

Harvard style for legal information

Referencing Cases, UK Statutes, and UK Statutory Instruments using Endnote Web or Endnote and Plymouth Cite Them Right.

These notes are aimed at those students providing references to legal material in conjunction with other cited works. Law students should follow any Law School provided style sheets in regard to referencing legal material.

Whether you import information or manually enter information, the data fields mentioned for each type of information source are the minimum that must be completed so that the output style 'Plymouth Cite Them Right' can provide the correct information in your text and Reference listing.

Please note that there are slight variations in the order of the data fields between Endnote Web and Endnote.

Cases.

The Reference Type must be set as **Case**

The data fields to be completed are:

Case name: enter the names of the parties in the case, e.g.: Regina v Marks.

Year decided: enter the year.

Reporter: enter the name of publication the case is reported in. This could be a Court report, an aggregator service, or a journal. For example: Weekly Law Reports. Please note: what you enter is what will appear in the reference, so if you are to use abbreviations then you should enter the abbreviation, e.g.: WLR. Do not use the Reporter Abbreviation data field.

Court: enter, if known or if you want it to appear in the reference, the name of the Court, e.g.: Queen's Bench Division. Please note that what you type is what will appear in the reference. If you need to use an abbreviation then enter the abbreviation, e.g.: QBD.

Reporter volume: enter the volume number, if there is one.

First page: enter the page number of the first page of the case report.

[Please note: data in **any** other fields will not be utilised by Plymouth Cite Them Right.]

Worked Example:

Data entered into Endnote Web or Endnote.

Case Name: Regina v Marks
Year Decided: 2009
Reporter: Weekly Law Reports
Court: Queen's Bench Division
Reporter Volume: 2
First Page 575

Your 'in-text' citation will be: (*Regina v Marks*, 2009)

Your Reference Listing will be:

Regina v Marks [2009] Weekly Law Reports, 2, 575, Queen's Bench Division.

NB: If your preference is for the form “R. v Marks” then you must enter that into the ‘Case Name’ field instead of “Regina v Marks”

UK Statutes

There are two steps necessary to obtaining a correct citation for statutes. Firstly you must complete the data entry and then insert the citation. Then, after inserting the citation you must edit it to achieve the correct format.

Step 1

The Reference Type must be set as **Statute**

The data fields to be completed are:

Name of Act: enter the title of the act plus the year, e.g.: Children Act 2004

Year: enter the year

Country: enter Great Britain for all UK applicable acts, or enter the country for acts that apply only to a specific country of the UK.

Statute number:

Post-1963 Act: enter the Monarch’s name and law chapter number, e.g.: Elizabeth II. Chapter 31

Please note the full stop and space between the monarch and chapter number; and that there is no full stop after the chapter number.

Pre-1963 Act: enter the regnal year Monarch’s name and law chapter number, e.g.: 26 Henry VIII. Chapter 1

Please note there is only a space between the regnal year and monarch; there is a full stop and space between the monarch and chapter number; and no full stop after chapter number. [The regnal year is the number of years after the monarch’s accession that the legislation was enacted].

Publisher: for **Post-1963 Acts only** enter London: The Stationary Office, otherwise leave blank.

Worked Example:

Data entered into Endnote Web or Endnote.

Name of Act: Children Act 2004

Year: 2004

Country: Great Britain

Statute Number: Elizabeth II. Chapter 31

Publisher: London: The Stationary Office

Your ‘in-text’ citation will be: (*Children Act 2004*, 2004)

Your Reference Listing will be:

Great Britain. *Children Act 2004: Elizabeth II. Chapter 31*. (2004) London: The Stationary Office

Step 2

Formatting the in-text citation.

After using EndNote Web or EndNote to insert the citation in your text it is necessary for you to edit the in-text citation to achieve the correct style.

1. Right click on the bracketed in-text citation (*Children Act 2004, 2004*)
2. Hover the mouse pointer over 'Edit citation(s)' and then click on 'More'.
3. In the lower portion of the window that appears:
Tick (click in the empty box) for 'Exclude year'.
In the 'Prefix' line, type: Great Britain. (Great Britain followed by a full stop and a space; or the country name followed by a full stop and a space, if the law applies only to a specific country).
4. Now click OK. The in-text citation will now appear in its correct format.

Your 'in-text' citation will be: (Great Britain. *Children Act 2004*)

UK Statutory Instruments

The Reference type must be set as **Statute**

Only complete the following two data fields (please note: Country and Publisher must be blank):

Name of Act: [enter the full title of the Statutory Instrument, including the year designator at the end of the title.]

Statute Number: [enter data in the following style: (SI[space]year/instrument number).
E.g.: (SI 2001/3365). Please include the brackets and the full stop outside the closing bracket.

Worked Example:

Data entered into Endnote Web or Endnote.

Name of Act: Terrorism (United Nations Measures) Order 2001

Statute Number: (SI 2001/3365).

Your 'in-text' citation will be: (*Terrorism (United Nations Measures) Order 2001*)

Your Reference Listing will be:

Terrorism (United Nations Measures) Order 2001: (SI 2001/3365).

If you require further assistance or advice please contact your Information Specialist or email: informationspecialists@plymouth.ac.uk