

To adjust the OSCOLA style so that it doesn't use ibid or short forms of citations:

1. Select Edit, then Edit Output Styles, Edit OSCOLA ...
2. The Style Editing box will open.
3. Go to Footnotes in the side menu of the Styles Editing box
4. Click on Templates (below Footnotes)
5. Copy the content of the template for journals (or whatever reference type is first in the list).
6. Got to the Short Form template box immediately below the template you have copied, and paste over the top of the existing content.
7. Repeat for all the footnote templates. Check to make sure that italics have been retained for Titles where required, eg books. (Select text and use Cmd-I to make the format italic.)
8. For all templates, the Short Form template should now look the same as the main template for each reference type.
9. Untick 'When using the short form... ' at the top of the templates.
10. Still under Footnotes, go to Author names.
11. Change Name Format – Short Form so that it shows Full Name (and not Last Name only).
12. Repeat for Editor names.
13. Go to Repeated Citations, and select Use Short form.

When you have finished, go to File on the top Endnote menu, and Save the style with a new name, eg OSCOLA-no-ibid.

Remember to select the style in your Endnote library, and in the Endnote toolbar in Word.

SM, 26 June 2013