

OSCOLA 2

A style for theses, articles, books etc, intended for UK writers, using their own copy of Endnote on their own computers. The RefTypeTable for OSCOLA 2 is essential for this style to work properly (available from <http://denning.law.ox.ac.uk/published/endnote.shtml>). Journals are formatted differently in this style than in the OSCOLA for Endnote Web and Endnote on servers. Some cases may also be formatted differently. Other Reference Type formats are the same as for OSCOLA.

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TIPS FOR USING THIS STYLE:

- Capitalise major words in titles (for cases, statutes, journal articles, books, reports etc; eg *Offences and Defences: Selected Essays in the Philosophy of Criminal Law*).
- After downloading bibliographic data from library catalogues and journal databases, open the reference to check that the data is in the correct reference type and field.
- 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.
- Only Reference Types that are formatted in the Footnotes Templates (and noted below) will show the reference appropriately. All other Reference Types will use the Generic formatting.
- To modify and add Reference Types, use Edit/Output Styles/Edit OSCOLA_2. Save modified versions with new names so that you can refer to the original if necessary. Changes to Reference Type and field names are stored in the RefTypeTable, which must be copied and imported to other computers along with the modified style. Export and Import RefTypeTables via Preferences/Reference Types. Consult your Endnote manual and/or the OSCOLA website for more information.
- OSCOLA_2 is set to abbreviate all full text journal names to abbreviations using the list in Abbreviation 1. Abbreviations from OSCOLA can be downloaded from the OSCOLA website. Import this list using Tools/Define terms list/highlight Journals, then Import . Update the abbreviations list (or create your own) at Tools/Open terms lists/Journals. Highlight the journal you wish to abbreviate then click Edit.
- 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. Use Word to manage/update cross references.
- To stop the bibliography building in your document as you write, go to Edit/Output Styles/Edit OSCOLA_2. At the top of Footnote Templates, untick 'Include Citations in Bibliography' then Save this style when closing (do not change the style name). To produce a bibliography at the end of your work, go back and tick 'Include Citations in Bibliography', Save, and then use the Format/Update Bibliography feature to reformat your document.
- OSCOLA_2 is set to use the Short Form of a citation for subsequent citations. The short form is author, or author and title for books, articles and papers. For cases the short form is party names; it is possible to insert an alternative abbreviated case name or even the citation (see cases). Insert a short form for legislation. Ibid will be used for subsequent citations of the same reference in the next footnote.

To switch off the Short Form, so that all references are cited in full, go to Footnotes, Repeated Citations.

CASES AND LEGISLATION

CASES

1. Put the party names in the Party Name field in roman (ie not italic) font.
2. ... full citation in the Reporter field, eg [1932] AC 562 OR [2003] UKHL 50, [2004] 1 AC 1034 OR (2006) 229 ALR 58.
3. ...court in the Court field without brackets (do not include court if using neutral citation).
4. For ECJ cases, put the Case Number in the ECJ Case No field.
5. For ECtHR cases, Commission Decisions, and any judgments that require information between the party names and the citation, the simple alternative is to include this information before the citation in the Reporter field. Alternatively, include all relevant information and punctuation in the Neutral Citation or ECHR App No field, eg (Case IV/M042) Commission Decision OR (App 788/60).

Notes: Text in the Abbreviated Case Name field is used for subsequent citations if Short Form is switched on (in Edit/Edit Output Styles). You could put use a short form of the case name or the citation in the Abbreviated Case Name field, but be aware that the information required in footnotes for cases will vary depending on what you have mentioned in the text.

The simplest Cases format is to use only:

ECJ Case Number *Party Names* Reporter| (Court)

Note: if you use only the fields above, and you find the citations have unexpected spaces, delete all unwanted fields in the Footnotes template (via Edit/Edit Output Styles).

The full Cases format includes the following fields (use this if you want your case reference to work in Bluebook style as well as OSCOLA):

ECJ Case Number *Party Names* Neutral Citation or ECHR App No Reporter Reporter Volume Reporter Abbreviation First Page| (Court)

If using the full Cases format, rather than putting the whole citation in the Reporter Field, put the volume number to the Volume Reporter field (in square brackets); the law report abbreviation in the Abbreviation field; the first page number in the First Page field; and complete the date of decision field.

<i>Blay v Pollard</i> [1930] 1 AC 628 (HL)	Year (for your own reference) 1930 Party Names Blay v Pollard Reporter [1930] 1 AC 628 Court HL
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<p><i>Costello v Chief Constable of Derbyshire Constabulary</i> [2001] EWCA Civ 381, [2001] 1 WLR 1437</p>	<p>Year (for your own reference) 2001</p> <p>Party Names Costello v Chief Constable of Derbyshire Constabulary</p> <p>Reporter [2001] EWCA Civ 381, [2001] 1 WLR 1437</p>
<p>Case C-34/89 <i>Psmith v EC Commission</i> [1993] ECR I-454</p>	<p>Year (for your own reference) 1993</p> <p>Party Names Psmith v EC Commission</p> <p>Reporter [1993] ECR I-454</p> <p>ECJ Case Number Case C-34/89</p>
<p><i>Alcatel/Teletra</i> (Case IV/M042) Commission Decision [1991] OJ L100/32, [1991] 4 CMLR 208</p>	<p>Year (for your own reference) 1991</p> <p>Party Names Alcatel/Teletra</p> <p>Reporter (Case IV/M042) Commission Decision [1991] OJ L100/32, [1991] 4 CMLR 208</p>
<p>Alternative for EU Commission Decision: case number and type can be recorded in the Case no field, which may be useful if reformatting to Blue Book.</p>	<p>Year (for your own reference) 1991</p> <p>Party Names Alcatel/Teletra</p> <p>Reporter [1991] OJ L100/32, [1991] 4 CMLR 208</p> <p>Case no (Case IV/M042) Commission Decision</p>

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

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

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)

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

EDITED BOOK

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

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

Editor T Weir (tr), Konrad Zweigert Hein Kötz Year 1998 Title Introduction to Comparative Law City Oxford Publisher Clarendon Press Edition 3rd rev	Editor G Jones Year 2004 Title Goff and Jones: The Law of Restitution City London Publisher Sweet & Maxwell Edition 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, with the chapter title in the Title field, and book itself in the Book Title field. Note that OSCOLA does not require page numbers for chapters in books.

Format: Author, 'Title' in Editor (ed)^(eds), *Title*, (Edition edn Book Title, Publisher, City Year)

Author John Armour Year 2003 Title Avoidance of Transactions as a Fraud on Creditors at Common Law Editor John Armour Howard Bennett Book Title Vulnerable Transactions in Corporate Insolvency City Oxford Publisher Hart	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)
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JOURNAL ARTICLES

1. Enter author and year in their respective fields.
2. Enter the title with capital letters for the major words.
3. Enter the full journal name in the Journal field. As this style is set to use 'Abbreviations 1', you may need to add the appropriate abbreviation in the Journals Terms list.
4. If the journal has consecutive volume numbers, enter the year in the field 'Year if vols numbered consecutively'.
5. If the journal uses the year as a volume number, enter the year in the field 'Year if it identifies the volume'.
6. If the journal has consecutive volume numbers, enter the volume number.
7. If issue numbers are entered they will not appear in the formatted footnotes in the OSCOLA style, but will be available for other formats.
8. 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 if vols numbered consecutively) [Year if it identifies the volume] Volume no, if numbered consecutively Journal Pages

<p>Author Ashworth, A. Year 2000 Title Testing Fidelity to Legal Values: Official Involvement and Criminal Justice Journal Modern Law Review Year if vols numbered consecutively 2000 Volume no, if numbered consecutively 63 Issue, month or quarter 5 Pages 633-660</p>	<p>Author John Ip Year 2008 Title The Rise and Spread of the Special Advocate Journal Public Law Year if it identifies the volume 2008 Pages 717</p>
<p>A Ashworth, 'Testing Fidelity to Legal Values: Official Involvement and Criminal Justice' (2000) 63 MLR 633</p>	<p>J Ip, 'The Rise and Spread of the Special Advocate' [2008] PL 717</p>

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

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

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)

Author	Law Commission, 'Evidence of Bad Character in Criminal Proceedings' (Law Com No 273 Cm 5257, 2001)
Law Commission,	
Year	
2001	
Title	
Evidence of Bad Character in Criminal Proceedings	
Series Title	
Law Com No 273 Cm 5257	

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

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

WEB PAGE format:

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

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

NEWSPAPER ARTICLE format:

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

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

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 for any Reference Types that aren't formatted in this OSCOLA 2 style.

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

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www.law.ox.ac.uk/oscola