OSCOLA referencing at a glance

**Primary Sources**
When referring to cases, the party names should be in italics in the footnote only.

**Cases**
Party names (in italics) followed by the neutral citation (if applicable) a comma, the Law Report citation and a full stop.


When referring to a particular paragraph, put it in square brackets at the end of the citation. If the judgment does not have paragraph numbers, give the page number.

*Burt v Tilley* [2006] EWHC 407 (QB), [2006] 3 All ER 336 [15].


**Statutes and Statutory Instruments**
Children and Families Act 2014.

When referring to a particular section, put ‘s’ followed by the section/subsection/paragraph:

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


**EU legislation and cases**


When referring to a particular paragraph, put para(s) at the end of the reference, followed by the relevant number(s):


**European Court of Human Rights**

*Shindler v United Kingdom* [2013] ECHR 19840/09.


**Secondary Sources**
When listing secondary sources with a personal author in your bibliography, you need to reverse the author(s)’ name so that the surname appears first followed by their initial(s), e.g. Stone R.

**Books**

**Chapter in an edited book**

**Command paper**

**Encyclopaedias**

When referring to a particular paragraph, put para(s) at the end of the reference, followed by the relevant number(s):


**Journal articles**

When referring to a particular page, put a comma between the first page of the article and the page that you are referring to:


**Law Commission reports**
When referring to a particular paragraph, put para(s) at the end of the reference, followed by the relevant number(s):


**Newspaper articles**

**Websites**
Dear all,

Referencing and creating a bibliography are key skills in academic writing. They provide the principal means by which we prove where we have obtained our sources, to identify what primary and secondary materials our work builds upon and how we have developed our own argument by reflecting on, and referring to, the ideas and words of others. Clear referencing is essential to the persuasive communication of legal ideas and arguments.

Lincoln Law School has worked with our colleagues in the University Library to develop this handbook to guide law students on the approach to referencing, which we adopt - the so-called ‘OSCOLA Referencing Handbook’.

You may be tempted to think of referencing as a ‘secondary’ or after-thought after the essay itself has been written. Please don’t! Referencing and creating a bibliography are fundamental features of any essay, and though mastering the style contained in this handbook may take practice, the effort – I can assure you – is worth it.

Best wishes

Professor Duncan French
Head of Lincoln Law School
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**Introduction**

You need to reference to:

- demonstrate that you have undertaken research for your academic work
- avoid accusations of plagiarism
- acknowledge the work of other authors, which can be found in books, journal articles, websites, etc.

There are many systems of referencing available. This guide is based on the Oxford University Standard for the Citation of Legal Authorities (OSCOLA) which, in line with the Creative Commons Attribution-Non Commercial license (http://creativecommons.org/licenses/by-nc/2.0/uk/), has been adapted and approved by the Law School at the University of Lincoln.

The quickest and easiest way to reference your academic work is to record the necessary information at the time of using it. The key to good referencing is to be consistent.

**OSCOLA referencing**

OSCOLA follows the footnote style of referencing and consists of two parts:

1. **Footnotes**

2. **Bibliography**

Each information source in this handbook has an example of a footnote, how the information should be presented in a bibliography as well as a checklist outlining what information to include in your reference.

**1. Footnotes**

All ideas taken from the work of another author (whether directly quoted or put into your own words) need to be identified in a footnote located at the bottom of the relevant page of your assignment. Place a superscript number either directly after the word or phrase to which it is related or at the end of a sentence (after the relevant punctuation).

The information that you include in your footnote depends on the source.

The following is an extract from an assignment showing the use of footnotes when referring to cases:

The general principle that acceptance of an offer must be communicated to the offeror can be seen in the cases of *Holwell Securities LTD v Hughes*¹ and *Entores LTD v Miles Far East Corporation*.²

² [1955] 2 QB 327.

If you mention the party names in the main part of your assignment you only need to give the case citation(s) in your footnote.
Guidelines on how to construct your footnotes:

- Close all footnotes with a full stop
- Your footnote should not include information about the database that you have used to access the source, e.g. Westlaw, LexisLibrary, HeinOnline, etc.

Cases

- Case names should be in italics
- If you include the name of a case in the main part of your assignment you only need to give the case citation in the footnote, e.g. [1974] 1 WLR 155.
- Full stops are not required in the abbreviation of a law report; however, if you choose to include them, be consistent and use them throughout your assignment

Acts

- If you include the name of an Act and relevant section in the main part of your assignment you do not need to reference it in a footnote.

Page/paragraph

- Where relevant, include the page/paragraph number pinpointing the exact location of the reference

Author/editor

- Give the author’s first name followed by their surname
- Do not list any post nominals such as QC
- List the authors in the order they are given in the source of information
- Judges should be named as in the publication
- The names of editors should be followed by (ed) for a single author or (eds) where there is more than one
- If the source has two authors put ‘and’ between their names, e.g Geoffrey Woodroffe and Robert Lowe
- If there are three authors you should separate each author with a comma, apart from the last name which should be preceded by ‘and’ e.g. Mark Sutherland Williams, Michael Hopmeier and Rupert Jones
- If the source has more than three authors you should give the name of the first author followed by ‘and others’ e.g. Robert Cryer and others,

Title

- Capitalise all major words in the title of all sources
- Law reports and journal titles should be abbreviated. If you are unsure what the abbreviation is, use the Cardiff Index to Legal Abbreviations: http://www.legalabbrevs.cardiff.ac.uk
  If it is not available in the Index, give the full title
- Full stops are not required in the abbreviation of a law report or journal title; however, if you choose to include them, be consistent and use them throughout your assignment

Edition

- Abbreviate edition to edn
Repeating references in your footnotes

If you refer to the same source (cases, legislation, books, articles, etc.) several times in your work, you do not need to give the full reference every time you refer to it. There are two things that you can do:

1. If you refer to the same source later in your work you can use a cross-citation. A cross-citation consists of a shortened form of the source name, e.g. one party name, abbreviation of the Act or Treaty, or the author’s surname. This is then followed by (n #) with the hash tag being replaced with the footnote number where the full reference can be found, e.g.

   1 [1955] 2 QB 327.
   3 *Entores* (n 1) 333.
   4 Stone and Devenney (n 2) 36.

   Footnote 3 is informing the reader that the full reference to the Entores case can be found at footnote 1. Footnote 4 is referring the reader back to the full book reference at footnote 2.

2. If you refer to the same source immediately after the footnote, with either the full citation or the cross-citation, you can use the Latin phrase ‘ibid’ which means ‘in the same place’. This should then be followed by the relevant page or paragraph number (if different) e.g.

   1 [1955] 2 QB 327.
   2 ibid 329.
   4 ibid.
   5 ibid 53.

   Footnote 2 is referring to the case in footnote 1 so you can use ibid followed by the page number, if it is different to the one listed in footnote 1. Footnote 4 is referring to the same page of the Stone and Devenney book, which was used in footnote 3, so you can just put ibid. You can continue to use ibid until you refer to a different source of information.

   You can also use ibid immediately after a cross-citation, e.g.

   1 [1955] 2 QB 327.
   3 *Entores* (n 1) 333.
   4 ibid 339.
   5 Stone and Devenney (n 2) 36.
   6 ibid 45.

   The Entores case has been referenced in footnote 1 and then again in footnote 3 (as a cross-citation to footnote 1). If you continue to refer to the Entores case immediately after footnote 3 you can use ibid, followed by the relevant page number (if different) for footnote 4, even though footnote 3 is a cross citation. Similarly, footnote 5 is a cross-citation to the Stone and Devenney book so, if you refer to the same book again immediately after footnote 5, you can use ibid followed by the relevant page number (if different).
2. Bibliography

At the end of your academic work you should provide a list of all the references you have cited in your footnotes. You can also include any sources of information that you have looked at but not directly referred to.

The information you provide in this list is often the same, or similar, to that in your footnotes; however, when listing some of these sources you will find that there are occasions when you will need to make alterations to the information you have provided in your footnote (see the information for individual sources in this handbook).

Primary sources (cases and legislation) should be listed first (under the heading Table of Cases and Table of Legislation). Secondary sources (books, journals, etc.) should be listed (under the heading Bibliography) immediately after the primary sources.

Guidelines on how to construct your list of sources at the end of your academic work:

Cases

- Cases should be listed under the heading **Table of Cases**
- If you have a large number of cases they should be divided and listed by jurisdiction with sub headings identifying the jurisdiction
- Case names should **not** be italicised
- List all cases in alphabetical order of first significant name, e.g. Re Boyes (Deceased) would be listed as Boyes (Deceased), Re
- Cases identifying parties by initial only should be listed under the initial, e.g. Re P (A Child) would be listed as P (A Child), Re
- List EU cases in either alphabetical order of party names or chronological order, e.g.

  **Alphabetical order**
  Give the case reference in round brackets after the name:
  European Commission v Italian Republic (Case C-85/13) [2014] OJ C175/11.
  Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) (Case 152/84) [1985] ECR 723, Opinion of Advocate General Slyn.

  **Chronological order**
  Start with the oldest first:
  Case 152/84 Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) [1985] ECR 723, Opinion of Advocate General Slyn.
Legislation

- Legislation should be listed under the heading **Table of Legislation**
- If you have a large amount of legislation it should be divided and listed by jurisdiction with sub headings identifying the different jurisdiction and/or document type, e.g. International Treaties and Conventions, UN Documents, etc.
- List all legislation in alphabetical order of first significant word of the title
- Do not include section/subsection/article, etc. information
- Statutory Instruments should be listed separately directly after the list of legislation. List them in alphabetical order under a **Statutory Instrument** heading

Secondary Sources

- Secondary sources (books, journal articles, etc.) should be listed under the heading **Bibliography**
- You should list books first, followed by journal articles, official publications, websites and any other sources of information. Separate these different sources of information with a heading
- List all sources in alphabetical order of the author’s surname, or corporate author
- List the authors in the order they are given in the source of information
- Double-barrelled surnames should be listed under the first part of the surname, e.g. Christian Twigg-Flesner would be located under T
- Names with prefixes, e.g. Gráinne De Búrca should be listed by the prefix, e.g. De Búrca G,
- If no author is provided, list by the title of the publication
- Capitalise all major words in the title and subtitle of all sources
- If you list more than one source by the same author you should list the sources in date order (starting with the oldest). If you list more than one source by the same author from the same year you should list the sources in alphabetical order of the first major word of the title, e.g. Stone R, *The Modern Law of Contract* (10th edn, Routledge 2013).

The following is an extract from a bibliography showing you how to list secondary sources:

**Bibliography**

**Books**


**Journal articles**


Visit [http://lncn.eu/fin9](http://lncn.eu/fin9) to see an example of how to list primary and secondary sources at the end of your academic work.
Secondary referencing (citing a source within another source)

If the information source that you are reading has summarised another author’s work which you would like to discuss or quote, it is best practice to try and locate and read the original work. If this is not possible you need to treat it as a secondary reference.

In your footnote provide information about the original source, followed by the words ‘cited in’ and the details of the source that you have read, e.g.

**Footnote**

In your bibliography only list the source that you have read, e.g.

**Bibliography**

Quoting, paraphrasing and summarising

**Quoting**
Quoting is copying a short section of text, word for word, directly from an information source into your work. Short quotations should be kept within the text and shown by using single quotation marks at the beginning and end of the text, e.g.

> The Chief Justice explained that this power ‘is not limited to defence against aggression from a foreign nation’.\(^{15}\)

The quotation is followed immediately with the superscript number for the footnote. Quotations should be kept short; however, if you need to include a longer quotation in your work (usually longer than three lines/60 words) it should be placed in a separate paragraph and indented. Introduce an indented quotation with a colon; there is no need to include quotation marks for longer quotations but leave a line space either side of the indented quotation, e.g.

> 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.\(^{17}\)

> It could be argued that Hoffman is ...

**Paraphrasing**
Paraphrasing is putting a section of text from an information source into your own words. Although you are changing the words or phrasing from the original text, you are retaining and fully communicating the original meaning. You should acknowledge the source even when paraphrasing by providing a footnote.
Summarising

Summarising is describing the main ideas/findings of an information source but without directly quoting from it. You should acknowledge where you sourced the information by providing a footnote.

Plagiarism

Plagiarism is the use of another author’s ideas and words, either intentionally or unintentionally, without acknowledging the source of the information. It is an academic offence and will be treated seriously by the University (see University General Regulations).

You can avoid plagiarism by referencing correctly. For more information on how to avoid plagiarism view the Library’s tutorial: [http://guides.library.lincoln.ac.uk/learn/referencing](http://guides.library.lincoln.ac.uk/learn/referencing)

For more information on using the OSCOLA style of referencing view the Library’s OSCOLA tutorial: [http://guides.library.lincoln.ac.uk/learn/referencing](http://guides.library.lincoln.ac.uk/learn/referencing)

Turnitin is text-matching software used by the University of Lincoln for students to submit their work electronically via Blackboard. It identifies any part of your work which matches similar content on the internet or in other students’ work. It helps students to improve their writing by ensuring that all external sources are correctly cited, and it helps staff in the identification of potential plagiarism. See [http://submit.ac.uk](http://submit.ac.uk) for more details.

Help with referencing

The Library subscribes to referencing management software which can help you to gather and organise your references; go to [http://library.lincoln.ac.uk](http://library.lincoln.ac.uk) for more information. There are also a number of websites offering this service e.g. Mendeley, Zotero.

If you need help with referencing, or have any questions, contact your Academic Subject Librarian: [http://guides.library.lincoln.ac.uk/law](http://guides.library.lincoln.ac.uk/law)
1.1 Reported Cases

When referring to a case you should provide the case (party) names, the neutral citation (if the case has one) and the citation of the law report that you have read. If the case has a neutral citation you should separate this from the law report citation with a comma, e.g. [2008] UKHL 13, [2008] 1 AC 884.

Neutral citation
- the year of judgment [in square brackets]
- abbreviation of the court
- judgment number
- division (if applicable)

E.g. [2008] UKHL 13.

Law report citation
- the year (in round) or [square brackets]*
- volume number
- abbreviation of the law report series
- first page number

E.g. [2008] 1 AC 884.

Visit http://lncn.eu/p346 for more information on neutral and law report citations and the use of round or square brackets.*

Case names
If you include the name of a case in the main part of your assignment you only need to give the case citation in the footnote. Case names should be in italics in the main part of your assignment and the footnote.

If a case has a popular name, give the popular name in round brackets after the initial reference and then use the popular name in subsequent citations, e.g.

7 King Features Syndicate Inc v O&M Kleeman Ltd [1941] AC 417 (HL) (Popeye case).
9 Popeye case (n 8).

Checklist:

☐ Case name (in italics for the footnote only)
☐ Neutral citation (if applicable) followed by a comma
☐ Law report citation, followed by a full stop.

Footnote
When referring to the case as a whole:
1. Case name (in italics for the footnote only) 2. Neutral citation (if applicable) followed by a comma

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41.

3. Law report citation, followed by a full stop

Your footnote and list of cases at the end of your assignment should not include information about how you accessed the case, e.g. Westlaw, LexisLibrary, etc.
Table of Cases
When listing cases in your Table of Cases, the case name should not be in italics.

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41.

Other footnote examples
When referring to a particular paragraph, place it in square brackets at the end of the footnote:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41 [20].

When referring to more than one paragraph, separate the square brackets with a comma:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41 [20], [23].

When referring to a range of paragraphs, separate the square brackets with a dash:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41 [20]-[22].

When referring to a particular page, separate the page number with a comma:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41, 47.

When referring to a specific judge, place the judge’s surname followed by the conventional abbreviation (identifying their judicial office) in round brackets at the end of the footnote:

Twentieth Century Fox Film Corp v Harris [2013] EWHC 159 (Ch), [2014] Ch 41 (Newey J).

1.2 Unreported Cases
If the case you are referring to has not been reported but has a neutral citation, give the case name followed by the neutral citation:

Christoforou v Christoforou [2016] EWHC 2988 (Fam).

If the unreported case does not have a neutral citation (which will always be the case for cases heard before 2001) give the case name then, in round brackets, give the court followed by a comma then the date of the judgment:

Stubbs v Sayer (Court of Appeal, 8 November 1990).
2.1 Statutes

When referring to Acts, give the short title and year, using capitals for the major words and without a comma between the short title and year, e.g. Companies Act 2006.

If you include all the information (the name of the Act and relevant section) within the main part of your assignment, you do not need to create a footnote.

If referring to a particular Act in short succession, give the full title and year the first time you mention it and then in round brackets give the abbreviated form. You can then use the abbreviated form when you next refer to the Act, e.g.

13 Alan Dignam and John Lowry, Company Law (9th edn, Oxford University Press 2016).
14 CA 2006, s 12.

When referring to a part/section/subsection/paragraph/subparagraph use the relevant abbreviation:

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

When referencing Acts you should always go to the original source (which can be accessed via the Legislation tab on both LexisLibrary and Westlaw or at http://www.legislation.gov.uk) rather than a statute book, e.g. Blackstone’s Statutes, Core Statutes, etc.

Your footnote and Table of Legislation should **not** include information about how you accessed the Act, e.g. via Westlaw, LexisLibrary, etc.

**Checklist:**

- Title of legislation including year
- In the **footnote** only, if adding a section/subsection/part put a comma, followed by the relevant abbreviation and number
- Finish with a full stop.
**Footnote**

When referring to a paragraph or subsection within a section, use only the abbreviation for section:

1. Title of legislation including year, followed by a comma **ONLY** if referring to a particular section
2. Abbreviation for section, followed by a space, the section number and subsection. Finish with a full stop

*Children and Families Act 2014, s 37(1)(a).*

**Table of Legislation**

*Children and Families Act 2014.*

**Other footnote examples**

When referring to the Act as a whole:

*Children and Families Act 2014.*

When referring to a particular section:

*Children and Families Act 2014, s 37.*

When referring to a paragraph from the explanatory notes of a statute:

*Explanatory Notes to the Children and Families Act 2014, para 8.*
2.2 Bills

When referring to Bills from the House of Lords or the House of Commons you need to state which House the Bill has come from. In addition to this, the running number for House of Commons Bills should be put in square brackets.

If you refer to a part of a Bill, place a comma after the number, use the relevant abbreviation for the part (from the table in 2.1 Statutes) followed by the number.

Your footnote and Table of Legislation should not include information about how you accessed the Bill, e.g. via Westlaw, LexisLibrary, etc.

Checklist:

- Title of ‘Bill’
- The House in which it originated, e.g. ‘HL’ or ‘HC’ followed by ‘Bill’
- In round brackets put the Parliamentary session, e.g. (2013-14)
- Running number (in square brackets for the House of Commons ‘Bills’ only)
- Finish with a full stop.

Footnote for a House of Lords Bill

When referring to the Bill as a whole:

BBC (Trustee Election and Licence Fee) HL Bill (2013-14) 47.

When referring to part of a Bill:

BBC (Trustee Election and Licence Fee) HL Bill (2013-14) 47, pt 1(4).

Footnote for a House of Commons Bill

When referring to the Bill as a whole:

Immigration HC Bill (2013-14) [110].

When referring to part of a Bill:

Immigration HC Bill (2013-14) [110], cl 12(3).

Table of Legislation

BBC (Trustee Election and Licence Fee) HL Bill (2013-14) 47. Immigration HC Bill (2013-14) [110].
2.3 **Statutory Instruments**

When referring to a Statutory Instrument (SI) you should provide the SI title, year and SI number. The SI number consists of the year, a forward slash and the SI serial number, e.g. 2014/1291.

Your footnote and Table of Legislation should **not** include information about how you accessed the SI, e.g. via Westlaw, LexisLibrary, etc.

**Checklist:**
- Name of SI including year, followed by a comma
- Put ‘SI’ followed by the SI number (year and serial number)
- Finish with a full stop.

**Footnote**

1. Name of SI including year, followed by a comma

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Commencement No. 10) Order 2014, SI 2014/1291.

2. Put ‘SI’ followed by the SI number (year and serial number). Finish with a full stop

**Table of Legislation**

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Commencement No. 10) Order 2014, SI 2014/1291.
Official notices of the EU are carried in the Official Journal of the European Communities (OJ). The OJ citation is given in the order: year, OJ series (either L for legislation series, C for EU information and notices, and S for invitations to tender), number/page.

3.1 EU legislation

When referring to EU treaties, protocols and secondary legislation (Regulations, Directives, Decisions, Recommendations and Opinions) you should provide the title of the legislation including any amendments (if applicable) followed by the year of publication, the OJ series and the issues and page numbers. Legislation is published in the L series but you will find that older treaties were published in the C series.

From January 2015 EU legislation has a unique sequential number which should be cited in the following way: (domain/body) Year/Number, e.g.


Your footnote, table of cases/legislation and bibliography should not include information about how you accessed the source, e.g. Eur-Lex, Westlaw, LexisLibrary, etc.

Checklist:

- Title of the legislation including amendments (if applicable)
- Year of publication in square brackets
- Put ‘OJ’ followed by the series
- Issue number, followed by a forward slash and the first page number
- Finish with a full stop.
Footnote

When referring to the Treaty as a whole:

1. Title of the legislation including amendments (if applicable)
2. Year of publication in square brackets


3. Put ‘OJ’ followed by the series
4. Issue number, followed by a forward slash and the first page number. Finish with a full stop

Table of Legislation


Other footnote examples

When referring to a particular paragraph:


When referring to a particular article:


When referring to more than one article or paragraph, separate the number with a comma:


When referring to a range of articles or paragraphs, insert a dash between the numbers:

3.2 Judgments - European Court of Justice and Court of First Instance

Where possible, refer to the official reports which are cited as the *European Court Reports* (ECR). If the ECR reference is not available the next best report is the *Common Market Law Reports* (CMLR). If you cannot find the ECR or the CMLR reference use the Official Journal citation or, if available, the *European Case Law Identifier* (ECLI).

The ECLI, created by the Court of Justice of the European Union (CJEU), has been designed so that all Member States and EU courts give the same recognizable format. It consists of the country code, the code of the court that rendered the judgment, the year of the judgment and the judgments number. Each component is separated by a colon, e.g. EU:C:2015:298. The ECLI should be treated like a neutral citation, add it after the case name but before the law report citation, e.g.


**Case prefixes**

From 1989 EU cases are numbered according to whether they were registered at the European Court of Justice (ECJ) or the Court of First Instance (CFI). ECJ cases are given the prefix C- and CFI cases use T-. Judgments from the Civil Service Tribunal (which was established in 2005) are prefixed with F-. Do not add a C- to cases before 1989, e.g.

**Case pre 1989**

Case 158/87 *ROE Scherrens v MG Maenhout and others* [1988] ECR 3791.

**Cases post 1989**

ECJ cases are reported in volume one (ECR I-) and CFI cases are reported in volume two (ECR II-). The volume number attaches to the page number with a dash, e.g.


**Checklist:**

- [ ] Case number
- [ ] Case name (in *italics* for the footnote only)
- [ ] European Case Law Identifier (if applicable) followed by a comma
- [ ] Law report citation (if applicable) followed by a full stop.
Footnote
When referring to the case as a whole:

1. Case number
2. Case name (in italics for the footnote only)
3. Year in square brackets
4. Law report abbreviation
5. First page of report, followed by a full stop


Table of Cases
When listing EU cases in your Table of Cases, the case name should not be in italics. EU cases can be listed in chronological order by the year:


Or in alphabetical order of party name, with the case number in round brackets after the case name:


See page 9 for more information.

Other footnote examples
When referring to a particular paragraph, follow the case citation with a comma, ‘para’ and the paragraph number:


When referring to more than one paragraph, separate the paragraph numbers with a comma:


When referring to a range of paragraphs, follow the case citation with a comma, ‘paras’ and the paragraphs numbers separated by a dash:

Unreported cases

For unreported cases, cite the European Case Law Identifier (ECLI) rather than the OJ notice or the court and date, e.g.


3.3 Opinions

When referring to an opinion of an Advocate General, follow the guidelines of a judgment and add the words Opinion of Advocate General, followed by their surname (after the case citation but before any paragraph information).

Your footnote and Table of Cases should not include information about how you accessed the Opinion, e.g. via Westlaw, LexisLibrary, Eur-Lex, etc.

Footnote

When referring to the opinion as a whole:

Case 152/84 Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) [1985] ECR 723, Opinion of Advocate General Slynn.

When referring to a particular paragraph, place a comma after the Advocate General’s surname and put ‘para/paras’ followed by the paragraph number(s) and finish with a full stop:

Case 152/84 Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) [1985] ECR 723, Opinion of Advocate General Slynn, para 2.

Table of Cases

When listing EU cases in your Table of Cases, the case name should not be in italics. EU cases can be listed in chronological order by the year:

Case 152/84 Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) [1985] ECR 723, Opinion of Advocate General Slynn.

Or in alphabetical order of party name, with the case number in round brackets after the case name:

Marshall v Southampton and South-West Hampshire Area Health Authority (Teaching) (Case 152/84) [1985] ECR 723, Opinion of Advocate General Slynn.

See page 9 for more information.
3.5 **Official documents**

When referring to official documents from the European Union you should, where possible, provide the following information:

**Checklist:**

- Body that produced the document, followed by a comma
- Title, followed by a comma
- If the document has a unique number, abbreviate the type of paper (e.g. COM, PV, SWD, etc.) followed by the number (if applicable) and a comma
- Day, month and year
- Finish with a full stop.

**Footnote**

When referring to a European Commission document:


When referring to a European Commission Communication, before the title put ‘Communication on:’


When referring to a European Parliament document:


**Bibliography**


For judgments of the European Court of Human Rights, if possible, refer to the official reports: the Reports of Judgments and Decisions which are cited as ECHR, or the European Human Rights Reports (EHRR). Before 1996, the official reports were known as Series A and numbered consecutively.

When referring to judgments and decisions from the ECHR and EHRR series you should include the following, where applicable, in the case citation:

**Checklist:**

- Case name (in *italics* for the footnote only)
- Year in round or square brackets*
- Volume number (if applicable)
- Abbreviation of the law report series
- Page/case/application number**
- Finish with a full stop.

* Use square brackets if there is no volume number, or round brackets if there is a separate volume number.

** In LexisLibrary, the citation for a ECHR case includes the application number whereas, BAILLI provides the case number. Either are acceptable.

Your footnote and Table of Cases should not include information about how you accessed the source, e.g. via Westlaw, LexisLibrary, HUDOC, BAILII, etc.

**Footnote**

When referring to a ECHR report:


OR

1. Case name (in italics for the footnote only)
2. Year in round or square brackets*


3. Abbreviation of the law report series

*Use square brackets if there is no volume number, or round brackets if there is a separate volume number.
Other footnote examples
When referring to a pre-1996 report:


When referring to an EHRR report:


References to *unreported judgments* should include the following:

**Checklist:**

- Case name (*italics for the footnote only*)
- Put ‘App no’ followed by the application number
- In round brackets:
  - the court, followed by a comma
  - date of judgment

Finish with a full stop.

**Footnote**
When referring to an unreported judgment:

Jelić v Croatia App no 57856/11 (ECHR, 12 June 2014).

**Table of Cases**
When listing cases in your *Table of Cases*, the case name should **not** be in italics.

Jelić v Croatia App no 57856/11 (ECHR, 12 June 2014).


4.1 European Commission on Human Rights

When referring to decisions and reports of the European Commission on Human Rights you should give the case name, year of the decision in brackets and then refer to the Decision and Reports (DR) of the Commission, e.g.

_Simpson v UK_ (1989) 64 DR 188.

For decisions prior to 1974, refer to the Collection of Decisions (CD) of the Commission, e.g.

_X v Austria_ (1963) 12 CD 115.

If the decision has been reported in the European Human Rights Reports (EHRR) you can refer to this, e.g.


If the decision has a European Case Law Identifier (ECLI) include this information directly after the case name, e.g.

5.1 **Treaties**

Where possible, refer to the primary international treaty series, e.g. United Nations Treaty Series (UNTS), Consolidated Treaty Series (CTS) or League of Nations Treaty Series (LNTS).

It is not necessary to list the parties to a multilateral treaty but parties to a bilateral treaty should be included in round brackets immediately after the title, with the names of the parties separated by a dash, e.g. (Australia-Nauru).


The date the treaty entered into force is not always available; if this is the case, just give the date the treaty was signed or adopted.

If appropriate, an informal/shortened title may be given in round brackets at the end of the reference but before any page/paragraph/article number. This informal/shortened title can be used in subsequent references, e.g.


Information on how to reference a Council of Europe treaty can be found in section 5.3.2; for guidelines on how to reference a World Trade Organization treaty see section 5.3.3.

**Checklist:**

- **Title of Treaty**
  - In round brackets:
    - put ‘adopted’ (if date available)
    - the day, month and year, followed by a comma
    - put ‘entered into force’
    - the day, month and year
- **Volume number**
- **Abbreviation of Treaty series**
- **Page number**
- If appropriate, in round brackets shorten the title of the treaty for use in future references
- Finish with a full stop.
Footnote
When referring to the Treaty as a whole:


Table of International Treaties and Conventions
List Treaties and Conventions in alphabetical order of the first significant word of the title.


Other footnote examples
When referring to a particular article, put ‘art’ followed by the relevant number:


When referring to a Treaty for the first time, if appropriate, you could put a shortened title in round brackets for use in future references (as below):


In your subsequent footnotes you can use the shortened title:

ICCPR art 4.
5.2 Cases and decisions

Where possible, refer to the *International Court of Justice Reports* (ICJ) or the *Permanent Court of International Justice Reports* (PCIJ). If an ICJ or PCIJ report is not available, refer to the website. If referring to the website, you need to give the URL/web address in angled brackets (<>) followed by the date of access.

Information on how to reference a World Trade Organization decision can be found in section 5.3.3.

**Checklist:**

- Case name *(italics for the footnote only)*
- In round brackets provide information on the type of case, e.g. Advisory Opinion, Application for Intervention etc.
- If referring to the ICJ reports:
  - in square brackets put the year
  - put ‘ICJ Rep’
  - first page of the report
- If referring to the PCIJ reports:
  - put ‘PCIJ Rep Series’, followed by the relevant letter
  - put ‘No’ followed by the case number
- If referring to a website:
  - provide details of the website
  - in angled brackets (<>) put the URL/web address
  - put ‘accessed’ followed by the date you accessed the case
- Finish with a full stop.

**Footnote**

When referring to a case reported in the ICJ:

1. Case name *(italics for the footnote only)*

---

*Case Concerning the Land, Island and Maritime Frontier Dispute (El Salvador/Honduras) (Application for Intervention) [1990] ICJ Rep 3.*

---

2. In round brackets provide information on the type of case, e.g. Advisory Opinion, Application for Intervention etc.

3. In square brackets put the year

4. Put ‘ICJ Rep’

5. First page of the report. Finish with a full stop
Table of International Cases

When listing cases in your Table of International Cases, the case name should not be in italics.


Case Concerning the Factory at Chorzów (Germany v Poland) (Merits) PCIJ Rep Series A No 17.

Case Concerning the Land, Island and Maritime Frontier Dispute (El Salvador/Honduras) (Application for Intervention) [1990] ICJ Rep 3.

Other footnote examples

When referring to a case reported in the PCIJ:

Case Concerning the Factory at Chorzów (Germany v Poland) (Claim for Indemnity) PCIJ Rep Series A No 17.

When referring to a case that is pending:


When referring to other general sources of reports on international cases include, where possible, the following:

Checklist:

- Title of case (in italics for the footnote only)
- Year in round brackets
- Volume number
- Abbreviation of law report series
- First page of the report
- Finish with a full stop.

5.3 International Organisations

5.3.1 United Nations

When referring to documents from the major bodies of the United Nations, you should include the unique document reference number that identifies both the body from which the document issues and the nature of the document, e.g. A/RES/68/272.

After the first mention/footnote you can abbreviate United Nations to UN; UN Security Council to UNSC; UN General Assembly to UNGA; and Resolution to Res.
5.3.1.1 General Assembly Resolutions

When referring to resolutions, you only need to include the title in the citation the first time you footnote it and in your bibliography.

Checklist:

- Provide the body in full the first time you mention it in a footnote but abbreviate it to ‘UNGA’ in subsequent footnotes
- Title in single quotation marks
- In round brackets put the date
- Put ‘UN Doc’ followed by the unique document reference number, e.g. S/Res/ or Press Release, followed by the relevant number
- Finish with a full stop.

Footnote

When referring to a United Nations General Assembly Resolution for the first time:

1. Provide the body in full the first time you mention it in a footnote but abbreviate it to ‘UNGA’ in subsequent footnotes
2. Title in single quotation marks
3. In round brackets put the date
4. Put ‘UN Doc’ followed by the unique document reference number. Finish with a full stop


When referring to the same UNGA Resolution in subsequent footnotes:


Bibliography

List Resolutions in alphabetical order of the first significant word of the title.


Other footnote examples
When referring to a United Nations General Assembly press release:


When referring to the same UNGA press release in subsequent footnotes:


5.3.1.2 Security Council Resolutions
When referring to resolutions, you only need to include the title in the citation the first time you footnote it and in your bibliography.

Checklist:

☐ Provide the body in full the first time you mention it in a footnote but abbreviate it to ‘UNSC’ in subsequent footnotes
☐ Title in single quotation marks
☐ In round brackets put the date
☐ Put ‘UN Doc’ followed by the unique document reference number, e.g. S/Res/ or Press Release followed by the relevant number
☐ Finish with a full stop.

Footnote
When referring to a United Nations Security Council Resolution for the first time:


When referring to the same UNSC Resolution in subsequent footnotes:

UNSC Res 2160 (17 June 2014) UN Doc S/RES/2160.

Bibliography
List Resolutions in alphabetical order of the first significant word of the title.


Other footnote examples
When referring to a United Nations Security Council press release:


When referring to the same UNSC press release in subsequent footnotes:


5.3.2 Council of Europe

When referring to a Council of Europe treaty you should, where possible, include the following information:

Checklist:

☐ Title of Treaty

☐ In round brackets:
  • put ‘adopted’ (if date available) or ‘opened for signature’ (if date available)
  • the day, month and year, followed by a comma
  • put ‘entered into force’
  • the day, month and year

☐ Put ‘CETS No.’ followed by the number of the treaty

☐ If appropriate, in round brackets, shorten the title of the treaty for use in future references

☐ In the footnote only, if referring to a particular article put ‘art’ followed by the relevant number

☐ Finish with a full stop.

If the date the treaty was adopted is not available, just put the date it was opened for signature and the date it entered into force.

If you refer to general information about the organisation, follow the guidelines for a website (section 16).

Footnote
When referring to the treaty as a whole:


When referring to a particular article, put ‘art’ followed by the relevant number:

5.3.3 World Trade Organization

This section provides information on how to reference World Trade Organization (WTO) treaties and decisions.

Documents dated before 1995 were created by The General Agreement on Tariff and Trade (GATT); the WTO was formed in 1995 as a replacement to GATT. GATT/WTO treaties are called ‘agreements’.

If you refer to general information about the organisation, follow the guidelines for a website (section 16).

Agreements

When referring to GATT/WTO agreements you should, where possible, include the following information:

**Checklist:**

- Title of agreement
- Date of the agreement in round brackets
- The agreement reference number, e.g. LT/UR/A-1A/2
- In the footnote only, if referring to a particular article, put ‘art’ followed by the relevant number
- Finish with a full stop.

**Footnote**

When referring to a WTO agreement:

Agreement on Agriculture (15 April 1994) LT/UR/A-1A/2.

When referring to a GATT agreement:

Agreement on Trade in Civil Aircraft (11 March 1986) AIR/TSC/6.

When referring to a particular article, put ‘art’ followed by the relevant number:

Agreement on Agriculture (15 April 1994) LT/UR/A-1A/2 art 2.
**Table of International Treaties and Conventions**
List Treaties and Conventions in alphabetical order of the first significant word of the title.

- Agreement on Agriculture (15 April 1994) LT/UR/A-1A/2.
- Agreement on Trade in Civil Aircraft (11 March 1986) AIR/TSC/6.

**Decisions**
When referring to GATT/WTO decisions you should, where possible, include the following information:

**Checklist:**

- Title (in *italics* for the **footnote only**)
- Date of decision in round brackets
- WTO catalogue number
- Finish with a full stop.

**Footnote**
When referring to the decision as a whole:

```plaintext
```

**Table of International Treaties and Conventions**
When listing cases in your **Table of Cases**, the case name should **not** be in italics.

```plaintext
```

**Other footnote examples**
When referring to a paragraph in a decision, put the paragraph number in square brackets:

```plaintext
```

When referring to a range of paragraphs in a decision, separate the numbers with a dash:

```plaintext
```
5.4 Non-governmental reports

When referring to non-governmental reports you should, where possible, include the following information:

**Checklist:**

- In the footnote put the author/editor(s)’ first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the report
- In the bibliography put the author/editor(s)’ surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the report
- If the report is edited put ‘ed’ or ‘eds’ (for more than one editor) in round brackets, followed by a comma
- Title of report in single quotation marks
- If accessed online, in round brackets put:
  - the title of the website, in italics, followed by a comma
  - the date of publication (if available)
- For the footnote only, add the page number (if referring to a particular page)
- If accessed online, in angled brackets (<>) put the URL/web address
- Put ‘accessed’ and the date you accessed the source
- Finish with a full stop.

**Footnote**

When referring to the report as a whole:


When referring to a particular page of a report, put the page number after the date of publication but before the URL:


**Bibliography**


When referencing a book you should list the author/editors(s)’ first name followed by their surname in the footnote; however, in the bibliography you need to reverse this and list the author(s)’ surname followed by their initial.

**Checklist:**

- In the footnote put the author/editor(s)’ first name followed by their surname and a comma. If there is no author put the title of the book.
- In the bibliography put the author/editor(s)’ surname followed by their initial and a comma. If there is no author put the title of the book.
- If the book is edited put ‘ed’ or ‘eds’ (for more than one editor) in round brackets, followed by a comma.
- Title of book in *italics*.
- In round brackets put:
  - the edition (if not the first) followed by ‘edn’ (abbreviation for edition) and a comma
  - publisher and year of publication
- Finish with a full stop.

### 6.1 Book with a single author

**Footnote**
When referring to the book as a whole:

1. Author’s first name followed by their surname and a comma
2. Title of book in *italics*
3. In round brackets put:
   - the edition (if not the first) followed by edn (abbreviation for edition) and a comma
   - the publisher and the year
   Finish with a full stop.

**Bibliography**
When listing a book in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.

Other footnote examples

When referring to a particular page:


When referring to a range of pages:


### 6.2 Book with two authors

Footnote


Bibliography

When listing a book in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.


Other footnote examples

When referring to a particular page:


When referring to a particular paragraph:


### 6.3 Book with three authors

Footnote


Bibliography

When listing a book in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.

6.4 **Book with more than three authors**

If there are more than three authors, in the footnote, give the name of the first author followed by ‘and others’ but list all the authors in the bibliography.

**Footnote**


**Bibliography**

List all author names in your bibliography.

When listing a book in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.


**Other footnote examples**

When referring to a particular page:


When referring to a range of pages:


6.5 **Edited book**

**Checklist:**

- In the **footnote** put the editor(s)’ first name followed by their surname and a comma.
- In the **bibliography** put the editor(s)’ surname followed by their initial and a comma.
- Put ‘ed’ or ‘eds’ (for more than one editor) in round brackets followed by a comma.
- Title of book in *italics*
- In round brackets put:
  - the edition (if not the first) followed by ‘edn’ (abbreviation for edition) and a comma
  - publisher and year of publication
- Finish with a full stop.
Footnote


Bibliography

When listing a book in your bibliography, you should reverse the editor(s)’ name so that the surname appears first, followed by their initials then a comma.


6.6 Chapter in an edited book

When referring to a chapter in an edited book, your footnote should include the chapter author(s)’ name, followed by the title of the chapter in single quotation marks, then give the editor(s)’ name(s), the title of the book (in italics) and the publication information.

Checklist:

**In the footnote**
- Put the chapter author(s)’ first name, followed by their surname and a comma
- Title of chapter in single quotation marks
- Put ‘in’ followed by the editor(s)’ first name and surname
- In round brackets put ‘ed’ or ‘eds’ (if more than one editor) followed by a comma
- Title of book in *italics*
- In round brackets
  - put the edition (if not the first) followed by ‘edn’ (abbreviation for edition) and a comma
  - publisher and year of publication
- Finish with a full stop.

**In the bibliography**
- Put the editor(s)’ surname, followed by their initial
- In round brackets put ‘ed’ or ‘eds’ (if more than one editor) followed by a comma
- Title of book in *italics*
- In round brackets put:
  - the edition (if not the first) followed by ‘edn’ (abbreviation for edition) and a comma
  - publisher and year of publication
- Finish with a full stop.
Footnote

1. Put the chapter author(s)’ first name, followed by their surname and a comma
2. Title of chapter in single quotation marks
3. Put ‘in’ followed by the editor(s)’ first name and surname


4. In round brackets put ‘ed’ or ‘eds’ (if more than one editor) followed by a comma
5. Title of book in *italics*
6. In round brackets put:
   - edition (if not the first) followed by ‘edn’ (abbreviation for edition) and a comma
   - publisher and year of publication
   Finish with a full stop

Bibliography

When listing a book in your bibliography, you should reverse the editor(s)’ name so that the surname appears first, followed by their initials then a comma.


6.7 Loose-leaf publication

When referring to a loose-leaf publication you should give the title (in *italics*) excluding the name of the current author or editor but including names which have become part of the title, e.g. *Monroe & Nock on the Law of Stamp Duties*. Do not give publication details in either the footnote or the bibliography.

Try to avoid referring to a particular page/paragraph but if you must do so, refer to the paragraph rather than the page, providing the following information: volume (if appropriate), release number or date of issue (which should be located at the bottom of the page of the publication) in the same format used by the publisher but without full stops.

**Checklist:**

- Title of loose-leaf in *italics*, followed by a comma
- If referring to a particular paragraph:
  - put ‘vol’ and the number (if applicable) followed by a comma
  - put ‘para’ followed by the number (if applicable)
  - in round brackets put ‘issue’, followed by the number (if applicable)
- Finish with a full stop.
Footnote
When referring to a loose-leaf publication as a whole:

*Harvey on Industrial Relations and Employment Law.*

When referring to a particular paragraph in a loose-leaf publication:

*Harvey on Industrial Relations and Employment Law, vol 1, para 31 (issue 234).*

Bibliography
You do not need to provide publication details for a loose-leaf publication.

*Harvey on Industrial Relations and Employment Law.*

6.8 Encyclopaedia
When referring to an encyclopaedia, follow the guidelines for a book but exclude the author/editor and publisher information:

**Checklist:**

- Title of encyclopaedia in *italics*
- In round brackets:
  - put the edition followed by a comma
  - year of issue/reissue
- Put ‘vol’ followed by the number
- In the footnote, if referring to a particular paragraph, put a comma followed by ‘para’ and the paragraph number
- Finish with a full stop.

Footnote
When referring to a particular volume:


When referring to a particular paragraph:


Bibliography

6.9 **Ebook**

When referring to ebooks you do **not** need to provide the URL/web address or the date the book was accessed online.

**Checklist:**

- In the footnote put the author(s)’ first name followed by their surname and a comma. If there is no author put the title of the book
- In the bibliography put the author(s)’ surname followed by their initial and a comma. If there is no author put the title of the book
- If the book is edited put ‘ed’ or ‘eds’ (for more than one editor) in round brackets, followed by a comma
- Title of book in italics
- In round brackets:
  - put the edition (if not the first) followed by edn (abbreviation for edition) and a comma
  - publisher and year of publication
- Finish with a full stop.

**Footnote**

When referring to the book as a whole:

Phil Syrpis, *The Judiciary, the Legislature and the EU Internal Market* (Cambridge University Press 2012).

When referring to a particular page in an ebook:

Phil Syrpis, *The Judiciary, the Legislature and the EU Internal Market* (Cambridge University Press 2012) 54.

**Bibliography**

When listing a book in your bibliography, you should reverse the author/editor(s)’ name so that the surname appears first, followed by their initials then a comma.

7.1 Email

You should seek permission from the sender before referring to personal emails in your academic work.

Checklist:

- Put ‘Email from’ followed by the senders’ first name and surname (if you are the sender put author)
- Put ‘to’ followed by the recipients’ first name and surname (if you are the recipient put author)
- In round brackets put the day, month and year that the email was sent
- Finish with a full stop.

Footnote

1. Put ‘Email from’ followed by the senders’ first name and surname (if you are the sender put author)

   Email from Anne Dennett to author (7 July 2014).

2. Put ‘to’ followed by the recipients’ first name and surname (if you are the recipient put author)

3. In round brackets put the day, month and year that the email was sent. Finish with a full stop.

Bibliography

   Email from Anne Dennett to author (7 July 2014).
7.2 Letter

You should seek permission from the sender/recipient before referring to personal letters in your academic work.

Checklist:

☐ Put ‘Letter from’ followed by the senders’ first name and surname (if you are the sender put author)
☐ Put ‘to’ followed by the recipients’ first name and surname (if you are the recipient put author)
☐ In round brackets put the day, month and year that the letter was sent
☐ Finish with a full stop.

Footnote

Letter from author to Lincoln Crown Court (9 July 2014).

Bibliography

Letter from author to Lincoln Crown Court (9 July 2014).
Conference papers

When referring to a conference paper that has been published, cite the published version following the guidelines for a book.

Conference papers that are available online should include a URL/web address and date of access.

**Checklist:**

- In the **footnote** put the author(s)’ first name followed by their surname and a comma.
- In the **bibliography** put the author(s)’ surname followed by their initial and a comma.
- Title of paper in single quotation marks.
- In round brackets:
  - put the conference title, followed by a comma
  - the location, followed by a comma
  - the date of the conference
- If the conference paper was accessed online, put:
  - In angled brackets (<>) the URL/web address
  - Put ‘accessed’ and the date you accessed the source.
- Finish with a full stop.

**Footnote**

1. In the **footnote** put the author(s)’ first name followed by their surname and a comma
2. Title of paper in single quotation marks
3. In round brackets put:
   - the conference title, followed by a comma
   - the location, followed by a comma
   - the date of the conference
4. If the conference paper was accessed online, put the URL/web address, in angled brackets (<>). Put ‘accessed’ and the date you accessed the source. Finish with a full stop.

**Bibliography**

When listing a conference paper in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.


9.1 Broadcast

Checklist:

☐ In the footnote, put the interviewer(s)’ first name, followed by their surname and a comma

☐ In the bibliography, put the interviewer(s)’ surname, followed by their initials and a comma

☐ Put ‘Interview with’ followed by the first name and surname of the interviewee

☐ In round brackets put:
  • the programme name (if applicable) followed by a comma
  • where it was broadcast, followed by a comma
  • day, month and year it was broadcast

☐ Finish with a full stop.

Footnote

1. In the footnote, put the interviewer(s)’ first name, followed by their surname and a comma

2. Put ‘Interview with’ followed by the first name and surname of the interviewee

Andrew Marr, Interview with David Cameron (Andrew Marr Show, BBC One, 5 January 2014).

3. In round brackets put:
  • the programme name (if applicable) followed by a comma
  • where it was broadcast, followed by a comma
  • day, month and year it was broadcast

Finish with a full stop

Bibliography

When listing an interview in your bibliography, you should reverse the interviewer(s)’ name so that the surname appears first, followed by their initials then a comma.

Marr A, Interview with David Cameron (Andrew Marr Show, BBC One, 5 January 2014).
9.2 **Personal**

You should seek permission from the interviewee/interviewer before referring to a personal interview in your academic work.

**Checklist:**

- If the interview was conducted by somebody other than yourself, put the interviewer(s)’ first name and surname followed by a comma
- Put ‘Interview with’
- The first name and surname of the interviewee, followed by a comma
- Position of the interviewee followed by a comma
- Institution (if applicable)
- In round brackets put:
  - the location of the interview
  - day, month and year of the interview
- Finish with a full stop.

**Footnote**

Interview with Jo Carby-Hall, Director of International Legal Research, Centre for Legislative Studies, University of Hull (Hull, 1 July 2014).

**Bibliography**

Interview with Jo Carby-Hall, Director of International Legal Research, Centre for Legislative Studies, University of Hull (Hull, 1 July 2014).
Journal articles

Journal articles found on databases (such as LexisLibrary, HeinOnline, Westlaw, etc.) or websites (such as publisher’s, the library, etc.) should be treated as hard copies; this means that you should reference them as print copies even though you have accessed them electronically. You should never include information about how you accessed the article unless it is only available electronically.

When referencing journal articles you should list the author(s)’ first name followed by their surname in the footnote; however, in the bibliography you need to reverse this and list the author(s)’ surname followed by their initial.

If the article has more than one author, follow the (author) guidelines for a book: three or less, list all the authors in the footnote and bibliography. If there are more than three authors, put ‘and others’ in the footnote but list all the authors in the bibliography.

**Checklist:**

- In the **footnote** put the author(s)’ first name followed by their surname and a comma. If there is no author put the title of the article
- In the **bibliography** put the author(s)’ surname followed by their initial and a comma. If there is no author put the title of the article
- Title of article in single quotation marks
- [year] OR (year)*
- Volume number (if applicable)
- Issue number in round brackets (if applicable)
- Journal abbreviation. If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: [http://www.legalabbrevs.cardiff.ac.uk](http://www.legalabbrevs.cardiff.ac.uk)
- First page of article
- Finish with a full stop.

* Use square brackets if there is no volume number, or round brackets if there is a separate volume number.
10.1 Print articles

Footnote
When referring to the article as a whole:

1. In the footnote put the author(s)’ first name followed by their surname and a comma. If there is no author put the title of the article
2. Title of article in single quotation marks
3. [year] OR (year)
4. Volume number (if applicable), Issue number in round brackets (if applicable)
5. Journal abbreviation
6. First page of article. Finish with a full stop


Bibliography
When listing a journal article in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.


Other footnote examples
When referring to a particular page:


When referring to a range of pages:


When referring to an editorial:

10.2 Online articles

When referring to journals that have been published online only, e.g. Web Journal of Current Legal Issues, you need to provide the URL/web address and the date you accessed the article.

The journals available online via Westlaw, LexisLibrary and HeinOnline tend to be print journals that have been made available electronically; therefore, if you found the article on one of the above, you do not need to add the URL/web address or the date you accessed it.

Checklist:

- In the footnote put the author(s)’ first name followed by their surname and a comma. If there is no author put the title of the article
- In the bibliography put the author(s)’ surname followed by their initial and a comma. If there is no author put the title of the article
- Title of the article in single quotation marks
- Year the article was published in –
  • round brackets if there is a separate volume number
  • square brackets if there is no separate volume number
- Volume number (if applicable)
- Issue number in round brackets (if applicable)
- Journal abbreviation. If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: http://www.legalabbrevs.cardiff.ac.uk
- First page of the article
- If the journal is only available online, in angled brackets (<>) give the URL/web address
- Put ‘accessed’ and the date you accessed the online journal
- Finish with a full stop.

Footnote

When referring to an article that is only available online:


When referring to a print article that has been accessed online:

Paul Davies, ‘Rectifying the Course of Rectification’ [2012] 75(3) MLR 412.
Bibliography

When listing a journal article in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.

Davies P, ‘Rectifying the Course of Rectification’ [2012] 75(3) MLR 412.


10.3 Case notes/comments

Treat case notes/comments with titles as if they were journal articles but add ‘note’ in round brackets at the end of the citation. If the case note/comment does not have a title, use the name of the case. When referring to the note or comment of a case, even if not separately cited, you should include the case in your Table of Cases, citing the most authoritative report.

Checklist:

☐ In the footnote put the author(s)’ first name followed by their surname and a comma. If there is no author put the title of the article

☐ In the bibliography put the author(s)’ surname followed by their initial and a comma. If there is no author put the title of the article

☐ Title of the article in single quotation marks

☐ Year the article was published in –
  • round brackets if there is a separate volume number
  • square brackets if there is no separate volume number

☐ Volume number (if applicable)

☐ Issue number in round brackets (if applicable)

☐ Journal abbreviation.
  If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: http://www.legalabbrevs.cardiff.ac.uk

☐ First page of the article

☐ Put note in round brackets

☐ Finish with a full stop.

Footnote

Bibliography

When listing a case note/comment in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.


10.4 Yearbooks

When referring to an article in a yearbook, you should treat it the same way you would a journal article.

Checklist:

☐ In the footnote put the author(s)’ first name followed by their surname and a comma. If there is no author put the title of the article
☐ In the bibliography put the author(s)’ surname followed by their initial and a comma. If there is no author put the title of the article
☐ Title of the article in single quotation marks
☐ Year the article was published in —
  • round brackets if there is a separate volume number
  • square brackets if there is no separate volume number
☐ Volume number (if applicable)
☐ Issue number in round brackets (if applicable)
☐ Journal abbreviation. If you are unsure what the abbreviation is, search for the title using the Cardiff Index to Legal Abbreviations: http://www.legalabbrevs.cardiff.ac.uk
☐ First page of the article
☐ Finish with a full stop.

Footnote


Bibliography

When listing an article from a year book in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.

Newspaper articles

When referring to newspaper articles you should give the author’s name, the title of the article, the name of the newspaper and then in round brackets the place of publication and the date. If the article has a page number give this information after the brackets. If the article was accessed online and does not have a page number, provide the web address and date of access.

Your footnote and bibliography should not include information about how you accessed the source, e.g. LexisLibrary, Westlaw, etc.

Checklist:

☐ Footnote only – put the author(s)’ first name, followed by their surname and a comma
☐ Bibliography – put the author(s)’ surname, followed by their initial and a comma
☐ Title of the article in single quotation marks
☐ Name of the newspaper in italics
☐ In round brackets put:
  • city of publication, followed by a comma
  • day, month and year of publication
☐ Section name (if applicable) followed by the page number (if known)
☐ If accessed online and there is no page number:
  • In angled brackets (<>) put the URL/web address
  • Put ‘accessed’ and the date you accessed the source
☐ Finish with a full stop.

Footnote

1. In the footnote put the author(s)’ first name, followed by their surname and a comma
2. Title of the article in single quotation marks
3. Name of the newspaper in italics
4. In round brackets put:
   • city of publication followed by a comma
   • day, month and year of publication
5. Section name (if applicable) followed by the page number (if known). Finish with a full stop


Bibliography

When listing a newspaper article in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.

12.1 Command papers

Command papers include White and Green papers, government responses to select committee reports, and reports of committees of inquiry.

Checklist:

☐ Name of the department or body that produced the paper, followed by a comma

☐ Title of the paper in *italics*

☐ In round brackets put:
  • any additional information required
  • the command paper number followed by a comma
  • the year

☐ Finish with a full stop.

Footnote

1. Name of the department or body that produced the paper, followed by a comma

2. Title of the paper in *italics*

3. In round brackets put:
   • any additional information required
   • the command paper number followed by a comma
   • the year

Finish with a full stop.


Bibliography


Other footnote examples

When referring to a particular page:

12.2 Hansard

Checklist:

- ‘HL Deb’ or ‘HC Deb’
- Day, month and year, followed by a comma
- Put ‘vol’ followed by the volume number and a comma
- Put ‘col’ or ‘cols’ (if referring to more than one column)
- If referring to a written answer in the House of Lords, put ‘WA’
- Column number
- If referring to a written answer in the House of Commons, put ‘W’
- Finish with a full stop.

Footnote
When referring to a particular column:

HL Deb 22 October 2013, vol 748, col 892.

When referring to a range of columns:


When referring to a written answer in the House of Lords:


When referring to a written answer in the House of Commons:

HC Deb 24 April 2013, vol 561, col 904W.

Bibliography
List debates in date order (starting with the oldest).

HC Deb 24 April 2013, vol 561, col 904W.
HL Deb 22 October 2013, vol 748, col 892.
12.3 Parliamentary reports

When referring to reports of select committees of either House, or joint committees of both Houses, you should, where possible, provide the following information:

Checklist:

- Name of the committee, followed by a comma
- Title of the report in italics
- In round brackets put:
  - ‘HL’ or ‘HC’
  - the session followed by a comma
  - the paper number
  - in roman numerals the volume number (if applicable)

- Finish with a full stop.

Footnote

When referring to a House of Lords select committee report:

Science and Technology Committee, Setting Priorities for Publicly Funded Research (HL 2009-10, 104-I).

When referring to a House of Commons select committee report:


When referring to a joint committee report, cite first the House of Lords paper number, followed by a comma and then the House of Commons paper number:


Bibliography


Science and Technology Committee, Setting Priorities for Publicly Funded Research (HL 2009-10, 104-I).
12.4 House of Commons Library papers

Checklist:

☐ Footnote only – put the author(s)’ first name, followed by their surname and a comma

☐ Bibliography – put the author(s)’ surname, followed by their initial and a comma

☐ Title of the report in italics

☐ In round brackets put:
  - Series/publisher (if applicable) followed by the report number (if applicable) and a comma
  - the year

☐ If accessed online:
  - In angled brackets (< >) put the URL/web address
  - Put ‘accessed’ and the date you accessed the source
  - Finish with a full stop.

Footnote

When referring to a House of Commons research paper:


When referring to a House of Commons briefing paper:


When referring to a House of Commons debate pack:


Bibliography


12.5 Law Commission reports

When referring to a Law Commission report, you should include the following information:

Checklist:

- Put ‘Law Commission’, followed by a comma
- Title in *italics*
- In round brackets:
  - put ‘Law Com No’ followed by the report number and a comma
  - the year
- Finish with a full stop.

Footnote


Bibliography


Other footnote examples

When referring to a particular paragraph, put ‘para’ followed by the relevant number:


When referring to a range of paragraphs, put ‘paras’ followed by the relevant numbers separated with a dash:

13.1 Blogs

**Checklist:**

- In the **footnote** put the author/editor(s)’ first name followed by their surname and a comma. If there is no author put the title of the blog.
- In the **bibliography** put the author/editor(s)’ surname followed by their initial and a comma. If there is no author put the title of the blog.
- Title of blog entry in single quotation marks.
- In round brackets put:
  - the name of the blog, in *italics*, followed by a comma
  - the day, month and year of the blog entry.
- In angled brackets (<> put the URL/web address of the blog post.
- Put ‘accessed’ and the date you accessed the blog entry.
- Finish with a full stop.

**Footnote**

1. In the **footnote** put the author/editor(s)’ first name followed by their surname and a comma. If there is no author put the title of the blog.
2. Title of blog entry in single quotation marks.
3. In round brackets put:
   - the name of the blog, in *italics*, followed by a comma
   - the day, month and year of the blog entry.


4. In angle brackets (<> put the URL/web address of the blog post.
5. Put ‘accessed’ and the date you accessed the blog entry. Finish with a full stop.

**Bibliography**

When listing a blog in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.

13 Social media

13.2 Facebook

Checklist:

☐ Contributor(s) followed by a comma
☐ Short description of post in single quotation marks
☐ In round brackets put:
  • the name of the Facebook page in *italics*, followed by a comma
  • the day, month and year of the post
☐ In angled brackets (<>) put the URL/web address of the Facebook page
☐ Put ‘accessed’ and the date you accessed the post
☐ Finish with a full stop.

Footnote


Bibliography

13.3 Video sharing websites

Checklist:

☐ In the footnote put the contributor(s)’ first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the video.

☐ In the bibliography put the contributor(s)’ surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the video.

☐ Title of video in single quotation marks.

☐ In round brackets put:
  • the title of the website, in italics, followed by a comma
  • the date the video was uploaded (if available)

☐ In angled brackets (<> put the URL/web address.

☐ Put ‘accessed’ and the date you accessed the video.

☐ Finish with a full stop.

Footnote


Bibliography

13.4 Twitter

Checklist:

☐ Contributor(s) followed by a comma
☐ Short description of tweet in single quotation marks
☐ In round brackets put:
  • ‘Twitter’ in *italics*, followed by a comma
  • the day, month and year of tweet
☐ In angled brackets (<>) put the URL/web address of the tweet
☐ Put ‘accessed’ and the date you accessed the tweet
☐ Finish with a full stop.

Footnote

Bibliography
13.5 **Podcasts, vidcasts, vodcasts**

When referring to a podcast, vidcast or vodcast, provide the following information:

**Checklist:**

- In the *footnote* put the broadcaster(s)’ first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the podcast/vidcast/vodcast.
- In the *bibliography* put the broadcaster(s)’ surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the podcast/vidcast/vodcast.
- Title of the podcast/vidcast/vodcast in single quotation marks.
- In round brackets put:
  - the title of the website, in *italics*, followed by a comma
  - the day, month and year of broadcast (if available)
- In angled brackets (<>) put the URL/web address.
- Put ‘accessed’ and the date you accessed the podcast/vidcast/vodcast.
- Finish with a full stop.

**Footnote**


**Bibliography**

Theses, dissertations

Checklist:

☐ In the footnote put the author’s first name followed by their surname and a comma
☐ In the bibliography put the author(s)’ surname followed by their initial and a comma
☐ Title of thesis/dissertation in single quotation marks
☐ In round brackets put:
  • qualification level, followed by a comma
  • the Higher Education institution
  • the year of completion
☐ Finish with a full stop.

Footnote

1. In the footnote put the author’s first name followed by their surname and a comma

Bibliography

When listing a thesis/dissertation in your bibliography, you should reverse the author’s name so that the surname appears first, followed by their initials then a comma.

15.1 Lecture, seminar

You should seek permission from your lecturer/tutor before referring to lectures or seminars in your academic work.

Checklist:
- In the footnote put the lecturer(s)’ first name followed by their surname and a comma
- In the bibliography put the lecturer(s)’ surname followed by their initial and a comma
- Title of lecture in single quotation marks
- In round brackets put:
  - ‘Lecture in’
  - the module title and code, followed by a comma
  - the Higher Education institution, followed by a comma
  - day, month and year of lecture
- Finish with a full stop.

Footnote

Anne Dennett, ‘Law of the Air and Outer Space’ (Lecture in International Law LAW3066M-1314, University of Lincoln, 9 January 2014).

Bibliography

When listing a lecture/seminar in your bibliography, you should reverse the author(s)’ name so that the surname appears first, followed by their initials then a comma.

15.2 **Speech, lecture**

**Checklist:**

- In the **footnote** put the author(s)’ first name followed by their surname and a comma, or corporate author.
- In the **bibliography** put the author(s)’ surname followed by their initial and a comma, or corporate author.
- Title of speech in single quotation marks.
- In round brackets put:
  - ‘Speech delivered at’ followed by the location then a comma
  - day, month and year speech was delivered
- If the speech was accessed online put:
  - in angled brackets (<>) the URL/web address
  - ‘accessed’ and the date you accessed the source
- Finish with a full stop.

**Footnote**


**Bibliography**

In general, PDFs should be referenced as a website. There are some exceptions to this, if the PDF has:

- an International Standard Book Number (ISBN) - follow the guidelines for referencing a book
- a C, Cd, Cmd, Cmnd or Cm Number - follow the guidelines for referencing a Command paper
- a HC or HL number - follow the guidelines for referencing a Parliamentary report

It is important to evaluate a website before using it in your academic work. For more information, visit: http://lncn.eu/ejxy

If the website/PDF does not have a personal author, give the corporate author (the owner of the website).

**Checklist:**

- In the **footnote** put the author/editor(s)’ first name followed by their surname and a comma, or corporate author. If there is no named author, start the citation with the title of the webpage
- In the **bibliography** put the author/editor(s)’ surname followed by their initial and a comma, or corporate author. If there is no named author, start the citation with the title of the webpage
- Title of page/section in single quotation marks
- In round brackets put:
  - the title of the website, in *italics*, followed by a comma
  - the date of publication (if available)
- In angled brackets (<>) put the URL/web address
- Put ‘accessed’ and the date you accessed the source
- Finish with a full stop.
16.1 Personal author

Footnote

1. In the footnote put the author/editor(s)’ first name followed by their surname and a comma, or corporate author
2. Title of page/section in single quotation marks


Bibliography

When adding a website to your bibliography, you need to reverse the author(s) name so that the surname appears first followed by their initials then a comma.


16.2 Corporate author

Footnote


Bibliography
