

Referencing

- Why do I need to reference?
- There are numerous reasons why you need to reference your work in groups of approximately four discuss and provide at least three reasons as to why it is necessary to reference

Why?

- Referencing will enable the marker to check the information provided
- Referencing credits the authors of the work you have used
- Referencing can demonstrate wider reading
- Correct and accurate referencing will allay any concerns in relation to plagiarism

What should I reference?

- Again in groups discuss what should and what shouldn't be referenced in relation to footnotes in an assessed assignment

What should I reference?

- Essentially, ANY work by other authors that you refer to in your own work, including
- Any ideas of another,
- This includes all quotations, and
- Where you have altered the words of another author by rephrasing them

How do I reference?

- In groups discuss the following
- What system of referencing is used in the Law School?
- How should the following article be referenced in an assignment
- How to reference accurately by Helen James. Written for the Student Law Review, p99-999 to appear in volume 81 at pages 99-101 in the August 2005 issue.

How do I reference?

- The only accepted method of referencing in the law school is the numerical referencing system
- Numerical referencing involves inserting numbers into the text that refers the reader to a numerical sequence of references contained at the bottom of the page

How do I reference?

- The article should be referenced as
- (1) James. H, 2005. "How to Reference Accurately". Student Law Review. Vol 81, p99-101

Limiting Footnotes

➤ You will often find when referencing that you will need to refer to the same author more than once in an assignment, in your groups and with the aid of your text books find the meaning of the following;

1. ibid
2. op cit
3. above
4. below

Limiting Footnotes

➤ **ibid**

➤ Refers to the same source as the immediately preceding footnote,

➤ **op cit**

➤ Refers to a source already cited but not in the previous footnote, e.g. op cit, note 7

Limiting Footnotes

➤ Above

- Permits reference to work already cited without the need to repeat the whole reference, e.g. above, James. H, note 35

➤ Below

- Similar to above, but refers to an authority not yet cited

Bibliographies

- Discuss in groups what should you include in your bibliography, and
- How you should reference a book or article in your bibliography
- In what sort of order should your bibliography follow?

Bibliographies

- You should reference all sources in your bibliography, these obviously include all works that you may have included in your assignment, but also all works that you may have looked at but not referred to in your work

Bibliographies

- The order of reference in your bibliography should be,
 - Author
 - Date
 - Title
 - Edition
 - Place
 - Publisher

Bibliographies

- A bibliography should be sub-divided into separate lists
 1. Book References
 2. Journal articles
 3. Other sources, e.g. newspapers, electronic sources

All sub-divisions should be alphabetically descending by author surname, followed by the first name initial,

Bibliographies

➤ Therefore, books by H. James, R. East and S. Hughes would be listed in the bibliography as,

➤ East. R,

➤ Hughes. S,

➤ James.H,

No Author just an editor

- Therefore,
- Foster.N.G., ed, 2001. Blackstone's EC Legislation. 12th ed. London:Blackstone Press Ltd.

Material from edited works

➤ E.g.

Pollak.O. 1950. 'The Criminality of Women'.
In Doherty.M. ed, 1998. Criminology,
London:Old Bailey Press.

Journal articles

- Should be cited in the following order
 - Author
 - Date
 - Article title
 - Journal title
 - Volume
 - Part,
 - pages

Internet Sources

- It has been agreed within the law school that whilst there is no universal no rules as to the referencing of internet sources. The Law school require that you provide the following,
 - Author
 - Date of article
 - article title
 - the full IP address of the site that you are taking the information from
 - The date which you visited the site
 - It is not sufficient just to give the name of a search engine, e.g. google or altavista.com

Referencing Cases

- When citing a case the full citation **MUST** always be given and the case either italicised or underlined.
- The citation tells the reader the name of the case and the year.
- [] Square brackets indicate the year the case was reported
- () Round brackets indicate the year the case was heard

Referencing Statutes

- When initially referring to a statute you must always give the full name,
- e.g. House of Lords Act 1999 (HLA) or (HLA 1999).
- You can only abbreviate if t you have previously given the full title followed by the abbreviation

If using quotes

- Preferably set apart from the text by,
- Dropping down a line
- Indenting,
- and italicising

Read

- Pages 225-233 in your legal skills and methods textbook.
- It is imperative that you learn how to reference accurately
- Failure to reference correctly can be dangerous to your health and may well lead to loss of marks or even failure.

For Next Week

- You are required to read Topic 5, The Law Making Process 1, Case Law and Law Reporting, pages 107-127