1. HEADINGS

The following rules are important when using headings:

- No full stops, exclamation marks in headings.
- Print headings in BOLD font.
- If electing to resize headings to a larger font, do this consistently.
- If electing to use capital letters in headings, do so consistently.
- Reading a heading must give the reader a hint as to what is to follow. Do not make headings cryptic or too lengthy.

Number all headings and use such numbering consistently. For example:

1. MAIN HEADING
   1.1 Subheading
      1.1.1 Following heading

2. QUOTATIONS

When less than 50 words are quoted, the quoted sentence must simply be enclosed in quotations marks and the author cited. For example:

In the United States of America, juries have been found to be “...scarily unaware of the steps in the correct evaluation of evidence.” ^33

However, when typing a quote of more than 50 words, die paragraph must be quoted as follows:
Snyman delivered strong criticism on the proposed Secrecy Bill:

It is in the best interests of all South Africans that the public, as well as members of the media at large, fiercely object to the proposed Bill that will silence the media on important aspects of national governance. Where state employees insist on conducting themselves in secret and the media has been burdened with censorship, the truth dies and democracy with it. It happened in Apartheid South Africa. It happened in Zimbabwe. It's happening here now.

Thus:

- NO quotation marks where more than 50 words are quoted.
- Cite the author!
- 1 x TAB before starting the quote.
- Single line spacing.
- 10 Arial font.

Quotes must never be over-used. It is only beneficial to highlight essential information.

3. FOOTNOTES

- Both source references and real footnotes must be contained in footnotes at the bottom of each page.
- The position of the footnote references must be in the text, in superscript in Arabic numbering.
- The footnote number must preferably be at the end of a sentence, after the full stop. Where it follows a word and comma, it should be right behind the comma, not in front of it.
- Source references should be done in the style as prescribed by the Journal of Juridical Sciences, which is indicated below.

STANDARD FORMS OF USING FOOTNOTES

Standard form: BOOKS AND ARTICLES

1 Coetzee 1977:68-70.

1 X TAB No space Full stop
NAME IN TEXT
According to Van der Walt,² the correct …

TWO AUTHORS
3 Nel and Brink 1987:23.

MORE THAN TWO AUTHORS

MORE THAN ONE SOURCE
5 Brink 1978:33; Venter 1970:34.

MORE THAN ONE SOURCE PER AUTHOR

COURT CASES IN SOUTH AFRICA AFTER 1947
7 Standard Bank v Neugarten 1987 3 SA 695 W:703C-D.

CRIMINAL CASES
For criminal cases, only the last name of the accused or abbreviation is used:


9 K 1956 3 SA 353 A:668.

COURT CASES PRIOR TO 1947
For judgments delivered and reported prior to 1947, the traditional English abbreviations are used:
10 Baker v Baker 1945 AD 708:710.

SECOND REFERENCE TO COURT CASES
At a second reference to court cases, only the name of the relevant case and the pages are referred to – do not use ibid or supra:


12 Tsutso:670.

LEGISLATION

If it is material to the discussion, reference may be made to amendments: Close Corporations Act 69/1984 (as amended by Act 21/1997). If reference is made to a particular section, it is done in the following manner:


At a second or further reference in the footnotes to an act, it is not necessary to state the number and year of the act:

15 Close Corporations Act: Sec 56.

If it is evident from the text which act is referred to, it is sufficient to refer only to the relevant section:

16 Sec 58.

PROCLAMATIONS AND GOVERNMENT NOTICES

The reference to the *Government Gazette* must be provided (volume 103 number 4157). A second or further reference may be made in the following manner:


**OLD WRITERS AND SOURCES**

Roman-Dutch authors and old sources are referred to in the bibliography (see below). In footnotes, only the following references are made:

20  Voet 37 6 1.
21  Van der Linden 1914: 1 8 1.
22  Van der Linden 1806: 1 9 10.
23  D 29 2 51.

If there is no more than one source by an author in the bibliography, there is no need to refer to the relevant year.

**INTERNET SOURCE**


[Please note that the complete web address must be written out and underlined, and that the date on which the website was accessed must also be included.]

**General remarks on footnotes:**

🔗 Refer to pages and not to chapters as far as is possible.
🔗 Source references should preferably be placed at the end of a sentence or at the end of a quote.
🔗 Avoid excessive references and authority or an excessive number of sources in one reference.
🔗 Expressions such as “my emphasis” should only be placed after the page reference.
Cross-references: use English terms (“see”; “see above”; “see below” or ‘’see also’’) and NOT the Latin terms such as “vide” or “supra”.

4. BIBLIOGRAPHY

- A complete bibliography should be provided in the style prescribed by the Journal of Juridical Sciences.
- References to court cases and legislation should not be included in the bibliography.
- List all bibliographical sources together without any categorisation, alphabetically, according to author. Should legislation and case law be included, it must be organised under its own headings, e.g. Legislation / Case law.
- Use the following format (note that no upper case or capital letters are used except to indicate real names).

STANDARD FORMS OF BIBLIOGRAPHIES:

BOOKS
Bibliographical information on books should be presented in the following manner:

AUTHOR SURNAME, INITIALS

Year of publication. Title of the book. Edition (if applicable). Place of publication:Publisher.

For example:

COETZEE JS AND BRINK L


DRUCKER PF

**ARTICLES**

Bibliographical information should be presented in the following manner:

**AUTHOR INITIALS**

Year of publication. Title of the article. *Name of the journal in which it is published* volume (number):pages.

For example:

JOHNSON HJ


Note that the full name of the journal should be supplied and that upper case/capital letters are used in the name.

**CONTRIBUTIONS IN COMPILATION WORKS**

Contributions that form part of a collection of contributions must be listed separately with a reference to the collective work as such. Refer to the editor/editors as ed/eds.

SNYMAN AL


VAN RENSBURG CD (ed)


**DISSERTATIONS AND PAPERS**

JAMES AP

BRINK JL

GOVERNMENT PUBLICATIONS
REPUBLIC OF SOUTH AFRICA

OLD WRITERS AND CLASSICAL SOURCES
CUJACIUS J

KRUGER P and MOMMSEN T (eds)

VAN DER LINDEN J

VOET J

When referring to the old sources, Roman numerals may be provided if the author is uncertain. If the publisher is unknown, this may be omitted and only the place of publication provided.

INTERNET SOURCES
Internet sources are cited as follows in lists of reference / bibliographies:

MACDONNELL, H
5. GENERAL MARKS

Italics should not be used excessively. If used at all, italics should indicate emphasis. Latin terms such as “per se” may be printed in italics.

6. STYLE AND FORMAT

Please comply strictly to the following rules of style:

- Use **1.5' line spacing.**
- **Justify** all paragraphs.
- Use **Ariel font and 12 font size only.** Avoid the use of curly or strange font types, and do not print headings in excessively large font.
- Avoid using abbreviations in the text, but use abbreviations in the footnotes. Where you use acronyms (for example, SAPS), write the acronym out completely the first time it is used and follow with the acronym in brackets. Thereafter use only the acronym. (For example: The South African Police Service (SAPS) is the entity responsible for law enforcement).