

## EXPANDED STYLE GUIDE – *SPECULUM JURIS*

Since the journal will be published by Lexis-Nexis Butterworths Publishers, we have resolved to adopt, with only minor variations, **the referencing style of articles in the *THRHR*** for the book. Lexis-Nexis publish the *THRHR*. By doing this, we will hopefully ensure that there is consistency for both the contributors as well as the academic and publishing editors of the book, as well as a degree of familiarity with the style for both parties.

A few basic guidelines are included below, and if there are any problems, please feel free either to contact me or to consult a recent edition of the *THRHR*. Differences to the *THRHR* style are marked in **bold**. Don't feel too worried about the stylistic aspects, as both I and the publishing editors will be checking the technicalities.

### The Manuscript: Basic Format

- Articles should be compiled and submitted in electronic format in MS Word.
- Articles should not exceed the average length of a journal article: ie 7 – 10 000 words.
- Articles should be produced in Times New Roman font, in 1.5 spacing, in 12 pt font
- Footnoting must be used for references, as is the case with articles generally. Footnotes should be in Times New Roman 10 pt font, single spaced.
- Please give the full name under which you would like your article published (eg Peter J Croft, or PJ Croft, or Peter Croft); your academic qualifications and the institutions from whence you acquired such qualifications (eg BA LLB (Wits)), and the position you hold either in academia or the profession (eg Professor in the Department of Private Law, University of Mpumalanga).
- NO abstract is necessary.
- Sections and Headings should follow the following format:

#### **1 INTRODUCTION: SOUTH AFRICAN LAW**

##### **1 1 Private Law**

1 1 1 *The Law of Unjustified Enrichment*

##### **1 2 Public Law**

1 2 1 *Administrative Law*

### Basic Issues of Style and Punctuation

#### *Paragraphing*

Please leave a space between paragraphs, but DO NOT put a tab at the start of the next paragraph – the publishers will do this.

## Quotations

- Double quotation marks should be used.
- Single quotation marks should only be used inside a quotation.
- Quotations should correspond exactly with the original.
- Any changes or insertions should be indicated using square brackets [ ].
- Quotations that are three lines or longer in length should be separated from the text by being indented. A space should appear ONLY AFTER THE QUOTATION. The indented text should appear in 10 pt font.
- Footnote numbers should come at the end of the quotation.

## “Foreign” Words and Expressions

- Words and expressions in Latin, or in a foreign or African language should be italicised: *culpa, bona fides, Grundnorm, ikhazi*.

## Capitalisation

- **Unlike the THRHR we will retain capitalisation for headings, proper nouns and titles of books, journals:** *The Law of Contract in South Africa, Die Onregmatige Daad in die Suid-Afrikaanse Reg, Judge President, Chief Justice.*

## Abbreviations

- Standard abbreviations will be used. Some examples of commonly used abbreviations are: section (s); sections (ss); subsection (subsec); paragraph (para); paragraphs (paras); second edition (2ed); Judge (J); Acting Judge (AJ); Chief Justice (CJ); chapter (ch); compare (cf); following (ff).

## Page numbers

- Where consecutive pages are referred to in references to cases, Acts, textbooks and journals, the page numbers should be referenced FULLY: 165-169, NOT 165-9 or 165-69.

## References

### *Acts of Parliament*

- The title and number of the Act are not to be italicised.
- The first time an Act is referred to, the title should be given in full in the text, and a reference to the number and year should appear in the footnote.
- Subsequently, the title or abbreviated title of the Act may be used, but there is no need to refer to the number and year again. References can be confined to the relevant section (s) or sub-section (subsec) under discussion.

## Cases

- The first time a case is referred to, its full title and citation should be given.
- Case titles should be italicised: *James v John*
- The words “and another” or “and others” are to be omitted.
- Case citations should follow the ordinary format followed in the *THRHR*: 1967 2 SA 456 (N) or 1996 3 All SA 345 (T) or 1999 11 BCLR 777 (D). There should be NO brackets around the volume number, where such exists.
- Specific page references should not be preceded by an “at”. So: 1978 3 SA 234 (A) 237D-G.
- If paragraphs are referred to, simply say “para 34”: 1999 2 SA 199 (CC) para 34.
- After the first mention of a case, an abbreviated title may be used: *Soobramoney’s case* or *Soobramoney*.
- Where a case is referred to for a second or subsequent time, the style adopted in the *THRHR* is occasionally inconsistent. Two options can be followed. Either give the full case citation each time you refer to the case, or simply give the title or abbreviated title, then the page reference: *James v John* 56G. The second option will most likely be preferable for authors, and you would be encouraged to adopt this.

## Textbooks

- The first time a textbook is referred to, a full reference should be given. A full reference will look as follows: Brownsword *Contract: Themes for the Twenty-First Century* (2000) 34.
- It is unnecessary to supply the first name or initials of the author, unless it is necessary to prevent confusion.
- Book Titles should be italicised.
- An edition can be referred to, where necessary. Kerr *The Principles of the Law of Contract* 6 ed (2002) 123.
- The date of publication should appear in round brackets
- When the book is referred to for a subsequent time, you can either use the author’s surname name and the page where you found your authority (Kerr 646) or use the author’s surname, an abbreviated title, and the page where you found your authority (Kerr *Contract* 646).

## Journal Articles

- The first time a journal article is referred to, a full reference should be given: Neethling “Defamation in South Africa” 1995 *THRHR* 378. Please note that the year is NOT placed in brackets, and the volume number is OMITTED. No first names or initials should be given, as is the case with textbook authors, unless it is necessary to prevent confusion.
- Titles of journals should be italicised, and standard abbreviations for journal titles should be used.
- If you wish to refer to a specific page, do so immediately after the commencement page, without using “at”: 1978 *CILSA* 347 350.

- When the article is referred to for a second or subsequent time, use an abbreviated reference: Neethling 1995 *THRHR* 390. Only the page from whence the information was acquired should be reflected.
- *Ibid* may be used if the reference is exactly the same as the preceding one.

**Please note that as far as possible we will be avoiding the use of cross-references back to the first reference of the book/journal/case, and referencing techniques like *op cit*, *loc cit* and *supra* to streamline the referencing system and to try to prevent cross-referencing errors.**

#### *Theses*

- Please give the author's surname, the title of the thesis, and then in brackets, the type of thesis, the institution, and the date. Thereafter give the page from whence the information came. So Jansen *The Undisclosed Principal* (LLD-thesis, RAU, 1997) 34.

#### *Internet references*

- We will follow the *THTHR* style as follows: Garrett "Consumer Protection" <http://law.computers.edu/garrett.html> (accessed 24-02-2004).

#### *Old Authorities*

- Please consult 1985 *THRHR* 125, if you need to use old authorities. The referencing style is pretty standard for these in any event.