

## How OSCOLA\_2\_4<sup>th</sup>\_edn is configured

This style is formed by (i) modifications to the Reference Types and (ii) settings in the ‘output style’.

### (i) Modifying Reference Types

Field headings in the Reference Types have been changed to reflect the features of OSCOLA and to help users of the style know where to enter information. For example, in the Case Reference Type shown below, the Court field heading has been adjusted to ‘Court (if no neutral citation)’. These changes are made in Edit / Preferences / Reference Types. Follow the instructions in the Reference Types chapter in the Help section of Endnote. All modifications to Reference Types in the OSCOLA style are shown in the Appendix.

To modify the Reference Types, go to Edit / Preferences / Reference Types. Open Modify Reference Types for each reference, and enter the modifications into the table. Only fields with headings will show in the Reference box. The example to the right shows modifications to the Case Reference Type, which includes fields especially for use in the Bluebook style.

The Author, Year and Title fields will appear in your library, and may be used in short forms, so avoid making radical changes to these fields. To hide a Reference Type, put a full stop in front of its name. To show it, remove the full stop.

| Field             | Value   |
|-------------------|---|
| Generic           | Case (inc all UK, ECJ and ECtHR)              |
| Author            |   |
| Year              | Year (for your own reference only)            |
| Title             | Case Name (Parties)                           |
| Secondary Author  |   |
| Secondary Title   | Citation (in full, inc neutral and parallel)  |
| Place Published   |   |
| Publisher         | Court (if no neutral citation)                |
| Volume            | Reporter Volume (use only for Bluebook)       |
| Number of Volumes | Reporter Abbreviation (use only for Bluebook) |
| Number            |   |
| Pages             | First Page (use only for Bluebook)            |
| Section           |   |
| Tertiary Author   |   |
| Tertiary Title    |   |

### (ii) Setting the output style

Settings in the output style, especially the Footnotes and Bibliography templates, control how the data in your library appears in your document. Only data in fields included in the template for each Reference Type will show in your document.

To change or write the OSCOLA output style, go to Edit / Output Styles / Edit OSCOLA... (or New Style). To set up the Footnotes templates, open the output style box, and in the left menu, under Footnotes, click on Templates. Click on the Reference Types button at the top left of the templates box to insert a template for each Reference Type. Click on Insert Field at the top right of the templates box to insert author, title etc. Use your keyboard to insert punctuation. Use the ‘Special Formatting Characters’ to insert vertical bars (forced separation) and the diamond shape (link adjacent text). Versions of EndNote prior to X4 do not include the Short Form sections in the Footnote setup; the panels are otherwise the same. The chapter on Bibliographic Styles in the Help section of Endnote is helpful for setting styles.

In the Footnotes templates ‘Include citations in bibliography’ is not useful while writing, but often essential in the end product. Tick or untick it as required.

## Footnotes templates

### Generic

Author, *Title* ((Custom 1, *Edition*-edn, *Publisher*-Year))·Cited·Pages

### Generic - Short form

Author, *Title*

### Book (all books with authors, including edited or translated books)

Author, *Title*, *vol*·Book·Volume| (*Editor*-ed, ^eds, *Translator*-tr, ^trs, *Additional Information*, *Edition*-edn, *Publisher*-Year))·Cited·Pages

### Book (all books with authors, including edited or translated books) - Short form

Author, *Title*

### Case (inc all UK, ECJ and ECtHR cases)

ECJ·Case·Number·*Case Name (Parties)*·((pre·Nov·2010·libraries·only)·Neutral·citation·or·ECHR·App·no·*Citation* (in full, inc neutral and parallel citations))·Court (if no neutral citation)·Cited·Pages

### Case (inc all UK, ECJ and ECtHR cases) - Short form

*Abbreviated Case Name*

### Conference Paper

Author, *Title*·(Conference·Name, City, Date)·Cited·Pages

### Conference Paper - Short form

Author, *Title*

### Contribution to an Edited Book

Author, *Section Title*·in·*Editor*·(ed), ^eds, *Book Title*, *vol*·Book·Volume| (*Additional Information*, *Edition*-edn, *Publisher*-Year))·Cited·Pages|<URL>·accessed·Access·Date

### Contribution to an Edited Book - Short form

Author, *Section Title*

### Edited Book (ie, a book without authors)

*Editor*·(ed)^eds, *Title*, *vol*·Book·Volume| (*Translator*-tr, ^trs, *Additional Information*, *Edition*-edn, *Publisher*-Year))·Cited·Pages

### Edited Book (ie, a book without authors) - Short form

*Editor*, *Title*

### Electronic Article

Author, *Title*·*Publication Details*,·Cited·Pages|<URL>·accessed·Access·Date

### Electronic Article - Short form

Author, *Title*

### Journal Article

Author, *Title*·(Add year here if there is a volume number)·[Add year here if there is NO volume number]·Volume number|Journal|First Page|·Cited·Pages

### Journal Article - Short form

Author, *Title*

### Newspaper Article

Journalist (or 'Editorial' if appropriate), *Title*·*Newspaper Title*·(City, *Newspaper Date*)·Section (use only if page number is specific to a section of the newspaper)·Page|Cited·Pages|<URL>·accessed·Access·Date

### Newspaper Article - Short form

Journalist (or 'Editorial' if appropriate), *Title*

### Report; Command Paper

Author, *Title*·(*Publication Details*, Year))·Cited·Pages

### Report; Command Paper - Short form

Author, *Title*

### Statute, SI, EU leg, Treaties

Title and Citation of Instrument (in full)·Cited·Pages

### Statute, SI, EU leg, Treaties - Short form

Short Title

### Thesis

Author, *Title*·(Thesis Type (eg, DPhil thesis), *Institution*-Year))·Cited·Pages

### Thesis - Short form

Author, *Title*

### Web Page, Blog

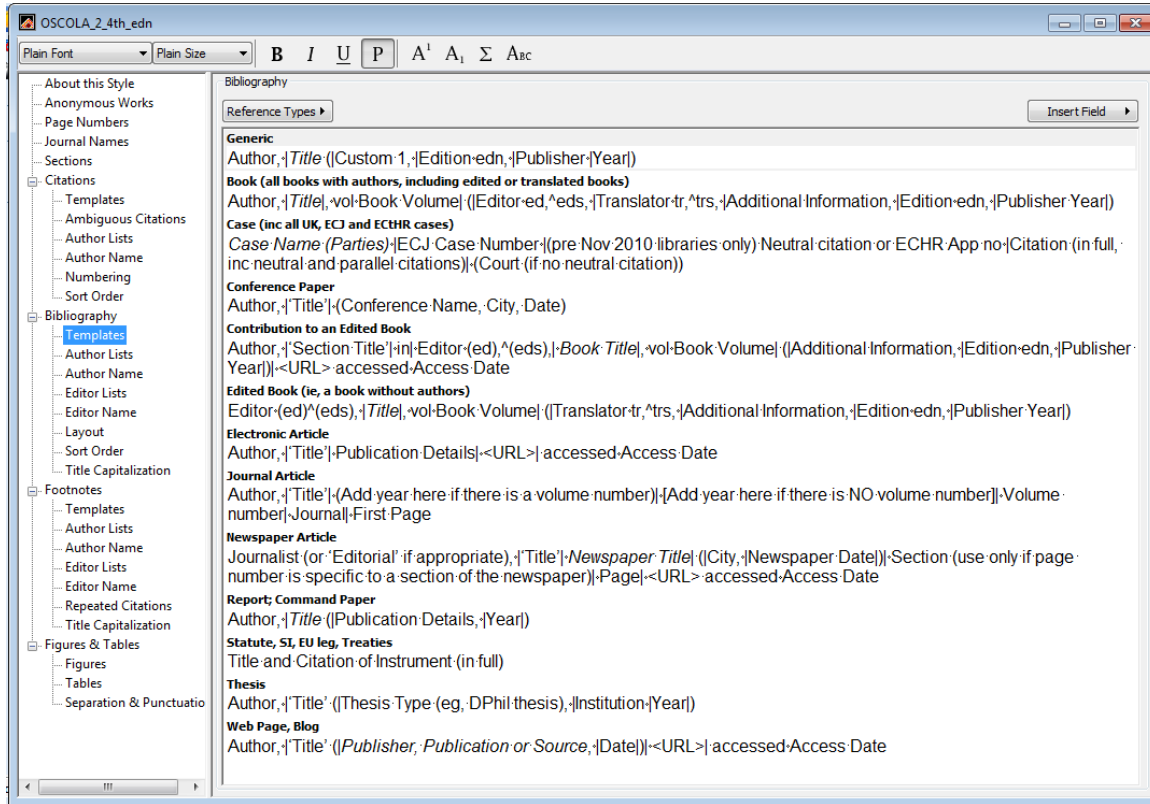
Author, *Title*·(*Publisher, Publication or Source*, Date))·Cited·Pages|<URL>·accessed·Access·Date

### Web Page, Blog - Short form

Author, *Title*

## Bibliography templates

Once you have completed the Footnote templates, choose Bibliography in the menu and repeat the process. Contents of templates can be copied and pasted.



## Other style settings

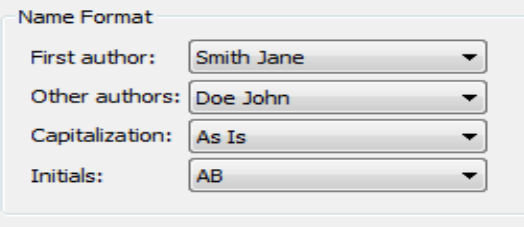
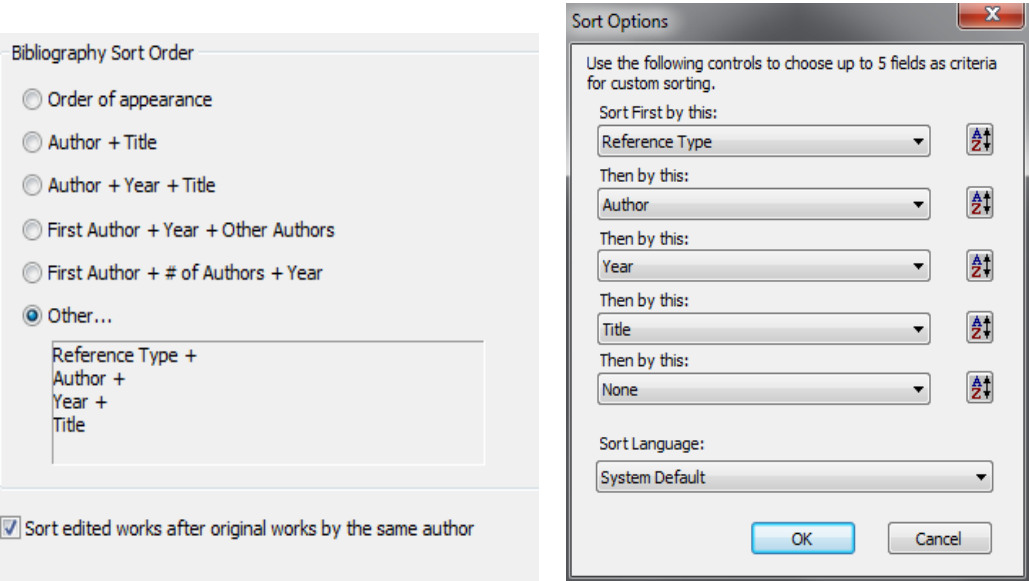
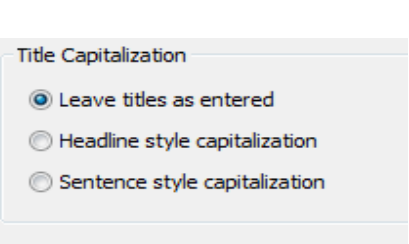

Configure the Author and Editor Lists and Names, the Layout (Bibliography only), Sort Order, Repeated Citations (Footnotes only) and Title Capitalization options as shown below.

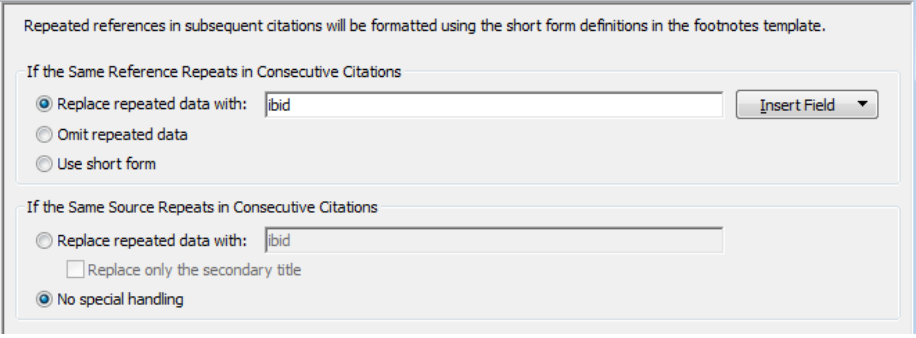
For Bibliography and Footnotes, set Author and Editor Lists as shown.

Make sure there is a space before 'and others'.

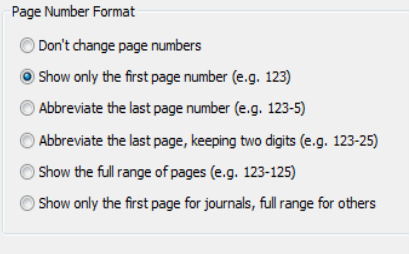
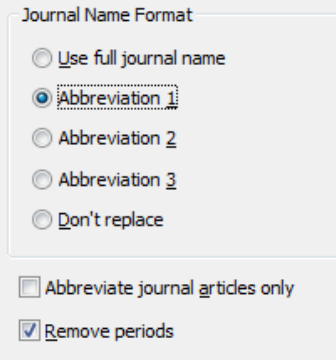
The screenshot shows the 'Author Lists' settings in the OSCOLA 2.4th edn style settings. The left-hand navigation pane is expanded to 'Bibliography' > 'Author Lists'. The main area displays the following settings:

- Author Separators**:
  - Number of Authors: 1 to 3, between: , , before last: and
  - 100 to 100, between: , , and
- Abbreviated Author List**:
  - List all author names
  - If 4 or more authors, list the first 1 author(s) and abbreviate with: and others  Italic
  - If eight or more authors, list the first 6 authors, insert: , . . . and add the last author's name
- For Subsequent Works by the Same Author**:
  - Print the author list as defined above
  - Omit the author list
  - Replace repeated authors with: —

|   |  |
|---|--|
| <p>For Bibliography, set Author Name &amp; Editor name as shown</p>   |  <p>Name Format</p> <p>First author: Smith Jane</p> <p>Other authors: Doe John</p> <p>Capitalization: As Is</p> <p>Initials: AB</p>   |
| <p>For Bibliography set Sort Order by clicking on 'Other...', to open dialogue box and then choose the fields as shown.</p> |  <p>Bibliography Sort Order</p> <p>Order of appearance</p> <p>Author + Title</p> <p>Author + Year + Title</p> <p>First Author + Year + Other Authors</p> <p>First Author + # of Authors + Year</p> <p><input checked="" type="radio"/> Other ...</p> <p>Reference Type + Author + Year + Title</p> <p><input checked="" type="checkbox"/> Sort edited works after original works by the same author</p> <p>Sort Options</p> <p>Use the following controls to choose up to 5 fields as criteria for custom sorting.</p> <p>Sort First by this: Reference Type</p> <p>Then by this: Author</p> <p>Then by this: Year</p> <p>Then by this: Title</p> <p>Then by this: None</p> <p>Sort Language: System Default</p> <p>OK Cancel</p> |
| <p>For Bibliography &amp; Footnotes, set Title Capitalization as shown</p>  |  <p>Title Capitalization</p> <p><input checked="" type="radio"/> Leave titles as entered</p> <p><input type="radio"/> Headline style capitalization</p> <p><input type="radio"/> Sentence style capitalization</p>  |
| <p>For Footnotes, set Author Name &amp; Editor Name as shown</p>  |  <p>Name Format</p> <p>First author: Jane Smith</p> <p>Other authors: John Doe</p> <p>Capitalization: As Is</p> <p>Initials: Full Name</p> <p>Name Format - Short Form</p> <p>First author: Jane Smith</p> <p>Other authors: John Doe</p> <p>Capitalization: As Is</p> <p>Initials: Last Name Only</p>  |

|  |  |
|--|--|
| <p>For Footnotes – set Repeated Citations as shown</p> |  <p>Repeated references in subsequent citations will be formatted using the short form definitions in the footnotes template.</p> <p>If the Same Reference Repeats in Consecutive Citations</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Replace repeated data with: <input type="text" value="ibid"/> <span style="float: right;">Insert Field ▾</span></li> <li><input type="radio"/> Omit repeated data</li> <li><input type="radio"/> Use short form</li> </ul> <p>If the Same Source Repeats in Consecutive Citations</p> <ul style="list-style-type: none"> <li><input type="radio"/> Replace repeated data with: <input type="text" value="ibid"/></li> <li><input type="checkbox"/> Replace only the secondary title</li> <li><input checked="" type="radio"/> No special handling</li> </ul> <p>If you prefer to repeat the whole citation in subsequent citations in Endnote X4, in Edit/Output Styles/Edit OSCOLA_2_4th_edn/Footnotes/Templates copy and paste the template for the format into the short form, and set to use short form. In earlier versions, switch off the short form field.</p> |
|--|--|

Finally, at the top of the left menu, set Page Numbers and Journal Names settings as follows:

|                      |  |
|----------------------|--|
| <p>Page Numbers</p>  |  <p>Page Number Format</p> <ul style="list-style-type: none"> <li><input type="radio"/> Don't change page numbers</li> <li><input checked="" type="radio"/> Show only the first page number (e.g. 123)</li> <li><input type="radio"/> Abbreviate the last page number (e.g. 123-5)</li> <li><input type="radio"/> Abbreviate the last page, keeping two digits (e.g. 123-25)</li> <li><input type="radio"/> Show the full range of pages (e.g. 123-125)</li> <li><input type="radio"/> Show only the first page for journals, full range for others</li> </ul> |
| <p>Journal Names</p> |  <p>Journal Name Format</p> <ul style="list-style-type: none"> <li><input type="radio"/> Use full journal name</li> <li><input checked="" type="radio"/> Abbreviation 1</li> <li><input type="radio"/> Abbreviation 2</li> <li><input type="radio"/> Abbreviation 3</li> <li><input type="radio"/> Don't replace</li> </ul> <p><input type="checkbox"/> Abbreviate journal articles only</p> <p><input checked="" type="checkbox"/> Remove periods</p>  |

S Meredith & B Spagnolo, Oxford Law, Nov 2010

Appendix 1 – Reference Types in OSCOLA\_2\_4<sup>TH</sup>\_edn

| Generic              | Book (all books with authors, including edited or translated books) | Contribution to an Edited Book | Case  | Conference Paper                                      |
|----------------------|---|--------------------------------|---|---|
| Author               | Author  | Author                         |   | Author  |
| Year                 | Year  | Year                           | Year (for your own reference only)                          | Year (for your own reference only)                    |
| Title                | Title   | Section Title                  | Case Name (Parties)   | Title   |
| Secondary Author     | Editor  | Editor                         |   |   |
| Secondary Title      |   | Book Title                     | Citation (in full, inc neutral and parallel citations)      | Conference Information: 'Conference Name, City, Date' |
| Place Published      |   |                                |   |   |
| Publisher            | Publisher   | Publisher                      | Court (if no neutral citation)                              |   |
| Volume               | Book Volume   | Book Volume                    | Reporter Volume (use only for Bluebook compatibility)       |   |
| Number of Volumes    |   |                                | Reporter Abbreviation (use only for Bluebook compatibility) |   |
| Number               |   |                                |   |   |
| Pages                |   |                                | First Page (use only for Bluebook compatibility)            |   |
| Section              |   |                                |   |   |
| Tertiary Author      |   |                                |   |   |
| Tertiary Title       |   |                                |   |   |
| Edition              | Edition   | Edition                        |   |   |
| Date                 |   |                                | Date Decided (use only for Bluebook compatibility)          |   |
| Type of Work         |   |                                |   |   |
| Subsidiary Author    | Translator  |                                |   |   |
| Short Title          | Short Title   | Short Title                    | Abbreviated Case Name                                       | Short Title   |
| Alternate Title      |   |                                |   |   |
| ISBN/ISSN            | ISBN  | ISBN                           |   |   |
| DOI                  | DOI   | DOI                            | DOI   | DOI   |
| Original Publication |   |                                |   |   |
| Reprint Edition      |   |                                |   |   |
| Reviewed Item        |   |                                |   |   |
| Custom 1             | Additional  | Additional                     |   |   |

|                          |  |                                       |   |                         |
|--------------------------|--|---------------------------------------|---|-------------------------|
| <b>Generic</b>           | <b>Book (all books with authors, including edited or translated books)</b> | <b>Contribution to an Edited Book</b> | <b>Case</b>   | <b>Conference Paper</b> |
|                          | Information  | Information                           |   |                         |
| <b>Custom 2</b>          |  |                                       |   |                         |
| <b>Custom 3</b>          |  |                                       |   |                         |
| <b>Custom 4</b>          |  |                                       |   |                         |
| <b>Custom 5</b>          |  |                                       |   |                         |
| <b>Custom 6</b>          |  |                                       |   |                         |
| <b>Custom 7</b>          |  |                                       | (pre Nov 2010 libraries only) Neutral citation or ECHR App no |                         |
| <b>Custom 8</b>          |  |                                       |   |                         |
| <b>Accession Number</b>  | Accession Number   | Accession Number                      | Accession Number  | Accession Number        |
| <b>Call Number</b>       | Call Number  | Call Number                           | Call Number   |                         |
| <b>Label</b>             | Label  | Label                                 | Label   | Label                   |
| <b>Keywords</b>          | Keywords   | Keywords                              | Keywords  | Keywords                |
| <b>Abstract</b>          | Abstract   | Abstract                              | Abstract  | Abstract                |
| <b>Notes</b>             | Notes  | Notes                                 | Notes   | Notes                   |
| <b>Research Notes</b>    | Research Notes   | Research Notes                        | Research Notes  | Research Notes          |
| <b>URL</b>               | URL  | URL                                   | URL   | URL                     |
| <b>File Attachments</b>  | File Attachments   | File Attachments                      | File Attachments  | File Attachments        |
| <b>Author Address</b>    |  |                                       |   |                         |
| <b>Figure</b>            |  |                                       |   |                         |
| <b>Caption</b>           |  |                                       |   |                         |
| <b>Access Date</b>       | Access Date  | Access Date                           | Access Date   | Access Date             |
| <b>Translated Author</b> |  |                                       |   |                         |
| <b>Translated Title</b>  |  |                                       |   |                         |
| <b>Name of Database</b>  |  |                                       |   |                         |
| <b>Database Provider</b> |  |                                       |   |                         |
| <b>Language</b>          |  |                                       |   |                         |
| <b>Added to Library</b>  |  |                                       |   |                         |
| <b>Last Updated</b>      |  |                                       |   |                         |

| Generic              | Edited Book            | Electronic Article                 | Journal Article                                  | Newspaper Article   |
|----------------------|------------------------|------------------------------------|--|---|
| Author               | Editor                 | Author                             | Author   | Journalist (or 'Editorial' if appropriate)                                  |
| Year                 | Year                   | Year (for your own reference only) | Year   | Year (for your own reference only)  |
| Title                | Title                  | Title                              | Title  | Title   |
| Secondary Author     |                        |                                    |  |   |
| Secondary Title      |                        | Publication Details                | Journal  | Newspaper Title   |
| Place Published      |                        |                                    | Add year here if there is a volume number        | City  |
| Publisher            | Publisher              |                                    | Add year here if there is NO volume number       |   |
| Volume               | Book Volume            |                                    | Volume Number                                    |   |
| Number of Volumes    |                        |                                    |  |   |
| Number               |                        |                                    | Issue, month or quarter                          |   |
| Pages                |                        |                                    | First Page                                       | Pages   |
| Section              |                        |                                    | Start Page (use only for Bluebook compatibility) | Section (use only if page number is specific to a section of the newspaper) |
| Tertiary Author      |                        |                                    |  |   |
| Tertiary Title       |                        |                                    |  |   |
| Edition              | Edition                |                                    |  |   |
| Date                 |                        | Access Date                        |  | Newspaper Date  |
| Type of Work         |                        |                                    |  |   |
| Subsidiary Author    | Translator             |                                    |  |   |
| Short Title          | Short Title            | Short Title                        | Short Title                                      | Short Title   |
| Alternate Title      |                        |                                    |  |   |
| ISBN/ISSN            | ISBN                   | ISBN                               | ISSN   | ISSN  |
| DOI                  | DOI                    | DOI                                | DOI  | DOI   |
| Original Publication |                        |                                    |  |   |
| Reprint Edition      |                        |                                    |  |   |
| Reviewed Item        |                        |                                    |  |   |
| Custom 1             | Additional Information |                                    |  |   |
| Custom 2             |                        |                                    |  |   |
| Custom 3             |                        |                                    |  |   |
| Custom 4             |                        |                                    |  |   |
| Custom 5             |                        |                                    |  |   |

How OSCOLA\_2\_4<sup>th</sup>\_edn is configured (16/11/10)

| <b>Generic</b>           | <b>Edited Book</b> | <b>Electronic Article</b> | <b>Journal Article</b> | <b>Newspaper Article</b> |
|--------------------------|--------------------|---------------------------|------------------------|--------------------------|
| <b>Custom 6</b>          |                    |                           |                        |                          |
| <b>Custom 7</b>          |                    |                           |                        |                          |
| <b>Custom 8</b>          |                    |                           |                        |                          |
| <b>Accession Number</b>  | Accession Number   | Accession Number          | Accession Number       | Accession Number         |
| <b>Call Number</b>       | Call Number        |                           | Call Number            | Call Number              |
| <b>Label</b>             | Label              | Label                     | Label                  | Label                    |
| <b>Keywords</b>          | Keywords           | Keywords                  | Keywords               | Keywords                 |
| <b>Abstract</b>          | Abstract           | Abstract                  | Abstract               | Abstract                 |
| <b>Notes</b>             | Notes              | Notes                     | Notes                  | Notes                    |
| <b>Research Notes</b>    | Research Notes     | Research Notes            | Research Notes         | Research Notes           |
| <b>URL</b>               | URL                | URL                       | URL                    | URL                      |
| <b>File Attachments</b>  | File Attachments   | File Attachments          | File Attachments       | File Attachments         |
| <b>Author Address</b>    |                    |                           |                        |                          |
| <b>Figure</b>            |                    |                           |                        |                          |
| <b>Caption</b>           |                    |                           |                        |                          |
| <b>Access Date</b>       | Access Date        |                           | Access Date            | Access Date              |
| <b>Translated Author</b> |                    |                           |                        |                          |
| <b>Translated Title</b>  |                    |                           |                        |                          |
| <b>Name of Database</b>  |                    |                           |                        |                          |
| <b>Database Provider</b> |                    |                           |                        |                          |
| <b>Language</b>          |                    |                           |                        |                          |
| <b>Added to Library</b>  |                    |                           |                        |                          |
| <b>Last Updated</b>      |                    |                           |                        |                          |

| <b>Generic</b>              | <b>Report; Command Paper</b> | <b>Statute; SI; EU Legislation; Treaties</b> | <b>Thesis</b>                    | <b>Web Page; Blog</b>            |
|-----------------------------|------------------------------|--|----------------------------------|----------------------------------|
| <b>Author</b>               | Author                       |  | Author                           | Author                           |
| <b>Year</b>                 | Year                         | Year (for your own reference only)           | Year                             | Date                             |
| <b>Title</b>                | Title                        | Title and Citation of Instrument (in full)   | Title                            | Title                            |
| <b>Secondary Author</b>     |                              |  |                                  |                                  |
| <b>Secondary Title</b>      | Publication Details          |  |                                  |                                  |
| <b>Place Published</b>      |                              |  |                                  |                                  |
| <b>Publisher</b>            |                              |  | Institution                      | Publisher, Publication or Source |
| <b>Volume</b>               |                              |  |                                  |                                  |
| <b>Number of Volumes</b>    |                              |  |                                  |                                  |
| <b>Number</b>               |                              |  |                                  | Access Date                      |
| <b>Pages</b>                |                              |  |                                  |                                  |
| <b>Section</b>              |                              |  |                                  |                                  |
| <b>Tertiary Author</b>      |                              |  |                                  |                                  |
| <b>Tertiary Title</b>       |                              |  |                                  |                                  |
| <b>Edition</b>              |                              |  |                                  |                                  |
| <b>Date</b>                 |                              |  |                                  |                                  |
| <b>Type of Work</b>         |                              |  | Thesis Type (eg, 'DPhil thesis') |                                  |
| <b>Subsidiary Author</b>    |                              |  |                                  |                                  |
| <b>Short Title</b>          | Short Title                  | Short Title                                  | Short Title                      | Short Title                      |
| <b>Alternate Title</b>      |                              |  |                                  |                                  |
| <b>ISBN/ISSN</b>            |                              |  |                                  |                                  |
| <b>DOI</b>                  | DOI                          | DOI  | DOI                              | DOI                              |
| <b>Original Publication</b> |                              |  |                                  |                                  |
| <b>Reprint Edition</b>      |                              |  |                                  |                                  |
| <b>Reviewed Item</b>        |                              |  |                                  |                                  |
| <b>Custom 1</b>             |                              |  |                                  |                                  |
| <b>Custom 2</b>             |                              |  |                                  |                                  |
| <b>Custom 3</b>             |                              |  |                                  |                                  |
| <b>Custom 4</b>             |                              |  |                                  |                                  |
| <b>Custom 5</b>             |                              |  |                                  |                                  |
| <b>Custom 6</b>             |                              |  |                                  |                                  |
| <b>Custom 7</b>             |                              |  |                                  |                                  |
| <b>Custom 8</b>             |                              |  |                                  |                                  |
| <b>Accession Number</b>     | Accession Number             | Accession Number                             | Accession Number                 |                                  |
| <b>Call Number</b>          | Call Number                  | Call Number                                  | Call Number                      |                                  |
| <b>Label</b>                | Label                        | Label  | Label                            | Label                            |

How OSCOLA\_2\_4<sup>th</sup>\_edn is configured (16/11/10)

| <b>Generic</b>           | <b>Report; Command Paper</b> | <b>Statute; SI; EU Legislation; Treaties</b> | <b>Thesis</b>    | <b>Web Page; Blog</b> |
|--------------------------|------------------------------|--|------------------|-----------------------|
| <b>Keywords</b>          | Keywords                     | Keywords                                     | Keywords         | Keywords              |
| <b>Abstract</b>          | Abstract                     | Abstract                                     | Abstract         | Abstract              |
| <b>Notes</b>             | Notes                        | Notes  | Notes            | Notes                 |
| <b>Research Notes</b>    | Research Notes               | Research Notes                               | Research Notes   | Research Notes        |
| <b>URL</b>               | URL                          | URL  | URL              | URL                   |
| <b>File Attachments</b>  | File Attachments             | File Attachments                             | File Attachments | File Attachments      |
| <b>Author Address</b>    |                              |  |                  |                       |
| <b>Figure</b>            |                              |  |                  |                       |
| <b>Caption</b>           |                              |  |                  |                       |
| <b>Access Date</b>       | Access Date                  | Access Date                                  | Access Date      |                       |
| <b>Translated Author</b> |                              |  |                  |                       |
| <b>Translated Title</b>  |                              |  |                  |                       |
| <b>Name of Database</b>  |                              |  |                  |                       |
| <b>Database Provider</b> |                              |  |                  |                       |
| <b>Language</b>          |                              |  |                  |                       |
| <b>Added to Library</b>  |                              |  |                  |                       |
| <b>Last Updated</b>      |                              |  |                  |                       |