Referencing Handbook

OSCOLA

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Introduction

This guide is intended to help students to successfully cite legal authorities and sources in course work. 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 a simplified 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 Chis Walker chris.walker@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 must be cited, whether directly quoted or paraphrased or referred to indirectly, such as source material. OSCOLA compromises of two equally important elements:

- Footnotes
- Table of Cases, Table of Legislation and Bibliography

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

The footnote element means that citations appear as a numbered footnote at the bottom of the page you have cited an authority or work e.g. Walker1. 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. The exception to this rule is if the flow and clarity of the sentence destroyed in which case place it directly after the word or phrase to which it relates.

- **Punctuation**

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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.
OSCOLA uses very little punctuation. You should not use full stops after abbreviations or initials in author’s name. For example, use WLR not W.L.R or JG Fleming, not J.G.

- **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 italicize or capitalise ‘ibid’.

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

- **Common abbreviations (ie and eg)**

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

- **Use of brackets**

  Deepening on the law report series you are citing you will find that some use round brackets () and other square [] brackets. The majority of modern law reports along with neutral citations use square brackets.

  **Square brackets []** are used where the report series has no consecutive volume numbers and the year is essential for finding the correct volume.

  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.

➢ Sub-divided volumes

Where the year is used to reference the law report series such as with The All England Reports, you may find that it is sub-divided into multiple volumes for the year. In the case below The All England Reports are usually sub-divided by quarter.

For example, the citation below shows that case is cited from the second quarterly edition of the 2012 All England Reports. It is essential to list sub-divided volumes where they are used.

Edwards v Chesterfield [2012] 2 ALL ER 278

BIBLIOGRAPHY OF TABLE OF CASES, TABLE OF LEGISLATION AND SECONDARY SOURCES

A bibliography is located at the end of your report. 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
- Secondary sources

Table of cases

In the table of cases section of the bibliography you should not italicize 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 tables of legislation should include statute, tables of international treaties and conventions, UN documents, official papers and policy documents. The table of legislation 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 alphabetically with the first significant word of the title, not chronologically by date of enactment. If legislation from more than one jurisdiction is cited, it may be helpful to have separate lists for each jurisdiction.

Secondary sources

The Table of Cases and Table of Legislation are primary sources. Located after your primary sources, in your bibliography you should list all Secondary sources either quoted directly or consulted.
will contain a wide range of different types of sources, for example: books, journal articles, newspaper articles, websites, email and letters etc.

You need to note that there are differences in the way you list a citation in a footnote to how do so in the bibliography. As a general rule remember the following:

- in the bibliography an author’s surname should precede his or her initial(s), with no comma separating them, but with a comma after the final initial;
- in the bibliography only initials should be used and not forenames;
- in the bibliography titles of unattributed works should be preceded by a double em-dash (--).

Arrange works in alphabetical order of author surname, with unattributed works listed at the beginning of the bibliography in alphabetical order of the first major word of the title.
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’.

**Hierarchies of Law Reports**

Practice Direction, Citation of Authorities 2012\(^2\) states that if a case is reported in The Law Reports ‘that report must be cited’. It is important to note that 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’ namely:

- The Weekly Law Reports (WLR), or
- The All England Law Reports (All ER)

Both of these report series are considered to be of equal authority. 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).

There are times, however, when cases may be very current and in these instances you may cite from Law Journals or newspapers such as The Times or The Guardian. Figure 1 shows the ‘order of law reporting’.

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\(^2\)Lord Chief Justice, ‘Practice direction: Citation of Authorities’ (2012)
NEUTRAL CITATIONS

Neutral citations were introduced in 2001 in order to help identify judgments independently of printed law reports.

This form of citation is particularly useful for citing unreported cases for sources such as BAILII www.bailii.org.

If the case being cited has a neutral citation, you should always cite it first followed by the most senior report.

Citing Reported cases

If the case you are citing has a neutral citation always give the neutral citation first, followed by the most senior report.

FOOTNOTES

When creating a footnote for a case and the party names are listed in the main text of your work, you should cite the law report reference without the party names as shown below. You should italicise the party names in the body of your text e.g.

...although the contractual doctrine of certainty has not been applied strictly in employment law for example in Powell v Braun\(^\text{12}\)

\(^\text{12}\)[1954] 1 All ER 484.

Where you make an indirect reference to a case in the body of your text and do not mention part names you will need to cite party names and law report reference in your footnote. You will need to make sure that party names are italicised in the footnote e.g.
...although the contractual doctrine of certainty has not been applied strictly in employment law there are numerous examples in law\textsuperscript{12}

\textsuperscript{12}Powell v Braun [1954] 1 All ER 484.

If the case you are citing has a neutral citation you should always give the neutral citation followed by most senior Law Report in your footnote. Separate the neutral citation and the law report with a comma. In footnotes you should always italicise party names. An example of a footnote reference with a neutral citation and a law report citation from the Queen’s Bench series.


**Specify paragraphs**

You can specify or ‘pinpoint’ a specific paragraph or range of paragraphs within judgements by placing the paragraph number in square brackets [\textsuperscript{}].

Separate multiple paragraphs with a comma.


You can also span multiple paragraphs by using a dash ‘--’.

\textit{A-G v Guardian Newspapers Ltd} [1992] 3 All ER 38 [48]--[49].

**Specify pages**

You can specify or ‘pinpoint’ a specific page, simply state the page number and don’t use the square brackets as shown below. You can span multiple pages by using a dash ‘--’.

**Table of cases**

When listing cases in your Table of cases, remember:

- always cite case names first;
- case name should not be in italics;
- add a comma between neutral citation and case report;
- do not add a full stop at the end of the citation.

An example of a Table of Cases reference with a neutral citation.

An example of a Table of Cases reference without a neutral citation.

Powell v Braun [1954] 1 All ER 484

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UNREPORTED CASES
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Only a very small proportion of cases heard annually are actually reported, and 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’.

If a case is unreported and has a neutral citation, usually those after 2001, always cite the neutral citation

Footnotes
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Your footnotes for unreported should italicise case names and remember the full-stop.

Pre-2001 unreported case as footnote.

Stubbs v Sayer (CA, 8 November 1990).

Scott v Process Mechanical Ltd (Bradford County Court 20 July 2006).

Post-2001 Unreported neutral citation as footnote.


Table of Cases
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In your Table of Cases you should not italicise case names.

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 neutral citation in Table of Cases.

Calvert v Gardiner [2002] EWHC 1394 (QB)
Prior to 1865 law reporting had been a little haphazard as individuals had published reports in a number of series known as 'Nominates', 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.

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).

**Footnotes**

Your footnotes for unreported should italicise case names and remember the full-stop.

*Massey v Burton* (1857) 2 H&N 597, 157 ER 246

**Party names:** *Massey v Burton*

**Year:** 1857

**Nominate:** 2 H&H (*the original report given in the English report reprint*)

**Rep. number:** 597

**Eng. rep no:** 157

**Report name:** ER (English Reports)

**Page number:** 246

*Doe v Wood* (1819) 2 B&ALD 725, 106 ER 529.
**Table of Cases**

In your Table of Cases you should not italicise case names.

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

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**HOW FOOTNOTES SHOULD APPEAR IN YOUR ASSESSMENT**

Below is an example of how cases may appear in your assessment.

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**An example of an assessment:**

If the name of the case is given in the text, it is not necessary to repeat it in the footnote. However, it is also acceptable to include the full case reference in all footnotes.

An example of how it may look in the body of the text, with the superscript number after the punctuation, is below:

> It is well represented in the case law, perhaps most notably in the expression of the no conflict rule advocated by Lord Upjohn in *Phipps v Boardman*,\(^{31}\) and in the earlier Court of Appeal decision in *Boulting v Association of Cinematograph, Television & Allied Technicians*.\(^{32}\) In *Boulting* [or in the *Boulting case*], Upjohn LJ said that the rule ‘must be applied realistically to a state of affairs which discloses a real conflict of duty and interest and not to so theoretical or rhetorical conflict’.\(^{33}\) In *Phipps*, Lord Upjohn developed his view of the rule further by adding that there must be a ‘real sensible possibility of conflict’.\(^{34}\)

The footnotes would then look like this:

\(^{31}\) [1967] 2 AC 46 (HL).

\(^{32}\) [1963] 2 QB 606 (CA).

\(^{33}\) *Boulting* (n32) 638. **OR** \(^{33}\) ibid 638.

\(^{34}\) *Phipps* (n31) 124.

The numbers at the end of \(^{33}\) and \(^{34}\) are ‘pinpoints’ which show the page number where the quotation can be found.

*Source: 2010 OSCOLA Guide*
EU cases

Prior to 1989 European cases were given a number and year for example: 144/87 case number 144 in 1989. European cases since 1989 have been classified by the court they were registered at and have used the following prefixes as identifiers:

- 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.

EUROPEAN CASE-LAW IDENTIFIER (ECLI)

The European Case-Law Identifier (ECLI) reference has been applied to all decisions delivered by the European Union Courts and to the Opinions and Views of the Advocates General. The ECLI is a standard reference which is composed of the five components:

1. Country code or 'EU' for European Union
2. Year of the decision
3. Sequential number, restarted every year and specific for each court.
4. Identify as being a European Case Law Identifier (ECLI)
5. Court specific code:
   - C - European Court of Justice
   - F - General Court (Court of First Instance)
   - T - Civil Service Tribunal

You can place the ECLI at the end of your citation, after a comma to help your readers located the case.

CITING REPORTED EU CASES

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 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 ECJ cases
- ECR II- which report general Court and Civil Service Tribunal cases.

**Footnotes**

Your footnotes for unreported should italicise case names and remember the full-stop.

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


Example of a footnote citing the Official Journal (OJ).


**Table of cases**

In the Table of Cases in your bibliography do not italicise case names.

Example of a bibliography entry into your Table of case citing the European Court Reports (ECR).

Case C-486/01 P Front National v European Parliament [2004] ECR-I6289

Example of a bibliography entry into your Table of case citing the Official Journal (OJ).

Case C-556/07 Commission v France [2009] OJ C102/8
Specifying a paragraph(s)

If you want to specify or ‘pinpoint’ a particular paragraph, use ‘para’ or ‘paras’ after a comma. The example below shows a footnote citation.

When listing cases in your Table of Cases, you do not italicise case names and don’t add a full-stop.

```
Case T-277/08 Bayer Healthcare v OHMU-Uriach Aquilea OTC (CFI, 11 November 2009)
```

CITING UNREPORTED EU CASES

For unreported EU cases, cite the notice in the Official Journal (OJ). If the case is not yet reported in the OJ, cite the case number and case name, followed by the court and date of judgment in brackets.

Give the case registration number and then the name of the case in italics, with no punctuation between them. Give the report citation in the same form as for UK cases.

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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 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 a comma, and before any pinpoint.

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Footnote

Your footnotes for unreported should italicise case names and remember the full-stop.

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Table of Cases

When listing cases in your Table of Cases, you do not italicise case names and don’t add a full-stop.

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Decisions of the European Commission relating to competition law and mergers are treated as cases. Give the names of the parties (or the commonly used short name) in italics, the case number in brackets, the Commission Decision number (where available) and the Official Journal reference.

Footnote

Your footnotes for unreported cases should italicise case names and remember the full-stop.


Table of Cases

When listing cases in your Table of Cases, you do not italicise case names and don’t add a full-stop.


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.

ECHR REPORTS

Cases from the European Court of Human Rights are cited either in the official reports (ECHR) or the European Human Rights Reports (EHRR).

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

Footnotes

When listing cases in your footnotes, you should not italicise case names.

An example from the European Court of Human Rights Reports (ECHR)

Vernon v UK ECHR 1998-VIII 3124.

An example of an old pre-1996 report:


The EHRR series are also numbered consecutively, but from 2001 case numbers have been used instead of page numbers.

An example from the European Human Rights Reports (EHRR)


Table of Cases

When listing cases in your Table of Cases, you should not italicise case names.

Vernon v UK ECHR 1998-VIII 3124
Johnston v Ireland (1986) Series A 122
Omojudi v United Kingdom (2010) 51 EHRR 10
Citing statutes

STATUTES

When referencing Acts you should give the Short title and the year, using capitals for major words. Do not place a comma between the short title and the year. If you include the full Acts name within your main text you do not need to create a footnote, although you do need to list it in the Table of Legislation.

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 foot note you may use the following abbreviations below:

<table>
<thead>
<tr>
<th>Abbreviation Description</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>

Footnotes

Citing the whole Act
You should cite a whole Act by it short title and year, without a comma before the year.

If you are referring to an Act a number of times, you can usually provide an abbreviated form of the title in the footnotes, providing that you have warned the reader in advance.

The abbreviation is usually the initials of the main words in the title along with the year, for example, the Human Rights Act 1998 would become ‘HRA 1998’.

Or the abbreviated form would be
3HRA 1998.

When referring to the Act as a whole.


Citing parts of an Act
When referring to a particular section:

Consumer Protection Act 1987, s 2.

When referring to a section or sub-section, use only the abbreviation for the section.

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


Older statutes
For older statutes, usually those prior to 1963 you should give the regnal year and chapter number. The regnal year refers to the year of the sovereign’s reign in which the Act was passed.

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)’.

Citing explanatory notes
Explanatory Notes to the Charities act 2006, para 15.

Table of Legislation
When listing statute in your Table of Legislation cite the whole act and not list parts or sections.

Citing an Act in the Table of Legislation
Consumer Protection Act 1987

Citing a pre-1963 act in the Table of Legislation
Crown Debts Act 1801 (41 Geo 3 c 90)
Citing Secondary Legislation

**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.

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

<table>
<thead>
<tr>
<th>Regulation OR regulations</th>
<th>reg OR regs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule OR rules</td>
<td>r OR rr</td>
</tr>
<tr>
<td>Article OR articles</td>
<td>art OR arts</td>
</tr>
</tbody>
</table>

**Footnote**

When citing a statutory instrument, give the name, year and after a comma the SI number.


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

**Table of Legislation**

Your reference in the Table of Legislation is identical to your footnote citation.

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
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).

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 TREATIES**

When citing EU treaties and protocols first give the title of the legislation, including any amendments if necessary, followed by the year of publication, the OJ series (L, C, or S) and the issue and page numbers.

**Citing EU Treaties**

<table>
<thead>
<tr>
<th>Legislation title</th>
<th>[year]</th>
<th>OJ series</th>
<th>issue/first page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consolidated Version of the Treaty on European Union</strong></td>
<td>[2008]</td>
<td>OJ C115/13</td>
<td></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Official Journal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Issue and first page</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**REGULATIONS, DIRECTIVES, DECISIONS AND RECOMMENDATIONS**

You cite European regulations, directives, decisions and recommendations by giving the legislation type, number and title, followed by publication details in the Official Journal (OJ).

You use the same formats for both footnotes and Table of Legislation.
Citing EU Regulations


Citing EU Directives


Citing EU Decisions


Citing EU Recommendations

Give EU legislation its full name on first citation. In subsequent citations, a short form of the title may be used, provided you have notified your readers with the first citation and in a footnote you may also use the abbreviations ‘reg’ or ‘dir’.

Pinpoints indicating articles or paragraphs (abbreviated ‘art’ or ‘arts’; ‘para’ or ‘paras’) follow the OJ citation and a comma.
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.
- In bibliographies, the surname comes first, then the initial(s), followed by a comma.

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.

Parts, chapters, pages and paragraphs

- Pinpoints to parts, chapters, pages and paragraphs come at the end of the citation. 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. Where possible, give a specific range of pages.

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.
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.

BOOKS WITH ONE AUTHOR

You should always cite a book starting with the author’s name, followed by a comma, the title of the book in italics. If the book has a title and subtitle separated them with a colon ‘:’.

Place the books edition, if there is one, publisher and year of publication between round brackets ‘()’. Do not place any punctuation between them. The place of publication does not need to be given.

**author, | title | (additional information e.g. edition (if one), | publisher | year)**

Footnote

In your footnote citation, use authors first name followed by surname and a comma.

Timothy Endicott, Administrative Law (OUP 2009).

If you are citing an edition other than the first edition, indicate the using ‘2nd ed’, ‘rev ed’ or ‘2016 ed’.


Bibliography

When listing books in your bibliography you should reverse the authors(s)’ names so that surname appears first, followed by first initial and a comma. Do not place a ‘.’ Between surname and initial.

Endicott T, Administrative Law (OUP 2009)


BOOKS WITH MULTIPLE AUTHORS

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

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

Citing books with multiple authors in your footnotes should use the

For books with up to three authors:


Books with more than three authors, should have the phrase ‘and others inserted after the first author’.


Bibliography

Citing books with multiple authors in your bibliography, you should reverse the authors(s)’ names so that surname appears first, followed by first initial and a comma. For books with up to three authors:


Books with more than three authors, should have the phrase ‘and others inserted after the first author’.


Edited Books

Many books and reports are edited. In such instances you will be citing specific chapters or essays from the publication. In an edited publication, you cite the author and title of the chapter, in a similar format to that used when citing an article and then give the editor’s name, the title of the book in italics and the publication information. It is not necessary to give the pages of the chapter.

Citing a chapter from an edited book

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

Footnote

Citing a chapter from an edited book


Bibliography

Citing a chapter from an edited book
ENCYCLOPAEDIAS

There are many different forms of encyclopaedia in a Law Library, arguably the most famous being Halsbury’s Laws. However, there are many other sources such as The Digest and many loose-leaf sources.

You should treat encyclopaedic sources as you would a book, but exclude the author or editor and the publisher. It is important that you include the edition and year of issue or reissue. You should specify volumes and paragraphs after the publication information.

With encyclopaedias your footnotes and bibliography references are cited in the same way.

Halsbury’s Laws (5th ed, 2016) vol 21, para 311

The Digest (3rd reissue, 2010) vol 42(10), case 995

E-BOOKS

Where an e-book is a copy of a paper version, you should cite it as the paper copy. This means that you should apply the rules given above.

Exceptions to this rule, is where a book may be either an e-book which is only available only online, or where the electronic version does not contain page numbers and publisher information. In such cases you may want to treat the source as an online journal article, see below.

Citing a print article is simple, but you do need to be aware of a couple of points in relation to year, volume and issue numbers. The following steps depend upon whether the year of publication identifies the issue as the volume or if there are separate volume/issue numbers.

- author’s name followed by a comma;
- article title in single quotation marks;
- place the year in square brackets ‘[ ]’ if it identifies the volume;
- place the year in round brackets ‘( )’ if there is a separate volume number;
- volume number, if there is one (include an issue number after the volume in round brackets ‘( )’ only if page numbering begins again for each issue within the volume);
- the name of the journal, in full or abbreviated form, with no full stops; and
- the first page of the article.

Citing an article where only the year identifies the volume.

author, | ‘title’ | [year] | journal name or abbreviation | first page of article (or page ranges if more than one)

Citing an article where there is a separate volume.

author, | ‘title’ | (year) | volume | journal name or abbreviation | first page of article (or page ranges if more than one)

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

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

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 ‘ ‘.

Citing an article where only the year identifies the volume.


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


**Bibliography**

When citing a print 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. If the article has no author, start with the title in ‘.’.

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

**REFERRING TO A RANGE OF PAPERS**

When referring to a number of pages, follow the rules about author’s names when listing the reference as either a footnote or bibliography, but place the page range at the end of the reference separated by a comma. The example below shows a reference between pages 42 and 64 cited as a footnote.


**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.

If the article you are citing has only been published electronically, give the publication details as you would for a hard copy article, but remember that some of the publication details such as page numbers may not be available.

You must also remember to complete the citation with the web address in angled brackets ‘< >’ and the date you most recently accessed the article.
**Online journal articles**

<table>
<thead>
<tr>
<th>author,</th>
<th>‘title’</th>
<th>[year] OR (year)</th>
<th>volume/issue</th>
<th>journal name or abbreviation</th>
<th>&lt;web address&gt;</th>
<th>date accessed</th>
</tr>
</thead>
</table>

**Footnote**

When citing an online journal article in the footnotes cite by the authors first name followed by surname. If the article has no author, start with the title in “’”.


**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. If the article has no author, start with the title in “’”.

Case notes and reports

CASE NOTES

Case notes with titles should be treated as if they were journal articles. Where there is no title, use the name of the case in italics instead and add ‘note’ at the end of the citation.

**Case notes**

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

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. In the footnotes, the example above would become:

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

Even if not separately cited, the case should be included in the Table of Cases, citing its best report.

WORKING ONLINE PAPERS AND REPORTS

Working papers and reports may be available online on institution websites and on sites. They should be cited in the same way as electronic journal articles.

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.

**Citing online working papers and reports**


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.
- Some 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 include statements about gifts or guarantees made by government departments.

The first numbered series of Command Papers was introduced in 1833. The current series is the sixth and began with ‘Cm 1’ in November 1986. The prefix changes with each series.

Begin the citation with the name of the department or other body that produced the papers, then give the title of the paper in italics, followed by the command paper number and the year in brackets. The abbreviation preceding a command paper number depends on the year of publication:

**Citing a Command Paper**


<table>
<thead>
<tr>
<th>1833-69 (C (1st series))</th>
<th>1870-99 (C (2nd series))</th>
<th>1900-18 (Cd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1919-56 (Cmd)</td>
<td>1957-86 (Cmnd)</td>
<td>1986- (Cm)</td>
</tr>
</tbody>
</table>

**LAW COMMISSION REPORTS**

You should cite Law Commission reports by title placed in italics, followed by the Law Com number and year. For Law Commission consultation papers, give the Law Com CP number.

These reports are usually available as PDFs from the Law Commission website, there is no need to give the web address and date accessed.

**Citing Law Commission reports**


**EUROPEAN COMMISSION DOCUMENTS**

When citing European Commission documents, give the body that produced the document, followed by the title in quotation marks and the COM number.

Describe the document type in brackets after the title, if appropriate. In subsequent citations, just give the COM number.

**Citing European Commission documents**

Conference papers and theses

CONFERENCE PAPERS

When citing conference papers that were only available at a conference or directly from the author, give the author, the title in quotation marks and then in brackets the title, location and date of the conference.

If a conference paper has been published, cite the published version. Papers that are available online should include a web address and date of access. Cite conference papers that are not publicly available only if you have the author’s permission.

Footnote

When referencing conference papers in your footnotes, place first name followed by surname.


Bibliography

When referencing conference papers in your bibliography, you should reverse the authors(s)’ names so that surname appears first, followed by first initial and a comma. Do not place a full stop ‘.’ between surname and initial.


THESES

When citing an unpublished thesis, give the author, the title and then in brackets the type of thesis, university and year of completion.

Footnote

When referencing a theses in your footnotes, place first name followed by surname.


Bibliography

When referencing a theses, you should reverse the authors(s)’ names so that surname appears first, followed by first initial and a comma. Do not place a ‘.’ Between surname and initial.

Websites and blogs

Websites are blogs are cited in the same way. It is always important to evaluate a websites before using in it any academic work. If an article does not have a named author, you may sometimes be able to find additional information form the ‘About’ section if there is one.

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 year.

WEBSITES & BLOGS

If there is no author identified and it is appropriate to cite an anonymous source, begin the citation with the title in the usual way. If there is no date of publication on the website, give only the date of access.

- If you access information via Lexis Library, Westlaw, Lawtel or PLC you do not need to mention this, just cite the article or document in the usual way.
- Remember to add a full-stop to your footnote citation but leave the full-stop off the biography citation.

Footnote


Bibliography


Newspaper articles

HARDCOPY NEWSPAPERS

When citing hardcopy newspaper articles, you give the author, the article title, the name of the newspaper in italics and then in brackets the city of publication and the date.

- if known, give the number of the page on which the article was published after the brackets;
- if the newspaper is divided into sections and the page numbering begins afresh in each section, put the section name before the page number, with a space but no comma between the two;
- if the reference is to an editorial, cite the author as ‘Editorial’;
- if there is no author start with the article title in ‘’.

Footnote

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

Bibliography

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

INTERNET ONLY NEWSPAPERS

If the article you are citing is form an electronic version of a hardcopy publication such as The Times, The Guardian, The Daily Mail and you know the page numbers and/or section numbers. You should, cite it as a hard copy newspaper article. If you do not know the page numbers/section/part provide the web address and the date of access.


If the article is sourced from an internet only publication such as BuzzFeed, The Huffington Post, Vice news and there is no page number, you should treat it as if it were an electronic journal article.

Footnote


Bibliography

When citing an interview that you conducted yourself, 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 purchase give a pseudonym for example Student A, Tutor C or Interviewee B.

If the interview was conducted by someone else, the interviewer’s name should appear at the beginning of the citation.

Footnote

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 2016).

Timothy Endicott and John Gardner, Interview with Tony Honoré, Emeritus Regius Professor of Civil Law, University of Oxford (Oxford, 17 July 2007).

Bibliography

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 2016)

Timothy Endicott and John Gardner, Interview with Tony Honoré, Emeritus Regius Professor of Civil Law, University of Oxford (Oxford, 17 July 2007)
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.

Footnote

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

Bibliography

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

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

You should incorporate quotations of up to three lines into the body of your text, within single ‘ ‘ quotation marks. Punctuation such as commas or full-stops follow the closing of quotation marks, unless it is an essential part of the quotation or unless the whole sentence is a quotation.

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

The footnote marker comes last after both the losing quotation mark and the punctuation.

Citing quotations from other works

The Chief Justice explains that this power ‘is not limited to defence against aggression from a foreign nation’. 61

If a quotation is incorporated into the text, then no more than a comma is needed to introduce it.

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?’ 22

General rules

- quotations longer than three lines 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 quotations within quotations. Leave a line space on both sides of the indented quotation and introduce the quotation with a colon;
- add emphasis to words within a quotation by italicising the relevant section and adding (emphasis added) after the footnote citation - see example above;
- when a quotation begins in the middle of a sentence in the text, the first letter of the quotation should be capitalised if the quotation itself is a complete sentence, but not otherwise;
- when a quotation begins at the start of a sentence in the 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.
APPENDIX A: Abbreviations for series of law reports

You should use the following list of abbreviations for law reports.

<table>
<thead>
<tr>
<th>Reports</th>
<th>abbreviation</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 Com</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 Rev</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 Rep</td>
</tr>
<tr>
<td>Lloyd’s Law Reports</td>
<td>Lloyd’s Rep Bank</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

<table>
<thead>
<tr>
<th>Journal</th>
<th>Abbreviation</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>
</tr>
<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>
</tr>
<tr>
<td>Law Quarterly Review</td>
<td>LQR</td>
</tr>
<tr>
<td>Legal Studies</td>
<td>LS</td>
</tr>
<tr>
<td>Law Society Gazette</td>
<td>LS Gaz</td>
</tr>
<tr>
<td>Modern Law Review</td>
<td>MLR</td>
</tr>
<tr>
<td>New Law Journal</td>
<td>NLJ</td>
</tr>
<tr>
<td>Official Journal of the EC</td>
<td>OJ</td>
</tr>
<tr>
<td>Oxford Journal of Legal Studies</td>
<td>OJLS</td>
</tr>
<tr>
<td>Public Law</td>
<td>PL</td>
</tr>
<tr>
<td>Solicitors’ Journal</td>
<td>SJ</td>
</tr>
</tbody>
</table>
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 might be abbreviated in case names and citations.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>Advocate General</td>
</tr>
<tr>
<td>A-G</td>
<td>Attorney-General</td>
</tr>
<tr>
<td>Anon</td>
<td>Anonymous</td>
</tr>
<tr>
<td>BBC</td>
<td>British Broadcasting Corporation</td>
</tr>
<tr>
<td>BC</td>
<td>Borough Council</td>
</tr>
<tr>
<td>Bros</td>
<td>Brothers</td>
</tr>
<tr>
<td>CC</td>
<td>County Council</td>
</tr>
<tr>
<td>Co</td>
<td>Company</td>
</tr>
<tr>
<td>Comr</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Co-op</td>
<td>Co-operative</td>
</tr>
<tr>
<td>Corp</td>
<td>Corporation</td>
</tr>
<tr>
<td>CPS</td>
<td>Crown Prosecution Service</td>
</tr>
<tr>
<td>DC</td>
<td>District Council</td>
</tr>
<tr>
<td>decd</td>
<td>deceased</td>
</tr>
<tr>
<td>Dept</td>
<td>Department</td>
</tr>
<tr>
<td>DPP</td>
<td>Director of Public Prosecutions</td>
</tr>
<tr>
<td>EC</td>
<td>European Communities</td>
</tr>
<tr>
<td>Exor</td>
<td>Executor</td>
</tr>
<tr>
<td>Exrx</td>
<td>Executrix</td>
</tr>
<tr>
<td>GB</td>
<td>Great Britain</td>
</tr>
<tr>
<td>HM</td>
<td>Her Majesty’s</td>
</tr>
<tr>
<td>Inc</td>
<td>Incorporated</td>
</tr>
<tr>
<td>IRC</td>
<td>Inland Revenue Commissioners</td>
</tr>
<tr>
<td>liq</td>
<td>liquidation Ltd Limited</td>
</tr>
<tr>
<td>ors</td>
<td>others</td>
</tr>
<tr>
<td>Plc</td>
<td>public limited company</td>
</tr>
<tr>
<td>Pty</td>
<td>Proprietary</td>
</tr>
<tr>
<td>R</td>
<td>The Queen (or King)</td>
</tr>
<tr>
<td>Rep</td>
<td>Reports</td>
</tr>
<tr>
<td>Rly</td>
<td>Railway</td>
</tr>
<tr>
<td>RDC</td>
<td>Rural District Council</td>
</tr>
<tr>
<td>UDC</td>
<td>Urban District Council</td>
</tr>
<tr>
<td>UK</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>US</td>
<td>United States</td>
</tr>
<tr>
<td>USA</td>
<td>United States of America</td>
</tr>
<tr>
<td>V-C</td>
<td>Vice-Chancellor</td>
</tr>
</tbody>
</table>
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 (in roman type, not italic), but the following abbreviations are permitted within such names:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crim</td>
<td>Criminal</td>
</tr>
<tr>
<td>Eur</td>
<td>European</td>
</tr>
<tr>
<td>Intl</td>
<td>International</td>
</tr>
<tr>
<td>J</td>
<td>Journal</td>
</tr>
<tr>
<td>L</td>
<td>Law</td>
</tr>
<tr>
<td>Q</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Rep</td>
<td>Report(s)</td>
</tr>
<tr>
<td>Rev</td>
<td>Review</td>
</tr>
<tr>
<td>U</td>
<td>University</td>
</tr>
<tr>
<td>Ybk</td>
<td>Yearbook</td>
</tr>
</tbody>
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