



Enhancing Judicial Excellence

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NOTES FOR PROSPECTIVE AUTHORS AND CONTRIBUTORS

1. GUIDELINES TO PROSPECTIVE AUTHORS AND CONTRIBUTORS

Authors and Contributors are advised to take note of the following guidelines:

- 1.1 Authors and contributors must provide written confirmation that the manuscript has not been published or submitted for publication anywhere;
- 1.2 Manuscripts should comply with the South African Judicial Education Journal requirements set out here and in the call for papers;
- 1.3 Authors and contributors must carefully proofread their submission, avoid typographical and grammatical errors;
- 1.4 Manuscripts must be free of ambiguity, illogicality, tautology, circumlocution and redundancy;
- 1.5 The Editorial Board reserves the right to propose changes it considers desirable in consultation with the author/s, and
- 1.6 All manuscripts will be submitted to an expert referee for evaluation. This process is subject to strict confidentiality.

2. MANUSCRIPT FORMAT

The format of the manuscript should be as follows:

2.1 Abbreviations

2.1.1 Before using an abbreviation or acronym, first use the full name or word and reflect the abbreviation or acronym in brackets, eg African Union (later referred to as “AU” or simply (“AU”).

2.1.2 Use “para” and “paras” only in footnotes. In the text use “paragraph” or “paragraphs”.

2.2 Capitalisation

The use of capital letters should be of the accepted English language standard.

2.2.1 After a colon (:) use Capital letter if a new full sentence is introduced; decapitalise if it is merely a list of items;

2.2.2 Generally avoid capital letters; they are normally applicable to some names of entities or objects, for example Office of the Chief Justice.

2.2.3 When referring to books and journals please capitalise the first letter of every word in the title, except articles and prepositions: RL

Bakiamung *Principles of the Law of Sentencing*

2.3 Date format

The format for the date should be as follows: 17 September 2017

3. REFERENCES

3.1 Reference to Books

When making reference to Books, cite as follows:

3.1.1 When referring to a book at first instance in the footnotes please do it this way: RL Bakiamung *Principles of the Law of Sentencing* (2009) 143 (Note: the first letter of every word in the title, except prepositions and articles, is in caps; the author's name is not given; only initials are; and there is no space between initials)

3.1.2 Thereafter reference to the same source should be as follows: Bakiamung (note 1 above)

3.1.3 Where there are two authors: RL Bakiamung & PJ Van der Schaik; in footnote there should be full citation like Bakiamung, RL & Van der Schaik, PJ (followed by title) (1993)

3.1.4 Where there are more than two authors: reference in text should be as follows: Dubelethu *et al*; in footnote Dubelethu, ZS; Bakiamung, RL; & Van der Schaik, PJ (followed by title) (1993). But if the list of authors is rather long, even in the footnote you may simply say Dubelethu *et al* followed by the title and year of publication.

3.1.5 When referring to a **translated** source, the citation should be as follows: MD Zethu (ed) *The Philosophy of Plato* trans DW Bilala (1904)

3.2 Reference to Journal Articles

3.2.1 In footnotes (first reference): HB Khatib-Boakye 'A Critique of the European Charter on Trade Rights' (2008) 31 *Oxford Law Journal* 231

3.2.2 In footnotes (subsequent references): Khatib-Boakye (note 1 above) 304

3.4 Reference to Theses and Dissertations

If you refer to theses and dissertations please use the following format:

DG Mangochianga 'The Political Question of the Review of Constitution of Zimbabwe'
unpublished Phd thesis, University of Zimbabwe, 2014 186

3.5 Reference to Newspaper articles

If you refer to a newspaper article, please cite as follows: 'The ordeal of foreigners' children'
The Citizen 20 August 2015 3

3.6 Reference to International Treaties

First reference (in text): UN Committee on Economic and Cultural Rights (Committee on
ECR); subsequent references in text: Committee on ECR

3.7 Reference to Emails and Telephone communication

E-mail messages and telephone calls should be cited as below:

E-mail from A Ntanjana on 28 July 2006. Telephone communication with A Ntanjana on 28
July 2006.

3.8 Reference to Case law

3.8.1 In case names that have two or more parties on one or both sides, please use the initial
parties (*Zungula v Zintle*, and not *Zungula and Another v Zintle and Others*).

3.8.2 Do not put case names and citations in both the text and footnote. It is preferable to have
a shortened case name in the text and the full case name and citation in the footnote (in
text: in *Daniels*, instead of in *Daniels v Scribante*; and in footnote: *Daniels v Scribante*
followed by full citation). The footnote number should immediately follow the case name.

3.9 Reference to Foreign case law

In referring to Foreign case law see examples below:

3.9.1 Canada:

Malcorick v British Colombia (1997) 151 DLR (4th) 577

3.9.2 USA:

McValley v Doceck 397 US 235 (1970)

S v K (2002) 292 F 3d 597

3.10 Reference to Websites

When making reference to a website please use the following:

http://www.ocj.org.za (accessed 17 July 2016)

When an author or article is cited, provide full information, eg International Organisation of Judicial Training 'The Roundtable on Judicial Education and Accountability' 21 March 2017

http://..... (accessed 31 January 2007).

4. FOOTNOTES

In using footnotes, please take note of the following:

- 4.1 At the end of each footnote please use a full stop.
- 4.2 Please do not use *ibid*, *supra*, etc.
- 4.3 Words at the beginning of a footnote should start with a capital
- 4.4 All footnotes should be numbered
- 4.5 Use '&' when referring to articles and authors (arts 1 & 2; De Huilsig & Sefatane; *National People Party v Deputy Speaker of the National Assembly*) when referring to more than one resource. In full sentences use 'and' and not '&'.
- 4.6 Provide the full title of a journal and not abbreviation, for example, *South African Journal of Administrative Law*, and **not SAJAL**.

5. QUOTATIONS

- 5.1 Quotes longer than **30** words must be indented (on left hand side, not on right hand side).
- 5.2 For indented quotes, use font 10 Arial italics, do not use quotation marks. And for quotes within an indented quote use one inverted comma on either side (Example of indented quote: The Court took a dim a view of what it saw as 'a complete disregard of process' and told counsel as much.)
- 5.3 For quotes that are not indented use one inverted comma (The witness said that she had had 'enough for one day' and was not prepared to remain in the witness stand for a minute longer.)

6. USE OF BRACKETS

Avoid the use of brackets. If what you want to bracket is a parenthetical phrase, rather use parenthetical commas or hyphens.

7. USE OF BOLD

Please avoid the use of bold lettering

8. PUNCTUATION MARKS

8.1 HYPHENS

Use hyphens where appropriate; examples may be where, like commas, hyphens delineate a parenthetical phrase.

8.2. USE OF ITALICS

Please use italics for titles of journals, books, newspapers, and case names. Italics should not be used for legislation, treaties and conventions. Examples of words or phrases that may be in italics are as the following:

8.2.1 *et al*

8.2.2 *coup d'état*

8.2.3 *ubuntu*

8.2.4 *prima facie*

8.2.5 *inter alia*

8.2.6 *per se*

8.2.7 *a quo*

But contributors are discouraged from using Latin phrases. Of course, at times this may be unavoidable. Where Latin is used please give a translation in brackets immediately after it (the Court did this *mero motu* (of its own accord) and without any prior notice to the parties.)

8.3. APOSTROPHES

The modern practice is not to use an apostrophe in abbreviated plurals or plural numerals (ADSLs, and not ADSL's; during the 1500s, and not 1500's).