



Referencing using OSCOLA

Section 2: The basics



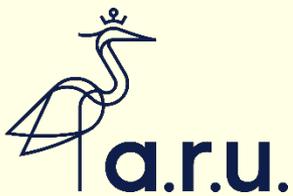
Principles

- Consistency.
- Consideration for the reader.
- Minimum of punctuation.
- When citing materials not specifically mentioned in OSCOLA, use its general principles as a guide.



Footnotes

- OSCOLA is based on the use of footnotes.
- Place the footnote marker at the end of the sentence, unless it needs to be next to a specific word or phrase for the sake of clarity.
- Word can automatically insert footnotes into your work: see the screenshot on the next slide (on the References tab, click on 'insert footnote').
- OSCOLA shows some examples with full-stops and some without. **However, when you add references as footnote, close these with a full stop** (or question or exclamation mark). For more details, see section 1.1 in the official OSCOLA guidance.



The image shows the Microsoft Word interface with the REFERENCE tab selected. A grey arrow points to the 'Insert Footnote' button in the Footnotes group. The ribbon includes the following groups and options:

- Table of Contents:** Table of Contents, Update Table of Contents
- Footnotes:** Add Text Footnote, Insert Footnote, Update Table of Footnotes, Next Footnote, Show Notes
- Citations & Bibliography:** Insert Citation, Manage Sources, Style: APA, Bibliography
- Captions:** Insert Caption, Insert Table of Figures, Update Table, Cross-reference
- Index:** Mark Entry, Insert Index, Update Index
- Table of Authorities:** Mark Citation, Insert Table of Authorities, Update Table

The document title is 'Document1 - Word'. The status bar at the bottom shows page numbers 1 through 15.



What do you do if you cite the same source several times?

- There is no need to repeat all the information each time (although it is OK to do so).
- In a subsequent footnote you can give just the author's name and refer back to the footnote where you gave the full information.



Example

- If in footnote 3, you refer to J Bloggs, *OSCOLA Made Easy* (20th edn, Sanity Press 2011) and you refer to it again in footnote 25, you only need to put
25. Bloggs (n 3). (Short Form)



Use of ibid

- If the subsequent footnote immediately follows the one where the full citation is given, you can use the Latin term *ibid*.
- This is short for *ibidem*, which means ‘in the same place’.
- Avoid using other Latin terms.



Punctuation

- OSCOLA uses very little punctuation. It is only used where it is essential to avoid confusion.
- Therefore, an author's name will be given as AC Smith, not A.C. Smith.



Quotations

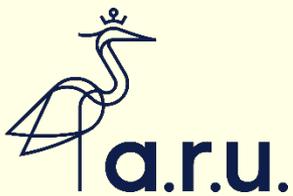
- OSCOLA provides for quotations of under 3 lines to be included within the text, and longer quotations to be indented.
- NOTE. The Anglia Ruskin Academic Regulations state that indented quotations DO count towards the word count for your work.



ARU Academic Regulations (13th edn, August 2020, section 6.83)

In determining the text to be included within the maximum word limit, the following items are excluded:

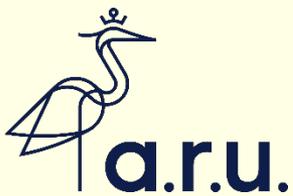
- abstracts;
- data; tables; figures; diagrams;
- in-text references/citations e.g. “(Baxter 2018: 73-84)” (**Note:** This Regulation only refers to the citation and not the full actual indented quotation which is therefore included in the word count)
- footnotes/endnotes used for reference purposes and kept within reasonable limits;
- list of references and/or bibliography;
- appendices.



An example of a quotation of over 3 lines

As Campbell describes this often fraught relationship in his contribution to this volume:

Both sides of the metal detecting debate are caught within a paradigm of which they are unaware, and continue to talk to each other in a language of mutual incomprehension. In particular many archaeologists are mystified by the reluctance – or sometimes animosity – which they experience from metal-detector users while many metal-detector users expect the same from archaeologists, and unhappily sometimes get it.¹



A quotation under three lines

The assumption underlying the legal protection is the public interest in the preservation of the past. However 'State intervention is not inherently more public - more democratic, more empowering.'¹ So the question becomes who is the public?



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. Pinpoints must be provided for any direct quotations.
- It is also good practice to use them when citing long documents to provide clarity for the reader.
- The official OSCOLA guidance suggests that pages are individually pinpointed while paragraphs have a dash.



Example: Pinpointing

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