

# **HOUSE STYLE FOR JUTA PUBLICATIONS**

## **House Style for Juta Publications**

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## PREFACE

Juta's objectives in publishing the *House Style for Juta Publications* are:

- to encourage adherence to one tried and widely preferred style;
- to promote an even higher standard of legal and academic writing in southern Africa; and
- to resolve the confusion that has resulted from the several alternative styles now being followed.

The manual is intended to serve as a comprehensive and up-to-date reference source for the editors and proofreaders presently being trained in the Juta house style, the editors of Juta's various journals and also for Juta's editorial staff.

Most Juta publications are written in English and this manual therefore concentrates on English style. The precepts of good writing and editing apply irrespective of language, however, and the basic precepts of the Juta house style apply in the preparation of Afrikaans texts as well. Information on some specifics of Afrikaans legal style has been included.

## ACKNOWLEDGEMENTS

This house style manual has emerged after much research and debate and is largely the work of a few dedicated individuals. We would like to acknowledge their contributions.

- First and foremost, we wish to record our indebtedness and very special thanks to Professor Ellison Kahn SC. Juta's house style for legal titles is derived from that of the *South African Law Journal*, the style of which developed under the pre-eminent editorship of Professor Kahn over more than 40 years.
- The late John Luker of The Rustica Press established the *House Style of The Rustica Press (Pty) (Ltd)*, which served for many years as Juta's house style.
- John Linnegar, John Luker's successor at The Rustica Press and now a freelance editor, used his many years of experience in editing law books to help compile the manual.
- Rod Prodggers, John Linnegar's successor at The Rustica Press, took on the task of bringing the manual up to date and collating the various contributions received.
- Madeline Lass, former Production Manager of Juta's Law Publishing Division, took the initiative to have a Juta house style redeveloped and did some of the initial compilation.

**Production Department**

**JUTA AND COMPANY LIMITED**

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## PART A

### GENERAL

What follows in this part should be regarded as a guide, indicating the preference in case of doubt or inconsistency. Where usage is quite acceptable there is no need to make it conform to house style. However, whatever style is used should be applied **consistently**. Indeed, in every instance **the most important consideration is consistency**.

We suggest that editors have as their constant and indispensable companions and guides the latest editions of the following:

*House Style for Juta Publications*

*The Concise Oxford Dictionary or Collins English Dictionary*

*Hart's Rules for Compositors and Readers at the University Press, Oxford*

*The Oxford Dictionary for Writers and Editors*

*Afrikaans Woordelys en Spelreëls*

Lynne Truss *Eats, Shoots and Leaves*

In conflicting situations, follow house style.

# 1 USE OF ITALIC

## 1.1 Case names, book (etc) titles, ships' (etc) names, legislation

The following are always set in italic type:

- the names of the parties and other terms in a legal case citation, the 'v' for 'versus' also being in italic
  - eg *Smith v Jones* 1987 (1) SA 262 (T)
  - Ex parte Van Tonder* 1945 WLD 832
  - Minister of Justice v Democratic Front and Another* 1987 (3) SA 346 (A)(see below, 16.1.1 for further details)
- titles of books, newspapers and periodicals when cited in the text, footnotes or bibliography of a work
  - eg Corbett, Hahlo & Hofmeyr *The Law of Succession in South Africa*
  - Sunday Times*, *The Weekly Mail*, *Rapport*
  - Industrial Law Journal*, *Financial Mail*, *Finansies & Tegniek*, *Government Gazette*(see below, 11 'Books' and 12 'Journals' for further details)

**NB But not** for the Bible nor the Institutes, Digest or Code of Justinian (and their abbreviations: I, D, C respectively); nor for series of law reports (eg South African Law Reports, South African Criminal Law Reports, South African Tax Cases Reports, All England Law Reports, etc)
- titles of theses and dissertations for doctors' and masters' degrees, and conference papers
  - eg Hawthorne *The Crime of Abortion* (unpublished LLD thesis, Unisa 1982)(see below, 13 'Unpublished works' for further details)
- the names of ships, plays and films, pieces of music, long poems that are virtually books in themselves, and works of art
  - eg SS *Wāratah*
  - Romeo and Juliet*
  - Wagner's *Die Meistersinger*
  - Robert Browning's *The Ring and the Book*
  - the *Mona Lisa*
- Latin terms for subdivisions of an Act in legislation (eg *bis*, *ter*, *quat*, etc)
  - eg section *5bis*, subsection (4)*ter*
- lower-case letters in parentheses, which may be used to distinguish the items in a list of points, and in legislation to indicate subdivisions of sections
  - eg (*a*), (*b*), (*cc*), (*kk*), (*aC*), (*bM*)—note that the upper-case letter in combinations is **not** italicised
  - section 7(*g*), paragraph (*h*), paragraph (*e*)*(ii)*

**NB:** when used as alphabetic letters, the characters i, v and x must be italicised (*i*), (*v*), (*x*); when used as roman numerals, they should **not** be italicised (*i*), (*v*), (*x*).
- generic and specific names of plants and animals, but **not** for order and family
  - eg Carnivora (order)
  - Felidae (family)
  - Felis* (genus)
  - Felis catus* (species)

**NB:** cultivar names of plants are set in roman type, begin with an upper-case letter, and are set within quotation marks, eg 'Germiston Red'.

- emphasised word or words, which should not happen too often, because a well-constructed sentence as a rule contains an implicit emphasis.

## 1.2 *Latin and other foreign languages*

- In **legal works written in English**, all non-English words and phrases are set in italic type, except for the following:

cf	infra	ratio=
et al	loc cit	supra
et seq/sqq	op cit	s v
f/ff	per*	vice versa
ibid, ibidem	per se	vide
in fin(e)	placaat, placaaten/ plakkate	vis-à-vis
inter alia	pro rata	viz

\*When used to indicate the source of a passage quoted from a reported judgment, set in italic, thus:

'... *per* Diccott J in ...'.

=When used as the legal term meaning 'reason, cause, motive', set in italic, thus: '... the ratio of the judgment ...'.

- In **legal works written in Afrikaans**, all non-Afrikaans words and phrases are set in italic type, except English words and phrases, which are set in roman type and placed between quotation marks and the following:

et seq/sqq	in fin(e)	op cit
f/ff	infra	supra
ibid, ibidem	loc cit	vide

eg So inderdaad kom *dolus* nie voor nie, maar *callidatis* verskyn wel in die sin van 'cunning, craft, slyness, artfulness' (kyk Van der Merwe op cit).

**NB** Italic words and phrases used attributively should **not** be joined to the subsequent Afrikaans word with a hyphen.

eg ... 'n *prima facie* saak van bedrog

... in die *Van Tonder* beslissing

Where the same word or phrase occurs frequently in a continuous passage, the quotation marks may be dispensed with after the first occurrence of the word or phrase.

- In **general academic works written in English**, foreign words and phrases are set in italic type, except those that have become accepted as part of the English language (such as *aide-de-camp*, *début*, *hors d'oeuvre*, *per annum*, *vice versa*, etc—consult a source such as *The Oxford Dictionary for Writers and Editors* if in doubt).
- In **general academic works written in Afrikaans**, all foreign words and phrases are set in italic type, except English words and phrases, which are set in roman type and placed between quotation marks.

## 1.3 *Article titles and contributions to books*

- Use roman type enclosed by quotation marks for the titles of articles in periodicals (see below, 12.1), chapters of a book (see below, 11.3) and short poems.  
eg Joubert (ed) *The Law of South Africa* is a special case—see below, 11.3.2

## 1.4 *Italic subheadings*

- Words that would normally be set in italic type are set in roman type in an italic subheading.  
eg (iv) *Duties of the curator bonis with regard to outstanding debts*

## 1.5 Punctuation

- Where complete sentences (or headings) are italicised, the punctuation forms part of such sentences and should also be italicised. But most often, only part of a sentence will be italicised and any punctuation preceding or following the italic type will be set in roman type.

eg Contemporaneous exposition (*contemporanea expositio*) or an old enactment can also be of assistance ...

... expressed in the maxim '*het naaste in het bloed erft het goed*'.

... quoted in *SALJ*, *THRHR*, *SAJHR* and *TSAR* ...

*Ex parte Hathorn: In re Officer Commanding, Durban Prison Command* 1960 (2) SA 767 (D)

## 2 CAPITALISATION

Capital (upper-case) letters are used for the first letter of proper nouns (names of people, places and objects) and for common nouns when used as official titles (see below, 2.5). The following paragraphs indicate the preferred house style in various, sometimes confusing, instances. See also below, 18.8 guidelines for Afrikaans works.

### 2.1 Titles

- In the **title** of a book, chapter, article, play, film, periodical, poem, work of art, ship, etc use a capital letter for the first word and all nouns and verbs and their qualifiers/modifiers. Definite and indefinite articles, prepositions and conjunctions do not take a capital letter unless they have contextual significance.

eg Shakespeare *Much Ado About Nothing*; Corbett et al *The Law of Succession in South Africa*; Grogan 'News Control by Decree' (1986) 103 *SALJ* 118

**NB:** See below, 18.8 for Afrikaans texts and 19.3.2 for the Harvard Style of listing references, adopted for academic works.

### 2.2 Foreign and Afrikaans surnames

- When the article or preposition and article occur between the first name (or initials) and surname, lower case is normally used.  
eg Pieter de Kock; Jan van der Merwe; M de la Harpe
- However, if the first name or initial is omitted, the article or preposition should always start with a capital letter.  
eg Mr Van Niekerk; Du Plooy AJ; De la Rey JP; Lord De Villiers

### 2.3 Pronouns referring to God

- These should be in lower case, ie his, him, etc. Always use who, whom, whose when referring to God; also use 'pro deo defence'.

### 2.4 Denominational terms and names of political parties

- These are capitalised except when used in a general sense for the policies for which they stand.  
eg Methodist but methodism; the Catholic/Methodist/Presbyterian Church (specifically), but we go to church (generally) on Sundays; Church and State when compared as institutions  
Democrats, Republicans, Tories, Conservatives, Labour, Liberals; Socialists, Social Democrat, Christian Democrat; Communist; Nationalists but nationalism; the Labour Party; communism; socialism; fascism

### 2.5 Official titles

- These are capitalised when used specifically or fully:  
eg the President / Premier / National Director of Public Prosecutions / Attorney-General / Minister of Justice / Chief Justice; the Archbishop of Cape Town; Her Majesty the Queen; the King of Norway
- but not when used in a general sense:  
eg ministers of state; the kings of England; bishops of the Church of England; the master of the vessel.  
**NB** For Jura Law titles, 'Minister' always retains a capital, even when used generally.

### 2.6 Hyphenated words

- Only the first part of a hyphenated word begins with a capital unless the second demands it.

eg the Peri-urban Areas Health Board, but Roman-Dutch law; Attorney-General; Director-General

**NB:** Do not hyphenate phrases used attributively where each word begins with a capital letter.

eg First World nations; Third World poverty; Second World War battles

- Generally no consistent practice is followed in the names of statutes; simply follow the wording of the Act in question.  
eg Hire-Purchase Act but Veterinary and Para-veterinary Professions Act  
Value-Added Tax Act, Tiger's-Eye Control Act but Sea-shore Act

## 2.7 Geographical names

- Nouns and some adjectives designating parts of the world or regions of a continent or country are generally capitalised. Names of administrative or political entities are capitalised. Descriptive adjectives not part of such a name are lower case.  
eg Antarctica; the Arctic Circle; Western Australia but western Gauteng; South Africa but southern Africa; the Far East; North Pole but polar regions; Central America but central Europe; the Tropic of Capricorn but the tropics; the West bloc, the East bloc  
eastern / northern / southern / western Mpumalanga / Gauteng, etc but capitalise when the name of a province (Eastern Cape, Western Cape) or a named region (KwaZulu-Natal South Coast; Southern Rhodesia).
- Names of mountains, rivers, islands, oceans and seas are capitalised and where such generic terms form part of the name, they too should be capitalised, except in the plural form.  
eg Indian Ocean but Pacific and Atlantic oceans, Apies River but the River Elbe, the Gariep and Vaal rivers; the Fish River mouth

## 2.8 Legal and judicial titles

- Abbreviations for judges' titles are in capitals and follow the surname.  
eg Smith AJ / J / AJA / JA / JP / DJP / ACJ / CJ  
Schreiner and Greenberg AJJ / JJ / JJA / AJJA, etc  
Dennins LJ, Lord Denning MR, Sir Robert Megarry V-C, Lord Lane LCJ (or CJ)  
*Plurals:* use double 'J'—AJJ / JJ / JJA, etc  
See below, 18.2 for Afrikaans abbreviations.
- In the industrial court:  
eg Parsons P (President) / DP (Deputy President) / AM (Additional Member) / SM (Senior Member) / M (Member)
- Generally:  
eg accused no 1, the second accused, the accused's council  
Act  
Admiralty / common / civil / mercantile / private, etc law but Roman / Roman-Dutch law, South African, etc law and Canon law  
Appellate Division (now called Supreme Court of Appeal): However, in the UK and USA—Court of Appeal (some American states have a Court of Appeals).  
appellant/respondent (**NB:** always use the article 'a' or 'the', never simply 'appellant claimed ...' or 'respondent alleged ...')  
Attorney-General  
Bar, Side-Bar  
Bench, a three-judge Bench, the Transvaal Bench, the witness addressed the Bench, a Full Bench  
Bill



Chief Justice  
 clerk of the court  
 commissioner, commissioner's court, the Appeal Court for Commissioners' Courts  
 counsel for the plaintiff  
 court, court of appeal, court *a quo*, court of law (but in a direct reference to a superior court use upper case—the High Court, Supreme Court of Appeal, Constitutional Court, Admiralty Court), industrial court, magistrate's court, magistrates' courts, magistrates' courts rules, maintenance court, small claims court, special court for tax appeals but the Johannesburg Tax Court, water courts  
 defendant/plaintiff (NB: always use the article 'a' or 'the', never simply 'plaintiff alleged ...' or 'defendant claimed ...')  
 divisions of the (previous dispensation's) Supreme Court: Natal Provincial Division, the Durban & Coast Local Division but the various provincial/local divisions  
 his lordship said ...  
 item, paragraph, regulation, section  
 judge, judge of appeal, Chief Justice, Judge President  
 law: law lords, by-law, Canon law, Law of the Twelve Tables, Roman/Roman-Dutch law, South African law  
*Lex Aquilia*  
 magistrate, magistrate's court, magistrates' courts, magistrates' courts rules  
 Master of the Supreme Court  
 ordinance but Ordinance 42 of 1903  
 paragraph, regulation, section, item  
*pro deo* defence  
 proclamation, but Proclamation 49 of 1978  
 Queen's Counsel, Senior Counsel  
 Registrar of Companies, Registrar of Deeds  
 registrar of the Supreme Court  
 regulation, section, item, paragraph  
 Roman/Roman-Dutch law, South African, etc law  
 rules of court: Supreme Court of Appeal Rules, Uniform Rules of the Supreme Court, rule 16, subrule (5), Cape/Natal/OFS/Transvaal rule 13, rules of court (generally), magistrates' courts rules  
 Schedule II to the Act, chapter ('ch' or 'chap') 5 of the Act  
 Second Schedule  
 section, item paragraph, regulation  
 sheriff  
 Side-Bar  
 South African Law Reports  
 State when referring to one of the parties in litigation (the State placed on record ...), but lower case when referring to the administration or the political entity (a state-funded organisation, the security of the state)  
 statute  
 statute book, but Wetboek (of the 19th-century Orange Free State)  
 Supreme Court  
 Tax Cases Reports (a special series)  
 taxing master

See below, 16 'Case citations', 17 'Citation of legislative material' and 18 'Afrikaans: some aspects of law style'.

## 2.9 *Administrative and political*

- National Assembly; National Council of Provinces; House of Commons; Congress; Senate; Senate chamber; House of Assembly / Representatives / Delegates; Parlia-

ment but parliamentary; the Cabinet; the President's Council, the Transitional Executive Council; member of the Cabinet / Opposition; the government (non-specific); the South African Government (= the executive); the legislature / executive / judiciary; the Registrar of Companies, but the memorandum and articles of association of the company, the Registrar of Deeds; the Member of the House of Assembly for Yeoville

- the Cape Town City Council, the Council (specific); city councillors; council officials; council employees; the Durban Corporation; the Stellenbosch Town Council; provincial council(s)
- First World, Third World (no hyphen when used attributively—Third World poverty)
- the Public / Civil Service but a public / civil servant; the Minister of Labour, but the minister (except for Jura Law, which would prefer Minister); the Director-General: Labour but a director-general; the Administrator of the Transvaal/Orange Free State, etc but the administrator(s); the Ministers' Council; State Revenue Fund; the Treasury; the Speaker; standing orders; plaacaat, plaacaaten/plakkate (*not* plaacaats), but the Placaat of 26 September 1658.

### 2.10 *Words derived from proper names*

- arabic letters; chauvinistic; Christian; Dantesque; Draconian; french chalk/polish; gargantuan; Hellenic; the Herculean Labours, a herculean task; Homeric; Indian elephant/tea; indian ink; indiarubber; lilliputian; Machiavellian (literary); Machiavellian intrigue; Platonic (philosophy); platonic love; protean; quixotic; Roman law; roman type; Shakespearian; titanic; Utopian
- Americanise; bowdlerise; Christianise; Europeanise; galvanise; Hellenise; Latinise; macadamise; pasteurise; Romanise
- ampere\*; boycott; cardigan; jersey; joule\*; mackintosh; morocco (leather); Newton\*; ohm\*; philippics (invective); quisling; raglan (sleeve); sandwich; suede; volt\*; watt\*; Wellington (boot)

\*Note, however, that the symbols for these metric units of measurement are all upper case (A, J, N, O, V, W).

### 2.11 *Abbreviations and acronyms*

(See also below, 8 'Abbreviations, acronyms and contractions'.)

- In most cases, where the acronym consists of the initial letters only of the words making up the name of an organisation or concept, use capitals for the acronym. This is the preferred house style and should be applied in doubtful cases. Always bear in mind that **consistency** in capitalisation is all important.

eg NSRI; ANC; COSATU; PPWAWU; WHO; SAMA; MITI; UCLA; PAYE; ISBN, etc

- Some acronyms, while made up of initial letters, nevertheless are conventionally set with an initial capital followed by lower-case letters. If in doubt, consult a source such as *The Oxford Dictionary for Writers and Editors*.

eg Anzac; Eskom; Iscor; Unesco; Aslib; Unicef; Unrra; Yskor, Sanlam, Unisa, etc

AD, AH, BC and BP are special instances where small capitals are **always** used (see below, 2.13).

- Acronyms made up of initial letters and parts of other words usually have an initial capital and the rest lower case.

eg Medunsa; Unitra, etc

### 2.12 *Footnotes*

- Do **not** capitalise eg, ie and viz at the beginning of footnotes. However, cf (*confer* = compare) does take a capital C at the start of a footnote.

### 2.13 *Small capitals*

- These are used for the following abbreviations:  
AD—anno Domini (placed *before* the year: AD 1992)  
AH—anno Hegirae, the Muslim era (placed *before* the year: AH 1695)  
BC—Before Christ (placed *after* the year: 305 BC)  
BP—Before the Present (placed *after* the year: 50 000 BP)

#### **2.14** *Nationalities, language, culture and race groups*

- These should be dealt with as follows:  
Asian, black, Chinese, (Cape) coloured, Griqua, Indian, Malay, white
- Use an initial capital for all tribal names.  
Fingo, Xhosa, Zulu, etc

**NB** Capitalisation of terms based on skin colour must be avoided.

## 3 PUNCTUATION

According to Carey's *Mind the Stop*, the purpose of punctuation is 'to make perfectly clear the construction of the written words' (at 15), thus ensuring that what an author has written is 'conveyed to the reader's mind, through his eye, with the least possible delay and without any ambiguity' (ibid). The emphasis is on punctuation governed by the construction of the written sentence and not by the requirements of reading aloud nor the mere length of the sentence. This rationale has been adopted in the guidelines that follow and, says Carey, '[i]f this function is properly fulfilled, then automatically all risk of ambiguity will be avoided and the appropriate pauses will be indicated to the reader, when they are not so optional as to be left to him to supply' (ibid). The house style approach to punctuation, then, can be summarised as follows:

Stops should be used as sparingly as sense will permit; but in so far as they are needed for an immediate grasp of the sense or for the avoidance of any possible ambiguity, or occasionally to relieve a very lengthy passage, they should be used as freely as need be. The best punctuation is that of which the reader is least conscious; for when punctuation, or the lack of it, obtrudes itself, it is usually because it offends (at 22).

### 3.1 Full stop

- Use only at the end of a sentence, ie one that contains at least one main clause which has a finite verb.
- Do not use to separate phrases or clauses within a sentence.
- Do not use at the end of an abbreviation.  
eg Mr Dr Co Pty s subs reg para ach vol etc C (Code) D (Digest), etc
- Do not use at the end of a display line, ie chapter title, heading, caption (unless it is a sentence), etc.
- Where a list of points—such as this one—consists of sentences (as defined), begin each with a capital letter and end with a full stop, not a semi-colon. Avoid mixing phrases and sentences in such a list.
- If decimal paragraph numbering is used, there is no full stop after the last digit.  
eg 1 / 3.2 / 5.9.6 / 8.4.7.1

### 3.2 Colon

- Use this stop to separate a clause which introduces a list, quotation, corollary or summary from the actual list, etc itself. Fowler *Modern English Usage* defines and illustrates as follows: '[The colon] has acquired a special function: that of delivering the goods that have been invoiced in the preceding words.' The word immediately following the colon should not have a capital letter unless it is a proper noun or it begins a quoted passage. An em dash (—) can be substituted for a colon (see below, 3.6).

**NB:** Never use :— in combination (unless in quoted or reproduced legislation).

- The colon is also used to indicate arithmetic ratio (in which case it has an equal space either side), and for biblical (chapter and verse) references.  
eg 24 : 48  
Job 32: 22

### 3.3 Semi-colon

- Use it to separate two independent sentences that are closely connected in sense, where the use of a full stop would produce too jerky an effect.  
eg The witness did not give a very good impression; he contradicted himself several times under cross-examination.  
**NB:** The use of the comma in the above example would be wrong unless a conjunction were used as well— '... good impression, since he contradicted... '.
- **With conjunctions:** A semi-colon is appropriate before a **co-ordinating** conjunction (and/or/but/yet, etc) where an extra pause is required; never before a **subordinating** conjunction (as/since/because/when/if/though/that, etc).

- It should be used at the end of each item in a list which is preceded by a colon or dash (cf above, 3.1) and to separate a series of authorities supporting an assertion (see also below, 16.1.6).

eg There are some types of cases where evidence is more desirable than questioning: *S v Shabalala* 1992 (2) SA 123 (T); *Brookes v Evans* ...

- ‘... [B]eing less than a full-stop and more than a comma, [the semi-colon] can be used in place sometimes of the one and sometimes of the other’ (Carey *Mind the Step* 43).

### 3.4 Comma

- **In general**, use it to separate the items or elements in a series of words, phrases and short clauses and also to mark off words, phrases and subordinate clauses, where necessary, to aid understanding.

- **With conjunctions:** A comma is not usually appropriate before ‘and’ and ‘or’ when they join two (not more) words, phrases or short clauses (but see below, ‘“final comma” problem’), but may be required to avoid ambiguity or to provide a pause in a long sentence. It is also not necessary before ‘that’ (he said that he should be here on time).

- When ‘or’ is used to mean ‘in other words’ a comma before it is essential.

- A comma is legitimate and often helpful before any other conjunction joining two clauses, although modern economy in punctuation prefers the omission of commas with subordinate clauses where no ambiguity can result.

**NB:** Any subordinate clause sandwiched into the main clause must be ‘bracketed off’ with a pair of commas.

In a ‘not only ... but also’ sentence a comma is not used before the ‘but’.

- **With participial clauses:** Such clauses, at the beginning or end of a sentence, or within it, are usually closed or preceded by, or enclosed between, commas.

eg Standing up, he addressed the court ...

He took off his spectacles and, turning to the dock, asked the accused ...

Counsel for the defendant sat down with a smile, having succeeded in thoroughly discrediting the prosecution’s main witness.

In sentences of the second type the comma should always follow the ‘and’ to mark the start of the participial clause.

Be careful with sentences such as those in the next two examples.

eg The enemy having been defeated, our troops captured the ridge.

The enemy, having been defeated, withdrew to their second line beyond the ridge.

- **With relative clauses:** A **defining** relative clause is not preceded by a comma; a **non-defining** or descriptive relative clause does take a comma before it.

eg The facts that he stated were quite conclusive.

He informed me of the facts, which he stated with scrupulous fairness.

- **With single words and short phrases:** Commas are usually not necessary with the use of nevertheless, indeed, no doubt, none the less, normally, meanwhile in the mean while and similar expressions, but note the following:

- α **However** requires careful treatment—when used ‘absolutely’ it should be separated from the rest of the sentence by a comma either after, before, or before and after, depending on its position in the sentence. When used as a modifier, a comma should be placed so as to avoid ambiguity. In the following examples, note the difference in meaning caused by the insertion or omission of a comma after ‘however’.

eg These details, however, trivial in themselves, are liable to lead to errors of interpretation.

These details, however trivial in themselves, are liable to lead to errors of interpretation.

- α **Too** and **also** should not be enclosed within commas unless they refer to a sentence as a whole.

eg If the successful conviction was due to the skill of the prosecutor, the witnesses too contributed by presenting credible and unbiased testimony.

Full account must be taken, too, of the forensic evidence supplied by the medical officer.

- α **For example** may be enclosed by commas when it refers to a sentence as a whole and is placed within the sentence, and should be preceded by a comma when it introduces the example.

eg See, for example, the case studies in chapter 5.

His manner of speaking, for example, is a sure indication of his mental state.

There were several indications of his mental state, for example his manner of speaking.

At the start of a sentence or phrase, **for example** is usually followed by a comma.

eg For example, his manner of speaking indicated his mental state

- α **Adverbs and adverbial phrases** do not need commas, except to avoid ambiguity, as in the following examples.

Outside, the house looked bleak.

In the evening, newspaper vendors perform death-defying stunts in peak traffic to sell their wares.

In the valley below, the village looked very small.

- A comma should precede 'that is', 'for example' and their abbreviations.
- **Words or phrases in apposition to a preceding word or phrase:** these can be placed between commas.
  - eg The assembling of all the relevant information, a difficult and costly operation, was completed in record time.
  - Mr Warlord, the Minister of Defence, announced in Parliament yesterday ...
- **'Final comma' problem:** In a list of items separated by commas, with 'and' or 'or' linking the final item to the rest, should there be a comma before the 'and'/'or'? In general, no. But the following type of list should have a final comma to prevent confusion:
  - eg The firms involved were Bowens, Spoor and Fisher, and Webbers.
- **Bracketing with a pair of commas:** Beware of misplacing the commas as has been done here:
  - A cryptic, and on the face of it, a foolish remark was passed.
  - He was principally concerned with the moral, even the religious content, of poetry.Substituting parentheses for these commas will show the dislocation clearly—they should properly appear after 'and' in the first sentence and before 'content' in the second.
- **Superfluous commas** separating subject phrase or clause from the main verb should be avoided.
  - eg Strangest of all the new sensations, was this uprising of physical virility.
  - The comma after 'sensations' is not required.
- Commas are inadequate on their own to join two clauses (see above, 3.1 'Full stop' and 3.3 'Semi-colon').

eg The dog is a very faithful animal, it will usually do anything for its master.  
In this example the comma after 'animal' could be replaced either by a full stop or a semi-colon.

### 3.5 *Parentheses and square brackets*

- Use parentheses ( ) ('pars' in printers' jargon, but also called 'brackets') to enclose interpolations, afterthoughts, asides, references or brief explanations made by the writer of the text. An opening parenthesis is not preceded by any other punctuation unless that punctuation is a full stop at the end of a sentence and the parentheses themselves enclose a sentence. For placement of the full stop in relation to the closing parenthesis, see below, 3.10.
- Use square brackets [ ] in a quoted passage to enclose interpolations, comments, corrections, explanations, notes, question marks or translations made by someone other than the original author and in a quoted passage enclosed by brackets. See further below, Appendix A 'Quoted matter'.

### 3.6 *Dash: em (—) and en (–) rules*

- A single em rule (—) or dash is used to tack a word, phrase or clause on to the end of a sentence, with no spaces on either side of the dash.

eg His expertise and loyalty are available—at a price.

- A pair of dashes is used to mark off a 'by the way' remark in much the same way as parentheses, especially when an abrupt effect is desired.

eg There is nothing to provoke anxiety—rather the reverse—in their discussions with other suppliers.

The second dash of the pair will fall away if its position coincides with that of some other punctuation required by the main sentence.

No other punctuation should precede a dash, except where a 'by the way' remark enclosed by dashes would naturally end with a question mark or exclamation mark.

- An en rule (–) is used in sequences of figures to indicate continuity (see also below, 9 'Figures and dates').

eg 9–13; 47–9; 235–8; 1713–19

and to join compounds where the first part does not modify the second (see also below, 4 'Hyphenation').

eg Sharks–Bulls encounter, London–Brighton marathon, blood–brain barrier

Do not use the en rules with 'from' and 'between'; rather spell out.

eg from 1976 to 1982, **not** from 1976–82

between 1976 and 1982, **not** between 1976–82

### 3.7 *Quotation marks*

- Use single quotes '/' to mark off the beginning and end of material quoted from another source; for further quotations within the quoted passage, use double quotes "/>".

See below, 3.10, for placement of punctuation in relation to closing quote marks, and Appendix A 'Quoted matter'.

**NB:** The preferred mode is to do away with quotation marks if quoted text is set in a different/smaller font and is simultaneously indented. Text should be set without quotation marks, indented and in a smaller font only if a quote adds up to three lines or more of main body text. But, when working with a loose-leaf, stick to the established style if the publication's norm is to add quote marks on top of the quoted matter being set in a different/smaller font and being indented.

### 3.8 *Exclamation mark/question mark*

- Use only for genuine exclamations

eg Heavens above! What a fine specimen! How very kind of you!  
and direct questions respectively.

eg What is the time?

**NB:** Take care with ‘what’ and ‘how’ exclamations. Omitting the exclamation mark may cause confusion. Never use two exclamation marks together. Do not use a question mark at the end of an indirect question. ‘He asked me where I have been all day?’ is wrong.

### 3.9 *Ellipsis*

- A three-dot ellipsis (...), typed with no space between the dots, is used to indicate the omission of a word or words from quoted material. Only three dots are used, regardless of the length of the omitted matter.
- Since the ellipsis takes the place of a word or words, there should be a normal single space separating it from preceding and/or following words. For the same reason there is no space between an ellipsis and punctuation following it nor between an ellipsis and an opening parenthesis or quotation mark.

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

‘... the applicant had been given leave to appeal ...’

- To indicate an omission at the end of a sentence within a quoted passage, use a three-dot ellipsis with normal single spaces either side. If the sentence preceding the ellipsis ends after the ellipsis, it should be finished off with a full stop typed close up after the ellipsis (...).

See below, Appendix A ‘Quoted matter’, for a range of variations and examples.

### 3.10 *Placement of full stop in relation to closing bracket/quotation mark—general rule*

- Where a complete sentence is enclosed by brackets/quotes the full stop is placed *inside* or *before* the closing bracket/quote.

eg (This assertion did not go uncontested.)

‘This assertion did not go uncontested.’

- Where part of a sentence—word, phrase or clause—is enclosed by brackets/quotes the full stop is placed *outside* or *after* the closing bracket/quote.

eg The idea that the Western concept of ownership is becoming increasingly socialised is unduly optimistic (or pessimistic, depending on the view taken).

This is an example of ‘pride going before a fall’.

### 3.11 *Apostrophe*

- Apart from its use to denote possession (see below, 7 ‘Apostrophe s’), the apostrophe is used to indicate the elision in contractions.

eg don’t (do not) / o’er (over) / I’ve (I have) / ’tis (it is) / it’s (it is) /

fo’c’s’le (forecastle). Note: ‘pros and cons’, but ‘do’s and don’ts’

- The apostrophe is not used for the plurals of numbers and abbreviations (see also below, 7.5).

eg 1960s; DTs; Ps and Qs; AGMs; MECs; NGOs; SETAs; but SMSes

### 3.12 *Slash*

- This mark is used to denote alternatives and ratios. Note that there is no space either before or after the slash.



eg and/or; kilometres/hour

## 4 HYPHENATION

Hyphens are used to indicate that two or more words are to be read as a single word with its own meaning and to avoid the ambiguity that could result from reading such joined words individually.

### 4.1 *Compound nouns*

- These consist of a noun preceded by an attribute and probably give authors and editors the most headaches, since they can be written as one or two words or hyphenated, depending on usage. Usually such a noun with a single stress is not hyphenated.

eg textbook; blackbird; crossword; fingerprint; dustman; coalfield;  
breakthrough, etc

- Nevertheless, many compound nouns are hyphenated.  
eg blood-pressure/-stream/-supply; after-care; bench-mark; by-law; death-rate, etc
- However, some expressions stubbornly resist telescoping.  
eg motor car; post office; short circuit; blood bank/group/cell; high road

See the lists provided below, Appendix B 'Frequently misspelled words', for more examples indicating house style preference, and, above all, **be consistent**.

### 4.2 *Compound adjectives used attributively*

- These are usually hyphenated. Such words may be made up of the following combinations:

adjective + adjective (red-hot poker, dark-blue sweater)

noun + adjective (pitch-dark night, sky-high inflation rate)

adjective + noun (common-law wife)

number + noun (50-page document)

adjective + participle (easy-going manner, ill-mannered lout)

noun + participle (load-bearing wall, fire-fighting equipment)

verb + adverb (fly-over bridge, made-up name)

phrases such as 'door-to-door' (sales) and 'up-to-date' (reports).

- Noun + participle combinations are especially prone to creating confusion unless hyphenated.

eg compare the meanings of 'tailor-made suits' and 'tailor made suits'; 'man-eating shark' and 'man eating shark'; 'leg-warming stockings' and 'leg warming stockings'.

- Latin phrases are never hyphenated when compounded in English works (but see below, 18.6, for hyphenation in Afrikaans works).

*prima facie* evidence

*bona fide* contract of sale

- Where the first word of the compound is an adverb ending in 'ly' a hyphen is **not** required

eg a partly shaded lawn, a beautifully furnished house, a wholly owned company

but when the adverb could perhaps not be recognised immediately as such a hyphen is required to avoid ambiguity.

eg little used car, little-used car

an ill mannered fellow, an ill-mannered fellow

### 4.3 *Compound adjectives used predicatively*

- These are usually **not** hyphenated.  
eg She is well known for her collection of Chinese pottery.  
The witness was ill prepared to face a hostile prosecutor.  
The figures in this report are not up to date.

### 4.4 *Counting numbers*

- Numbers such as 21, 67 and 98 are hyphenated when spelled out.  
eg twenty-one; sixty-seven; ninety-eight
  - Numbers larger than 100 are spelled out as follows:  
eg one hundred and twenty-one; ten thousand three hundred and sixty-seven
- NB** Do not hyphenate expressions involving millions and billions  
eg R4 million **not** R4-million or R4-m

### 4.5 *Compound expressions involving numbers*

- These always take a hyphen.  
eg a two-edged sword; a six-year term of imprisonment; the 14-day period; a 14-year-old first offender (two hyphens); nine-year-long wait (two hyphens)

### 4.6 *Simple fractions*

- These are hyphenated when written in words.  
 $\frac{3}{4}$  = three-quarters;  $\frac{1}{3}$  = one-third;  
 $\frac{5}{8}$  = five-eighths;  $\frac{17}{20}$  = seventeen-twentieths
- But where the denominator is a number greater than 20, do not use an extra hyphen when spelling out the fraction.  
 $\frac{3}{21}$  = three twenty-firsts;  $\frac{64}{65}$  = sixty-four sixty-fifths

### 4.7 *Prefixes*

The guidelines pertaining to prefixes vary from one prefix to the next. The following are the preferred uses in specific instances which often cause problems:

- 'self-', 'non-', and 'quasi-' always take a hyphen  
eg self-governing; non-aggression; quasi-judicial
- 'a' is joined without a hyphen  
eg apolitical; asexual
- 're' does not usually require a hyphen. However, when the next letter is an 'e', or 're' means 'again' and takes the stress, and there is another word spelled the same with a different meaning and a later stress, use a hyphen.  
eg reinforce and reappear, but re-emphasise and re-enter re-cede (cede again); re-bound (bound again); re-cover (cover again); re-form (form again); re-serve (serve again); re-sign (sign again), etc
- 'pre' does not usually require a hyphen, except when the next letter is an 'e'.  
eg precede; predecease; presuppose  
pre-eminent; pre-empt; pre-exist

**Exceptions:** pre-heat; pre-marital; pre-menstrual; pre-ordain;  
pre-select; pre-shrunk; pre-stressed; pre-tax; pre-war

**and combinations of pre and proper nouns:**

Pre-Cambrian; pre-Christian; Pre-Raphaelite, pre-Socratic

- ‘Sub’ does not usually require a hyphen  
eg subaltern; subcommittee; subconscious; subheading; subsection;  
subtropical  
**Exceptions:** sub-basement; sub-branch; sub-breed; sub-edit/-editor/-editorial;  
sub-lieutenant; sub-machine-gun; sub-plot
- ‘Co’ is a tricky one. Follow the list given below.  
co-author; coaxial; coed; coeducation/al; coefficient; coequal; coexist;  
coextensive; coheir; co-operat/e/ion/ive *but* uncooperative *and*  
non-co-operation; co-opt; co-ordinate *but* coordinate in scientific works *and*  
uncoordinated; co-respondent; co-signatory; cosine; co-star; cotangent  
(See the lists below, Appendix B, ‘Frequently misspelled words’.)

## 5 INDEFINITE ARTICLE

**5.1** Use **a** before all words beginning with a consonant, *except* silent h (see below, 5.3), and those beginning with a vowel pronounced as w or y.

eg a eulogy; a ewe; a one-off offer; a unique case

**5.2** Use **an** before all words beginning with a vowel and a silent h (see below, 5.3).

**5.3** Silent vs aspirated h: in general, if the h is not pronounced, use **an**; if the h is pronounced (aspirated), use **a**.

eg an heir/honour/hour, but a harvest/hero/home

This rule applies equally where the first syllable is not stressed.

Eg an honorarium, but a habitual/heraldic/historian/historical/hotel/hypothesis

**5.4** With abbreviations and acronyms, be guided by pronunciation.

eg a KLM flight; a Mr Jones; a TUC leader; a NATO base; a UN resolution; a UNESCO delegate

an SAA flight; an MCC ruling; an OAU summit; an RAF reunion; an FA cup final

**5.5** As ever, consistency is all important and editors should comply with authors' preferences where indicated.

## 6 DEFINITE ARTICLE

**6.1** The definite article in personal titles should be lower case

eg the Honourable Mr Justice Bloodknock

and should be italicised when it is part of the title of a book, play, work of art, etc.

eg *The Origin of the Species*, *The Times* (of London), *The Merchant of Venice*

Be especially careful with newspapers and periodicals. Some include 'The' in their titles, others do not.

eg *The Weekly Mail* but *Cape Times*

**6.2** *Always include* the definite article before accused, appellant, applicant, defendant, excipient, prosecution and respondent, except in quoted matter.

eg counsel for the defendant / the appellant

the applicant stated ...; the prosecution maintained that ...

## 7 APOSTROPHE S ( 'S/S' )

### 7.1 *Names*

Use 's for English names and surnames ending in 's' to indicate the possessive case.

eg Charles's; Jones's; St James's Square

- Longer names not accented on the second last syllable may take only ' as well as those names where the last syllable is pronounced 'iz'.  
eg Nicholas', Dickens', Evans', Moses', Rhodes'
- Ancient classical names take only ' .  
eg Mars', Venus', Ceres'

### 7.2 *French names*

French names ending in a silent s or x must take 's

eg Du Plessis's, Le Roux's, Marais's

### 7.3 *Periods of time*

eg a year's imprisonment; fourteen days' grace

### 7.4 *In phrases*

eg for convenience' sake; for goodness' sake

### 7.5 *Plurals*

In English, do **not** use the apostrophe s for the plural forms of abbreviations and numbers

eg MPs; SCs; NGOs; 1980s; the 90s

nor for the following pronouns:

eg hers, its, ours, theirs, yours

### 7.6 *Trade unions*

The names of most trade unions do not take s'.

eg Food and Allied Workers Union

### 7.7 *Acts of Parliament*

Some Acts of Parliament do take an apostrophe, others do not. Consult the *Register* (3 ed) in *Juta's Statutes of South Africa* (Juta 1993).

eg Workmen's Compensation Act; Public Accountants and Auditors Act

### 7.8 *Afrikaans*

In Afrikaans, the apostrophe s is used for plural and diminutive forms in various circumstances. See *Afrikaanse Woordelys en Spelreëls* 8th ed (Tafelberg 1991) at 29-30 for full details.

eg HOD's; SK's; LV's; AK's, etc

## 8 ABBREVIATIONS, ACRONYMS AND CONTRACTIONS

### 8.1 *Full stops and spaces*

- *Neither full stops nor spaces* should be typed between the letters of an abbreviation or acronym, nor full stops at the end of a contraction, unless specifically indicated in quoted matter.

eg MP; SC; RSA; MOH; UN; ANC; DP; NP; BBC; J; CJ; SM; UNESCO;  
UNCTAD; CIA; FBI; Dr; Mr; Ms; eg, ie, for and fob

- It is advisable to indicate the abbreviation/acronym in parentheses immediately after the first use of the term/title/organisation's name spelled out in full.  
eg ... the Council for Scientific and Industrial Research (CSIR) provides ...
- Academic qualifications do not take spaces between letters and words or parts of words (note also the case of the letters).  
eg BA LLB; BCom; BProc; BLuris; MB ChB; PhD; MPhil; BSc (Hons)
- Initials of people are separated by a normal space.  
eg J E Duncan; R J Cooke; O D Schreiner
- *Hairline spaces* should be inserted between a numeral and an abbreviated measurement  
eg 65 km; 12° C

**NB:** For work submitted electronically, it is useful to type in an unusual, unique character consistently to indicate hairline spaces. This will assist the typesetter to insert the appropriate typesetting code for a hairline space automatically. Type such abbreviations as follows (the character chosen to indicate the hairline space in the following examples is ASCII 248 or °):

eg 65°km; 25°mm

The typesetter will then perform a search-and-replace operation to insert the required typesetting hairline space code.

### 8.2 *At the start of footnotes*

At the beginning of footnotes, eg, ie and viz are lower case, but op cit, loc cit, ibid and cf have an initial capital (see below, 14.1–14.4).

<sup>29</sup> ie the accused.

<sup>30</sup> eg his whereabouts on the night in question.

<sup>31</sup> viz ss 12, 23, 32.

<sup>32</sup> Cf the description of the scene given to the investigating officer.

<sup>33</sup> Op cit at 759.

### 8.3 *Units of measurement*

These have the same abbreviations/symbol for singular and plural.

eg 1 km/cm/ml/ha

14 km/cm/ml/ha

See also below, 10 'Metric units'. They also have a hairline space between the numeral and the abbreviation.

### 8.4 *Ampersand*



Where the law reports use '& Co', '& Sons', etc, follow the wording as reported. Also use & to indicate joint authors, except where the book title includes the names of the original authors.

eg Hahlo & Kahn *The South African Legal System and its Background*  
Cameron, Cheadle & Thompson *The New Labour Relations Act*  
Coaker & Zeffertt *Wille and Millin's Mercantile Law of South Africa*  
'Coaker & Zeffertt take the view that ...'

**NB:** Do **not** use & in preference to 'and' in any other instance.

**NB:** In Afrikaans works 'en' may be used instead of the ampersand.

See also below, 11 'Books', 16 'Case citations', and 18 'Afrikaans: some aspects of law style'.

### 8.5 *Currencies*

Abbreviations for currencies are typed close up to the figures in roman type.

eg R8,50; 80c; €0.70; US\$560:

**NB:** Do not hyphenate or abbreviate millions and billions

eg R4 million; **not** R4-million **nor** R4-m

To write out the currencies as in rand, dollar, euro. Eg. Twenty rands, Thirty euro's.

### 8.6 *Forms of business*

eg (Pty) Ltd; CC/BK (Close Corporation/Beslote Korporasie); GmbH (limited liability company, Germany); plc (public liability company, UK); Inc

### 8.7 *Trade unions/other organisations*

Use capitals, close up, no full stops.

eg FAWU; COSATU; NECC; SACCOLA; NAFCOG; SACOB; SANCA; WHO; ILO; HRC; NSRI

### 8.8 *Etc*

Etc (*et cetera* = and the other things) is set in roman type and is not followed by a full stop (except at the end of a sentence, of course). It should not be used with fewer than two listed items and is preceded by a comma.

eg apples, pears, grapefruit, etc

### 8.9 *Local universities*

Abbreviations of South African universities:

CUT (Central University of Technology)  
DUT (Durban University of Technology)  
CPUT (Cape Peninsula University of Technology)  
Medunsa (Medical University of South Africa, a campus that is part of UL)  
NMMU (Nelson Mandela Metropolitan University)  
NWU (North-West University)  
Stell (Stellenbosch)  
TUT (Tshwane University of Technology)  
UCT (University of Cape Town)  
UFH (University of Fort Hare)  
UFS (University of the Free State)  
UJ (University of Johannesburg)

UKZN (University of KwaZulu-Natal)  
UL (University of Limpopo)  
Unisa (University of South Africa)  
Univen (University of Venda for Science and Technology)  
Unizulu (University of Zululand)  
UP (Pretoria)  
UWC (University of the Western Cape)  
VUT (Vaal University of Technology)  
Wits (University of the Witwatersrand)  
WSU (Walter Sisulu University of Technology and Science)

### 8.10 *Some overseas universities:*

(Lond)  
(Oxon)  
(Cantab)  
(Exon)  
(Nott)  
(Edin)  
(Harv)  
(Yale)

**NB:** Always type a normal space between degree and university.

eg John Aardvark BA/BSc/BProc LLB (Cape Town) MA (Oxon) Hon LLD (Johannesburg)

### 8.11 *Signs and symbols*

- Use § (plural §§) for numbered sections in a book (but not for Acts or ordinances, where the abbreviation is s [plural ss]—see below, 17 ‘Citation of legislative material’), except at the beginning of a sentence, where the word ‘section’ is spelled out and where the word is not used in conjunction with the section number.

eg Honoré *Law of Trusts* states at § 42 that ...

Section 42 of *Law of Trusts* covers the procedure ...

This section discusses ...

See below, 17 ‘Citation of legislative material’, for a complete list of abbreviations for the subdivisions of legislative material.

- For *percentages* use either **per cent** (two words) or **%** (with half space between the number and the symbol) *consistently*, and always use arabic figures.  
eg 25 per cent; 25 %
- At the beginning of a sentence use **per cent** as follows:  
eg Twenty-five per cent, **not** 25 per cent **nor** Twenty-five %
- Always use ‘percentage’ when no number is included.  
eg The percentage of scholars who passed, not the per cent/percent of ...
- For temperatures the degree symbol ° and the letter indicating Celsius C or Fahrenheit F are typed close up to each other but separated from the preceding number by a half space.  
eg 18 °C; 212 °F
- For degrees latitude and longitude the degree symbol ° and minute symbol " are typed close up to preceding and following figures.  
eg 36°S; 42°15"E

## 9 NUMBERS AND DATES

### 9.1 Use *arabic figures*

- for numbers 10 and above (except in a list of quantities);
  - for lists of quantities;
  - for all units of measurement, including percentages and ages;
  - except at the beginning of a sentence;
  - except when using an approximation.
- eg A contingent of two relief workers had to see to the needs of 8 600 refugees.  
There were, in all, 6 sheep, 51 cows, 2 tractors ...  
The container measured 4 m by 1,5 m and had a mass of 20 tonnes.  
In South Africa 46 per cent [or %] of the population is under 19 years of age.  
Thirty of the accused pleaded guilty.  
About one thousand motor cars per hour ...

### 9.2 Numbers under 10

- Spell out numbers under 10 in descriptive matter, and always at the beginning of a sentence. Hyphenate combinations of tens and units (see also above, 4.4).  
eg There were 29 accused, six of whom pleaded ...  
Four thousand eight hundred and sixteen citizens signed a petition ...  
68; 43; 2 700
- In Afrikaans works, numbers from 13 need not be spelled out. (See *Afrikaanse Woordelys en Spelreëls* at 77 for full details as to 'skryfwyse'.)  
eg een, drie, agt, twaalf, 13, 20, etc
- Spell out the following:  
I have said so a hundred times.  
Dozens of supporters were unable to purchase tickets ...  
There were thousands of marchers.

### 9.3 Four-digit numbers or more

Insert a hairline space (in typesetting jargon, a 'fixed space') after every third figure, counting to the left of the decimal

- eg 6 632,43  
1 256 837,601
- but **not** in years, page numbers or bibliography details.
- eg 2593 BC  
page 1204  
Hutchison et al. 1992. *Wille's Principles of South African Law* 8ed. Juta.  
1428 pp

### 9.4 Figure sequences

- In a sequence of figures (numbers and dates) use an en dash, not a hyphen; use as few figures as possible but always include a 1 to indicate 'teens' (see also above, 3.6 'Dash').  
eg 1–7; 9–13; 16–19; 22–8; 87–103; 245–386; 2415–17  
1922–4; 1939–45; 1899–1902
- For dates **BC** always type the full date.

eg 255–251 BC, **not** 255–1 BC

### 9.5 *Dates*

- Dates should read month, day, year with a comma after the numeral; no definite article.

eg November 17, 1952, **not** the 17th of ...

**NB:** ‘He took ill on February 9 and died on the twelfth.’

- For dates given in figures only, use full stops between day, month and year.

eg 17.11.1952

### 9.6 *Fractions*

These should be set as a single character, not numbers with a slash between numerator and denominator, and are usually spelled out in legal works (see above, 4.7).

eg  $\frac{3}{4}$  **not** 3/4

### 9.6 *Time*

Use international time in preference to am and pm. Note that four numbers must always be used, two on either side of a lowercase h or colon; for am and pm there should be a space between the number and the abbreviation.

eg 02h35, 13h07, etc; 02:35, 13:07, etc

4 am; 12 pm (midday); 8 pm; 12 am (midnight)—no zeros

2.35 am; 1.07 pm; 6.00–6.25 pm

## 10 METRIC UNITS

### 10.1 *Symbols*

- Symbols are typed or printed in roman letters and are always lower case, unless the name of the corresponding unit is derived from the name of the person, in which case the symbol (or first letter thereof) is a capital letter.  
eg kg (kilogram); s (second); mm (millimetre)  
**but** W (watt); Hz (hertz); J (joule)
- When written out in full the name of the unit is *always* lower case, except at the beginning of a sentence. These rules apply even if the remainder of the type is upper case, italic or any other style.  
eg LENGTH IN m; *frequency in* Hz
- Always type a hairline space between the number and the symbol following it.  
eg 679 kg; 38 ml

### 10.2 *Plurals*

Symbols have no plural form.

eg 1 m, 568 m; 1 Hz, 25 Hz

### 10.3 *Numbers and symbols*

- Names of numbers and symbols should not be used together.  
eg 50 kg or fifty kilograms,  
not fifty kg
- When the unit follows a number, its symbol is used. When it does not, it is written out in full.  
eg 10 ml  
The difference is no more than a millimetre.

### 10.4 *Decimal indicator*

- A comma is used as a decimal indicator for all numbers.  
eg 167,98 kg; 70,134 mol
- For numbers smaller than 1 a zero must precede the comma.  
eg 0,5 ml, **not** ,5 ml
- If there are more than three figures either side of the comma, they are divided into groups of three by means of spaces to promote readability.  
eg 1 725 368,684 901

### 10.5 *Fractions*

- Decimal fractions, not vulgar fractions, should be used with metric units.  
eg 0,5 ml, not  $\frac{1}{2}$  ml
- This does not, of course, apply where metric units are not involved.  
eg half an apple, not 0,5 of an apple

### 10.6 *Decimal multiples*

Decimal multiples and submultiples are typed in lower-case letters, whether spelled out in full or indicated by the appropriate symbol.

eg 34 dm (decimetres); 12 mg (milligrams); 72 kg (kilograms)

**NB:** The symbols for mega-, giga-, tera-, peta-, and exa- take an upper-case M, G, T, P and E respectively, but the spelled-out names are all lower case.

eg 49 MHz (megahertz); 40 Gbytes (gigabytes)

### 10.7 *Litre*

The symbol for litre, *l*, is italicised to avoid confusion with the figure 1, but it is not italicised when combined with the symbol for a multiple or submultiple.

eg 27 *l*; 1578 kl; 25 ml

### 10.8 *Per unit*

To indicate unit 'per' some other unit use either a slash or a minus power, but do so consistently.

eg km/h or kmh<sup>-1</sup> (kilometres per hour)  
g/m<sup>2</sup> or gm<sup>-2</sup> (grams per square metre—**not** gm/sq m or gsm)

### 10.9 *Compound expressions*

- Compound expressions involving metric units are not hyphenated when figures are used  
eg a 38 mm pipe; a 14 km run
- But when spelled out the hyphen must be used.  
eg a fifty-kilometre hike

## **PART B**

### **REFERENCES AND CROSS-REFERENCES**

All references to sources in a work must be cited in full, either in a bibliography, table of cases, table of statutes or in footnotes/endnotes. Specific modes of citation for books, cases and legislative material, as well as cross-referencing, are dealt with in the following sections.

Sections 11–18 deal with modes of citation in legal texts, section 18 specifically covering Afrikaans, and section 19 deals with aspects of style for non-legal academic publications.

## 11 LEGAL BOOKS

### 11.1 Citations

Full citations should run as follows:

- author's surname and initials in roman type;
- title in italic;
- number of edition/impression if other than the first;
- publisher and year of publication in parentheses;
- volume number (if applicable) (and its edition number if applicable);
- page number (may be preceded by 'at')

eg Kahn, Lewis & Visser *Contract and Mercantile Law* 2e 2nd imp (Juta 1991) vol I at 573

Botha CJ *Wetsuitleg—'n Handleiding vir Studente* (Juta 1991) 71

Honoré, T *The South African Law of Trusts* 3e (Juta 1985) 278

#### 11.1.1 Multiple authors:

Use **&** (not **and**) between the names of two co-authors; in Afrikaans texts **en** may be used. The names of three or more co-authors should be separated by commas with **&** (or **en**) between the last two. The phrase 'et al' may be substituted for the names of co-authors.

eg Rycroft, A & Jordaan, B *A Guide to South African Labour Law* 2e (Juta 1992)

Delport, HJ en Pretorius J *Inleiding tot die Wet op Beslote Korporasies* (Juta 1990)

Du Toit, E, de Jager, F, Paizes, A, St Q Skeen, A & van der Merwe, S *Commentary on the Criminal Procedure Act* (Juta 1987)

Du Toit et al *Commentary on the Criminal Procedure Act* (Juta 1987)

#### 11.1.2 Capitalisation in titles:

Use initial capitals for the first word of a title and all subsequent words except articles (a, an, the), unstressed prepositions and conjunctions. However, any word following a colon or dash takes an initial capital. Do **not** use all capitals, as often found on the book's title page or cover, in references.

eg Hahlo, HR *The South African Law of Husband and Wife* 4e (Juta 1975)

Hansen, H *Danish Law—A General Survey* (1981)

Rose, JD *Outbreaks: The Sociology of Collective Behaviour* (1982)

#### 11.1.3 Edition:

- In citations use the form '2e' in English texts and '4e uitg' in Afrikaans texts, **but**:

In the eighth edition of *Wille's Principles* ...

... soos uiteengesit in die tweede uitgawe van Snyman & Morkel *Strafprosesreg* ...

- Where subsequent editions have been updated by new or different authors/editors, their names should be indicated as follows:

*either*

Hutchison, Van Heerden, Visser & Van der Merwe *Wille's Principles of South African Law* 8e (Juta 1991)

*or*

Wille *Wille's Principles of South African Law* 8e by Hutchison, Van Heerden, Visser & Van der Merwe (Juta 1991)

In such instances, do not use **&** in the title where the original work was written by more than one author.



eg Coaker & Zeffertt *Wille and Millin's Mercantile Law of South Africa* 18e  
Juta (1984)

#### 11.1.4 *Impression:*

- A reprint of an edition may be distinguished by the term '2nd (etc) imp', which should be reflected in the citation as follows:

Kahn, Lewis & Visser *Contract and Mercantile Law* 2e 2nd imp (Juta 1991) vol I)

**NB:** Give the year of publication of the impression, which is usually different to that of the edition.

- Where a *particular volume has more than one edition*, the edition number follows the volume number (or volume title, if supplied).

eg Milton & Cowling *South African Criminal Law and Procedure* vol III 2e  
(Juta 1988)

#### 11.1.5 *Place, publisher, year of publication:*

The place of publication should not be included with the publisher and date (all in parentheses). The place should be separated from the publisher by a comma.

∫ (Cape Town, Juta 1992)  
(Durban, Butterworth 1967)

**11.1.6 *Volume number:*** Use the abbreviation **vol** (all lower case) with the appropriate figure. In Afrikaans texts **band** is the preferred term. Some works are numbered 1, 2, etc whereas others are I, II, etc; follow the particular system used. Where individual volumes have their own titles, these may be given in citations and should be in italic (as for the book title).

∫ W E Cooper *Motor Law* vol II *Principles of Patrimonial Loss* (Juta 1987)

Where a particular *volume has more than one edition*, it is treated as a work in its own right: the volume number follows immediately after the title, then comes the volume title (if it has one), the edition (and impression) number, and then the publication details.

∫ Milton & Cowling *South African Criminal Law and Procedure* vol III  
*Statutory Crimes* 2nd ed (Juta 1988)

**11.1.6 *Specific references:*** These are usually to page numbers, but may be to numbered paragraphs or sections, depending on the arrangement of the work referred to. Such references may also include footnote/endnote numbers (see below).

It is not necessary to use **p** or **pp** before page numbers; the word **at** (**op** in Afrikaans) may be used to avoid confusion.

∫ Cf *Wille's Principles* at 84

See below, 16.1.4, 16.1.5 for the use of 'at' in case citations.

For inclusive numbering use the fewest possible figures to convey the information accurately and unambiguously

∫ 1–7; 32–8; 59–61; 101–4; 299–302; 1423–7  
but *always* use a second 1 to indicate 'teens'.

∫ 13–15; 417–18; 2310–14

See also above, 3.6 'Dash' and 9.4.

The abbreviations **f** (for folio, from the Latin *folium*—plural **ff**) and **et seq** (for 'and the following', from the Latin *et sequens*—plural **et sqq**) are used to indicate one or more pages following the one named, and are always set in roman type. Both are acceptable, but authors should decide on one form and use it consistently throughout a work. The singular and plural forms are **not** interchangeable.

∫ 95f or 95 et seq = page 95 and the following page  
95ff or 95 et sqq = page 95 and an unspecified number of following pages

Note that both forms are set in roman type, that et seq/sqq is separated from the number by a space, whereas f/ff is set close up to the page number, and that neither form takes a full stop.

In Afrikaans texts use **e v** ('en volgende', plural e vv); preceded by a space, with a hair space between the letters, and without full stops.

∫ ... en op 26 e v maak hy die stelling ...; ... kyk derhalwe 345 e vv ...

Combined page number and footnote number references should be typed with no spaced between the figures and the abbreviation for 'note' (n, plural nn).

∫ 47n18; 98nn62, 63; 135nn46–8

Loose-leaf publications generally use a system of page numbering that combines a chapter or part number and the page number, each chapter or part starting on its own page 1. Please ensure that the full reference is given in such cases.

∫ Van der Merwe *Sentencing* (Juta 1991) 2–4 = chapter 2, page 4  
Cooper *Road Traffic Legislation* (Juta 1990) 2–2–278 = part 2, section 2, page 278  
Thompson & Benjamin *De Kock's Industrial Laws of South Africa* 2nd ed (Juta 1965) A2–84 = part A2, page 84

☞ **NB:** Milton & Cowling *South African Criminal Law and Procedure* vol III 2nd ed (Juta 1988) is a unique case. The chapters comprising the Original Service (1988) are referred to by chapter and page number (**C1:** 23; **F2:** 18). However, in subsequent revision services a system of numbered paragraphs was adopted and these chapters are referred to by paragraph number (A4-16; E3-45; G2-19).

Some works are arranged in consecutively numbered paragraphs or sections without specific labels. In such cases it is customary to use the symbol § (plural §§).

∫ Honoré *The South African Law of Trusts* 3rd ed (Juta 1985) § 31, §§ 174–90

However, a translation may use a different system: G A Mulligan in his *Pothier's Treatise on the Contract of Letting and Hiring (Contrat de louage)* (Durban, Butterworth 1953) uses §, not para. When citing Mulligan's translation, follow his system of labelling.

## 11.2 Abbreviated modes of citation

In a work which has no bibliography, sources in the text and in footnotes/endnotes must initially be cited in full, as detailed above. After the first citation references may be abbreviated, but care must be taken to avoid confusion with other similar references (see below, 11.2.5 and 19 'Academic (non-legal) publications').

first citation	W E Cooper <i>Motor Law</i> vol I (Juta 1982) 221 Hutchison et al <i>Wille's Principles of South African Law</i> 8th ed (Juta 1991) 158
subsequent	Cooper <i>Motor Law</i> 267 (or simply <i>Motor Law</i> 267) <i>Wille's Principles</i> 163

**11.2.1** In a work containing both footnotes/endnotes and a bibliography, full source details need appear only in the bibliography, the footnote/endnote citations being abbreviated to author and/or title, and page reference.

**11.2.2** Abbreviated modes of citation must be used consistently. Do not write out in full occasionally nor use more than one form of abbreviation for the same source.

**11.2.3** The abbreviated mode which will be used can be indicated along with the initial full citation.

∫ R G McKerron *The Law of Delict* 7th ed (Juta 1971) 113n27 (cited hereafter as Delict)  
R G McKerron *The Law of Delict* 7th ed (Juta 1971) 113n27 (McKerron)

Subsequent references will then be as follows:

∫ See McKerron *Delict* 25 ...  
McKerron loc cit states ...  
or  
*Delict* 309 ...  
McKerron op cit 241 ...

For the correct use of op cit/loc cit/ibid see below, 14 'Cross-referencing terms'.

**11.2.4** Where more than one work by the same author is referred to, use modes of citation which will avoid confusion.

∫ H R Hahlo & Ellison Kahn *The Union of South Africa: The Development of Its Laws and Constitution* (Juta 1960) 364 (*South Africa*)  
H R Hahlo & Ellison Kahn *The South African Legal System and Its Background* (Juta 1968) 183 (*Legal System*)

Subsequent references will then be as follows:

∫ See Hahlo & Kahn *South Africa* 245 for ...  
Hahlo & Kahn *Legal System* at 136 submit ...

**11.2.5** Subsequent references to the same edition of a work do not require details of edition and year of publication. However, where another edition of the same work is cited, the edition and/or year must be given. For instance, Lee *Elements of Roman Law* 3rd ed (1931) and 4th ed (1946) are both cited in De Villiers & Macintosh *The Law of Agency* 2nd ed (1956), as is Lee *Introduction to Roman-Dutch Law* 5th ed (1953). This distinction must be made quite clear in all references to these works.

∫ Lee *Roman Law* 3rd ed (1931)  
Lee *Roman Law* 4th ed (1946)  
Lee *Roman-Dutch Law*

**11.2.6** With established authors and well-known works there is often a *set* mode of citation, which is usually given in the bibliography.

∫ H R Hahlo & Ellison Kahn *The Union of South Africa: The Development of its Laws and Constitution* (Juta 1960) becomes Hahlo & Kahn *South Africa*  
H R Hahlo *The South African Law of Husband and Wife* 4th ed (Juta 1975) becomes Hahlo *Husband and Wife*

Some titles include the name(s) of the original author(s) with whom the book has become synonymous. This usually happens where a subsequent edition, being referred to now, has been updated by a different author/editor.

∫ J W Wessels *The Law of Contract in South Africa* 2nd ed by A A Roberts (1951) becomes *Wessels on Contract*.  
Hutchison, Van Heerden, Visser & Van der Merwe *Wille's Principles of South African Law* 8th ed (1991) becomes *Wille's Principles*

See also below, 14 'Cross-referencing terms'.

### 11.3 Contributions to books

**11.3.1** Chapters, articles and other contributions appearing in a work, which in such a case usually will have a general or overseeing author/editor, are cited as follows:

- ∏ author's first name(s) or initial(s), whichever the author uses, and surname in roman type;
- ∏ title of contribution in roman type and between single quotes;
- ∏ the word 'in' in roman type;
- ∏ general/overseeing author/editor's first name or initials and surname;
- ∏ the abbreviation '(ed)' or '(eds)';

- Π book title in italic;
  - Π number of edition/impression if other than the first;
  - Π publisher and year of publication in parentheses;
  - Π volume number (if applicable);
  - Π page number
- ∫ N Kotze ‘Sentence for Robbery’ in M C J Olmesdahl & N C Steytler (eds) *Criminal Justice in South Africa* (Juta 1983) 151

This may subsequently be abbreviated to:

- ∫ Kotze in Olmesdahl & Steytler (eds) *Criminal Justice* 151

**11.3.2** A multi-volume encyclopaedia of South African law, *The Law of South Africa*, edited by Professor W A Joubert and published by Butterworth (1976–), is a special case. It is published in volumes covering specific topics (eg vol 1—Accountants to Banking; vol 4—Companies), with contributions written by experts in each topic. Each volume is arranged in numbered paragraphs, and footnotes appear at the end of each numbered paragraph. Currently the volumes range from 1 to 31, although not all these have been published, and since 1979 there are annual cumulative supplements which update the volumes.

Citation of contributions to this publication may contain all or some of the following (the elements in square brackets are optional):

- Π [author’s name];
  - Π ‘[in] Joubert (ed) *LAWSA*’;
  - Π volume number
  - Π [topic title, roman type between quotation marks];
  - Π paragraph number(s);
  - Π [paragraph title, roman type between quotation marks];
  - Π [page number(s)];
  - Π [footnote number(s)].
- ∫ [H J Preiss in] Joubert (ed) *LAWSA* vol 5 [‘Courts’] para 430 [‘Criminal Appeals’] [347–8][n11]

More frequently, only the minimum citation is provided, as follows:

- ∫ Joubert (ed) *LAWSA* vol 5 para 430[n11]

#### 11.4 Old authorities

The ‘old authorities’ are dealt with extensively by Professor Ellison Kahn in his *Contract and Mercantile Law* 2nd ed 2nd imp (Juta 1991) vols I and II at xxviii–xxxvi. In general, note the following:

- Π The Digest (D), Code (C), and Institutes (I) are not italicised, nor are they followed by full stops when abbreviated.
  - Π Use full stops between book, section and paragraph numbers.
- ∫ D 6.4.24; Grotius *Inleiding* 2.1.16
- Π There is a hairline space but no full stop between the last number and ‘pr’ (for *prooemium*, the introductory, unnumbered portion of an extract).
  - Π Be consistent in the use of abbreviated titles.
- ∫ Voet *ad Pandectas* or *ad Pand*  
 Van Leeuwen *Censura Forensis* or *Cens For* or *CF*  
 Van Leeuwen *Het Roomsche Hollandsche Recht* or *RHR*
- Π The spelling of titles varies between different editions of the same title; always be consistent, according to whichever text has been consulted.
- ∫ Van Leeuwen *Het Roomsche Hollandsche Recht* or *Rooms-Hollands Regt* or *Rooms Hollandse Reght*
- Π All publishing details, including those of translations where applicable, must be carefully and accurately indicated in references.

## 12 LEGAL JOURNALS

12.1 Citation of journal articles should run as follows:

- Π author's first name(s) or initial(s), whichever the author uses, and surname in roman type;
- Π article title, between single quotation marks, in roman type;
- Π year of publication (in parentheses only when followed by a volume number);
- Π volume number where applicable (part numbers generally not necessary—see below, 12.8);
- Π journal title (in full or abbreviated) in italic;
- Π page number on which the article begins;
- Π further specific page reference preceded by 'at'/'op'.

∫ H Cheadle 'The Long Shadow over Kubheka' (1980) 1 *ILJ* 206 at 210

Some journals appear in both volumes and parts (*South African Law Journal*, *Stellenbosch Law Review*, etc) and others are referred to by date alone (*Tydskrif vir die Suid-Afrikaanse Reg*, *Annual Survey of South African Law*, etc). Uniformity of citation across the board is thus not possible, but consistency in citing any single publication must be maintained.

12.2 Use capitals in article titles according to the guidelines for book titles (see above, 11.1.2). Italicise only those words which were italicised in the original.

∫ 'Smith v Jones. A Landmark Decision'

12.3 Be consistent in the inclusion or omission of volume numbers, neither including them in some citations of the same journal nor omitting them from some journal citations but including them with others. If you are unsure of a volume number, use the following guidelines:

∫ (1980) 1 *ILJ*  
(1988) 1 *SACJ*  
(1983) 100 *SALJ*  
(1990) 1 *Stell LR*  
(1987) 50 *THRHR*

These publications appear in annual volumes, and the volume number in doubt can thus be calculated by simple addition or subtraction.

12.4 Journals which appear only once annually, and thus have neither volume nor part number, are identified by the year only and parentheses are not required.

∫ 1972 *Acta Juridica* 246; 1990 *Annual Survey* 159; 1979 *Obiter* 86; 1980 *De Rebus* 150

12.5 The following well-known abbreviations are always used:

∫ *BML*—*Businessman's Law*  
*CILSA*—*Comparative and International Law Journal of Southern Africa*  
*ICLQ*—*International and Comparative Law Quarterly*  
*ILJ*—*Industrial Law Journal*  
*LQR*—*Law Quarterly Review*  
*SACC/SAKK*—*South African Crime and Criminology*  
*SACJ/SAS*—*South African Journal of Criminal Justice/Suid-Afrikaanse Tydskrif vir Strafrechtspleging*  
*SALJ*—*South African Law Journal*  
*SA Merc LJ*—*South African Mercantile Law Journal/Suid-Afrikaanse Tydskrif vir Handelsreg*  
*SAYIL*—*South African Yearbook of International Law*  
*Stell LR*—*Stellenbosch Law Review/Stellenbosse Regstydskrif*

*THRHR* (not *THR-HR*)—*Tydskrif vir Hedendaagse Romeins-Hollandse Reg/Journal of Contemporary Roman-Dutch Law*

*TSAR*—*Tydskrif vir die Suid-Afrikaanse Reg/Journal of South African Law*

*TRW*—*Tydskrif vir Regswetenskap*

Once again, be consistent in the use of abbreviations or full titles. In general, titles are spelled out in full when referred to in text and abbreviated in footnotes; *Law Journal* is abbreviated to *LJ*, *Law Review* to *LR*, *Journal*, *Quarterly*, and *Review* to *J*, *Q*, and *R* respectively, *University* to *Univ*, and *and* to *&*. See the more complete list of journal titles below, 12.8.

12.6 Reference is always made in full to the following:

- ∫ (1975) 1 *Giuriprudenza Italiana*
- (1976) 5 *Human Rights*
- (1990) 60 *Juridical Review*
- (1958) 10 *Journal des Tribunaux*
- (1972) 5 *Meditationes Medii*
- 1980 *Scandinavian Studies in Law*
- Lawyers for Human Rights Bulletin* No 3 (January 1984)

12.7 The following journals are cited in full the first time and thereafter in the abbreviated form:

- ∫ (1966) 31 *Law and Contemporary Problems*—(1966) 31 *L & CP*
- Lloyd's Maritime and Commercial Law Quarterly*—*LMCLQ*
- (1974 III) 143 *Recueil des cours, Académie de Droit International*—(1974 III) 143 *Recueil des cours*
- Zeitschrift der Savigny-Stiftung für Rechtsgeschichte Germanische Abteilung*—*ZSS*

12.8 The following list of journals is by no means exhaustive (and excludes most of those mentioned in previous examples), but does indicate the preferred mode of citation.

- ∫ **Year & vol:**
  - (1980) 66 *American Bar Association J* 50
  - (1976) 73 *American LR* 1175
  - (1980) 50 *Australian LJ* 498
  - (1937) 7 *Cambridge LJ* 23
  - (1981) 1 *Cape LJ* 29
  - (1976) 76 *Columbia LR* 1206
  - (1981) 14 *De Jure* 324
  - (1973) 7 *Family LQ* 413
  - (1972) 24 *International Soc Sci J* 470
  - (1965) 5 *J of Forensic Sci Soc* 124
  - (1984) 148 *Justice of the Peace* 175 (17 March 1984) (add date if significant)
  - (1962) 25 *Modern LR* 544
  - (1984) 134 *New LJ* 330 (6 April 1984) (add date if significant)
  - (1973) 68 *Northwestern Univ LR* 227
  - (1918) 1 *Oxford J of Legal Studies* 36
  - (1976) 51 *St John's LR* 41
  - (1962) 15 *Vanderbilt LR* 1093
  - (1979) 19 *Zimbabwe LJ* 2
- ∫ **Year, vol & part:**
  - (1982) 23 (2) *Codicillus* 42
  - (1981) 4 (3) *Responsa Meridiana* 126
  - (1971) 1 (2) *Natal Univ LR* 154

]

**Year only:**

1980 *DR*[= De Rebus] 150

1976 *Duke LJ* 1016

1967 *J of Business Law* 390

1991 *TSAR* 43

1973 *Wisconsin LR* 334

]

**Other:**

*Annale van die Universiteit van Stellenbosch* vol 33 series B no 2 (1971)

### 13 UNPUBLISHED WORKS

13.1 Unpublished academic papers, theses, dissertations, etc are cited by author and title (in italic) with details of the type of paper, place and date, and page/paragraph number.

∫ George Jones *Personal Servitudes* (unpublished LLD thesis, University of Cape Town 1976) 264

13.2 The salient details of public addresses, lectures and similar presentations are also provided as fully as possible.

∫ T Prekel *The Role of Women in South Africa* Paper presented at the 1990 Annual Conference of the Women's Bureau of South Africa, Pretoria

or

T Prekel *The Role of Women in South Africa* Paper presented at the Annual Conference of the Women's Bureau of South Africa, Pretoria (August 1990)



## 14 CROSS-REFERENCING LEGAL TERMS OP CIT, LOC CIT, IBID, ABOVE, BELOW

**14.1** These abbreviated forms of cross-referencing terms are used in notes to replace the citation of author and/or title where many references to a particular work are made. While useful and space-saving, they must be used with great care and accuracy as each has a specific meaning which cannot be interchanged with another. They are all set in roman type and take a capital letter at the beginning of a note.

**14.2 Op cit** (*opere citato*) means ‘in the work quoted’. It must be prefaced by the author’s name (not the title of the work), either in the same note or in the text to which the note refers, and should be followed by a specific page number.

∫ Hahlo op cit 425  
Op cit 342 (where the author’s name appears in the text)

**14.3 Loc cit** (*loco citato*) means ‘in the place cited’. It must be prefaced by the author’s name or the title of the work and **no page number** should be indicated.

∫ Hahlo loc cit  
*Principles of Criminal Law* loc cit)

**14.4 Ibid** (*ibidem*) means ‘in the same work and place cited in the note *immediately above*’. It is **wrong to provide an author, title or page number** with *ibid*—it stands by itself.

∫ <sup>32</sup>Bennett *African Customary Law* 313.  
<sup>33</sup>*Ibid*.

**14.5 Above** and **below** are used to cross-refer to parts of the text or notes themselves in various places in the book, and should be used in preference to ante and post (do **not** use supra and infra, which are reserved for case citation cross-references—see below, 16.1.4).

∫ See para 4.6.1 below  
... is discussed at 458 above ...  
See below, n 78 (nn 78–9)  
Above at 31n78  
At 31 below

Note that where above/below precedes the reference, the two are separated by a comma to avoid confusion (cf ‘below, 678’ and ‘below 678’).

**14.6** Where more than one work by the same author or different editions/volumes of the same work are cited, be more specific than simply providing the author’s name or book title in cross-references. Always ensure that the reader is left in no doubt.

∫ Lee *Roman Law* 2 ed loc cit  
Lee *Roman Law* 3 ed loc cit  
Lee *Roman-Dutch Law* cited in n 78 above

## 15 THE BIBLIOGRAPHY IN LEGAL WORKS

15.1 References cited in the work should be listed in a bibliography giving abbreviated modes of citation, if used (**NB:** such abbreviated modes of citation must be used consistently throughout the work). This list is arranged alphabetically by *author's surname*.

15.2 Full publication details **must** be supplied as set out above, 11.1 'Citations', and different editions of the same work must be listed individually. It is not necessary (nor is it practicable) to supply specific page references in a bibliography.

15.3 If abbreviated modes are used in the text, the bibliography should consist of two columns, the left-hand column indicating the abbreviated mode used and the right-hand column giving the full citation. Where an abbreviated mode is not used for a particular reference, only the right-hand column need be supplied. Where all references are cited in full in the text, a single-column bibliography should be compiled. See the sample bibliographies below.

15.4 Some authors prefer to separate books and journals, compiling two separate alphabetical lists. This is quite acceptable and may be useful where many references of both types have been cited.

] *Double column*

### PRINCIPAL WORKS CITED AND MODE OF CITATION

Boberg <i>Law of Persons and the Family</i>	P Q R Boberg <i>The Law of Persons and the Family</i> (Juta 1977)
<i>Motor Law</i> II	W E Cooper <i>Motor Law</i> vol II <i>Principles of Liability for Patrimonial Loss</i> (Juta 1987)
Hahlo & Kahn <i>Legal System</i>	H R Hahlo & Ellison Kahn <i>The South African Legal System and its Background</i> (Juta 1968)
Hahlo & Kahn <i>South Africa</i>	H R Hahlo & Ellison Kahn <i>The Union of South Africa: The Development of its Laws and Constitution</i> (Juta 1960)
Lotz 'Enrichment'	J G Lotz in W A Joubert (ed) <i>The Law of South Africa</i> vol 9 'Enrichment' paras 62–101
Voet	P Gane <i>The Selective Voet, being the Commentary on the Pandects (Paris Edition of 1829) by Johannes Voet, and the Supplement to that Work by Johannes van der Linden</i> (Butterworth 1955–8)

] *Single column*

### BIBLIOGRAPHY

- P Q R Boberg *The Law of Persons and the Family* (Juta 1977)
- W E Cooper *Motor Law* vol II *Principles of Liability for Patrimonial Loss* (Juta 1987)
- P Gane *The Selective Voet, being the Commentary on the Pandects (Paris Edition of 1829) by Johannes Voet, and the Supplement to that Work by Johannes van der Linden* (Butterworth 1955–8)
- H R Hahlo & Ellison Kahn *The South African Legal System and its Background* (Juta 1968)
- H R Hahlo & Ellison Kahn *The Union of South Africa: The Development of its Laws and Constitution* (Juta 1960)
- J G Lotz 'Enrichment' in W A Joubert (ed) *The Law of South Africa* vol 9 paras 62–101

## 16 CASE CITATIONS

### 16.1 General

For the purposes of what follows a case citation will broadly be divided into two components

- (a) the case name (ie the names of the parties and any ancillary terms), and
- (b) the specific reference to the set of law reports where the judgment can be found.

┌ (a) *Smith v Jones*  
└ (b) 1967 (2) SA 143 (T)

The case name is always italicised in text and footnotes, while the specific reference is set in roman type. However, in a table of cases (see below, 16.4) the whole citation appears in roman type.

**16.1.1** The **case name**, all in italic, can consist of all or some of the following elements:

- Π the names or titles of the parties involved in legal proceedings—the plaintiff(s), defendant(s), the prosecution (the State, Rex, Regina, The People, etc), and the accused, including terms such as ‘Estate’, ‘Executors of’, etc;
- Π the v for versus separating them (where applicable);
- Π any descriptive terms—‘in Liquidation’, ‘trading as’ or ‘t/a’, etc;
- Π the Latin terms ‘Re’, ‘In re’, ‘Ex parte’, ‘et Uxor’, ‘NO’ (plural ‘NNO’);
- Π a number in parentheses indicating subsequent reported hearings;
- Π any punctuation

┌ *Black v Brown*  
└ *S v Van der Merwe*  
*Happy Days Toys CC t/a Toyland (in Liquidation)*  
*Ex parte White: In re Minister of Law and Order v White*  
*Long v Short (4)*  
*Smith NO and Another v Jones and Others NNO*

**16.1.2** The **specific reference** can consist of all or some of the following elements:

- Π the year of publication of the law reports;
- Π the volume number of the law reports if the series is so subdivided;
- Π the accepted abbreviation for the law reports series (see below, Table 1 pp 16-6ff, Table 2 pp 16-9ff);
- Π the accepted abbreviation for the court in which the matter was heard (see below, Table 1 p 16-6, Table 2 p 16-9);
- Π the page number on which the reported judgment begins;
- Π and ‘at’ reference supplying a specific page number from the report (see below, 16.1.5).

┌ 1967 (2) SA 143 (T) at 149  
└ 1928 CPD 79 at 82  
1983 (4) PH A16 (NC)  
(1878) 1 KBD 78  
[1948] 2 All ER 382 (CA)  
(1907) 22 SC 67

Note at this point the spacing between the elements of the specific reference; the individual elements will be discussed in greater detail below.

**16.1.3** In **subsequent references** to the same case only the case name need be supplied, without providing the specific law reports reference. An abbreviated form may be used, provided that the initial full citation and the abbreviated form are not separated too greatly. Such abbreviated citations must refer to the first-name party in civil cases (except where the first-named party is not specific enough to identify

the case unambiguously, for example *Minister of Justice*) and to the accused in criminal cases. (Note that the 's' is also italicised in these abbreviated forms.)

- ∫ See *Jones v Smith/Minister of Education v Van der Merwe/S v Van der Merwe*  
In *Jones's* case it was held ... (reference to *Minister of Education v Van der Merwe*)  
... the *Van der Merwe* case ... (reference to *S v Van der Merwe*)

**16.1.4** Customarily, **supra** (meaning 'above') is used with such subsequent references to indicate that the full citation appears earlier in the text or in a previous footnote. **Supra** is used **only for referring to cases**, and is not to be used to refer to the text itself or other sources; it is always set in roman type between parentheses and takes a capital letter at the start of a footnote, the parentheses being discarded.

- ∫ See *Jones v Smith* (supra)...  
In *Jones's* case (supra)...  
Supra at 67... (where the case name is given in the text to which this note applies; '67' refers to a page number in the law reports, **not** the text of the work)

To aid the reader, **supra** may be used with a reference to the specific location of the initial full citation.

- ∫ See *Jones v Smith* (supra) n 49 ...

**Infra** (meaning 'below') may also be used with an abbreviated form of citation where the full citation appears later in the text or in a subsequent footnote; what has been said regarding the use of **supra** obviously applies equally to **infra**.

**16.1.5** A reference to a page of the report other than the one on which it begins must be separated from the citation by the word **at**.

- ∫ *Black v White* 1943 CPD 628 at 635 ...  
*Brown v Green* 1987 (4) SA 39 (W) at 42 ...  
*Black's* case (supra) at 636–8 ...

Page references can also include a reference to the **marginal letters** found alongside the text on each page. The South African Law Reports (to the present) and the All England Law Reports prior to 1979 use upper-case letters for this purpose. The South African Criminal Law Reports and the All England Law Reports since 1970 use lower-case italic letters.

- ∫ *Green v White* 1972 (3) SA 426 (O) at 428H–430D ...  
*Black v Brown* [1968] 2 All ER 93 (AC) at 93F ...  
*White v Brown* 1992 (1) SACR 452 (Nm) at 460b ...  
*Black v Green* [1987] 3 All ER 374 (HL) at 375h ...

☞ **Note** that the page number forming part of the specific reference (ie the one on which the report begins) is **never** combined with a marginal letter.

**16.1.6** **Different reports** of the same case are separated by a comma. **Different cases** substantiating the same point are separated by a semi-colon.

- ∫ <sup>25</sup>*Smith v Smith* 1963 (2) SA 361 (SR), 1963 R & N 204 (in this instance it is not necessary to repeat the division (SR)).  
<sup>26</sup>*Brookes v Evans* 1966 (2) SA 331 (T); *Long v Short* 1972 (3) SA 10 (C).

## 16.2 Specific modes of citation: South Africa

### 16.2.1 Pre-1947

Prior to 1910 there was a variety of law reports reporting judgments individually and haphazardly. These diverse reports are listed in Table 2 below with details concerning their lifespan, number of volumes (if applicable) and modes of citation.

- ∫ *Green v Smith* (1897) 17 EDC 19  
*Black v Brown* (1907) 22 SC 98

*White v Jones* 1908 TH 375

*Smith v Black* 1893 Hertzog 145



**Note** that the year is placed in parentheses when the reports are numbered in a series of volumes.

The South African Law Reports began life in 1910, reporting judgments from all divisions of the Supreme Court in a uniform manner and replacing the various other series. These citations consist of three elements:

- Π the year of reporting;
- Π an abbreviation for the division of the Supreme Court concerned (see below, Table 1);
- Π the page number on which the report begins.

∫ *Smith v Brown* 1911 AD 204  
*Brown v Green* 1927 OPD 670  
*Green v White* 1938 WLD 843  
*White v Smith* 1942 CPD 298

These three essential elements may be followed by a further reference to page numbers within the report, separated from the specific reference by the word 'at' (see above, 16.1.5). Full details are to be found in Table 1 below.

#### 16.2.2 *South African Law Reports from 1947 onwards*

The manner of citing reported judgments changed from 1947 and is still in use at present. There are now five elements comprising the specific reference:

- Π the year of reporting;
- Π the volume number (1, 2, 3 or 4, every three months comprising one volume) in parentheses;
- Π the abbreviation 'SA';
- Π the page number on which the report begins;
- Π the abbreviation, in parentheses, for the division of the Supreme Court in which the matter was heard (see below, Table 1).

∫ *Smith v Cox* 1957 (2) SA 620 (W)

These five essential elements may be followed by a further reference to page numbers within the report, separated from the specific reference by the word 'at' (see above, 16.1.5). Full details are to be found in Table 1 below.

**Table 1: South African Law Reports: Supreme Court Division  
Abbreviations and Other Relevant Information, 1910–**

<i>1910–46</i>	<i>From 1947</i>	<i>Division</i>
AD/AA	(A)	Appellate Division/Appèlafdeling
—	(B)	Bophuthatswana Supreme Court, General Division, from 3 October 1982; formerly High Court of Bophuthatswana from 27 April 1977 until independence (6 December 1977), thereafter Supreme Court of Bophuthatswana
—	(BA)	Supreme Court of Bophuthatswana, Appellate Division, from 4 October 1983
CPD/KPA	(C)/(K)	Cape Provincial Division/Kaapse Provinsiale Afdeling
—	(Ck)	Supreme Court of Ciskei, since independence (4 December 1981); formerly High Court of Ciskei from 21 August 1981
—	(CkA)	Supreme Court of Ciskei, Appellate Division, from 1 June 1984
—	(D)	Durban & Coast Local Division/Duban & Kus Plaaslike Afdeling
EDL	—	Eastern Districts Local Division (formerly EDC—see Table 2)
—	(E)/(OK)	Eastern Cape Division/Oos-Kaapse Afdeling, since 28 June 1957; formerly Eastern Districts Local Division
—	(FC)	Supreme Court of the Federation of Rhodesia and Nyasaland 1955–63
GWL	(GW)	Griqualand West Local Division/Griekwaland-Wes Plaaslike Afdeling 31 May 1910 – 30 April 1969 (thereafter NC—see below)
—	(NC)/(NK)	Northern Cape Division/Noord-Kaapse Afdeling 1 May 1969– (formerly GW—see above)
—	(Nm)	High Court of Namibia, since independence (21 March 1990) (formerly SWA—see below)
—	(NmS)	Supreme Court of Namibia, since independence (21 March 1990)
NPD/NPA (1933–46)	(N)	Natal Provincial Division/Natalse Procinsiale Afdeling (formerly NLR—see Table 2)

**Table 1: South African Law Reports: Supreme Court Division  
Abbreviations and Other Relevant Information, 1910–**

<i>1910–46</i>	<i>From 1947</i>	<i>Division</i>
OPD/OPA	(O)	Orange Free State Provincial Division/Oranje-Vrystaatse Provinsiale Afdeling
—	(R)	High Court of Rhodesia, General Division, 1966–79
—	(RA)	High Court of Rhodesia, Appellate Division, 1966–79
—	(SE)/(SOK)	South-Eastern Cape Local Division/Suid-Oos Kaapse Plaaslike Afdeling
—	(SR)	High Court of Southern Rhodesia, General Division, 1947 until UDI, 1965 (see below, (Z)–(ZS))
—	(SRA)	High Court of Southern Rhodesia, Appellate Division, 1947 until UDI, 1965 (see below, (Z)–(ZS))
SWA (1920–45)	(SWA)	Supreme Court of South West Africa, from 1 January 1982; formerly High Court of SWA until coming into operation of Supreme Court Act 59 of 1959, thereafter South West Africa Division, a ‘provincial’ division of the Supreme Court of South Africa (thereafter Nm—see above)
TPD/TPA	(T)	Transvaal Provincial Division/Transvaalse Provinsiale Afdeling
—	(THC)	High Court of Transkei from 1 August 1973 until independence (26 October 1976)
—	(Tk)	Supreme Court of Transkei, General Division, since 30 April 1979; formerly Supreme Court of Transkei, since independence (26 October 1976)
—	(TkA)	Supreme Court of Transkei, Appellate Division, from 1 May 1979
—	(V)	Supreme Court of Venda, since independence (13 September 1979); formerly High Court of Venda, from 1 July 1979
WLD/WPA	(W)	Witwatersrand Local Division/Witwatersrandse Plaaslike Afdeling
—	(Z)	High Court of Zimbabwe, General Division, 1980 until 27 August 1981; thereafter High Court of Zimbabwe (see below, (ZH))

**Table 2: Other Law Reports—South Africa**

All SA	All South African Law Reports, Butterworth (1947, 1 quarterly only, thereafter amalgamated with SA Law Reports)—1947 (1) All SA 696 (W)
Barber	Barber’s Gold Law Reports (1904: very seldom cited)
Buch/B	Buchanan’s Reports, Cape Supreme Court (1868–9: vols 1 & 2; 1873–9: vols 3–9)—(1878) 8 Buch 182 or 1868 Buch 182
Buch AC/BAC	Buchanan’s Appeal Cases, Cape Appeal Court (1880–4: vol 1; 1885–6, 1904–6: vol 2; 1906–9: vol 3; Sep 1909–May 1910: vol 4)—(1907) 3 Buch AC 156
CTR	Cape Times Reports, Cape Supreme Court (1891–1910: 20 vols)—(1898) 8 CTR 184
Duxbury/D	Duxbury’s Reports, High Court of the South African Republic (1895: vol 1 Part 1 only, very seldom cited)
EDC	Eastern Districts Court of the Cape of Good Hope (1864–1879: no reports; 1880–7: vols 1–5; Jul 1887–Mar 1891: no reports; 1891–1905: vols 6–19; 1906–9: annual vols without nos)—(1883) 3 EDC 204, 1908 EDC 67 (thereafter EDL—see Table 1)
FND/Finnemore	Finnemore’s Notes and Digest of Decisions of the Natal Supreme Court (1860–7)
Foord	Foord’s Reports, Cape Supreme Court (Jan–Aug 1880, 1 vol only)—1880 Foord 123
Gregorowski/G	Gregorowski’s Reports, High Court of the Orange Free State (1883–5: Part 1; 86–7: Part 2; very seldom cited)—(1885) Gregorowski 90
HCG	High Court of Griqualand (1882–3; vol 1; 83–4; vol 2; 84–5; vol 3; 86–7: vol 4; 88–9: vol 5; 90–2 vol 6; 93–4 vol 7; 95–8 vol 8; 99–1904 vol 9; 1905–10)—(1899) 5 HCG 398
Hertzog/H	Hertzog’s Reports, High Court of the South African Republic *1893)—1893 Hertzog 145
JDR	Juta’s Daily Reporter, Cape Provincial Division (1916–25)
JWD	Juta’s Weekly Digest (1927–49, very seldom cited)
JWR	Juta’s Weekly Reporter, Cape Provincial Division (1912–15)
Kotzé/K	Kotzé’s Reports, High Court of the Transvaal (1877–81, 1 vol only)—(1880) Kotzé 182
LLR	Leader Law Reports, all Transvaal Courts (1909–10: very seldom cited)
Menz/M	Menzies’ Reports, Cape Supreme Court (1828–49, 3 vols according to subject-matter)—(1829) 1 Menz 265 ( <b>Note:</b> vol 2 was reprinted with different pagination, both references to be found in Bisset & Smith <i>The Digest of South African Cases to 1921</i> (Juta); cite as follows: (1832) 2 Menz 396 (418))
NAC	Native Appeal Courts—see below, 16.2.3.4



**Table 2: Other Law Reports—South Africa**

NLR (Old Series)	Natal Law Reports (Old Series) (1867–72: very seldom cited)
NLR	Natal Law Reports (1873–9: very scarce, seldom cited)
NLR	Natal Law Reports (New Series), Natal Supreme Court (1879–80: vol 1; 80–1: vol 2; 82: vol 3; 83–1929: vols 4–50; 30–2: annual vols, no number)—(1920) 50 NLR 265; 1932 NLR 312 (thereafter NPD—see Table 1)
Off Rep/OR	Official Reports, High Court of the South African Republic (1894–8: vols 1–6)—(1897) 4 Off Rep 402
OFS	High Court of the Orange Free State (1874–8: very seldom cited)
OFS	High Court of the Orange Free State (1879–83: 4 vols, very seldom cited)
ORC	Orange River Colony Reports, High Court of the Orange River Colony (1903–9: annual volumes)—1905 ORC 101
PH	Prentice-Hall Weekly Legal Service, all SA Courts (1923–; after 1930, two volumes per annum); cases arranged according to subject matter, identified by upper-case letter preceding and close up to page number—1963 (2) PH A42 (D); mode of citation up to 1929: (1928) 12 PH H54 (T)
Phil/Phipson	Phipson’s Reports, Natal Supreme Court (1858–9)
R & N	Rhodesia and Nyasaland Law Reports, Federal Supreme Court (FC or FSC) and High Court of South Rhodesia (SR) (1956–64: annual vols)—1962 R & N 469 (FC), 1962 R & N 665 (SR)
RLR	Rhodesian Law Reports, High Court of Southern Rhodesia and of Rhodesia, General and Appellate Divisions, and Privy Council (cases on appeal from former) (1964–79: annual vols)—1965 RLR 217 (A), 1965 RLR 79 (= General Division)
Roscoe/R	Roscoe’s Reports, Cape Supreme Court (1861–7: vol 1; 71–2: vol 2; 77–8: vol 3)—(1872) 2 Roscoe 58
SAR	Reports of the High Court of the South African Republic (Transvaal) (1881–4: vol 1; 85–8: vol 2; 89–90: vol 3; 91–2: vol 4)—(1884) 1 SAR 113
SC	Cape Supreme Court Reports (1880–1910: 27 vols)—(1887) 5 SC 269
Searle/S	Searle’s Reports, Cape Supreme Court (1850–2: vol 1; 53–6: vol 2; 57–60: vol 3; 61–3: vol 4; 64–7: vol 5)—(1860) 3 Searle 356
SR	Reports of the High Court of Southern Rhodesia (1899; (1911–55)—1936 SR 175
TH	Reports of the Witwatersrand High Court (1902–9: annual vols)—1910 TH 18
TS	Reports of the Transvaal Supreme Court (1902–9: annual vols)—1910 TS 47

**Table 2: Other Law Reports—South Africa**

Watermeyer/W	Watermeyer's Reports, Cape Supreme Court (1857)— (1857) Watermeyer 21
ZLR	Zimbabwe Law Reports (1980–; (S) = Supreme Court of Zimbabwe; prior to 28 August 1981 it was the High Court of Zimbabwe, Appellate Division, cited as (A))—1982 (1) ZLR 4M (Z)

### 16.2.3 Non-SALR reports

#### 16.2.3.1 Tax cases

These cases are reported in the South African Tax Cases Reports (SATC), published in annual volumes with eight parts per annum.

¶ Cite as follows: the case name in italic; volume number; SATC, page number on which the report begins, and Supreme Court division abbreviation

∫ *CIR v Green* (1953) 18 SATC 17 (T)  
(CIR = Commissioner for Inland Revenue)

If the case is reported in SALR as well, both citations are given, as follows:

∫ *CIR v Green* 1953 (3) SA 341 (T), 18 SATC 17 ...

If the matter was heard before the Income Tax Special Court, cite as follows:

∫ In ITC 1033 (1964) 26 SATC 73 (C) it was held ...

#### 16.2.3.2 Patent cases

Formerly reported in *South African Patent Journal (SAPJ)*, these cases are now almost exclusively reported in Burrell's Reports (BP).

¶ *SAPJ*: case name in italic; date (d/m/y); *SAPJ*; page number on which the report begins; court abbreviation in brackets

∫ *Smith (Pty) Ltd v Brown's Ltd* 10 March 1964 *SAPJ* 11 (C)  
(CIR = Commissioner for Inland Revenue)

☞ **Abbreviations:** (C) = Commissioner of Patents; (RP) = Registrar of Patents; (A)/(T) = Supreme Court of South Africa, Appellate Division/Transvaal Provincial Division

¶ Burrell's Reports: case name in italic; year; BP; page number on which the report begins; court abbreviation in brackets

∫ *General Mining Corporation Ltd v Rotaque (Pty) Ltd* 1978 BP 300 (CP)  
*FMC Corporation v Hartland Ltd* 1982 BP 367 (T)

☞ **Abbreviations:** (CP) = Commissioner of Patents; (RP) = Registrar of Patents; (Bop CP) = Bophuthatswana Commissioner of Patents; (RPT) = Rhodesia, Patents Tribunal; (RGD) = High Court of Rhodesia, General Division; (RHC) = High Court of Southern Rhodesia, General Division; (A)/(T) = Supreme Court of South Africa, Appellate Division/Transvaal Provincial Division

#### 16.2.3.3 Industrial Law Reports

These appear in the *Industrial Law Journal* (annual volumes, 1980 = vol 1), and some cases are also reported in the SA Law Reports. *ILJ* citations supply year in parentheses, volume number, *ILJ* (note italic capitals), page number on which the report begins, and an abbreviation for the division of the Supreme Court, industrial court (IC) or Labour Appeal Court (LAC) in parentheses, depending on where the matter was heard.

∫ *FAWU and Others v Power Steel Construction Co (Pty) Ltd* (1990) 11 *ILJ* 973  
(W) (or (IC) or (LAC))

Matters referred to arbitration may also be reported, in which case the names of the parties are separated by the word 'and', the full case name is italic, and the specific reference has the abbreviation 'Arb' in parentheses.

∫ *White and Volkswagen SA Ltd* (1989) 10 *ILJ* 259 (Arb)

Concise summaries of labour-law judgments are also reported in a new publication, the *Labour Court Digest*, which appears in annual volumes with four parts per annum. Judgments reported in this publication are cited as for *ILJ*.

∫ *Corry v Mobius Group (Pty) Ltd* (1993) 2 *LCD* 136 (IC)  
*SA Commercial Catering and Allied Workers Union and Others v Steers Fast Food* (1993) 2 *LCD* 125 (LAC)

*Mayisela v Transkei Road Transport Corporation* (1993) 2 LCD 110 (Tk)

**16.2.3.4** Former homeland, ‘native’ and ‘Bantu’ courts

Mode of citation as follows:

Π 1894–1929 (vols 1–6): case name in italic; year in parentheses; volume number; court; page number on which the report begins

∫ *Nomatusi v Nompetu* (1915) 3 NAC 165

Π 1929–48: case name in italic; year; court and division (in parentheses); page number on which the report begins

∫ *Gebeleiseni v Sakumani* 1947 NAC (C&O) 105

Π 1948–62, 1963–76, 1977–87: case name in italic; year; court (NAC/BAC/AC); page number on which the report begins; division of the court in brackets

∫ *Zimande v Sibeko* 1948 NAC 21 (C)

*Qakamba v Qakamba* 1964 BAC 20 (S)

*Nyembe v Mafu* 1979 AC 186 (NE)

**See below for a chronological list of the reports series  
and court abbreviations.**

**Chronological List of Report Series and Court Abbreviations**

1 NAC	Transkeian Territories Native Appeal Court (1894–1909)
2 NAC	Transkeian Territories Native Appeal Court (1910–11)
3 NAC	Transkeian Territories Native Appeal Court (1912–17)
4 NAC	Transkeian Territories Native Appeal Court (1918–22)
5 NAC	Transkeian Territories Native Appeal Court (1923–7)
6 NAC	Transkeian Territories Native Appeal Court (1928–9)
NHC	Natal Native High Court (1899–1929)
NAC (C&O)	Cape and Orange Free State Native Appeal Court (1929–48)
NAC (N&T)	Natal and Transvaal Native Appeal Court (1929–48)
NAC (C)	Central Native Appeal Court (1948–62)
NAC (NE)	North-eastern Native Appeal Court (1948–62)
NAC (S)	Southern Native Appeal Court (1948–62)
BAC (C)	Central Bantu Appeal Court (1963–76)
BAC (NE)	North-eastern Bantu Appeal Court (1963–76)
AC (C)	Central Appeal Court for Commissioners’ Courts (1977–87)
AC (NE)	North-eastern Appeal Court for Commissioners’ Courts (1977–87)
AC (S)	Southern Appeal Court for Commissioners’ Courts (1977–87)

**16.2.3.5** Cases reported in the press only

Supply the case name in italic, followed by the Supreme Court division abbreviation (including the ‘PD’ or ‘LD’ for provincial or local division), the date of the judgment, the name of the newspaper in italic and the date of publication, all in parentheses.

∫ *Smith v Brown* (WLD 7 March 1968, *The Star* 8 March 1968)

#### 16.2.3.6 Unreported cases

Supply the case name in italic, followed by the Supreme Court division abbreviation (including the 'PD' or 'LD' for provincial or local division), the date of the judgment, the case number (if available), and the word 'unreported', all in parentheses. Reference to a specific page must mention the fact that it refers to a page number of the typewritten judgment and should include the abbreviation 'p'.

∫ In *S v Jones* (CPD 1 September 1978, Case No 123456, unreported) at p 23 of the typewritten judgment ...

### 16.3 Specific modes of citation: other countries

From time to time reference is made to decisions of the courts of England, and less frequently to cases decided in other countries with a legal system that is basically English (eg United States, Canada, Australia, or another Commonwealth country). The guidelines that follow set out the basic style of citation and highlight important variations.

#### 16.3.1 England

In Incorporated Council of Law Reporting for England and Wales began publishing the England Law Reports (LR) in 1865. Previously, law reports were mainly compiled by private individuals under their own names (eg Adolphus and Ellis, Moore, Younge), most of which were reprinted in the 178-volume English Reports (ER). The Law Reports continue to the present and have undergone several changes over the years, altering the style of citation as well as keeping pace with changes to the structure of the English courts.

The Weekly Notes (WN), published from 1865 to 1952, contain condensed reports and some decisions not published elsewhere. These were replaced in 1953 by the Weekly Law Reports (WLR), containing full reports and published in three volumes per annum: volume 1 reports less important decisions not to be found in the LR; volumes 2 and 3 report cases that are included later in the LR (sometimes they are not). Therefore once the appropriate volume of the LR is available the WLR volume 1 or 2 reference should not be cited, unless the report appears only there. It is advisable to cite All ER as well as 1 WLR, or even instead of it, since many South African lawyers subscribe to the former.

∫ *Jones v Blacksmith* [1974] 1 All ER 520 (CA), [1974] 1 WLR 171

Other private law reports include Times Law Reports (TL, 1884–1952), Law Times Reports (LT, 1859–1948, when merged with All ER), Law Journal Reports (LJ, 1822–19950, when merged with All ER), and Lloyd's List Law Reports (L1 LR 1919–1950, thereafter Lloyd's Rep to the present).

In the following instances the basic citation consists of all or some of the following:

- ∏ the case name in italic;
- ∏ the year of the report in parentheses or square brackets (see below);
- ∏ a volume number;
- ∏ the appropriate law reports abbreviation
- ∏ the page number on which the report begins;
- ∏ the court abbreviation in parentheses ((CA), (HL), (QB), etc).

A list of the most important and most frequently encountered abbreviations and other pertinent details is supplied below.

### The Law Reports

- ∏ For the first series (1865–75) the year is placed in parentheses and is followed by 'LR', a volume number, the division abbreviation without a 'D', and the page number.

∫ *Smith v Hughes* (1871) LR 6 QB 597

Π For the second and third series (1876–1890), the year is placed in parentheses when followed by a volume number and a ‘D’ is used with division abbreviations.

∫ *Fish v Sole* (1880) 5 QBD 483

Π From 1891 onwards (ie the fourth series) the year is placed in square brackets and the ‘D’ is omitted from division abbreviations.

∫ *Fish v Sole* [1916] 2 KB 23

Π Up to 1970 marginal letters are roman upper case; from 1971 marginal letters are lower-case italic.

∫ *Fish v Sole* [1967] 2 All ER 785 (CA) at 788H

*Fish v Sole* [1983] 1 All ER 43 (HL) at 52*h*

### Abbreviations

<i>Abbreviation</i>	<i>Law Report and period—(year) or [year]</i>	<i>Court(s)</i>
AC	Law Reports, Appeal Cases [1891]–	HL, PC
All ER	All England Law Reports (consolidated series) [1936]–	Superior
All ER Rep	All England Reports Reprint [1843]–[1935]	Superior
App Cas	Law Reports, Appeal Cases (1876)–(1890)	HL, PC
Ch	Law Reports, Chancery Division [1890]–	CA, ChD
Ch App	Law Reports, Chancery Appeal Cases (1865)–(1875)	Ch
ChD	Law Reports, Chancery Division (1876)–(1890)	CA, ChD
CP	Law Reports, Common Pleas (1865)–(1875)	CP
CPD	Law Reports, Common Pleas Division (1876)–(1880), absorbed into QBD reports 1881–90 (distinguished from Cape Provincial Division reports in that English CPD reports have volume numbers)	CP
Eq	Law reports, Equity Cases (1865)–(1875)	Ch
ER	English Reports Reprint (178 volumes, nominate reports, cited by vol no) 1210–1865	Superior
Ex	Law Reports, Exchequer (1865)–(1875)	Ex
ExD/Ex Div/ Exch Div	Law Reports, Exchequer Division (1876)–(1880), absorbed into QBD reports (1881)–(1890)	Ex
HL (E & I App)	Law Reports, English and Irish Appeals (1865)–(1875)	HL
Fam	Law Reports, Family Division [1971]–; formerly Probate Division	—
KB	King’s Bench Division [1901]–[1952]	CA, CCA, KBD
LR	Law Reports 1st series (1865)–(1875)—see CP, Ch App, Eq, Ex, HL, P & D, PC, QB	Various

P Law Reports, Probate, Divorce and Admiralty Division [1891]–[1971]; thereafter Fam CA, PD

P & D Law Reports, Probate and Divorce (1865)–(1875) P & D

#### Abbreviations

PC Law Reports, Privy Council (1865)–(1875) PC

PD Law Reports, Probate, Divorce and Admiralty Division (1875)–(1890) CA, PD

QB Law Reports, Queen’s Bench (1865)–(1875) QBD  
Law Reports, Queen’s Bench Division [1891]–[1901], [1952]– CA, CCA, C-

QBD Law Reports, Queen’s Bench Division (1875)–(1890) CA, QBD

#### 16.3.2 Scotland

The modern series of Session Cases reports began in 1907, reporting decisions of (a) the House of Lords in Scottish appeals, (b) the Court of Session (superior civil court), and (c) the High Court of Justiciary (superior criminal court), in annual volumes.

#### Mode of citation

Π House of Lords (give both AC and SC references; All ER reference also is advisable)

∫ *White & Carter (Councils) Ltd v McGregor* [1962] AC 413, 1962 SC (HL) 1, [1961] 3 All ER 1178

Π Court of Session

∫ *MacNab of MacNab v Willison* 1960 SC 83

Π High Court of Justiciary

∫ *HM Advocate v Kirkwood* 1939 JC 36

Π Scots Law Times Reports (published since 1893; cited only if case is not reported in Session Cases)

∫ *McKillop v Barclay, Curle & Company* 1967 SLT 41

See David M Walker *The Scottish Legal System* 5 ed (1981).

#### 16.3.3 United States

Guidance for these citations is almost unobtainable. Trust the author, but watch out for inconsistency from one citation of a case to the next.

In a numbered series the year goes at the end of the citation:

∫ *Beal v Doe* 432 US 428 (1977)

This case is reported in vol 432 of the United States Supreme Court Reports.

(United States cases in *A Uniform System of Citation*)

#### Notes

<sup>1</sup> Cases beginning with ‘Ex parte’, ‘In re’, and ‘Re’ are not listed under ‘E’, ‘I’ and ‘R’ respectively. The term is moved to after the case name and separated from it by a comma. The case is then listed alphabetically according to the name of the party.

∫ Abbott, Ex parte ...  
Hartley v Umkangenyeki, Re ...  
P & E (an infant), In re ...

<sup>2</sup> Cases involving estates may be listed either alphabetically according to the name of the estate (in which case the word ‘Estate’ should appear after the name and separated from it by a comma) or they may be grouped together under ‘Estate’.

∫ Estate Abbot ...

Estate Benson ...

Estate Paeper ...

<sup>3</sup> Square brackets [ ] are used for English citations after 1890 (ie the fourth series—see above, 16.3.1).

<sup>4</sup> Different reports of the same case are separated by commas.

<sup>5</sup> Note the format when two expressions such as ‘Ex parte’ and ‘In re’ appear in the same case: the first appears after the name of the party, separated from it by a comma, and followed by the colon which normally separates the two parts of the case name.

∫ In re Milliar, Smith & Co: Ex parte Hooper ... *becomes* Milliar, Smith & Co, In re: Ex parte Hooper

<sup>7</sup> Words which would normally be italicised, such as the names of ships and publications, are italicised in a table of cases.

<sup>8</sup> ‘NNO’ is the plural form of ‘NO’, the abbreviation for ‘nomine officio’ (‘in his/her official capacity’).

<sup>9</sup> Note the form of citation for unreported cases (see also above, 16.2.3.6).

<sup>10</sup> Criminal prosecutions, involving the Crown or the State, are listed under ‘R’ and ‘S’ respectively. Sometimes, in a work on criminal law where most of the cases cited are criminal cases, authors dispense with the ‘R v ...’ and ‘S v...’ in the table of cases. They are then listed alphabetically by the defendant’s name.

∫ Black 1982 (2) SA 123 (A)

Cream 1945 TPD 456

Green 1958 (3) SA 89 (C)

<sup>11</sup> Note the form of abbreviation used for ‘trading as’.

## 17.2 Subordinate legislation

### 17.2.1 Types and related material and their abbreviations

Proclamation Proklamasie	number, <i>Gazette</i> , and full date—see below	Proc(s) Prok(s)
Ordinance Ordonnansie	number, <i>Gazette</i> , and full date—see below	Ord(s) Ord('s)
regulation regulasie	arabic numerals—63	reg(s)
subregulation subregulasie	arabic numerals in parentheses—(9)	subreg(s)
rule reël	arabic numerals—63	—
subrule subreël	arabic numerals in parentheses—(9)	—
paragraph paragraaf	lowercase letter in parentheses, all italic—(a)	para(s) par(r)
<i>Government Gazette</i> <i>Staatskoerant</i>	number and full date—see below	<i>GG(s)</i> <i>SK('s)</i>
<i>Government Gazette</i> <i>Extraordinary</i>	number and full date—see below	GGE(s)
<i>Buitengewone</i> <i>Staatskoerant</i>		<i>BSK('s)</i>
<i>Regulation Gazette</i> <i>Regulasiekoerant</i>	number and full date—see below	Reg Gaz Reg K



<i>Official Gazette</i> <i>Offisiële Koerant</i>	number and full date—see below	see below
Government Notice Goewerments- kennisgewing	number, <i>Gazette</i> , and full date—see below	GN(s) GK('s)
Provincial Notice Provinsiale Kennis- gewing	number, <i>Gazette</i> , and full date—see below	PN(s) PK('s)

Π When referring to proclamations which announce the commencement of legislation, cite the number of the proclamation and the type, number and date of the *Gazette* in which it appears.

∫ Proc 123 *GG*7890 of 11 June 1993  
Proc R456 *Reg Gaz* 8765 of 23 April 1993 (the 'R' preceding the number indicated that the proclamation deals with regulations and is set close up to the number)

Π Provincial ordinances are promulgated by the provincial councils and are numbered annually. Citation therefore must indicate the short title and number of the ordinance, the year of promulgation and the province abbreviation.

∫ *Initial reference:*  
Road Traffic Ordinance 21 of 1966 (C)  
Local Government Ordinance 17 of 1939 (T)

∫ *Subsequent references:*  
Ord 21 of 1966 (C)  
Ord 17 of 1939 (T)

Π Regulations are made by the relevant minister of government department in terms of enabling legislation—mode of citation as for subdivisions of an Act.

Π Rules of court have been made for the various divisions of the Supreme Court of South Africa and for the magistrates' and labour courts—mode of citation as for subdivisions of an Act.

Π The *Government Gazette* is usually referred to as '*Gazette*', but in Afrikaans the full title '*Staatskoerant*' is always used. Other types of gazette are referred to by the full title. When the reference includes the number and date of the gazette, always use the appropriate abbreviation.

∫ ... by a notice which appeared in the *Gazette* ...  
... by wyse van 'n aankondiging in die *Staatskoerant* ...  
*GG* 12345 of 28 May 1993; *SK* 123456 van 28 Mei 1993  
*Reg Gaz* 1234 of 19 March 1993; *Reg K* 1234 van 19 Maart 1993

Π The *Official Gazette* is more commonly referred to as the *Provincial Gazette*, and is abbreviated in references according to the province of origin, as follows:

∫ Cape/Kaap: *CG / KK*  
Natal: *NG / NK*  
Orange Free State/Oranje-Vrystaat: *OG / OK*  
Transvaal: *TG / TK*

Π Government and Provincial Notices are notices to the public issued by the government or provincial council respectively. Cite the number of the notice and the type, number and date of the *Gazette* in which it appears.

∫ GN 48 *GG*999 of 12 January 1965  
PN R86 *NG* 703 of 24 January 1964 (the 'R' preceding the number indicates that the proclamation deals with regulations and is set close up to the number)

### 17.3 Amendments to legislation

Much of the legislation on the statute book is amended annually. Sections, subsections, paragraphs and any other subdivisions may be amended, substituted, inserted,

deleted or repealed. Acts, ordinances and other pieces of legislation may be repealed in their entirety. The amending legislation is published in the appropriate *Gazette*. All such amendments should be indicated by means of an annotation to the relevant portion, stating the action which has been taken ('amended', 'substituted', etc), the notice or proclamation in terms of which the amendment is effected, the *Gazette* in which the notice or proclamation appeared (number and date of publication) and the date of commencement. Such annotations are enclosed by square brackets [ ], are typeset in a smaller typeface, and are centred below the amended portion of the text.

#### 17.4 Specific modes of citation: other countries

Frequently, new subdivisions are added by insertion between two existing subdivisions. The new subdivisions are then numbered by adding A, B, etc or *bis*, *ter*, *quat*, etc to the number of the preceding existing subdivision. This obviates the need to renumber all subsequent subdivisions of the same hierarchical order. Such newly added subdivisions have the same hierarchical level as those between which they have been inserted.

- ∫ Section 4A has been inserted between s 4 and s 5. It is an equivalent section, not a subsection, and is distinguished from a similarly numbered subsection by the capital letter (cf s 4(a)). Similarly, s 18*bis* is a new section inserted after s 18 and before s 19.
- ∫ Subsection (9A) (or (9)*bis*) has been inserted between subsec (9) and subsec (10) of s 38. Note the position of the closing parenthesis: after the A but before *bis*.
- ∫ Paragraph (*bA*) has been inserted between para (*b*) and para (*c*) of s 71(2). Note the use of italic.  
paragraphs: (*b*), (*bA*), (*bB*), (*bC*), (*c*), etc

#### 17.5 Quotations from Acts and ordinances

Extracts from legislative sources **must be quoted exactly**, even following the original layout (see below, Appendix A 'Quoted matter'). Spelling and other printer's errors in the original should be noted by the author and drawn to the reader's attention in line notes or footnotes or by means of bracketed interpolations within the quoted extract.

- ∫ ... it will be necessary [*sic*] to amend ...  
... it is deemed neces[s]ary to amend ...

#### 17.6 Other countries

##### 17.6.1 *United Kingdom*

Prior to 1962 the chapter numbers of statutes referred to the regnal year, with the number in the monarch's name an arabic numeral.

- ∫ In the Pilotage Act 1913 (2 & 3 Geo 5 c 31) it is provided ...  
*Subsequently:* ... in the Pilotage Act 1913 ...

From 1962 the monarch's name was dropped from statutory citations, the chapter numbers referring to the calendar year instead.

- ∫ In the Housing Act 1977 (c 48) it is provided ...  
*Subsequently:*... the Housing Act 1977 ...

##### 17.6.2 *Zimbabwe*

If part of the 1974 consolidation, cite as follows:

- ∫ in s 2 of the Conventional Penalties Act ch 21 (Zimbabwe) ...

If subsequent to the 1974 consolidation, cite thus:

- ∫ in the Electoral Act 14 of 1979 (Zimbabwe) it is provided ...

##### 17.6.3 *United States*

Generally, statutes are divided into sections, but use § as the abbreviation (never at the beginning of a sentence or footnote).

- ∫ In § 20 ... and §§ 44–46 ...

Section 20 states ...

However, the Uniform Commercial Code is divided into articles (art/arts), which are further divided into sections (§/§§).

∫ In art 4–302 ... (= In § 302 of art 4 ...)  
Article 4–302 states ... (= Section 302 of art 4 states ...)

#### 17.6.4 *Germany*

The constitution is divided into articles and articles into paragraphs.

∫ In art 123(1) of the West German constitution ...  
In para (1) of art 123 ...

Codes are divided into sections (§/§§).

#### 17.7 **Table of statutes**

A table of statutes, which usually appears as part of the preliminary matter preceding the text of a law book, lists all the legislation cited in the work and the page number(s)—separated by commas if there are more than one—on which these citations are to be found. The arrangement is normally alphabetical by the title of the Act. Untitled (usually older or subordinate) legislation (eg ordinances) is listed separately in numerical order. Legislation from different countries and colonies before Union is also listed separately from post-Union statutes.

Where specific sections, subsections or paragraphs of an Act are cited in the text, they may be arranged numerically under the title of the Act.

The table of statutes may broadly be subdivided according to eras (pre- and post-Union) or countries or origin, for convenience' sake, as in the sample below.

The particulars of each statute are arranged in columns from left to right as follows: number of the Act; year of promulgation; short title; page references. Usually the word 'Act' is omitted from the title, while the names of the subdivisions of the Act are abbreviated as per the tables above (eg 'section' becomes 's', 'chapter' becomes 'ch' or 'chap', and 'regulation' becomes 'reg').

Note the citation of the number and year for English statutes.

Here follows a sample table of statutes showing examples of typical entries.

**TABLE OF STATUTES**

<i>No</i>	<i>Year</i>	<i>Short Title</i>	<i>Page</i>
<b>I SOUTH AFRICA—POST-UNION</b>			
66	1965	Administration of Estates s 4 ..... 222 13 ..... 222, 318 25 ..... 318	
27	1912	Administration of Justice ..... 210	
22	1939	Matrimonial Causes Jurisdiction..... 340 s 1..... 98, 210 1(1) ..... 198, 200 1(1)(a)..... 202 1(1A)..... 199	
57	1951	Merchant Shipping ch VIII ..... 43	
18	1943	Prescription (replaced by Act 68 of 2969) ..... 241	
78	1967	Pre-Union State Law Revision..... 340	
80	1963	Reciprocal Enforcement of Maintenance Orders (amended by Acts 70 of 1968 and 50 of 1970) ss 2,3 ..... 353	
<b>II SOUTH AFRICA—PRE-UNION</b>			
CAPE			
	1652	Placaat re trade with natives, 9 April ..... 268	
33	1827	[Inferior Courts] Ordinance ..... 179–80	
NATAL			
14	1861	Prescription Law ..... 241	
ORANGE FREE STATE			
	1854	Grondwet ..... 65	
Ch 34		Law Book ..... 312	
11	1902	Law of Evidence Ordinance..... 313	
TRANSVAAL			
15	1898	Grondwet ..... 66	
16	1902	Law of Evidence Proclamation ..... 312–13	
<b>III PROVINCIAL ORDINANCES</b>			
WESTERN CAPE			
20	1955	Reservation of Separate Amenities by Local Authorities ..... 36	
KWAZULU–NATAL			
21	1966	Road Traffic ..... 156, 239	
FREE STATE			
21	1966	Road Traffic ..... 157	

**TABLE OF STATUTES**

<i>No</i>	<i>Year</i>	<i>Short Title</i>	<i>Page</i>
GAUTENG			
17	1939	Local Government .....	169
IV NON-SOUTH AFRICAN NAMIBIA			
3	1990	.....	128
UNITED KINGDOM			
c 87	1967	Abortion s 1(1).....	312
3 Edw 1 c 13	1275	Statute of Westminster .....	16
ZIMBABWE			
Ch 170		Exchange Control .....	185
31	1975	Prescription .....	242

## 18 AFRIKAANS: SOME ASPECTS OF LAW STYLE

This section gives some guidelines for Afrikaans texts, once again predominantly in those areas where problems most frequently occur. The general rule in all Afrikaans works is that spelling, hyphenation, etc will follow the rules formulated by the SA Akademie vir Wetenskap en Kuns. The *Afrikaanse Woordelys en Spelreëls* 8th ed (Tafelberg 1991) is therefore an essential reference work.

### 18.1 Abbreviations

- Π Do not use full points with abbreviations.
- Π Use as few abbreviations in the text as possible, as many as desired in footnotes and notes in parentheses.
- Π Where a single word is abbreviated, the letters of the abbreviation are set close up. Where the abbreviation represents more than one word, a hairline space between individual letters is required.
  - ∫ asb; ens; vgl; bl; o a; m a w; m i v, etc

Abbreviations consisting of upper-case letters are set close up.

∫ *TSAR; THRHR; SATS; PU vir CHO; BA BCom LLB*

For abbreviations in legislative material see above, 17 'Citation of legislative material'.

### 18.2 Judges' titles

- Π Judges' titles may be set in either of two ways:
  - α title in full, lower-case letters, preceding the judge's name;
    - ∫ ... volgens regter Steyn word ...
    - ... *per* appèlregter Steyn in ...:
  - α abbreviated title, upper- or lower-case letters (but **never a mixture** in the same work), following the judge's name.
    - ∫ ... volgens Steyn R (or r) word ...
    - ... *per* Steyn AR (or ar) in ...

#### Abbreviations

appèlregter(s) AR(R)  
Hoofregter(s) HR(R)  
Regter(s)-president R(R)P  
waarnemende appèlregter(s) WnAR(R)  
waarnemende regter(s) WnR(R)

### 18.3 Case citations

- Π In post-1947 cases cited in Afrikaans works the Supreme Court division abbreviation is given in Afrikaans (see above, 16 'Case citations', Table 1—eg (K) for Kaap), but in pre-1947 citations the English abbreviation is preferred (eg AD, CPD, WLD, etc). For those works where the Afrikaans abbreviation is insisted upon, consult the table referred to above and ensure consistency.

SALR volume numbers are to be in parentheses, and the year in English case citations is to be in either parentheses or square brackets (depending on the series), ie as for English-language style.

∫ 1986 (4) SA 123 (OK), **not** 1986 4 SA 123 (OK)  
[1921] 2 A11 ER 481 (CA), **not** 1921 2 A!! ER 481 (CA)

When a specific page reference is supplied, it should be preceded by 'op'.

∫ *1986 (4) SA 123 (OK) op 129H–133B*

For abbreviations in legislative material see above, 17 'Citation of legislative material'.

#### 18.4 Ampersand

- Π The ampersand (&) is not used as a substitute for ‘en’ in Afrikaans texts. However, in certain specific instances, as for English-language style, the ampersand is used.
- ∫ Cilliers & Benade—joint authors
  - Finansies & Tegniek*—specific instance

#### 18.5 Quotation marks

- Π Follow general English-language style for the use of quotation marks. Do **not** use the old style of double inferior close quotes instead of open quotes.
- ∫ ‘...’, **not** „...”

#### 18.6 Use of italic

- Π For the use of italic type for non-Afrikaans words see above, 1.2. Where an italic word or phrase is used attributively with a word set in roman type, **do not** use a hyphen between them.
- ∫ ... ’n *prima facie* saak van bedrog ...
  - ... in die *Van der Merwe* saak (supra) ...

#### 18.7 Old authorities

- Π Follow English style for references to the old authorities (see above, 11.4).

#### 18.8 Capitalisation

- Π Generally, for capitalisation follow the rules of the Akademie. Restrict the use of capitals as far as possible, but use them for official titles, eg die Registrateur van Aktes.
- Π For titles of books and journal articles, only the first word and subsequent proper nouns take an initial capital.
- ∫ De Vos *Verrykingsaanspreeklikheid in die Suid-Afrikaanse reg*
  - Neethling *Die reg op privaatheid*
- Π Surnames beginning with ‘de’, ‘du’ and ‘van’ are not capitalised when preceded by initials or first names, but the first letter of the article or preposition **is** capitalised when not preceded by either initials or first names, wherever the surname appears in a sentence or footnote.
- ∫ Aldus professor De Wet
  - Aldus professor J C de Weet
  - De Wet het die mening uitgespreek ...)
- ☞ **NB:** VerLoren van Themaat sê ..., but aldus verLoren van Themaat ...
- See also above, 2 ‘Capitalisation’.
- The abbreviation for ‘vergelyk’ (vgl) takes a capital at the beginning of a footnote. .
- ∫ <sup>21</sup>Vgl Van der Vyver en Joubert op cit 69.

#### SOME EXAMPLES

Advokaat-generaal	Registrateur van Aktes, Maatskappye
Appèl/hof./afdeling	Regter-president
AVBOB, KRUIK, TRUK, SAUK, SAVD, etc	Speaker Staat (= the prosecution, otherwise lower case)
Departement van Onderwys, etc	Staatsdiens
Direkteur-generaal: Mannekrag, etc	Staatsinkomstefonds
Eskom	Staatspresident
Hoofregter	Staatspresidentsraad
Hooggeregshof	

Kabinet	Tesourie
Krygkor	Volksraad, Raad van Afgevaardigdes/ Verteenwoordigdes
Meester van die Hooggeregshof	Wet (= Act of Parliament, otherwise lower case)
Minister van Wet en Orde, etc	
Ministersraad	
Parlement	

### 18.9 Footnotes

Π In footnotes, use 'n' or 'nn' for cross-referencing to other footnotes; start with 'Op' where necessary.

∫ <sup>39</sup>Vgl n 36/nn 29–32.

<sup>40</sup>De Wet en Yeats op cit 189n12/189nn12 en 13.

<sup>41</sup>Op 26 ev.

Other referencing and cross-referencing conventions from English-language style apply equally in Afrikaans texts (see above, 11–18).

### 18.10 Ordinal numbers

Π For ordinal numerals, use 'e' after the number, not 'de' or 'ste'.

∫ 3e uitg, 4e druk

### 18.10 Some spellings and expressions (see also *Afrikaanse Woordelys en Spe- reëls*)

2/-beker	links om
aan die ander kant	nadoodse ondersoek
anderkant die berg	naoorlogs
aan mekaar vaskleef	net so
aanmekaar (aanhoudend)	nóg ... nóg
al hoe meer	óf ... óf
ampère	oftewel
andersom	pensioentrekker (nie pensionaris nie)
as 't ware	raad-op
bruinman, kleurling	so lank gelede
chronies	solank (intussen)
dertiende-eeus	swart gemeenskap
een maal (bepaald)	swartman
eenmaal (onbepaald)	Sybrand van Niekerkrylaan/straat, etc
elf keer	teorieë
ewe goed	tot siens
ewe-eens	twee derdes, etc
gepaard gaan	uit mekaar se gedagtes
gepaardgaande	uitmekaar ruk
glad nie	vakansieoord
grone-erosie	van mekaar hoor
half vol	vanmekaar skeur
hand-uit ruk	voor-die-hand-liggend
handarbeid	voorsorgmaatreël
hoof mediese beampte	weer eens
in 'n mate	vyfuur, etc (5 o'clock)
in ag neem	vyf uur, etc (duration)
inagneming	
in der waarheid	



## 19 ACADEMIC (NON-LEGAL) PUBLICATIONS

### ASPECTS OF STYLE

#### 19.1 Mode of citation

Follow the Harvard system, which gives author and year of publication in the text and the full reference in a bibliography or list of references.

All published works referred to in the text must be included in the list, and vice versa. Personal communications and other published works (eg theses) should be referred to in full in the text if they are to be excluded from the list of references.

#### 19.2 References in the text

Π Cite sources in parentheses immediately after the assertion, as part of the sentence. Note that the author's name is followed by a comma and the year by a colon if page numbers are supplied.

∫ ... the synthesis of amino acids (D'Arcy, 1980: 131–8) occurred ...

If the author's name forms part of a sentence, it is not repeated in the reference.

∫ ... the synthesis of amino acids by D'Arcy (1980: 131–8) occurred ...

If the author published more than one work in the same year, the works are labelled with the year plus the letters 'a', 'b', etc (with the letter in roman type and close up to the preceding date). If more than one such work is referred to in a single text reference, cite as '[year]a, b'.

∫ (Smith, 1987a: 56), (Smith, 1987b: 98)

(Smith, 1987a, b), (Smith, 1987a: 56, b: 98)

Π To avoid possible ambiguity use '&' instead of 'and' between the names of joint authors.

∫ ... work of both Jones & Smith (1972) and Brown & Nathan (1984) ...

Π Where a work has been written by three or more authors, substitute *et al* for the second and subsequent authors' names after the initial reference, which should give all the names.

∫ Initial reference: (Jones, Smith, Patrick & Mayhew, 1989)

Subsequent references: (Jones *et al*, 1989)

This usage must be consistent: do not mix full references with *et al* references for the same work, and do not use full references for some multi-author works but *et al* for others.

#### 19.3 List of references

##### 19.3.1 General

Π References should be arranged in alphabetical order, either per chapter and placed at the end of the individual chapters (especially of a multi-author work and if there are to be offprints) or in one list placed at the end of the book. Whichever system is used (but particularly in the case of chapter references), great care must be taken to ensure that the references consistently follow the Harvard style.

Π When they appear at the ends of chapters, lists of references usually run on immediately from the text, separated only by a subhead such as 'REFERENCES' or 'NOTES AND REFERENCES' (the latter list containing more than just references).

Π Entries must be arranged in alphabetical order by author. Alphabetical order can be either word by word or letter by letter, in each case counting only as far as the first comma or other mark of punctuation, and then starting again. Ensure that the same system is used consistently throughout.

Π Works by a single author are listed chronologically before those written by the same author in collaboration with other authors. The jointly authored works may be grouped in any one of the following ways:

α alphabetical by second author

∫ Jones 1965

Jones 1969

- Jones & Abrahams 1968
- Jones, Abrahams & Smith 1966
- Jones, Norman, Hazel & Smith 1962
- Jones & Smith 1965
- α single author, author with one other in alphabetical order of second author, author with two others in alphabetical order of second author, and so on
- ∫ Jones 1965
- Jones 1969
- Jones & Abrahams 1968
- Jones & Smith 1965
- Jones, Abrahams & Smith 1966
- Jones, Norman, Hazel & Smith 1962
- α if there are many *et al* entries, it may facilitate finding them if two-author works are grouped alphabetically after single-author works, followed by those with three or more authors grouped chronologically, irrespective of the name of the second author
- ∫ Jones 1965
- Jones 1969
- Jones & Abrahams 1968
- Jones & Smith 1965
- Jones, Abrahams & Smith 1966
- With this option it is often advisable to add an explanatory note at the beginning of the list of references.
- Π If *et al* works by the same author(s) published in the same year are differentiated by letters appended to the date, the a, b, etc must appear in the list and the full entries arranged accordingly, irrespective of alphabetical considerations.
- ∫ Jones, Norman, Hazel & Robinson 1962a
- Jones, Smith & Robinson 1962b

### 19.3.2 Form of entry

The entries in the list of references should be consistent in the amount of information they contain, the order in which it is given, and the punctuation. (See List of References below.)

- Π Authors' names are typed in upper and lower case and are followed by a full stop. The author's name and initials should be inverted.
- ∫ Eckstein, P & Zuckerman, S.
- Π Works without an acknowledged author must be slotted into the list alphabetically, according to the first word of the title. Where the first word is the definite or indefinite article, the second word should determine the position in the list (and no inversion of words is necessary).
- Π The year of publication immediately follows the author's name, either in parentheses or followed by a full stop.
- ∫ Wood, R H (1972a).
- Wood, R H. 1972a.
- Π Article titles should have an upper-case letter for the first word only (plus proper nouns and German nouns), are set in roman type, and are placed between single quotation marks.
- Π Journal and book titles should be italicised, and all the principal words capitalised. Cite journal titles in full or simply give the standard abbreviations of the more familiar titles. Ensure consistency in multi-author texts, however.
- Π The journal title should be followed by a comma; the words for volume, number and pages should be abbreviated.
- ∫ Hoffmann, L M. 1996. 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2. pp. 49–52.

- Π Where an edition other than the first is cited, the edition number should be given as, for example, 2nd ed immediately after the title of the publication.
  - ∫ Carey, G V. 1985. *Mind the Stop*, 2nd ed. Penguin
- Π In multi-volume/part works, the number of volumes/parts is given in parentheses after the edition, followed by the actual volume/part number referred to. In the case of a first edition, the volume/part number follows the title.
- Π List publisher and place of publication. The place is given first, followed by the publisher. If the place for a particular work is not known, the abbreviation 'np' may be used instead.

#### LIST OF REFERENCES

- Eckstein, P & Zuckerman S. 1960. 'Morphology of the reproductive tract' in *Marshall's Physiology of Reproduction*, ed A S Parkes, vol I, part 1, 43–154. London: Longmans.
- Hart's Rules for Compositors and Readers at the University Press, Oxford*. 1983. 39th ed (completely revised). OUP.
- Hazel, J A. 1956–7. *The Growth of the Cotton Trade in Lancashire*, 2nd ed (4 vols); vol 3. London.
- Heller, H & Lederis K. 1958. 'Paper chromatology of small amounts of vasopressin and oxytocin'. *Nature*, **182**, 1231–2.
- Heller, H, Lederis K & Klein B. 1962. 'Vasopressin and oxytocin: some observations'. *Natural Scientist*, **35**, 66–85.
- Wood, R H. 1961a. *Plastics and Elastic Design of Slabs and Plates*. London: Thames & Hudson.
- Wood, R H. 1961b. *Elastic Design of Slabs*. London: Thames & Hudson.

#### 19.4 Headings and subheadings

- Π Usually the metric numbering system is adopted to three or four levels. Thereafter (a), (b) (c), etc or (1), (2), (3), etc may be used—but **never** I, II, III, etc or (i), (v), (x), etc in conjunction with metric numbering.
  - ∫ 2 THE QUICK BROWN FOX
    - 2.3 Jumped over the lazy dog
      - 2.3.4 Now is the time
        - 2.3.4.1 To come to the
          - (a) Aid of the party

Where there is only one level below the last metric number, the numbering could be dispensed with altogether for that level.

- Π Note that there is no full stop after the metric number, but individual elements in the number are separated by full stops.
- Π As the editor, follow the style of the specimen pages (if supplied) or as outlined at the handing over of the ms.

#### 19.5 Illustrations

##### 19.5.1 Captions

- Π Captions usually end with a full stop if they consist of one or more sentences. If the caption is not a sentence, a full stop is not required. It is preferable either to include or omit the full stop consistently throughout the work.
- Π Captions are usually below or beside the illustrations to which they refer.
- Π In works where a metric numbering system has been adopted, the tables and figures should be numbered accordingly by chapter. Thus Figure 15.1 is the first illustration in chapter 15, and so on, with a 2-em space between the number and the caption.

##### 19.5.2 Note to illustrations

- Π Notes are set in a size smaller than the text or the type in the table/illustration to which they refer (© 8 pt), and range left immediately below it. Where

footnotes are already in use in the text, use a different numbering system for illustration notes (perhaps \*, +, 1, 1).

#### 19.5.3 *Cross-references to figures*

Π Cross-references in the text should be to 'Fig 12' or 'fig 12', but do not mix different styles within the same work.

#### 19.5.4 *Type style (font)*

Π Always consult the publisher/designer on this matter, because they or the author/institution may have definite preferences, eg sans serif for all illustration labels and captions in contrast to a serif text font.

#### 19.5.5 *Diagram labels*

Π These should be styled consistently throughout the work, eg all sans serif; all upper case; all upper and lower case; two levels, one upper case, one upper and lower case; two levels, one bold, one medium to distinguish between them.

Be particularly vigilant in multi-author works where the illustrations can come from numerous different sources; and don't be misled by photostats of already published illustrations—they too must be knocked into shape!

#### 19.5.6 *Tabular matter*

Π Column and row headings should be differentiated from the contents of the column or row, for example by using bold or italic type of the same font. Note, however, the limitations laid down regarding metric units (see 10.1)

## 20 QUOTED MATTER

### 20.1 General

Passages quoted from other works are usually set in a font smaller than the text (and sometimes in a different font in non-legal works) and indented from the left margin or from both sides. The sentence preceding the quoted passage should end with a colon or em dash (—), unless the passage is being quoted in such a way as to read as part of the sentence (see below, 20.4.3–20.4.4).

The quoted passage must always be credited in a footnote/endnote in legal works by citing the source, including the specific page/paragraph (see Part B ‘Referencing and cross-referencing’), or in a text reference in non-legal works (see 19.2 ‘Referencing in the text’).

∫ ‘If any man’s rights or personal liberty or property are threatened, whether by the Government or by a private individual, the Courts are open for his protection. And behind the Courts is ranged the full power of the State to ensure the enforcement of their decrees.’<sup>27</sup>

<sup>27</sup> Black *Individual Human Rights* 3rd ed (Amnesty International 1994) 116.

∫ ‘Astute observers would have noted that computers and related technologies play different roles in the marketing efforts of different companies.’ (Pitt & Bromfield, 1991: 7)

### 20.2 Exact rendering of the original

Quoted passages must be rendered exactly as in the original (notice the capitalisation, which is *contra* house style, in the first example above), even to the extent of duplicating spelling and other mistakes; this is particularly important when quoting passages from legislation. Mistakes in the original should be drawn to the reader’s attention in footnotes/endnotes or by means of bracketed interpolations within the quoted passage (the author’s responsibility). However, as editors will seldom have access to an author’s sources, they should draw attention to *anything* suspicious by querying it on the manuscript.

∫ ‘... it is necessary<sup>45</sup> to ensure ...’

<sup>45</sup> *Sic*.

∫ ‘... it is necessary [*sic*] to ensure ...’

‘... it is neces[s]ary to ensure ...’

See also below, 20.8 for legislative material.

### 20.3 Quotation marks

The start of the quoted passage is indicated by an opening single quotation mark (‘) and the end by a single closing quotation mark (’). Quotations within the quoted passage should be set between double quotation marks (“/”).

∫ ‘If any man’s rights or personal liberty or property are threatened, whether by the Government or by a private individual, the Courts are open for his protection. And behind the Courts is ranged “the full power of the State” to ensure the enforcement of their decrees.’

Make sure that for every opening quote there is a corresponding closing quote (single and double) and vice versa—if one or the other is missing, either try to look up the original and insert the quote mark in the appropriate place or draw the author’s attention to the missing mark.

### 20.4 Placement of full stop in relation to closing quotation mark

**General rule:** When the full stop is part of the quoted passage, it precedes the closing quote. When it is not, it follows the closing quote. In neither instance is there a space between the full stop and the closing quote.

**20.4.1** Where complete sentences or paragraphs are quoted, the author’s sentence leading in to the quoted passage ends with a colon or em dash (—). This is usually, but not always, an indicator that the final full stop is part of the passage and therefore precedes the closing quote.

∫ Such private rights do not cease on a change of sovereignty:

‘Even those who contest the existence in international law of a general principle of state succession do not go so far as to maintain that private rights are invalid against a successor in sovereignty.’

See Shaw *International Law* 2nd ed (Juta 1992) 342–9, where this assertion is expanded upon in great detail.

**20.4.2** Passages consisting of single paragraphs may or may not have the first line indented (the above example hasn't). The important consideration here is consistency: they should be treated in the same way throughout a work. Similarly, longer passages consisting of several paragraphs also may or may not have the first line of the first paragraph indented, but the second and subsequent paragraphs should have a first-line indent. The deciding factor will be the overall style of the work: if all its paragraphs are first-line indented, then quoted passages should be the same.

**20.4.3** Where only part of a sentence is quoted, the passage is usually quoted in such a fashion as to make it read on as part of the author's sentence. In these cases editors must assume that the full stop is not part of the quoted passage and that it therefore follows the closing quote. Note that the passage is not a paragraph and therefore the first line is not indented, whether first-line indents are the style of the work or not.

∫ Section 10(1) of Act 71 of 1974 amended Schedule 1 of the Constitution Act by inserting therein item 21A, which empowers a legislative assembly to make laws dealing with various matters, including the power to legislate in respect of the removal of

'any person from any place within the area of a Legislative Assembly to any other place in that area'.



There should be no punctuation at the end of the author's sentence, unless the author's sentence demands it. However, such passages are often incorrectly preceded by a colon or em dash. Additionally, such a passage may be typed with an initial upper-case letter, which is obviously incorrect. Editors must ensure that such errors are put right, and that the quoted passage reads on grammatically correctly (see below, A.7).

**20.4.4** Where a new sentence begins within a passage which runs on from the author's sentence, its full stop always precedes the closing quote and ends both the passage and the author's sentence.

∫ Section 10(1) of Act 71 of 1974 amended Schedule 1 of the Constitution Act by inserting therein item 21A, which empowers a legislative assembly to make laws dealing with various matters, including the power to legislate in respect of

'the restriction of the presence of any person to a particular place or areas. The removal of any person from any place within the area of a Legislative Assembly to any other place in that area is expressly forbidden.'

Passages which read on from the author's sentence may be opened and/or closed by marks or omission—see below, 20.5.

## **20.5 Omissions**

**20.5.1** A three-dot ellipsis (...), typed with a single space between the dots, is used to indicate the omission of a word or words from quoted matter. Only three dots are used, regardless of the length of the omitted matter.

**20.5.2** Since the ellipsis takes the place of a word or words, there should be a normal single space separating it from preceding and/or following words. For the same reason there is no space between an ellipsis and punctuation following it.

∫ Section 10(1) of Act 71 of 1974 amended Schedule 1 of the Constitution Act by inserting therein item 21A, which empowers a legislative assembly to make laws dealing with various matters, including the power to legislate in respect of

'the restriction of the presence of any person to a particular place or areas ... and the removal of any ... person from any place within the area of a Legislative Assembly to any other place in that area'.

These are the very powers which the respondent invoked in making the order which is now attacked.

Note the full stop following the closing quote and the absence of a first-line indent.

**20.5.3** To indicate the omission of the start of the first sentence of a quoted passage, use a three-dot ellipsis set close up to the opening quote, with a normal single space

after the ellipsis. This is normally necessary only where the first word of the passage has to be amended (by giving it an upper-case letter between square brackets) to make it read grammatically correctly, in which case it should be preceded by a colon or em dash at the end of the author's sentence.

**20.5.4** Omissions at the end of a sentence are encountered in various situations. For illustrating the possibilities, consider a passage consisting of four sentences:

'It is true that there was some delay in the applicant's bringing this application to court. The reasons for such delay were not canvassed in the papers because the point was never taken by the respondent in his opposing affidavit. In the circumstances it would be impossible for me to decide on the papers whether the admitted delay was unreasonable in all the circumstances. Had Mr Hurt pressed the point I should have decided it against him on the ground that I have insufficient information to enable me to decide it.'

(*Shozi v Minister of Justice, KwaZulu 1992 (2) SA 338 (N) at 346G-H.*)

¶ If the end of the second sentence as well as the start of the next are omitted, the ellipsis should consist of three dots only with a normal space either side.

'It is true that there was some delay in the applicant's bringing this application to court. The reasons for such delay were not canvassed in the papers ... [I]t would be impossible for me to decide on the papers whether the admitted delay was unreasonable in all the circumstances. Had Mr Hurt pressed the point I should have decided it against him on the ground that I have insufficient information to enable me to decide it.'

Note that the first word after the ellipsis has been modified by the insertion of an upper-case 'I' between square brackets to make the two sentences read on grammatically correctly (see below, 20.7).

¶ If the end of the first sentence, the whole of the second and the start of the third are omitted, a three-dot ellipsis is once again used.

'It is true that there was some ... [I]t would be impossible for me to decide on the papers whether the admitted delay was unreasonable in all the circumstances. Had Mr Hurt pressed the point I should have decided it against him on the ground that I have insufficient information to enable me to decide it.'

¶ If the first sentence is complete, but the start of the second has been omitted, the first should end with a full stop set close up to the last word, and then follows the ellipsis with a space either side.

'It is true that there was some delay in the applicant's bringing this application to court. ... [T]he point was never taken by the respondent in his opposing affidavit. In the circumstances it would be impossible for me to decide on the papers whether the admitted delay was unreasonable in all the circumstances. Had Mr Hurt pressed the point I should have decided it against him on the ground that I have insufficient information to enable me to decide it.'

Again the first letter of the word following the ellipsis has been capitalised in square brackets for grammatical correctness.

¶ If one or more complete sentences are omitted after the end of the first sentence, the omission is once again indicated by a three-dot ellipsis, but the sentence following the ellipsis would start with its original upper-case letter.

'It is true that there was some delay in the applicant's bringing this application to court. ... Had Mr Hurt pressed the point I should have decided it against him on the ground that I have insufficient information to enable me to decide it.'

¶ If the end of the third sentence is omitted, but the fourth reproduced in its entirety, the ellipsis is preceded by a space and followed by a full stop (indicating the end of the third sentence) set close up. The fourth sentence starts with its original upper-case letter.

'It is true that there was some delay in the applicant's bringing this application to court. The reasons for such delay were not canvassed in the papers because the point was never taken by the respondent in his opposing affidavit. In the circumstances it would be impossible for me to decide on the papers. ... Had Mr Hurt pressed the point I should have decided it against him on the ground that I have insufficient information to enable me to decide it.'

**In practice, it is impossible for an editor to tell which of the above rules to apply in any given quote, since editors seldom have access to the author's sources. The safest way out of this unenviable situation is to use the rule in the first and second examples above (... with spaces either side) unless it is patently obvious that you are dealing with one of the other situations.**

## **20.6 Interpolations**

Interpolations in quoted matter are placed between square brackets to indicate that the text so bracketed is not part of the original but has been inserted by the author. Square brackets may also be used around letters, words or phrases inserted by the author to enable a quoted passage to read on correctly from the author's own words (see below, A.7) or to draw the reader's attention to an error in the original.

- ∫ Section 10(1) of Act 71 of 1974 amended Schedule 1 of the Constitution Act by inserting therein item 21A, which empowers a legislative assembly to make laws dealing with various matters, including the power to legislate in respect of
- ‘the restriction of the presence of any person to [a particular place or areas] ... and the removal of any ... person from any place within the area of a Legislative Assembly to any other place in that area ...’.
- These are the very powers which the respondent invoked in making the order which is now attacked.
- ∫ ‘... it is necessary [*sic*] to place on record ...’.

### 20.7 Modifying a quoted passage

A quoted passage may have to be modified to allow it to read on correctly and sensibly from the author’s sentence.

- Π The case of the first letter of the initial word of the passage may be changed.

- ∫ Such private rights do not cease on a change of sovereignty:
- ‘...[E]ven those who contest the existence in international law of a general principle of state succession do not go so far as to maintain that private rights are invalid against a successor in sovereignty.’
- See Shaw *International Law* 2nd ed (Juta 1992) 342–9, where this assertion is expanded upon in great detail.

In this example the passage follows a colon and must read as though it were a new sentence. The three-dot ellipsis indicates that part of the original has been omitted, and the lower-case ‘e’ has been changed to an upper-case ‘E’ placed between square brackets. Also note that the full stop at the end of the passage has been placed inside the closing quote.

- ∫ However, in the analysis of the circumstances of the case, the Chief Justice came to the conclusion that
- ‘[d]aar is ook ander omstandighede wat sterk daarop aandui dat die ooreenkoms *animo contrahendi* aangegaan is’.
- Clearly, therefore, the Chief Justice was prepared to consider the argument raised in regard to the non-binding effect of a moral obligation and its unenforceability in a court of law.
- What was an upper-case ‘A’ in the original has here been changed to a lower-case ‘a’ between square brackets to allow the passage to read on as part of the author’s sentence, and the full stop follows the closing quote.

- Π A word or phrase may be inserted at the start of the passage.

- ∫ Section 10(1) of Act 71 of 1974 amended Schedule 1 of the Constitution Act by inserting therein item 21A, which empowers a legislative assembly to make laws dealing with various matters, including the power to legislate in respect of
- ‘[the restriction of] the presence of any person to a particular place or areas ... and the removal of any ... person from any place within the area of a Legislative Assembly to any other place in that area ...’.
- These are the very powers which the respondent invoked in making the order which is now attacked.

- Π The author may wish to add emphasis to the passage by italicising a word or phrase. Such added emphasis should be noted after the quote.

- ∫ Such private rights do not cease on a change of sovereignty:
- ‘... [E]ven those who contest the existence in international law of a general principle of state succession do not go so far as to maintain that private rights are *invalid against a successor in sovereignty*.’ (Emphasis supplied.)
- See Shaw *International Law* 2nd ed (Juta 1992) 342–9, where this assertion is expanded upon the great detail.

☞ Frequently, such emphasised words will be typed with underlining, and the author’s note will read ‘(Underlining added.)’. The typesetter will set the underlined words in italic type unless specifically instructed to use underlining, so change the author’s note to ‘(Emphasis/Italic added.)’

### 20.8 Typographical layout of legislative material

When quoting legislative material, the typographical layout of the original work should be reproduced exactly.



¶ The **section number and heading** are set flush left (ie no indent) in bold type on a line of their own, as for any other heading.

¶ Where a section has no subdivisions, the text is set with only the first line indented, subsequent lines being set to the full width of the text area.

**‘249 Presumption of failure to pay tax or to furnish information relating to tax**

When an accused is at criminal proceedings charged with any offence of which the failure to pay any tax or impost to the State, or of which the failure to furnish to any officer of the State any information relating to any tax or impost which is or may be due to the State is an element, the accused shall be deemed to have failed to pay such tax or impost or to furnish such information, unless the contrary is proved.’

¶ A section may have **no subsections but a list of paragraphs**, eg (a) to (g), which are preceded by a colon or em dash. These are set with the letters against the margin and the text indented from the margin and blocked (termed ‘full out and hang’, or in mark-up jargon simply ‘fo/hang’).

**‘258 Murder and attempted murder**

If the evidence on a charge of murder or attempted murder does not prove the offence of murder or, as the case may be, attempted murder, but—

- (a) the offence of culpable homicide;
  - (b) the offence of assault with intent to do grievous bodily harm;
  - (c) the offence of robbery;
  - (d) in a case relating to a child, the offence of exposing an infant, whether under a statute or at common law, or the offence of disposing of the body of a child, in contravention of section 113 of the General Law Amendment Act, 1935 (Act 46 of 1935), with intent to conceal the fact of its birth;
  - (e) the offence of common assault;
  - (f) the offence of public violence; or
  - (g) the offence of pointing a fire-arm, air-gun or air-pistol in contravention of any law,
- the accused may be found guilty of the offence so proved.’

In this example paras (a)–(g) form part of the sentence that comprises the section and therefore the final (and main) clause following them is set on a new line and flush with the margin. The same applies wherever subdivisions are not sentences in their own right but form part of another sentence, and where the subdivisions are followed by a proviso (in which case the last subdivision will end with a colon, and the proviso opens with the word ‘Provided’).

¶ **Subsections** have only the first line indented, subsequent lines being set to the full width of the text area.

**‘254 Court may refer juvenile accused to children’s court**

(1) If it appears to the court at the trial upon any charge of any accused under the age of eighteen years that he is a child as referred to in section 14(4) of the Child Care Act, 1983 (Act 74 of 1983), and that it is desirable to deal with him in terms of sections 13, 14 and 15 of that Act, it may stop the trial and order that the accused be brought before a children’s court mentioned in section 5 of that Act and that he be dealt with under the said sections 13, 14 and 15.

(2) If the order under subsection (1) is made after conviction, the verdict shall be of no force in relation to the person in respect of whom the order is made and shall be deemed not to have been returned.’

¶ **Paragraphs** are set ‘fo/hang’ when preceded by a colon or em dash.

‘(3) Upon any application for the rescission of an administration order the court may—

- (a) rescind the order under subsection (1); or
- (b) if it appears to the court that the debtor is unable to pay any instalment, suspend the order for such period and on such conditions as it may deem fit; or
- (c) authorise the issue of an emoluments attachment order; or
- (d) set aside or amend any emoluments attachment order.’

Sometimes paragraphs have **no preceding introductory text** or punctuation; in these cases the paragraphs are treated as follows: the first follows immediately after the subsection number, the second and subsequent paragraphs are set with only the first line indented (ie as for subsections).

‘(2)(a) If the person concerned is in custody he shall for all purposes be deemed to have been arrested in terms of a warrant.

(b) If the person concerned is not in custody the said judge or judicial officer shall determine the time when and the place where the person concerned shall appear before the said magistrate.’

¶ **Subparagraphs** are also preceded by a colon or em dash, and are aligned on the left with the blocked text of the paragraph to which they are related (termed ‘hang on indent’).

- ‘(a) if there is produced at such proceedings, in any case in which the marriage is alleged to have been solemnised within the Republic, an extract from the marriage register which purports—
- (i) to be a duplicate original or a copy of the marriage register relating to such marriage; or
  - (ii) to be certified as such a duplicate original or such a copy by the person having the custody of such marriage register or by a registrar of marriages; and
  - (iii) is duly accepted as such by the presiding official;’

Notice that the roman numbers (i) and (ii) are shifted to the right so that they align with the right-hand side of the widest numeral in the series (in this case the (iii)).’

¶ **Items** will be preceded by the introductory text of the related subparagraph, which ends with a colon or em dash, and are set ‘hang on indent’, aligned with the text of the subparagraph to which they are related.

- ‘(b) any ammunition—
- (i) unless such other person has produced to the supplier a licence, permit or authorisation to possess an arm capable of firing the ammunition supplied and—
    - (aa) he has delivered to the supplier a request for the supply of ammunition signed by the holder of the licence, permit of authorisation so produced; or
    - (bb) the holder of that licence, permit or authorisation has signed the prescribed register opposite the prescribed particulars required to be entered in the said register in connection with the supply; or’

¶ Most Acts and some other legislative instruments begin with a **section containing definitions** of words and/or concepts which indicate how these words/phrases are to be construed in the context of the particular Act. The layout of such a definitions section is as follows:

**‘1 Definitions**

(1) In this Act, unless the context otherwise indicates—

“**bank**” means a banking institution as defined in section 1 of the Banks Act, 1965 (Act 23 of 1965), and includes the Land and Agricultural Bank of South Africa referred to in section 3 of the Land Bank Act, 1944 (Act 13 of 1944);

“**lower court**” means any court established under the provisions of the Magistrates’ Courts Act, 1944 (Act 32 of 1944);

“**peace officer**” includes any magistrate, justice, police official, member of the prisons service as defined in section 1 of the Prisons Act, 1959 (Act 8 of 1959), and, in relation to any area, offence, class of offence or power referred to in a notice issued under section 334(1), any person who is a peace officer under that section.

(2) Any reference in any law to an inferior court shall, unless the context otherwise indicates, be construed as a reference to lower court as defined in sub-section (1).’

Subdivisions of an individual definition are treated as for subdivisions of sections, but are aligned with the indented portion of the definition (see composite example below). The preferred abbreviation of sub-section is sub-s.

¶ Where a **portion of a section is omitted** from a quoted passage, either because it has been repealed by amending legislation or because it is irrelevant for purposed of the quote, the omission is indicated by means of a three-dot ellipsis, as detailed in 20.5.

Where a **complete subdivision is omitted**, it is customary to give the subdivision number followed by a three-dot ellipsis. Where **several consecutive subdivisions** are omitted, a single ellipsis, set flush with the margin, is used (see composite example below).

¶ **Amendments** to sections and subdivisions are indicated by means of annotations specifying the type of amendment and the enabling legislation, set between square brackets and centred below the text to which they apply (see composite example below).

Here follows a composite (and in some areas expanded) example illustrating all the above and the typographical relationships between the various elements of a piece of legislation.

**‘1 Definitions**

(1) In this Act, unless the context otherwise indicates—

“**bank**” means a banking institution as defined in section 1 of the Banks Act, 1965 (Act 23 of 1965), and includes the Land and Agricultural Bank of South Africa referred to in section 3 of the Land Bank Act, 1944 (Act 13 of 1944);

“**charge**” includes an indictment and a summons;

“**Commissioner**” ...

[Definition of “Commissioner” deleted by s 49 of Act 123 of 1993.]

**“correctional supervision”** means a community-based punishment to which a person is subject in accordance with Chapter VIII A of the Correctional Services Act, 1959, and the regulations made under that Act if—

- (a) he has been placed under that under section 6(1)(c);
- (b) it has been imposed on him under section 276(1)(h);

**“day”** means the space of time between sunrise and sunset;

...

**“lower court”** means any court established under the provisions of the Magistrates’ Courts Act, 1944 (Act 32 of 1944);

**“peace officer”** includes any magistrate, justice, police official, member of the prisons service as defined in section 1 of the Prisons Act, 1959 (Act 8 of 1959), and, in relation to any area, offence, class of offence or power referred to in a notice issued under section 334(1), any person who is a peace officer under that section.

**“this Act”** includes the rules of court and any regulations made under this Act.

(2) Any reference in any law to an inferior court shall, unless the context otherwise indicates, be construed as a reference to lower court as defined in sub-section (1).’

...

#### **249 Presumption of failure to pay tax or to furnish information relating to tax**

When an accused is at criminal proceedings charged with any offence of which the failure to pay any tax or impost to the State, or of which the failure to furnish to any officer of the State any information relating to any tax or impost which is or may be due to the State is an element, the accused shall be deemed to have failed to pay such tax or impost or to furnish such information, unless the contrary is proved.

[Section 249 amended by s 23 of Act 51 of 1967.]

...

#### **249A Murder and attempted murder**

If the evidence on a charge of murder or attempted murder does not prove the offence of murder or, as the case may be, attempted murder, but—

- (a) the offence of culpable homicide;
- (b) the offence of assault with intent to do grievous bodily harm;
- (c) the offence of robbery;
- (d) in a case relating to a child, the offence of exposing an infant, whether under a statute or at common law, or the offence of disposing of the body of a child, in contravention of section 113 of the General Law Amendment Act, 1935 (Act 46 of 1935), with intent to conceal the fact of its birth;
- (e) the offence of common assault;
- (f) the offence of public violence; or
- (g) the offence of pointing a fire-arm, air-gun or air-pistol in contravention of any law,

the accused may be found guilty of the offence so proved.

[Section 249A inserted by s 36 of Act 123 of 1993.]

...

#### **258 Court may refer juvenile accused to children’s court**

(1) If it appears to the court at the trial upon any charge of any accused under the age of eighteen years that he is a child as referred to in section 14(4) of the Child Care Act, 1983 (Act 74 of 1983), and that it is desirable to deal with him in terms of sections 13, 14 and 15 of that Act, it may stop the trial and order that the accused be brought before a children’s court mentioned in section 5 of that Act and that he be dealt with under the said sections 13, 14 and 15.

(2)(a) If the person concerned is in custody he shall for all purposes be deemed to have been arrested in terms of a warrant.

[Paragraph (a) substituted by s 3 of Act 123 of 1993.]

(b) If the person concerned is not in custody the said judge or judicial officer shall determine the time when and the place where the person concerned shall appear before the said magistrate.

(3) ...

(4) Upon any application for the rescission of an administration order the court may—

- (a) rescind the order under subsection (1); or
- (b) if it appears to the court that the debtor is unable to pay any instalment, suspend the order for such period and on such conditions as it may deem fit—
  - (i) to be a duplicate original or a copy of the marriage register relating to such marriage—
    - (aa) he has delivered to the supplier a request for the supply of ammunition signed by the holder of the licence, permit or authorisation so produced; or
    - (bb) the holder of that licence, permit or authorisation has signed the prescribed register opposite the prescribed particulars required to be entered in the said register in connection with the supply; or
    - (cc) ...
  - (ii) to be certified as such a duplicate original or such a copy by the person having the custody of such marriage register or by a registrar of marriages; and
  - (iii) is duly accepted as such by the presiding official;
- (c) authorise the issue of an emoluments attachment order; or

(d) set aside or amend any emoluments attachment order; followed by a flush left line which has absolutely nothing to do with the preceding subdivisions, but has been set here to illustrate how it would appear if subsec (4) actually continued after the paragraphs.'

## APPENDIX A

### STYLING AN INDEX

#### A.1 Entries

We start this section on styling indexes with a brief explanation of entries.

A **simple entry** comprises a heading and one or more page references:

earthquakes, 25, 108

Note the comma and space after the heading and between page numbers.

A **complex entry** consists of a heading (which may or may not be followed by page references) plus **subentries**, each consisting of a subheading followed by page references and starting on a new line, indented 1 em from the margin (in these examples the box indicates a 1-em indent):

detention without trial, 205–9

□ Appellate Division rulings on, 209, 214, 215, 222, 228, 229, 231, 233,

□□ 238, 239, 243

□□ Hiemstra CJ's *dictum*, 215

□ international law regarding, 206

If there are sub-subentries (eg 'Hiemstra CJ's *dictum*' above), they should be further indented beneath the subentry to which they relate.

If an entry of subentry is too long to fit onto one line, the **turnover lines** (as in the second line of the subentry 'Appellate Division rulings on') have to be indented more than the start of a subentry, so that the two cannot be confused. We normally indent turnover lines 2 ems further than the sub-subentry indent.

#### A.2 Things to check for generally

- Check the organisation and order of the entries and subentries, eg that they are alphabetically arranged.
- Check the wording, capitalisation, punctuation, use of italic and elision of numbers. As regards elision, use the following as a guideline: 1–5, 6–11, 15–18, 20–1, 99–102. Exact references as 99–104 are preferable to 99ff, though the editor should not be expected systematically to convert the latter. Also, *passim* ('in various passages') references should be avoided as far as possible.
- Check the indentation of subentries, sub-subentries, turnover lines and cross-references.
- Mark space to be inserted before each new letter group if the index will be longer than one page.
- Indicate the style of 'continued' lines for entries that run over two pages, eg '*habeas corpus* <sup>a</sup>cont'd'. When an entry runs from one page to the next (whether verso or recto), the typesetter should repeat the entry heading, and if necessary the subentry heading, at the top of the left-hand column.
- In heavily illustrated works, the author may wish to use bold or italic to distinguish page numbers on which a topic is covered by illustrations from textual references. A similar technique may be used to distinguish between page numbers where the topic is covered in some detail, as opposed to those where it receives only a passing mention. Such a convention should be explained in a note at the head of the index.

While editors are not expected to check the accuracy of every single entry, a set of page proofs should accompany the index MS in order that consistency of capitalisation, punctuation, etc is maintained between text and index.

#### A.3 Wording

Main headings should always be nouns (qualified or not), never adjectives or verbs on their own.

When read with their entries, subentries and sub-subentries should read grammatically correctly, eg:

parent

expectant

Transactional Analysis for, 66

reads 'Transactional Analysis for expectant parent'.

#### A.4 Order

For entries, alphabetical order can be either word by word or letter by letter, in each case counting only as far as the first comma or other mark of punctuation, and then starting again.

In the word-by-word method, short words precede longer words beginning with the same letters, and hyphenated words are sometimes counted as two words unless part is a prefix or suffix which cannot stand alone. Subentries may be in order of the first significant word.

##### Word by Word

PTA—*see* Parent Teachers' Association

part-time employees

partitioned schoolrooms

Port, William

Port Sunlight

Portinscale

##### Letter-by-letter

partitioned schoolrooms

part-time employees

Port, William

Portinscale

Port Sunlight

PTA—*see* Parent Teacher's Association

Subentries and sub-subentries can be arranged either in alphabetical (for categories) or chronological (for events) order in the same entry.

#### A.5 Capitalisation

Entries can be set either in all caps or in upper and lower case: usually follow the author's MS or the previously published index. In the latter instance, upper case is usually reserved for the initial letters of proper nouns/names only. Subentry headings that are not proper names should always be lower case. Cross-referencing instructions ('see', 'see also') are set in lower case only and are italicised.

*HABEAS CORPUS* (*see also* DETENTION), 23, 145, 246, 301, 333

defined, 23

*habeas corpus*—*see* INTERNAL SECURITY ACT; IMPROSONMENT WITHOUT TRIAL

parent

expectant

Transactional Analysis for, 66

*see also* Transactional Analysis

Note that either caps or small caps could be used for cross-references to main headings (DETENTION; INTERNAL SECURITY ACT); and that, where the cross-reference is to more than one main heading, the headings should be separated by semi-colons.

#### A.6 Alphabetical groupings of entries

Depending upon the length and complexity of an index, it may be desirable to set groups of entries commencing with the same letter of the alphabet apart, either by means of additional line spacing or by preceding each group with the appropriate letter (usually in a display font), or both.

#### **A.7 References to footnotes**

References to notes should be in the form 115n (ie the note on page 115) or, if there are several notes on the page, 145n2 (ie note 2 on page 145).

## APPENDIX B

### FREQUENTLY MISPELLED WORDS

The lists provided in this section are by no means exhaustive. They are intended to provide a quickly accessible source of words which, experience has shown, are frequently misspelled in manuscripts. They focus on matters such as when to hyphenate, when to double the last consonant, etc. See also the paragraphs above on capitalisation (2.1–2.13), hyphenation (4.1–4.7) and apostrophe s (7.1–7.5). The spellings in these lists are the versions preferred for house style and may conflict with other sources, such as *Collins* or *ODWE*. If such conflicting spellings are used frequently but consistently throughout a work, and provided the version used is not patently incorrect, there is no reason to change them all simply to match this list. Bear in mind that somewhere down the line a keyboard operator will have to effect all the changes and a proofreader will have to check them—pragmatism rules, OK!

☞ ‘z’ vs ‘s’: There is often confusion as to whether to spell the word ‘realise’ or ‘realize’, and the two versions are frequently used interchangeably. House style opts for ‘s’ spelling.

#### B.1 General

a/moral, /political, /sexual, etc

above/-board, /-mentioned

accommodation

acknowledgement

advertise

advice (noun)

advise (verb, therefore advisory body)

afore/mentioned, /said

after/-care, /-effect

ageing

agriculturist (but pastoralist)

aide(s)-de-camp

air-to-air

airline

all right (not alright)

analyse

ante/-mortem (adj), /-room

ante/bellum, /chamber, /date, /diluvian,

/meridian, /natal, /nuptial

anti/-hero, /-Semite

anti/clockwise, /freeze, /matter,

/tetanus, /toxin

apparelled

apprise (inform)

apprize (value)

arise

Attorney-General

audio-visual

background

balk (verb)

banister

banknote

battlefield

bault (of timber, noun)

bench-mark  
 bi/-monthly, /-weekly  
 bi/annual (twice a year), /ennial (every  
     two years)  
 bile-duct  
 birth/-control, /-rate  
 birth/mark, /place, /right  
 blood bank, cell, count, group, sport  
 blood/-pressure, /-supply  
 blood/stain, /stream  
 blood-brain barrier (but blood-alcohol  
     level)  
 blueing  
 blueprint  
 blueish  
 body-weight  
 boiler-room  
 boiling-point  
 bookwork  
 Bophuthatswana  
 brake horsepower  
 break/down, /through, /up  
 brickwork  
 brother-in-law (also daughter-, father-,  
     mother-, sister-, son-)  
 bull's-eye  
 business/man, /person, /woman  
 by/-election, /-lane, /-law (not  
     bye-law), /-product, /-road, /-way  
 by/gone, /name, /pass, /way, /word  
 Caesar  
 calendar (noun, almanac)  
 calender (verb, to make smooth)  
 candlepower  
 canister  
 canvas (tents)  
 canvass (votes, opinions)  
 case book  
 casework  
 cast iron (noun)  
 cast-iron (adj)  
 catalyse  
 catchword  
 centres, centring (with preposition  
     'on')  
 change-over  
 chastise  
 child/-minder, /-proof  
 child/-minder, /-proof  
 child/birth, /like  
 chock/-a-block, /-full  
 circumcise



co-operate (but uncooperative,  
     no-co-operation)  
 co-ordinate, etc (but uncoordinated)  
 co/axial, /education, /existence,  
     /extensive, /heir  
 coalfield  
 colour (but coloration)  
 common sense (noun)  
 common-sense (attrib)  
 commonplace (adj)  
 commonsensical (adj)  
 comprise (never ‘comprise of’)  
 compromise  
 consensus (but census)  
 coordinate (scientific)  
 copy-book  
 corner-stone  
 countdown  
 counter-claim  
 countercharge  
 countryside  
 court(s) martial (noun)  
 court-house  
 court-martial (verb)  
 cross/-examine, /-question, /-reference,  
     /-section  
 crossword (puzzle)  
 curb (inhibit—see kerb)  
 curvilinear  
 data bank, base, processing  
 data-processing (attrib)  
 datable  
 date-line  
 de-ice  
 dead heat (noun)  
 dead-heat (verb)  
 dead/line, /lock  
 death/-bed /-rate, /-roll, /-trap,  
     /-warrant  
 decimal point  
 demise  
 dependant (noun)  
 dependent (adjective)  
 depositary (person)  
 depository (place)  
 descendant  
 desiccate  
 desperate  
 despise  
 device (noun)  
 devise (verb)  
 die-hard

ding-dong  
 disc (but disk in computerese)  
 discreet (judicious)  
 discrete (separate)  
 disfranchise  
 disguise  
 disparate  
 dispatch  
 dissect  
 downhill  
 draft (verb = prepare a document  
       noun = preliminary outline of  
       the document)  
 draftsman (one who prepares  
       documents)  
 draught (noun = current of air)  
 draughtsman (one who draws  
       scale drawings)  
 drip-proof  
 dyeing (colour)  
 dying (present participle of 'to die')  
 earring  
 elicit (evoke—see illicit)  
 employer-employee relationship  
 emprise  
 endpaper  
 enfranchise  
 engine-room  
 enquire (ask)  
 enquiry (request for information)  
 enterprise, enterprising  
 entrepreneur  
 environment  
 evermore  
 excise  
 exercise  
 eye-muscles  
 eyewitness  
 fall-out  
 far-fetched  
 fatherland  
 feedback  
 fellow man, etc  
 fine-tooth comb  
 finger/print (also foot/, palm/), /tip  
 fire brigade, insurance  
 fire/-alarm, /-engine, /-escape, /-guard,  
       /-hydrant, /-plug  
 fire/arm, /man, /place, /proof, /side  
 first aid, class (hyphen when attrib)  
 first-born, /-rate  
 firsthand (adjective, but at first hand)

flexitime  
 flow rate  
 flyleaf, /sheet, /wheel  
 folklore  
 foodstuffs  
 foot/note, /print, /sore, /stool  
 for ever (always)  
 forbade (past tense of forbid)  
 forbear (abstain)  
 forebear (ancestor)  
 forego, etc (go before)  
 forever (continually)  
 forgo, etc (relinquish)  
 franchise  
 Franschhoek  
 free will (but freewill offering)  
 freezing-point  
 freshwater (adj)  
 fungous (adjective)  
 fungus (noun)  
 gall-bladder  
 gaol (or jail)  
 get-at-able  
 glueing  
 godlike  
 good day, morning, night (greetings)  
 good humour, nature, will (person of)  
 good-humoured, etc (attrib)  
 goodwill (concept in business)  
 granadilla  
 grassland  
 grey  
 grindstone  
 ground-level  
 guarantee  
 guard  
 guerrilla (irregular soldier)  
 guide-book  
 half/-hour, /-dozen, /-past, /-title, /-way  
 (but half an hour, half a dozen)  
 halftone  
 hallmark  
 hand/-out, /-picked  
 hand/bag, /bill, /book, /brake, /cuff(s),  
 /ful(s), /made, /set, /shake, /writing  
 handiwork  
 handyman  
 hare-brained  
 head win  
 head/-dress, /-note, /-on, /rest  
 head/ache, /band, /gear, /lamp, /light,  
 /man, /master, /quarters (singular)

heart/-break, /-broken, /-disease,  
/-rending, /-searching, /-throb  
heart/ache, /beat, /burn, /felt  
heyday  
high priest  
high road, seas  
high-water mark  
highwayman  
hill/side, /top  
hip-joint  
honorific  
horse/power, /shoe  
humour (but humorist)  
hundredweight  
hydroelectric  
hymn-book  
ice-cream  
ill health, humour, luck, nature, will  
(hyphen when attrib)  
ill/-advised, /-fated, /-gotten, /-great,  
/-use  
illicit (illegal—see elicit)  
immovable  
improvise  
in so far  
inasmuch  
incise  
indiarubber  
infra-red  
innkeeper  
innocuous  
inoculate  
inquire (conduct an inquiry)  
inquiry (official investigation)  
install  
it's (it is/has)  
its (possessive)  
jaw-bone  
jewellery  
judgement (general usage)  
judgment (law)  
kerb (step)  
keynote  
kilogram  
kilometer  
knick-knack  
know-how  
landdrost  
landowner  
lawcourt  
lawgiver  
lawmaker

lawsuit  
lay-by  
layout (noun)  
licence (noun)  
license (verb, therefore licensing  
board)  
life cycle  
life/like, /long, /time (all one word)  
liquor  
liquefy  
liqueur  
litre  
livestock  
Lloyd's underwriters  
Lloyds Bank Ltd (no apostrophe)  
long-standing  
look-out  
loud-speaker  
love-affair  
mackintosh (raincoat)  
maelstrom  
malfeasance  
man-of-war  
maybe (perhaps)  
meantime (but in the mean time)  
meanwhile (but in the mean while)  
medieval  
melting-point  
merchandise  
meter (instrument)  
metre (unit of measurement; same for  
all multiples and submultiples)  
micro-organism  
microfiche  
microfilm  
mid/brain, /day, /line (but mid-March)  
milestone  
millennium  
millipede  
miscall  
misspell  
moneylend/er, /ing  
moneys (not monies)  
Moslem  
mother tongue  
motherland  
motor bike, car, coach, cycle, vehicle  
(hyphen when attrib)  
motorway  
movable  
Mozambique (formerly Moçambique)  
mucous (adjective)

mucus (noun)  
 multiracial  
 nearby (adj)  
 nerve-cell  
 net (not nett)  
 nevertheless  
 new/comer, /fangled  
 newsreel  
 no one  
 none the less  
 noonday  
 notebook  
 nowadays  
 off shore (adverbial phrase)  
 offshore (adjective)  
 off-hand  
 off/print, /shoot  
 office-bearer  
 oft-times  
 oil well  
 oilfield  
 one-half  
 onrush  
 overall (noun)  
 over all (adv)  
 over-all (adj)  
 over/leaf, /night (adj and adv), /reach,  
     /rule  
 panic, panic/ked, /king  
 paperback  
 paralyse  
 peacetime  
 per cent (but percentage)  
 photoelectric  
 picnic, picnic/ked, /king  
 place-name  
 plateau(x)  
 post box, office  
 post/-mortem (noun and adj), /-war  
 post/natal, /nuptial, /partum  
 postcard  
 practice (noun)  
 practise (verb, therefore practicing  
     attorney)  
 practitioner  
 pre/-eminent, /-marital, /-menstrual,  
     /-war  
 pre/determine, /meditate, /requisite  
 premise (verb = to assume a  
     proposition to be true)  
 premises (noun = proposition premised)  
 prise (open)

programme (but program in  
computerese)  
promise  
prophecy (noun)  
prophesy (verb)  
pulse-rate  
putrefy  
pygmy  
race-course  
radio/-carbon, /-isotope  
radioactive  
rainfall  
raze (burn to the ground)  
reprise  
revenue office  
revise  
rhyme (verse)  
rhythm  
right angle (but right-angled)  
rime (frost)  
roadside  
run/off, /way  
sea level  
sea/-breeze, /-shore, /-urchin  
sea/plane, /side, /weed  
seatbelt  
second=hand (adj)  
self-conscious (but unselfconscious)  
selfsame  
separate  
set off (verb)  
set-back  
set-off (noun)  
Shakespearian  
sheriff  
short circuit (noun)  
short-circuit (verb)  
side-effect  
sidelight  
sightseeing  
skilful, skillfully  
smallpox  
spaceship  
spearhead  
speed limit  
square root  
starting-point  
stationary (not moving)  
stationery (paper)  
step/brother, /daughter, /father,  
/mother, /sister, /son  
stock/broker, /pile

stop valve  
storey (level of a building), storeyed  
stupefy  
sub/committee, /division, /lease,  
    /lessee, /section  
suchlike  
super/market, /script  
supersede  
supervise  
surmise  
surprise  
swimming pool  
take/-off, /-over  
tariff  
taxpayer  
teenager  
televisé  
tenor (voice)  
tenure (holding of office)  
test-tube  
textbook  
time-limit  
timetable  
title/-deed, /-page  
to/day, /morrow, /night  
topsy-turvy  
tortoise-shell  
tranquillity  
tsar  
turning-point  
twin-screw  
two and six, etc (currency)  
twofold (also three/, four/, etc)  
twopence halfpenny, etc (currency)  
ultraviolet  
uncared-for  
under/-part, /-secretary, /-sexed, /-side,  
    /-surface  
under/achieve, /act, /clothes, etc  
unmistakably  
unparalleled  
up-to-date (attrib)  
up/-country, /-market  
Van Riebeeck (the man) but Riebeeck  
    West/Kasteel (the towns)  
veranda  
vermilion  
vice-consul  
wage-earner  
wagon  
warrant (writ, NCO)  
wartime



water/-colour, /-level, /-line  
watercourse  
wavelength  
week/day, /end  
well-being  
wellnigh  
whisky (but Irish whiskey)  
who's (who is)  
whose (possessive)  
wilful, willfully  
winding-up (noun)  
work force  
work-piece  
workplace  
worth while (pred)  
worthwhile (attrib)  
wrongdoing  
wryneck  
X-ray  
year end (noun, hyphen when attrib)  
year/-book, /-long, /-round  
yoke (of an ox)  
yolk (of an egg)  
Zambezi  
zigzag

## B.2 Law

Some of the more common legal terms that give problems are listed here. For a comprehensive list see Hiemstra & Gonin *Trilingual Legal Dictionary* 3rd ed (Juta 1992) and the relevant paragraphs above.

abettor

Admiralty, English, Dutch, Roman,  
Roman-Dutch law (noun and adj)

*aliunde*

antenuptial contract

applicant

assentor

assistor

attorney-and-client costs

*audi alteram partem*

bailor

*conditio*

*contra bonos mores*

common-/, civil-/, criminal-/,  
international-/law (attrib)

conjuror

costs *de bonis propriis*

countercharge

counter/-appeal, /-application, /-claim

court *a quo*, below, of first instance

*curator ad litem*

*curator bonis*

cy pres

defendant

dependant (person)

*dictum, dicta*

excipient

extra-judicial

*fideicommissum*, /a

grantor

guarantor

judgment

justiciable

lessee, lessor

mandatary (person mandated)

mandatory (compulsory)

memorandum and articles of  
association

*merx*

mortgag/ee, /or

*obiter, obiter dictum*

party-and-party costs

plaintiff

*pro deo*

puisne (judge)

respondent

seise

serjeant  
sheriff  
testator  
vendor  
warrantor

### **B. 3 Tricky ones**

Bophuthatswana  
clearness' sake  
composed/consist of, but comprise  
conscience' sake  
convenience' sake  
different from, not different to or than  
either ... or, neither ... nor  
goodness' sake  
KaNgwane  
KwaNdebele  
KwaZulu  
made from, not made of  
might is the past tense of may  
short-term insurance, but life assurance  
toing and froing  
witness' version (singular)  
witnesses' expenses (plural)

### **B. 4 Consonants**

**General rule:** When the stress falls on the last syllable, double the final consonant;  
most words ending in 'l' double the 'l'.

#### **Double**

abut  
acquit  
allot  
annul  
appal  
apparel  
clap  
commit  
compel  
concur  
counsel  
drop  
enroll  
extol  
fit  
fulfil  
impel  
infer  
instill  
label  
level  
libel

marshal  
model  
occur  
omit  
panel  
prefer  
quarrel  
rival  
shovel  
stop  
tunnel

**Single**

ballot  
banquet  
bayonet  
benefit  
bias  
bigot  
billet  
bracket  
budget  
buffet  
carpet  
chirrup  
combat  
discomfit  
docket  
facet  
ferret  
fillet  
fillip  
focus  
gallop  
gossip  
hiccup  
initial  
junket  
letter  
market  
offer  
packet  
parallel  
picket  
profit  
rivet  
target  
trumpet

**B.5 Plurals**

addenda  
albinos

altos  
analyses  
appendices  
axes  
bandits  
banjos  
bases  
beaux  
bravoes (assassins)  
bravos (applause)  
buffaloes  
cargoes  
companies  
corrigenda  
data (singular in computerese)  
desiderata  
dynamos  
echoes  
ellipses  
embargoes  
errata  
formulas  
frescoes  
fungi  
genera  
haloes  
heroes  
hippopotamuses  
impresarios  
indexes (literary)  
indices (scientific)  
innuendoes  
larvae  
Le Rouxs  
magna opera  
matrices  
media  
mementoes  
moneys  
mongooses  
mosquitoes  
mottoes  
negroes  
oases  
octavos  
oratorios  
parentheses  
phenomena  
plateaux  
porticoes  
potatoes  
provisos

radii  
ratios  
salvoes  
sanatoriums  
solos  
sopranos  
stimuli  
termini  
tiros  
tomatoes  
tornadoes  
torpedoes  
torsos  
volcanoes

