

## AOA – e-periodical – House Style Guide for Authors and Contributors

### 1. BODY COPY

Font: Calibri

Size: 11

Alignment: Justified

Indentation: In increments of 1 cm from 0 cm, i.e., Special: Hanging 1 cm

Spacing: 6 pt. before and 6 pt. after

Line spacing: 1.5 lines

### 2. FOOTNOTES

Font: Calibri

Size: 10

Alignment: Justified

Indentation: In increments of 0.3 cm from 0 cm, i.e. Special: Hanging .3 cm

Spacing: 3 pt. before 3 pt. after

Line spacing: Single

### 3. CASE LAW

Full case name and citation: ***Ekurhuleni West College v Segal and Another*** (1287/2018) [2020] ZASCA 32 (2 April 2020) \*(***Ekurhuleni***); or to take two more examples: ***Natal Joint Municipal Pension Fund v Endumeni Municipality*** 2012 (4) SA 593 (SCA) \*(***Endumeni***) at paras [18] and [19], pp. 603E to 605B; or ***City of Tshwane Metropolitan v Blair Atholl Homeowners Association*** [2019] 1 All SA 291 (SCA) \*(***City of Tshwane***) at paras [63] to [66], pp. 310 to 312.

In other words: The names of the parties are to be rendered in **bold** and *italicised*, but not the remainder of the citation which is rendered in ordinary text.

Subsequent references to a case in text and footnotes – as *per* the definitions denoted with the asterisk (\*), i.e. ***Ekurhuleni*** or ***Endumeni*** or ***City of Tshwane*** (but now *italicised* in each instance). Contributors and authors are requested to define cases referred to in the above manner, especially where the case will be referred to by them on more than one occasion.

#### 4. REFERENCING TO BOOKS AND ARTICLES

The recommended guideline of the Pretoria University Law Press (**PULP**) should be followed. It provides as follows:

##### 'REFERENCE TO BOOKS

- In footnotes (first reference): CH Heyns *Human rights law in Africa* (2004) 333  
(Note: \*[The book's title is not capitalised]; author's name not given, only initials; no space between initials)
- In footnotes (subsequent references): Heyns (n 2 above) 350 (no initial)
- In bibliography: Donnelly, J (1993) *International human rights* Boulder: Westview Press
- Two authors: CH Heyns & F Viljoen; in bibliography Heyns, CH & Viljoen, F
- More than two authors: in text CH Heyns *et al*; in bibliography Heyns, CH; Viljoen, F & Murray, R
- When referring to translated source: WD Ross (ed) *The works of Aristotle* trans DW Thompson (1910)  
(Own insertion - denoted with an asterisk and square brackets).

And, in the case of articles, it provides:

##### 'REFERENCE TO JOURNAL ARTICLES

- In footnotes (first reference): E Bondzie-Simpson 'A critique of the African Charter on Human and Peoples' Rights' (1998) 31 Harvard Law Journal 643
- In footnotes (subsequent references): Bondzie-Simpson (n 3 above) 644
- See above for two or more authors
- In bibliography: Bondzie-Simpson, E 'A critique of the African Charter on Human and Peoples' Rights' (1998) 31 Harvard Law Journal 643'

#### 5. CAPITALISATION – IN GENERAL

- Only proper nouns are capitalised, e.g. Pretoria, United States of America, the Constitution Court, the Supreme Court of Appeal, the High Court of South Africa. But general references to courts, such as '*courts are slow to interfere*' are not capitalised.
- A colon (:) is followed by a capitalised word. A semi-colon (;) or a hyphen (-) is followed by a non-capitalised word.

#### 6. LEGISLATION

Format:

- Companies Act 71 of 2008 ✓ (Avoid referring to the statute's number: In other words, NOT: Companies Act, **No.** 71 of 2008 ✗ ).
- The Legal Practice Act 28 of 2014. ✓

Where legislation is going to be referred to more than once, the use of an appropriate abbreviation is encouraged, e.g. The Legal Practice Act 28 of 2014 (**LPA**). The abbreviation is inserted immediately after the reference in parenthesis and it is rendered in bold font.

## 7. HEADINGS

Main headings in bold uppercase: **THE RELEVANT LEGAL PRINCIPLES** – not underlined.

Subheadings in bold lowercase: e.g. **Reflecting on confidentiality** – also not underlined.

Sub-subheadings in ordinary lowercase and may be underlined (as *per* the author's choice).

## 8. NUMBERS

Usually (but entirely the author's preference) written out in full followed by numerals in brackets, e.g. over forty (40)

## 9. QUOTES AND EXTRACTS

- In a sentence comprising a few lines - Italics and single quotation marks: 'It is a secret in the Oxford sense: You may tell it to only one person at a time.'
- Where a whole passage, e.g. clause in a contract/whole letter/a judge's reasoning in a reported case (in contradistinction to one or two or, perhaps, a few lines in a sentence) is to be quoted, it is to be done as follows:

*'... our courts have come to accept — without requiring special proof — that a party who has been deprived of the use of his or her capital for a period of time has suffered a loss (Thoroughbred Breeders' Association v Price Waterhouse 2001 (4) SA 551 (SCA) ([2001] 4 All SA 161) para 85). And that, in the normal course of events, such a party will be compensated for his loss by an award of mora interest (Bellairs v Hodnett and Another 1978 (1) SA 1109 (A) at 1145D – G). As it was put in Bellairs:*

*“(U)nder modern conditions a debtor who is tardy in the due payment of a monetary obligation will almost invariably deprive his creditor of the productive use of the money and thereby cause him loss. It is for this loss that the award of mora interest seeks to compensate the creditor.”*

The term mora simply means delay or default.'

- The quoted passage:
  - (i). appears in single quotation marks;
  - (ii). the font size is 10;
  - (iii). it is rendered in single spacing (0 pts before and after); and
  - (iv). is not to be italicised.
- However, as appears from this specific example, there is a further quote within the passage quoted. Only in that instance:
  - (i). are double quotation marks used;
  - (ii). the font size there is reduced to 9; and
  - (iii). is that portion of the quoted passage italicised.

- Alignment: Justified
- Indentation: In increments of 1 cm from 0 cm, i.e. Special: Hanging 1 cm

## 10. WORDS OF FOREIGN ORIGIN

Italics: *ad hominem*

## 11. PUNCTUATION

- Always insert two spaces after a full stop (period). It enables the human eye to discern the beginning and end of sentences far more easily
- Some words, e.g. case names are in ***bold italics***, while others, such foreign words, are in plain italics, for instance, *bona fide*, or *interpellatio*. Please ensure that any punctuation inserted after such words is not also rendered in bold and/or italics, as the case may be.
- So, as an example avoid this:  
In ***Ekurhuleni***, where the court stated ... ✘.
- It should be:  
In *Ekurhuleni*, where the court stated ... ✔.