



# OSCOLA quick guide

## What is OSCOLA

OSCOLA is the referencing system used in Law. It uses numbered footnotes wherever you refer to information which you have got from another source, whether directly quoting or paraphrasing.

To insert a footnote in Word go to the **References** tab and **Insert Footnote**.

Full information about OSCOLA can be found in the guide <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>

## Some OSCOLA rules

### Author names

- In the **footnotes** the author name is given name, family name (i.e. John Smith)
- In the **bibliography** the author name is family name, initial (i.e. Smith, J)
- **More than three authors**, give the first author name followed by 'and others'
- **Anonymous works** list by title in footnotes. In bibliography these should be preceded by double em-dash (—)

### Abbreviations

Use the **Cardiff Index to Legal Abbreviations**<sup>1</sup> to find abbreviations for titles of journals and law reports. There is a list of other commonly used abbreviations in section 4.2 of the full OSCOLA guide<sup>2</sup>

### Dates

If there is **no volume number** for the journal or law report, include the date in **[square brackets]**. If there is a **volume number** use **(round brackets)**

### Case names

Should be in italics and given in the within the text. i.e. *Carlill v Carbolic Smoke Ball Company*

### Neutral citations

Include the neutral citation where available – this is the **year of judgement**, the **court** and the **judgment number**. (i.e.: *Corr v IBC Vehicles Ltd* [2008] UKHL 13). If no neutral citation list the most authoritative report.

### Quotations and Pinpoints

- Quotes of up to 3 lines are included in the text.
- If longer than 3 lines use a **block quote**.
- If a direct quotation, include the **page number** the quote is from, this is known as a **pinpoint**.
- If you amend a quotation you should indicate how in the footnote i.e.: added emphasis

### Repeated citations

For citations used before indicate author and the footnote number in brackets (n 3). For citations used immediately previously you can use *ibid*.

### Bibliography

Should be arranged as follows:

- Table of Cases
- Table of Legislation.
- All other secondary sources (in alphabetical order by authors family name)

<sup>1</sup> <http://www.legalabbrevs.cardiff.ac.uk/>

<sup>2</sup> [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf)