

OSCOLA 5th: Referencing Checklist

Use this checklist alongside [OSCOLA 5th Guide](#) to make sure you are applying good academic practice when referencing.

General Checklist

		Yes	No
1	I have included a citation every time I have used a source of information created by someone or something else . This helps avoid plagiarism and demonstrates my ability to incorporate sources, giving my work authority.	☐	☐
2	I have identified every source by information type, making sure I have included all the necessary information as specified by the OSCOLA 5th Guide and formatted it using the formulas set out in the guide.	☐	☐
3	If I am unable to find guidance on the specific information type of my source in the OSCOLA 5th Guide , I have followed the general principles and made sure to keep my referencing consistent throughout.	☐	☐
4	When citing a case which has been reported, I have used the most authoritative law report citation as detailed in the OSCOLA 5th Guide (pages 18-19).	☐	☐
5	When citing cases after 2001, I have included a medium neutral citation . If there is no law report, I have used only the medium neutral citation.	☐	☐
6	I have used abbreviations for courts, law reports and journals , following either the appendix in the OSCOLA 5th Guide (pages 63-71) or the Cardiff Index of Legal Abbreviations . Where some formal abbreviations are unavailable, I have created them myself and ensured it is clear to the reader what the abbreviations mean. If I am unable to find the majority of my cited titles as formal abbreviations, I have used the full title throughout my work to ensure consistency.	☐	☐
7	When citing a source with two or three authors , I have listed all author names in my citation . If there are four or more , I have cited the first author and then ' and others '.	☐	☐

Footnotes Checklist

Yes No

- 8 My **in-text citations** are presented consistently as **superscript numbers (a footnote marker) and a corresponding footnote**. I have placed the footnote marker at the end of the sentence and after any punctuation (including full stops), unless it is necessary to place it directly after a phrase for clarity. ☐ ☐
- 9 My footnotes are all **formatted consistently with minimal punctuation**. Every footnote **ends in a full stop**. No full stops are used in abbreviations or authors' names. I have only used commas and additional punctuation as specified in the [OSCOLA 5th Guide](#). I have **used italics where appropriate** for the information type, such as case names, book or website titles. ☐ ☐
- 10 Where **more than one source is referred to in a single footnote**, I have separated the citations **using semi-colons**. I have listed each source in order, as specified by the context in the [OSCOLA 5th Guide](#) (page 5). ☐ ☐
- 11 If referencing a source quoted in another author's work, I tried to **read the original source**. If that was not possible, I **have cited in my footnote the source I read**, followed by the word 'citing' and the **original source citation**. ☐ ☐
- 12 I have **used pinpoints** when I have referred to **a specific section of a source**. I have checked the [OSCOLA 5th Guide](#) to make sure I have used the right pinpoints for my information type and formatted them correctly, e.g. **parts, subsections, articles, chapters, timestamps** etc. ☐ ☐
- 13 If I **cited a case or secondary source more than once**, I have given a **full citation in the first footnote**. Any **subsequent citations use a shortened version** of the case or secondary source name, followed by a **cross citation in brackets** directing back to the full citation e.g. (n 1). I have included pinpoints if appropriate. ☐ ☐
- 14 If I **cited legislation more than once**, I have given a **full citation in the first footnote with a title abbreviation in brackets at the end of the citation**, if appropriate. For **subsequent citations** I have used the **abbreviated legislation title or short form title**, without any cross citation, including any necessary pinpoints. ☐ ☐

Yes No

- 15 I have included the **URL and access date** when citing **online sources**, as agreed by Newcastle Law School. I have not cited any unstable links of PDFs, instead always **using the landing page** where the content can be accessed. I have ensured that the URL has not autocorrected to natural language descriptions in Microsoft Word.

☐ ☐

Bibliography Checklist

Yes No

- 16 My **bibliography is set out in a series of tables**, grouped by information types. If unsure, I have checked how to set out my tables using the [OSCOLA 5th Example Bibliography: UK sources](#) or [OSCOLA 5th Example Bibliography: International sources](#). I have ordered them by **cases first, then legislation** and then a **list of secondary sources**. My sources are listed alphabetically within each table/list (see [OSCOLA 5th guide](#) pages 11-13).
- 17 I have formatted my bibliography so that there are **no italics for case names** and there are **no full stops** at the end of each reference.
- 18 I have listed **authors by surname first** in my bibliography, and, if there are multiple works by the same author, I have listed them chronologically, replacing the author's name with a double em-dash (e.g. —) after the first instance (see [OSCOLA 5th guide](#) pages 12-13).
- 19 I have **not included any pinpoints** in my bibliography, although I have kept the **first page number** if specified in the original formula, as set out in the [OSCOLA 5th guide](#) (including journal articles). I have **included URLs and access dates** when citing online sources.

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