HOUSE STYLE: EDITORS' GUIDE

CONTENTS

1. INTRODUCTION

The editors welcome the submission of manuscripts in English for consideration for publication to The Journal of the South African Chapter of the International Association of Women Judges.

Editor-in-Chief: Deputy Chief Justice Maya; **Managing Editor:** Prof Zozo Dyani-Mhongo at ntombizozuko.dyani-mhango@up.ac.za

The journal accepts manuscripts of three types: articles, notes and book reviews.

Articles Articles are the feature pieces of each part of the journal. They provide a detailed or seminal analysis of the topic under discussion.	**Length:** Maximum 9 000 words (this <u>excludes</u> references). For pieces longer than this, you will have to seek special permission from the editors. This permission will not lightly be granted. **Abstract:** Each article must have an abstract of not more than 200 words. The abstract should summarise rather than introduce the argument of the article. **Key words:** Please give between four and six key words **References:** Place references in footnotes
Notes Notes are shorter, more focused pieces. Traditionally, many notes are case notes which analyse a particular recent judgment (or judgments) of the courts. However, notes can discuss any specific issue of legal interest, and are not confined to case notes.	**Length:** Between 3 000 and 5 000 words long. **Abstract:** Not required **Key words:** Not required **References:** Place references in footnotes.
Book reviews Book reviews are critical discussions of scholarly books on any topic related to law.	**Length:** Between 2 000 and 4 000 words long. **Abstract:** Not required **Key words:** Not required **References:** Place references in footnotes

A manuscript will be considered for publication:
- ☐ only if the author can give 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
- to bring the manuscript into the house style of the journal;
- to eliminate errors of typing, grammar, syntax, punctuation, spelling, idiom and the like;
- to eliminate ambiguity, illogicality, tautology, circumlocution and redundancy;
- to produce accuracy and coherence;
- to improve the mode of expression and style of writing; and
- to avoid possible criminal or civil liability.

General

☐ Please read your manuscript very carefully to avoid the need for the editors to exercise these rights extensively.

☐ Please follow the house style of the journal and check your manuscript carefully against the guidelines that follow.

☐ Manuscripts that do not follow the house style will be returned to authors immediately, with a request that the manuscript be placed in the house style. The quality of the piece will normally not be assessed before this is done.

☐ Examples of what an article or note manuscript should look like are given at the end of this document, to give authors a basic starting point (see pages 15 and 16).

2. HOUSE STYLE

2.1 General
This document is a general guide for authors; it is not possible to cover every possible referencing and stylistic quirk. Where this document does not provide assistance, authors are requested to consider one of the following:

☐ consult the main *House Style for Juta Publications* (available from the managing editor). This document was drawn up largely by Professor Ellison Kahn in conjunction with members of the editorial team at Juta & Co, and contains 102 pages of information pertaining to referencing, language and style; or

☐ contact the Managing Editor for advice

2.2 Useful terms

ampersand	&
ellipsis	…
first mention	when a source is mentioned the first time
italics	*this is in italic type*
justified	blocked
lower case	small letters
parentheses	brackets: (this is between parentheses)
roman type	ordinary, not italic type
sentence case	When a title is written like a sentence – only the first word starts with a capital letter
subsequent mention	when a source is mentioned after the first time
Times Roman	a font style that you select for your Word document
title case	when All the Major Words in a Title (Except Articles and Short Prepositions) are Written with Capital Letters
upper case	CAPITAL LETTERS

2.3 Presentation and layout

Page layout	☐ **Margins:** 'normal' (2.54 cm) all round (top, bottom, left, right)
	☐ **Line spacing:** 1.5
	☐ The text must be right-justified
	☐ Indent all paragraphs except:
	- the first paragraph of a piece;
	- the paragraph immediately after a heading or subheading;
	- the paragraph immediately after a bulleted list; and
	- the paragraph immediately after a long (indented) quotation.
	☐ No line spaces between paragraphs
Font and type	☐ Times New Roman
	☐ Text: 12 pt
	☐ Indented quotations (longer quotations): 11 pt
	☐ Footnotes: 10 pt

Italics, bold and underlining	☐ Italics for:
	    - emphasis
	    - case names
	    - names of journals
	    - titles of books, plays, operas, films, paintings and other works of art
	    - names of ships
	    - websites and other electronic references
	    - paragraphs in legislation, as in s 34(1)*(a)*
	☐ No italics for foreign words
	☐ No underlining or bold type
	☐ Reproduce italics in direct quotations are reproduced

Articles: **Title and** **author name**	**Title of article** ☐ Roman and caps, with case names in italics ☐ Left-aligned ☐ Asterisk (*) after title for acknowledgements in a footnote ☐ Line open between title and author's name **Author's name** ☐ Roman and caps ☐ Right-aligned ☐ Double asterisk (**) for author's qualifications (*** for a second author), followed by author's designation (position held, university, etc) in a footnote
Notes and book reviews: **Title and** **author name**	**Title of note or book review** ☐ Roman and caps, with case names in italics ☐ Left-aligned ☐ Line open between title and author's name **Author's name** ☐ Roman and caps ☐ Right-aligned ☐ Double asterisk (**) for author's designation (position held, university, etc) in footnote; plus any acknowledgements

Headings	☐ Left-aligned
	
	☐ **Main headings:**
	    - caps
	    - not bold, not italics
	    - numbered 1., 2., 3., etc (eg '1. INTRODUCTION').
	
	☐ **Subheadings:**
	    - sentence case
	    - roman, bold
	    - numbered **1.1**, **1.2**, **1.3**, etc
	
	☐ **Sub-subheadings:**

	- sentence case
	- italics, not bold
	- numbered *1.1.1*, *1.1.2*, *1.1.3*, etc
	☐ Do not go beyond sub-subheadings.
	
	EXAMPLE
	
	Heading styles
	1. MAIN HEADING – ALL CAPS **[A head]**
	1.1 Subheadings – roman + sentence case + bold [B head]
	1.1.1 Sub-subheadings – italics + sentence case **[C head]**
	
	ABSTRACT
	1. INTRODUCTION
	2. HISTORICAL CONTEXT OF SURROGACY
	  2.1 Origins of surrogacy
	  2.2 Definition of surrogacy
	3. LEGAL FRAMEWORK
	  3.1 Domestic legal framework
	    3.1.1Constitutional framework
	    3.1.2Children's Act
	    3.1.3Other legislative developments
	  3.2 Surrogacy laws in other countries
	4. COMMON LAW AND CUSTOMARY LAW
	5. CONCLUSION

Lists	☐ Use bullet points for lists where the list consists of phrases as opposed to full sentences, ☐ Full sentences should start with a cap and end with a full stop. ☐ Phrases must start with lower case and end with a semi-colon, with a full stop right at the end of the list. ☐ **Numbered lists:** - use for lengthy items consisting of whole sentences or several sentences: - use 1., 2., 3., etc - start with a cap and end with a full stop ☐ Use 'first' (not firstly); 'second', 'third'.

2.4 Spelling, grammar and other related matters of style or convention

Spelling	☐ UK English: 's' not 'z': recognise, emphasise, analyse, realise, organisation (but assets are 'realized'). ☐ 'in so far as' not 'insofar as' ☐ 'moneys' not 'monies' ☐ '%' not 'per cent'
Acronyms and abbreviations	☐ Write out the name in full before using the acronym or abbreviation ☐ Exceptions: Well-known acronyms and abbreviations such as NGO, UN, USA, UK: after using 'United States of America' once, it is acceptable to start calling it 'the USA' ☐ If at all possible, do not start a sentence with an acronym or abbreviation
Capital letters	☐ Use only where essential ☐ Proper names: South Africa, Constitutional Court

	☐ Upper case for: Act President (of the country) Parliament Constitution (of a country; otherwise lower case).
Lower case	☐ When in doubt, use lower case ☐ Lower case for: appeal court court judge judge of appeal committee board council municipality province premier

2.5 Numbers, dates, percentages, currencies

Numbers	☐ **Write out in words:** - For one to nine - For approximations: about two hundred years, a thousand ways ☐ **Write in figures:** - For 10 and more - In tables - For ages: 5 years old; a 5-year-old boy - For percentages: 5% - For metric measurements, quantities and amounts: 6 cm, 40 km, R5 million [note the space after the number] - If many numbers appear in a piece ☐ Use a space for thousands: 42 567 ☐ **Money:** Use decimal point: R456.45 ☐ **Currencies:** R, \$, £, €; rand, dollar, pound sterling, euro (lower case ☐ Never start a sentence with a figure (or an abbreviation) ☐ **Dates and centuries:** 4 July 1978; in the 1980s (*not* 1980's – no apostrophe); in the 20th century (note: no superscript, ie not 20th century)

2.6 Dashes and hyphens

Hyphen: - En dash: – Em dash: —	**Hyphen '-'** ☐ Jean-Jacques ☐ A 7-year-old boy ☐ Page numbers: some books (especially looseleafs) have double-jointed page numbering, eg 'A-4' or '3-32' **En dash '–'** ☐ To indicate 'to': 2014–2019; sections 45–52 ☐ To tack a word, phrase or clause onto the end of a sentence for emphasis: His expertise and loyalty are available – at a price. ☐ To mark off a 'by the way' remark in much the same way as a parenthesis, but generally to give it greater emphasis: 'A policy shift is necessary to protect third parties – possibly unsophisticated entrepreneurs – who enter into pre-incorporation contracts.' ☐ blood–brain barrier; private–public partnerships **Em dash '—'** ☐ Use when quoting from legislation: '112. Any notification by a person under this Act must be— *(a)* submitted in the form and manner determined by the Authority; and *(b)* accompanied by the information determined by the Authority.'

2.7 Quotations

Reproduce quotations exactly, including all original italics and original punctuation	☐ Use single quotation marks: '...': 'This is a quote.' ☐ Quotations within quotations: use double quotation marks: 'This is a "quote" within a quote.' ☐ Short quotations are part of the text ☐ **Indented quotes:** - Indent long quotations (three lines or more than one sentence) (and use 11 pt font) - You may indent a shorter quotation for emphasis ☐ **Capital letters:** - When a quotation is introduced with a colon, start the quotation with a capital letter - If no colon is used, start the quotation with lower case ☐ **Final full stop:** - If there is no punctuation mark before the quote: Start the quote with lower case and place final full stop after the closing quotation mark: The court held the view that 'the applicant abused the court procedure'. - If there is a punctuation mark before the quote: Start the quote with a capital letter and place the final full stop inside the closing quotation mark: He commented, 'This assertion did not go uncontested.'

	☐ Where an entire sentence appears in parentheses, place the full stop *inside* the second bracket: (Here the entire sentence is bracketed.) ☐ **Missing words:** - Use ellipses (...) at the start (optional), in the middle and at the end of a quotation to indicate missing words - Add a full stop where appropriate (so there will be four dots): ... . or . ... ☐ Insert square brackets to show your changes to the quote: [T]he reason given for the change ... ☐ If you add emphasis, add a comment in brackets: '... as agreed by *all* role players (emphasis added)'.

2.8 Referencing standard legal sources

Cases	
	☐ **Case titles in italics:** *Broad (Pty) Ltd v Thin* 2008 (4) SA 456 (SCA) ☐ No double or multiple citations; preferred law reports are the *SALR* and any other Juta reports. ☐ **First appearance in text:** Case name and citation in full and exactly as it appears in the relevant law report ☐ **Additional parties:** Leave out 'and Others'; 'and Another'; except if necessary to make sense of the discussion, eg where the author mentions 'the respondents'; then use 'and Others'; 'and Another' (note 'and' and upper case) ☐ **Page and paragraph references:** - Give paragraph references; do not use 'at' - Second option: give page references; then use 'at'. ☐ **Unreported cases:** Provide some form of citation – JOL, JDR, or a neutral citation used by the courts and SAFLII. Citation style: 　*Dlamini v Jacobs* (NPD) unreported case no 98/05 of 3 August 2006; **or** 　*Dlamini v Jacobs* (NPD) unreported case no 98/05 (3 August 2006). In a sentence you can say: 'in the unreported case of *Dlamini v Jacobs* (NPD) case no 98/05 of 3 August 2006 ...'

Books	Authors and editors
	☐ **First mention:** Authors' names as they appear on the title page of the book or on the title page of the chapter / relevant page of the article: John D Smith must appear as John D Smith and not as JD Smith or J Smith. ☐ **Two authors:** - In text: Use 'and': 'Smith and Dlamini believe that ...'. - In footnote: Use '&' (ampersand): Smith & Dlamini

	□ **More than three authors:** Cite up to three authors, thereafter use 'et al': 'Smith, Dlamini & Pillay ...' but 'Smith et al' for 'Smith, Dlamini, Pillay, Du Preez & Venter' □ **Editors:** Use (ed) or (eds) after names: John D Smith & CD Pillay (eds) ... **Book title** □ Title case and italics **Editions:** □ First edition: No need to indicate □ Second and later editions: Add after the title: 2 ed, 3 ed, 4 ed (not 2nd or 3rd ed). **Year of publication** □ In brackets after the title (if a first edition) or after edition number (2 ed, 3 ed, etc). **Page number** □ Give precise page number where the authority was found □ If the book operates by paragraphs or sections, give paragraph or section number □ If you need to refer to both paragraph/section and page, then: para 27 p 160 (use only where absolutely necessary) □ Reference to a chapter: use 'ch' (but write out in full at the beginning of a sentence).
	Examples: John D Smith & Sipho Dlamini *Hand's Law of Arbitration* 5 ed (2006) 15. PQR Boberg *The Law of Delict: Aquilian Liability* (1984) ch 3.

Chapters in books	□ First mention: Reference chapter and the book in full □ Author's name: Exactly as in the book □ Chapter title: Sentence case, roman, single quotation marks □ Add 'in' □ Book: Cite as above.
	Example: M Bear & D Bear 'Too hot, too cold, just right?' in Mary Goldilocks (ed) *The Politics of Cookery* 3 ed (2004) 23–27.

Looseleafs and *LAWSA*	**Examples:** AJ Kerr 'Lease' in WA Joubert (founding ed) *The Law of South Africa* vol 14 First Reissue (1999) para 164. Joe Bloggs 'Executive government' in Stuart Woolman et al (eds) *Constitutional Law of South Africa* 2 ed (Service 12) 6-18.
Journal articles	□ **Author's name:** Exactly as in journal being cited

	□ **Title of article:** Sentence case, roman, single quotation marks □ **Year** (in brackets) and **volume:** eg (2012) 28 If no volume number, no brackets for date: 2006 *Acta Juridica* 43; 2003 *TSAR* 89; 2004 *Annual Survey of South African Law* 776 □ **Title of journal:** Title case, italics □ **Abbreviations:** Abbreviate names of well-known journals (such as *SALJ*); otherwise use *LJ*, *LR*
	Examples: Jane Dube 'The new Consumer Protection Act: An introduction' (2002) 119 *SALJ* 700 at 725. SP Moyo 'The decline and fall of constitutionalism' (1998) 23 *SAJHR* 456.

Theses	**Example:** Mary Brown *South African Theories of Justice* (unpublished LLM thesis, Rhodes University, 2001) 334.

Newspapers	**Example:** Angela Jones 'Nuclear reactor in trouble' *The Star* 24 May 2005 at 2.

White papers, policy papers	**Examples:** The *White Paper on Energy Policy* (GN 3007 in *GG* 19606 of 17 December 1998). The 'National Policy on HIV/AIDS for Learners and Educators' (published in *GG* 20372 of 10 May 1999).

Law Commission papers	**Examples:** South African Law Commission Issue Paper 20 (Project 123) *Protected Disclosures* (2002) para 3. South African Law Commission Discussion Paper 107 (Project 123) *Protected Disclosures* (2004) para 56. South African Law Commission (Project 123) *Report on Protected Disclosures* (2007).

The Constitution	□ First reference: Constitution of the Republic of South Africa, 1996 □ Interim Constitution: Constitution of the Republic of South Africa Act 200 of 1993 ('interim Constitution').
Legislation	□ First reference: Short title, number and year, no punctuation:

	The Judicial Service Commission Act 9 of 1994.
	☐ Thereafter: the Judicial Service Commission Act; the Act; Act 9 of 1994
	☐ Names of Acts are not generally abbreviated (exceptions: the NEMA, PAIA, PAJA, SPLUMA, etc)
	☐ Abbreviations:
	- Never use abbreviations at the start of a sentence
	- article = art. (Plurals: subsecs, paras, subparas, arts.)
	- chapter = chap
	- paragraph = para (paras)
	- section = s
	- sections = ss
	- subparagraph = subpara (subparas)
	- subsection = subsec (subsecs)
	☐ Use italics: s 45(2)*(b)*(i)*(aa)*.
	☐ Schedules:
	- Capital letter
	- 'in terms of Schedule 4 to the Act' (cap), but 'according to the schedule' (lower case)

Delegated legislation	**Abbreviations**
	Government Notice = GN
	General Notice = General Notice
	Proclamation = Proc
	Provincial Notice = Provincial Notice
	regulation = reg
	Proclamations
	If unsure whether you are dealing with a proclamation, a government notice or a general notice, consult the list of contents on the back page of the *Government Gazette* in question*.*
	Example:
	Proc R46 *GG* 24567 of 31 January 2003.
	Regulations
	☐ Abbreviated to 'reg': reg 5(1) (but written out at the start of a sentence)
	☐ Cited by referring to the notice in which they appear, eg the Road Accident Fund regulations in GN 232 *GG* 24568 of 1 February 2003

2.9 Internet references

Internet references	□ Avoid Wikipedia references; use published or authoritative sources □ Consider carefully how authoritative the source of the information is before using it □ Author's name □ Title of article in sentence case, roman, single quotation marks □ 'available at' □ URL in italics, in black, not underlined (right click on it and select 'Remove hyperlink' to remove blue and underlining) □ 'accessed on + date'
	Examples: John Bringardner 'IP's brave new world' available at *http://www.law.com,* accessed on 12 May 2008. BIG Stick 'Time to bring back the death penalty?' *The Star* 24 May 2005 at 2, available at *http://www.thestar.com/arts/wed*, accessed on 23 February 2009.

2.10 Footnotes

Footnotes	□ **Purpose:** - To elaborate on points that would otherwise clutter the main text of the article - To provide the relevant references without cluttering the text □ **Do not use op cit, ibid, id, supra –** a cross-reference to the footnote where the full reference was given □ **References to books, articles, websites** **First mention:** Reference in full **Subsequent mention(s):** Use a cross-reference to the footnote where the full reference was given If several of the author's work is cited, use an abbreviated reference to the work.
	Examples: Smith & Dlamini (n 5) at 67. Pillay et al *Disclosure* (n 19). See Smith & Dlamini (n 5).
	□ **References to cases** **First mention:** Full case name and citation; you can give a special abbreviated name (eg *Smith*) in brackets when the case is first mentioned **Subsequent mention:** Use cross-referencing method to refer to the footnote where full reference was given

	Examples: *Fedsure* (n 12) para 34. *Fedsure* (n 12) at 365G–H. *Jacob*'s case (n 16).	
	☐ **Consecutive references to the same work:** Use the normal cross-referencing style, ie do not use ibid, id, supra or op cit	

3. EXAMPLE OF AN ARTICLE'S FIRST PAGE

Women pioneers in the judiciary programme – supporting women judges and law students in Southern Africa

BARATANG CONSTANCE MOCUMIE[*]

ABSTRACT

Most women in the judiciary and legal practice have no one to mentor them. Those potential mentors who are in senior positions are in court at the same time as the junior women are. The opportunity to empower each other (to bring about the achievement of equality, the empowerment of those previously disadvantaged, and the promotion of the rule of law and justice) is hard to find or create on an individual basis. Women who wish to share their experiences with others to empower them so that they can do the same for others can do so through programmes specifically designed by their associations to meet these objectives. This article explains what the South African Chapter of the International Association of Women Judges (SAC-IAWJ) has done over the years to empower women (those on the bench, those studying law, and those The Competition Appeal Court as a specialist court: in practice) and young people in general. The uniqueness of the various programmes lies not only in empowering women but also in instilling a sense of pride and acknowledging women and their contribution to the development of the law.

KEYWORDS: empowerment, women in the judiciary and legal practice, unique programmes

1. INTRODUCTION

The SAC-IAWJ embarked upon several programmes to empower its members with specific focus on women (those on the bench, those studying law, and those in practice) and as an offshoot: young people in general, other judicial officers, and non-members. The flagship programme which encompasses all these aspects is the Women

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