



Legal Writing Consultants: Rules and Regulations for consultations

Should you encounter problems with the writing, style and/or structure of your assignment, make an appointment with one of the Faculty's writing consultants and have a draft of your assignment ready.

The idea is not for the consultant to edit your work for you, but rather to cast a critical eye over it and to give you the necessary guidance to enable you to improve your writing.

Please take note that ALL CONSULTATIONS WILL HAPPEN ONLINE UNTIL FURTHER NOTICE.

General rules and important information regarding writing consultations:

General:

- **IMPORTANT:** You MUST email your assignment along with questions, concerns or points of discussion regarding the assignment to the consultant **24 hours prior** to the consultation. *If your appointment is at 9am on Wednesday, you must send your documents to the consultant at 9am on Tuesday.* Failing to comply with this requirement will result in the appointment being cancelled.
- **IMPORTANT:** All consultations will take place on Microsoft Teams. The consultant will only provide you with the appointment link on the morning of the consultation.
- **IMPORTANT:** Despite consultations now taking place online, the purpose still remain the same, namely, to receive face-to-face assistance with your assignment. No consultations over email or via telephone will be permitted under any circumstances.
- **IMPORTANT:** No-track changes, format changes or inserted comments can be demanded from the consultants. During the online consultation, it is your responsibility to note any changes pointed out by the consultant.
- **IMPORTANT:** It is your responsibility to ensure that you show up for your appointment on time. The consultant will only wait 15 minutes past the scheduled time, until they cancel it.
- **In the case of load shedding,** the consultants will communicate the approach to be taken for the consultations to run as smoothly as possible. It might result in appointments being rescheduled to different times or even different consultants, but discretion will be used. It would be advisable to also communicate load shedding times, if applicable, when you send your assignment 24 hours prior to your appointment.

LLB students:

2020: South African Social Justice Law Firm of the Year and South African Specialist Law Firm of the Year: Corporate INTL Global Awards

2019: South African Social Justice Law Firm of the Year: Global 100 | ACQ Global Awards | 10th Annual Global Law Experts Awards

2019: South African Specialist Law Firm of the Year: Global 100 | 10th Annual Global Law Experts Awards

2019: South African Niche Law Firm of the Year: ACQ Global Awards

2018: CCASA Achievement Award

- LLB students can make a maximum of 2 appointments per assignment.
- LLB students may not make more than 1 appointment per week. This means that if you have more than one assignment due in the same week, you will not be able to see the writing consultants for both assignments in one week. You will, therefore, need to plan your time appropriately.

LLM students:

- LLM (course work) students can make a maximum of 2 appointments per assignment for each of their modules. When making the appointment, please indicate clearly that the booking relates to an assignment for one of your LLM modules and not your thesis.
- LLM students are not permitted to make more than 1 appointment per week i.e., if you have more than one assignment due in the same week, you will not be able to see the writing consultants for both assignments in one week. Therefore, you need to plan your time appropriately.
- LLM students (course work) can make up to 4 appointments annually regarding their assignments, whether course work or research.
- The consultants are not permitted to consult with LLM structured students (full thesis) and Doctorate (LLD) students.
- **IMPORTANT:** LLM students who make appointments with the writing consultants regarding their **thesis work**, should clearly indicate when making their appointment that the appointment relates to their thesis, and must send their thesis/chapter to the relevant writing consultant **at least 24 hours before the consultation**. In addition to sending your thesis/chapter to the writing consultant, you also need to indicate to the consultant (either in your email or on the chapter/thesis itself) where you require assistance, and what particular aspects the consultant should focus on, for example structure, referencing or language. Note that the consultant will not read through your entire thesis/chapter, and it is, therefore, important for you to indicate where you need assistance, to enable a constructive discussion during the consultation. Students should also indicate in their email whether they have been advised by their supervisor/s to utilise the Faculty's Writing Guide or the Stellenbosch Law Review Style Guidelines.

The role of the consultants:

The role of the consultants is to provide students with the following writing assistance (for both LLB coursework and LLM students):

- strengthening argument(s) (structure, logical flow, progression, sufficient references as support, use of "FIRAC" etc.)
- structure (introduction, body, conclusion, lay-out [text conventions], title and headings, length)

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CCASA Achievement Award: 2018

- links (between legal rules/principles/ facts)
- academic register (formal language, conciseness, clarity, etc.)
- language (sentence construction, spelling, punctuation, etc.) – note that language assistance by the consultants do not include language editing, only general advice will be given.
- use of sources (citations, in-text references, reference list/bibliography, plagiarism)
- research (finding sources, understanding readings, linking research and task, etc.)

Consultants are NOT there to:

- perform an editing service
- rewrite the paper for the student
- tell the student what to write
- provide legal advice on the paper's subject-matter
- advise on the content of the paper and arguments made

How to make an appointment:

You can make an appointment with a consultant by following these steps:

- 1 Go to the Faculty's legal writing website at <http://blogs.sun.ac.za/legalwriting>.
- 2 Navigate to the "BOOK A WRITING CONSULTANT" page and thereafter click on the Appointy logo. This will take you to the Appointy booking page. Alternatively, scroll down and click on the sub-page of the writing consultant of your choice and then click on the Appointy logo.
- 3 Choose a date and time (or click on a consultant to see available times) and make an appointment. You will receive a confirmatory email for your booking which will also contain a link to cancel your appointment should you need to. Please do not delete this email.
- 4 Appointments can be made up to **24 hours** before the booked time and date, so ensure that you make your appointment timeously before the due date of your assignment/paper.
- 5 **NB:** You will need to create an Appointy account using your SUN email, or Gmail or Facebook username and password, to make an appointment. In this regard, we have also integrated the Appointy booking system on the Faculty's legal writing Facebook page at <https://www.facebook.com/SUNLegalWriting>. Click on the "Schedule Now" tab and make your booking by choosing a date and time.
- 6 Alternatively visit legalwriting.appointy.com and make your booking by choosing a suitable date and time.
- 7 You can furthermore download an electronic starter pack at <http://blogs.sun.ac.za/legalwriting/writing-guide/> which will guide you in preparing for your assignment.
- 8 Note that consultations cannot be made by emailing the consultants directly, all appointments must be made using the Appointy booking page. The consultants will under NO circumstances make appointments on students' behalf.
- 9 The following information is required to complete your booking:

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- 9 1 Student number
 - 9 2 Module (i.e. Private Law 171) and topic
 - 9 3 Time slot
 - 9 4 Thesis supervisor – only for LLM bookings
- 10 You will receive a confirmatory email for your booking which will also contain a link to cancel your appointment should you need to. Do not delete this email. **NB!!** If an appointment can't be kept, CANCEL it. Students who do not cancel, and miss two appointments without prior notice, will be blacklisted and not get another appointment. Appointments must be cancelled and/or rescheduled at least 12 hours beforehand.
 - 11 If a student is unable to cancel/reschedule an appointment 12 hours before, due to for example a family emergency or illness that comes up less than 12 hours before the consultation, then the student must email the consultant he/she made the booking with and excuse himself/herself from the consultation.
 - 12 If a student has trouble in cancelling/rescheduling an appointment from the booking email, or if the student deleted/can no longer find the booking email, then the student must cancel/reschedule from his/her account on the Appointy website.

13 When to make an appointment:

If you fail to plan, you plan to fail. Therefore:

13 1 Make the appointment well in advance. Do not delay scheduling an appointment until the week in which the assignment is due, there will be no appointments available.

13 2 **Important:** If possible, schedule two appointments the very day that the assignment topic is made available – one for the date when you will have a preliminary outline ready and another closer to the due date when the finished product can be taken to the consultant. This will give you enough time to make final changes (if any) prior to submission.

The Consultants will be available as follows:

Monday: 08:00-17:00

Tuesday: 08:00-17:00

Wednesday: 08:00-17:00

Thursday: 08:00-17:00

Friday: 08:00-15:00

The Faculty's consultants are:

Name	LLB and/or LLM	Email	Office	Contact number
Harriet Harding	LLB and LLM	harrieth@sun.ac.za	OHG 1024	021 808 9423
Ashley Hall	LLB	ashleyhall@sun.ac.za	OHG 3002	021 808 3214
Gideon Basson	LLB	bassong@sun.ac.za	OHG 3001	021 808 2560

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Rules regarding the appointment itself:

- Arrive on time.
- The consultant will wait a maximum time of 15 minutes, thereafter the student will be marked as a “no show”.
- **REMEMBER:** Students who do not cancel and miss two appointments (i.e., marked as a “no show”), will be blacklisted and will not get another appointment. Appointments must be cancelled and/or rescheduled **at least 12 hours beforehand**, besides the exception listed in point 11 above.
- Consult the [Writing Guide](http://blogs.sun.ac.za/legalwriting) before going to the consultant. An electronic copy of the Writing Guide is available at <http://blogs.sun.ac.za/legalwriting>.
- If the advice which you seek from a consultant pertains to matters dealt with in the Writing Guide and it is apparent to the consultant that you have failed to consult the Writing Guide, the consultant may refuse to continue consulting with you until you have considered the relevant section(s) in the Writing Guide.
- Your lecturer may require that you submit the draft assignment in respect of which you consulted with the writing consultant. As proof that you have been to a consultation, the arranged procedure will be followed as discussed with the appropriate lecturer.
- Students are required to be an active participant in the consultation. Students are, therefore, encouraged to make a list of all the problems and questions before the consultation, and come prepared. It is not sufficient to merely ask the consultant to read through your entire assignment and comment on it.

CHECKLIST

Students are encouraged, before seeing a writing consultant, to complete the checklist below:

Instructions/Guidelines	Did you follow all the instructions/guidelines for this particular assignment?
Table of contents	Is there one (if stipulated in the assignment guidelines)?
Headings	Did you use headings to give structure to the assignment and facilitate easy reading? Are the headings relevant and descriptive?
Paragraphs	Did you keep to one idea per paragraph? Is there a logical flow of ideas from one paragraph to the next?
Sentences	Are the sentences short and to the point and written in clear, concise and plain language?
Spelling mistakes	There shouldn't be any! Use British English as a guide to the spelling of words and not American English.
Typing errors	There shouldn't be any! Proofread the assignment to correct all typing errors.
Register	Did you maintain the correct, more formal register?
Referencing	Did you properly consult the referencing guidelines contained in the Writing Guide?

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