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# GUIDELINES FOR AUTHORS

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Contributions for publication and correspondence with the editor should be sent to Professor CJ Nagel, Editor THRHR, Faculty of Law, University of Pretoria, Pretoria, 0002; e-mail [chris.nagel@up.ac.za](mailto:chris.nagel@up.ac.za). Subscriptions and advertisements should be addressed to LexisNexis, PO Box 792, Durban 4000.

The editor must be fully informed in case a contribution has already been published or submitted for publication elsewhere, either in full or in part.

Authors are requested to prepare manuscripts as closely as possible in accordance with the *Tydskrif* style. Detailed guidelines for authors were published in 1985 *THRHR* 122–126. The general guidelines published here and any recent copy of *Tydskrif* may also be consulted in case of uncertainty. The editor refers contributions to expert referees to decide on their suitability for publication on a confidential basis. The editorial panel will make changes to manuscripts in order to bring them in accordance with the *THRHR* style, to correct language errors and to promote clarity where necessary.

Articles should as a rule not exceed 7 000 words (approximately 20 pages in the format explained below). An article must contain the author's initials and surname, academic qualifications, a brief description of his or her position in the organisation to which he or she is attached, as well as a brief summary (approximately 300 words) in Afrikaans if the article is in English, and vice versa. The summary should also have a translated title. Authors are requested to make use of footnotes in stead of endnotes.

Notes, case notes and book reviews: The author's initials and surname and the organisation to which he or she is attached must be supplied. Footnotes should not be used – all references are made in brackets in the text itself. Case notes have a title, with the name of the case as sub-title. In case of book reviews the title of the book under review is also the title of the review. The name of the author of the book, the edition (if not the first), publisher, place of publication, year of publication, the number of pages and the price (both soft and hard cover where appropriate) should be supplied. (Consult a recent copy of *Tydskrif*.)

## The following applies to all manuscripts:

- **Format** Manuscripts should be typed in double spacing on one side of A4 size paper only. This also applies to summaries, quotations and footnotes. Contributions must also be submitted either on diskette or by e-mail, preferably in MS Word format.
- **Abbreviations** are not used in the text; in footnotes (and bracketed references in case of notes) recognised abbreviations are used extensively. Punctuation and spaces are not used in abbreviations: eg, cf, USA, *THRHR*, RSA, BA, LLB, Unisa, *SALJ*. Examples: s for section (plural ss); ff for and further; para for paragraph (plural paras); 2ed for second edition; AJ for acting judge; J for judge; JA for judge of appeal; JP for judge president, AJA for acting judge of appeal; CJ for chief justice; reg for regulation; ch for chapter; and cf for compare.
- **Quotations** correspond exactly with the original, that is, with italicisation, capital letters, full stops, etcetera, unchanged. All changes or insertions in quotations are made in square brackets, for example:

“[I]n . . .” Authors are requested to check quotations carefully.

- **Capital letters** The use of capital letters in Afrikaans contributions are limited as far as possible: die regter, die appèlafdeling, die parlement, die minister, die hof, die regter-president. All footnotes start with a capital letter.
- **Headings** Consult this edition for examples.
- **Quotation marks** Use double quotation marks, with single quotation marks *inside* a quotation. Where a full sentence is quoted, the quotation marks are placed after the full stop; in other cases they are placed before the comma, colon or semi-colon.
- **Italics** Quotations (also in Latin) are *not* italicised (underlined). Words and expressions in a language other than that of the contribution are in italics: *dolus*, *fait accompli*, *Grundnorm*.

## References

- **Cases** The names of the parties and the “v” between them are in italics (or underlined). The words “and another”, “and others” etcetera are omitted. The English references to pre-1947 decisions are also used in Afrikaans contributions. Examples: *Botha v Botha* 1979 3 SA 792 (T); *Talbot v Von Boris* 1911 1 KB 854; *Ex parte F* 1963 1 PH B9 (N); *Re Waxed Papers Ltd* 1937 2 All ER 481 (CA); *Shatz v Josman* 1935 NPD 142.
- **Books** It is unnecessary to supply the initials of the author (except where such omission may cause confusion). Book titles are in italics (underlined). Only the first word starts with a capital letter, except where proper names appear in the title. Only the date of publication is provided between brackets: Van der Merwe en Olivier *Die onregmatige daad in die Suid-Afrikaanse reg* (1989).
- **Articles** The titles of articles are placed in quotation marks. Only the first word starts with a capital letter: Joubert “Aspekte van die aanspreeklikheid van vennote” 1978 *THRHR* 291.
- **Journals** Names of journals are in italics (underlined) and not abbreviated (except *LJ*, *LR* and *Univ*): *Harvard LR*, *Yale LJ*, *De Rebus*, *De Jure*. But: *THRHR*, *SALJ*, *TSAR*, *CILSA*, *SASK*, *SA Merc LJ*, *LQR*, *JRS*. The volume number is omitted (except where the page numbers of a journal are not continuous – such as *Codicillus*): 1971 *THRHR* 12; 1979 *SALJ* 307; 1987 (2) *Codicillus* 13.
- **Legislation** The title and number of an Act are not italicised and are rendered thus: The Bills of Exchange Act 34 of 1964; The Companies Act 61 of 1973. References to legislation in the text may also be informal (as soon as it is clear to the reader which Act is referred to): the 1926 Act, the Companies Act of 1926.
- **Old authorities** See 1985 *THRHR* 125.