

# University referencing guidance

This is the preferred house style for professional communications. If more in-depth referencing is required this will be made clear to you. Use in-text citations, giving the full reference first then a shortened version thereafter.

## **Primary sources**

### **Cases**

When referring to a case in body text, italicise the case name and for the first time, use the full name and neutral citation if there is one, followed by the Law Reports citation or specialist report citation.

*R (on the application of Miller) v Secretary of State for Exiting the European Union*  
[2017] UKSC 5, [2018] AC 61

Thereafter refer to it like this.

The facts are different to those in the *Miller* case.

For unreported cases, cite like this.

*Clifford v First-tier Tribunal (Criminal Injuries Compensation)* (unreported, 20 October 2015)

### **Legislation**

When referring to legislation in body text provide the short title, year in which it received royal assent and, where relevant, the section, sub-section and paragraph.

Human Rights Act 1998  
Fatal Accidents Act 1976 s 1(3)(b)

Note the gap between the 's' and the section number. No gap is needed between the section number and the sub-section number.

If the statutory reference is at the beginning of a sentence, write the word 'section' out in full.

Section 23(1) is intended to deal with these situations.

When referring to multiple sections, use this format. Note that there are no gaps around the dash.

ss 2-10

When referring to a specific Article, use this format.

Article 15(1)  
Art 2(1)

When referring to a specific paragraph, use this format. Note that there are no gaps around the dash when it is used.

para 55  
paras 22-25

When referring to Regulations as a complete statutory instrument use an initial capital. When referring to a specific regulation do not use an initial capital.

This is set out very clearly in the Regulations.  
regulation 1(1)(a)  
regs 4-6

When citing European Council directives, use this format.

Council Directive No 75/117/EEC, Art 1

When citing statutory instruments, use this format.

Unfair Terms in Consumer Contracts Regulations 1994 (SI 1994/3159), reg 3(2)(b)

### **Secondary sources**

If applicable, refer to specific page numbers at the end of the reference. If there are three or more authors use 'and others'. When citing sources beyond the examples given, you should be as consistent with the below as possible. Ensure you identify the author (including corporate authors), title, date produced, where accessed and, if online, date of access.

#### **Books**

A Dignam and J Lowry, *Company Law* (10th edn, OUP 2018), p14

*Company Law*, pp15-18

H Beale and others (eds), *Chitty on Contracts* (33rd edn, Sweet & Maxwell 2018)

J Meers, 'Shifting the Place of Social Security: Welfare Reform, Austerity and Social Rights in the UK' in S C Matteucci and S Halliday (eds) *Social Rights in Europe in an Age of Austerity* (Routledge 2017).

#### **Journal articles**

A Lodge, 'Gross Negligence Manslaughter on the Cusp: The Unprincipled Privileging of Harm over Culpability' (2017) 81 *Journal of Criminal Law* 125, pp125-127.

Lodge p128

#### **Papers and reports**

Ministry of Justice, *Judicial Review: Proposals for further reform* (Cm 8703, September 2013), p24.

MOJ p27

#### **Websites**

L Vanhala, 'Case Study of Just for Kids Law's Strategic Intervention in the UK Supreme Court' (*Just for Kids Law*, October 2017) <<https://www.justforkidslaw.org/wp-content/uploads/2017/11/JFKL-Tigere-Report-AWd.pdf>> accessed 14 January 2019.