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Introduction

This guide is intended to help students to successfully cite legal authorities and sources in coursework. It provides guidance on the conventions used in legal academic writing and provides illustrations and examples. The standard legal citation method used at the University of Law is The Oxford University Standard for Citation of Legal Authorities (OSCOLA). This guide is an amplified version of the official OSCOLA 4th edition that can be accessed from www.law.ox.ac.uk/oscola

If you have any queries please ask your local centre librarian, or email either Chis Walker (chris.walker@law.ac.uk) or Rosemary Jones (rosemary.jones@law.ac.uk).

OSCOLA BASICS

OSCOLA is a footnote style referencing system widely used in British Law writing. OSCOLA is designed to provide a consistent and clear method of citing all works and sources used.

All sources you use, whether directly quoted, paraphrased, or referred to indirectly, must be cited. OSCOLA compromises of two equally important elements:

- Footnotes
- Bibliography, split into Table of Cases, Table of Legislation and List of References

It is important to note that there are differences in the format of citations listed as footnotes and the bibliography. To help you this guide will show you both the footnote style and then bibliography style for each type of source.

FOOTNOTES

Using footnotes means that a superscript number should be inserted after a work or authority is referenced (e.g. Walker¹). This number relates to a footnote at the bottom of the page the authority is cited on (see bottom of page). OSCOLA does not use in-text citations like commonly used styles such as Harvard e.g. ‘(Walker, 2010)’.

Use following guidelines to help you construct your footnotes:

➢ Capitalize major words

You should capitalize all major words in the title of all sources.

➢ Footnote placement

You should usually place a footnote at the end of a sentence, unless this would make it unclear what you are referencing, in which case place the footnote directly after the word or phrase to which it relates.

➢ Punctuation

Footnotes can easily be added by MS Word and other word processing packages. It is important to learn how to use the footnote features. In Word, this feature can be found under the ‘References’ tab at the top.

¹ Footnotes can easily be added by MS Word and other word processing packages. It is important to learn how to use the footnote features. In Word, this feature can be found under the ‘References’ tab at the top.
OSCOLA uses very little punctuation. Do not use full stops after abbreviations or initials in author’s name. For example, use WLR not W.L.R, JG Fleming, not J. G. Fleming, and Poole J not Poole, J.

➤ Latin phrases (ibid & cf)

Avoid the use of Latin phrases such as supra, ante, id, op cit, loc cit and contra. Two abbreviations which may be used are ‘ibid’ and ‘cf’.

The abbreviation ibid is short for *ibidem*, meaning ‘in the same place’. It can be used to repeat a citation immediately preceding a footnote from the same work. ‘ibid’ strictly means ‘in the very same place’ thus ‘ibid 363’ means ‘in the same work as the one cited above, but this time at page 363’. Alternatively you can repeat the immediately preceding citation rather than use ibid. Do not italicise or capitalise ‘ibid’.

The abbreviation ‘cf’ means to ‘compare’ one work with another. It does not mean ‘see’. Never italicise or capitalise ‘cf’.

➤ Full stops and semi-colons

- When citing a single source always place a full stop at the end of a footnote.

- If citing two or more sources in the same footnote, separate them with a semi-colon ‘;’ and place a full stop at the end of the last reference.

- Where more than one source is cited, place them in a logical order, for example, if citing case reports place in order of authority or for other sources by chronology. Similarly if citing primary and secondary sources for a single proposition, put the primary sources before the secondary ones.

➤ Use of italics

Italicise party names and foreign words and phrases but not quotations. Always provide a translation immediately afterwards in brackets or in a footnote. Do not italicize words that are in common usage in legal English, such as *obiter dicta* and *ratio decidendi*. Do use italics in the bibliography at the end of the work when told to do so.

➤ Common abbreviations (ie and eg)

Commonly used abbreviations such as ie and eg, should not be italicized nor should they have full stops: ‘eg’ is correct.

**BIBLIOGRAPHY**

A bibliography is located at the end of your work. It should include all the sources you have cited as footnotes along with sources used for ‘background’ research.

The bibliography should be separated into three separate sections:

- Table of Cases
- Table of Legislation
- List of References – all other sources used in your work.
Table of cases

In the Table of Cases section of the bibliography do not italicise case names. If you have a large number of cases to list, it is good practice to subdivide the table into separate sections by jurisdiction. Cases in each section should be listed in alphabetically. Cases identifying parties by initial only should be listed under the initial, for example:

Re F (mental patient: sterilisation) becomes F (mental patient: sterilisation)

Table of legislation

The Table of Legislation should include statutes, tables of international treaties and conventions, UN documents, official papers and policy documents. It should list every statute cited in your report. Statutory instruments (SI’s) should be listed separately at the end of the list of statutes.

Primary legislation should be listed firstly alphabetically in order of the first significant word of the title, and then chronologically by date of enactment. Chronological order is only necessary if more than one piece of legislation shares the same title.

If legislation from more than one jurisdiction is cited, it may be helpful to have separate lists for each jurisdiction.

List of References

The Table of Cases and Table of Legislation are primary sources. In your bibliography, after listing the Table of Cases and Table of Legislation, list all other sources either quoted directly or consulted, in alphabetical order by the authors’ surname.

This section will contain a wide range of different types of sources, for example: books, journal articles, newspaper articles, websites, email and letters etc.

Creating a Bibliography

Bibliographies should be set out similarly to the example below, unless an assignment specifically asks for a different format.

<table>
<thead>
<tr>
<th>Example of a bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliography</td>
</tr>
<tr>
<td><strong>Table of Cases</strong></td>
</tr>
<tr>
<td>Powell v Braun [1954] 1 All ER 484</td>
</tr>
<tr>
<td><strong>Table of Legislation</strong></td>
</tr>
<tr>
<td>Shipping and Trading Interests (Protection) Act 1995</td>
</tr>
<tr>
<td>Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166</td>
</tr>
<tr>
<td><strong>List of References</strong></td>
</tr>
<tr>
<td>Cole S, ‘Virtual Friend Fires Employee’ (Naked Law, 1 May 2009)</td>
</tr>
<tr>
<td>Endicott T, Administrative Law (OUP 2009)</td>
</tr>
</tbody>
</table>
DIFFERENCES BETWEEN FOOTNOTES AND BIBLIOGRAPHIES

You should add a reference in a footnote every time you refer, paraphrase, or use ideas from a source. This often means that the same source appears in footnotes several times throughout the main body of the work. In the bibliography, however, each source should only appear once.

References in the footnotes are formatted slightly to those in the bibliography in several small ways:

- Put a full stop at the end of each footnote. Do not put a full stop at the end of each reference in the bibliography.
- Authors’ names should be formatted ‘Firstname Surname’ in footnotes. They should be formatted ‘Surname Initial(s)’ in the bibliography.
- Party names in cases should be italicised in footnotes, but not italicised in the bibliography.
- References to anonymous or unattributed works should simply omit the author’s name and begin with the work’s title in footnotes. In the bibliography, replace the anonymous author’s name with a double em-dash ‘—’. The reference is listed at the beginning of the Secondary Sources section of the bibliography. If more than one anonymous work is referenced, list them in alphabetical order of the first major word of the title.
- Pinpoints (specifying a particular page or paragraph) can be used when desired in footnotes. They should not be included in the bibliography.

FORMATTING QUOTATIONS

Direct quotations from taken from sources should be faithful to the original. You should keep quotations to a minimum, and only use them to illustrate important issues or points.

General rules

- Add emphasis to words within a quotation by italicising the relevant section and adding ‘(emphasis added)’ at the end of the footnote citation.
- When a quotation begins in the middle of a sentence in the body of your text, the first letter of the quotation should only be capitalised if the quotation itself is a complete sentence.
- When a quotation begins at the start of a sentence in the body of your text, the first letter should be capitalised and square brackets placed around it if it was not capitalised in the original text.
- When text is missing from a quotation or if it ends mid-sentence in the original text, use an ellipsis (…) to indicate that some of the original text is missing. Leave a space between an ellipsis and any text or punctuation, except quotation marks.

Citing short quotations

You should incorporate quotations of **up to three lines** into the body of your text, within single quotation marks (‘ ‘). If a quotation is incorporated into the text, then no more than a comma is needed to introduce it.
Punctuation, such as commas or full-stops, should go after the closing of quotation marks, unless it is an essential part of the quotation or unless the whole sentence is a quotation. The superscript number marking a footnote comes last, after both the closing quotation mark and punctuation.

The Chief Justice explains that this power ‘is not limited to defence against aggression from a foreign nation’.  

Bix raises the question, ‘What is the point of a dissent, after all, at least on the highest court of the jurisdiction, if the law is simply whatever the majority on that court says it is?’

Use double quotation marks (“ “) around quotations within short quotations.

In the judgment for In Re G (Children) (FC), Lady Hale lists a number of judges who upheld the current position on parental rights, stating, ‘Balcombe LJ agreed “wholeheartedly” with Lord Donaldson and hoped that “this divergence of views, if such it really is, can finally be stilled”. Waite LJ also agreed with Lord Donaldson's formulation’.

Citing longer quotations

If the quotation is more than three lines, it should be presented in an indented paragraph, with no further indentation of the first line. Do not use quotation marks, except for single quotation marks around any quotations within the long quotation.

Leave a line space on both sides of the indented quotation paragraph and introduce the quotation with a colon.

The Leeds campus of the University of Law boasts of its location immediately on the front page of its website:

The University of Law at Leeds is located at 15-16 Park Row, one of the most prestigious streets in Leeds city centre, at the heart of its legal and business community and just five minutes’ walk from the railway station. ... With more than 200 law firms operating from the city, Leeds has been described by the UK Legal 500 as ‘second only to London’.

This location is highly desirable to students wanting to be near legal firms or needing to travel from a distance.

SUBSEQUENT CITATIONS OF THE SAME SOURCE

When citing a source which you have already cited, you may shorten the second and all subsequent references. The shortened reference should include a brief identification of the source, the number of the footnote the source first appears in, and a new pinpoint to a specific page or paragraph (if this is different to the pinpoint in the original citation).

If the subsequent citation is in the footnote immediately following the footnote containing the full citation, you can use ‘ibid’, with or without a pinpoint, instead.
**Cases**

<table>
<thead>
<tr>
<th>First party name</th>
<th>(n number of original footnote)</th>
<th>pinpoint</th>
</tr>
</thead>
</table>

**Legislation**

If subsequent citations with an abbreviated act name are going to be used, include the abbreviation in round brackets after the original full citation. Subsequent citations can then use this abbreviated title and do not need to specify the original footnote with the full citation.

<table>
<thead>
<tr>
<th>Abbreviation of Act Name</th>
<th>pinpoint</th>
</tr>
</thead>
</table>

**All other sources**

<table>
<thead>
<tr>
<th>Author Surname</th>
<th>(n number of original footnote)</th>
<th>pinpoint</th>
</tr>
</thead>
</table>

An example of how this appears in practice, with an explanation of each footnote below:

2. *ibid* [34].
5. *Austin* (n 1) [22]
7. Stevens (n 4) 110.

1. This footnote is the full citation of a cases
2. This footnote refers to the same source as the footnote immediately above it, so ‘ibid’ has been used. A pinpoint has been added as this footnote is referring to a different paragraph than the original citation.
3. This footnote is the full citation of a piece of EU legislation. It has an abbreviated title at the end of the reference.
4. This footnote is the full citation of a book.
5. This footnote refers to the case in footnote 1, and so uses the case name, footnote number and a pinpoint.
6. This footnote is a reference to the EU legislation cited in footnote 3, and so uses the abbreviated tilte given in that footnote, and a pinpoint.
7. This footnote refers to the book cited in footnote 4, and so uses the author’s surname, the footnote number, and a new pinpoint.

---

**FURTHER GUIDANCE**

If you have any further questions, please email either your librarian at library-[campus]@law.ac.uk or email chris.walker@law.ac.uk or rosemary.jones@law.ac.uk.

You can also read the official OSCOLA guide here: [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)
Citing UK cases

REPORTED CASES

Post-2001 cases have three parts to their references: party names, neutral citation (see below for more information), and law report citation.

<table>
<thead>
<tr>
<th>Case Name</th>
<th>Neutral Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>party names</td>
<td>[year]</td>
</tr>
<tr>
<td>[year] OR (year)</td>
<td>volume number</td>
</tr>
</tbody>
</table>

Law Report Citation

You should always cite the most senior law report available (see Hierarchy of Law Reports, below).

Pre-2001 case references do not include a neutral citation. They are made up of only the party names and the law report citation.

For example, Donoghue v Stevenson is in the 1932 volume of the Appeal Cases, beginning at page 562, which is written [1932] AC 562.
Round brackets ( ) are placed around the year where the legal citation has consecutive volume numbers and the year is not essential for finding the case.

For example, to find the report cited as (1983) 77 Cr App R 76 you don’t need the date because the volume number – 77 – indicates where you will find the report.

Not all law report series have volume numbers. If there is no volume number, simply omit it from your reference and use square brackets around the year.

Neutral citations

Neutral citations were introduced in 2001 in order to help identify judgments independently of printed law reports. Neutral citations identify where and when a case was heard, rather than where it is reported. This form of citation is particularly useful for citing unreported cases from sources such as BAILII (www.bailii.org).

The format of a neutral citation is shown to the right. Note that not all courts have divisions.

Pre-2001 cases will not have a neutral citation. References to post-2001 cases should always include a neutral citation, followed by the most senior law report.

Hierarchy of law reports

Modern British Law reporting was established in 1865 with the creation of the Incorporated Council of Law Reporting (ICLR). The aim was to produce authoritative reports of cases in all superior courts of the day. The result was a set of reports collectively called ‘The Law Reports’.

The Lord Chief Justice has stated that if a case is reported in The Law Reports then 'that report must be cited'. However, only a very small percentage of cases are reported in The Law Reports annually.

‘The Law Reports’ series comprises of a number of individual reports that include:

- Appeal cases (AC)
- Chancery Division (Ch)
- Queen’s Bench Division (QB)
- Family Division (Fam)

If a judgment has not been reported in The Law Report series, you should cite from the next level of ‘senior reports’. WLR and ALL ER are equal in seniority.

If a judgment is not reported in any of these three ‘senior’ report series, then cite a specialist report that relates to the area of law that you are researching, for example Family Court Reports (FCR) or the Lloyds Law Reports (LLR).

If a case is very current, and therefore does not appear in any law reports, you may cite from Law Journals or newspapers such as The Times or The Guardian. Figure 1 shows the order of law reporting.

---

Kleanthous v Paphitis [2011] EWHC 2287 (Ch)

- Name of the parties
- Neutral citation: the 2287th High Court judgment in 2011
- Chancery Division

---

What to include when citing cases in footnotes

When the party names of a case are already mentioned in the main text of your work, you do not need to include them in your footnote. Italicise the party names in the body of your text.

...although the contractual doctrine of certainty has not been applied strictly in employment law, for example in *Powell v Braun*¹²

¹²[1954] 1 All ER 484.

When making an indirect reference to a case in the body of your text, and party names are not mentioned, you will need to cite party names and the law report reference in your footnote.

...although the contractual doctrine of certainty has not been applied strictly in employment law, there are numerous examples in law¹²

¹²*Powell v Braun* [1954] 1 All ER 484.

If the case you are citing has a neutral citation, always give the neutral citation followed by most senior Law Report. Separate the neutral citation and the law report with a comma. In footnotes party names are italicised.

An example of a footnote reference with a neutral citation and a law report citation from the Queen’s Bench series:


**UNREPORTED CASES**

Only a very small proportion of cases heard annually are actually reported, but unreported cases will often be available as a transcript. If an unreported case does not have a neutral citation, such as cases prior to 2001, give the court and the date of the judgment in brackets after the name of the case. There is no need to add the word ‘unreported’.

**Pre-2001 Case**

Party names | (court, | date)

**Post-2001 Case**

If a case is unreported and has a neutral citation, always cite the neutral citation. See ‘Neutral Citation’ section, above, for information on formatting neutral citations.

**Footnotes**

Footnotes use italicised party names and have a full-stop at the end.

**Pre-2001 unreported case as footnote.**

*Scott v Process Mechanical Ltd* (Bradford County Court, 20 July 2006).
Post-2001 unreported case citation as footnote.


Table of Cases

References in the Table of Cases should not use *italicised* party names or have a full stop at the end.

Pre-2001 unreported case in Table of Cases.

- *Stubbs v Sayer* (CA, 8 November 1990)
- *Scott v Process Mechanical Ltd* (Bradford County Court, 20 July 2006)

Post-2001 unreported case citation in Table of Cases.

*Calvert v Gardiner* [2002] EWHC 1394 (QB)

CASES BEFORE 1865

Prior to 1865, law reporting was a little haphazard. Individuals published reports in a number of series known as 'Nominates', which are sometimes referred to as 'Old' or 'Private' Reports. Many of these older reports were later collected together and reprinted in 172 volumes known as the *English Reports (ER)*.

For case reports that are reprinted in the English Reports you should cite both the original 'nominate report reference' and the English Report reference, divided by a comma (unless there is a pinpoint, in which case use a semi-colon).

<table>
<thead>
<tr>
<th>Party names</th>
<th>(date)</th>
<th>nominate volume number and name</th>
<th>nominate report number,</th>
<th>English Report volume</th>
<th>Report name</th>
<th>page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massey v Burton (1857) 2 H&amp;N 597, 157 ER 246</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massey v Burton</td>
<td>1857</td>
<td>2 H&amp;N <em>(the original report given in the English report reprint)</em></td>
<td>597</td>
<td>ER [English Reports]</td>
<td>246</td>
<td></td>
</tr>
</tbody>
</table>

The location of this information in printed copies of the English Reports is shown below.
Footnotes

Footnotes for unreported cases should have italicised party names and a full stop at the end.

Table of Cases

References in the Table of Cases should not have italicised party names or a full stop at the end.

```
Doe v Wood (1819) 2 B&ALD 725, 106 ER 529
```

TRIBUNALS (INCL. SOLICITORS’ DISCIPLINARY)

Tribunals should follow the format below:

```
| Party names          | [Date] | Tribunal Body                  | Case number |
```

Footnotes

Footnotes use *italicised* party names and have a full stop at the end.

```
```

Table of Cases

References in the Table of Cases should not have italicised party names or a full stop at the end.

```
Solicitors Regulation Authority v Majid Mahmood [2017] Solicitors Disciplinary Tribunal 11625-2017
```
SPECIFYING PARAGRAPHS AND PAGES

Paragraphs
Specify or ‘pinpoint’ a specific paragraph or range of paragraphs within judgements by placing the paragraph number in square brackets [ ].

Separate multiple paragraphs with a comma. This references paragraphs 42 and 45 only.


You can also span multiple paragraphs by using a dash ‘-‘. This example references paragraphs 47, 48 and 49.

A-G v Guardian Newspapers Ltd [1992] 3 All ER 38 [47]–[49].

Pages
When citing from a law report with page numbers, specify or ‘pinpoint’ a specific page by including the page number at the end of the reference.

Note that ‘p’ or ‘page’ is not necessary, and that a comma is only used if the reference already ended with a number.

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

R v Leeds County Court, ex p Morris [1990] QB 523 (QB) 530–31
EU cases

CITING REPORTED EU CASES

Case Numbers

Prior to 1989 European cases were given a sequential number and year. For example, 144/87 is case number 144 in 1987. Since 1989, European cases have also been classified by the court they were registered at and have used the following prefixes as identifiers in addition to the sequential number and year:

- C - European Court of Justice;
- T - General Court (formerly known as the Court of First Instance);
- F - Civil Service Tribunal, which was created in 2005.

Report Publications

European Union cases are officially reported in two publications:

- European Court Reports (ECR)
- The Official Journal of The European Communities (OJ)

The Common Market Law Reports (CMLR) are a commercial EU law report series. You will also find some EU cases are reported in the Law Reports, the Weekly Law Reports and the All England Law Reports (European Cases).

Where possible you should try to refer to the European Court Reports (ECR). The ECR are divided into two separate series:

- ECR I- which report European Court of Justice cases
- ECR II- which report General Court and Civil Service Tribunal cases.

Citation format

When citing from the ECR, use the following format:

```
| case number | case name | [year] | report abbreviation | –first page
```

When citing from the OJ, use the following format:

```
| case number | case name | [year] | report abbreviation | report number/ | first page
```

Footnotes

Footnotes use italicised party names and have a full stop at the end.
European Court Reports (ECR).


Table of Cases

References in the Table of Cases should not have italicised party names or a full stop at the end.

Example of a bibliography entry citing the European Court Reports (ECR).

Case C-486/01 P Front National v European Parliament [2004] ECR I-6289

Example of a bibliography entry citing the Official Journal (OJ).

Case C-556/07 Commission v France [2009] OJ C102/8

Specifying a page(s) or paragraph(s)

If you want to specify or ‘pinpoint’ a particular page or paragraph, add a comma after the first page number. To refer to a page or pages, simply put the relevant page number after this comma – there is no need for ‘p’ or ‘page’. To refer to a paragraph, add ‘para’ or ‘paras’ and the paragraph number.

Do not use pinpoints in the bibliography.


CITING UNREPORTED EU CASES

European Case Law Identifier

For unreported EU cases, the European Case-Law Identifier (ECLI) reference is used. This is similar to a neutral citation, in that it identifies where and when a case was heard, rather than where it is reported.

All decisions delivered by the European Union Courts, and Opinions and Views of the Advocates General have an ECLI.
The ECLI is made up of five components, shown on the right.

OSCOLA does not require the ECLI reference in citations of reported cases, but if you wish to use it for cases which are otherwise difficult to find, it should be added between the case name and the [year].

Citation format
To cite unreported EU cases, follow the format below:

case number | case name | ECLI

The example below, formatted as a footnote, has been reported subsequently.

Case C-542/09 Commission v the Netherlands ECLI:EU:C:2012:346.

OPINIONS AND JUDGMENTS
An opinion is a review of the legal position of the documents relating to a specific case written by the Advocate General. The court does not have to follow the opinion, but will use it in formulating a judgment. Both the judgments made by the court and the opinions are published.

When citing an opinion of an Advocate General, add the words ‘Opinion of AG [name of AG]’ after the case citation, and before any pinpoint.

case number | case name | [year] | report abbreviation | –first page, | Opinion of AG Surname

Footnote
Footnotes use italicised party names and have a full stop at the end.


Table of Cases
References in the Table of Cases should not have italicised party names or a full stop or pinpoint at the end.

Case C-411/05 Palacios de la Villa v Cortefiel Servicios SA [2007] ECR I-8531, Opinion of AG Mazak
DECISIONS OF THE EUROPEAN COMMISSION

Decisions of the European Commission relating to competition law and mergers are treated as cases. Follow the format below, giving the Commission Decision number when available, and omitting it when not.

**case name** | (case number) | Commission Decision number | [year] | OJ L issue/first page

**Footnote**

Footnotes use *italicised* party names and have a full stop at the end.


**Table of Cases**

References in the Table of Cases should not have italicised party names or a full stop at the end.


Judgments of the European Court of Human Rights

The European Court of Human Rights (ECHR) is a court established by the European Convention on Human Rights; it is **not a court of the European Union**.

Cases from the European Court of Human Rights are cited either in the official reports (ECHR) or the European Human Rights Reports (EHRR). Both reports are equally authoritative, but be consistent and cite all European Court of Human Rights cases from the same report.

---

**ECHR REPORTS**

Before 1996 the official reports of the court the ECHR were known as Series A and numbered consecutively.

To cite pre-1996 ECHR reports, follow the format below:

<table>
<thead>
<tr>
<th>case name</th>
<th>(year)</th>
<th>Series A</th>
<th>report number</th>
</tr>
</thead>
</table>

To cite post-1996 ECHR reports, follow the format below:

<table>
<thead>
<tr>
<th>case name</th>
<th>report abbreviation</th>
<th>year</th>
<th>–report numeral</th>
<th>first page</th>
</tr>
</thead>
</table>

---

**Footnotes**

Footnotes use _italicised_ party names and have a full stop at the end.

- **Pre-1996 European Court of Human Rights Reports (ECHR):**

- **Post-1996 European Court of Human Rights Reports (ECHR):**
  - Vernon v UK ECHR 1998-VIII 3124.

---

**Table of Cases**

References in the Table of Cases should not have italicised party names or a full stop at the end.

- **Pre-1996 European Court of Human Rights Reports (ECHR):**
  - Johnston v Ireland (1986) Series A 122

- **Post-1996 European Court of Human Rights Reports (ECHR):**
  - Vernon v UK ECHR 1998-VIII 3124
EHRR REPORTS

The EHRR series are also numbered consecutively, but from 2001 case numbers have been used instead of page numbers. Follow the format below to cite EHRR cases. For pre-2001 cases, replace the case number with the first page number.

<table>
<thead>
<tr>
<th>case name</th>
<th>(year)</th>
<th>volume</th>
<th>report abbreviation</th>
<th>case number</th>
</tr>
</thead>
</table>

Footnotes

Footnotes use italicised party names and have a full stop at the end.


Table of Cases

References in the Table of Cases should not have italicised party names or a full stop at the end.

Omojudi v United Kingdom (2010) 51 EHRR 10
Citing UK Legislation

STATUTES

When referencing Acts give their short title and the year, using capitals for major words, using the format below. Do not use popular titles, such as “Carrie’s Law”.

<table>
<thead>
<tr>
<th>Short Title</th>
<th>year</th>
</tr>
</thead>
</table>

If you include the full act name and year within your main text, you do not need to create a footnote, although you do still need to list the act in the Table of Legislation.

Abbreviating Act Names

If you are referring to an Act a number of times, you can use an abbreviated form of the title, providing that you have warned the reader in advance by including the abbreviated form in brackets after the full title, e.g. ‘Human Rights Act 1998 (HRA 1998)’.

Subsequent footnote citations can use this abbreviated title (see section ‘Subsequent citations of the same source’).

The abbreviation is usually the initials of the main words in the title along with the year, e.g. the Police and Justice Act 2006 becomes ‘PJA 2006’.

Pre-1963 Statutes

For statutes prior to 1963, also give the regnal year and chapter number. The regnal year refers to the year of the king or queen’s reign in which the Act was passed, and uses the format below.

<table>
<thead>
<tr>
<th>Short Title</th>
<th>year</th>
<th>(year of reign</th>
<th>monarch abbreviation</th>
<th>c chapter number)</th>
</tr>
</thead>
</table>

The Crown Debts Act was the 90th act to be passed in 1801. 1801 was the 41st year of George III’s reign, so it is expressed like this (where ‘c’ is short for chapter):

Crown Debts Act 1801 (41 Geo 3 c 90).

Explanatory notes

When citing explanatory notes to statutes, precede the name of the statute with the words ‘Explanatory Notes to the...’. When pinpointing, cite the paragraph number(s), preceded by ‘para(s)’.

Explanatory Notes to the Charities Act 2006, para 15.
Footnotes

Footnotes should have a full stop at the end.

When referring to the Act as a whole.


When referring to a particular section:

Consumer Protection Act 1987, s 2.

Table of Legislation

When listing a statute in the Table of Legislation cite the whole act. Do not include a pinpoint to a part or section.

Consumer Protection Act 1987

Crown Debts Act 1801 (41 Geo 3 c 90)

STATUTORY INSTRUMENTS

Statutory instruments (orders, regulations or rules) are numbered consecutively throughout the year. SI numbers consists of the year, a forward slash and the consecutive number, e.g. 2015/1294.

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

As with statutes, where the same SI is cited a number of times, you can use an abbreviated form, provided you have warned your reader by including the shortened form in brackets after the first full citation.

Specifying a part

Use the following abbreviations to specify a part of a SI. Do not write out the whole word; always use the abbreviation.

| Regulation OR regulations | reg OR regs |
| Rule OR rules             | r OR rr     |
| Article OR articles      | art OR arts |

Footnote

Footnotes should have a full stop at the end.

Table of Legislation

There should be no full stops or pinpoints at the end of references in the bibliography. Other than this, SI references are identical in footnotes and the bibliography.

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

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

SPECIFYING SECTIONS AND SUBSECTIONS

Only use pinpoints in footnotes. Do not use pinpoints in the Bibliography.

Footnotes

Acts are divided into parts, sections, subsections, paragraphs and subparagraphs. In addition, the main text of the statute may be supplemented by schedules, which are divided into paragraphs and subparagraphs. When citing specific areas of an Act in your footnote you may use the following abbreviations below:

<table>
<thead>
<tr>
<th>Full Term</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>part OR parts</td>
<td>pt OR pts</td>
</tr>
<tr>
<td>section OR sections</td>
<td>s OR ss</td>
</tr>
<tr>
<td>subsection OR subsections</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>
</tbody>
</table>

To cite part of an Act, use the appropriate abbreviation from the table above. Do not write out the term in full.

The first number in a pinpoint is not surrounded by any punctuation. Further sub-pinpoints are individually closed in brackets, with no spaces. For example:

Paragraph (b) of subsection (1) of section 15 of the Human Rights Act 1998 is expressed as:


Bibliography

Do not use pinpoints in the Bibliography.
Citing European Union Legislation

The *Official Journal of the European Communities* (OJ) is primary record for the European Union. The term 'Journal' is misleading, as production of the hard copy version ceased in 1997.

Around 2500 new official notices are advertised every week, these include legislation, invitations to tender, prior information notices, qualification systems and contract award notices.

It is important to note that between 1952-72 there was no English edition of the OJ or *Journal Officiel* as it was known. If citing legislation from this period, refer where possible to the Special Edition of the OJ (OJ Spec Ed).

**Series of the Official Journal**

The Official Journal is made up of three series:

- **L series** - containing EU legislation, regulations, directives, decisions, recommendations and opinions;
- **C series** - containing EU information and notices including the judgments of the European Courts, calls for expressions of interest for EU programmes and projects;
- **S series** - invitations to tender for larger scale projects.

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**CITING LEGISLATION**

When citing EU legislation, treaties and protocols, follow the format below. If there is any information on amendments, note this immediately after the title.

<table>
<thead>
<tr>
<th>Legislation title</th>
<th>[year]</th>
<th>OJ series</th>
<th>issue/first page</th>
</tr>
</thead>
</table>

Below is a labelled example of an EU Treaty.

<table>
<thead>
<tr>
<th>Year</th>
<th>Series: L, C, or S</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>OJ C115/13</td>
</tr>
</tbody>
</table>

---

**REGULATIONS, DIRECTIVES, DECISIONS AND RECOMMENDATIONS**

European regulations, directives, decisions and recommendations are formatted as below in both footnotes and the bibliography, apart from the addition of a full stop on the end of each footnote.

<table>
<thead>
<tr>
<th>Legislation type</th>
<th>number</th>
<th>title</th>
<th>[year]</th>
<th>OJ L issue/first page</th>
</tr>
</thead>
</table>
Note that the titles for these types of legislation can be long and sentence-like, and may include a date. In the examples below, each title starts with the word ‘of’, and the date.

Give EU legislation its full name on first citation. In subsequent citations, a short form of the title may be used, provided you have warned your readers with by including the short form in brackets after the first full citation. In footnotes you may also use the abbreviations ‘reg’ or ‘dir’ for subsequent citations.

### Footnotes

#### Citing EU Regulations


#### Citing EU Directives


#### Citing EU Decisions


#### Citing EU Recommendations


### Bibliography

Cite all EU legislation types using the format given for footnotes above, but omit the full stop (and any pinpoint) at the end.

#### Specifying Paragraphs or Articles

Cite a specific article or paragraph with the abbreviation ‘art’ or ‘arts’; ‘para’ or ‘paras’, after the OJ citation. Do not write out the whole word.

|------------------|--------|-------|--------|------------------------|-----------|

Do not include pinpoints in the Table of Legislation in the bibliography.
Citing Secondary Sources

GENERAL GUIDANCE

Authors’ names

- If no individual author is identified but an organisation or institution claims responsibility for the work, cite it as the author.
- If no person, organisation or institution claims responsibility for the work, begin the citation with the title.
- In footnotes, the author’s first name or initial(s) precede their surname, e.g. Jill Poole
- In bibliographies, the surname comes first, then the initial(s). There is no comma after the surname, or full stop after the initial. E.g. Poole J

Titles

- Italicise the titles of books, including all publications with ISBNs. All other titles should be within single quotation marks.
- Capitalise the first letter of all major words in a title.
- Words such as ‘for’, ‘and’, ‘or’ and ‘the’ do not need a capital letter unless they begin the title or subtitle.

Electronic sources

- Citations of publications which are only available electronically should always end with the web address (URL) in angled brackets < > followed by the date of most recent access.

SPECIFYING CHAPTERS, PAGES AND PARAGRAPHS

Where possible, give a pinpoint to a part, chapter, page or paragraph. Pinpoints come at the end of the citation in footnotes, but should be omitted in the bibliography.

Use the abbreviations ‘pt’ for part, ‘ch’ for chapter and ‘para’ for paragraph. Page numbers stand-alone without ‘p’ or ‘pp’. If citing a chapter/part and a page number, insert a comma before the page number.
Books

You should treat all publications that have an International Standard Book Number (ISBN) as if they are books, whether read online or in print. Older books without ISBNs should be cited as books, even if read online. You will usually find an ISBN on the back of the publication, above or below the barcode.

BOOKS WITH ONE AUTHOR

To cite books with one author, follow the format below.

Additional information may include a translator, or an original publication date, if significantly different to the current publication date.

Do not include edition information if the book being cited is the first edition.

author, | title | (any additional information, | edition, | publisher | year)

Footnote

Footnotes use the format First-name Surname for author names, and have a full stop at the end.

Timothy Endicott, Administrative Law (OUP 2009).


Bibliography

References in the Bibliography use the format Surname Initial(s) for author names. Do not place a comma between the surname and initial, or a full stop after the initial.

There are no full stops or pinpoints at the end of references in the bibliography.

Endicott T, Administrative Law (OUP 2009)


BOOKS WITH MULTIPLE AUTHORS

For books with multiple authors it is recommended that you use first initial and surname, rather than first-name surname in footnote citations.

- if a book has up to three authors, insert ‘and’ between each name;
- if a book has more than three authors, give the details of the first author and add ‘and others’.
Footnote

For books with two or three authors (this example specifies chapter 3):


For books with more than three authors (this example specifies page 57):


Bibliography

References in the Bibliography use the format Surname Initial(s) for author names. Put ‘and’ between each name. For books with two or three authors:


For books with more than three authors, add the phrase ‘and others’ after the first author.


EDITED BOOKS

Many books are edited – they are a collection of chapters from multiple authors. References to edited books are usually to a specific chapters or essays from within the publication.

To cite a chapter or an essay from an edited book, follow the format below. It is not necessary to give the page range of the chapter.

author, | ‘chapter title’ | in editor name (ed), | book title | (additional information, | publisher | year)

Footnote

Footnotes use the format First-name Surname for author names, and have a full stop at the end.


Bibliography

References in the Bibliography use the format Surname Initial(s) for author names. There should be no full stops or pinpoints at the end of references in the bibliography.

There are many different forms of encyclopaedia in a Law Library, such as Halsbury’s Laws and The Digest.

**Encyclopaedias with paper version**

Cite encyclopaedias which are available in a paper format using the format below, even if you have only read the online version. This includes Halsbury’s Laws.

```
title | (edition, |date) | volume number, | paragraph number
```

When consulting the paper copy of Halsbury’s Laws, it is important to check the Cumulative Supplement and the monthly Noter-Up booklets. These update the information in the volumes, which may have been published several years ago.

**Online-Only Encyclopaedias**

When citing an online-only encyclopaedia, follow the format below.

```
title | (edition, |date) | <url> | accessed date
```

**Section with a Specified Author**

If an encyclopaedia credits an author for a particular section, include the author’s name and the name of the section. Use the format below for encyclopaedias with paper versions:

```
Author, |’section title’, | title | (edition, |date) | volume number, | paragraph number
```

Use this format for online only encyclopaedias:

```
Author, |’section title’, | title | (edition, |date) | <url> | accessed date
```

**Footnotes**

Footnotes should have a full stop at the end.

**Encyclopaedia with paper version**

- *The Digest (3rd reissue, 2010)* 42(10), case 995.

**Online-only encyclopaedia, with credit given to an author**

There should be no pinpoints or full stops at the end of references in the bibliography.

**Encyclopaedia with paper version**

*Halsbury’s Laws (5th ed, 2016)*

**Online-only encyclopaedia, with credit given to an author**


**LOOSELEAFS**

Very little information is included in a looseleaf citation, partly because this information changes so regularly. Publication information is not required, nor the author(s)’ name, unless it has become incorporated into the title.

**Reference without a pinpoint**

As looseleafs change regularly, avoid giving pinpoints when possible. Simply give the title.

**Reference with a pinpoint**

If it is necessary to give a pinpoint, use the paragraph number, not the page number, and include the release number/issue date in the form given by the publisher (this is often found on the title page of a looseleaf volume).

*Title, | volume number, | paragraph number | (release number OR date)*

**Footnotes**

An example of a looseleaf title where the author’s name has become incorporated into the title:

*Ryde on Rating and the Council Tax.*

Examples of a pinpoint:

*Parker’s Law and Conduct of Elections*, vol 1, paras 9-24 (issue 29).

**Bibliography**

Do not include pinpoints in the bibliography, or put a full stop at the end.

*Practical Lease Precedents*
**E-books**

**GENERAL RULES**

Where an e-book is a copy of a paper version, you should cite it as the paper copy. You should do this even if you have only read the online version. This means that you should apply the rules given above in the section on Books with One Author, Books with Multiple Authors, or Edited Books, as appropriate.

In rare cases, an e-book may only exist as an electronic version. If the book is only available online, and there is no paper copy, cite it using the format below. Some e-books will not have publisher information: if this is unavailable, omit it from the reference.

```
author, | title | (any additional information, edition, | publisher | year)
<homepage url> date accessed
```

Give the homepage web address of the site hosting the e-book, not the link to the specific e-book itself. Links to specific books are often tied to a login, and may not work for others.

**Footnotes**

An example of a book cited as though it is only available online. This is an edited book.

```
```

**Bibliography**

An example of a book cited as though it is only available online.

```
```

**LAWTROVE**

The books on LawTrove are electronic versions of print books, so cite it as a paper copy even if you have only consulted the online version.

LawTrove can create citations for you, but you will still need to edit them slightly. To create a citation for a book, look for the pencil symbol (the central symbol shown below), often found in the top right of the screen. Ensure that OSCOLA formatting is selected, and that the citation information is correct.

LawTrove will provide a reference which looks like the one below. It needs to be edited to be correct.

```
Kirsty Horsey and Erika Rackley, Tort Law (6th edn, OUP 2019)
```
Footnotes

To make the above reference correct for a footnote, add a page number pinpoint if desired, and a full stop at the end of the reference. The reference below is now correct.


Bibliography

To make the above reference correct for the bibliography, format the author names as Surname Initial. Do not add a full stop or a pinpoint on the end. The reference below is now correct for the bibliography.


HEINONLINE

Many books on HeinOnline are electronic versions of print books, so cite it as a paper copy if you have only consulted the online version.

HeinOnline can create citations for you, **but you will still need to edit them**. To create a citation for a book, look for the Cite button (shown below), often found in the top left with the contents bar. Ensure that OSCOLA formatting is selected, and that the citation information is correct.

HeinOnline will provide a reference which looks like the one below. It needs to be edited to be correct.


Footnotes

To make the above reference correct for a footnote, follow the steps below. **You may find it quicker to create the citation from scratch**, by following the format offered in the ‘General Rules’ subsection, above.

- Format the author name as Firstname(s) Surname
- Replace the full stop after the author name with a comma
- Remove the full stop after the title, and the place of publication information
- Add publication date, after the publisher information
- Enclose publisher and publication date information in round brackets
- If the text is only available online, add the HeinOnline homepage url in angled brackets: `<https://heinonline.org>`, and the date you last accessed the book.

The reference below is now correct. As the book is an electronic version of a paper copy, there is no url or date accessed information. Add a page number pinpoint at the end, if desired.

Bibliography

To make the above reference correct for the Bibliography, follow the steps below. You may find it quicker to create the citation from scratch, by following the format offered in the ‘General Rules’ subsection, above.

- Format the author as Surname Initial(s)
- Replace the full stop after the author name with a comma
- Remove the full stop after the title, and the place of publication information
- Add publication date, after the publisher information
- Place publisher and publication date information in round brackets
- If the text is only available online, add the HeinOnline homepage url in angled brackets: <https://heinonline.org>, and the date you last accessed the book.
- Remove full stop from the end of the reference

The reference below is now correct. As the book is an electronic version of a paper copy, there is no url or date accessed information. Do not add a page number pinpoint at the end.


EBSCO

Many of the books on Ebsco are electronic versions of print books, so cite the paper copy even if you have only consulted the online version.

While Ebsco has a ‘Cite’ option which creates citations, it does not offer references in OSCOLA format. Use the template given at the start of the E-Books section ‘General Rules’, above, to cite books which have no paper version.

Use the appropriate template from the Books section of this guide to cite books which have a paper version, even if you have only consulted the online version.

Footnotes

An example of a book cited as though it is only available online.


Bibliography

An example of a book cited as though it is only available online.

Journal articles

PRINT JOURNAL ARTICLES

If a there is a print copy of an article, cite this version rather than the electronic version, even if you have only read it online.

Citing a print article is does not require a lot of information, but you must check whether the year of publication identifies the volume, or if there is a separate volume number. You may use either a journal’s full name or an abbreviation, but ensure you are consistent in always using the same abbreviation.

Note that the journal’s name or abbreviation is not in italics.

Citing an article where only the year identifies the volume.

author, | ‘title’ | [year] | journal name or abbreviation | first page of article

Citing an article where there is a separate volume number.

author, | ‘title’ | (year) | volume | journal name or abbreviation | first page of article

Citing an article where there is a separate volume and issue number.

Some journals have both volume and issue numbers. If there is an issue number, you must include it, following the format below. If there is no issue number, use the appropriate citation format above.

author, | ‘title’ | (year) | volume(issue number) | journal name or abbreviation | first page of article

Footnote

When citing a print article in the footnotes, cite by the authors first name followed by surname. If the article has no author, start with the title in single quotation marks (‘‘).

Do not italicise the article title or the journal title. Remember to put a full stop at the end.

Citing an article where only the year identifies the volume.

This article is in the 2005 volume of PL (Public Law), starting at page 440.


Citing an article where there is a separate volume number

This article is in volume 72 of MLR (Modern Law Review), published in 2009, starting at page 554.

Alison Young, ‘In Defence of Due Deference’ (2009) 72 MLR 554.
Citing an article where there is a separate volume and issue number
This article is in volume 113, issue 20 of LS Gaz (Law Society Gazette), published in 2016, starting on page 8.


Bibliography
References in the Bibliography use the format Surname Initial(s) for author names. Do not place a full-stop after the first initial, or at the end of the reference.

If the article has no author, use a double em-dash ‘—’ where the author’s name would be. Place authorless references at the beginning of the Reference List section of the bibliography, alphabetically ordered by title.

Citing an article where only the year identifies the volume.


Citing an article where there is a separate volume
Young A, ‘In Defence of Due Deference’ (2009) 72 MLR 554

Citing an article where there is a separate volume and issue number.

Rosenberg J, ‘Scrutiny of Judicial Conduct’, (2016) 113(20) LS Gaz 8

ONLINE JOURNAL ARTICLES

If you have access to a PDF copy of the original article you should cite it as if it were a hard copy paper version. See Print Journal Articles, above.

If the article you are citing has only been published electronically, still give the publication details as you would for a hard copy article if they are available. Many electronic journals continue to use volume and issue numbers. If they are not available, you may omit them.

Square brackets [ ] are used around the year of publication when the journal series has no consecutive volume numbers and the year is essential for finding the correct volume. Round brackets ( ) are placed around the year where the journal has consecutive volume numbers and the year is not essential for finding the article.

author, | ‘title’ | [year] OR (year) | volume(issue) | journal name or abbreviation | <web address> | date accessed
Footnote

If the article has no author, start with the title in single quotation marks (‘’).


Bibliography

When citing an online journal article in the bibliography, list the authors surname followed by first initial and a comma. Do not place a full stop after the first initial or at the end of the reference.


If the article has no author, use a double em-dash ‘—’ where the author’s name would be. Place this at the beginning of the Secondary Sources section of the bibliography.

SPECIFYING A PAGE

When pinpointing a reference to a page in the article, add a comma after the first page number, then include the page(s) you wish to reference.

author, | ‘title’ | (year) OR [year] | volume(issue number) | journal name or abbreviation | first page of article, | pinpoint

Footnotes

The example below shows a footnote reference, where the article starts on page 42, and page 64 is being pinpointed.


Bibliography

Do not include pinpoints in the bibliography.
Case notes and reports

CASE NOTES

If the case discussed in the note is identified in the text, it is not necessary to put the name of the case in the case note citation as well. Omit the party names, and just include the report and case note information, outlined in the formats below.

Case note with title

Case notes with titles are cited in the same way as journal articles. See section on Print Journal Articles, or Online Journal articles, as appropriate.

Case note without title

Information on using square or round brackets can be found in the section on ‘Online Journals’, above. To indicate that the citation refers to a case note, include ‘note’ in brackets at the end of the reference.

| author, | ‘party names’ | [date] OR (date) | volume(issue) | abbreviated journal title | first page | (note) |

Footnotes

Case note with title

Case notes with titles are cited in the same way as journal articles. See Journal Articles section.

This journal identifies volumes only by the year, so the year is in square brackets, and there is no separate volume number. There is an issue number, placed in round brackets after the year.

David di Mambro, ‘Failure to anticipate work does not justify a revision to a costs budget (Seekings v Moores)’ [2019] (2) CCN 3.

Case note without title

Andrew Ashworth, ‘R (Singh) v Chief Constable of the West Midlands Police’ [2006] Crim LR 441 (note).

If the case above had already been referenced in the text, the footnote would not need to include the case name, and so would become the example below. This would not change the reference in the bibliography.

Andrew Ashworth [2006] Crim LR 441 (note).

Bibliography

Even if not separately cited, the case referred to in a cited case note should be included in the Table of Cases, citing its highest-level report (see section on Hierarchy of Law Reports). The case note should also be included in the List of References section of the bibliography.
### Case note with title

Case notes with titles are cited in the same way as journal articles. See section on Print Journal Article for further information on formatting these types of references.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Paper number</th>
<th>Organisation or journal name</th>
<th>Web address</th>
<th>Date accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>di Mambro D</td>
<td>‘Failure to anticipate work does not justify a revision to a costs budget (Seekings v Moores)’</td>
<td>[2019] (2) CCN 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Case note without title

Case notes without titles are cited as follows:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Paper number</th>
<th>Organisation or journal name</th>
<th>Web address</th>
<th>Date accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashworth A</td>
<td>‘R (Singh) v Chief Constable of the West Midlands Police’</td>
<td>[2006] Crim LR 441 (note)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Working online papers

Working papers and reports may be available online on institution websites. Working papers can vary significantly in information they provide, so the format below should be altered to fit the information available. For example, if a volume number is provided, then include this with the ‘paper number’. If nothing resembling a paper number is available, omit it.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Paper number</th>
<th>Organisation or journal name</th>
<th>Web address</th>
<th>Date accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The content of working papers is often subject to change, so the date of access is particularly important. If a working paper is subsequently published in a journal, cite that in preference to the working paper.

### Footnotes

Footnotes format author names as First-name Surname, and have a full stop at the end.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Paper number</th>
<th>Organisation or journal name</th>
<th>Web address</th>
<th>Date accessed</th>
</tr>
</thead>
</table>

### Bibliography

References in the Bibliography format author names as Surname Initial(s) and do not have a full stop at the end.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Paper number</th>
<th>Organisation or journal name</th>
<th>Web address</th>
<th>Date accessed</th>
</tr>
</thead>
</table>

### Reports

Reports are often available on institutions’ and organisations’ websites. They can vary in the information they provide, so the format below should be altered to fit the information available. For example, if a volume number is provided, then insert this with the ‘report number’. If nothing resembling a report number is available, omit it.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Report number</th>
<th>Publishing organisation</th>
<th>Web address</th>
<th>Date accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Working online papers

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Report number</th>
<th>Publishing organisation</th>
<th>Web address</th>
<th>Date accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The content of working papers is often subject to change, so the date of access is particularly important. If a working paper is subsequently published in a journal, cite that in preference to the working paper.
Footnotes

Footnotes should end with a full stop. If no individual is named as the author, use the organisation’s name as the author. This example does not have a report number.


Bibliography

References in the bibliography should not contain pinpoints or have a full stop at the end. If no individual is named as the author, use the organisation’s name as the author.


GOVERNMENT PUBLICATIONS (COMMAND PAPERS)

The Command Papers series includes the following types of government publication:

- State Papers - including treaties and international agreements.
- White Papers - government policy initiatives and proposals for legislation.
- Green Papers - government consultation documents.

Other government publications include:

- Government responses to Select Committee reports.
- Reports of Royal Commissions and some other Committees of Inquiry.
- Statistics and annual reports of some government bodies.
- Unnumbered Command Papers including statements about gifts or guarantees made by government departments.

To cite government publications, follow the format below. For publications without a command paper number, include any available equivalent information, or omit it.

Department or organisation producing the paper, | title | (command paper number, year)

**Command Paper Series Abbreviations**

The abbreviation preceding a command paper number depends on the year of publication, as the abbreviation changes with each series.

- 1833-69 (1st Series): C
- 1870-99 (2nd Series): C
- 1900-18 (3rd Series): Cd
- 1919-56 (4th Series): Cmd
- 1957-86 (5th Series): Cmnd
- 1986-present (6th Series): Cm

The current series is the sixth and began with 'Cm 1' in 1986.
Footnotes

Footnotes should have a full stop at the end. This example has a pinpoint at the end to paragraph 53. As it is a command paper published in 1953, it uses the abbreviation ‘Cmd’ before the paper number. See above for information on abbreviations.


Bibliography

References in the bibliography should not have full stops at the end, or pinpoints.

Home Office, Report of the Royal Commission on Capital Punishment (Cm 8932, 1953)

LAW COMMISSION REPORTS

As Law Commission reports are usually available as PDFs from the Law Commission website, there is no need to give the web address and date accessed. Use the format below, including the words ‘Law Com No’ before the Law Commission number.

Law Commission, | title | (Law Com No number, | year)

Footnotes

Footnotes should have a full stop at the end. This example has a pinpoint at the end to paragraphs 4.8-4.17.

Law Commission, Adult Social Care (Law Com No 326, 2011) paras 4.8-4.17.

Bibliography

References in the bibliography should not have full stops at the end, or pinpoints.

Law Commission, Adult Social Care (Law Com No 326, 2011)

EUROPEAN COMMISSION DOCUMENTS

When citing European Commission Documents, give the reference in full in the first footnote, following the format below. In subsequent citations, just give the COM number. COM numbers are given in the format ‘COM (year) number’.

Department or organisation producing the paper, | ‘title’ | (document type) | COM (year) | COM number
Footnotes

Footnotes should have a full stop at the end. Most Commission documents will have the word ‘final’ as part of their COM number.

The example here has a pinpoint at the end, to article 3. Do not put a comma between the end of the reference and the pinpoint.


Bibliography

References in the bibliography should not have full stops at the end, or pinpoints.


Conference papers and theses

CONFERENCE PAPERS

Published Conference Papers
If a conference paper has been published, cite the published version, using the same format as a journal article (see section on Journal Articles).

Unpublished Conference Papers
Some conference papers are only available at a conference or directly from the author. Only cite papers that are not publicly available if you have the author’s permission. Use the format below.

author, | ‘title’ | (conference title, | location, | date)

Footnote

Footnotes format author names as First-name Surname, and have a full stop at the end.


Bibliography

References in the Bibliography format author names as Surname Initial(s) and do not have a full stop at the end.


THESES

To cite an unpublished thesis, follow the format below. Cite a published thesis as a journal article.

author, | ‘title’ | (type of thesis, | university | year of completion)

Footnote


Bibliography

References in the Bibliography format author names as Surname Initial(s) and do not have a full stop or a pinpoint at the end.

It is always important to evaluate a website before using it in any academic work.

If a page does not have a named author, you may sometimes be able to find additional information from the ‘About’ section if there is one. Some webpages do not name an individual author, but are produced by an organisation. Use this organisation as the ‘corporate’ author. If there is no individual or organisation responsible for the page, consider if it is appropriate to reference. If so, treat it as an anonymous source.

Reputable websites will usually have a date and time stamp indicating when a page or an article was last updated. You should use this as the basis for citing a date. If there is no date of publication on the website, consider if the information is up-to-date and reliable. If it is appropriate to cite a page with no date (e.g. the page is from a reputable source, such as a government site), omit the date and give only the date you most recently accessed the page.

**WEBSITES & BLOGS**

Cite webpages accessed via Lexis Library, Westlaw, Lawtel or PLC in the same way as other pages.

<table>
<thead>
<tr>
<th>author,</th>
<th>‘webpage title’</th>
<th>(website,</th>
<th>date)</th>
<th>&lt;webpage address&gt;</th>
<th>date accessed</th>
</tr>
</thead>
</table>

Information on Practice Notes can be found in the ‘Practice Notes’ section below.

**Footnote**

Footnotes should have a full stop at the end, and format author names as Firstname Surname. If there is no author, omit the author name and begin the reference with the title.

Sarah Cole, ‘Virtual Friend Fires Employee’ (Naked Law, 1 May 2009)  

This reference does not have a date, but because the website is authored by a reputable organisation, it can be assumed that the information is up to date.

Information Commissioner’s Office, ‘Identity Theft’ (ICO.)  

**Bibliography**

If there is no author, begin the reference with a double em-dash ‘—’.

Cole S, ‘Virtual Friend Fires Employee’ (Naked Law, 1 May 2009)  

Although this reference does not have a date, because the website is authored by a reputable organisation, it can be assumed that the information is up to date.

Information Commissioner’s Office, ‘Identity Theft’ (ico. Information Commissioner’s Office)  
VIDEOS AND PODCASTS
Cite videos (including YouTube), radio, podcasts and similar resources using the format below. As always, evaluate your source before including it in academic work.

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

Footnote
Author names should be formatted as First-name Surname. If there is no individual author, cite the organisation that produced the video or podcast. Include a full stop at the end of the reference.


Bibliography
Author names should be formatted Surname Initial. If there is no individual author, cite the organisation that produced the video or podcast. References in the Bibliography should not have a full stop at the end.


PRACTICE NOTES
Practice notes are explanations of how law should be applied, or ‘practiced’, in a particular area. They are offered by some legal databases, such as Practical Law and Lexis PSL.

General rules for compiling a reference to a Practice Note:

- Practice notes often do not have an individual credited as the author, so a corporate author is normally used.
- A date should be included in the reference if it is available, but if it is not, as is frequently the case, omit the date from the reference. Always include a precise ‘last accessed’ date, as Practice Notes detail current law, and are subject to change.
- Cite the homepage web address of the publishing body, as individual Practice Note web addresses will often break very quickly.

Cite Practice Notes using the format below, being aware that some information may not be available. If information is not available, omit it from the reference.

author, | ‘title’ | (Practice Note, | publishing body | date) <publishing body’s homepage web address> date accessed

Footnotes
Footnotes should have a full stop at the end.

Bibliography
References in the bibliography should not have a full stop at the end.

Practical Law Dispute Resolution, ‘The attitude of the courts to mediation (England and Wales)’ (Practice Note, Practical Law) <uk.practicallaw.thomsonreuters.com> accessed 12 August 2019

HANDBOOKS (INCL. SRA RULES AND REGULATIONS)
Some organisations publish handbooks online. If there is a physical equivalent, then the physical copy should be cited. However, if there is no physical copy of the most recent edition, then the online handbook should be cited in the format below.

As organisational handbooks are updated with current law, it is important to state the edition used, if this information is available, and to give the date you last accessed it.

author, | ‘section title’ | handbook title | (edition, | year) | <url> | date accessed

Handbooks will often not credit an individual as the author. In these cases, cite the organisation which has produced the handbook as the author.

Footnotes
Footnotes should have a full stop at the end.

This example has a pinpoint at the end, to subsection 5.1.


This example has a pinpoint at the end. As this handbook has section, subsection, and paragraph numbers, the pinpoint includes all of these, in the format given by the report.


Bibliography
References in the bibliography should not include a full stop at the end, or a pinpoint.


Newspaper articles

HARDCOPY NEWSPAPERS

When citing hardcopy newspaper articles, use the format below. If the article is an editorial, give the author as ‘Editorial’.

author, | ‘title’ | newspaper title | (city of publication, | date) | first page

Article with section and page numbering

If the newspaper is divided into multiple sections, and the page numbers restart at the beginning of each section, use the format below.

author, | ‘title’ | newspaper title | (city of publication, | date) | section title | first page

This example is formatted as a footnote.


Footnote

Footnotes should have a full stop at the end, and format author names as Firstname Surname. If there is no author, omit the author name and begin the reference with the title.

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

Bibliography

The author(s)’s name should appear Surname Initial. Do not put a full stop after the initial or at the end of the reference. If there is no author, begin the reference with a double em-dash ‘—’.

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

INTERNET ONLY NEWSPAPERS

If the article you are citing is from an electronic version of a hardcopy publication such as The Times, and you know the page numbers and/or section numbers, you should cite it as a hard copy newspaper article (above).

If you do not know the page numbers/section/part, use the format below.

Author, | ‘title’ | newspaper | (city of publication, | date) | <web address> | date of access
Sometimes online papers may not state an author. If this is the case, but you believe the paper to be a reputable source and wish to include it in your work, treat it as an anonymous source, and follow the guidance in the footnote and bibliography sections below.

**Footnote**

Footnotes should have a full stop at the end, and format author names as First-name Surname. If there is no author, omit the author name and begin the reference with the title.

**Article with author**


**Article with no author**


**Bibliography**

The author(s)’s name should appear Surname Initial. Do not put a full stop after the initial or at the end of the reference. If there is no author, begin the reference with a double em-dash ‘—‘.

**Article with author**


**Article with no author**

Interviews and Personal Communications

**INTERVIEWS**

When citing an interview that you conducted, give the name, position and institution (as relevant) of the interviewee, and the location and full date of the interview. If your interviews are anonymous for research purposes give a pseudonym, e.g. Student A, Tutor C or Interviewee B.

<table>
<thead>
<tr>
<th>Interview with</th>
<th>Interviewee Name OR Pseudonym,</th>
<th>Interviewee’s position,</th>
<th>Interviewee’s institution,</th>
<th>(location,</th>
<th>date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview was conducted by someone else, the interviewer’s name should appear at the beginning of the citation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interviewer’s name,</th>
<th>Interview with</th>
<th>Interviewee Name OR Pseudonym,</th>
<th>Interviewee’s position,</th>
<th>Interviewee’s institution,</th>
<th>(location,</th>
<th>date)</th>
</tr>
</thead>
</table>

**Footnotes**

Footnotes should have a full stop at the end.

**Interview you conducted**

Interview with Irene Kull, Dean, Faculty of Law, Tartu University (Tartu, Estonia, 4 August 2003).

Interview with Tutor C, The University of Law (Leeds, UK, 12 June 2019).

**Interview conducted by someone else**

Author (here interviewer) names are formatted First-name Surname in footnotes.


**Bibliography**

Bibliographies should not have a full stop at the end of the reference.

**Interview you have conducted**

Use the interviewee’s surname when alphabetically ordering the bibliography, even though it is not the first word of the reference.

Interview with Tutor C, The University of Law (Leeds, UK, 12 June 2019)

Interview with Irene Kull, Dean, Faculty of Law, Tartu University (Tartu, Estonia, 4 August 2003)
Interview conducted by someone else

Format the author (here interviewer) name as Surname Initial(s).


PERSONAL COMMUNICATIONS AND LETTERS

When citing personal communications, such as emails and letters, give the author and recipient of the communication, and the date.

If you are the author or recipient, say ‘from author’ or ‘to author’, as appropriate.

<table>
<thead>
<tr>
<th>Communication type</th>
<th>from Sender Name</th>
<th>to Recipient Name</th>
<th>(date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email from James Dean to author (21 November 2015).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter from Gordon Brown to Lady Ashton (20 November 2009).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Footnote

Footnotes should have a full stop at the end.

| Email from James Dean to author (21 November 2015). |
| Letter from Gordon Brown to Lady Ashton (20 November 2009). |

Bibliography

Bibliographies should not have a full stop at the end of the reference.

Use the surname of the person who wrote the communication when alphabetically ordering the bibliography, unless you are the author of the communication. If you wrote it, use the surname of the person who received the communication when ordering the bibliography.

This example would use ‘Dean’ to determine where it is alphabetically ordered in the List of References, as it is the surname of the person writing the communication.

| Email from James Dean to author (21 November 2015) |

This example would use ‘Brown’ to determine where it is alphabetically ordered in the List of References, as it is the surname of the person writing the communication.

| Letter from Gordon Brown to Lady Ashton (20 November 2009) |

This example would use ‘Susskind’ to determine where it is alphabetically ordered in the List of References, as it was written by the person writing the essay. Do not use your own surname to order personal communications, even if you are the one who has written the communication.

| Email from author to Richard Susskind (11 September 2019) |
APPENDIX A: Abbreviations for series of law reports

Use the following list of abbreviations for law reports.

<table>
<thead>
<tr>
<th>Reports</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Law Reports</td>
<td>AC, QB, Ch, Fam, P</td>
</tr>
<tr>
<td>Weekly Law Reports</td>
<td>WLR</td>
</tr>
<tr>
<td>European Court Reports</td>
<td>ECR</td>
</tr>
<tr>
<td>All England Law Reports</td>
<td>All ER</td>
</tr>
<tr>
<td>All England Law Reports: Commercial Cases</td>
<td>All ER Com</td>
</tr>
<tr>
<td>Common Market Law Reports</td>
<td>CMLR</td>
</tr>
<tr>
<td>Criminal Appeal Reports</td>
<td>Cr App R</td>
</tr>
<tr>
<td>Criminal Appeal Reports (Sentencing)</td>
<td>Cr App R(S)</td>
</tr>
<tr>
<td>Criminal Law Review</td>
<td>Crim LR</td>
</tr>
<tr>
<td>Estates Gazette</td>
<td>EG</td>
</tr>
<tr>
<td>Family Law Reports</td>
<td>FLR</td>
</tr>
<tr>
<td>Financial Times Law Reports</td>
<td>FTLR</td>
</tr>
<tr>
<td>Fleet Street Reports</td>
<td>FSR</td>
</tr>
<tr>
<td>Industrial Case Reports</td>
<td>ICR</td>
</tr>
<tr>
<td>Industrial Relations Law Reports</td>
<td>IRLR</td>
</tr>
<tr>
<td>Journal of Planning Law</td>
<td>JPL</td>
</tr>
<tr>
<td>Justice of the Peace Reports</td>
<td>JP</td>
</tr>
<tr>
<td>Law Society Gazette</td>
<td>LS Gaz</td>
</tr>
<tr>
<td>Lloyd’s Law Reports</td>
<td>Lloyd’s LR</td>
</tr>
<tr>
<td>Lloyd’s Maritime &amp; Commercial Law Quarterly</td>
<td>LMCLQ</td>
</tr>
<tr>
<td>Local Government Reports</td>
<td>LGR</td>
</tr>
<tr>
<td>Official Journal of the EC</td>
<td>OJ</td>
</tr>
<tr>
<td>Property and Compensation Reports</td>
<td>P &amp; CR</td>
</tr>
<tr>
<td>Reports of Patent Cases</td>
<td>RPC</td>
</tr>
<tr>
<td>Road Traffic Reports</td>
<td>RTR</td>
</tr>
<tr>
<td>Scots Law Times</td>
<td>SLT</td>
</tr>
<tr>
<td>Simon’s Tax Cases</td>
<td>STC</td>
</tr>
<tr>
<td>Tax Cases</td>
<td>TC</td>
</tr>
<tr>
<td>The Times</td>
<td>The Times</td>
</tr>
</tbody>
</table>
APPENDIX B: Abbreviations for common periodicals

Use the following list of abbreviations for journals.

<table>
<thead>
<tr>
<th>Journal</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Journal of Comparative Law</td>
<td>AJCL</td>
</tr>
<tr>
<td>American Journal of International Law</td>
<td>AJIL</td>
</tr>
<tr>
<td>British Tax Review</td>
<td>BTR</td>
</tr>
<tr>
<td>Common Market Law Review</td>
<td>CML Rev</td>
</tr>
<tr>
<td>Current Law</td>
<td>CL</td>
</tr>
<tr>
<td>Cambridge Law Journal</td>
<td>CLJ</td>
</tr>
<tr>
<td>Current Legal Problems</td>
<td>CLP</td>
</tr>
<tr>
<td>Criminal Law Review</td>
<td>Crim LR</td>
</tr>
<tr>
<td>EC Bulletin</td>
<td>EC Bull</td>
</tr>
<tr>
<td>European Competition Law Review</td>
<td>ECLR</td>
</tr>
<tr>
<td>Estates Gazette</td>
<td>EG</td>
</tr>
<tr>
<td>European Intellectual Property Review</td>
<td>EIPR</td>
</tr>
<tr>
<td>European Industrial Relations Review</td>
<td>EIRR</td>
</tr>
<tr>
<td>European Law Review</td>
<td>ELR</td>
</tr>
<tr>
<td>Industrial Law Journal</td>
<td>ILJ</td>
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<tr>
<td>International and Comparative Law Quarterly</td>
<td>ICLQ</td>
</tr>
<tr>
<td>Journal of Business Law</td>
<td>JBL</td>
</tr>
<tr>
<td>Journal of Planning and Environmental Law</td>
<td>JPEL</td>
</tr>
<tr>
<td>Lloyd’s Maritime &amp; Commercial Law Quarterly</td>
<td>LMCLQ</td>
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<tr>
<td>Law Quarterly Review</td>
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<td>Legal Studies</td>
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<td>Modern Law Review</td>
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<tr>
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<td>OJ</td>
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<td>Oxford Journal of Legal Studies</td>
<td>OJLS</td>
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<td>Public Law</td>
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<tr>
<td>Solicitors’ Journal</td>
<td>SJ</td>
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APPENDIX C: Words and phrases that can be abbreviated within the names of cases, reports and journals

The following is a list of words and phrases that may be abbreviated in case names and citations.

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<thead>
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<th>Words and phrases</th>
<th>Abbreviations</th>
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<td>A-G</td>
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<tr>
<td>Anonymous</td>
<td>Anon</td>
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<td>British Broadcasting Corporation</td>
<td>BBC</td>
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<td>BC</td>
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<td>Bros</td>
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<td>Comr</td>
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<td>IRC</td>
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<tr>
<td>liquidation Ltd</td>
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<tr>
<td>others</td>
<td>orts</td>
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<tr>
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<td>R</td>
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<td>RDC</td>
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<tr>
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<td>UK</td>
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<td>United States</td>
<td>US</td>
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<td>United States of America</td>
<td>USA</td>
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<tr>
<td>Vice-Chancellor</td>
<td>V-C</td>
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APPENDIX D: Abbreviations within the names of series of law reports and journals

Where a Law Report or Journal is not included in the lists at Appendix A and C, the full name of the relevant Report or Journal should be given, but the following abbreviations are permitted within such names:

<table>
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<tr>
<th>Words and phrases</th>
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