WHAT DO I NEED TO KNOW ABOUT CITING REFERENCES?

The reasons for citing a source are to enable someone reading your work to trace a document you have mentioned, and to avoid allegations of plagiarism by attributing work correctly. This is done by giving standard details about the document – often referred to as a bibliographic reference or citation. Every quotation or mention of another person’s work must have a reference to the source from which it is taken. It is useful to keep records of all the references you use in your work as you go along.

You can refer to the work of others by paraphrasing or quoting but you must always include a superscript number and footnote (see below for details). This applies to all sources – judgments, textbooks, websites, articles etc. If you are quoting or using materials from a particular page, include the number after your reference.

- **Paraphrasing** is incorporating someone else’s ideas into your work but using your own words to express them.
- **Quoting** is copying the words of another person into your assignment:
  - **Short quote** – enclose in single quotation marks within your sentence (see Hart example across).
  - **Long quote** – start on a new line, use single spacing and indent (see Lord Hoffmann example overleaf).
You can shorten a quote by substituting text with pauses (...).

There are two parts to citing references using OSCOLA:

1) **Within the text** – enter a superscript number in your text each time you refer to a source.
2) **Footnotes** – give the details of the source at the bottom of your page.

LAW STUDENTS should use THIS factsheet. If you are not a law student use the Referencing: Law Resources (Harvard) factsheet.

This factsheet provides basic guidance on how to cite law resources using OSCOLA, the Oxford University Standard for the Citation of Legal Authorities, 4th edn. All examples and guidance have been reproduced with the kind permission of OSCOLA.

Some lecturers may have different or additional referencing requirements. You are always advised to check with your lecturer.

Need more help or further examples? Access the full OSCOLA guide at https://www.law.ox.ac.uk/research-subject-groups/publications/oscola

**Cases**

You should include the full party names in your text – the law report reference is then placed in the footnote. Unless it would not be clear to which case you are referring, you can generally refer to the case subsequently by the first party names only:

It is well represented in the case law, perhaps most notably in the expression of the no-conflict rule advocated by Lord Upjohn in *Phipps v Boardman*,¹² and in the earlier Court of Appeal decision in *Boulting v Association of Cinematograph, Television and Allied Technicians*.¹³

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¹² [1967] 2 AC 46 (HL).
¹³ [1963] 2 QB 606 (CA).

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Enquiry Hub: www.solent.ac.uk/contact-the-library
www.solent.ac.uk/library
@solentlibrary
If for any reason you have not included the party names in your sentence, these must then be entered in the footnote along with the law report reference.

**Lord Hoffmann reasoned as follows:**

> It seems to me logical to found liability for damages upon the intention of the parties ... 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.


If you are referring to a particular sentence or paragraph, include the page number after your reference (known as a pinpoint). For cases, you can also use paragraph numbers entered in [ ] – this is to distinguish them from page numbers. You can include one or more page/paragraph references or indicate a range:


**Legislation**

Use the **name and date** of the piece of legislation – a footnote is NOT required if full details are provided in the text:

> This case highlights the far-reaching judicial role ushered in by the Human Rights Act 1998.

If full details are not provided in your sentence, or you wish to indicate a relevant section, include a footnote:

> British courts must only consider Strasbourg jurisprudence: they are not bound by it.


When referring to particular sections, **Acts** are broken into sections (s for section and ss for sections), parts (pt), schedules (sch) and paragraphs (para), **Statutory Instruments** into either articles (art), rules (r or rr) or regulations (reg or regs) and then paragraphs and sub paragraphs. You can use the abbreviations in your text and footnotes:

- Criminal Attempts Act 1981, ss 1(1) and 4(3).

**II) FOOTNOTES**

**UK CASES AND LEGISLATION**

**UK cases**

A case reference should include the **party names** (if not included in your text), **neutral citation** and **law report** citation.

- **Neutral citations** (a unique case reference available for cases since 2001):
  - [ Judgment year ] Court abbreviation (e.g. UKHL, EWCA) Case number.

- **Law reports:**
  - [ Year of publication ] Volume number (if available) Law Report abbreviation Start page.


If there is no neutral citation, include the law report citation and indicate the court afterwards in ( ):


Use references from the **Law Reports** series in preference, followed by the **Weekly Law Reports** (WLR) or **All England Law Reports** (ALL ER) – only refer to a specialised series if a case is not available in the main reports (for example, Lloyds Law Reports or Family Law Reports).

**Square and round brackets**

Use of square or round brackets depends on whether the date is essential to locate the case. If the date is essential because there are multiple volumes each year, square brackets are used as above. If the date is not essential because there is a unique volume number, put the year of judgment (not the year of publication) in round brackets:


**Unreported cases**

Include the **party names** and **neutral citation**. If there is no neutral citation, use **Party names** (Court, Date of judgment):

Hare v Pollard (CA, 16 June 1997).
Cases only available electronically
OSCOLA does not require you to indicate whether you have looked at a printed or electronic version, but where a case is only available electronically you should show that you looked at it online. After your reference include: <web address> accessed date


You do not need to indicate whether you looked at a case on Westlaw/LexisLibrary – just make sure you include the neutral citation (or court and date of judgment if this is not available).

Notes:
• Do not use full stops in abbreviations
• If there are multiple party names, only use the first claimant and defendant. Unless it would not be clear to which case you are referring, you can generally refer to the case subsequently by the first party names.
• Abbreviate common words such as Borough Council (BC) and Director of Public Prosecutions (DPP)

UK Legislation
Acts are also known as statutes.
Include the Short Title Year of publication:


Statutory Instruments (SIs) are also known as orders, rules and regulations. Cite the Title year, SI number:


Bills are proposals for legislation heard in both the House of Commons and House of Lords. Include the Short title House in which it originated Bill (Parliamentary session) Running number. The running number changes every time the bill is reprinted. Use [ ] for House of Commons running numbers:

Health and Safety at Work (Offences) HC Bill (2002-03) [38].
Harbours HL Bill (2002-03) 24.

EUROPEAN UNION CASES AND LEGISLATION
European Court of Justice (ECJ) and General Court (GC) cases – include the Case Prefix-Case number Case Name and European Court Reports citation. Case Prefix = Case C for ECJ, Case T for GC (the GC was previously known as the Court of First Instance, CFI)


Other European Union materials are included in the Official Journal of the European Communities (OJ). This is cited as Year OJ series Number/Page. L = legislation series, C= information and notices.

EU treaties and protocols – include the Title [Year of publication] OJ series Issue/page numbers:


Regulations, directives, decisions, recommendations and opinions – include the Legislation Type Number Title and OJ publication details:


BOOKS, JOURNALS AND OTHER SOURCES
Books
The details of a book are cited in the following order:
Author(s), Title (publisher year).

• Cite authors’ names exactly as they appear in the publication (for example, Timothy Endicott, JAG Griffiths).
• Include the edition (if available) with the abbreviation edn.
• Additional information such as editor, supplement etc can be included before the publisher

Timothy Endicott, Administrative Law (OUP 2009).
Gareth Jones, Goff and Jones: The Law of Restitution (1st supp, 7th edn, Sweet & Maxwell 2009).

For an essay/chapter in an edited book, additionally include the ‘Title of the essay’ in editor (ed):


You do not need to indicate whether you looked at an online version of a textbook – just include the printed book reference as above.

Journals
Printed journal articles
The details of an article are cited in the following order:
Author(s), ‘Title’ [Year], Journal name or abbreviation First page. Cite authors’ names exactly as they appear in the publication:

If the journal has a volume number, then change to (Year) Volume Journal name or abbreviation First page.

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

If you need to include an additional page reference, insert a comma followed by the number:


Most legal journals will give the citation either on the cover or at the start of the article. If you cannot find the journal abbreviation, then use the full journal title instead:


Electronic journal articles
You do not need to indicate that you have looked at an article electronically if it is from a library database, just refer to it as a printed journal above using the correct citation. However, if you have accessed an ejournal on the internet with a website address, you must include this: add <Web address> accessed date. Online journals may lack some reference details such as page numbers:


Newspapers
Printed articles: Author(s), ‘Title’ Newspaper (City of publication, Date) Page number.

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

Electronic articles: Author(s), ‘Title’ Newspaper (City of publication, Date) <Web address> Accessed date.


Legal Encyclopaedias
Reference these as books but remember to include the edition and the year of issue. If an author is credited for a particular section, cite both the author and the title of the entry. Online encyclopaedia references need to include the <database> and accessed date:

Halsbury’s Laws of England
Always include the volume and paragraph number. For the electronic 5th edition version, include <LexisLibrary> and the accessed date.


Westlaw Insight
Additionally include the author and title and updated date:


LexisPSL
If you are using a case, article or piece of legislation from LexisPSL, then use the guidance in the previous sections. For an overview or additional LexisPSL item, use the appropriate topic area on LexisPSL as the name of the encyclopaedia and reference as below:


Legal Dictionaries
For legal dictionaries on Westlaw, use the format below:


LexisLibrary ‘Find a legal term’
If you are referencing a definition from this search, make sure you include the following details in the footnote:
LexisNavigator <LexisLibrary> accessed date.

For more authoritative references, use the Halsbury’s Laws of England encyclopaedia.

Government publications
References to Parliamentary debates (Hansard) should include the House abbreviation (HC or HL) Deb Date, Volume and Column numbers:

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

A reference to a Command Paper is cited as follows: Name of Department, Title (Command paper number, Year).

Department for Children, Schools and Families, 2008 Autumn Performance Report (Cm 7507, 2008).
OSCOLA states that where an online publication is also available in print, you do not need to indicate that you looked at the electronic version. However, it is important to provide a full reference for any electronic-only resources including all websites. Some electronic resources will not have page numbers or identifiable authors/dates. Try to include the following:

Author(s), ‘Webpage Title’ (website or additional information date) <web address> accessed date.

- Where there is no author, begin your reference with the title.
- If available, include additional information before the publisher. Additional information can include document numbers or other relevant items to help identify the source:


NOTE: You do not need to include LexisLibrary and Westlaw as separate electronic resources — only include the legal sources you have actually accessed via these databases.

EXTRAS

Subsequent citations

It is always acceptable to give a full footnote reference each time you cite a source but you can shorten your references if using the same source multiple times. To reference subsequent citations:

- Use a short identifiable version (such as author, abbreviated case name or first party name, short form of legislation etc). If you are using a shorter name that is not obvious from the original reference, include this after the original citation in ( ).
- Add the footnote number where the full reference can be found as (n).
- If there are several references to different sources by the same author, include part of the title for clarity.
- If the reference is in the footnote immediately above, use ibid.

1 Robert Stevens, Torts and Rights (OUP 2007).
26 Stevens (n 1) 110.
27 ibid 271–78.
38 Andrew Ashworth, Principles of Criminal Law (6th edn, OUP 2009) 68.
41 Ashworth, ‘Testing Fidelity to Legal Values’ (n 37) 635–37.
46 Ashworth, Principles of Criminal Law (n 38), 73.
47 Mirage Studios v Counter-feat Clothing Co Ltd [1991] FSR 145 (Ch) (Ninja Turtles case).
52 Ninja Turtles case (n 47).
75 Working Time Directive (n 54), art 2.
Bibliographies
Some lecturers may require you to include a bibliography at the end of your assignment. References in a bibliography should include the full details for each source, in the same format as your footnotes, listed in alphabetical order, by author surname. The only differences are that the author surname comes first followed by the initial, with a comma afterwards (for example, Fisher E,), and you do not include a full stop at the end of your reference. If there is more than one source for a particular author, list these in chronological order, oldest first.

For works with no author, use -- and list these at the beginning of your bibliography in A-Z order of the first word.

Please see the full OSCOLA 4th guidance for more information about bibliographies.

- You are always advised to check with your lecturer for specific requirements.
- Dissertation students should consult their supervisor and handbook for layout details.

Word count
The word count policy for law assignments states that ALL text within the body of your work counts towards the word restriction, so references within the text count as the number of words used. The text must read coherently so you do need to name the case or legislation within your text.

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