

EXPANDED STYLE GUIDE – *JOURNAL OF CORPORATE AND COMMERCIAL LAW & PRACTICE* (*JCCL&P*)

INTRODUCTION

Since this journal will be published by Juta and Company (Pty) Ltd, we have resolved to adopt, with only minor variations, the referencing style of contributions in the *SALJ*. Juta and Company (Pty) Ltd publish the *SALJ*. By doing this, we will hopefully ensure that there is consistency for both the contributors as well as the academic and publishing editors of the journal, as well as a degree of familiarity with the style for both parties.

The name of the journal should be referred to either in full, as the *Journal of Corporate and Commercial Law & Practice*, or abbreviated as *JCCL&P*. A few basic guidelines are included below, and if there are any problems, please feel free either to contact me, the co-managing editor, Dr Herbert Kawadza (Herbert.Kawadza@wits.ac.za) or to consult a recent edition of the *SALJ*. Don't feel too worried about the stylistic aspects, as I, the co-managing editor and the publishing editors will be checking the technicalities.

THE MANUSCRIPT: BASIC FORMAT

The editors welcome the submission of manuscripts in English for consideration for publication, and provided that the topic under discussion would be of interest to the academic and professional readership of the *Journal*.

The *JCCL&P* accepts manuscripts of three types. These are:

1. *Articles*. Articles are the feature pieces of each part of the journal.

These provide a detailed, if not seminal, analysis of the topic under discussion. Articles should not exceed 12 000 words (this number *excludes* references). Special permission will have to be sought from the editors to consider pieces longer than this, and this permission will not lightly be granted. All references in articles must be footnoted. Each article 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.

2. *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 constrained to case notes. Notes should be between 3 000 and 8 000 words long. Notes longer than this will, regrettably, not be accepted. Notes do not require an abstract. All references in notes are to be placed in-text, and in brackets.

3. *Book reviews*. Book reviews are critical discussions of scholarly books on any topic related to law. These should be between 2 000 and 5 000 words long. References are in-text, in brackets.

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 Corporate and Commercial Law & Practice*;

(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. In particular, authors are asked to acquaint themselves with the house style of the *JCCL&P*, and to check their manuscripts carefully against the guidelines that follow:

NOTE: Regrettably, manuscripts that do not accord with the house style of the *JCCL&P* will be returned to authors immediately, with a request that the manuscript be placed, to the best of the authors' ability, in house style. The quality of the piece will normally not be assessed before this has occurred.

HOUSE STYLE

General

What follows are the stylistic requirements that most commonly require the attention of *JCCL&P* authors and editors. This document is by definition a general guide; 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:

- to consult previous volumes of the *SALJ*, and to see how a similar stylistic issue has been dealt with in the text; or
- to contact the editors for advice (contact details may be found at the front of each part of the *JCCL&P*).

MATTERS OF PRESENTATION AND LAYOUT

Page layout

The page should have 1 inch (2.54 cm) margins all round (top, bottom, left, right). Line spacing should be 1.5. The text must be right-justified.

All paragraphs (including those that come after long quotations) should be indented except the very first paragraph of a piece and any paragraph appearing immediately after a heading or subheading. Line spaces should not be left between paragraphs.

Font and type

A Times New Roman font is used by the *JCCL&P*. The text must be in 12 pt font. An 11 pt font must be used for all isolated or indented quotations, i.e. long quotations. Footnotes must be in 10 pt font. Italics are used for emphasis, for case names, names of journals and titles of books, plays, operas and films, names of ships and the titles of paintings and other works of art; and for web sites and other electronic references. They are also used to indicate paragraphs in legislation, as in s 34(1)(a). Italics are *not* used for foreign words. All italics in direct quotations are reproduced, however.

The *JCCL&P* does not use underlining at all. Nor is bold type to be used.

Titles of articles and notes, authors' names

All this material is *right-aligned*.

Titles of articles and notes are always in capitals.

Titles of articles are in italics with case names appearing in roman.

Acknowledgements are placed in a footnote to an asterisk appearing

at the end of the article's title. A line is left between the title and the author's name, which is in roman capitals. The author's degrees are given in a footnote to the symbol † (and in the case of a second author, ††). The author's designation appears immediately under his or her name, in italics and sentence case.

Titles of notes are in roman with case names in italics. A line is left between the title and the author's name, which is again in roman capitals. The author's designation appears immediately under the name, in italics and sentence case. Degrees are not given but acknowledgements may be made in a footnote to an asterisk appearing after the author's name.

Headings

All headings are left-aligned (other than headings of sections of the journal).

Main headings are in capitals. The headings in articles are numbered in roman numerals (e.g. 'I INTRODUCTION').

Subheadings and sub-subheadings in articles are in italics and sentence case (using *(a)*, *(b)*, *(c)* for subheadings, followed by *(i)*, *(ii)*, *(iii)* for sub-subheadings). Authors should avoid, wherever possible, going beyond sub-subheadings.

Lists

Bullet points may be used for any list, and should be used particularly where the list consists of phrases as opposed to full sentences. Full sentences should start with a capital and end with a full stop. Phrases may, however, begin with lower case and end with a semi-colon (and a full stop right at the end of the list).

Lengthy items consisting of whole sentences or several sentences may appear in numbered lists (using *(a)*, *(i)* or whatever seems appropriate). Such items always begin with a capital and end with a full stop.

We use 'first' (not firstly); thereafter 'secondly', 'thirdly'.

SPELLING, GRAMMAR AND OTHER RELATED MATTERS OF STYLE OR CONVENTION

Spelling and capital letters

Like the *SALJ*, *JCCL&P* uses the 's' form of English spelling: recognise, emphasise, analyse, realise, organisation (but assets are 'realized'). We say 'in so far as' and not 'insofar as'; 'moneys' and never 'monies'.

Capital letters are used only where essential, i.e. in all proper names (South Africa, Constitutional Court) and by tradition for a few other things, such as Act, President (of the country), Parliament and the Constitution (in the sense of a particular document; otherwise lower case).

Please note: Capitals are *not* used for court, appeal court, judge, judge of appeal, committee, board, council, municipality, province, premier, etc. (When in doubt, use lower case.)

The use of capitals in titles and headings is dealt with below.

Numbers, dates, percentages, currencies

Use words for all numbers between one and twenty and for all approximations (about two hundred years, a thousand ways). Numbers higher than twenty may be in figures. All numbers in tables and graphs are in figures. So are ages (5 years old), percentages (the *JCCL&P* uses the words 'per cent' in the text (10 per cent), and only uses the figure % in tables), measurements, quantities and amounts (6 cm, 40 km, R5 million). It is advisable also to use figures where a lot of numbers appear in a piece, as a consistent style looks better. A space (not a comma) is used in large numbers, as for

instance in 42 567. Where a 'rands and cents' figure is used, the cents should be connoted by a dot (R456.45). For other currencies, use US\$, L, €.

A sentence should *never* begin with figures, i e recast the sentence or use words.

Dates and centuries: on 4 July 1978; in the 1980s (*not* 1980's — there is no apostrophe); in the twentieth century.

Dashes, hyphens etc

(a) The *JCCL&P* uses the long dash — (known in the publishing trade as the 'em rule') where the author wishes either (i) to tack a word, phrase or clause onto the end of a sentence for emphasis, or (ii) to mark off a 'by the way' remark in much the same way as a parenthesis, but generally to give it greater emphasis.

Examples:

His expertise and loyalty are available — at a price.

A policy shift is necessary to protect third parties — possibly unsophisticated entrepreneurs — who enter into preincorporation contracts.

(b) Where the author wishes to refer to sequences of figures to indicate continuity, or to join compounds, then a shorter en rule - should be used:

Examples:

Pollak on Jurisdiction (1967) 45–52. (This is the standard mark for all page references from ... to)

The blood–brain barrier.

(c) In other circumstances, the short hyphen - must be used.

Examples:

Jean-Jacques.

7-year-old boy.

NB: Some books (especially looseleaves) have double-jointed page numbering; for example 'A-4' or '3-32'. In such cases, the short hyphen should be used, as this will indicate clearly a specific page is being referred to, and *not* a sequence from ... to

Quotations

Quotations are reproduced exactly, including all original italics and original punctuation, notwithstanding that the original forms may not comply with the *JCCL&P* style.

Quotations appear in single quotation marks. Quotations within quotations appear in double quotation marks. (Back to single for the rare quotation within a quotation within a quotation.)

Short quotations appear as part of the text. Long quotations, i e quotations of more than three lines *or* more than one sentence, are isolated from the text by being indented from the margin. It is permissible to isolate a shorter quotation for emphasis.

Whenever a quotation is introduced with a colon, the quotation itself should begin with a capital letter (using square brackets to indicate an alteration where necessary). If no colon is used, the quotation should start with lower case. Where the quotation begins with a capital letter, the closing full stop should normally appear inside the closing quotation mark. But if the quotation forms part of the larger sentence, the full stop should appear after the closing quotation mark.

Ellipses need not be used at the start of a quotation but must be used in the middle and at the end of a quotation to indicate missing words. We use three dots for any missing word/s and a fourth dot

to show any missing full stop. (The placement of the dots indicates

where the full stop appeared, so it will be ... or ...)

Square brackets are used for all editorial changes and interpolations.

REQUIREMENTS FOR REFERENCING STANDARD LEGAL SOURCES

Cases

Broad (Pty) Ltd v Thin 2008 (4) SA 456 (SCA).

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 (e.g. where the author makes mention of 'the respondents'). Such parties are given in lower case, and in English ampersands are used (& another, & others). In Afrikaans the ampersand is not used: en 'n ander, en andere.

Double citations are neither required nor encouraged. Our preferred law reports are the SALR and any other Juta reports.

Paragraph references or page references (with marginal letters) may be given. The former are preferred. The *SALJ* does not use 'at' with para references, although it does with page references.

If the case is not reported in a published set of law reports (either at all, or has not as yet been published in this manner due to the decision being very recent) the author should please provide some form of citation for the purposes of reference. This could be a JOL or JDR citation, or a neutral citation used by the courts and SAFLII.

With the proliferation of electronic databases and neutral citations, there is less and less call for an author to refer to a case as being unreported. However, where it is necessary to do so, the *SALJ* uses two basic styles for unreported cases, the date being the date of judgment:

Lambertus Daniel Burger Dormehl v Underlying Advertising and Promotions (Proprietary) Limited (GNP) unreported case no 26387/14 of 1 March 2014; or

Public Investment Corporation Ltd v Bodigelo (SCA) unreported case no 156/13 of 22 November 2013

In addition, the placement of the word 'unreported' may be varied in accordance with the structure of the sentence, e.g. 'in the unreported

case of *Public Investment Corporation Ltd v Bodigelo* (SCA) case no 156/13 of 22 November 2013...'

Books

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.

In a *reference* the co-authors of any work (book, article, chapter, etc) take an ampersand: Smith & Dlamini. We cite up to three authors: Smith, Dlamini & Pillay. Thereafter use 'et al'. When referring to authors in an ordinary sentence the ampersand is not used: 'Smith and Dlamini believe that ...'.

If the named persons are the authors of the book, then no more need be said. But if these are the editors, then the abbreviation (ed) or (eds) must appear after the names.

Book titles take title case and appear in italics.

If the book is in an edition after the first, the number of the edition must appear after the title: 2 ed, 3 ed, 4 ed – but not 2nd or 3rd ed. If it is the first edition of the book, then no edition need be referred to; it will be assumed that it is the first edition.

The year of publication must appear in brackets after the title (first

editions) or edition.

The precise page number where the authority was found comes next, if necessary. If the book operates by paragraphs or sections (which may be connoted either by 'para' or by '§'), then this will be a sufficient reference. If it is necessary to refer to both paragraph/section and page, then do so as follows: para 27 p 160. This latter method should be used only where absolutely necessary. Where the reference is generally to a chapter in the book, this should be indicated by the abbreviation 'ch' (unless the word chapter starts the sentence, in which case it must be in full).

Examples:

John D Smith & Sipho Dlamini *Hand's Law of Arbitration* 5 ed (2006) 115.

P Q R Boberg *The Law of Delict: Aquilian Liability* (1984) ch 3.

Chapters in books

Where an author refers to a chapter in a book written by a specific author (most commonly in a book constituted of chapters by experts on a common theme, and which have been collected and edited by a

general editor or editors), then both the chapter and the book must be referenced in full the first time the work is cited.

The author must be referred to exactly as he or she was in the book, and the titles of chapters in collections are always in sentence case and roman. The book is to be cited as above.

Example:

M Bear & D Bear 'Too hot, too cold, just right?' in Mary Goldilocks (ed) *The Politics of Cookery* 3 ed (2004) 23-7.

Some works (especially *LAWSA* and looseleaf books) can give problems. Try to follow this style:

A J Kerr 'Lease' in W A 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

The name of the author(s) must appear exactly as they appear in the journal being cited.

The title of the article must appear in sentence case, in roman, and within single inverted commas.

The year (in brackets) the volume (where relevant) and the title of the journal must be supplied. The title of the journal must be in italics.

The names of well-known journals (such as *SALJ*) should be abbreviated. Otherwise *LJ*, *LR* and other abbreviations may be used.

Examples:

Jane Dube 'The new Consumer Protection Act: An introduction' (2002) 119 *SALJ* 700 at 725.

S P Moyo 'The decline and fall of constitutionalism' (1998) 23 *SAJHR* 456.

Where the periodical carries no volume number, the year is not placed in brackets, e g 2006 *Acta Juridica* 43; 2003 *TSAR* 89; 2004 *Annual Survey of South African Law* 776.

Theses

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

Newspapers

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

White papers, etc

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

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

The long citation (used when referring to the Constitution for the first time) is simply Constitution of the Republic of South Africa, 1996.

The interim Constitution remains the Constitution of the Republic of South Africa, Act 200 of 1993.

Legislation

In the first reference give the short title, number and year of a statute without any punctuation: the Judicial Service Commission Act 9 of 1994. Thereafter variants may be used: the Judicial Service Commission Act, the Act, Act 9 of 1994.

Use abbreviations for sections, subsections, paragraphs and subparagraphs, but never at the start of a sentence: chapter = chap, section = s, sections = ss, subsection = subsec, paragraph = para, subparagraph = subpara, article = art. (Plurals: subsecs, paras, subparas, arts.)

Use italics as shown to avoid confusion: s 45(2)(b)(i)(aa).

Schedules: 'in terms of Schedule 4 to the Act' (cap), but 'according to the schedule' (lower case).

Delegated legislation

A proclamation is cited as follows: Proc R46 GG 24567 of 31 January 2003.

Regulations are cited by referring to the notice in which they appear, e g the Road Accident Fund regulations in GN 232 GG 24568 of 1 February 2003. A regulation is abbreviated to reg, as in reg 5(1) (but not at the start of a sentence).

Some pieces of delegated legislation should be abbreviated, others not:

Government Notice = GN

General Notice = General Notice

Proclamation = Proc

Provincial Notice = Provincial Notice

regulation = reg

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 or check Juta's annual index to the *Government Gazette*.

Internet references

Wherever possible, a published or authoritative source should form the basis of a reference. However, it is true that more and more frequently authors are referring to websites. This may be done, provided that the author considers carefully how authoritative the source of the information is before using it.

Where an internet reference is to be used, it must appear as follows: John Bringardner 'IP's brave new world' available at <http://www.law.com>, accessed on 12 May 2008.

B I G 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.

NB: the URL must appear in italics, in black, and must *not* be underlined.

Where an author has accessed a published source on the internet (e.g. a journal article accessed through WestLaw) then the original citation should be given, and there is no need to refer to the URL. The exceptions to the above rule are newspaper articles accessed from the internet, or resources such as law commission reports etc from other countries, which may not be obviously or easily accessible

to interested readers. For convenience, a URL reference may be given to assist the reader.

THE USE OF FOOTNOTES IN ARTICLES

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.

In footnotes a reference to any authoritative source (which must comply with the house style described above) 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).

Examples:

Smith & Dlamini op cit note 5 at 67.

Pillay et al *Disclosure* op cit note 19.

Cases are also cited using the cross-referencing method, but 'supra' is used:

Fedsure supra note 12 para 34.

Supra note 16 at 365G-H.

For consecutive references to the same work, *ibid* is used with or without a page number/paragraph reference as appropriate.

Examples:

Ibid.

Ibid at 45.

Ibid para 45 (no 'at' with para refs).

REFERENCES IN THE TEXT (USED FOR ALL NOTES AND BOOK REVIEWS)

Essentially the same rules apply for first and subsequent references, but now the references are contained in the text in brackets — using brackets for 'supra' and for other material where appropriate — and there is no reference to a previous note:

Examples:

Smith & Dlamini op cit at 56.

Jacob's case (supra).

The use of 'supra' and 'op cit' can be obviated by giving a special abbreviated name (e.g. Smith) in brackets when the case/work is first mentioned. Thereafter the case/work can simply be referred to as 'Smith'. This style should be used where there are repeated references to the case/work in a note, as for instance where the note is essentially about a particular case.

MISCELLANEOUS

A name should appear in full before any acronym is used for it.

However, this does not apply to acronyms that are very well known, such as NGO and UN and US. (Having used 'United States' once, it is acceptable to start calling it 'the US' without announcing this in advance.)

If at all possible, avoid starting a sentence with an acronym or any other kind of abbreviation.

Where an entire sentence appears in parentheses, the full stop is placed *inside* the second bracket. (Here an entire sentence is bracketed.)

When giving starting and ending page numbers and paragraph numbers, leave out the unnecessary ones: thus 34-5 and not 34-35. Care must be taken with teens: it is 514-15 not 514-5. However, with ones it is correct to say 20-1, 400-1 and so on.

Co-Managing Editor,

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