

# Referencing UK Official and Legal Publications

## Non-Parliamentary Publications

1. Author (the name of the Government department, committee etc - followed by a full stop)
2. Date of publication - in brackets
3. Title of the work – underlined, followed by a full stop
4. Edition (if other than the first) – followed by a full stop
5. Place of publication – followed by a comma
6. Publisher – followed by a full stop
7. Title of series and volume number (if applicable) – separated by a comma, the whole in brackets and followed by a full stop

Department for Education and Skills. (2002) Transforming the way we learn : a vision of the future of ICT in schools. London, Department for Education and Skills. (ICT in Schools Research and Evaluation).

Department for Trade and Industry. (2001) Business preparations for the euro. London, HMSO.

## Note

HMSO (Her Majesty's Stationery Office) now called The Stationery Office is the Government's official publisher, and should never be given as the author of a work.

**Parliamentary Publications.** These come in a range of different types.

## Acts

1. Title of the Act including the date – all underlined
2. Chapter number of the Act. – in brackets; c. is the accepted abbreviation for chapter Note that the chapter details are slightly different for older documents
3. Place of publication – followed by a comma
4. Publisher – followed by a full stop

National Health Service (Primary Care) Act 1997 (c. 46) London, The Stationery Office.

Education Act 1944 (7&8 Geo 6 c. 31) London, HMSO.

## Statutory Instruments

1. Title of the regulations – underlined and followed by a full stop
2. Date of publication – in brackets
3. SI – (short for Statutory Instrument) - please use this exact format
4. Year of the regulations - followed by a forward slash, i.e. /
5. SI number – followed by a full stop
6. Place of publication – followed by a comma
7. Publisher – followed by a full stop

The control of substances hazardous to health regulations. (1988) SI 1988/1657. London, HMSO.

The chemicals (hazardous information and packaging for supply) regulations. (1944) SI 1944/3247. London, HMSO.

## Bills

1. HL Bill or HC Bill as appropriate
2. The session of Parliament - in brackets
3. Serial number of the bill – House of Commons bills are numbered in [ ]; House of Lords bills have no brackets around the number – followed by a full stop
4. Specific title of Bill – underlined and followed by a full stop
5. Place of publication – followed by a comma
6. Publisher – followed by a full stop

HC Bill (2000-01) [12]. Road Transport Bill. London, The Stationery Office.

HL Bill (2005-06) 88. Animal Welfare Bill. London, The Stationery Office.

## Parliamentary Papers

- A range of subjects as well as Select Committee proceedings are covered under the general term Parliamentary Papers.
- They are organised numerically according to the House they originate from. The serial numbers are printed on the lower right hand corner of the cover.
  1. Name of the Committee
  2. Session of Parliament – in brackets
  3. Title of the report if different from 1. above– underlined and followed by a full stop
  4. Abbreviation of the House. Use HL for House of Lords; HC for House of Commons
  5. Serial Number – if House of Lords paper insert in round brackets ( )
  6. Date of parliamentary session - in brackets followed by a full stop
  7. Place of publication – followed by a comma
  8. Publisher – followed by a full stop

Select Committee on Nationalised Industries (1978-79) Consumers and the Nationalised Industries : prelegislative hearings. HL (244) (1984-1985). London, HMSO.

Tribunal of Inquiry into the Abuse of Children in Care in the Former County Council Areas of Gwynedd and Clywd since 1974 (1999-2000) Lost in care : summary of the report with conclusions and recommendations in full. HC 201 (1999-2000). London, The Stationery Office.

From time to time reports are issued jointly by both Houses. When this occurs, the serial numbers of both the House of Lords and the House of Commons is included, separated by a comma and with a full stop after the designation for the House of Commons paper

Joint Committee on Human Rights (2002-03) The UN Convention on the Rights of the Child : minutes of evidence. HL (98-ii), HC 81-I (2002-2003). London, The Stationery Office.

## Reports of Parliamentary Debates (Hansard)

1. House of Commons or House of Lords abbreviated to HC or HL as appropriate
2. Debate - please use this word
3. Date of Parliamentary Session – in brackets
4. Volume number – followed by a comma
5. Column - abbreviated to col.
6. Column number

continued overleaf

HC Debate (1990-91) 195, col. 311

HL Debate (1990-91) 529, col. 111

### Command Papers

Command papers are “presented to Parliament by command of Her Majesty”. They could be

- statements of Government policy, i.e. *White Papers*
- discussion or consultation papers i.e. *Green Papers*
- reports to Royal Commissions
- reports of Departmental Committees
- reports of investigatory bodies such as the Law Commission or Monopolies and Mergers Commission

In other words, they cover a wide range of types.

Command papers are numbered sequentially within the series, regardless of the Parliamentary session. Since 1833 there have been six different series of command papers, each with its unique prefix. This is clearly marked on the front of each publication. To avoid confusion over numbers, it is essential that the series reference is taken accurately from the document.

1. Name of originating department - underlined if 3 below **does not** apply. If 3 **applies**, *do not* underline here. If several departments are responsible for the report, follow the standard Harvard Referencing rules for authors
2. Date of publication – in brackets
3. Title of the Command Paper – underlined if **significantly** different from that of originating department and followed by a full stop. **If 1. above applies, omit this step**
4. Place of publication – followed by a comma
5. Publisher – followed by a full stop
6. Command number – in brackets and followed by a full stop

The Victoria Climbié Inquiry (2003) London, The Stationery Office. (Cm 5730).

Royal Commission on Long Term Care (1999). With respect to old age : long term care – rights and responsibilities. London, The Stationery Office. (Cm 4192-I).

Committee of Inquiry into the Actions of the Authorities and Agencies relating to Darryn James Clarke (1979) London, HMSO. (Cmnd 7730).

Department of Health and Social Security (et al.) (1977) Prevention and health. London, HMSO. (Cmnd 7047).

### Law Reports and Cases

Law Report series are often referred to by abbreviations of the title. Some common examples you may come across are:

All E. R.	All England Law Reports
C.M.L.R.	Common Market Law Reports
J.P.	Justice of the Peace Reports
L.G.R.	Local Government Reports
W.L.R.	Weekly Law Reports
A.C.	Appeal Cases
Ch	Chancery Division
Fam	Family Division
Q.B.	Queen’s Bench Division

There is a standard format for referencing law cases. Although it is not strictly the Harvard system, it is the preferred format.

1. Names of the parties in the law case – plaintiff and the defendant in that order – underlined and followed by a full stop
2. Date the case was reported – in square brackets
3. Volume number
4. The abbreviated format of the series of law reports
5. Page number at which the report commenced

Regina v. Collins. [1972] 3 W.L.R. 244

Exeter City AFC Ltd v Football Conference Ltd and another. [2004] 4 All E.R. 1179

If you have referred to a specific page of a report, then it will be cited as follows. **N.B.** Notice the use of the word “at”.

Roberts v Parole Board. [2004] 4 All E.R. at p. 1138

**Referencing EC official publications overleaf**

# Referencing European Communities Official Publications

Because of the variety of and complexity of the documentation coming from the European Communities, the Harvard system of referencing does not strictly apply. As with some of our own official publications, it is necessary to adopt a style and to be consistent. We recommend that a format similar to that used for UK official publications is adopted.

## General EC reports

1. European Commission – it is necessary to add this to clearly identify the documents as from a non-UK jurisdiction - followed by a full stop
2. Name of the EC institution responsible for the work
3. Date of publication – in brackets
4. Title of the work – underlined, followed by a full stop
5. Place of publication – followed by a comma
6. Publisher – followed by a full stop. If the publisher is Office for Official Publications of the European Communities this can be given in full or abbreviated to OOPEC

European Commission. Directorate-General for Employment, Social Affairs and Equal Opportunities (2005) Equal success stories : development partnerships working against discrimination and equality in Europe. Luxembourg, Office for Official Publications of the European Communities.

## COM documents

These are proposals for new legislation being put forward. Generally only the final version of the proposals are published after considerable discussion with interested parties. It is unusual for earlier versions to be publicly available. It is, however, customary to indicate that the version being referred to is the final version.

Title of the document – underlined

COM document serial number – followed by a comma

The word final – followed by a full stop.

Exact date - if known - followed by a full stop

Place of publication – followed by a comma

Publisher - followed by a full stop. If the publisher is Office for Official Publications of the European Communities this can be given in full or abbreviated to OOPEC

The impact and effectiveness of the Single Market : communication from the Commission of the European Parliament and Council. COM (96) 520, final. 30 October 1996.  
Luxembourg, Office for Official Publications of the European Communities.

The Commission's programme for 1997. COM (96) 507, final; SEC (96) 1819, final.  
Luxembourg, Office for Official Publications of the European Communities.

## Secondary Legislation

Legislation is published in the Official Journal of the European Union, abbreviated to OJ. The Official Journal comes in three parts:

- OJ L for Legislation
- OJ C for Communications and Information, and
- OJ S for a Supplement

A reference from the OJ includes the appropriate issue number, date of publication, and page numbers.

Secondary legislation is referenced thus:

1. Originating institution – Commission or Council
2. The form of the legislation – Regulation, Decision or Directive
3. The institutional treaty under which it was made - (e.g. EEC, EC, Euratom etc) - in brackets – if given immediately after the title on the original document
4. The unique serial number
5. of – use this word
6. The date it was enacted
7. The remaining title detail – followed by a full stop  
Points 1-7 are all underlined
8. The Official Journal reference – in brackets

Council Directive 2006/79/EC of 5 October 2006 on the exemption from taxes and imports of small consignments of goods of a non-commercial character from third countries. (OJ L286, 17.10.2006, pp15-18)

Commission Decision 2006/521/EC of 25 July 2006 amending Decisions 2005/692/EC, 2005/733/EC and 2006/7/EC as regards certain protection measures in relation to highly pathogenic avian influenza. (OJ L205, 27.7.2006, pp26-27)

Council Regulation (EC) No 389/2006 of 27 February 2006 establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community and amending Council Regulation (EC) No 2667/2000 on the European Agency for Reconstruction. (OJ L65, 7.3.2006, pp5-8)

These could all be abbreviated to -

Council Directive 2006/79/EC of 5 October 2006

Commission Decision 2006/521/EC of 25 July 2006

Council Regulation (EC) N0 389/2006 of 27 February 2006

but it is better practice to give full details of where exactly to find them. If being cited within the text, one would only require to mention, for example, Council Directive 2006/79/EC, and give the extended detail in the reference list.

### **European Case Law**

References for EU Case Law are very similar to those for UK Case Law. [see the section on Law Reports and Cases above].

The most common Law Report is European Court Reports, abbreviated to ECR.

Stitching Collective v Voor de Media. (case C-288/89) [1991] ECR 1-4007

For help or information, email [library@ucs.ac.uk](mailto:library@ucs.ac.uk)