What is referencing?

Referencing is a standard method of acknowledging the sources of information you have consulted in compiling your assignment. Anything – words, figures, graphs, theories, ideas, facts – originating from another source and used in your assignment must be referenced (i.e. acknowledged).

In your assignment (e.g. essay, seminar paper, dissertation, project, etc.) you must provide the reader with precise information pertaining to every source referred to in your written work or consulted as part of your research.

What is OSCOLA Referencing?

The Oxford Standard for Citation Of Legal Authorities (OSCOLA) is a specific style of referencing, developed by the Oxford University Law Faculty for the referencing of legal materials. OSCOLA referencing uses numeric references embedded within the text, which are linked to footnotes that contain the full details of the cited source. This guide provides students with a brief introduction to OSCOLA, with examples of the most commonly used source-types provided on the following pages. For further details and examples, students should refer to the official OSCOLA guide, available online at: http://www.law.ox.ac.uk/publications/oscola.php.

All Law students within Dublin Business School are required to use the OSCOLA referencing format in their assignments.

Why reference?

Referencing is a vital part of academic research and writing. There are several reasons why it is so important, some of which are listed below:

- To avoid plagiarism
- To back up your argument(s)
- To establish credibility
- To verify your research and quotations
- To provide your reader with the details needed to source the original documents, etc. used in your research

What is plagiarism?

Plagiarism is defined by the College as the act of presenting the work, written or otherwise, of any other person, including another student or institution, as your own. The only way to use another person’s work without committing plagiarism is to fully and precisely reference the original author(s) in your own work.

You must cite and reference all materials, including both print and electronic, which you have used or presented in your own work. Whether you use another author’s words directly or you summarise someone else’s ideas and write about them in your own words, you must cite and reference the original work in your assignment. Not to do so would be an act of plagiarism. Please follow the examples detailed in this guide to ensure you cite and reference correctly in all your assignments.

What about common knowledge?

Widely known information or facts such as names, events and/or dates do not always have to be referenced. This is known as common knowledge. For example, it is commonly known that Neil Armstrong was the first man to walk on the Moon in 1969, thus there is no need to cite or reference such a statement in your work.

If you are in doubt over whether or not something is common knowledge, cite it!

How to reference: a three-step process

There are 3 basic steps to citing and referencing throughout your research and writing:

1. Record the details of all materials used in your research and reading as you go along – this will ensure you have all the requisite information to create your citations and references when you begin writing your assignment.
2. Create a footnote citation every time you use or refer to someone else’s work within your own assignment.
3. Build your bibliography as you go along – it should be in alphabetical order and contain every source footnoted within your assignment.
Types of use

Direct Quotation
1. Direct quotes should be used sparingly and only when relevant to your argument. Short and long quotes are treated differently.
2. **Short quotes** (3 lines or less) should be contained within the main body of your text and enclosed within single quotation marks. The numeric reference should be placed at the end of the quote (after punctuation) or sentence, with the corresponding footnote listed at the bottom of the page.

   **Example**
   Ryan states that although the 1937 constitution is a product of its time, it ‘has tracked at least some of the major changes that have occurred in Ireland in the intervening period’.⁶

   ⁶ FW Ryan, Constitutional law (Thomson Round Hall Nutshells, 2nd edn Thomson Round Hall, Dublin 2008).

3. **Long quotes** (3 lines or more) should be entered as a separate paragraph from the main body of your text. The quotation should be a double-Indented, single-spaced paragraph. Quotation marks are not required.

   **Example**
   Cooke describes the primary objectives of tort law:
   
   Tort law has two main objectives: compensation and deterrence. It is generally thought that tort law normally has no punitive function and that this job is performed by the criminal law. There are very limited circumstances, though, where exemplary damages may be awarded in tort and these do have a punitive function. The fact that the judiciary has kept the award of this type of damages within such narrow parameters means that they are wary of tort law performing this function.⁴


4. If you omit a section of a quote, place three dots (...) in place of the removed text.
5. If you want to explain a section of the quote in more detail (with your own words), your comments should be placed within the main body of your text, not within the quotation, or in the footnote.

Paraphrasing
1. Paraphrasing is re-writing or re-stating another person’s idea or argument in your own words, rather than using a direct quote.
2. You must always cite (including page number) and reference the original material when you paraphrase another writer’s work.
3. Paraphrasing is often more appropriate than a direct quote as it does not disrupt the natural flow of your own writing style.

   **Example**
   Ideals of individual freedom and rational human behaviour had gained significant prominence by the nineteenth century and these ideals strongly influenced the development of contract law in England at this time.⁴⁴


Summarising
1. Summarising is different to paraphrasing. When you summarise something you create a brief synopsis or list the main points of another piece of work without providing minute detail of the arguments or ideas portrayed in that work.
2. As with quotations and paraphrasing, you must always cite (no page number needed) and reference the original author(s).

   **Example**
   Friel’s work on contract law presents a clear and concise account of the practical implications of contract law as well as the underlying conflicts and controversies of this area.⁵⁸


Secondary referencing
1. If you are reading a source by one author and they cite or quote work by another author or a case, you may in turn cite or quote the original work/case.
2. In such instances, you use the word “citing” in your footnote to refer to both sources in this order: the source you’ve consulted (first) | original source (second).

   **Example**

3. In your final reference list/bibliography, you should only add the source that you referred to directly.
4. Although secondary referencing is acceptable, ideally you should try to locate and read the original work in order to confirm and critically evaluate the point or issue being referred to in the secondary source.

Fair Use or Copyright Infringement?
- It is important to note that extensive use (either quotes or paraphrasing) of another person’s work can constitute unfair use and be deemed a case of copyright infringement.
- Therefore, although you may reference everything correctly you may still commit an act of plagiarism if your assignment is made up of a significant amount of another person’s work.
- Your assignment should be your own thoughts and words based on a critical analysis of the ideas, theories, discussions and arguments that you have researched and read.
**BOOKS**

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| Book - single author                | **Body of text:** ...a significant influence on the development of legislation in this area.  
**Footnote:** 69 PA McDermott, *Contract law* (Butterworth Ireland, Dublin 2001) 251. |
| Book – four or more authors         | 40 Roy Goode and others, *Transnational commercial law: international instruments and commentary* (OUP, Oxford 2004).                  |

**Repeating Citations – ‘Ibid’**

- If you have cited the same source consecutively, rather than repeating the same footnote one after another you can use ‘Ibid’, which is an abbreviation of ‘ibidem’ and means ‘in the same place’.
- ‘Ibid’, on its own, can be used to repeat a citation in the immediately previous note.
- ‘Ibid 345’ means ‘in the same work but this time at page 345’. **For example**, citing a particular book consecutively looks like this:
  13 ibid 324.  
  [This means ‘in the same work, but this time at page 324.]  
- Alternatively, you can repeat a reference by using ‘n’ to refer to an earlier footnote (more details can be found in the full handbook).
- Whichever method you choose, it is important to be consistent and not switch back and forth between methods.

**JOURNALS**

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|                                     | **Publication information:**  
23 = Volume number  
IrTR = Journal title abbreviation (see next page for more on abbreviations).  
2 = Issue number (only needed if the page numbers begin again for each issue).  
45 = Page number (the first page number only is usually sufficient). |
| eJournal – full text article from a free open-access online journal | J Mulcahy, ‘Duty of care’ (2010) 104 GLSI (4) 34  

* For more information and examples please refer to the following online guide:  
http://www.law.ox.ac.uk/publications/oscola.php

**MANAGING YOUR REFERENCES**

You can use a software package such as Zotero to manage your references. Check out the Library’s guide to Zotero, available online & in the Library.  

More examples...
### LEGISLATION, CASES & REPORTS

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| Reported Judgment (Ireland)               | Within the text of an assignment you would simply refer to the names of the two parties, like so: Quinlivan v O’Dea⁴⁶  
⁴⁶ Maurice Quinlivan v Willie O’Dea [2010] 1 ILRM 72  |
| Reported Judgment (UK) – All England Law Reports | Gill & Anor v I Vino Co. Ltd. [1993] 1 All ER 398.                        |

### Legal Abbreviations
- In legal writing and referencing, law reports and journals are always cited using an abbreviated version of the title.
- Check out either of the following websites for an index of the most commonly used abbreviations:
  - Cardiff Index to Legal Abbreviations - [http://www.legalabbrevs.cardiff.ac.uk/about.jsp](http://www.legalabbrevs.cardiff.ac.uk/about.jsp)

### WORLD WIDE WEB (WWW)

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<th>Example</th>
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| Web page with an individual author        | C Baki, ‘Solicitors support advocacy quality assurance scheme’ (2010)  
| Web page with an organisation as author   | Department of Enterprise, Trade and Innovation, ‘Credit Supply Clearing Group’ (2010)  
| Web page with no author and no date       | ‘Irish Redundancy Payments Scheme’ (no date)  