Harvard Stirling University
General Principles and Guidance

Use this guide along with the accompanying HSU Examples document (available from http://libguides.stir.ac.uk/Harvard-Stirling) which illustrates how your references should be formatted and how to enter them in RefWorks.

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1. Why is Referencing Important and How Do You Do It?

A crucial part of your research and academic studies is reading extensively around your subject and integrating other people’s research and opinions with your learning. You need to use ‘evidence’ from the literature to support your arguments and answer questions. As part of this process you need to make sure the reader knows where you are getting your information and how it relates to your own ideas and conclusions.

When using ideas, research, data, evidence, facts, diagrams etc. from other sources they need to be clearly distinguished from your own ideas. They must be carefully acknowledged to give credit to the authors and allow the reader of your work to trace the original resources if they wish to. Referencing will help you in this process.

Acknowledge the sources you have used by citing them within the text of your work and also in a list of references or bibliography at the end of your assignment. See below for an example paragraph and associated reference list.
1.1 Example Paragraph with Reference List

Martin et al. (2003) outlined the various ways humour can be conceptualized: as a cognitive ability, habitual behaviour pattern, emotion-related temperament and coping strategy, but acknowledged this long list is not comprehensive. Saucier and Goldberg (1998) included a cluster of humour related adjectives (such as: humorous, witty, amusing) in the Big Five model of personality. However, it has been argued that this type of language analysis is not always sufficient to identify important personality traits and that instead tests of “incremental utility” (Paunonen and Jackson 2000, p. 833) should be the arbiter.

Studies of humour in personality often use self and peer reports, but there is a particular need for caution with these methods since more than 90% believe they have an above average sense of humour (Lefcourt and Martin 1986 cited in McGee and Shevlin 2009, p. 68).

Reference List


1.2 What is the difference between a reference list and a bibliography?

A ‘reference list’ with details of only the material you have referred to is essential for all written and other work.

A ‘bibliography’ is different as it may also include details of material that has been consulted but not actually mentioned or referred to in your work.

Most undergraduate work requires a ‘reference list’ only and should not contain additional references that have not been cited. However, requirements vary between modules and you should always check your module handbook or ask your tutor if you are uncertain what to do.

✔ RefWorks Tip: RefWorks uses the term ‘Bibliography’ for creating any list of references whether or not it is a ‘reference list’ or ‘bibliography’ as defined above.

2. What is Harvard Stirling University?

Harvard Stirling University (HSU) is a referencing style developed for use with RefWorks. This style takes into account feedback received about the other ‘Harvard’ styles available in RefWorks, for example many people told us they wanted the year of publication to be enclosed in round brackets and they did not like the author names in upper case letters.

A greater number of reference types are fully defined to accommodate references to reports, clinical guidelines, web documents, DVDs, television broadcasts, blogs, email communication, lecture notes and many other materials.

2.1 Is it compulsory to Use Harvard – Stirling University?

Undergraduate & Taught Postgraduate Students should use the referencing style advised in their module or programme handbooks. Some Schools may recommend HSU but you might be
required to use Harvard British Standard, APA, OSCOLA, MHRA, Chicago or another style. Check with your module tutor if you are uncertain whether you may use HSU.

Find out which style you should use on the Referencing Help pages: http://www.stir.ac.uk/is/student/writing/referencing/howto/

Staff and Research students may choose to use HSU unless an alternative style has been specified by their School, supervisor, publisher etc.

2.2 Why are there differences with other Harvard styles?
There is no single standard for Harvard referencing. Although the Harvard style appears similar across universities, journal publishers and other organisations, it includes many variations of punctuation, capitalisation and other conventions. HSU is therefore similar to other Harvard styles but it is not identical.

2.3 Rubbish in – Rubbish out!
Please remember:
- Referencing systems like RefWorks can only produce a high quality reference list or bibliography if the data is entered correctly.
- References which are exported/imported to RefWorks may contain errors. It is important that you check whether the data is in the correct fields and the capitalisation is correct. Edit imported records immediately to save you work later on.

2.4 RefWorks Reference Types
This table indicates the RefWorks ‘reference types’ which are defined in HSU. Undefined reference types follow the ‘generic’ reference type so they will still produce references in your reference list or bibliography.

<table>
<thead>
<tr>
<th>Refworks Reference Type</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>✓</td>
</tr>
<tr>
<td>Book, Edited</td>
<td>✓</td>
</tr>
<tr>
<td>Book, Section</td>
<td>✓</td>
</tr>
<tr>
<td>Book, Whole</td>
<td>✓</td>
</tr>
<tr>
<td>Bills/Resolutions</td>
<td>✓</td>
</tr>
<tr>
<td>Case/Court Decision</td>
<td>✓</td>
</tr>
<tr>
<td>Conference</td>
<td>✓</td>
</tr>
<tr>
<td>Dissertation/Thesis</td>
<td>✓</td>
</tr>
<tr>
<td>Journal Article</td>
<td>✓</td>
</tr>
<tr>
<td>Journal Article, Electronic</td>
<td>✓</td>
</tr>
<tr>
<td>Law/Statutes</td>
<td>✓</td>
</tr>
<tr>
<td>Newspaper Articles</td>
<td>✓</td>
</tr>
<tr>
<td>Online Discussion Forum/Blog</td>
<td>✓</td>
</tr>
<tr>
<td>Personal Communication</td>
<td>✓</td>
</tr>
<tr>
<td>Report</td>
<td>✓</td>
</tr>
<tr>
<td>Sound Recording</td>
<td>✓</td>
</tr>
<tr>
<td>Unpublished Material</td>
<td>✓</td>
</tr>
<tr>
<td>Video/DVD</td>
<td>✓</td>
</tr>
<tr>
<td>Web Page</td>
<td>✓</td>
</tr>
</tbody>
</table>
2.5 **Tell us what you think**
Let us have your comments about HSU by emailing library@stir.ac.uk. The style may be updated from time to time and suggestions or requests to define additional ‘reference types’ will be considered.

3. **Basic Principles of Harvard Referencing**
HSU follows the same basic principles as other Harvard styles.

3.1 **In-text Citation**
To acknowledge a paraphrased idea put the reference information in brackets next to the idea used within your text.

For example:

There is some evidence (Smith 1995) that these figures are incorrect.

Or

Smith (1995) has provided evidence that these figures are incorrect.

If you need to refer to two or more publications at the same time, list these separated by semicolons (;). The publications should be listed in the order they will appear in the reference list, that is, in alphabetical order of the first author.

For example:

There is some evidence (Aron 2013; Mahel and Brown 2012; Smith et al. 1995; Wood 2014) that these figures are incorrect.

If more than one publication is published with the same authors, then list the publications with the same authors in order of the year of publication with the oldest publication first.

For example:

There is some evidence (Aron 2013; Aron 2016; Mahel and Brown 2012; Smith et al. 1995; Smith et al. 2015; Wood 2014) that these figures are incorrect.

3.2 **Citing Page Numbers**
When quoting sections of text or referring to particular sections of a document you must give the page numbers with your reference. Include the page numbers after the date within the brackets and use a comma to separate the date and page numbers.

Abbreviations include: page (p.) pages (pp.) section (s.) and sections (ss.). If no page number is available (for example it has been taken from a web page) use (n.p.), meaning “no page numbers”.

For example:

It has been argued that ‘many C++-programmers still hesitate to implement the ET technique’ (Härdtlein et al. 2010, p. 59).

OR
Härdtlein et al. (2010, p. 59) argue that ‘many C++-programmers still hesitate to implement the ET technique’.

- RefWorks Tip: If you use Write-N-Cite for your in-text citations, you should manually enter the page number(s) as a suffix when you insert the in-text citation.

3.3 Organising the Reference List or Bibliography

The list of references or bibliography is arranged in alphabetical order of author surname, followed by the date of publication in round brackets.

For example:


See section 6 below for the sort order of references with no author.

4. Multiple Authors

- RefWorks Tip: If you use Write-N-Cite for your in-text citations and bibliography RefWorks will automatically follow the conventions noted below for multiple authors.

4.1 One or Two Authors

If there are one or two authors give all names in the text and bibliography

e.g.: (Brown and Smith 2013)

4.2 Three or More Authors

In the in-text citation give only the first name followed by ‘et al.’ (this is short for the Latin ‘et al.ii’ which means ‘and others’).

e.g.: (Smith et al. 2012)

In the reference list or bibliography list all the authors.

e.g.: Smith, J., Roberts, S., Jones, G. and Jameson, C. (2012)

4.3 Multiple References by the same Author(s)

References by the same author but with a different date of publication are listed in your reference list or bibliography in date order (oldest first).

e.g.: (Smith 2011, Smith 2012)

References by the same author with the same year of publication should be distinguished with a letter after the year,

e.g.: (Smith 2012a, Smith 2012b)

The letters should be added to the year in the in-text citation and also to the year in the reference list or bibliography.
RefWorks Tip: Unfortunately RefWorks can’t automatically add a letter to distinguish references with the same author/year in this style. RefWorks is aware of this problem and hope to find a fix for it in future.

In the meantime you will need to keep a note of these references and edit the final version of your document manually. (Alternatively you could add a letter to the year of publication within Refworks. You should only do this if you will not need to use the same reference in other work).

5. Corporate Author (Organisation as Author)
Instead of a personal author, an organisation might be responsible for a report, web page, broadcast or other material. This is known as a ‘corporate author’. Corporate authors might be government departments, universities, health authorities, charities, publishers, companies or any other organisation.

Give the organisation name as the author.

e.g. (BBC 2014)

5.1 Using an Abbreviated Organisation Name
If an organisation is widely referred to by an abbreviated form of the name or an acronym, you may use the abbreviation in your in-text citation.

e.g.: (NICE 2006)

If the same organisation is the publisher, give the full publisher name in your bibliography,


5.2 Using the Full Organisation Name
If the organisation is not usually known by an abbreviated form give the name in full in the in-text citation,

e.g.: in-text:

(Cancer Research Society 2012)

If the same organisation is the publisher you may abbreviate the publisher name in your reference list or bibliography,


6. No Author
Consider whether an ‘organisation’ is responsible for the material and if appropriate use that as the author (see above – Corporate Author). However, if no person or organisation can be attributed as the author you may use ‘anonymous’ or the title in your in-text citation.

6.1 Anonymous
If there is no author, editor or organisation which can be attributed as the author of a book, magazine article, newspaper article etc. you may use ‘Anonymous’.

e.g. in-text:
(Anonymous 2013)

In reference list/ bibliography:


- RefWorks tip – Sort order in the bibliography
  
  If using RefWorks you do not need to type Anonymous into the author field. RefWorks will add this to your citations and reference list/bibliography for you.

  However, RefWorks will automatically sort anonymous references in the reference list/bibliography by the title rather than treating ‘Anonymous’ as the name of an author. You will need to edit these manually in the reference list so that they appear in the correct order (see examples reference list at 6.3 below).

6.2 Title for in-text citation

In some instances where there is no author it is appropriate to give the title of a work in both your in-text citation and bibliography instead of using ‘anonymous’ e.g. legal sources such as Acts, Bills, Statutory Instruments and law cases, or television programmes, DVDs etc.

e.g. The revocation of various food labelling regulations (The Food Information (Scotland) Regulations 2014 sch. 4) caused …

6.3 Organising Works with no Title in the Reference List or Bibliography

References which give 'Anonymous' as the author will simply be listed in alphabetical order by author.

References which have no author in the citation will be listed alphabetically by title in your reference list. You can spot these easily in the following example where the italics of the title appear at the beginning of the references.

Example Reference List


Write-N-Cite tip – Title as part of your natural sentence
It is not possible using WNC to hide the display of the title of a work with no author when you insert an in-text citation for the work.

Bibliography Only option: So, if you wish to include the title of a work with no author as part of your natural sentence and do not wish to see the title repeated within the round brackets of your in-text citation, then type the title and year into your text manually and next to this text instruct WNC to automatically insert the reference in the ‘bibliography’ without including a corresponding WNC in-text citation.

In the following example the complete title has been given as part of the natural sentence and the year and round brackets have also been typed manually.

The implementation of The National Minimum Wage (Amendment) (No. 3) Regulations (2014) influenced …

Since WNC has not been used to insert the in-text citation when discussing this work, to ensure that the reference is automatically included in the reference list/bibliography, on the RefWorks toolbar click Insert Citation – Insert New and select the relevant reference. Now click the ‘Bibliography only’ button, then click OK to save.
Your bibliography will now automatically include the relevant reference.

A word of caution – If you decide to delete the reference from your text or if you delete the paragraph then if you have already inserted the reference list into your work, the reference will not automatically be removed from your reference list. You will need to use the Bibliography options in WNC and choose “Remove bibliography” (that includes the reference), then choose “Insert bibliography” (this will no longer include the reference).

7. Secondary Referencing
Sometimes you may come across a mention or summary of another author's work in the source you are reading, which you would like to make reference to in your own document; this is called secondary referencing.

For example:
For a long time it has been suggested that emotions aided our ancestors’ survival (Darwin 1872 cited in Workman and Reader 2008, p. 301).

In this example, Darwin is the work which you wish to refer to, but have not read directly for yourself. Workman and Reader are authors of the secondary source that you did read, where you found the summary of Darwin's work.

Or for example:
Darwin (1872 cited in Workman and Reader 2008, p. 301) suggested emotions aided our ancestors' survival and continue to be used in the same way today.

It is important to realise that Workman and Reader may have taken Darwin's ideas forward, and altered their original meaning. If you are thinking of citing a secondary reference it is recommended that, where possible, you read the original source for yourself rather than rely on someone else’s interpretation of a work. For these reasons it is usually best to avoid using secondary referencing, although occasionally it may be appropriate or necessary.
The reference list at the end of your document should only contain works that you have read yourself. So for the examples above, your reference list would only contain the details of the work by Workman and Reader:


- RefWorks Tip: If you use Write-N-Cite for your in-text citations, you should manually enter the author (if appropriate) and date of the original work you have not read along with the words “cited in” as a prefix when you insert the in-text citation for the authors of the secondary work you have read. For example, enter “Darwin 1872 cited in”. Also, include the comma and page numbers as a suffix.

For example:

For a long time it has been suggested that emotions aided our ancestors’ survival (Darwin 1872 cited in: Workman and Reader 2008, p. 301).

Darwin (1872 cited in Workman and Reader 2008, p. 301) suggested emotions aided our ancestors’ survival and continue to be used in the same way today.

8. Capitalisation

Journal Titles: the first letter of each main word should be in upper case,

*e.g.: International Journal of Nonprofit & Voluntary Sector Marketing*

Other Titles (e.g. book titles, article titles, report titles etc.): Only the first word of the title should be in upper case,
Management of chronic pain: a national clinical guideline.

RefWorks Tip: The capitalisation of references exported/imported to RefWorks will be highly variable depending on the original source. Check and edit the references if necessary when you import them.

9. Dates

9.1 Date of Publication
In the reference list or bibliography the year of publication is enclosed in round brackets following the author name.


9.2 Date of Publication Missing
If “no date” is known use the abbreviation n.d.,

e.g.: (Smith n.d.)

If there is evidence of the approximate year give this with a question mark,

e.g.: (Smith 2014?)

Note ‘in press’ or other advance of publication information,

e.g.: (Smith In Press)

9.3 Full Date Format
If you need to include a full date e.g. the date that an electronic source was accessed use the format ‘day month year’.


RefWorks Tip: The date format of references exported/imported to RefWorks frequently follows the American format ‘month/day year’ e.g. 09/29, 2011. Check and edit references if necessary when you import them.

9.4 Accessed / Retrieved Date
The date you accessed/viewed/retrieved/downloaded information from the Internet may be included in your references. There are two main options:

1. Give the accessed date for every electronic reference (i.e. all references with a DOI or Web address).
2. Give the accessed date only for references to information likely to change e.g. blogs, wikis, web sites etc.

Whichever option you choose, you must use it consistently.

The HSU Examples which accompany this guide consistently demonstrate use of the accessed date.

RefWork Tip: References exported/imported to RefWorks may not automatically include an accessed/retrieved date. You need to edit the record to add it.
10. Non-Roman (foreign) scripts

You may need to reference sources that are not in Roman script, for example: Greek, Chinese, and Arabic sources.

You should transliterate the author name.

e.g.: You would transliterate this Greek name:

Παπακωνσταντίνου, Σ.

So it becomes:

Papakonstantinou, S.

It is your choice whether you transliterate the original title from non Roman script into Roman script, but you should always include an English translation in square brackets after the title.

e.g. in-text:

(Pu, Songling 1988)

In reference list/bibliography:


Or:


11. Electronic Publications: PDFs, Clinical Guidelines, Online Reports and other Documents on the Internet

Although many sources are retrieved from the Internet, it is not always appropriate to use the ‘Web Site’ reference type in RefWorks. This may not give sufficient information for your reference list or bibliography.

Consider whether the information is similar to a report, book, journal article, e-journal, thesis, video, podcast etc. and use the most appropriate ‘reference type’.

Use your judgement about which ‘reference type’ is best as there won’t be an exact match for all material. The ‘Report’ reference type is particularly useful for clinical guidelines, policies, briefings, report series, numbered reports, company reports etc. and it is worth trying that if you are uncertain.

The ‘Web Site’ reference type tends to be best for referring to complete websites or webpages which do not fit into any of the other reference types.

- RefWorks Tip: Many references exported/imported to RefWorks will automatically be allocated to the ‘Web Site’ reference type even if that is not the best option. Edit the reference in RefWorks to change the ‘reference type’ and check that the details are in the correct fields.
12. E-journals

12.1 E-journals & PDFs Equivalent to Print Versions
Many journals published on the Internet are equivalent to a traditional printed journal including a volume number, issue number and page numbers. This applies to most journal articles retrieved from Library databases. You do not require a doi, web address or accessed/retrieved date.

Use the RefWorks ‘Journal Article’ reference type which omits the web address, retrieval date etc.

- RefWorks Tip: most articles exported/imported to RefWorks will automatically be allocated to the ‘Journal Article’ reference type.

12.2 E-only journals, Internet Journal/Magazine Articles
Journal and Magazines are increasingly published only for the Web with no equivalent print version. Articles might not have a volume or issue number. They are unlikely to have page numbers but they might give an ‘article number’.

Use the RefWorks ‘Journal Article, Electronic’ reference type. Include as much information as possible to accurately record the reference including volume, issue, article number and DOI where available. If there is no DOI, give the Web address.

- RefWorks Tip: References exported/imported to RefWorks will automatically be allocated to the ‘Journal Article’ reference type. Edit the reference in RefWorks: change to the reference type to ‘Journal Article, Electronic’ and move or add information to the correct fields as necessary.

12.3 Advance of Publication, In Press etc.
Many articles are made available on the Internet in advance of final publication and before the editing process is complete. Make it clear if a reference is not to the final published version e.g specify ‘In Press’ or equivalent words used by the publisher.

Some publishers will give guidance on the year of publication but others will not so it is important that you include an accessed/retrieval date as well as DOI or web address.

e.g.: (Hatfield et al. 2014 In Press)


13. Medium

13.1 Online
The designation [Online] for electronic publications is not used in this style. Although some referencing guides still recommend use of [Online], many publishers and referencing styles (e.g. American Psychological Society) consider it unnecessary as online publications are increasingly the norm.

13.2 Other Mediums (DVD, Video, Television Broadcast etc.)
Include a description of the ‘medium’ of non-text material within square brackets,


- RefWorks Tip: Some reference types e.g. Video/DVD have a specific ‘Medium’ field. If there is no ‘Medium’ field, use the ‘Identifying Phrase’ field.
14. Lectures, Tutorials, Lecture Notes, Listen Again other Course Material

Many lecturers and tutors discourage or will not allow references to course material in student work. If you consider it necessary to refer to course material you should check with the module tutor if this is permitted.

15. Legal & Government Sources

Students on law courses or law modules should not use the HSU style and should instead use the OSCOLA system for citing legal authorities – see http://libguides.stir.ac.uk/oscola.

Guidance for HSU is partly based on OSCOLA but has been adapted to the Harvard style and modified for easier use with RefWorks.

15.1 Parts, Sections, Chapters, Paragraphs etc.

It is often important to cite (pinpoint) specific sections or parts of legal sources. Wherever possible use an abbreviation appropriate to the structure of the document – see table below.

<table>
<thead>
<tr>
<th>Document Structure</th>
<th>Abbreviation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>page/pages</td>
<td>p. / pp.</td>
<td>p. 74</td>
</tr>
<tr>
<td>part-parts</td>
<td>pt. / pts.</td>
<td>pt. 6</td>
</tr>
<tr>
<td>section/section</td>
<td>s. / ss.</td>
<td>s. 3</td>
</tr>
<tr>
<td>subsection/subsections</td>
<td>sub-s. / sub-ss.</td>
<td>sub-s. 3.4</td>
</tr>
<tr>
<td>paragraph/paragraphs</td>
<td>para. / paras.</td>
<td>para 4.1</td>
</tr>
<tr>
<td>subparagraph/subparagraphs</td>
<td>subpara. / subparas.</td>
<td>subpara. 4.2.3</td>
</tr>
<tr>
<td>schedule/schedules</td>
<td>sch. / schs.</td>
<td>sch. 4</td>
</tr>
<tr>
<td>regulation/regulations</td>
<td>reg. / regs.</td>
<td>reg. 5 and 6</td>
</tr>
<tr>
<td>article/articles</td>
<td>art. / arts.</td>
<td>art. 8</td>
</tr>
</tbody>
</table>

In most instances give the pinpoint within your in-text citation and do not repeat it in the reference list/bibliography.

In-text

The impact of the Children Act (2004, s. 3) was to ...

Reference List/Bibliography


RefWorks Tip: If you are using Write-N-Cite for your in-text citations you can enter the pinpoint e.g. section number, chapter number etc. in the ‘suffix’ field when you insert the citation.

15.2 Web address/URL or Library Database

If the document is accessed from a Web site such as www.scottish.parliament.uk then give the web address (URL) with the date retrieved or downloaded in the reference list/bibliography.

If the document is accessed via a library database such as Westlaw, Lexis or HeinOnline then give the database name instead of the web address (URL) in the reference list/bibliography.


15.3 Acts
The year forms part of the Act title and is not repeated in round brackets in the reference list or bibliography.

For UK Acts give only the title and year.


For Acts of the Scottish Parliament include the abbreviation ‘asp’ and the associated asp number in the reference list/bibliography.


❖ RefWorks tip: Although the year forms part of the title in the reference list or bibliography, add it to the ‘date’ field in RefWorks. RefWorks will automatically format it appropriately in the bibliography.

15.4 Bills
UK Bills
For UK Bills you must distinguish those originating in the House of Commons or the House of Lords with the abbreviation HC or HL and also give the Bill number.

If a UK Bill is amended or reprinted it is given a new number so you simply cite the number on the version that you have referred to.


Scottish Parliament Bills
Bills presented to the Scottish Parliament must include the abbreviation SP with the bill number. SP Bills are given an alphabetical suffix to the original number when they are amended e.g. SP Bill 4A.


15.5 Statutory Instruments
The year forms part of the Statutory Instrument title and is not repeated in round brackets in the reference list or bibliography.
Give the Statutory Instrument number which should include the abbreviation SI or SSI for Statutory Instruments of the Scottish Parliament, the year and the running number.


❖ RefWorks tip: Include the abbreviation SI or SSI in the report number field with the number e.g. SI 2014/2832.

15.6 **Law Cases / Law Reports**

Significant law cases are published in a number of different ‘law report series’ e.g. The Session Cases, Scots Law Times, All England Law Reports etc.

**Title (Party Names)**

The title includes the party names in italics.

**Date and Brackets**

Law cases are often published in multiple different law report series which may include square, round or no brackets around the date. OSCOLA and other specialist legal citation systems have detailed requirements on use of brackets but this is simplified in HSU and the date should always be enclosed in round brackets.

**Volume Number**

If there is a volume number, give this before the abbreviated title of the law report series. Do not prefix with vol. or v.

**Abbreviation of Law Report Series Title**

The name of the law report series should be abbreviated without punctuation. If you are uncertain what the abbreviation should be, check this in the Cardiff Index: http://www.legalabbrevs.cardiff.ac.uk.

❖ RefWorks Tip – Enter the report series abbreviation in the Periodical abbreviation field.

**Page Number**

The first page number of the case forms part of the bibliography reference but the abbreviation for ‘page’ is unnecessary. Subsequent page numbers are excluded.

You may pinpoint specific page or paragraph numbers in your in-text citation. OSCOLA requires paragraph numbers to be enclosed in square brackets but pinpoints are simplified in HSU and the appropriate abbreviation from the table above should be used instead e.g. p. 43, pt. 4 etc.
Bibliography – annotated example


Unreported Cases

Only a small proportion of law cases are published in the law reports. These tend to be cases that clarify or extend the law in some way.

Prior to 2001 in England & Wales and 2005 in Scotland it was difficult to find the content of ‘unreported’ cases unless they were widely discussed in the newspapers etc. If you are referencing such cases, give as much detail as you can and if possible provide the name of the court. If you know the day/month the judgement was made give this information. It is not necessary to record that the case was ‘unreported’ but you may find that useful for clarification.

e.g. R v OLL Ltd (1994) Winchester CC [unreported]

From 2001 in England & Wales and 2005 in Scotland the courts provide an official ‘transcript’ of the cases so it is easy to find the content of a case. The reference which is known as a ‘neutral citation’ includes the party names, year, court (in abbreviated form) and a unique judgement (case) number (not page number). Although the year of publication in a neutral citation is normally within in square brackets, this convention is modified in HSU for easier use with RefWorks and should be enclosed in round brackets as usual.

15.7 Command Papers

Give the Department, Committee or Royal Commission that produced the paper as the author (not the Secretary of State that presented it). In some instances the department is not recorded on the actual paper but it is usually noted on any official Web site that links to it.

Give the Command Paper number with the appropriate abbreviation and year.

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Optionally, give additional information preceding the command number e.g. white paper, green paper etc.


RefWorks Tip: Enter the command number with its preceding abbreviation e.g. Cm 8946 in the report number field. Add optional information if you wish e.g. White Paper, CM 8946.

15.8 In-Text Citations for Legal Sources

Legal sources often have no author so the ‘title’ is given in the in-text citation.

Where appropriate you can enclose the title and the year within round brackets

e.g. The penalty for corporate manslaughter (R v OLL Ltd 1994) following the Lyme Bay canoeing disaster was reduced on appeal (R v Peter Bayliss Kite 1996) …

If you use a shortened or popular form of a title in your natural sentence, you should also give the main title in round brackets at least the first time you cite it,

e.g. The consequences of the Anti-terrorism Bill (Anti-terrorism, Crime and Security Bill 2001) were to …

In other instances you may include the complete title as part of your natural sentence. To follow the HSU style also give the date and any page, part, section etc. numbers you wish to cite in round brackets

e.g. The introduction of the Housing (Scotland) Act (2014, pt. 2) was to …

RefWorks tip: If you use WNC for your in-text citations, see section 5 above for guidance on how to add a title manually to natural text and still insert it automatically into your bibliography.