

Using Juris-M and OSCOLA

OSCOLA is the Oxford Standard for the Citation of Legal Authorities. It is a widely-used method for referencing in academic legal writing.

Zotero is a software package which will manage a database of references to academic materials, together with associated files (particularly PDFs). Zotero can automate some elements of referencing and producing a bibliography.

Juris-M is a variant of Zotero which adds support for legal referencing. It was formerly known as Multi-Lingual Zotero or MLZ.

Installation

Juris-M can be downloaded free of charge from <https://juris-m.github.io/downloads/>

There is also a standalone version of Zotero but using this with Juris-M can cause complications.


Which version of Juris-M and browser plugins you install will vary depending on your computer system and what browser you use most often. Therefore this document does not provide detailed instructions as these will differ significantly for particular situations. However, you should be sure to install at least:

- the Juris-M standalone client; and
- a browser connector for either Chrome or Firefox.

If you do not use Word, Pages, or one of the other supported word processors, you may need to install the RTF/ODF Scan auxiliary plugin.

You may also want to install some of the specific plugins for Bluebook support, depending on your needs.

Adding References to Juris-M

It is easy to add references to Juris-M. You can enter them by hand by clicking on the plus sign icon 

and then completing the data entry screen on the right-hand side of Juris-M:



If you already have a library in another format, such as EndNote, there are import options under the gear wheel icon:



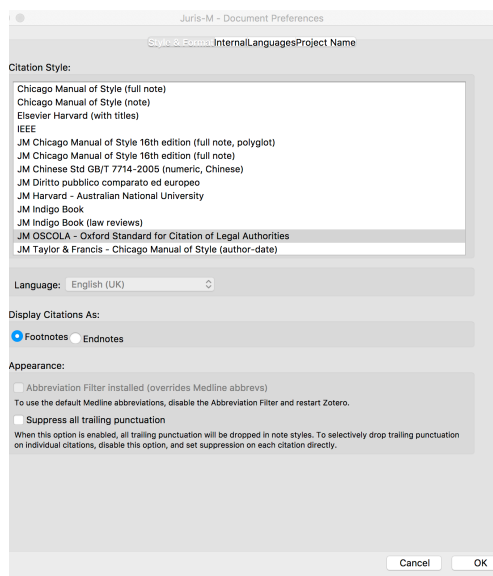
Juris-M can also import references from sources such as library catalogues, Google Scholar and Amazon. For more on this, please see https://www.zotero.org/support/getting_stuff_into_your_library

Adding References to Your Document

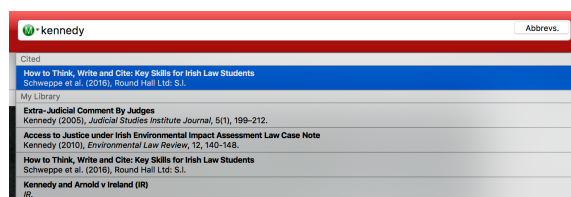
When Juris-M is installed, it should also install a plug-in that will work with your word processor. In Word 2008 for Mac, the plugin buttons will appear in the 'Word script menu', opened from an icon in the toolbar. In other versions of Word, it will be in the 'Add-ins' toolbar, or in a new 'Zotero' menu. In LibreOffice Writer (and other open source word processors), the buttons should be visible in the Writer toolbar itself.

When you are ready to insert a reference, make sure Juris-M is open and then find the command for 'Add Citation' in your word-processor. When you insert your

first citation, a Juris-M dialog box will appear to confirm your preferred citation style. Choose ‘OSCOLA’:



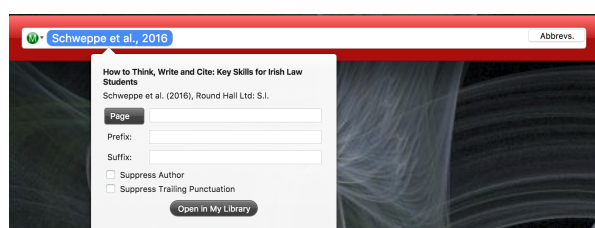
Next, Juris-M will ask you to choose the reference that you wish to cite. Type part or all of its name, author, or other identifying information and Juris-M will search for it:



Select the appropriate item and click on ‘OK’. The name of the reference will appear in the red box for you to confirm by pressing the enter key.



You can add extra information, such as a pinpoint page reference, at this point, by double-clicking on the name of the reference and editing the details of the citation:



If you add multiple references to the same item, Juris-M should insert appropriate back references, such as ‘ibid’ or ‘(n 10)’. If you move footnotes around, you may need to ask Juris-M to ‘Refresh’ the references by pushing the appropriate button.

Adding a Bibliography

When you have finished writing, choose ‘Add Bibliography’ from the Juris-M menu in your word processor. Juris-M will scan your document for references and automatically build an appropriately-formatted bibliography from them. For more on this, see https://www.zotero.org/support/word_processor_integration

More Advanced Topics

Juris-M can store your PDFs and other documents, and can download PDFs from the Internet automatically. For more on this, see https://www.zotero.org/support/attaching_files

Once you have a lot of references, you will probably want to organize them. For more on this, see https://www.zotero.org/support/collections_and_tags

You can take notes within your Juris-M library. For more on this, see <https://www.zotero.org/support/notes>

If you work on more than one computer, you may want to sync your Juris-M databases between them. For more on this, see <https://www.zotero.org/support/sync>

Further Reading

A more detailed tutorial is available at http://guides.ll.georgetown.edu/citation_tools/zotero

For more on Juris-M (under its previous name of Multi-Lingual Zotero), see the book ‘Citations Out of the Box’, particularly Chapter 2.

If you find screencasts useful, there are many at https://www.zotero.org/support/screencast_tutorials and <https://our.law.nagoya-u.ac.jp/howto/>

Getting Help

If you need help with Juris-M, you can post questions at <https://forums.zotero.org/> – be sure to put [Juris-M] in the subject of your query or join the mailing lists described at <https://juris-m.github.io/support/>