



JUTA AND COMPANY (PTY) LTD
JOURNALS
GENERIC HOUSE STYLE

1. GENERAL

Language:

Any contributions written in English must adhere to the UK language rules for spelling and grammar.

Format:

All contributions must be submitted electronically. The text must be justified and typed in double spacing and in font Times New Roman and font size 12. Footnotes must be justified, typed in single spacing in font size 10.

Abbreviations:

Abbreviations should be avoided in the text but used as extensively as possible in footnotes. The normal language rules apply to abbreviations, but no full stops are used.

Quotations:

Quotations should be used sparingly and correctly. Quotations of less than forty words are indicated in the text by means of double quotation marks. All quotations exceeding forty words should be placed in a separate paragraph in font size 11 and indented without quotation marks. Single quotation marks are used for a quotation within a quotation. Alterations to quotations should be indicated by square brackets. Quotations are not italicised.

Headings:

All headings should be numbered consecutively with Arabic numerals. No full stops are used after headings.

Italics:

Quotations (including those in Latin) are not italicised. All foreign words and expressions are italicised, for example *Grundgesetz*, *fait accompli* and *dolus*.

Numbers:

Write out numbers of up to one hundred. Use numerals for units of measurement, monetary values and percentages. Examples: fifty-five sheep, 3 metres, £10, R20, €10, 7 kilograms, 7 per cent.

2. KEYWORDS, BIBLIOGRAPHY AND ABSTRACT

All articles must be accompanied by a list of keywords, a bibliography and an abstract in English (appr 300 words).

1. All research materials (except cases and legislation) appear in an integrated bibliography and are listed alphabetically:
 - (a) Books: surname/s and names/initials of the author/s, date of publication in brackets, title of book in italics, accompanied by the place of publication in brackets. Example: Cairns, J & P Du Plessis (2010) *The Creation of the Ius Commune* (Edinburgh).
 - (b) Articles: surname/s and names/initials of the author/s; date of publication in brackets; title of article in double quotation marks; name of the journal written in full (except for LJ, LR and Univ) in italics; numbers of volumes and issues; starting and ending page numbers. Example: Benson, John (1997) “The origins of Roman legal science” *Howard LR* 34(2): 194–220.
 - (c) Websites: Example: Ndulo, B (2006) “African Economic Community and the promotion of intra-African trade” available at http://www.einaudi.cornell.edu/Africa/outreach/pdf/African_Economic_Community.pdf (Accessed 19 November 2018).
2. Cases (listed separately and according to jurisdiction, in alphabetical order):

The name of the case is italicised, and words such as “and another” are omitted. Examples: *Smit v Smit* 1977 (2) SA 304 (AD); *United Democratic Movement v President of the RSA* (1) 2002 (11) BCLR 1179 (CC).

The English references to pre-1947 cases are also used in Afrikaans texts. Example: *Fennell v Bosch* 1934 NPD 142. References to English cases dating to before 1865 must include the ER reference. Please contact the editor for further detail in this regard.
3. Legislation (listed separately and according to jurisdiction, in alphabetical order): The title of a statute is not italicised. Example: Internal Security Act 74 of 1982. Only primary

legislation is listed in the bibliography. In the case of subordinate legislation, the basic form changes to the following: Procl R138 in GG 8331 of 6 Aug 1982.

4. Archival materials and classical texts: These do not appear in the bibliography. References to such materials in the footnotes are in full. Please contact the editor for further detail in this regard.

3. FOOTNOTES

In view of the fact that the bibliography contains full particulars, abbreviated references appear in the footnotes: the author's name/authors' names, date of publication and relevant page numbers (Ankum 2014: 34). In the case of more than one publication of the same author published during the same year, "a", "b", etc are added (Silver 1987a: 18–19; Silver 1987b: 327–329).