

Referencing using OSCOLA

Section 6

Bibliography

Key points

- You must always include a bibliography, and well as footnotes.
- Every reference you include in your footnotes must also be in your bibliography.
- There may be additional sources in your bibliography which do not appear in your footnotes (sources you have used in the preparation of your work but have not referred to directly).

Is the information in the bibliography exactly the same as in the footnotes?

- No!
- Two key differences:
 - You leave out page numbers pinpointing a quotation.
 - The surname of the author comes first, and full first names are not used, only initials e.g. in your footnotes an author might be Joe Bloggs, but in the bibliography Bloggs J, followed by the rest of the information.

Why the difference?

- Not madness – there is a good practical reason.
- It makes compiling your bibliography MUCH quicker as you can use the automatic sorting function in Word

How to sort a list alphabetically

- First, copy and paste all your footnotes into one list. Add any additional sources you have used.
- Keep cases, legislation and secondary sources under separate headings

Next

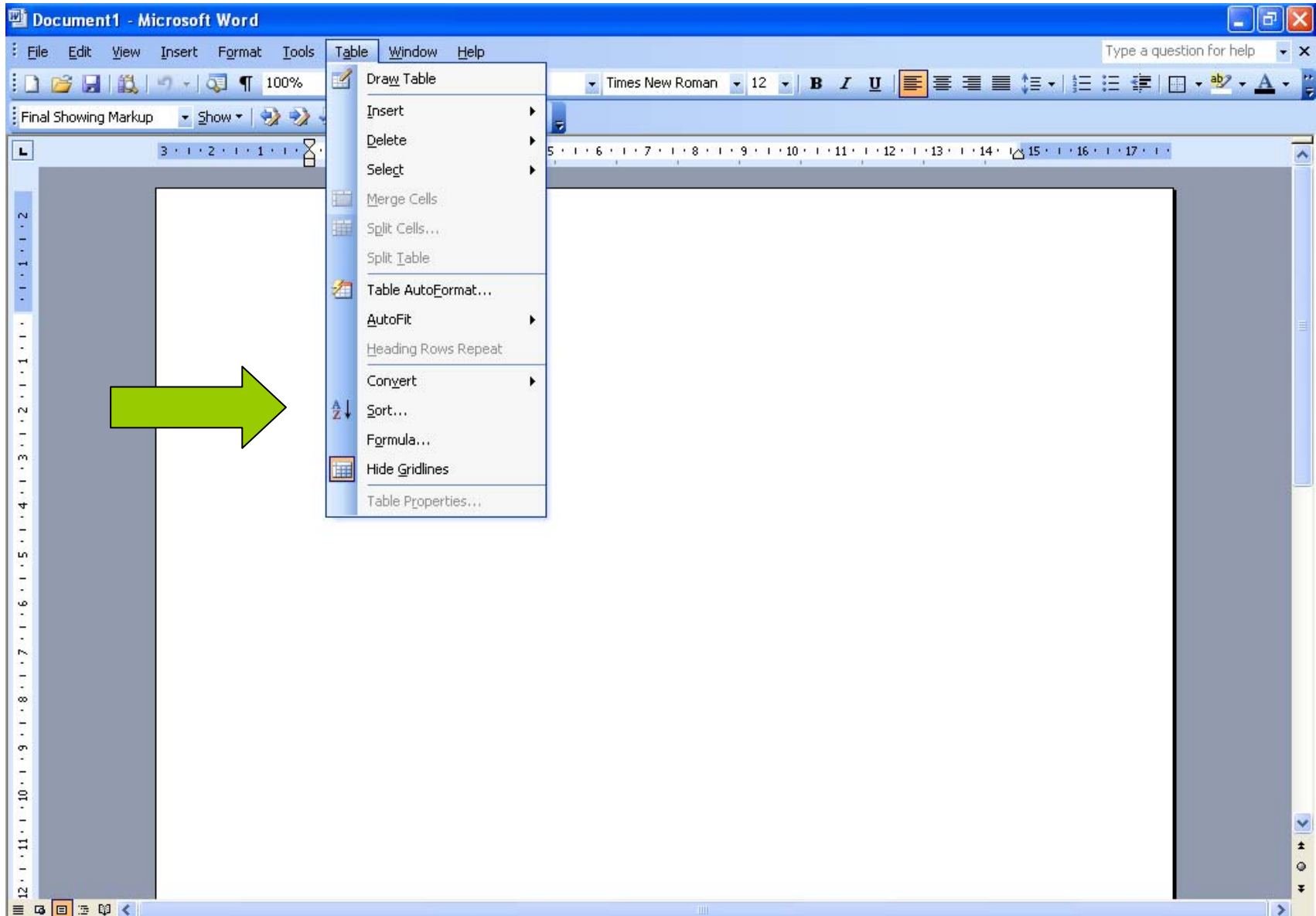
- Delete the page numbers at the end of the reference.
- Swap the order of the author's first name (or initial) and surname around (and add a comma). Replace first names with initials.

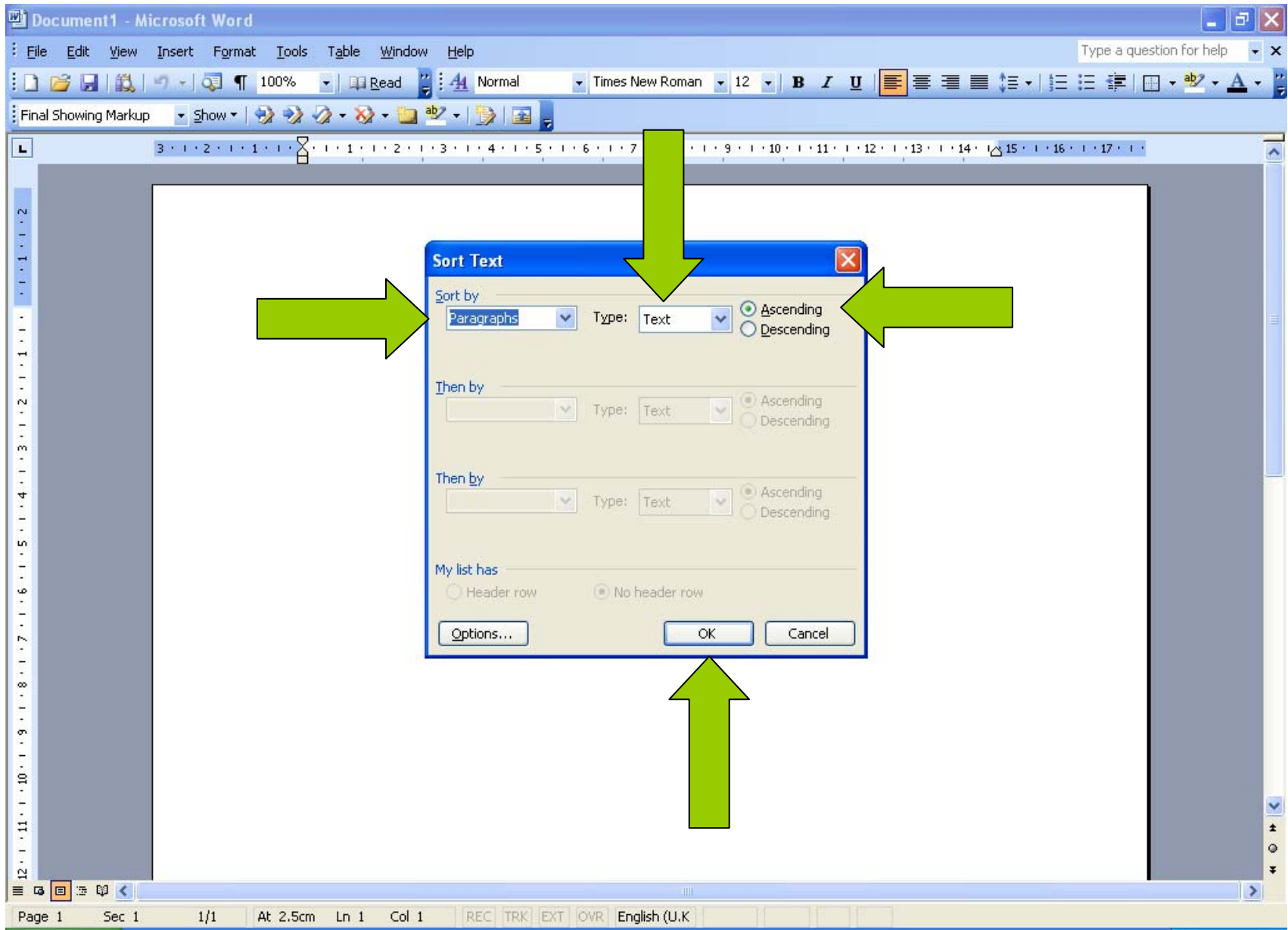
For example...

- Simon Lester and Brian Mercurio et al, *World Trade Law. Text, Materials and Commentary* (Hart 2008) 78
- Catherine Barnard, *Substantive Law of the European Union -The Four Freedoms* (3rd edn, OUP 2010) 13

becomes

- Lester, S and Mercurio, B , *World Trade Law. Text, Materials and Commentary* (Hart 2008)
- Barnard, C, *Substantive Law of the European Union -The Four Freedoms* (3rd edn, OUP 2010)
- Now you need to sort the list.





How to sort

- Highlight your list
- Click on 'Table' in the bar at the top of the page
- Then select 'Sort'
- This will open a new window. The default settings will be 'Paragraphs', 'Text' and 'Ascending'. These are the settings you want – so don't change anything.
- Click 'OK'
- Your list will then be arranged in alphabetical order.