) *Carlill* (n 1).
Citing References: Law

List sources in alphabetical order within each category.

An author's name is referenced differently in a footnote and a bibliography. This applies to ANY source with a named author.

In a footnote, cite the author's name exactly as it is given in the source used:

   e.g. Jill Poole, *Casebook on Contract Law* (12th edn, OUP 2014).

In a bibliography, give the author's last name followed by his/her initial(s) with no punctuation between them:

   e.g. Poole J, *Casebook on Contract Law* (12th edn, OUP 2014).

2. Cases from England & Wales

Please note: the guidance applies whether you found the case in print or online.

2.1 Law report

   *case name* | [year] OR (year) | volume | report abbreviation | first page | (court)

Footnote and bibliography:

   e.g. *Barrett v Enfield LBC* [2001] 2 AC 550 (HL)

(a) Case name

   o Always give party names in *italics*
   o Separate adverse parties with an *italic v*
   o Don’t include *and another*
   o If multiple parties, name only the first claimant and the first defendant
   o If an individual, don't include forenames or initials
   o Use *Re*, not *In re* or *In the matter of*
   o Use *Ex p*, not *Ex parte*
   o Include terms indicating corporate status (*Ltd, plc*)
   o Abbreviate common words and phrases (see OSCOLA appendix 4.2.4).

(b) Year

   The shape of the brackets around the year is important!
   o [square brackets] = year of publication
   o (round brackets) = year of judgment.

(c) Law report abbreviation

   o Use a standard abbreviation for the title of a law report series (check the Cardiff Index www.legalabbrevs.cardiff.ac.uk)
   o No punctuation is needed - use AC not A.C.

(d) Court

   Indicate the court using the following abbreviations:
   o (SC) - Supreme Court
   o (HL) - House of Lords
   o (CA) - Court of Appeal
   o (QB) or (Ch) or (F) - divisions of the High Court.

(e) Pinpoint

   To pinpoint, follow the citation with the page number. To pinpoint several pages, insert a dash between the page numbers:

       e.g. *Barrett v Enfield LBC* [2001] 2 AC 550 (HL) 553
2.2 Neutral citation
Since 2001, some courts have issued judgments with a neutral citation. This is a case identifier which is independent of any published law report series.

\[
\text{case name} \mid \text{[year]} \mid \text{court} \mid \text{number}
\]

Footnote and bibliography:
\[\text{e.g. Re Guardian News and Media Ltd [2010] UKSC 1}\]

If a judgment has a neutral citation AND a citation from a law report series, give the neutral citation followed by a comma and the law report citation (see 2.1 above). Do not give the court at the end of the law report citation, as this is given already in the neutral citation:

\[\text{e.g. Re Guardian News and Media Ltd [2010] UKSC 1, [2010] 2 AC 697}\]

(a) Case name
See 2.1(a) above.

(b) Year
The year is always given in [square brackets].

(c) Court
\[\begin{itemize}
\item The court is indicated using a standard abbreviation (check BAILII http://www.bailii.org/bailii/citation.html)
\item For High Court judgments ONLY, include the division in brackets at the end of the citation, e.g. [2015] EWHC 133 (QB).
\end{itemize}\]

(d) Number
Judgments are numbered consecutively throughout the year, e.g. [2014] EWCA Crim 52 is the 52nd judgment heard in the criminal division of the Court of Appeal in 2014.

(e) Pinpoint
To pinpoint, follow the citation with the paragraph number in square brackets. To pinpoint several paragraphs, insert a dash between the paragraph numbers:

\[\text{e.g. Re Guardian News and Media Ltd [2010] UKSC 1 [33]-[36]}\]

2.3 Case before 1865 (continues on next page)
Pre-1865 judgments were published in 'nominate reports'. Many of these have been reprinted in a series called the English Reports.

\[
\text{case name} \mid \text{(year)} \mid \text{volume} \mid \text{nominate report abbreviation} \mid \text{first page}, \mid \text{volume} \mid \text{English Report abbreviation} \mid \text{first page}
\]

Footnote and bibliography:
\[\text{e.g. Boulton v Jones (1857) 2 H&N 564, 157 ER 232}\]

(a) Case name
See 2.1(a) above.

(b) Nominate report citation
\[\begin{itemize}
\item The year is always given in (round brackets)
\item Use a standard abbreviation for the title of a nominate report series (check the Cardiff Index www.legalabbrevs.cardiff.ac.uk)
\item No punctuation is needed - use H&N, not H. & N.
\end{itemize}\]
(c) **English Report citation**
- Don't repeat the year in the *English Report* citation if it has been given in the nominate report citation.
- Use the standard abbreviation for the *English Reports* - ER.
- No punctuation is needed - use ER not E.R.
- Don't give the court at the end of the *English Report* citation; if you need to identify the court, do so in the text of your work.

(d) **Pinpoint**
See 2.1(e) above.

2.4 **Unreported case**
If a judgment has neither a law report citation nor a neutral citation, then reference it as an unreported case.

| case name | (court, | date) |

Footnote and bibliography:
e.g. *Scott v Process Mechanical Ltd* (Bradford County Court, 2 November 2006)

(a) **Case name**
See 2.1(a) above.

(b) **Citation**
Give the court and the date of judgment in (round brackets) after the party names. There's no need to add 'unreported' to the citation.

(c) **Pinpoint**
See 2.2(e) above.

2.5 **Judicial opinion** (continues on next page)
To reference a judge's opinion in a footnote, give the judge's last name and the abbreviated form of their judicial office in brackets after the pinpoint. Do not use 'per'.

| case name | case citation | pinpoint | (judge's last name | abbreviated form of judicial office) |

Footnote:
e.g. *Ajinomoto Sweeteners Europe SAS v Asda Stores Ltd* [2010] QB 204 (QB) 206 (Tugendhat J)

Bibliography:
e.g. *Ajinomoto Sweeteners Europe SAS v Asda Stores Ltd* [2010] QB 204 (QB)

The conventional abbreviations are:
- High Court judge - Mr (or Mrs) Justice Smith (abbreviated Smith J)
- Court of Appeal judge - Lord (or Lady) Justice Smith (abbreviated Smith LJ), but if the judge is a peer use Lord or Lady Smith (no abbreviation)
- House of Lords judge - Lord (or Lady) Smith (no abbreviation)
- Supreme Court judge - Lord (or Lady) Smith SCJ, but if the judge is not a peer use Sir John Smith SCJ or Dame Janet Smith SCJ.

All other judges are referred to by full name (or title if a peer), for example ‘Sir John Smith’ or ‘Judge John Smith QC’ (or ‘John Smith QC’ in the case of a barrister sitting as a deputy High Court judge).

If referring to more than one judge of the High Court, the Court of Appeal or the Supreme Court in the short form, follow their last names with JJ, LJJ or SCJJ respectively. However, if the judges are peers, refer to Lord Smith and Lord Jones, not Lords Smith and Jones.
In the text of your work, you can refer to a judicial opinion using either the full or the abbreviated form of a judge's name, for example: 'Lord Woolf rejected this argument because...' or 'As Tugendhat J pointed out in Ajinomoto Sweeteners...'.

3. Cases from Europe
Please note: the guidance applies whether you found the case in print or online.

3.1 Judgment of the European Court of Justice (ECJ)
The European Court of Justice comprises three courts: Court of Justice; General Court (known as the Court of First Instance until 2009) and the Civil Service Tribunal.

<table>
<thead>
<tr>
<th>case number</th>
<th>case name</th>
<th>[year]</th>
<th>report abbreviation</th>
<th>first page</th>
</tr>
</thead>
</table>

Footnote:

Bibliography:
e.g. Arne Mathisen AS v Council (T-340/99) [2002] ECR II-2905

(a) Case number
The case number includes a prefix, which indicates the court:
- C = Court of Justice (not needed for pre-1989 cases)
- T = General Court
- F = Civil Service Tribunal.
Follow the prefix with a dash - and the case number.

(b) Case name
- Always give party names in italics
- Separate adverse parties with an italic v
- Don't include and another
- If multiple parties, name only the first claimant and the first defendant
- If an individual, don't include forenames or initials
- Use Re, not In re or In the matter of
- Use Ex p, not Ex parte
- Include terms indicating corporate status (Ltd, plc)
-Abbreviate common words and phrases (see OSCOLA appendix 4.2.4).

(c) Year
The year is always given in [square brackets].

(d) Law report abbreviation
If possible, use the official European Court Reports (ECR):
- Court of Justice cases = volume one (ECR I-)
- General Court cases = volume two (ECR II-).
The volume number is given in roman numerals and is connected to the page number with a dash.

If an ECR reference is not available, use the Common Market Law Reports or the All England Law Reports (European Cases).

(e) Pinpoint
To pinpoint a paragraph, follow the citation with a comma then ‘para’ and the paragraph number.
To pinpoint several paragraphs, follow the citation with a comma then ‘paras’ and insert a dash between the paragraph numbers.

e.g. Case T-340/99 Arne Mathisen AS v Council [2002] ECR II-2905, para 19
3.2 Unreported case of the ECJ
If a case is unreported, cite the notice from the Official Journal (OJ) C series:

\[
\text{case number | case name | [year] | OJ series | issue/first page}
\]

Footnote:
e.g. Case C–556/07 Commission v France [2009] OJ C102/11

Bibliography:
e.g. Commission v France (C–556/07) [2009] OJ C102/11

If the case has not yet appeared in the OJ C series, then cite the case number and case name followed by the court and the date of judgment in brackets, e.g. Case T–277/08 Bayer Healthcare v OHMI—Uriach Aquilea OTC (CFI, 11 November 2009)

(a) Case number
See 3.1(a) above.

(b) Case name
See 3.1(b) above.

(c) Year
See 3.1(c) above.

(d) Official Journal reference
The Official Journal of the European Union (OJ) comprises two series:
- L series - official source for EU legislation
- C series - information and notices.

If a case has not yet been reported in a series such as the European Court Reports, there may be a summary of the case in the OJ C Series.

(e) Pinpoint
See 3.1(e) above.

3.3. Opinion of Advocate General (continues on next page)

\[
\text{case number | case name | [year] | report abbreviation | first page, | Opinion of AG | name}
\]

Footnote:
e.g. Case C–411/05 Palacios de la Villa v Cortefiel Servicios SA [2007] ECR I–8531, Opinion of AG Mazák

Bibliography:
e.g. Palacios de la Villa v Cortefiel Servicios SA (C–411/05) [2007] ECR I–8531, Opinion of AG Mazák

(a) Case number
The case number includes a prefix, which indicates the court: C = Court of Justice (not needed for pre-1989 cases). Follow the prefix with a dash - and the case number.

(b) Case name
See 3.1(b) above.

(c) Year
See 3.1(c) above.

(d) Law report abbreviation
If possible, use the official European Court Reports volume one (ECR I-). The volume number is given in roman numerals and is connected to the page number with a dash -.
(e) Pinpoint
See 3.1(e) above.

3.4 Decision of the European Commission
Decisions of the European Commission in relation to competition law and mergers should be treated as cases.

\[\text{case name} \mid \text{(case number)} \mid \text{Commission Decision number} \mid \text{[year]} \mid \text{OJ L issue/first page}\]

Footnote and bibliography:

(a) Case name
See 3.1(b) above.

(b) Year
See 3.1(c) above.

(c) Official Journal reference
The Official Journal of the European Union (OJ) comprises two series:
- L series - official source for EU legislation
- C series - information and notices.
Decisions of the European Commission re competition law and mergers are published in the L series.

(d) Pinpoint
See 3.1(e) above.

3.5 European Court of Human Rights (ECtHR) judgment
If possible, use a report of the case from the European Human Rights Reports (EHRR).

\[\text{case name} \mid \text{(year)} \mid \text{volume} \mid \text{report abbreviation} \mid \text{case number}\]

Footnote and bibliography:
e.g. Omojudi v UK (2010) 51 EHRR 10
If the judgment was not reported in EHRR, use Reports of Judgments and Decisions http://www.echr.coe.int/Pages/home.aspx?p=caselaw&c, e.g. Osman v UK ECHR 1998–VIII 3124.

(a) Case name
See 3.1(b) above.

(b) Year
The year is always given in (round brackets).

(c) Law report abbreviation
- Use the standard abbreviation for the European Human Rights Reports - EHRR
- No punctuation is needed - use EHRR, not E.H.R.R.

(d) Case number
From 2001, judgments in the EHRR have been numbered consecutively using case numbers, e.g. Omojudi v UK (2010) 51 EHRR 10 is the 10th case published in volume 51, 2010.

(e) Pinpoint
To pinpoint, follow the citation with a comma and the page number. To pinpoint several pages, insert a dash between the page numbers:
e.g. Omojudi v UK (2010) 51 EHRR 10, 296
3.6 European Court of Human Rights (ECtHR) unreported judgment

If a judgment of the ECtHR has neither a citation for the European Human Rights Reports (EHRR) nor Reports of Judgments and Decisions, then reference it as an unreported case.

\[ \text{case name} \mid \text{App no} \mid \text{application number} \mid (\text{court, date}) \]

Footnote and bibliography:
\[ \text{e.g. } \text{Balogh v Hungary App no 47940/99 (ECtHR, 20 July 2004)} \]

(a) Case name
See 3.1(b) above.

(b) Application number
Each case submitted to the ECtHR is given an application number, to indicate that it has been registered.

(c) Court
Use the abbreviation 'ECtHR' to refer to the European Court of Human Rights in the citation.

(d) Pinpoint
See 3.1(e) above.

4. UK Legislation

Please note: this guidance applies whether you found the legislation in print or online.

4.1 Bill (continues on next page)

\[ \text{short title} \mid \text{HC Bill} \mid (\text{session}) \mid \text{[number]} \text{ OR short title} \mid \text{HL Bill} \mid (\text{session}) \mid \text{number} \]

Footnote and bibliography:
\[ \text{e.g. } \text{Consolidated Fund HC Bill (2008-09) [5]} \text{ OR e.g Academies HL Bill (2010-11) 1} \]

(a) Title
A Bill may have a short title (e.g. 'Consolidated Fund Bill') and a long title (e.g. 'A Bill to authorise the use of resources for the service of the years ending with 31 March 2009 and 31 March 2010 and to apply certain sums out of the Consolidated Fund to the service of the years ending with 31 March 2009 and 31 March 2010'). Use the short title in your reference.

\[ \begin{align*}
\text{o } & \text{Do not include 'The' at the beginning of the title} \\
\text{o } & \text{Use capitals for the major words.}
\end{align*} \]

(b) House of Parliament
Bills are introduced in either the House of Commons or the House of Lords. Indicate the House where the Bill originated using either HC Bill or HL Bill.

(c) Session
Bills are introduced during a Parliamentary session (e.g. 2008-09). The year of printing is given on a Bill, but you may need to check the Parliament website http://www.parliament.uk/business/bills-and-legislation/ or Lawtel https://www1.bournemouth.ac.uk/discover/library/search-library-resources/resources-subject/law to find the Parliamentary session.

(d) Number
A Bill is assigned a 'running number':
\[ \begin{align*}
\text{o } & \text{House of Commons running number has [square brackets]} \\
\text{o } & \text{House of Lords running number has no brackets.}
\end{align*} \]

If a Bill is reprinted at any stage it is given a new running number.
(e) Pinpoint
Bills are divided into: parts; clauses; subsections; paragraphs and subparagraphs. The main text of
the Bill may be supplemented by schedules, which are divided into parts, paragraphs and
subparagraphs.

These divisions are referenced using either a term (e.g. clause 3) or an abbreviation (e.g. cl 3) as
follows:
- In a footnote, use the abbreviation
- In the text of your work, use either the term or the abbreviation but...
- Use the term at the beginning of a sentence
- When referring to subsections or paragraphs, always use the abbreviation.

To pinpoint, follow the citation with a comma, the relevant term or abbreviation and a number or
letter, e.g. Consolidated Fund HC Bill (2008-09) [5], cl 3. To pinpoint several clauses (for
example), insert a dash between the clause numbers, e.g. Academies HL Bill (2010-11) 1, cls 8-9.

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>part/parts</td>
<td>pt/pts</td>
</tr>
<tr>
<td>clause/clauses</td>
<td>cl/cls</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>

If citing a paragraph or subsection as part of a clause, use only the abbreviation for the clause. For
example, paragraph (d) of subsection (2) of clause 8 of the Academies HL Bill (2010-11) 1 is
referenced as follows: Academies HL Bill (2010-11) 1, cl 8(2)(d).

4.2 Statute (Act of Parliament) (continues on next page)

Footnote and bibliography:
- e.g. Shipping and Trading Interests (Protection) Act 1995

(a) Title
A statute may have a short title (e.g. 'Finance Act 2015') and a long title (e.g. 'An Act to grant
certain duties, to alter other duties, and to amend the law relating to the National Debt and the
Public Revenue, and to make further provision in connection with finance'). Use the short title in
your reference.
- Do not include 'The' at the beginning of the title
- Use capitals for the major words
- Do not insert a comma between the title and the year
- Do not use popular titles, e.g. 'Lord Campbell's Act'.

(b) Parts of a statute
Statutes are divided into: parts; sections; subsections; paragraphs and subparagraphs. The main
text of the statute may be supplemented by schedules, which are divided into parts, paragraphs
and subparagraphs.

These divisions are referenced using either a term (e.g. section 4) or an abbreviation (e.g. s 4) as
follows:
- In a footnote, use the abbreviation
- In the text of your work, use either the term or the abbreviation but...
- Use the term at the beginning of a sentence
- When referring to subsections or paragraphs, always use the abbreviation.
To pinpoint, follow the citation with a comma, the relevant term or abbreviation and a number or letter, e.g. Shipping and Trading Interests (Protection) Act 1995, s 4. To pinpoint several sections (for example), insert a dash between the section numbers.

<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>

If citing a paragraph or subsection as part of a section, use only the abbreviation for the section. For example, paragraph (b) of subsection (1) of section 15 of the Human Rights Act 1998 is referenced as follows: Human Rights Act 1998, s 15(1)(b).

(c) Explanatory notes
To cite explanatory notes to a statute, add 'Explanatory Notes to the...' before your reference, e.g. Explanatory Notes to the Charities Act 2006.

To pinpoint, follow the citation with a comma, then para(s) and the paragraph number(s), e.g. Explanatory Notes to the Charities Act 2006, para 15.

4.3 Statutory Instrument (SI) (continues on next page)
Statutory Instruments (SI) are secondary legislation, known as regulations, rules or orders.

<table>
<thead>
<tr>
<th>title</th>
<th>year,</th>
<th>SI number</th>
</tr>
</thead>
</table>

Footnote and bibliography:
e.g. Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

(a) Title
- Do not include 'The' at the beginning of the title
- Use capitals for the major words.

(b) SI number
SI are numbered consecutively throughout a year, e.g. 2004 No. 3166 is the 3166th SI enacted in 2004. To create an SI number for a reference, follow 'SI' with the year / the serial number, e.g. SI 2004/3166.

(c) Parts of an SI
The divisions of an SI are named according to whether it is a regulation, a rule or an order. They may be further subdivided into paragraphs and subparagraphs. The main text of the SI may be supplemented by schedules, which are divided into parts, paragraphs and subparagraphs.

These divisions are referenced using either a term (e.g. article 3) or an abbreviation (e.g. art 3) as follows:
- In a footnote, use the abbreviation
- In the text of your work, use either the term or the abbreviation but...
- Use the term at the beginning of a sentence
- When referring to paragraphs, always use the abbreviation.

To pinpoint, follow the citation with a comma, the relevant term or abbreviation and a number or letter, e.g. Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166, art 3. To pinpoint several articles (for example), insert a dash between the article numbers.
If citing a paragraph as part of a division, use only the abbreviation for the division. For example, paragraph (2) of regulation (7) of the Eggs and Chicks (England) Regulations 2009 is referenced as follows: Eggs and Chicks (England) Regulations 2009, SI 2009/2163, reg 7(2).

5. EU Legislation

**Please note: this guidance applies whether you found the legislation in print or online.**

### 5.1 Treaty

legislation title | [year] | OJ series | issue/first page

Footnote and bibliography:

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

(a) **Title**

- Do not include 'The' at the beginning of the title
- Use capitals for the major words
- Include details of amendments in the title, if necessary.

(b) **Year**

The year is always given in [square brackets].

(c) **Official Journal reference**

The main source for EU legislation is the *Official Journal of the European Union* (OJ), which comprises two series:

- L series - official source for EU legislation
- C series - information and notices.

Older treaties were published in the C series. Most legislation is now published in the L series (with the exception of the Lisbon Treaty).

(d) **Pinpoint**

To pinpoint, follow the citation with a comma, the relevant term or abbreviation and a number or letter, e.g. Consolidated Version of the Treaty on European Union [2008] OJ C115/13, art 2. To pinpoint several articles (for example), insert a dash between the article numbers.

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>article/articles</td>
<td>art/arts</td>
</tr>
<tr>
<td>paragraph/paragraphs</td>
<td>para/paras</td>
</tr>
</tbody>
</table>

5.2 **Regulation, Directive, Decision, Recommendation or Opinion** (continues on next page)

legislation type | number | title | [year] | OJ series | issue/first page
Citing References: Law

Footnote and bibliography:
e.g. 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 within the Community [2003] OJ L295/1

(a) Number
From 1 January 2015, the numbering of EU legislation has changed. For all Regulations, Directives, Decisions, Recommendations and Opinions published after this date, the legislation number is cited as: year/number, e.g. Council Regulation (EU) 2015/159.

For EU legislation published before this date, the legislation number is cited as follows:
  o For Directives, the year precedes the running number, e.g. Council Directive 2002/60/EC
  o For Regulations, the running number precedes the year, e.g. Council Regulation (EC) 1984/2003.

(b) Title
  o Do not include 'The' at the beginning of the title
  o Copy the title as given in the original document, but...
  o Change any text given in upper case to normal type.

(c) Year
See 5.1(b) above.

(d) Official Journal reference
Regulations, Directives, Decisions, Recommendations and Opinions are usually published in the Official Journal L series (see 5.1(c) for more information on the OJ).

(e) Pinpoint
See 5.1(d) above.

6. Secondary Sources
Please note: this guidance applies whether you found the item in print or online.

6.1 Law Commission report / consultation paper
Law Commission, | title | (Law Com No | number, | year)

Footnote and bibliography:
e.g. Law Commission, Reforming Bribery (Law Com No 313, 2008)

(a) Title
  o Give the title in italics
  o Give the first letter of all major words a capital letter. Minor words (e.g. 'for', 'and', 'or', 'the') should not be capitalized, unless they begin a title or a subtitle
  o If the item has a title and a subtitle that are not separated by punctuation, insert a colon : between them.

(b) Consultation paper
For a Law Commission consultation paper, give the Law Com CP number, e.g. Law Commission, Privity of Contracts: Contracts for the Benefit of Third Parties (Law Com CP No 121, 1991).

(c) Pinpoint
To pinpoint a paragraph, follow the citation with 'para' and the paragraph number. To pinpoint several paragraphs, follow the citation with 'paras' and insert a dash between the paragraph numbers:

  e.g. Law Commission, Reforming Bribery (Law Com No 313, 2008) paras 3.12–3.17
6.2 Command Paper

department, | title | (command paper number, | year)

Footnote and bibliography:
e.g. Department for Children, Schools and Families, Autumn Performance Report 2008 (Cm 7507, 2008)

(a) Title
See 6.1(a) above.

(b) Command Paper number
The abbreviation before 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.

(c) Further information
Give any relevant further information in the brackets before the Command Paper number, e.g. Department for International Development, Eliminating World Poverty: Building our Common Future (White Paper, Cm 7656, 2009).

(d) Pinpoint
To pinpoint, follow the citation with either the page number OR ‘para’ and the paragraph number. To pinpoint several pages, insert a dash between the page numbers. To pinpoint several paragraphs, follow the citation with ‘paras’ and insert a dash between the paragraph numbers:
e.g. Department for Children, Schools and Families, Autumn Performance Report 2008 (Cm 7507, 2008) 54

6.3 Select Committee report
committee name, | title | (HL or HC | session, | paper number | volume number)

Footnote and bibliography:
e.g. Science and Technology Committee, Genomic Medicine (HL 2008–09, 107–I)

(a) Title
See 6.1(a) above.

(b) House(s) of Parliament
Select Committees work in both Houses of Parliament. Indicate the House as follows:
- House of Commons = HC
- House of Lords = HL.

For reports of Joint Committees, give both the House of Lords and House of Commons paper numbers in that order, e.g. Joint Committee on Human Rights, Legislative Scrutiny: Digital Economy Bill (2009–10, HL 44, HC 327).

(c) Volume number
Cite the paper number, followed by a comma and the volume number, e.g. 107–I. The volume number should be given in Roman numerals.

(d) Pinpoint
See 6.1(c) above.
6.4 Hansard (Parliamentary debates)

HL Deb OR HC Deb | date, | vol | volume number, | col(s) | column number(s)

Footnote and bibliography:
  e.g. HC Deb 6 September 2011, vol 352, col 151

In the House of Commons, written answers are indicated by 'W' after the column number.
  e.g. HC Deb 4 July 1996, vol 280, col 505W

In the House of Lords, they are indicated by 'WA' before the column number:
  e.g. HL Deb 21 July 2005, vol 673, col WA261

(a) Location of debate

There are three series of Hansard as follows:
  1. series reporting House of Lords debates = HL Deb
  2. series reporting House of Commons debates = HC Deb
  3. series reporting debates in the Public Bill committees of the House of Commons (formerly Standing Committees), see below.

Cite debates in the Public Bill committees with the title of the Bill, followed by 'Deb', followed by the date and the column number(s). If the Bill title is very long, begin the citation with 'PBC Deb', followed by the Bill number in brackets, e.g. PBC Deb (Bill 99) 30 January 2007, cols 12–15.

6.5 European COM doc

organisation, | 'title' | (type) | COM | number

Footnote and bibliography:
  e.g. Commission, 'Action Plan on consumer access to justice and the settlement of disputes in the internal market' (Communication) COM (96) 13 final

(a) Title
  o Cite the title as it is given on the front page of the document
  o Change any text given in upper case (e.g. 'ACTION PLAN') to normal type (e.g. 'Action Plan')
  o Enclose the title in 'single quotation marks'

(b) Type
  o COM docs are usually proposals for legislation
  o Describe the document type (e.g. Communication) in brackets after the title, if appropriate.

(c) Number
  'Final' after the COM number indicates the document has been formally adopted and distinguishes it from previous draft versions.

(d) Pinpoint
  To pinpoint, follow the citation with the page number. To pinpoint several pages, insert a dash between the page numbers:

  e.g. Commission, 'Action Plan on consumer access to justice and the settlement of disputes in the internal market' (Communication) COM (96) 13 final 5

7. Books

This guidance applies to print books and most e-books (see 7.4 Ebook, below)

7.1 Authored book (continues on next page)

  author, | title | (additional information, | edition, | publisher | year)
Citing References: Law

Footnote:
  e.g. Jonathan Herring, *Family Law* (6th edn, Pearson 2013)

Bibliography:
  e.g. Herring J, *Family Law* (6th edn, Pearson 2013)

(a) Author
  o If there are two authors, use: author and author
  o If there are three authors, use: author, author and author
  o If there are more than three authors, use: author and others
  o Do not include postnominals, such as QC
  o If no individual author is identified, but an organisation (e.g. BBC) claims responsibility for the work, then cite it as the author
  o If no person or organisation claims responsibility for the work, begin the citation with the title.

(b) Title
  o Give the title of a book *in italics*
  o Give the first letter of all major words a capital letter. Minor words (e.g. ‘for’, ‘and’, ‘or’, ‘the’) should not be capitalized, unless they begin a title or a subtitle
  o If a book has a title and a subtitle that are not separated by punctuation, insert a colon : between them.

(c) Additional information
  o Most books will not have ‘additional information’
  o This category is used to give descriptive information about a book not included in other parts of the reference
  o For example, to indicate the item is a supplement to a main volume: e.g. Gareth Jones, *Goff and Jones: The Law of Restitution* (1st supp, 7th edn, Sweet & Maxwell 2009).

(d) Edition
  o Do not give the edition number for the first edition of a book
  o For all other editions, use this style: 2nd edn (or ‘rev edn’ for a revised edition).

(e) Publisher
  o Give the name of the publisher and the year of publication, with a space but no punctuation between them
  o You will need to look at the back of the title page to find the date of publication
  o Do not include the place of publication.

(f) Pinpoint
  To pinpoint, follow the citation with the page number. To pinpoint several pages, insert a dash between the page numbers:

  e.g. Jonathan Herring, *Family Law* (6th edn, Pearson 2013) 132

7.2 Edited book (continues on next page)

  editor (ed), OR editor and editor (eds), | title | (additional information, | edition, | publisher | year)

Footnote:
  e.g. Theo Gavrielides and Vasso Artinopoulou (eds), *Reconstructing Restorative Justice Philosophy* (Ashgate 2013)

Bibliography:
  e.g. Gavrielides T and Artinopoulou V (eds), *Reconstructing Restorative Justice Philosophy* (Ashgate 2013)
Citing References: Law

(a) **Author**
Cite an editor like an author, but add after their name (ed) or names (eds). Also, see 7.1(a) above.

(b) **Title**
See 7.1(b) above.

(c) **Additional information**
- If a book has an author and an editor, cite the author using 7.1(a) above
- Use the ‘additional information’ category to cite the editor, e.g. HLA Hart, *Punishment and Responsibility: Essays in the Philosophy of Law* (John Gardner ed, 2nd edn, OUP 2008).

(d) **Edition**
See 7.1(d) above.

(e) **Publisher**
See 7.1(e) above.

(f) **Pinpoint**
See 7.1(f) above.

7.3 **Contribution to edited book**

author, | 'title' | in editor (ed), OR editor and editor (eds), | book title | (additional information, | edition, | publisher | year)

Footnote:
e.g. Anne Hayden, 'Gatekeeping in Restorative Justice and Related Research' in Theo Gavrielides and Vasso Artinopoulou (eds), *Reconstructing Restorative Justice Philosophy* (Ashgate 2013)

Bibliography:
e.g. Hayden A, 'Gatekeeping in Restorative Justice and Related Research' in Gavrielides T and Artinopoulou V (eds), *Reconstructing Restorative Justice Philosophy* (Ashgate 2013)

(a) **Author of chapter**
See 7.1(a) above.

(b) **Title of chapter**
Give the title of a chapter in 'single quotation marks'. Also, see 7.1(b) above.

(c) **Editor of book**
See 7.2(a) above.

(d) **Title of book**
See 7.1(b) above.

(d) **Edition**
See 7.1(d) above.

(e) **Publisher**
See 7.1(e) above.

(f) **Pinpoint**
See 7.1(f) above. You do not have to give the page numbers of the chapter or essay unless you are citing information from a specific page in a footnote.

7.4 **Ebook** (continues on next page)
If an ebook has the same page numbers as in the printed version, cite the ebook as if it was the printed book.
If an ebook has no page numbers, cite the ebook as if it was the printed book and include the ebook type before the publisher. To pinpoint, give a chapter number or section number/name or paragraph number, e.g. William Lucy, *Philosophy of Private Law* (Kindle edn, OUP 2007) ch 1.

7.5 Encyclopedia

*title* | (additional information, | edition, | year) vol | volume number

Footnote and bibliography:

*e.g. Halsbury’s Laws* (5th edn, 2008) vol 2

(a) Title

Begin the citation with the title. Do not include details of the author or editor (if available). Also, see 7.1(b) above.

(b) Additional information

See 7.1(c) above.

(c) Edition

See 7.1(d) above.

(d) Publisher

See 7.1(e) above.

(e) Pinpoint

To pinpoint a paragraph, follow the citation with a comma then ‘para’ and the paragraph number. To pinpoint several paragraphs, follow the citation with ‘paras’ and insert a dash between the paragraph numbers:

*e.g. Halsbury’s Laws* (5th edn, 2008) vol 2, para 985

8. Law Journals

This guidance applies to print journals and most online journals (see 8.2 Online ONLY journal article, below).

8.1 Print / online journal article (continues on next page)

author, | ‘title’ | [year] OR (year) | volume | journal abbreviation or name if no abbreviation is available | first page of article

Footnote:

*e.g. Alison L Young, ‘In Defence of Due Deference’* (2009) 72 MLR 554

Bibliography:

*e.g. Young A L, ‘In Defence of Due Deference’* (2009) 72 MLR 554

(a) Author

- If there are two authors, use: author and author
- If there are three authors, use: author, author and author
- If there are more than three authors, use: author and others
- Do not include postnominals, such as QC
- If no individual author is identified, but an organisation (e.g. BBC) claims responsibility for the work, then cite it as the author
- If no person or organisation claims responsibility for the work, begin the citation with the title.
(b) **Title of journal article**
   - Enclose the title in 'single quotation marks'
   - Give the first letter of all major words a capital letter. Minor words (e.g. ‘for’, ‘and’, ‘or’, ‘the’) should not be capitalized, unless they begin a title or a subtitle
   - If a journal article has a title and a subtitle that are not separated by punctuation, insert a colon : between them.

(c) **Year:**
The year is given in (round brackets).

(d) **Volume**
Include the volume number (if one is given). Do not include the issue number, e.g. 72(4), unless the page numbers begin again for each issue within a volume, or you are referencing an online only journal (see 8.2 below).

(e) **Abbreviation for title of journal**
   - Give the title of a journal in abbreviated form with no full stops
   - For guidance on journal abbreviations see OSCOLA appendix 4.2.1 or check the Cardiff Index http://www.legalabbrevs.cardiff.ac.uk/ If no abbreviation is available, give the journal title in full.

(f) **Pinpoint**
To pinpoint, follow the citation with a comma and the page number. To pinpoint several pages, insert a dash between the page numbers:

   e.g. Alison L Young, 'In Defence of Due Deference' (2009) 72 MLR 554, 556

8.2 **Online ONLY journal article**
If a journal is available in print (the journals on Lexis Library, HeinOnline and Westlaw generally are), see 8.1 above. If a journal is only published online, reference it as follows:

   author, | 'title' | [year] OR (year) | volume/issue | journal abbreviation or name if no abbreviation is available | <web address> | date accessed

**Footnote:**

**Bibliography:**

A pinpoint goes before the web address. However, some online journals may not have page numbers.

9. **Newspaper articles** (continues on next page)
This guidance applies to print newspapers and some online newspapers (see (e) Online newspaper, below).

   author, | 'title' | newspaper | (city of publication, | date)

**Footnote:**
e.g. Jane Croft, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010)

**Bibliography:**
e.g. Croft J, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010)
Citing References: Law

(a) Author
- If there are two authors, use: author and author
- If there are three authors, use: author, author and author
- If there are more than three authors, use: author and others
- Do not include postnominals, such as QC
- If the reference is to an editorial, cite the author as ‘Editorial’.
- If no individual author is identified, but an organisation (e.g. BBC) claims responsibility for the work, then cite it as the author
- If no person or organisation claims responsibility for the work, begin the citation with the title.

(b) Title
- Enclose the title in 'single quotation marks'
- Give the first letter of all major words a capital letter. Minor words (e.g. ‘for’, ‘and’, ‘or’, ‘the’) should not be capitalized, unless they begin a title or a subtitle
- If a newspaper article has a title and a subtitle that are not separated by punctuation, insert a colon : between them.

(c) Newspaper
Give the title of the newspaper in italics.

(d) Pinpoint
To pinpoint, follow the citation with the page number if available. To pinpoint several pages, insert a dash between the page numbers:

  e.g. Croft J, ‘Supreme Court Warns on Quality’ Financial Times (London, 1 July 2010) 3

If the newspaper is divided into sections, and the page numbering begins again in each section, add the section name before the page number with a space but no punctuation between the two.

(e) Online newspaper
If possible, cite an online newspaper article as if it were the printed newspaper. However, if an article has been found online and there is no page number available for a pinpoint, provide the web address and the date of access:


10. Websites / web documents (continues on next page)
Use the guidance below only if there is no relevant advice elsewhere in OSCOLA.

author, | ‘title’ | (publication title, | publication date) | <URL> | date accessed

Footnote:

Bibliography:

(a) Author
- If there are two authors, use: author and author
- If there are three authors, use: author, author and author
- If there are more than three authors, use: author and others
Citing References: Law

- Do not include postnominals, such as QC
- If no individual author is identified, but an organisation (e.g. BBC) claims responsibility for the work, then cite it as the author
- If no person or organisation claims responsibility for the work, begin the citation with the title.

(b) Title
- Enclose the title in ‘single quotation marks’
- Give the first letter of all major words a capital letter. Minor words (e.g. 'for', 'and', 'or', 'the') should not be capitalized, unless they begin a title or a subtitle
- If the item has a title and a subtitle that are not separated by punctuation, insert a colon : between them.

(c) Publication title
- Give the publication title in italics
- Give the first letter of all major words a capital letter. Minor words (e.g. 'for', 'and', 'or', 'the') should not be capitalized, unless they begin a title or a subtitle.

(d) Publication date
If there is no publication date on the website, give only the date you accessed the item.

11. Further Information
Please see online version of this guide http://libguides.bournemouth.ac.uk/bu-referencing-ukeu-law.

There is an interactive tutorial on legal referencing using OSCOLA at http://ilrb.cf.ac.uk/oscola.

Melissa Bowden
Academic Support Librarian (Law)
fmcilibteam@bournemouth.ac.uk
September 2015

Accessibility notice: If you require a Word version of this document, please contact Melissa Bowden.