

## ***OSCOLA (for Endnote Web /Endnote on servers)***

A style for essays, papers etc intended for UK writers, especially those using Endnote Web or Endnote provided on a server in their institution. Writers with their own copy of Endnote may prefer OSCOLA 2 (see [www.law.ox.ac.uk/oscola](http://www.law.ox.ac.uk/oscola)). Because of the peculiarities of UK legal journal citation, journals without consecutive volume numbers will have to be modified when the work is finished (see Journals, below).

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## Notes about using this style:

- Capitalise major words in titles (for cases, statutes, journal articles, books, reports etc; eg The History of Time).
- Only Reference Types that are formatted in the Footnotes Templates (and noted below) will show the reference appropriately.
- Text in fields not included in the formatting will not appear in the footnote or the bibliography, however it is not necessary to have text in all the formatted fields.
- Text in Reference Types not included in the list below will appear in the Generic format.
- The year is not included in several formats, however it is useful to include it in the reference so that your library can be organized by date, or for when reformatting your references in other styles.
- Use Edit Citation/Suffix to add pinpoints/page numbers, section and subsections, notes, cross references etc, or simply add these details in the footnote outside the 'grey' Endnote field.
- To stop the bibliography building in your document as you write, untick 'Include Citations in Bibliography' then Save this style. To produce a bibliography at the end of your work, tick 'Include Citations in Bibliography' and reformat your document.
- To stop subsequent mentions of a citation in your footnotes from using the author only, Short Form of the citation, and/or ibid, make relevant changes in Footnotes, Repeated Citations.
- Use the Endnote Manual for information about downloading references, modifying templates and reference types, using groups and keywords and so on.

## CASES AND LEGISLATION

### Cases

1. Put the party names in the Case Name field in roman (ie not italic) font.
2. Put the full citation in the Reporter field, eg [1932] AC 562 OR [2003] UKHL 50, [2004] 1 AC 1034 OR (2006) 229 ALR 58.
3. Put the court in the Court field without brackets (don't include the court if it is indicated in the neutral citation).
4. For ECJ cases, put the Case Number in the Call Number field; it will appear in roman font before the party names.
5. Include ECtHR Application numbers and Commission Decision details with required punctuation at the beginning of the Reporter field, eg (App 788/60) OR (Case IV/M042) Commission Decision.
6. Text in the Abbreviated Case Name field is used for subsequent citations if Short Form is switched on. If you use this feature, be aware that the information required in subsequent footnotes will vary depending on what you have mentioned in the text.

**Cases format:** Call Number *Case Name* Reporter (Court)

<i>Donoghue v Stevenson</i> [1932] AC 562 (HL Sc)	<b>Year</b> 1932 <b>Case Name</b> Donoghue v Stevenson <b>Reporter</b> [1932] AC 562 <b>Court</b> HL Sc
<i>Costello v Chief Constable of Derbyshire Constabulary</i> [2001] EWCA Civ 381, [2001] 1 WLR 1437	<b>Year</b> 2001 <b>Case Name</b> Costello v Chief Constable of Derbyshire Constabulary <b>Reporter</b> [2001] EWCA Civ 381, [2001] 1 WLR 1437
Case C-491/01 <i>R v Secretary of State, ex p BAT and Imperial Tobacco</i> [2002] ECR I-11453	<b>Year</b> 2002 <b>Case Name</b> R v Secretary of State, ex p BAT and Imperial Tobacco <b>Reporter</b> [2002] ECR I-11453 <b>Abbreviated Case Name</b> BAT <b>Call Number</b> Case C-491/01
<i>Alcatel/Teletra</i> (Case IV/M042) Commission Decision [1991] OJ L100/32, [1991] 4 CMLR 208	<b>Year</b> 1991 <b>Case Name</b> Alcatel/Teletra <b>Reporter</b> (Case IV/M042) Commission Decision [1991] OJ L100/32, [1991] 4 CMLR 208

## Statutes

1. Put the full name (including the year and any identifying numbers) of the Bill, Act, SI, Treaty etc in the Name of Act field. If citing Council Directives, Regulations and Commission documents, include the citation in the Name of Act field.

2. Text in the Short Title field is used in subsequent citations if Short Form is on.

**Statutes format:** Name of Act

Council Directive (EC) 93/104 concerning certain aspects of the organisation of working time [1993] OJ L307/18	<b>Year</b> 1993 <b>Name of Act</b> Council Directive (EC) 93/104 concerning certain aspects of the organisation of working time [1993] OJ L307/18 <b>Short Title</b> Working Time Directive 93/014
Police and Criminal Evidence Act 1984  Lunacy Act 1934	<b>Year</b> 1984 <b>Name of Act</b> Police and Criminal Evidence Act 1984 <b>Short Title</b> PACE
	<b>Year</b> 1934 <b>Name of Act</b> Lunacy Act 1934

## BOOKS AND ARTICLES

### Book (for Books, Reports, documents with ISBNs)

1. Enter author and year in their respective fields.
2. Enter the title with capital letters for the major words.
3. If there are successive editions, enter the edition number.
4. If there is a Series Title, enter that.
5. Enter relevant information into the Publisher and City fields.
6. If required, enter a short title into the Short Title field for subsequent citations of a book.

**Book format:** Author, *Title* (Edition edn Series Title, Publisher, City Year)

<b>Author</b> Andrew Ashworth <b>Year</b> 2006 <b>Title</b> Principles of Criminal Law <b>City</b> Oxford <b>Publisher</b> OUP	<b>Author</b> JH Baker <b>Year</b> 2002 <b>Title</b> An Introduction to English Legal History <b>City</b> London <b>Publisher</b> Butterworths <b>Edition</b> 4th
A Ashworth, <i>Principles of Criminal Law</i> (OUP, Oxford 2006)	J Baker, <i>An Introduction to English Legal History</i> (4th edn Butterworths, London 2002)

### Edited Book

Follow the guidelines for books, inserting the editor(s) names.

**Format:** Editor (ed)^(eds), *Title* (Edition edn Series Title, Publisher, City Year)

<b>Editor</b> T Weir (tr), Konrad Zweigert Hein Kötz <b>Year</b> 1998 <b>Title</b> Introduction to Comparative Law <b>City</b> Oxford <b>Publisher</b> Clarendon Press <b>Edition</b> 3rd rev	<b>Editor</b> G Jones <b>Year</b> 2004 <b>Title</b> Goff and Jones: The Law of Restitution <b>City</b> London <b>Publisher</b> Sweet & Maxwell <b>Edition</b> 6th rev
T Weir (tr), K Zweigert and H Kötz (eds), <i>Introduction to Comparative Law</i> (3rd rev edn Clarendon Press, Oxford 1998)	G Jones (ed), <i>Goff and Jones: The Law of Restitution</i> (6th rev edn Sweet & Maxwell, London 2004)

## Book Section (Contributions to books)

Follow the guidelines for books, but put the chapter title into the Title field, and the name of the book into the Book Title field. Note that OSCOLA does not require page numbers for chapters in books.

**Format:** Author, 'Title' in Editor (ed)<sup>(eds)</sup>, *Title*, (Edition edn Book Title, Publisher, City Year)

<b>Author</b> John Armour	J Armour, 'Avoidance of Transactions as a Fraud on Creditors at Common Law' in J Armour and H Bennett (eds), <i>Vulnerable Transactions in Corporate Insolvency</i> (Hart, Oxford 2003)
<b>Year</b> 2003	
<b>Title</b> Avoidance of Transactions as a Fraud on Creditors at Common Law	
<b>Editor</b> John Armour Howard Bennett	
<b>Book Title</b> Vulnerable Transactions in Corporate Insolvency	
<b>City</b> Oxford	
<b>Publisher</b> Hart	

## Journal articles

1. Enter author and title and year in their respective fields.
2. Enter the journal name OR abbreviation in the Journal field.
3. Enter the volume number if it is a consecutive volume number, otherwise leave Volume field blank.
4. If issue numbers are entered they will not appear in the formatted footnotes.
5. Enter either the first page or the span of pages in the Page field; only the first page will show in the footnote.

**Journal format:** Author, 'Title' (Year) Volume *Journal* Pages

### JOURNALS THAT USE THE YEAR AS A VOLUME NUMBER

Journals that use the year rather than a consecutive number to identify the volume will have to be modified after the work is complete and Endnote fields have been removed. At that point, search in footnotes for the journals that have no volume number, and replace the parentheses (round brackets) around the year with square brackets. The parentheses around 2008 in the Public Law example shown below would have to be replaced with square brackets to produce the correct citation: J Ip, 'The Rise and Spread of the Special Advocate' [2008] Public Law 717.

A partial list of square bracket journals: Acta Juridica, British Tax Review, Criminal Law Review, International Family Law, Journal of Business Law, Journal of Planning and Environment Law, Journal of Personal Injury Litigation, Legal Action, Lloyd's Maritime and Commercial Law Quarterly, Public Law Private Client Business. Note: Some journals change from consecutive volume numbers to year identification (eg Cambridge Law Journal used the year from 1954 to 1967).

<b>Author</b> Ashworth, A. <b>Year</b> 2000 <b>Title</b> Testing Fidelity to Legal Values: Official Involvement and Criminal Justice <b>Journal</b> MLR <b>Volume</b> 63 <b>Issue</b> 5 <b>Pages</b> 633-660	<b>Author</b> John Ip <b>Year</b> 2008 <b>Title</b> The Rise and Spread of the Special Advocate <b>Journal</b> Public Law <b>Pages</b> 717
A Ashworth, 'Testing Fidelity to Legal Values: Official Involvement and Criminal Justice' (2000) 63 MLR 633	J Ip, 'The Rise and Spread of the Special Advocate' (2008) Public Law 717 * Change (2008) to [2008] after removing Endnote fields /converting to plain text

## Electronic article

(for articles, papers, other sources only available electronically)

1. If the article is available as a print journal, use the journal article reference type.
2. Enter author, year and title as for journal articles.
3. Enter all publication details and any punctuation required in the Periodical Title field (examples from OSCOLA: Oxford Legal Studies Research Paper No. 22/2006 OR [2001] 2 JILT OR (Lecture at the Centre for Public Law in Cambridge 2004) OR (HC Library Research Papers 04/92, 2004) OR *Guardian* (London 22 January 2005).
4. Enter the url (web address) of the article, paper, or other type of source.
5. Enter the date of access, generally in the form 31 Nov 2008.

**Electronic article format:** Author, 'Title' Periodical Title <URL> accessed Date Accessed

<b>Author</b> Joseph Raz <b>Year</b> 2007 <b>Title</b> Reasons: Explanatory and Normative <b>Periodical Title</b> Oxford Legal Studies Research Paper No 13/2007 <b>Date Accessed</b> 9 Aug 2007 <b>URL</b> <a href="http://ssrn.com/abstract=999869">http://ssrn.com/abstract=999869</a>	J Raz, 'Reasons: Explanatory and Normative' Oxford Legal Studies Research Paper No 13/2007 < <a href="http://ssrn.com/abstract=999869">http://ssrn.com/abstract=999869</a> > accessed 9 Aug 2007
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## OTHER SOURCES

**Report** (for Law Commission reports, Command papers, theses, documents with an ISSN, and any document requiring the title in quote marks and parentheses around the publishing information. If the document is only available online, use Web Page.)

1. Enter author: if the author is an institution, put a comma after the name, eg Law Commission, to ensure name is spelt out in full.

2. Enter the title. (It will appear in quote marks; if it should be in italics, use the Book reference type instead).

3. Enter publisher information in the Series Title and/or Institution fields. Examples from OSCOLA that would use the Series Title field include Law Commission: Law Com No 273 Cm 5257; Command papers: Cm 6433; some other papers: HC Library Research Papers 04/92.

4. Enter city and year, if required.

**Report format:** Author, 'Title' (Series Title, Institution, City Year)

<b>Author</b> Law Commission, <b>Year</b> 2001 <b>Title</b> Evidence of Bad Character in Criminal Proceedings <b>Series Title</b> Law Com No 273 Cm 5257	Law Commission, 'Evidence of Bad Character in Criminal Proceedings' (Law Com No 273 Cm 5257, 2001)
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## Conference and other Papers

Use when quote marks are required around the title but there are no parentheses around the citation.

1. Enter author, title and year.

2. Enter all other citation information and punctuation in the Publisher field in the required order.

3. If the paper is only available online, use the Electronic Article reference type instead, and enter the url and access date in appropriate fields.

**Conference paper format:** Author, 'Title' Publisher

<b>Author</b> Amnesty International, <b>Year</b> 2002 <b>Title</b> Cuba: The Situation of Human Rights in Cuba <b>Publisher</b> (Report) (20 May 2002) AI-Index AMR 25/002/2002	Amnesty International, 'Cuba: The Situation of Human Rights in Cuba' (Report) (20 May 2002) AI-Index AMR 25/002/2002
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## Web page format:

Author, 'Title' (Description, Publisher Year) <URL> accessed Access Date

<b>Author</b> -- -- <b>Year</b> 2008 <b>Title</b> Breakdown of Lords by Party Strength and Type of Peerage <b>Access Date</b> 6 October 2008 <b>URL</b> <a href="http://www.parliament.uk/directories/house_of_lords_information_office/analysis_by_comp">http://www.parliament.uk/directories/house_of_lords_information_office/analysis_by_comp</a>	-- --, 'Breakdown of Lords by party strength and type of peerage' (2008) < <a href="http://www.parliament.uk/directories/house_of_lords_information_office/analysis_by_composition.cfm">http://www.parliament.uk/directories/house_of_lords_information_office/analysis_by_composition.cfm</a> > accessed 6 October 2008
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## Newspaper article format:

Reporter|, 'Title' *Newspaper* (|City Issue Date)| Section| Pages| <URL>| accessed Access Date

<b>Reporter</b> I Hawkey <b>Year</b> 2006 <b>Title</b> Italy takes a dive <b>Newspaper</b> Sunday Times	<b>City</b> London <b>Pages</b> 13 <b>Section</b> Sport <b>Issue Date</b> 14 May 2006	<b>Reporter</b> Eric Hobsbawm <b>Title</b> The dangers of exporting democracy <b>Newspaper</b> Guardian <b>City</b> London <b>Issue Date</b> 22 January 2005 <b>URL</b> <a href="http://www.guardian.co.uk/world/2005/jan/22/usa.comment">http://www.guardian.co.uk/world/2005/jan/22/usa.comment</a> <b>Access Date</b> 28 Oct 2008
I Hawkey, 'Italy takes a dive' <i>Sunday Times</i> (London 14 May 2006) Sport 13		E Hobsbawm, 'The dangers of exporting democracy' <i>Guardian</i> (London 22 January 2005) < <a href="http://www.guardian.co.uk/world/2005/jan/22/usa.comment">http://www.guardian.co.uk/world/2005/jan/22/usa.comment</a> > accessed 28 Oct 2008

## Generic:

Choose this format for any references (other than books) that require the title in italics and the publishing details in parentheses. The Generic formatting will also be used by default for any Reference Types that aren't formatted in this OSCOLA style.

**Generic format:** Author, *Title* (Publisher, Place Published Year)

Sandra Meredith  
Law Faculty  
University of Oxford  
17 November 2008