OSCOLA 4th edn Endnote style

When to use this style

If you use Endnote on servers, in shared computer rooms, and/or you want to be able to use your Endnote library on computers other than your own personal computer, use this style. It does not require modification of Endnote's 'Reference Type Table'. Modifying the 'Reference Type Table' allows more precision and flexibility in the structure of the Endnote library and in the output style. If you would prefer to use the OSCOLA for Endnote style that does modify the Reference Types, then use OSCOLA 2 4th edn, and the RefTypeTable that accompanies it.

Perhaps the most useful modification in the OSCOLA 2 4th edn style is the provision of two different fields for the year of publication for journal articles, which allows either square or round brackets to be inserted as appropriate. Because that is not possible when using this OSCOLA 4th edn style, journal citations that should have the year in square brackets have to be modified when the work is finished and after the Endnote citations have been converted to plain text (see Journals, below).

How to use this style

When putting reference information into your library, follow the instructions for each reference type below, using only the reference types listed, and only the fields indicated for each reference type. The formatting for each reference type is shown in a box, followed by examples of formatted *footnote* references and the data in the relevant fields in the reference. (Note that in bibliographies, the initials follow the surname – this is how the entry will appear in the Endnote Preview box.) Some Endnote reference types are suitable for more than one type of reference – see the 'Endnote reference types and OSCOLA heading numbers' table and 'Also use for' suggestions.

The reference types and fields used in this style are described on the following pages:

Endnote reference types and OSCOLA heading numbers

Endnote reference name	OSCOLA heading number	OSCOLA reference type
Cases	2.1, 2.2, 2.3, 2.6.2, 2.6.3 2.7, 2.8	all cases
Statute	2.4, 2.5, 2.6.1, 3.2.5, 3.4.2, 3.4.5	primary and secondary legislation, Hansard, European Commission documents, books of authority and institutional works that have no author, and any sources without an author that should be presented entirely in roman font
Book	3.2.1, 3.2.2, 3.2.5, 3.4.3, 3.4.4	authored books, older works, books of authority and institutional works that have an author, Command Papers, Law Commission reports and any documents that require authors, titles in italics and bibliographic information in brackets
Edited book	3.2.2	edited and translated books
Book section	3.2.3, 3.2.6	contributions to edited books, and encyclopedias where the author of an entry should be included in the reference
Encyclopedia	3.2.6	encyclopedias such as *Halsbury's Laws*, where the author is not included in the reference
Journal article	3.3.1, 3.3.2	all journal articles that are published in hard copy, even if sourced online, and case notes
Electronic article	3.3.4, 3.3.5	all journal articles that are only published online and working papers
Conference paper	3.4.5	conference papers
Theses	3.4.7	theses
Web page	3.4.8	websites and blogs
Newspaper article	3.4.9	newspaper articles, including online newspaper articles
Personal communication	3.4.11 , 3.4.10	emails, letters, interviews and any source that requires a title with neither quote marks nor italics, and the date
Generic		any reference that requires an author, the title in italics, bibliographic information about the source (ie, where it was published) and year of publication

Cases

1. *Case Name field*: put the party names in roman (ie not italic) font.
2. *Reporter field*: put the full citation -- neutral citation if available, year of judgment, report abbreviation and first page – with punctuation. If the case is unreported, put the court and date in brackets in the Reporter field.
3. *Court field*: put the court abbreviation. This is only required if the case doesn't have a neutral citation and is after 1865. Do not insert brackets.
4. *Call Number field*: for ECJ Case Numbers.
5. For other cases, use any of the fields noted in steps 1 to 4. The information will appear as shown in the format box below.
6. You may wish to use the Abbreviated Case Name field for text for subsequent citations – generally this will be a short form of the party names.

Cases format for footnotes: Call Number *Case Name* Reporter (Court)

Cases format for bibliography: *Case Name* Call Number Reporter (Court)

Example 1, Case with neutral citation and report *Malcolm v DPP* [2007] EWHC 363 (Admin), [2007] 1 WLR 1230	**Example 2, Case with report only** *Page v Smith* [1966] AC 155 (HL)
Case Name Malcolm v DPP **Reporter** [2007] EWHC 363 (Admin), [2007] 1 WLR 1230 **Court**	**Case Name** Page v Smith **Reporter** [1996] AC 155 **Court** HL
Example 3, ECJ Case Case T-344/99 *Arne Mathisen AS v Council* [2002] ECR I-2905	**Example 3, Unreported case without neutral citation** *Stubbs v Sayer* (CA, 8 November 1990)
Case Name Arne Mathisen AS v Council **Reporter** [2002] ECR I-2905 **Call Number** Case T-344/99	**Case Name** Stubbs v Sayer **Reporter** (CA, 8 November 1990)

Legislation - use the Statutes reference

1. *Name of Act field*: put the full name (including the year and any identifying numbers) of the Bill, Act, SI, Treaty etc. If citing Council Directives, Regulations and Commission documents, include the citation.
2. *Short Title field*: insert suitable text for use in subsequent citations.

Also use Statutes for:

The Statutes reference type can also be used for *Hansard*, parliamentary reports, European Commission documents, and any sources without an author that should be presented entirely in roman font.

<div style="border:1px solid">

Statutes format: Name of Act

</div>

Human Rights Act 1998	Council Directive (EC) 93/104 concerning certain aspects of the organisation of working time [1993] OJ L307/18
Name of Act Human Rights Act 1998	**Name of Act** Council Directive (EC) 93/104 concerning certain aspects of the organisation of working time [1993] OJ L307/18 **Short Title** Working Time Directive

Books

1. *Author field*: put the author's name in the form Susan D Smith or Smith, Susan D. If there is more than one author, put each author on a new line. If the author is an organization, such as Law Commission, put a comma after the organization name.
2. *Year field*: put the year of publication of the version/edition you are citing (ie not year of first publication etc)
3. *Title field*: put the title with capital letters for the major words.
4. *Series Title field*: use this field for any additional information, such as editor(s), translator(s) or when the book was first published
5. *Publisher field*: put the publisher of the version/edition you are citing.
6. *Volume field*: enter the volume number in numerals here if the publication details of successive volumes vary (eg different year or publisher).
7. *Edition field*: put the edition of version/edition you are citing, using the form 2nd, 3rd, 4th etc, or rev for revised editions.
8. *Short Title field:* if required for subsequent citations of a book, enter a short title.

Also use for: the Books reference type can also be used for Reports, Command Papers, Law Commission reports, and any documents with authors, titles in italics and bibliographic information in brackets.

<div style="border:1px solid">

Book format: Author, *Title*, Volume (Series Title, Edition edn, Publisher Year)

</div>

G Jones, *Goff and Jones: The Law of Restitution* (7th edn, Sweet & Maxwell 2009)	K Zweigert and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998)

Author	Author
Gareth Jones	Zweigert, H
	Kötz, H
Year	**Year**
2009	1998
Title	**Title**
Goff and Jones: The Law of Restitution	An Introduction to Comparative Law
Series Title	**Series Title**
1st supp	Tony Weir tr
Publisher	**Publisher**
Sweet & Maxwell	OUP
Edition	**Edition**
7th	3rd

Christian von Bar C, *The Common European Law of Torts*, vol 2 (CH Beck 2000)	Julian V Roberts and Mike Hough, *Public Opinion and the Jury: An International Literature Review* (Ministry of Justice Research Series 1/09, 2009)

Author	Author
von Bar, Christian	Julian V Roberts
	Mike Hough
Year	**Year**
2000	2009
Title	**Title**
The Common European Law of Torts	Public Opinion and the Jury: An International Literature Review
Publisher	**Publisher**
CH Beck	Ministry of Justice Research Series 1/09,
Volume	
2	

Edited books, and translated books

1. *Editor field*: put the editor or translator's name in the form Susan D Smith or Smith, Susan D. If there is more than one editor/translator, put each on a new line. If the editor is an organization, such as Law Commission, put a comma after the organization name.
2. *Year field*: put the year of publication
3. *Title field*: put the title with capital letters for the major words.
4. *Series Title field*: use this field for any additional information, such as editor(s), translator(s) or when the book was first published
5. *Publisher field*: put the publisher of the version/edition you are citing.
6. *Volume field*: enter the volume number in numerals here if the publication details of successive volumes vary (eg different year or publisher).
7. *Edition field*: put the edition of version/edition you are citing, using the form 2nd, 3rd, 4th etc, or rev for revised editions.
8. *Short Title field:* if required for subsequent citations of a book, enter a short title.

Note: For translations, such as *The Institutes of Justinian* example below right, de-link the document from Endnote when your work is complete, and replace (eds) with (trs), OR copy and paste the reference from the Preview window in Endnote and then adjust it.

Edited book format: Editor (ed/eds), *Title*, Volume (Series Title, Edition edn, Publisher Year)	

Jeremy Horder (ed), *Oxford Essays in Jurisprudence: Fourth Series* (OUP 2000)	Peter Birks and Grant McLeod (trs), *The Institutes of Justinian* (Duckworth 1987)
Author Jeremy Horder **Year** 2000 **Title** Oxford Essays in Jurisprudence: Fourth Series **Publisher** OUP	**Editor** Peter Birks Grant McLeod **Year** 1987 **Title** The Institutes of Justinian **Publisher** Duckworth

Contributions to edited books - use the Book Section reference

1. *Author field:* put the author's name in the form Susan D Smith or Smith, Susan D. If there is more than one author, put each author on a new line.
2. *Year field*: put the year of publication
3. *Title field*: put the title with capital letters for the major words.
4. *Editor field*: put the editor's name in the form Susan D Smith or Smith, Susan D. If there is more than one editor, put each author on a new line. If the editor is an organization, such as Law Commission, put a comma after the organization name.
5. *Book Title field*: put the book title in roman with capital letters for the major words.
6. *Series Title field*: use this field for any additional information, such as editor(s), translator(s) or when the book was first published
7. *Publisher field*: put the publisher of the version/edition you are citing.
8. *Volume field*: enter the volume number in numerals here if the publication details of successive volumes vary (eg different year or publisher).
9. *Edition field*: put the edition of version/edition you are citing, using the form 2nd, 3rd, 4th etc, or rev for revised editions.
10. *Short Title field:* if required for subsequent citations of a book, enter a short title.

Also use for: encyclopedias when the author of an entry should be included in the reference.

Edited book format: Editor (ed/eds), *Title*, Volume (Series Title, Edition edn, Publisher Year)	

John Cartwright, 'The Fiction of the Reasonable Man' in Castermans A and others (eds), *Ex Libris Hans Nieuwenhuis* (Kluwer 2009)	CJ Friedrich, 'Constitutions and Constitutionalism', *International Encyclopedia of the Social Sciences III* (1968)

Author John Cartwright **Year** 2009 **Title** The Fiction of the Reasonable Man **Editor** AG Castermans J Hijma KJO Jansen P Memelink HJ Snijders CJJM Stolker **Book Title** Ex Libris Hans Nieuwenhuis **Publisher** Kluwer	**Author** Friedrich, C J **Year** 1968 **Title** Constitutions and Constitutionalism **Book Title** International Encyclopedia of the Social Sciences III

Encyclopedias

1. *Year field*: put the year of publication of the volume.
2. *Title field*: put the title with capital letters for the major words.
3. *Edition field*: put the edition of version/edition you are citing, using the form 2nd, 3rd, 4th etc, or rev for revised editions.

Also use for: any source that requires a title in italics but no author or publisher

> **Encyclopedia format**: *Title* (Edition, Year)

Halsbury's Laws (5th edn, 2010)	**Year** 2010 **Title** Halsbury's Laws **Edition** 5th

Hard copy Journal articles – use the Journals reference

Use for all journals that are published in hard copy, even if you found the article online.

1. *Author field*: put the author's name in the form Susan D Smith or Smith, Susan D. If there is more than one author, put each author on a new line.
2. *Year field*: put the year of publication of the article.
3. *Title field*: put the title with capital letters for the major words.
4. *Journal field*: put the journal full name or a suitable abbreviation (see below for more information about journal abbreviations).
5. *Volume field*: put the volume number in numerals. If there is no volume number leave this field blank.
6. *Pages field*: put the first page of the article here. It is also possible to enter the span of pages; only the first page will show in your references.
7. *Short Title field:* if required for subsequent citations, enter a short title. This is probably only useful if you are citing several articles by the same author.
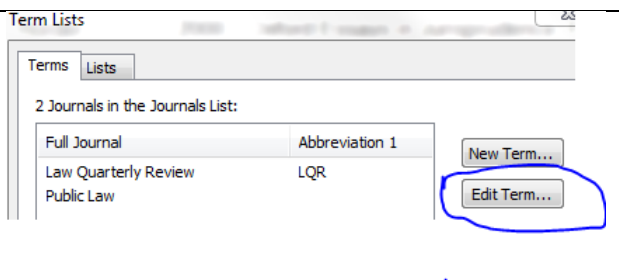
VERY IMPORTANT NOTE: All article citations will appear with round brackets for the year. Journals that have no volume numbers require square brackets around the year. To do this, at the end of your work, de-link the references from Endnote (using Convert to Plain Text or Remove Field Codes) and replace the round brackets with square brackets as necessary.

An alternative way to get the desired result for journals references would be to remove the Year field from the Bibliography and Footnotes templates, and to include the year in square or round brackets as appropriate in the volume field in your Endnote library.

Journal article format: Author, 'Title' (Year) Volume Journal Name/Abbreviation First page

JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42	Paul Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440
	(In this example the round brackets have been changed 'manually' in Word to square brackets)
Author J A G Griffith **Year** 2001 **Title** The Common Law and the Political Constitution **Journal** Law Quarterly Review **Volume** 117 **Pages** 42-67	**Author** Paul Craig **Year** 2005 **Title** Theory, "Pure Theory" and Values in Public Law **Journal** Public Law **Pages** 440

Using the Journals terms list for abbreviations:

In Endnote, go to Tools / Open Terms List / Journals Term List. (You may need to Define the Terms Lists first.) Highlight the journal name, then click on Edit Term and provide the abbreviation for the journal name in the Abbreviation 1 list.	Term Lists Terms | Lists 2 Journals in the Journals List: Full Journal | Abbreviation 1 Law Quarterly Review | LQR Public Law New Term... Edit Term...

Electronic Journal articles and working papers – use the Electronic Article reference

1. *Author field*: put the author's name in the form Susan D Smith or Smith, Susan D. If there is more than one author, put each author on a new line.
2. *Year field*: put the year of publication of the article (for your own reference only).
3. *Title field*: put the title with capital letters for the major words.

4. *Periodical title field*: put the journal citation in full, including year of publication, volume or issue and journal name or abbreviation.
5. *Date accessed field*: put the most recent date of access in the form 1 January 2011.
6. *URL field*: put the web address of the paper, copied from the browser address bar. Look for the most succinct URL that will find the article, and avoid long URLs that include search terms. Check that the URL works in a different browser.
7. *Short Title field:* if required for subsequent citations, enter a short title.

If a pinpoint/page number is required in the footnote, use Cited Pages, which will insert the page number before the URL.

Electronic journal article/working paper format: Author, 'Title' (Year)/[Year] Volume/Issue Journal Name/Abbreviation First page/Number <web address> date accessed

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Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT <http://ejlt.org//article/view/17> accessed 27 July 2010	John M Finnis, 'On Public Reason' (2006) Oxford Legal Studies Research Paper 1/2007 <http://ssrn.com./abstract=955815> accessed 18 November 2009

Author
Graham Greenleaf
Year
2010
Title
The Global Development of Free Access to Legal Information
Periodical Title
(2010) 1(1) EJLT
Date Accessed
27 July 2010
URL
http://ejlt.org//article/view/17

Author
John M Finnis
Year
2006
Title
On Public Reason
Periodical Title
(2006) Oxford Legal Studies Research Paper 1/2007
Date Accessed
18 November 2009
URL
http://ssrn.com./abstract=955815

Conference papers
1. *Author field*: put the author's name in the form Susan D Smith or Smith, Susan D. If there is more than one author, put each author on a new line.
2. *Title field*: put the title with capital letters for the major words.
3. *Conference Name field*: put the title, location and date of the conference, with commas between each.

Also use for: any source that requires author, title in roman with quote marks, and information about the source in brackets.

Conference paper format: Author, 'Title' (Conference Name)

Ben McFarlane and Donal Nolan, 'Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in English Law' (Obligations III conference, Brisbane, July 2006)

Author
Ben McFarlane
Donal Nolan
Title
Remedying Reliance: The Future Development of Promissory and Proprietary Estoppel in English Law
Conference Name
Obligations III conference, Brisbane, July 2006

Theses

1. *Author field*: put the author's name in the form Susan D Smith or Smith, Susan D.
2. *Year field*: year of submission.
3. *Title field*: put the title with capital letters for the major words.
4. *University field*: put the name of the university.
5. *Thesis type*: put the type of thesis followed by the word thesis.

> **Thesis format:** Author, 'Title' (Thesis Type, University Year)

	Author
Javan Herberg, 'Injunctive Relief for Wrongful Termination of Employment ' (DPhil thesis, University of Oxford 1989)	Javan Herberg
	Year
	1989
	Title
	Injunctive Relief for Wrongful Termination of Employment
	University
	University of Oxford
	Thesis Type
	DPhil thesis

Websites and blogs – use the Web page reference

1. *Author field*: put the author's name in the form Susan D Smith or Smith, Susan D. If there is more than one author, put each author on a new line.
2. *Year field*: put the date of publication of the webpage or blog.
3. *Title field*: put the title with capital letters for the major words.
4. *Publisher field*: put the website or blog name.
5. *Date accessed field*: put the most recent date of access in the form 1 January 2011.
6. *URL field*: put the web address of the paper, copied from the browser address bar. Look for the most succinct URL that will find the article, and avoid long URLs that include search terms. Check that the URL works in a different browser.

> **Website/blog format:** Author, 'Title' (date of publication) Publisher/website/blog name <web address> date accessed

Sarah Cole, 'Virtual Friend Fires Employee' (*Naked Law,* 1 May 2009) <http://www.nakedlaw.com/2009/05/index.html> accessed 19 November 2009	**Author** Sarah Cole **Year** 1 May 2009 **Title** Virtual Friend Fires Employee **Publisher** Naked Law **Access Date** 19 November 2009 **URL** http://www.nakedlaw.com/2009/05/index.html

Newspaper articles

1. *Reporter field*: put the author's name in the form Susan D Smith or Smith, Susan D.
2. *Title field*: put the title with capital letters for the major words.
3. *Newspaper field*: put the name of the newspaper
4. *Pages field*: put the page of the article, preceded by the section of the newspaper if relevant.
5. *Issue date*: put the date of the newspaper in the form 1 January 2011.

> **Newspaper article format:** Reporter, 'Title' *Newspaper* (City, date of issue) Section Page number <web address> date accessed

Jane Croft, 'Supreme Court Warns on Quality' *Financial Times* (London 1 July 2010) 3	**Reporter** Jane Croft **Title** Supreme Court Warns on Quality **Newspaper** Financial Times **City** London **Pages** 3 **Issue Date** 1 July 2010

Personal communications

Use for letters, emails, interviews etc.

1. *Title field*: put all relevant information and punctuation about the author (only required if someone else sent the letter or email or conducted the interview) and the description of the communication/interview itself.
2. *Date field*: in the form 1 January 2011. (For interviews, put place and date.)

> **Personal communications format:** Title (Date)

Generic reference type

Use for any reference that requires an author, the title in italics, bibliographic information about where the source (ie, where it was published) and the year of publication.

1. *Author field*: put the author's name in the form Susan D Smith or Smith, Susan D. If there is more than one author, put each author on a new line.
2. *Year field*: put the year of publication of the article (for your own reference only).
3. *Title field*: put the title with capital letters for the major words.
4. *Publisher field*: put relevant information about where the source was published.

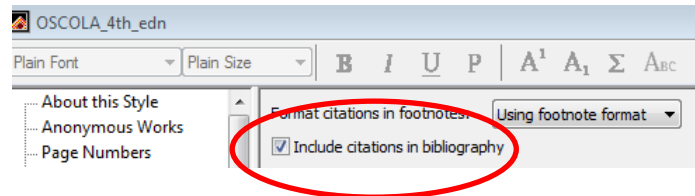> **Generic format:** Author, *Title* (Publisher, Year)

Notes about using this style

- Capitalise major words in titles (for cases, statutes, journal articles, books, reports etc; eg The History of Time).

- Only Reference Types that are formatted are described will show the reference appropriately. Text in Reference Types not included in the list below will appear in the Generic format.

- Text in fields not included in the formatting will not appear in the footnote or the bibliography, however it is not necessary to have text in all the formatted fields.

- Take care when entering apostrophes or inverted commas into references: to force 'curly quotes' rather than 'straight quotes', use the following special characters. Apostrophe: Alt+0146 (PC) or Option+Shift+] (Mac). Left inverted commas: Alt+0147 (PC) or Option+[(Mac). Right inverted commas: Alt+0148 (PC) or Option+Shift+[(Mac).

- The year is not included in several formats, however it may be useful to include it in the reference so that your library can be organized by date, or for when reformatting your references in other styles.

- Use Edit Citation/Suffix or Edit Citation/Pages to add pinpoints/page numbers, section and subsections, notes, cross references etc, or simply add these details in the footnote outside the 'grey' Endnote field. Bear in mind that the Edit Citation/Pages function only allows insertion of spaces and numbers. When cross-referencing to an earlier footnote use Edit Citation/Suffix.

Making changes to the OSCOLA output style

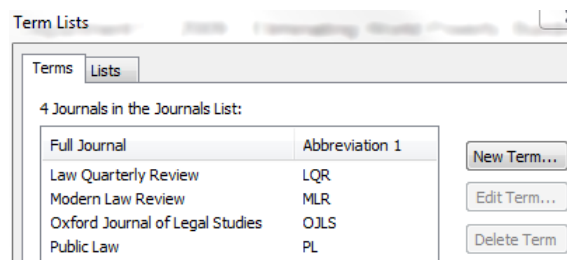In Endnote, go to Edit, then Edit Output Styles, and Edit OSCOLA 4th edn

- To stop the bibliography building in your document as you write, go to Edit Output Styles and untick 'Include Citations in Bibliography' then Save this style. To produce a bibliography at the end of your work, tick 'Include Citations in Bibliography' and reformat/update your citations using the Endnote toolbr in Word.

- To stop subsequent mentions of a citation in your footnotes from using the author only, Short Form of the citation, and/or ibid, make relevant changes in Edit Output Styles, Footnotes, Repeated Citations.

- Use the Endnote Manual for information about downloading references, modifying templates and reference types, using groups and keywords and so on.

Journal abbreviations

Use the Cardiff Index preferred abbreviation (http://www.legalabbrevs.cardiff.ac.uk). Either enter the abbreviation in the journal field, or enter the journal name in full and use the Abbreviation 1 setting for abbreviating journals for the OSCOLA style. You will find the abbreviations lists in Tools / Term Lists. The online Endnote Help Manual has a chapter on Term Lists.

OSCOLA bibliography templates

The templates are shown below. Follow the Endnote Help manual if altering the templates.

Footnote templates

The footnote templates are the same as the bibliography templates with two exceptions:

- The Cited pages field is added at the end of the footnote templates

- The Cases template has Call number (for ECJ case numbers) at the beginning:
  Call Number *Case Name* Reporter| (Court)| Cited Pages

Editor and author name settings

In bibliography, set author and editor names to surname first name, initials.

In footnotes set author and editor name to first name surname, full name.

Generic
Author|, *Title* (|Publisher·Year|)

Book
Author|, *Title*|, ·vol·Volume| ·(|Series·Title,·|Edition·edn, ·|Publisher·|Year|)

Book Section
Author|, ·'Title'| ·in·Editor·(ed)^(eds)|, ·*Book·Title*|, ·vol·Volume|· (|Series·Title,·|Edition·edn,·|Publisher·|Year|)

Case
Case·Name·Call·Number·Reporter|·(Court)

Conference Paper
Author|, ·'Title'|·(Conference·Name)

Edited Book
Editor·(ed)^(eds)|, ·*Title*|, ·vol·Volume| ·(|Series·Title,·|Edition·edn, ·|Publisher·|Year|)

Electronic Article
Author|, ·'Title'|·Periodical·Title|·<URL>|·accessed·Date·Accessed

Encyclopedia
Title|·(Edition·edn,|·Year)

Journal Article
Author|, ·'Title'·(Year)·Volume·Journal·Pages

Newspaper Article
Reporter|, ·'Title'|·*Newspaper*·(|City·Issue·Date)|·Section|·Pages|· <URL>|·accessed·Access·Date

Personal Communication
Title·(Date)

Report
Author|, ·*Title*|·(Series·Title|, ·Year|)

Statute
Name·of·Act

Thesis
Author|, ·'Title'·(Thesis·Type|, ·University|·Year)

Web Page
Author|, ·'Title'·(*Publisher,|·*Year)|·<URL>·accessed·Access·Date

Sandra Meredith
Law Faculty
University of Oxford
25 April 2011

www.law.ox.ac.uk/oscola