



Legal Writing Consultants

The Faculty's Writing Consultants provide academic support to students by giving feedback on the writing, style, and structure of assignments. You are encouraged to make an appointment with one of the Writing Consultants if you need assistance with the aforementioned. It is important to note that, during the consultation, the Writing Consultant will not write the assignment on your behalf or edit your work for you, but will provide guidance to assist you in improving your writing.

It is your responsibility to prepare sufficiently for consultations; thus, please ensure that you have a draft of your assignment ready before the consultation.

The role of the Writing Consultants

- The Writing Consultants assist LLB, LLM, and PG Dip students with the following:
- strengthening argument(s) (in terms of structure, logical flow, progression, referencing, etc.);
- structure (introduction, body, conclusion, layout [text conventions], title and headings, length);
- links (between legal rules/principles/facts);
- academic register (formal language, conciseness, clarity, etc.);
- language (sentence construction, spelling, punctuation, etc.) – note that language assistance does not include language editing, only general advice will be given;
- use of sources (citations, in-text references, reference list/bibliography, plagiarism); and
- research (finding sources, understanding readings, linking research and tasks, etc.).

Writing Consultants do NOT

- 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; or
- Give advice on the content of the paper and the arguments made.

General rules and important information regarding writing consultations

- Students have the option of attending either **in-person** or **online** consultations. **Please choose the applicable option when making bookings.**
- You are required to email your assignment along with any questions, concerns, or points of discussion regarding the assignment to the Writing Consultant **at least 24 hours** before the appointment. *(For example, if your appointment is at 9 am on Wednesday, you must send your document by 9 am on Tuesday.)*
- Consultations will either be held on Microsoft Teams or in person.
- Under no circumstances will consultations via email or telephone be permitted.
- During consultations, it is your responsibility to take note of any changes suggested by the Writing Consultant. **Track changes, format changes, or inserted comments cannot be asked of Writing Consultants.**
- You are responsible for being on time for your appointment. The Writing Consultant will only wait 15 minutes after the scheduled time, thereafter the appointment will be cancelled.
- **In the event of load shedding**, the Writing Consultant 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 with different Writing Consultants, but discretion will be used. It is advisable to communicate load shedding times, if applicable, when you send your assignment before your appointment. **This only applies to online consultations, in-person consultations are not affected by load shedding.**

Remember to email your assignment to the Writing Consultant at least 24 hours before the appointment.

For consultations taking place on a **Monday**, please make sure that you submit your assignment and any relevant questions to the Writing Consultant **no later than 15:00 on the Friday before the consultation.**

Similarly, for consultations taking place the day after a **public holiday**, please ensure **that you submit your assignment no later than 15:00 the day before the public holiday.**

Failure to meet this requirement will result in the cancellation of the appointment.

Undergraduate students

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

Postgraduate students

LLM (coursework) and PG Dip

- LLM (coursework) and PG Dip students can make a maximum of 2 appointments per module. When making the appointment, please indicate clearly that the booking relates to an assignment for one of your PG Dip or LLM modules.
- LLM and PG Dip students are not permitted to make more than 1 appointment per week. Therefore, if you have more than one assignment due in the same week, you will not be able to see a Writing Consultant for both assignments in one week. You need to plan your time accordingly.
- Please remember that the Writing Consultant will not write the assignment on your behalf or provide advice on the paper's subject matter.
- At postgraduate level, students are expected to demonstrate the ability to work independently. Thus, the Writing Consultants will only assist with substantial writing pieces (exceeding 500 words).

LLM (research)

- LLM (research) students can make up to 4 appointments **annually**.
- **NB!** LLM students, who make appointments regarding their **thesis work**, should clearly indicate this when making the appointment, and must submit their thesis/chapter **at least 24 hours before the consultation**.
- In addition to sending your thesis/chapter to the Writing Consultant, you also need to indicate (either in your email or the document where you require assistance, and on which aspects the Writing Consultant should focus (for example, structure, referencing, or language). Note that the Writing 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 use the *Faculty's Writing Guide* or the *Stellenbosch Law Review* style guidelines.

How to make an appointment

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

- 1 Go to the Faculty's Strategic Legal Writing website at <http://blogs.sun.ac.za/legalwriting>.
- 2 Navigate to the "book a writing consultant" page. 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 Writing Consultant to see available times) to make an appointment. You will receive a confirmation 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 **48 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:** To make an appointment, you will need to create an Appointy account using your SUN email, Gmail account, or Facebook username and password. 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 to make your booking by choosing a suitable date and time.
- 7 Additionally, please download an electronic copy of the Writing Guide from the Legal Writing blog, <https://blogs.sun.ac.za/legalwriting/https-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 Writing Consultants directly, **all appointments must be made using the Appointy booking page**. The Writing Consultants will not make appointments on behalf of students.
- 9 The following information is required to complete your booking:
 - 9 1 Student number
 - 9 2 Module (e.g., 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 that will also contain a link to cancel your appointment should you need to. Do not delete this email. **NB! Please cancel** the appointment if you cannot make it. Students who do not cancel, and miss two appointments without prior notice, will be blacklisted and not be allowed to make further appointments. Appointments must be cancelled and/or rescheduled at least 12 hours beforehand.
- 11 If, due to unforeseen circumstances, a student is unable to cancel/reschedule an appointment 12 hours before the session, the student must email the Writing Consultant and excuse himself/herself from the consultation.

12 If a student has trouble 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 presented to the Writing Consultant. This will give you enough time to make final changes (if any) before submission.

The Faculty's Writing Consultants

Name	LLB / LLM	Email	Office
Hugo Uys	LLB	hugouys@sun.ac.za	Old Main Building 3001/3002
Andrea Gain	LLB	gain@sun.ac.za	Old Main Building 3002
Stacey Goliath	LLB	staceyg@sun.ac.za	Old Main Building 3001
Jamie Day	LLB	day@sun.ac.za	Old Main Building 3001

Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
Hugo	<i>In person</i>	<i>In person</i>	<i>Online</i>	<i>Online</i>	<i>In person</i>
Andrea	<i>Online</i>	<i>In person</i>	<i>In person</i>	<i>In person</i>	<i>Research day</i>
Stacey	<i>In person</i>	<i>Online</i>	<i>In person</i>	<i>Research day</i>	<i>Online</i>
Jamie	<i>Online</i>	<i>Research day</i>	<i>Online</i>	<i>In person</i>	<i>In person</i>

Considering the amended class timetable, the booking slots for writing consultations have been adjusted accordingly. Therefore, to prevent any overlap with classes, the writing consultations will commence at 10 past the hour, and not on the hour.

Rules regarding the appointment itself:

- Arrive on time.
- The Writing Consultant will wait a maximum 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 be allowed 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](#) before meeting with the Writing Consultant.
- If the advice you seek from a Writing Consultant pertains to matters dealt with in the Writing Guide, and it is apparent to the Writing Consultant that you have failed to consult the Writing Guide, the Writing Consultant may refuse to continue consulting with you until you have considered the relevant section(s) in the guide.
- Your lecturer may require you to submit the draft assignment, which was discussed during the consultation 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. The Writing Consultant will sign a copy of the assignment (used during the consultation) as proof that you have been to a consultation, but **ONLY** if you complied with all the requirements set out herein.
- Students are required to participate actively in the consultation. Students are, therefore, encouraged to make a list of all the problems and questions before the consultation, and arrive prepared. It is not sufficient to merely ask the Writing Consultant to read through the entire assignment and comment on it.

CHECKLIST

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

Instructions/Guidelines	Did you follow all the instructions/guidelines for this assignment?
Table of contents	Is there one (if required 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 instead of American English as a guide to the correct spelling of words.
Typing errors	There shouldn't be any! Proofread the assignment to correct all typing errors.
Register	Did you maintain the correct, formal register?
Referencing	Did you properly consult and apply the referencing guidelines in the Writing Guide?