What is referencing?
When you are writing a piece of work and use someone else's words or ideas you must reference them. This means that you need to include detailed information on all sources consulted, both within your text (in-text citations) and at the end of your work (reference list).

Why is it important?
Referencing...
- Is crucial to successful research.
- Helps the reader to find the original source if they wish.
- Improves your writing skills
- Adds authenticity to your argument.
- Shows that you have read widely.
- Can help you get better marks.

Which system should I use?
There are several different referencing styles used within Queen's therefore you must check your module/School handbook to clarify which system to use. It is important to use the referencing style consistently throughout your piece of work.

What is plagiarism?
Plagiarism involves deliberately or inadvertently presenting someone else's ideas as your own. It is cheating. It doesn't just apply to direct quotations but summarised and paraphrased argument too. Plagiarism is treated very seriously and usually results in disciplinary action.

How to avoid plagiarism
- Plan your work in advance and manage your time effectively.
- Read a passage and then make notes afterwards. This makes it easier to use your own words.
- Note down all the details for each source as you work. This will help you to compile a reference list or bibliography.
- Save your notes and work until you receive your final mark.
OSCOLA REFERENCING

Introduction to Oscola

- OSCOLA is a numeric referencing style published by the The Oxford Standard for Citation of Legal Authorities.
- It uses footnotes for in-text citations which are identified by a superscript number, usually at the end of a sentence after the full stop.
  
  Example:
  Cowan contends that there has been an erosion of human rights.
- The numbers in the text are then linked to the footnotes.

Note: The first time you cite a source, full details are given. Additional references to the same source are then provided in abbreviated form.

Pinpointing

Pinpointing is when you wish to cite a specific page within a source. You include this page number at the end of the reference.

Example:
To pinpoint page 46 of a report that runs from pages 25-57
R v Crawford [2011] EWCA Crim 25, 46

Further references to the same source

- The first time you cite a source, full details should be given.
- Subsequent references to the same source can then be abbreviated by briefly identifying the source and providing a cross-reference in brackets to the footnote which contains the full citation.
- ibid. means “in the same place”. If two or more consecutive references are from the same source, then they are cited using ibid.

Example:
1 Robert Stevens, Torts and Rights (OUP 2007)
...
6 Stevens (n 1) 110.
7 ibid 271-78.

Author names

In footnotes the author name(s) should be in the format FORENAME then SURNAME.

Example:
Tim Crawford, ...
In the bibliography this is reversed: SURNAME then INITIAL(S).
Example:
Crawford T, ...

In footnotes write the first author’s name followed by “and others”.
Example:
Samuel Topping and others, ...

In the bibliography list all of the authors.
Example: Topping S, Beck D and Wilson P, ...

More than 3 authors
In footnotes write the first author’s name followed by “and others”.
Example:
Samuel Topping and others, ...

In the bibliography list all of the authors.
Example: Topping S, Beck D, and Wilson P, ...

Short quotation
Up to three lines:
• Include as part of the main text
• Use single quotation marks

Example:
Charles Rennie Mackintosh is one of the most influential Scottish architects. Mackintosh’s Glasgow School of Art ‘heralded the birth of a new style in 20th century European Architecture’.¹

Long quotations
Greater than 3 lines:
• start on separate line
• indent
• no quotation marks
• if you refer to a quotation within a quotation then use double quotation marks
• use [...] to signify omission of words from the quotation

Example:
Charles Dickens’ novel Bleak House opens with the following description to set the scene for his story:

London [...] Implacable November weather. As much mud in the streets as if the water had but newly retired from the face of the earth, and it would not be
wonderful to meet a Megalosaurus, forty feet long or so, waddling like an elephantine lizard up Holborn Hill.  

**How to reference a…**

**Case**
Order
- Party names  *(in italics)*
- [Year] in square brackets
- Volume number
- Report series
- First page number of the report
- *(Initials of the name of the court)* in round brackets

*Example:*
*Barrett v Enfield LBC [2001] 2 AC 550 (HL)*

**Legislation**
Order
- Short Title of Act
- Year
- Section
- *(Subsection)* in round brackets
- *(Paragraph)* in round brackets

*Example:*
*Human Rights Act 1998 s 15(1)(b)*

**EU Legislation**
Order
- Type of legislation
- *(EC)* in round brackets
- Number and title
- [Year] in square brackets
- Details of publication

*Example:*
*Council Regulation (EC) 139/2004 on the control of concentrations between undertakings (EC Merger Regulation) [2004] OJ L24/1, art 5*

**Book**
Order
- Author initial(s) or firstname followed by surname
- Title *in italics*
- *(Edition, Publisher, Place Year)* in round brackets
• Page(s)

Example:

Chapter in a book
Order
• Author initial(s) or firstname followed by surname
• Title of chapter in single quotation marks
• In
• Editor(s) (eds)
• Book title in italics
• (Edition, Publisher, Place Year) in round brackets

Example:

Journal article
• Order
• Author initial(s) or firstname followed by surname
• Title of article in single quotation marks
• [Year] in square brackets
• Acronym for journal title
• First page
• Pinpointed page

Example:
Paul Craig, ‘Constitutional Foundations, the Rule of Law and Supremacy’ [2003] PL 92, 96

Electronic journal article
Order
• Author initial(s) or firstname followed by surname
• Title of article in single quotation marks
• [Year] in square brackets
• Volume number issue (series)
• Acronym for journal title
• <URL>
• Date accessed

Example:
Conference paper
Order
• Author initial(s) or firstname followed by surname
• Title of paper in single quotation marks
• (Conference Name, Place, Date) in round brackets

Example:

Newspaper article
Order
• Author initial(s) or firstname followed by surname
• Title of article in single quotation marks
• Title of newspaper in italics
• (Place, Date) in round brackets
• Page number

Example:
Simon Cunningham, ‘Custody Death Raises Questions’ The Irish News (Belfast, 15 June 2011) 18

Website
Order
• Author initial(s) or firstname followed by surname
• Title in single quotation marks
• Type of document and Year
• <URL>
• Date accessed

Example:

Bibliography
Format
• The bibliography may be divided into sections, for example legislation, cases, books, journal articles, websites etc.
• Each section should be arranged in alphabetical order by author’s surname.
• The surname comes first, followed by initial(s).
• No comma is required until after the final initial.
• Note that forenames are not used.
• If citing several works by the same author, cite in chronological order starting with the oldest.

For more information, please download the OSCOLA guide from http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf