

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 finding out more

Find more information on the Law help pages, at www.brookes.ac.uk/library/resources-and-services/course-resource-help/law

If you need any help with finding or using library resources for law please contact **Charlie Brampton** (Academic Liaison Librarian for Law) at c.brampton@brookes.ac.uk.

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