

Referencing Handbook

OSCOLA

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# Introduction

OSCOLA is the referencing style used on law programmes at the University of Salford.

It stands for Oxford Standard for Citation of Legal Authorities. OSCOLA is edited by the Oxford Law Faculty, in consultation with the OSCOLA Editorial Advisory Board.

Any time you use information that is not your own words or ideas you need to reference it

using the OSCOLA style.

This guide is not designed to be comprehensive - it has been written to help guide beginners to OSCOLA – it is adapted from the fuller guide published and maintained by the University of Oxford, which is available to download for free from  <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>

**There are two parts to OSCOLA referencing**

You must keep a record of every piece of literature you use during your research. All the literature that you use in your own writing must be referred to twice:

## 1. Footnotes

After each quote, or paraphrase, you need to insert a footnote into your work. This puts a small number after your text and takes you automatically to the bottom of the page where you can insert a reference in OSCOLA style to the information source you used.

## 2. Table of Statutes, Table of Statutory Instruments, Tables of Cases and Bibliography

You should include a Table of Statutes, Table of Statutory Instruments, Tables of Cases and Bibliography at the end of your document. Your Bibliography should group the same kinds of resources together with relevant headings e.g., Articles, Books, Newspapers, Websites. The Tables and Bibliography should include the full details of the resources you have used.

The **footnotes** **are** included in your word count, but your **bibliography** and Tables of Cases and Legislation **are not**. You can reduce the word count that your footnotes take up by using various abbreviations for Law Reports and journal titles and the OSCOLA short hands ibid and (n) when you reference the same resource several times – details are given later in the guide.

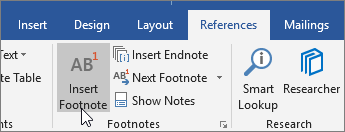
## Inserting a footnote using Word

Footnotes appear at the bottom of the page. A number on the footnote matches up with a reference mark in the document.

A screenshot of a cell phone

Description automatically generated

1. Click in your assignment where you want to reference to a footnote e.g., after a case name, quotation, or paraphrase.
2. On the **References** tab, select **Insert Footnote**.



1. Enter your citation into the footnote.

## Full stops

All footnotes should end with a full stop. Items listed in the Tables of Cases, Table of Legislation and the Bibliography should not end with a full stop.

## Citing web addresses (URLs)

Be careful when citing URLs. Hyperlinks to URLs often break and no longer point to the original document. The Digital Object Identifier (doi) system used by some journals is preferable, but not all law journals use this system, and many of those that do also publish in hard copy and so **do not require a URL in OSCOLA**.

In general, only include the web address when the document **is only available online**, when the web address is particularly helpful for finding the document. Do not include a URL for documents found in Westlaw, Lexis, Library Search etc.

This information is based on the OSCOLA FAQs which are available at: <https://www.law.ox.ac.uk/oscola-faqs>

## Repeating references in your footnotes – using ibid and (n)

If you refer to the same source of information in footnotes which immediately follow each other – the first footnote should contain the full details of the sources – the following footnote can instead make use of the shorthand ibid.

For example:

1 *Corr v IBC Vehicles Ltd* [2008] UKHL 13, [2008] 1 AC 884, 882. (full citation)

2 ibid 895. (citation immediately after the full citation, referring to the same case but a different page pinpoint)

If you are using information from the same resource several times in footnotes which do not directly follow each other, you can use the OSCOLA shorthand, (n). The (n) in an OSCOLA footnote means that the reference for the information source you are citing appears in full earlier in your essay. You need to insert a number following (n) to direct the reader to the right footnote.

For Example:

1 [1967] 2 AC 46, 52. (reference given in full the first time you cite it)

2 [1963] 2 QB 606.

3 (n1) 124. (This reference is from the same source as footnote 1 so the (n1) informs the reader to check there for the full details. The page pinpoint is included to show the reader that the information has come from a different page, in this case, page 124).

# Primary Sources

## Cases

### Square or round brackets?

Where the year is essential to identify the volume of the law report series e.g., if more than one volume is published each year, give the year in square brackets.

*Corr v IBC Vehicles Ltd* [2008] 1 AC 884.

If you don’t need the year to locate the volume of the law report series, for example if only one volume is published each year and numbered in sequence, give the year in round brackets.

*Barrett v Enfield LBC*(1999) 49 BMLR 1 (HL).

### Pinpoints

A pinpoint is a reference to a specific paragraph of a judgment or page of a report which comes at the end of the citation. Usually, the pinpoint will be a page number but with judgments, especially with neutral citations, use a paragraph number instead. The paragraph number should be enclosed within square brackets [ ].

**For Judgments & Reports:**

* If pinpointing to more than one paragraph, separate the paragraph numbers in square brackets with a comma.
* If citing spans of paragraphs, insert a dash between the first and last paragraph being cited.

For example:

One paragraph:

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

More than one paragraph:

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

A span of paragraphs:

*Bunt v Tilley*[2006] EWCH 407 (QB), [2006] 3 All ER 336 [1] - [37].

A page:

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

### Italic font?

You should use an italic font when referring to case names in your assignment – you should also use the italic font in your footnote – however you DO NOT use italics when referencing cases in your Table of Cases at the end of your assignment.

## [Case - law report with neutral citation (all reported UK cases post 2001)](https://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing" \l "modulesecond8a1)

**Footnote format:**

*Case name* [Year of neutral citation] Court Case number, [Year law report published] OR (Year case heard) Volume (if applicable) Law report series abbreviation First page of case, page number pinpoint [or paragraph number pinpoint].

**Footnote example:**

*Corr v IBC Vehicles Ltd* [2008] UKHL 13, [2008] 1 AC 884, 886.

**Footnote example if you have already given the case name in your work:**

[2008] UKHL 13, [2008] 1 AC 884, 886.

**Table of Cases format:**

Case name [Year of neutral citation] Court Case number, [Year law report published] OR (year case heard) Volume (if applicable) Law report series abbreviation First page of case

**Table of Cases example:**

Corr v IBC Vehicles Ltd [2008] UKHL 13, [2008] 1 AC 884

## [Case - law report with no neutral citation (all reported UK cases pre-2001)](https://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing#modulesecond9a1)

**Footnote format:**

*Case name* [Year] or (Year) Volume if applicable Law report series abbreviation First page of case (Court) Page number pinpoint [or paragraph number pinpoint].

**Footnote example:**

*Page v Smith* [1996] AC 155 (HL) 157.

**Footnote example if you have already given the case name in your work:**

[1996] AC 155 (HL) 157.

**Table of Cases format:**

Case name [Year] or (Year) Volume if applicable Law report Series abbreviation First page of case (Court)

**Table of Cases example:**

Page v Smith [1996] AC 155 (HL)

## [Case - with neutral citation only](https://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing#modulesecond10a1) - unreported

**Footnote format:**

*Case name* [Year] Court Case number [paragraph pinpoint].

**Footnote example:**

*FirstGroup Plc v Paulley* [2017] UKSC 4 [7].

**Footnote example if you have already given the case name in your work:**

[2017] UKSC 4 [7].

**Table of Cases format:**

Case name [Year] Court Case number

**Tables of Cases example:**

FirstGroup Plc v Paulley [2017] UKSC 4

## Case with neutral citation only – reported

Where a judgement has been reported, give the neutral citation followed by a citation of the best law report, separated by a comma. Some law reports have more authority than others – the most authoritative are known as “The Law reports” and have subtitles such as “Queen’s Bench” and “Appeal cases”. Page 17 of OSCOLA (4th ed.) <https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf> provides a ranking of preference of law reports to use when citing cases of this kind.

**Footnote format:**

*Case name* [Year] Court Case number, [year] OR (year) Volume Report abbreviation First page.

**Footnote example:**

*Corr v IBC Vehicles Ltd* [2008] UKHL 13, [2008] 1 AC 884.

**Footnote example if you have already given the case name in your work:**

[2008] UKHL 13, [2008] 1 AC 884.

**Table of Cases format:**

Case name [Year] Court Case number, [year] OR (year) Volume Report abbreviation First page

**Table of Cases example:**

Corr v IBC *Vehicles Ltd* [2008] UKHL 13, [2008] 1 AC 884

## Case -unreported (Criminal cases)

**Footnote format:**

*Case name* (Court name, date of judgment).

**Footnote example:**

*R v Barker* (Manchester Magistrates Court, 5 December 2019).

**Footnote example if you have already given the case name in your work:**

(Manchester Magistrates Court, 5 December 2019).

**Table of Cases format:**

Case name (Court name, date of judgment)

**Table of Cases example:**

R v Barker (Manchester Magistrates Court, 5 December 2019)

## Case -unreported (Civil cases)

**Footnote format:**

*Case name* (Court name, date of judgment).

**Footnote example:**

*Patman v Barker* (Manchester County Court, 6 December 2019).

**Footnote example if you have already given the case name in your work:**

(Manchester County Court, 6 December 2019).

**Table of Cases format:**

Case name (Court name, date of judgment)

**Tables of Cases example:**

Patman v Barker (Manchester County Court, 6 December 2019)

## Case pre-1865

**Footnote format:**

*Case name* (year) volume Nominate Report abbreviation first page, pinpoint to page; volume English Report abbreviation first page, pinpoint to page.

**Footnote example:**  
*Boulton v Jones* (1857) 2 H&N 564, 566; 157 ER 232, 233.

**Footnote example if you have already given the case name in your work:**

(1857) 2 H&N 564, 566; 157 ER 232, 233.

**Table of Cases format:**

Case name (year) volume Nominate report abbreviation first page, volume English Report abbreviation first page

**Table of Cases example:**  
Boulton v Jones (1857) 2 H&N 564, 157 ER 232

## Cases from non-UK jurisdictions

**Footnote format:**

Cite primary sources (cases and legislation) as in their home jurisdiction, with the exception that full stops in abbreviations should be removed.

**Table of Cases format:**

Cite primary sources (cases and legislation) as in their home jurisdiction, with the exception that full stops in abbreviations should be removed

# Primary Legislation

## Statutes/Acts of Parliament

Cite an Act by its short title and the year – you do not include the chapter of the Act. You will often refer to a specific part of an act e.g., a subsection or paragraph – this should be cited in the footnote in the form of an abbreviation. Page 24 of OSCOLA (4th ed.) <https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf> lists all the relevant abbreviations.

**Footnote format:**

Short title Year of Act, abbreviation of location section(subsection)(paragraph).

**Footnote example:**

Human Rights Act 1998, s 15(1)(b).

**Table of Legislation format:**

Short title Year of Act

**Table of Legislation example:**

Human Rights Act 1998

## Bills

Cite a Bill by its title, the House in which it originated, the Parliamentary session in brackets, and the running number assigned to it. Running numbers for House of Commons Bills are put in square brackets; those for House of Lords Bills are not. If you refer to a specific part of a Bill e.g., a clause this should be abbreviated to ‘cl’ or ‘cls’ for clauses.

## Bills- House of Commons

**Footnote format:**

Title HC Bill (session) [number], clause(subpart).

**Footnote example:**

Consolidated Fund HC Bill (2008-9) [5], cl 8(2).

**Table of Legislation format:**

Title HC Bill (session) [Number]

**Table of Legislation example:**

Consolidated Fund HC Bill (2008-9) [5]

## Bills - House of Lords

**Footnote format:**

Title HL Bill (session) Number, Clause (subpart).

**Footnote example:**

Academies HL Bill (2010-11) 1, cl 5 (3).

**Table of Legislation format:**

Title HL Bill (session) Number

**Table of Legislation example:**

Academies HL Bill (2010-11) 1

# Secondary Legislation

## Statutory Instruments

**Footnote format:**

Title Year, SI number Section.

**Footnote example:**

The Consumer Rights (Enforcement and Amendments) Order 2016, SI 2016/1259 s1.

**Table of Statutory Instruments format:**

Title Year, SI number

**Table of Statutory Instruments example:**

The Consumer Rights (Enforcement and Amendments) Order 2016, SI 2016/1259

## Civil Procedure Rule – Practice Direction

**Footnote format:**

Practice Direction Number PD Part referencing.

**Footnote example:**

2C PD 6.1.

**Table of Statutory Instruments format:**

Practice Direction Number PD

**Table of Statutory Instruments example:**

2C PD

# European Union

## EU Treaty or Protocol

EU treaties and protocols follow the same format.

**Footnote format:**

Legislation title [Year] OJ series Issue/First page, Article number referencing [paragraph number referencing].

**Footnote example:**

Consolidated version of the Treaty on European Union [2008] OJ C115/13, art 4 [2].

**Table of Legislation format:**

Legislation title [Year] OJ series Issue/first page

**Table of Legislation example:**

Consolidated version of the Treaty on European Union [2008] OJ C115/13

## EU Regulations, Directives, Decision, Recommendations and Opinions

EU Regulations, Directives, Decision, Recommendations and Opinions all follow the same format.

**Footnote format:**

Council Regulation Number Title [Year] OJ L Issue/First page, Article number referencing.

**Footnote example:**

Council Regulation 1984/2003 of 8 April 2003 introducing a system for the statistical monitoring of trade in bluefin tuna, swordfish and bigeye tuna within the Community [2003] OJ L295/1, Art 7.

**Table of Legislation format:**

Council Regulation Number Title [Year] OJ L Issue/First page

**Table of Legislation example:**

Council Regulation 1984/2003 of 8 April 2003 introducing a system for the statistical monitoring of trade in bluefin tuna, swordfish and bigeye tuna within the Community [2003] OJ L295/1

## EU Case

**Footnote format:**

Case number *Case name* [Year] Report abbreviation First page, Page number referencing.

**Footnote example:**

Case 240/83 *Procureur de la Republique v ADBHU* [1985] ECR 531, 545.

**Table of Cases format:**

Case number Case name [Year] Report abbreviation First page

**Table of Cases example:**

Case 240/83 Procureur de la Republique v ADBHU [1985] ECR 531

## European Court of Human Rights Judgement

**Footnote format:**

*Case name* (Year) Volume European Human Rights Reports abbreviation First page of case, Page number referencing.

**Footnote example:**

*Omojudi v UK* (2010) 51 EHRR 10,15.

**Table of Cases format:**

Case name (Year) Volume European Human Rights Reports abbreviation First page of case

**Table of Cases example:**

Omojudi v UK (2010) 51 EHRR 10

# United Nations

## UN Convention

**Footnote format:**

Title of convention (adopted date, entered into force date (if available)) Volume number of United Treaty Series it is published in UNTS page number convention starts on, article referencing.

**Footnote example:**

Vienna Convention on the Law of Treaties (adopted 23 May 1969, entered into force 27 January 1980) 1115 UNTS 331, art 7.

**Table of International Treaties and Conventions format:**

Title of convention (adopted date, entered into force date (if available)) Volume number of United Treaty Series it is published in UNTS page number convention starts on

**Table of International Treaties and Conventions example:**

Vienna Convention on the Law of Treaties (adopted 23 May 1969, entered into force 27 January 1980) 1115 UNTS 331

## UN Declaration

**Footnote format:**

Name of Declaration (adopted date) Resolution number (abbreviation) article referencing.

**Footnote example:**

Universal Declaration on Human Rights (adopted 10 December 1948) 217 A(III) (UNGA), art 7.

**Table of International Treaties and Conventions format:**

Name of Declaration (adopted date) Resolution number (abbreviation)

**Table of International Treaties and Conventions example**

Universal Declaration on Human Rights (adopted 10 December 1948) 217 A(III) (UNGA)

## UN General Assembly Resolution

**Footnote format:**

UNGA Resolution number (publication date) part or article referencing.

**Footnote example:**

UNGA Res 3314(XXIX) (14 December 1974) art 3.

**Bibliography format:**

UNGA Resolution number (publication date)

**Bibliography example:**

UNGA Res 3314(XXIX) (14 December 1974)

# Legislation from non-UK jurisdiction

**Footnote Format:**

Cite primary sources (cases and legislation) as in their home jurisdiction, with the exception that full stops in abbreviations should be removed.

**Tables of Cases and/or Legislation Format:**

Cite primary sources (cases and legislation) as in their home jurisdiction, with the exception that full stops in abbreviations should be removed

# Secondary Sources

## Book or eBook

Books are cited in the same way whether you read them online or as a hard copy. Book titles should be given in *italics*, and the publisher and date of publication should be included. Edition should be included for anything other than a first edition in the form ‘2nd edn’ or ‘rev edn’ for a revised edition.

**Footnote format:**

Author, *Title of book* (Edition publisher year) Page number pinpoint.

**Footnote example:**

Timothy Endicott, *Administrative Law* (2nd edn Oxford University Press 2011) 42.

**Bibliography format:**

Author surname Initial, *Book title* (Edition Publisher Year of Publication)

**Bibliography example:**

Endicott T, *Administrative Law* (2nd edn Oxford University Press 2011)

## Edited or translated books

If the book you have used doesn’t have an author, you can cite the editor or translator adding (ed) or (tr) after their name.

**Footnote format:**

Author (ed), *Title* (Publisher year) Page number pinpoint.

**Footnote example:**

Jeremy Horder (ed), *Oxford Essays in Jurisprudence: Fourth Series* (OUP 2000) 26.

**Bibliography format:**

Author surname Initial (ed), *Title* (Publisher year)

**Bibliography example:**

Horder J (ed), *Oxford Essays in Jurisprudence: Fourth Series* (OUP 2000)

## Chapter in an edited book

**Footnote format:**

Author of chapter, 'Title of chapter' in Editor name(s) (eds), *Title of book* (Publisher Year of Publication) Page number pinpoint.

**Footnote example:**

Francis Rose, 'The Evaluation of the Species' in Andrew Burrows and Alan Rodge (eds), *Mapping the Law: Essays in Memory of Peter Birks* (Oxford University Press 2006) 102.

**Bibliography format:**

Surname of author of chapter Initial, 'Title of chapter' in Editor name(s) (eds), *Title of book* (Publisher Year of Publication)

**Bibliography example:**

Rose F, 'The Evaluation of the Species' in Andrew Burrows and Alan Rodge (eds), *Mapping the Law: Essays in Memory of Peter Birks* (Oxford University Press 2006)

## Can’t find the original book? Books as secondary citations

It is best academic practice to consult the original information source. If it is not possible to find the original source, cite the source as cited in the secondary source (the source you used) then in brackets put ‘as cited in’ then cite the secondary source including the page number. For example:

**Footnote format:**

Author, *Title* (Publisher Year of Publication) Page number (as cited in Author, *Title* (Publisher Year of publication) Page number pinpoint.

**Footnote example:**

WL Clay, *The Prison Chaplain: A Memoir of the Reverend John Clay* (London 1861) 554 (as cited in M Wiener, *Reconstructing the Criminal Culture, Law and Policy in England 1830–1914* (Cambridge University Press 1990) 79.

**Bibliography format:**

Author, *Title* (Publisher Year of Publication) (as cited in Author, *Title* (Publisher Year of publication))

**Bibliography example:**

Clay, WL. *The Prison Chaplain: A Memoir of the Reverend John Clay* (London 1861) (as cited in M Wiener, *Reconstructing the Criminal Culture, Law and Policy in England 1830–1914* (Cambridge University Press 1990))

## Encyclopaedias

**Footnote format:**

*Encyclopaedia title* (edition year) pinpoint to volume, pinpoint to paragraph.

**Footnote example:**

*Halsbury’s Laws* (5th edn 2010) vol 57, para 53.

**Bibliography format:**

*Encyclopaedia title* (edition year)

**Bibliography example:**

*Halsbury’s Laws* (5th edn, 2010)

## Encyclopaedia segment with author

**Footnote format:**

Author, ‘Segment title’, *Encyclopaedia title* (year) pinpoint to page.

**Footnote example:**

CJ Friedrich, ‘Constitutions and Constitutionalism’, *International Encyclopaedia of the Social Sciences III* (1968) 319.

**Bibliography format:**

Author surname Initial, ‘Segment title’, *Encyclopaedia title* (year)

**Bibliography example:**

Friedrich CJ, ‘Constitutions and Constitutionalism’, *International Encyclopaedia of the Social Sciences III* (1968)

## Westlaw Overview Article

**Footnote Format:**

Author, 'Title of section' Westlaw Overview Article (updated date) accessed date.

**Footnote Example:**

Michelle Heeley, 'Double Jeopardy' Westlaw Overview Article (5 December 2013) accessed 23 July 2014.

**Bibliography Format:**

Author surname Initial, 'Title of section' Westlaw Overview Article (updated date) accessed date

**Bibliography Example:**

Heeley M, 'Double Jeopardy' Westlaw Overview Article (5 December 2013) accessed 23 July 2014

## Dictionaries – print or accessed via Westlaw

**Footnote format:**

'Word looked up', *Title of dictionary* (Dictionary edition Publisher Year of Publication).

**Footnote example:**

'Jury', *Stroud's Judicial Dictionary* (8th edn Sweet & Maxwell 2014).

**Bibliography format:**

*Dictionary name* (Edition Publisher Year of publication)

**Bibliography example:**

*Stroud's Judicial Dictionary* (8th edn Sweet & Maxwell 2014)

## Dictionary – online

**Footnote format:**

'Word searched', *Online dictionary title* <Web address> accessed Date accessed.

**Footnote example:**

'Contract', *OED Online* <http://www.oed.com/view/Entry/40330> accessed 24 January 2017.

**Bibliography format:**

*Online dictionary name* <Web address> accessed Date accessed

**Bibliography example:**

*OED Online* <http://www.oed.com/view/Entry/40330> accessed 24 January 2017

## Conference papers - print

**Footnote format:**

Author(s), 'Title of conference paper' (Title of Conference, Place of Conference, Date of Conference).

**Footnote example:**

Ben McFarlane and Donal Nolan, 'Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in English Law' (Obligations III conference, Brisbane, July 2006).

**Bibliography format:**

Surname of author(s) Initial, 'Title of conference paper' (Title of Conference, Place of Conference, Date of Conference)

**Bibliography example:**

McFarlane B and Nolan D, 'Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in English Law' (Obligations III conference, Brisbane, July 2006)

## Conference papers – online

If a conference paper is available online the web address and date of access should be included.

**Footnote format:**

Author(s), 'Title of conference paper' (Title of Conference, Place of Conference, Date of Conference) <web address> date accessed.

**Footnote example:**

Onuma Yasuaki, ‘The Assumption, Not Invention, of Universality Is the Problem’ (European Society of International Law Annual Conference, Manchester, September 2018) <<https://papers.ssrn.com/sol3/papers.cfm?abstract_id=3364047>> accessed 27 January 2020.

**Bibliography format:**

Surname of author(s) Initial, 'Title of conference paper' (Title of Conference, Place of Conference, Date of Conference) <web address> date accessed

**Bibliography example:**

Yasuaki O, ‘The Assumption, Not Invention, of Universality Is the Problem’ (European Society of International Law Annual Conference, Manchester, September 2018) <<https://papers.ssrn.com/sol3/papers.cfm?abstract_id=3364047>> accessed 27 January 2020

## Theses

**Footnote format:**

Author, ‘Title’ (type of thesis, University, year of completion) Page number pinpoint.

**Footnote example:**

Javan Herberg, ‘Injunctive Relief for Wrongful Termination of Employment’ (DPhil thesis, University of Oxford 1989) 27.

**Bibliography format:**

Author surname initial, ‘Title’ (type of thesis, University, year of completion)

**Bibliography example:**

Herberg J, ‘Injunctive Relief for Wrongful Termination of Employment’ (DPhil thesis, University of Oxford 1989)

# Articles

## Journal title abbreviations

Journal titles can be abbreviated to save word count – abbreviations can be found using the [Cardiff Index to Legal Abbreviations.](http://www.legalabbrevs.cardiff.ac.uk/)

## Journal articles – print or accessed via Library Search, Westlaw, LexisLibrary etc.

**Footnote Format:**

Author, 'Title of article' (Year of publication) Volume number (Issue number if applicable) Journal name or abbreviation First page of article, Page number pinpoint.

**Footnote Example:**

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

**Bibliography Format:**

Author surname Initial, 'Title of article' (Year of publication) Volume number (Issue number if applicable) Journal name or abbreviation First page of article

**Bibliography Example:**

Young A, 'In Defence of Due Deference' (2009) 72 MLR 554

## [Journal Article - found online via a general web search](https://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing" \l "modulesecond26a1)

If a journal is only available online, you should include the URL. Online journals are unlikely to have page numbers and will not always have volume and issue numbers.

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

**Footnote Format:**

Author, 'Title of article' [Year] or (Year) Volume number if applicable (Issue number if applicable) Journal name or abbreviation <Web address> accessed Date accessed.

**Footnote Example:**

Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT <http://ejlt.org/article/view/17> accessed 27 July 2010.

**Bibliography Format:**

Author surname Initial, 'Title of article' [Year] or (Year) Volume number if applicable (Issue number if applicable) Journal name or abbreviation <Web address> accessed Date accessed

**Bibliography Example:**

Greenleaf G, 'The Global Development of Free Access to Legal Information'(2010) 1(1) EJLT <http://ejlt.org/article/view/17> accessed 27 July 2010

## Working papers/Research papers

Legal working papers are a work in progress, which have been publicly circulated in order to encourage debate and discussion. Research papers are an example of working papers.

Working papers may be available online on institution websites. They should be cited in a similar way to online journals.

Because the content of working papers is subject to change, the date of access is especially important.

If a working paper is later published in a journal, cite that instead of the working paper.

**Footnote format:**

Author, ‘Title’ (Year) Working paper/Research paper series, page number referencing <web address> date accessed.

**Footnote example:**

John M Finnis, 'On Public Reason' (2006) Oxford Legal Studies Research Paper 1/2007, 8 <<http://ssrn.com/abstract=955815>> accessed 18 November 2009.

**Bibliography format:**

Author surname Initial, ‘Title’ (Year) Working paper/Research paper series <web address> date accessed

**Bibliography example:**

Finnis JM, 'On Public Reason' (2006) Oxford Legal Studies Research Paper 1/2007 <<http://ssrn.com/abstract=955815>> accessed 18 November 2009

## Newspaper Article – online

**Footnote format:**

Author of article, 'Title of article' *Newspaper title* (Place of publication, Date of publication) <Web address of article> accessed Date accessed.

**Footnote example:**

Owen Bowcott, 'Disability groups hail court's support for wheelchair user on bus' *The Guardian* (London, 18 January 2017) <<https://www.theguardian.com/society/2017/jan/18/court-backs-wheelchair-user-who-was-stopped-from-boarding-bus-yorkshire-leeds>> accessed 25 January 2017.

**Bibliography format:**

Author surname Initial, 'Title of article' *Newspaper title* (Place of publication, Date of publication) <Web address of article> accessed Date accessed

**Bibliography example:**

Bowcott O, 'Disability groups hail court's support for wheelchair user on bus' *The Guardian* (London, 18 January 2017) <<https://www.theguardian.com/society/2017/jan/18/court-backs-wheelchair-user-who-was-stopped-from-boarding-bus-yorkshire-leeds>> accessed 25 January 2017

## Newspaper article print (or accessed online via Library Search)

**Footnote format:**

Author of article, 'Title of article' *Newspaper title* (Place of publication, Date of publication) Page number of article.

**Footnote example:**

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

**Bibliography format:**

Author surname Initial, 'Title of article' *Newspaper title* (Place of publication, Date of publication)

**Bibliography example:**

Croft J, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010)

# Official Publications

## Hansard and parliamentary debates

Hansard reports debates on the floor of the House of Commons (HC Deb) and House of Lords (HL Deb). In your bibliography list debates in order – starting with the oldest.

**Footnote format:**

HL Deb or HC Deb date, Volume, Column.

**Footnote examples:**   
HC Deb 3 February 1977, vol 389, cols 973–76.

HL Deb 12 November 2009, vol 714, col 893.

**Bibliography Format:**

HL Deb or HC Deb date, Volume, Column

**Bibliography Examples:**

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

HL Deb 12 November 2009, vol 714, col 893

## Hansard and parliamentary debates written answer

Written answers are cited as the debates with the inclusion of ‘W’ after the column for written answers from the House of Commons and ‘WA’ for written answers from the House of Lords.

**Footnote format:**

HC Deb date, Volume, Column number W.

HL Deb Date, Volume, Column WA number.

**Footnote examples:**

HC Deb 4 July 1996, vol 280, col 505W.

HL Deb 21 July 2005, vol 673, col WA261.

**Bibliography format:**

HC Deb date, Volume, Column number W

HL Deb Date, Volume, Column WA number

**Bibliography examples:**

HC Deb 4 July 1996, vol 280, col 505W

HL Deb 21 July 2005, vol 673, col WA261

## Government Reports

**Footnote format:**

Name of Committee, *Title of the report* (House Session, Paper number) Paragraph pinpoint.

**Footnote example:**

Health Committee, *Winter pressure in accident and emergency departments: third report* (HC 2016-17, 277) para 109.

**Bibliography format:**

Name of Committee, *Title of the report* (House Session, Paper number)

**Bibliography example:**

Health Committee, *Winter pressure in accident and emergency departments: third report* (HC 2016/17, 277)

## Command Papers

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

**Footnote format:**

Government department or body, *Title of Command Paper* (Any additional information required Cm Number of paper, Year of paper) Page number pinpoint.

**Footnote examples:**

Department of Health, *Choosing health. Making healthy choices easier* (Cm 6374, 2004) 92.

Lord Chancellor, Secretary of State for Justice and Secretary of State for Health, *Valuing Every Voice, Respecting Every Right: Making the Case for the Mental Capacity Act* (The Government’s Response to the House of Lords Select Committee Report on the Mental Capacity Act 2005 CM 8884, 2014).

**Bibliography format:**

Government department, *Title of Command Paper* (Any additional information required Cm Number of paper, Year of paper)

**Bibliography examples:**

Department of Health, *Choosing health. Making healthy choices easier* (Cm 6374, 2004)

Lord Chancellor, Secretary of State for Justice and Secretary of State for Health, *Valuing Every Voice, Respecting Every Right: Making the Case for the Mental Capacity Act* (The Government’s Response to the House of Lords Select Committee Report on the Mental Capacity Act 2005 CM 8884, 2014)

## Law Commission and Scottish Law Commission Reports

**Footnote format:**

Law Commission, *Title of report* (Law Com Number of report, Year of report) Paragraph(s) number(s) pinpoint.

Law Commission, *Title of report* (Scot Law Com Number of report, Year of report) Paragraph(s) number(s) pinpoint.

**Footnote examples:**

Law Commission, *Reforming Bribery* (Law Com No 313, 2008) paras 3.12-3.17.

Scottish law Commission, *Damages for Psychiatric Injury* (Scot Law Comm No 196, 2004).

**Bibliography format:**

Law Commission, *Title of report* (Law Com Number of report, Year of report)

Law Commission, *Title of report* (Scot Law Com Number of report, Year of report)

**Bibliography examples:**

Law Commission, *Reforming Bribery* (Law Com No 313, 2008)

Scottish law Commission, *Damages for Psychiatric Injury* (Scot Law Comm No 196, 2004)

## European Commission Documents

**Footnote format:**

Commission, 'Title' Com (Year) Number, Page number pinpoint.

**Footnote example:**

Commission, 'The Introduction of Third Generation Mobile Communications in the European Union: State of Play and the Way Forward' Com (2001) 141 Final, 11.

**Bibliography format:**

Commission, 'Title' Com (Year) Number

**Bibliography example:**

Commission, 'The Introduction of Third Generation Mobile Communications in the European Union: State of Play and the Way Forward' Com (2001) 141 Final

# Webpage

If an individual author cannot be identified, use the name of the organisation responsible for the webpage instead. If no person or organisation can be identified as being responsible for the web page, begin your reference with the title of the web page. If there isn’t a publication date on the website, just include the date you accessed the webpage.

**Footnote format**

Author, 'Title of webpage' (*Website,* Publication date) <web address>accessed Date accessed.

**Footnote example:**

Clive Coleman, 'What is the article 50 case all about?' (*BBC*, 4 December 2016) <<http://www.bbc.co.uk/news/uk-38183127>> accessed 24 January 2017.

**Bibliography format:**

Author surname Initial, 'Title of webpage' (*Website*, Publication date) <Web address> accessed Date accessed

**Bibliography example:**

Coleman C, 'What is the article 50 case all about?' (*BBC*, 4 December 2016) <<http://www.bbc.co.uk/news/uk-38183127>> accessed 24 January 2017

# TV & Radio

## TV programme (part of a series)

**Footnote format:**

Name of director or presenter if available, ‘Episode title’ in Series title (Publisher, date) <Web address> accessed Date accessed if available online.

**Footnote example:**

Harry Potter, ‘The Strange Case of the Law’ in Laying Down the Law (BBC4, 02 February 2015) <<https://learningonscreen.ac.uk/ondemand/index.php/prog/02A447FC?bcast=114995978>> accessed 04 December 2019.

**Bibliography format:**

Director or presenter surname Initial if available, ‘Episode title’ in Series title (Publisher, date) <Web address> accessed Date accessed if available online

**Bibliography example:**

Potter H, ‘The Strange Case of the Law’ in Laying Down the Law (BBC4, 02 February 2015) <<https://learningonscreen.ac.uk/ondemand/index.php/prog/02A447FC?bcast=114995978>> accessed 04 December 2019

## TV programme (standalone)

**Footnote format:**

Name of director or presenter if available, ‘title’ (Publisher, date) <Web address> accessed Date accessed if available online.

**Footnote example:**

**‘**Live Legal Aid Statement’ (BBC Parliament, 05 September 2013) <<https://learningonscreen.ac.uk/ondemand/index.php/prog/05B35039?bcast=100932154>> accessed 04 December 2019.

**Bibliography format:**

Director or presenter surname Initial if available, ‘Title’ (publisher, date) <Web address> accessed Date accessed if available online

**Bibliography example:**

**‘**Live Legal Aid Statement’ (BBC Parliament, 05 September 2013) <<https://learningonscreen.ac.uk/ondemand/index.php/prog/05B35039?bcast=100932154>> accessed 04 December 2019

## Radio programme

Provide the name of the presenter or producer if available – if not begin the citation with the title of the programme.

**Footnote format:**

Name of presenter if available, ‘Title’ (Radio station, broadcast date) <web address> accessed Date accessed if available online.

**Footnote example:**

Joshua Rozenberg, ‘Law in Action’ (Radio 4, 8 Mar 2018) <<https://www.bbc.co.uk/programmes/b09tds71>> accessed 06 December 2019.

**Bibliography format:**

Author surname Initial if available, ‘Title’ Radio station, broadcast date) <web address> accessed Date accessed if available online

**Bibliography example:**

Rozenberg J, ‘Law in Action’ (Radio 4, 8 Mar 2018) <<https://www.bbc.co.uk/programmes/b09tds71>> accessed 06 December 2019

# Social Media

## Blog

**Footnote format:**

Author, 'Title of blog post' (*Blog title*, Date of post) <Web address> accessed Date accessed.

**Footnote example:**

Richard Percival, 'Does the UK Supreme Court have enough power?' (*UK Supreme Court*, 2 December 2016) <<http://ukscblog.com/article-50-does-the-uk-supreme-court-have-enough-power/>> accessed 24 January 2017.

**Bibliography format:**

Author surname Initial, 'Title of blog post' (*Blog title*, Date of post) <Web address> accessed Date accessed

**Bibliography example:**

Percival R, 'Does the UK Supreme Court have enough power?' (*UK Supreme Court*, 2 December 2016) <<http://ukscblog.com/article-50-does-the-uk-supreme-court-have-enough-power/>> accessed 24 January 2017

## YouTube

**Footnote format:**

Author, ‘Title’ (publication date) <web address> accessed Date accessed.

**Footnote example:**

Douglas Guilfoyle, ‘The UN Convention on the Law of the Sea: Origins and Importance’ (14 August 2013) <<https://www.youtube.com/watch?v=3SOqz1Yu8tY>> accessed 15 April 2014.

**Bibliography format:**

Author surname Initial, 'Title’ (publication date)' <Web address> accessed Date accessed

**Bibliography Example:**

Guilfoyle D, ‘The UN Convention on the Law of the Sea: Origins and Importance’ (14 August 2013) <<https://www.youtube.com/watch?v=3SOqz1Yu8tY>> accessed 15 April 2014

## Podcast

**Footnote format:**

Author, ‘Title’ (publication date) <web address> accessed Date accessed.

**Footnote example:**

British Medical Journal podcast, 'Insanity in the Dock' (20 July 2012) <<https://www.bmj.com/podcast/2012/07/20/insanity-dock>> accessed 15 April 2014.

**Bibliography format:**

Author, ‘Title’ (publication date) <web address> accessed Date accessed

**Bibliography Example:**

British Medical Journal podcast, 'Insanity in the Dock' (20 July 2012) <<https://www.bmj.com/podcast/2012/07/20/insanity-dock>> accessed 15 April 2014

# Lecture notes

It is recommended that you do not reference your lecture slides in assignments. The best academic practice is to locate the information required in a textbook or journal article and reference this appropriately.

# Examples of Tables and Bibliography

**Table of Statutes**

Children Act 1989

Defective Premises Act 1972

Environmental Protection Act 1990

Housing Act 2004

**Table of Statutory Instruments**

Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

Working Time Regulations 1998, SI 1998/1833

**Table of Cases**

Ashbridge Investments Ltd v Minister of Housing and Local Government [1965] 3 All ER 371

Bishop Auckland Local Board v Bishop Auckland Iron and Steel Co (1882) 10 QBD 138

R (on the application of Vella) v Lambeth LBC [2005] EWHC 2473

**Bibliography**

**Articles**

Craig P, ‘Theory, “Pure Theory” and Values in Public Law’ [2005] PL 440

Young AL, ‘In Defence of Due Deference’ (2009) 72 MLR 554

Greenleaf G, ‘The Global Development of Free Access to Legal Information’ (2010) 1(1) EJLT <http://

ejlt.org/article/view/17> accessed 27 July 2010

**Books**

Black J and others, *A Practical Approach to Family Law* (8th edn, OUP 2007)

Drew S, *Human Trafficking – Human Rights Law and Practice* (Legal Action Group 2009)

Cowan D and Wi

Wincott D, *Exploring the ‘Legal’ in Socio-Legal Studies* (Palgrave Macmillan 2015)

**Newspapers**

Bowcott O, 'Disability groups hail court's support for wheelchair user on bus' *The Guardian* (London, 18 January 2017) <<https://www.theguardian.com/society/2017/jan/18/court-backs-wheelchair-user-who-was-stopped-from-boarding-bus-yorkshire-leeds>> accessed 25 January 2017

Croft J, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010)

**Websites**

Coleman C, 'What is the article 50 case all about?' (*BBC*, 4 December 2016) <<http://www.bbc.co.uk/news/uk-38183127>> accessed 24 January 2017

Percival R, 'Does the UK Supreme Court have enough power?' (*UK Supreme Court*, 2 December 2016) < <http://ukscblog.com/article-50-does-the-uk-supreme-court-have-enough-power/> > accessed 24 January 2017