Key points

• You must always include a bibliography.
• Every reference you include in your footnotes must also be in your bibliography.
• There may be additional sources in your bibliography which do not appear in your footnotes (sources you have used in the preparation of your work but have not referred to directly)
Is the bibliography exactly the same as in footnotes?

• No!
• Two key differences:
  • You leave out page numbers pinpointing a quotation.
  • The surname of the author comes first, and full first names are not used, only initials e.g. in your footnotes an author might be Joe Bloggs, but in the bibliography it will be Bloggs J, (followed by the rest of the information).
An Example

- First, copy and paste all your footnotes into one list.

- Keep cases, legislation and secondary sources under separate headings
Next

• For the books and articles, swap the order of the author’s first name (or initial) and surname around.

• Delete the page numbers at the end of the reference
For example…

• Simon Lester and Brian Mercurio, *World Trade Law* (Hart 2008) 78

Stage 1


Stage 2: Sorting the list alphabetically

• Use the automatic sort function in Word.
• On the Home tab, click the Sort icon
• Use the default settings of Paragraphs, Text, Ascending
• Click OK
Sorted!


Rule 1

You must always include a table of cases, table of legislation and bibliography (listing the secondary sources i.e. books, journal articles etc.)
Rule 2
The order in your bibliography should be:

- A) Table of Cases
- B) Table of legislation
- C) Bibliography (Secondary sources)
Rule 3

• In a table of cases, case names are not italicised.
• List them in alphabetical order using the first significant word
• For example, Re Farquar’s Estate should be tabled as ‘Farquar’s Estate, Re’.
Rule 4

• List legislation alphabetically, not by date
• If you are citing legislation from more than one jurisdiction, you may have separate lists for each jurisdiction.
  • UK Legislation
  • EU Legislation
Rule 5

- In the bibliography, the surname of the author comes first, and full first names are not used, only initials.
- e.g. in your footnotes an author might be Joe Bloggs, but in the bibliography it will be Bloggs J, (followed by the rest of the citation).

**Footnote**
Simon Lester, *World Trade Law* (Hart 2008) 78

**Bibliography**
OSCOLA Referencing Generator

Below is the link to a free reference generator. Please note this is not tested and endorsed by the library.
http://www.citethisforme.com/oscola/source-type