

HOUSE STYLE FOR ARTICLES AND NOTES IN THE *INDUSTRIAL LAW JOURNAL*

GUIDE TO CONTRIBUTORS

The *Industrial Law Journal* – a peer reviewed journal – welcomes submissions of relevance to labour law broadly construed. In addition to articles on South African labour law, submissions with a southern African or international focus will be considered.

Submissions to the *ILJ* should comply with the following requirements:

- The submission must be in English.
- It must be an original, unpublished work, and must not simultaneously be submitted for publication elsewhere.
- Article submissions should not exceed approximately 12 000 words (excluding footnotes). They must be accompanied by an abstract of not more than 200 words. The abstract should summarise rather than introduce the argument of the article, and should contain appropriate key words.
- Shorter submissions may be considered as notes or case notes. Notes are more focused pieces on a specific issue of legal interest. They should be between 5 000 and 8 000 words long and require an abstract.
- Case notes analyse a particular recent judgment (or judgments) of the courts. They should place the judgment in its jurisprudential context, isolate the issues and briefly evaluate the court's response. A mere summary is not acceptable.
- The manuscript should be submitted by email in the form of a file attachment to the following address chcooper@mweb.co.za.
- It should accord with the Journal's house style below. Cases, statutes, literature, quotations etc should be cited accurately in the correct format and be checked carefully by the author.
- The manuscript should be in Times New Roman 12pt and line spacing should be 1.5.
- The Journal does not accept unsolicited book reviews.

Regrettably, manuscripts that do not accord with the *ILJ*'s house style will be returned to authors immediately with a request that the manuscript be rendered into house style to the best of the author's ability. The quality of the piece will normally not be assessed before this has occurred.

HOUSE STYLE

This document is a general guide. Where it does not provide assistance, authors are requested to consult the main *House Style for Juta Publications*.

1 *Presentation and Layout*

1.1 *Page layout and font*

Line spacing should be 1.5. The text should be left and right justified.

The first sentence in paragraphs should be indented, except if it follows a heading in which case the sentence is set flush left. There is no space between paragraphs. Do not number each paragraph as if the article or note were a pleading prepared for court.

Use Times New Roman 12pt font for the text, dropped quotations are in 11pt, and footnotes in 10pt.

Do not underline or use bold type (except in the title of your own article).

1.2 *Titles of articles/notes/authors*

Titles of articles, notes and case notes should be in upper and lower case (ie title case) bold italic type and flush right with the margin. Case names should be in roman type to distinguish them from the rest of the heading.

The author's name must be in upper and lower small capital letters (use capital letters if you do not have the capacity for upper and lower capital letters) and flush right below the title of the article or note and followed by an asterisk.

Author details are given before the first numbered superscript in the footnotes and introduced by an asterisk. The asterisk in the footnotes is followed by the author's current designation.

Reference to qualifications is not obligatory. If used, university designations should be in brackets after the citation of the degree concerned.

Acknowledgments of assistance may follow author details.

Examples:

* Professor of Law, University of London, BA LLB (Cape Town), MA (Witwatersrand), PhD (Oxon).

* Senior Lecturer in Law.

Some university designations: Cape Town/Fort Hare/KwaZulu-Natal/Limpopo/Pret/Rhodes/Stell/Unisa/UWC/Venda/Witwatersrand, Lond/Oxon/Cantab/Edin/Harv/Yale.

1.3 *Headings and subheadings*

All headings should be numbered. Use metric numbering to, at most, two levels and then (a), (b), (c), followed by (i), (ii), (iii). Authors should avoid, if possible, using more than four levels of headings. There is no full stop after the numbering.

The first level heading should be in roman upper and lower case capital letters. If you do not have this capacity use upper capital letters as in the example below. Second level headings and all further sub-headings should be in italics, with only the first letter of the first word in capital letters.

Examples:

5 DUTIES OF COMMISSIONERS IN ARBITRATION

5.1 Provisions relating to arbitration

(a) An assessment of the performance of arbitrators

(i) Guidelines for arbitrators

1.4 Lists

Bullet points may be used for lists, particularly where the list consists of phrases rather than full sentences. Phrases begin with a lower case initial letter and end with semi-colons except the last phrase which ends with a full stop. Full sentences in a list should start with a capital letter and end with a full stop.

Where the items in a list are lengthy sentences, it is better to use (a), (b) or (i), (ii) etc, with each sentence ending in a full stop.

2 Grammar, Spelling, and Related Matters

2.1 Abbreviations, acronyms, titles

Names of associations, courts, and legislation should be written out in full at the first mention with the abbreviated form in brackets after — no quotation marks, no italics, no full stops.

Examples:

Congress of South African Trade Unions (COSATU).
 National Economic Development and Labour Council (NEDLAC).
 Labour Appeal Court (LAC)/ Supreme Court of Appeal (SCA).
 Labour Relations Act 66 of 1995 (LRA).
 In further mentions use: COSATU, NEDLAC, LRA etc.

Labour Court and Constitutional Court should be written out in full and not abbreviated.

Titles of judges, academics, other titles, qualifications: For judges, use abbreviation in capitals after the name — no spaces. In academic titles, do not abbreviate the word professor. Note that there are no full stops within the abbreviation.

Examples:

Smith AJ/AJA/JA.
 Dr/Professor/Mr/Ms
 BA/BCom/BProc/BA LLB/BIuris/PhD/MPhil/BSc (Hons).

Company names: (Pty) Ltd (no full stops).

General: In footnotes the *ILJ* employs the following abbreviations: regs/ch/ibid/para/paras/art (for article)/Proc 6 (but proclamation more generally). Use Cf when beginning a footnote, but lower case in other instances. (Always write out ‘schedule’.)

In the main text write out regulations/chapter/paragraph/article etc in full unless the references are in brackets in the sentence.

Do not use the ampersand except when citing cases in the *ILJ* reports, or in author references in the footnotes. In the main text use 'and' for author references.

See further under *Case citations*, *References*, and *Legislation* below for specific abbreviations.

2.2 Apostrophe

Examples:

MPs/NGOs/1990s/Food and Allied Workers Union (leave out the apostrophe in all union names)/Workmen's Compensation Act.

Consult recognised sources to determine whether Acts take apostrophe 's' in the title or not.

2.3 Capital letters

Capital letters are used only when essential, that is, in proper names and by tradition in a few other instances. When in doubt use lower case.

Examples:

South Africa/Constitutional Court/Act/President (of the country)/Parliament.

But:

state/court/labour courts/judge (unless as a title)/commissioner/amendment Bill/white, coloured, black.

Do not capitalise eg, ie, viz or ibid at the beginning of footnotes.

See also sections below on *Legislation* and *References*.

2.4 Hyphens

Avoid hyphens as far as possible. Rather use one or two words, depending on current usage and meaning. Where the first word of the compound is an adverb ending in 'ly', never use a hyphen.

Examples:

A wholly owned company.
R4 million.

Self-, non- and quasi- always take a hyphen — self-governing, quasi-judicial, non-judicial.

Sub does not usually take a hyphen — subcommittee, subsection.

The lockout provision, to lock out.

Workplace.

Use dashes, not hyphens, to mark off words to give emphasis.

2.5 *Italics*

Non-English words and phrases are set in roman. (Do not italicise ‘ibid’.)

Do not italicise quotations (see below).

Use italics as a mode of emphasis in quotations very sparingly. In such cases, the quotation must be followed by a separate sentence indicating that the emphasis has been added.

Example:

‘As this is a matter of unfair discrimination, it should be referred to the *Labour Court for adjudication* and not to the commission for arbitration.’ (Emphasis added.)

2.6 *Quotations*

Please note that it is the responsibility of the writer to ensure that all quotations are accurate. Quotations must be *exactly* the same as in the original source. Spelling or other printer’s errors should be marked by the interpolation [sic] in the text quoted.

Use single quotation marks, but double quotation marks for a quotation inside a quotation.

Quotations should be in roman type, not italics.

Quotations of more than three lines or longer than two sentences should be dropped onto a separate line and must be set *flush left* in single quotation marks and roman 11 pt type. There must a line space before and after the quotation.

If the quotation forms part of a larger sentence which commences in the text above, there is no colon or dash at the end of the introductory sentence. Otherwise a colon is placed at the end of the introductory sentence.

Examples:

The judgment stated:

‘In terms of the LRA an arbitrator has the power to determine the procedure for the conduct of arbitrations.’

The judgment held that in terms of the LRA an arbitrator

‘has the power to determine the procedures for the conduct of arbitrations’.

The quoted sentences should **not** be indented.

If a full sentence is being quoted the punctuation appears inside the quotation marks; if only part of a sentence is being quoted, the punctuation falls outside the closing quotation mark (see examples above). Superscript numbers should be placed outside the punctuation.

A three-dot ellipsis (...) is used to indicate the omission of a word or words in quoted material. A fourth dot is used to indicate a full stop.

Examples:

‘Eventually it became evident that the procedures ... gave rise to further irregularities.’

‘The court found that the commissioner’s conclusion was reasonable’

Use square brackets for your own interpolations in a quotation,

2.7 *Spelling*

Refer to the Concise Oxford Dictionary for correct spelling.

We use the ‘s’ and not the ‘z’ form of spelling in words such as organise, theorise, organization etc.

2.8 *Numbers, dates, percentages, currencies*

Use words for numbers from one to nine, but figures for numbers in tables and graphs, ages, percentages, measurements, quantities and amounts. A space is used in numbers of four figures or longer. In rands and cents, the cents should be denoted by a dot. Never begin a sentence with a figure (including a date) — rather rearrange the sentence.

Examples:

5 years’ imprisonment.

4 km.

R4 million (note space, do not abbreviate million or billion, no hyphen).

10%, but at the beginning of a sentence — Ten per cent.

58 988

R567.99

11 March 2005

3 *References*

The *ILJ* does not require a bibliography. Full references in the footnotes are required for the first mention of a book, article, Act, or case etc.

3.1 Case citations

An *ILJ* reference is preferred. If there is no *ILJ* reference, use a SALR or BLLR citation, or a neutral citation used by the courts or SAFLII.

All case citations should be given in full and exactly as they appear in the relevant law report. Case names should be in italics. Only mention the case name in the main text. The remainder of the case citation should appear in the relevant footnote.

After the first full mention of a case name, in further references it should be referred to according to the first mentioned party. If the first party's name would give rise to ambiguity, for instance if it is the state, a department, a union, or a minister, use the second party's name.

An acronym may be used if the name of the first party is cumbersome. The shortened form should be given in round brackets after the first full mention of the case. The name should be in italics and the brackets should be in roman type.

Paragraph references are preferred to page references and the reference used is 'para'. The *ILJ* does not use 'at' with paragraph references.

If a case is heard more than once in the same court, number each case in chronological order in brackets after the case name.

Examples:

September & others v CMI Business Enterprise CC (2018) 39 *ILJ* 987 (CC) para 21.
Kievits Kroon Country Estate (Pty) Ltd v Mmoledi & others (2014) 35 *ILJ* 406 (SCA).
 Thereafter: *Kievits Kroon*.
National Education Health & Allied Workers Union v University of Cape Town & others (2003) 24 *ILJ* 95 (CC) (*NEHAWU* (CC)). Thereafter: *NEHAWU* (CC).
Food & Allied Workers Union obo Kapesi & 31 others v Premier Foods Ltd t/a Blue Ribbon Salt River (2010) 31 *ILJ* 1654 (LC) (*Kapesi* 1). Thereafter: *Kapesi* 1.
Food and Allied Workers Union obo Kapesi and Others v Premier Foods Ltd t/a Blue Ribbon Salt River [2012] 12 BLLR 1281 (LC) (*Kapesi* 3). Thereafter: *Kapesi* 3. (Note that BLLR citations have square brackets, capital letters for 'Others' and 'Another', and 'and'.)

If the title of the Commission for Conciliation, Mediation and Arbitration appears in the case name, use CCMA in the citation. For 'on behalf of' use 'obo'.

Note that '*ILJ*' is always in italics because it is both a journal and law report. The names of other law reports are in roman type.

For unreported cases use the following style: *White v Brown* (LC) 1 February 2011 case no J2435 unreported.

If the case name is mentioned in the text cite as follows in the footnote: (LC) 1 February 2011 case no J2435 unreported.

3.2 Books

Give full details of the work cited at first mention in the footnotes. The following order should be followed: author's followed by the surname in roman type/title in italic/number of edition/publisher (not necessary) and year of publication in brackets/volume number if applicable/page number(s).

Use an ampersand if there is more than one author (but only in references; in the main text use 'and'). Three authors may be cited; thereafter use 'et al'.

Use title case for titles of books, that is, initial capital letters for the first word of the title and all subsequent words except articles (a, an etc), prepositions, and conjunctions. However, any word following a colon or a dash takes an initial capital (because it is a title. In ordinary text the word after the colon does not take a capital initial letter.

Do not use 'at' for page references unless you are giving both the starting page and the specific page (the latter preceded by 'at').

Abbreviate numbers (see point 2 above).

For further mention of a work refer back to the *first* mention as per the example below. Do not use op cit, infra, or supra.

Note that if 'ibid' is used, it must refer to the footnote immediately above and must have a lower case 'i'.

Examples for footnotes:

S Godfrey, J Maree & D du Toit et al *Collective Bargaining in South Africa* (Juta 2010).

J Grogan *Dismissal* 2 ed (2014) 19.

ibid (referring to the exact same work (Grogan) immediately above).

ibid 141-2 (referring to the same work (Grogan) but different pages).

Grogan n 3 above (for a later reference not immediately below the first reference).

Chapters in books

The following applies in order: author's initial (as per the original source) and surname in roman type/title of contribution in sentence case and roman type and between single quotation marks/'in' in roman type/editor's initials and surname/the word 'ed' or 'eds' in brackets/book title in italic upper and lower case (title case)/number of edition if other than the first/publisher (not necessary) and year of publication in brackets/volume number if applicable/page number(s). Note the limited use of commas.

Use sentence case for the titles of chapters in books and title case for the title of the book.

Examples:

S Deakin 'The many futures of the contract of employment' in J Conaghan, R Fischl & K Klare (eds) *Labour Law in an Era of Globalisation* (2002) 177-96 at 179.

3.3 *Journal articles*

Citation of journal articles should be as follows: author's initial, whichever the author uses/article title between single quotation marks in roman sentence case/year of publication in brackets /volume number where applicable/journal name in italics/page number.

Example:

A Rycroft 'Privacy in the workplace' (2018) 39 *ILJ* 725.

The names of well-known journals should be abbreviated. The appropriate abbreviations for South African journals are given below. If you use an abbreviation, use it consistently throughout.

Examples:

CILSA – Comparative and International Law Journal of Southern Africa

ILJ – Industrial Law Journal

SALJ – South African Law Journal

SA Merc LJ – South African Mercantile Law Journal

Stell LR – Stellenbosch Law Review

THRHR – Tydskrif vir Hedendaagse Romeins-Hollandse Reg

TSAR – Tydskrif vir die Suid Afrikaanse Reg

3.4 *Law Commission papers, working papers, research series etc*

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' (2002) para 56.

South African Law Commission (Project 123) 'Report on Protected Disclosures' (2001).

D Ironmonger 'Household Production and the Household Economy' Research Paper, Department of Economics, University of Melbourne (2001) 5.

M A Smith 'A Study of the Informal Economy' Working Paper 9, Policy Research Unit (June 2010) 7.

3.5 *Unpublished works*

Unpublished academic papers, theses, dissertations etc are cited as follows:

Example:

G Jones 'Socio-economic Rights and Labour Law' (unpublished LLD thesis Cape Town 2014) 264.

3.6 *Papers, public addresses*

If referring to a conference, use lower case when mentioning the conference unless citing the actual title of the conference, if there is one.

Example:

T Prekel 'The Role of Women in South Africa' paper presented to the 1990 annual conference of the Women's Bureau of South Africa, Pretoria.

3.7 *Internet references*

Where an author has accessed a published source on the internet, the original citation should be given and not the URL. This does not apply to newspaper articles or sources such as foreign sources that may not be accessible to other readers.

Only published or accredited/authoritative online source material should be used. Authors should avoid relying on blogs as generally they have not been subjected to an authoritative vetting process.

The URL should be in black roman type, and not underlined. The date of access should be given.

Example:

J Smith *Mediation in Australia* <http://www.med.law/aus>, accessed 5 April 2018.

3.8 *Official publications*

Apply the following in the text and footnotes: *Government Gazette* 12445 of 28 May 1993, or *GG* 12345 of 25 May 1993.

3.9 *Legislation, schedules, rules etc*

Acts and Bills: Their titles must be cited according to the official short title, number and year without any punctuation: Labour Relations Act 66 of 1995. Thereafter variants may be used: LRA, the Act, and LRA 1995 (if reference is being made in the text to more than one LRA). If the Act is mentioned in the main text, the name of the Act should be given, for example, Labour Relations Act, with the number and date in the footnote, for example, Act 66 of 1995.

Schedules: 'in terms of Schedule 8 to the Act' (capital for Schedule), but 'according to the schedule' (lower case).

Sections, subsections, paragraphs, rules, item: In main text: article/s 14/ss 21 (when referring to sections)/subsection/paragraph/rule/rules of court, but Uniform Rules of the High Court/item. Use the same abbreviations as for footnotes if the reference in the main text is in

brackets). In footnotes: art/s 10/ss 10-12/para 3/paras 21-26/rule/rules of court/Uniform Rules of the High Court/item.

Lower case letters indicating subsections of Acts or paragraphs must be italicised and in brackets. The upper case letter is not italicised. Characters i, v and x must be italicised when used as letters but not when used as numbers: *(a)/(b)/(cc)/(aC)/(bM)/s 7(g)/para (e)(ii)* (note the spaces between the 's' for section and 'para', and the numbers or letters).

Delegated legislation: Proc 123 GG 7890 of 11 June 1993/ Road Accident Fund Regulations in GN 232 GG 24568 of 1 February 2003 (GN stands for Government Notice). General Notice and Provincial Notice are not abbreviated.