


Creating footnotes

This guide will show you how to create footnotes, when you are using the OSCOLA referencing style.

How do I create footnotes?

Every time you refer to or quote from a case, piece of legislation, book or journal article – or any other source – you should add a **footnote** with more details. Usually, you will also be expected to include a bibliography at the end of your essay. If you're not sure whether a bibliography is required, check with your module leader.

Footnotes come below the body of the text at the bottom of each page. To add a footnote:

- If you're using **Microsoft Word**, put the cursor after the word(s) you want to reference. Go to the 'References' tab at the top and select 'insert footnote'. Alternatively, use the keyboard shortcut **Ctrl+Alt+F**.
- If you're using **Google Docs**, put the cursor after the word(s) you want to reference. Go to the 'Insert' menu tab and select 'footnote'. Alternatively, use the keyboard shortcut **Ctrl+Alt+F**.
- If you're using **Pages**, put the cursor after the word(s) you want to reference. Click on  in the toolbar and choose 'footnote'.

In all of these programs, your footnotes will automatically be given numbers. If you go back and insert a new footnote, your existing footnotes will automatically be renumbered.

Did you know? If you don't have Microsoft Word, you can sign up for Office 365 for *free* as an Oxford Brookes student. Go to https://service.brookes.ac.uk/sp?id=kb_article_view&sysparm_article=KB0011799 and follow the instructions.

Where can I learn more about OSCOLA referencing?

<https://www.brookes.ac.uk/library/resources-and-services/course-resource-help/law#oscola>

From here you can download the OSCOLA handbook, watch videos and book a place at a free OSCOLA workshop.

Getting help and learning more

More information and support can be found on the law page of the library website:

<https://www.brookes.ac.uk/library/resources-and-services/course-resource-help/law>