

JCLA HOUSE STYLE: EDITORS' GUIDE

INTRODUCTION

The editors welcome the submission of manuscripts in English and French for consideration for publication in the JCLA.

The *JCLA* accepts manuscripts of three types. These are:

1. **Articles.** Articles are the feature pieces of each part of the journal. Articles should not exceed 12 000 words (excluding abstracts and references). Manuscripts longer than the recommended length will only be considered for publication on a special basis.
Abstracts in the language submitted and preferably in the other language as well should be a maximum of 250 words each. The abstract should summarise rather than introduce the argument of the article, and should contain appropriate keywords. All references in articles must be footnoted.
2. **Viewpoints** are opinion pieces and commentaries. Viewpoints should be between 4000 and 8000 words long. Viewpoints do not require an abstract.
3. **Book reviews.** Book reviews are critical discussions of scholarly books on any topic related to law. These should be between 2000 and 5000 words long.

A manuscript will be considered for publication

- only on the assurance that it has not in whole or in part or in substance been published or offered for publication elsewhere;
- on the understanding that it may be submitted in confidence to at least two expert referees for evaluation; and
- on the understanding that the editors reserve the right to make what changes they consider desirable
 - (a) to bring the manuscript into the house style of the *Journal of Comparative Law in Africa*;
 - (b) to eliminate errors of typing, grammar, syntax, punctuation, spelling, idiom and the like;
 - (c) to eliminate ambiguity, illogicality, tautology, circumlocution and redundancy;
 - (d) to produce accuracy and coherence;
 - (e) to improve the mode of expression and style of writing; and
 - (f) to avoid possible criminal or civil liability.

Authors are required to read their manuscripts very carefully to avoid the need for the editors to exercise these rights extensively. Regrettably, manuscripts that do not accord with the house style of the *JCLA* will not be considered for publication. The quality of the piece will normally not be assessed before this has occurred.

HOUSE STYLE

General

This document is meant to be a general guideline on the stylistic preference of the JCLA. Where it falls short of information, authors are encouraged to consult the main *House Style for Juta Publications* which may be found on the web page where this document was accessed or query this with the editorial board.

i. General format guide

Body Text	
Font style	Times New Roman
Font Size	12 But an 11 pt font must be used for all isolated or indented quotations, ie long quotations.
Paragraph spacing	1.5
Paragraph alignment	Justified
Article Structure	
Title	
Abstract	Abstracts should be in the language of the article AND preferably in the alternate language ie, if the article is in French, there must be a French abstract and preferably, there should also be an English abstract.
• Abstract Structure	Include: The abstract should summarise rather than introduce the argument of the article, and should contain appropriate keywords.
• Abstract Length	Maximum 250 words
Keywords	Maximum 5 words that characterize the principal themes covered by the paper

ii. Detailed format guide

Item	Detail
Title page	This must contain the full title of the paper, and the full names, affiliation, full address and contact information of every author. The name of the corresponding author should be marked with an asterisk *.
Body	Appropriate headings and subheadings should be used to segment the manuscript to enhance readability.
Length	The document should not exceed 12500 words of typed text including the abstract
Headings: style	Times New Roman 12, Bold , justified, 1.5 spacing, sentence case
Headings: numbering	Headings and subheadings should not be numbered.
Footnotes	Times New Roman 10, justified
Tables and figures: placement	Tables and figures should be applied in the text, as close as possible to the appropriate discussion
Tables and figures: numbering	Tables and figures should be numbered consecutively in Arabic numerals (i.e. i,ii, iii,iv....v etc)
Tables and figures: title headings placement	The titles of tables and figures should be OUTSIDE and ABOVE of the actual table or figure.
Referencing Style	<ul style="list-style-type: none"> • The Harvard referencing style should be used. • For four or more authors: use first name followed by 'et al.' (not in italic) • In the text, no comma after the author's name, rather use a space after the colon, for example (Mahalati 2006:12) • In the bibliography there must be NO BRACKET around the year
Referencing style	References must be listed alphabetically by author's last name. The initials of the author must be included. There must be no brackets around the year of the publication.
Citations	The most recent publications on the discussed topic should be used.
Quotations	Use double quotation marks, (use single if using within double quotation marks)

Quotation marks	Indented (no quotation marks if there are 40 words or more)
En dashes	Use for pages ranges, etc (typed by pressing the CTRL and minus sign key simultaneously) e.g. 2000 – 2001
Numbers	<ul style="list-style-type: none"> • In the text use words for numbers one to ten, thereafter use numerals • Use spaces not commas between hundreds, thousands and millions, e.g. 1 000 and 1 000 000, NOT 1,000 and 1,000,000. • Use a decimal point rather than a comma when showing numbers with decimals.
Captions	Table and figure captions should be placed above the table, and sources below the figure or table.

iii. Language Guide

Item	Detail
Prescribed Language	English (UK), ensure this is the language selection in the spell check
Common errors	<p>Language and spelling Among (not amongst) While (not whilst) Closed -ended question (not close) Data – must be treated as a collective noun, therefore with a singular verb Human resource management (not resources) southern Africa (small “s” as it is a region not a county) UK (for the United Kingdom) USA (for the United States of America)</p> <p>Words commonly hyphenated Use Cooperate (not co-operate i.e. no hyphen) Use Coordination (not co-ordination i.e. no hyphen) Use Ecotourism (not eco-tourism i.e. no hyphen) Use Multidisciplinary (not multi-disciplinary i.e. no hyphen) Use Online (not on-line i.e. no hyphen) Use Psychosocial (not psycho-social i.e. no hyphen)</p>

iv. Requirements for referencing standard legal sources

Cases	
<p>A full set of standard case abbreviations and citations may be found in the <i>House Style for Juta Publications</i>.</p>	<p>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’).</p> <p>Eg. <i>Broad (Pty) Ltd v Thin</i> 2008 (4) SA 456 (SCA) for unreported cases: <i>Dlamini v Jacobs</i> (NPD) unreported case no 98/05 of 3 August 2006; or <i>Dlamini v Jacobs</i> (NPD) unreported case no 98/05 (3 August 2006).</p>
Books	
	<p>When a book is referred to for the first time, authors’ names must be given as they appear on the title page of the book or on the title page of the chapter / relevant page of the article. For instance, John D Smith must appear as John D Smith and not as J D Smith or J Smith.</p> <p>References: co-authors of any work (book, article, chapter, whatever) take an ampersand: Smith & Dlamini. We cite up to three authors: Smith, Dlamini & Pillay. Thereafter use ‘et al’.</p> <p>Egs. John D Smith & Siphon Dlamini <i>Hand’s Law of Arbitration</i> 5 ed (2006) 115. M Bear & D Bear ‘Too hot, too cold, just right?’ in Mary Goldilocks (ed) <i>The Politics of Cookery</i> 3 ed (2004) 23–7.</p> <p>Journals: eg. Jane Dube ‘The new Consumer Protection Act: An introduction’ (2002) 119 <i>SALJ</i> 700 at 725.</p>

Footnotes	
	<p>Authors are welcome to use footnotes to elaborate on points that would otherwise clutter the main text of the article. The other important purpose of footnotes is to provide the relevant references without cluttering the text.</p> <p>In footnotes a reference to any authoritative source 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 'op cit') to the FIRST footnote where the full reference appeared. An abbreviated reference to the work may be used to provide further guidance where appropriate (e.g. several of an author's works are cited sporadically in an article).</p> <p>Examples: Smith & Dlamini op cit note 5 at 67.</p> <p>Cases are also cited using the cross-referencing method, but 'supra' is used: <i>Fedsure supra</i> note 12 para 34.</p> <p>For consecutive references to the same work, <i>ibid</i> is used with or without a page number/paragraph reference as appropriate.</p> <p>Examples: <i>Ibid</i>. <i>Ibid</i> at 45. <i>Ibid</i> para 45 (no 'at' with para refs).</p>