



STYLE GUIDE

Authors must ensure that their contributions conform to the house style of the *IPLJ*, as set out below. This is a general guide; it is not possible to cover every possible referencing and stylistic instance. Where this document does not provide assistance, authors are requested to consider one of the following:

- consult the house style for Juta's *South African Law Journal (SALJ)* available via www.jutalaw.co.za (bearing in mind that in the case of conflict, the *IPLJ* Style Guide takes precedence), or
- contact the editors at Editoriplj@uct.ac.za for assistance.

Presentation and layout

The main text of the article should be in Times New Roman font; 12 point; one and a half line spacing.

Short quotations should be within the main text. Quotations longer than three lines should be placed on a new line; indented one space; 11 point; single line spacing.

The *IPLJ* does not use underlining at all. Nor is bold type to be used.

Titles of articles and notes, authors' names

Titles of articles and authors' names are always in caps. The author's designation appears immediately under her name, in italics and sentence case.

The author's academic degrees and acknowledgements are placed in a footnote to an asterisk appearing at the end of the author's name.

Headings

All headings are left-aligned.
Main headings are in caps. The headings in articles are numbered in Arabic numerals.
Subheadings and sub-subheadings in articles are in sentence case. Authors should avoid, wherever possible, going beyond sub-subheadings.

Example:

1. INTRODUCTION

1.1 Theories of copyright (subheading is sentence case- NOT Theories of Copyright)

1.1.2 *Natural rights* (sentence case, italicised)

Footnotes and Cross-referencing

References must be put into footnotes. Footnotes in the main text should be numbered consecutively in Arabic numerals; in superscript; placed after any punctuation mark; without any surrounding bracket(s) or full stop.

Footnotes at the bottom of the page should be 10 point; single line spacing.

A reference to any authoritative source (which must comply with the *IPLJ* style) is given once in full. Thereafter a book, chapter, journal article, newspaper article, law commission report, thesis will be cited by author and a cross-reference (using '(n)' to the FIRST footnote where the full reference appeared.

Example:

Drahos (n3) 21.

(meaning page 21 of the work by Drahos, cited in full at footnote 3 of the *IPLJ* article)

Dana v Brink (n4) para [3].

(meaning at para 3 of the case cited at footnote 4 of the *IPLJ* article)

For consecutive references to the same place in the same work 'Ibid.' may be used (no page or para to follow 'Ibid').

Books

The initials and surname of the author of a book cited should, on the first occasion it is mentioned, be given. The title of a book must be in italics. Thereafter, the edition (not in italics); the year of publication in brackets; and the page number referred to.

Thus:

I Ward *Introduction to Critical Legal Theory* 2 ed (2004) 101.

F du Bois (ed) *Wille's Principles of South African Law* 9 ed (2007) 525.

Thereafter:

Ward (n3) 123.

(meaning page 123 of Ward's book cited in full at footnote 3 of the *IPLJ* article)

Only insert editions other than the first edition.

Journal articles

The initials and surname of the author of an article cited should, on the first occasion it is mentioned, be given. The title of the article should be in sentence case surrounded by single quotation marks. *Thereafter:* the year of publication in brackets (not in italics); the volume number (not in italics); the title of the volume (in italics, no stops); the number of the first page of the article; and if necessary, the specific page number referred to.

Thus:

AD Moore 'A Lockean theory of intellectual property' (1972) 21 *Hamline L Rev* 65 78.

(Note sentence case: 'A Lockean theory of Intellectual Property' is incorrect!)

But:

S Breyer 'Copyright: A rejoinder' (1972) 20 *UCLA L Rev* 785.

Thereafter:

Moore (n54) 80. (meaning page 80 of Moore's article cited in full at footnote 54 of the *IPLJ* article)

No fullstops are used in the journal abbreviation ie Hamline L Rev *not* Hamline L. Rev.

Newspaper articles

If mentioned, the name of the author of an article cited should, on the first occasion it is mentioned, be given. The title of the article should be surrounded by single quotation marks. *Thereafter:* the title of the newspaper (in italics); between parentheses, the place of publication and the date of publication; the page number.

Thus:

D Smith 'Traditional knowledge requires protection' *The Bugle* (London, 5 July 2013) 4.

'The Legal Black Hole' *Daily Telegraph* (London, 12 June 2006) 3.

Internet references

Wherever possible, a published or authoritative source should form the basis of a reference. However, it is true that more and more frequently authors are referring to websites. This may be done, provided that the author considers carefully how authoritative the source of the information is before using it.

If mentioned, the initial and surname of the author of an article cited should, on the first occasion it is mentioned, be given; alternatively, the name of the organisation responsible for the article should be given. The title of the article or report should be surrounded by single quotation marks. Thereafter: the internet address, and in brackets, the date on which the site was last viewed.

Thus:

WTO ‘Problems with implementation’, available at http://www.wto/english_e.htm
(accessed on 2 April 2013).

P Drahos ‘The universality of intellectual property rights’, available at
<http://web.amnesty.org/library/Index/engAMR510532002> (viewed on 17 June 2013).
M Freeman and D Marotine (International Center for Transitional Justice) ‘Qu’est-ce que la justice transitionnelle?’, available at www.ictj.org/images/content/7/5/752.pdf (accessed on 11 September 2013).

Case law

All case titles are to appear in italics. The case name and citation should be given in full and exactly as it appears in the relevant law report the first time it is cited. However, additional parties should be left out unless it is necessary to retain them in order to make sense of the discussion (eg where the author makes mention of ‘the respondents’). Such parties are given in *l/c*, and in English ampersands are used (& another, & others).

The *IPLJ* does not use ‘at’ with para or page references. Para or section references are in square brackets. Thus:

Federation Internationale de Football Association (FIFA) v Metcash Trading Africa (Pty) Ltd 2009 BIP 457 (GNP) para [5].

AM Moolla Group Limited and Others v The Gap Inc and Others 2005 (6) SA 568 (SCA).
AM Moolla (n2) para [4]. (meaning para 4 of the *Moolla* case cited in full at footnote 2 of the *IPLJ* article)

Legislation

In the first reference give the short title, number and year of a statute without any punctuation:

Judicial Service Commission Act 9 of 1994.

Thereafter variants may be used: the Judicial Service Commission Act, the Act, Act 9 of 1994.

Abbreviations

‘section’, with reference to legislation, is spelt out in full as the first word of a sentence, but otherwise is ‘s’ (plural ‘ss’); subsection is ‘subsec’ (plural ‘subsecs’).

Example: Section 7 is indicative of...
but

It is indicative of the debate around s 7 that...

‘paragraph’ is spelt out in full as the first word of a sentence, but otherwise is ‘para’ (plural ‘paras’).

Note that s 28 (a), (b) refers to one section, s 28 and does not take ‘ss’.

Quotations

Quotations are reproduced exactly, including all original italics and original punctuation, notwithstanding that the original forms may not comply with the *IPLJ* style.

Quotations appear in single quotation marks. Quotations within quotations appear in double quotation marks. (Back to single for the rare quotation within a quotation within a quotation.) Short quotations appear as part of the text. Long quotations, ie quotations of more than three lines **or** more than one sentence, are isolated from the text by being indented from the margin.

Whenever a quotation is introduced with a colon, the quotation itself should begin with a capital letter (using square brackets to indicate an alteration where necessary). If no colon is used, the quotation should start with lower case.

Where the quotation begins with a capital letter, the closing full stop should normally appear inside the closing quotation mark. But if the quotation forms part of the larger sentence, the full stop should appear after the closing quotation mark.

Ellipses need not be used at the start of a quotation but must be used in the middle and at the end of a quotation to indicate missing words.

Other

Words in a foreign language are not printed in italics but remain in roman print; but if they are in italics in a quotation, they must be left so.

/end/