



PUBLICATION STYLE GUIDELINES

| | | |
|----------|---|----------|
| A | TIPS FOR GENERAL USE OF THE PSLR STYLE | 1 |
| B | REFERENCING TO SOURCES | 1 |
| | REFERENCE TO BOOKS | 1 |
| | REFERENCE TO JOURNAL ARTICLES | 1 |
| | REFERENCE TO CHAPTERS IN BOOKS | 1 |
| | REFERENCE TO THESES AND DISSERTATIONS | 1 |
| | REFERENCE TO NEWSPAPER ARTICLES | 1 |
| | REFERENCE TO COMMONLY CITED TREATIES | 1 |
| | REFERENCE TO SOUTH AFRICAN LEGISLATION | 2 |
| | REPORTS/PAPERS | 2 |
| | REFERENCE TO EMAILS/INTERVIEWS | 2 |
| | REFERENCE TO CASE LAW | 2 |
| | REFERENCE TO SOUTH AFRICAN CASE LAW | 2 |
| | REFERENCE TO INTERNATIONAL CASE LAW | 2 |
| | African Commission: | 2 |
| | Inter-American Commission: | 2 |
| | Inter-American Court: | 3 |
| | European Court: | 3 |
| | ICJ judgments: | 3 |
| | United Nations human rights treaty bodies: | 3 |
| | REFERENCE TO FOREIGN CASE LAW (examples) | 3 |
| | REFERENCE TO WEBSITES | 3 |
| | REFERENCE TO THE CONSTITUTION | 3 |
| C | CROSS-REFERENCING | 3 |
| | SUBSEQUENT REFERENCE TO CASES | 4 |
| D | FOOTNOTES | 4 |
| E | BIBLIOGRAPHY | 4 |
| F | ABBREVIATIONS | 5 |
| G | HEADINGS | 5 |
| | HEADING LEVELS | 5 |
| H | NUMERALS | 5 |
| | DATE FORMAT | 5 |
| I | PUNCTUATION | 5 |
| | PARENTHESIS | 6 |
| | USE OF BRACKETS | 6 |
| | APOSTROPHES | 6 |
| | USE OF HYPHENS | 6 |
| | QUOTATION MARKS | 7 |
| J | SPELLING | 7 |

| | |
|--|----------|
| CAPITALISATION | 7 |
| SPELLING OF SPECIFIC WORDS | 8 |
| USE OF ITALICS | 8 |
| <i>K OTHER STYLE GUIDELINES</i> | 8 |
| USE OF FOREIGN TERMS | 8 |
| PARAGRAPHING | 9 |
| QUOTATIONS | 9 |
| SPACING | 9 |
| USE OF BOLD | 9 |

A TIPS FOR GENERAL USE OF THE PSLR STYLE

- Use UK English.
- The PSLR style uses very little punctuation. There are no full stops after abbreviations (so for example use US instead of U.S.) or after the v (for versus) between the party names of a case.
- Do not use 'auto-numbering'.

B REFERENCING TO SOURCES

REFERENCE TO BOOKS

- In footnotes (first reference): CH Heyns *Human rights law in Africa* (2004) at 333.

(Note: title not in initial caps; author's name not given, only initials; no space between initials).

- In footnotes (subsequent references): Heyns (n 2) 350 (no initial).
- Two authors: in-text and footnotes CH Heyns & F Viljoen
- More than three authors: in-text and footnotes CH Heyns et al (not italicised).
- When referring to **translated** source: WD Ross (ed) *The works of Aristotle* trans DW Thompson (1910).

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* at 643.
- In footnotes (subsequent references): Bondzie-Simpson (n 3) 644.
- See above for two and three or more authors.

REFERENCE TO CHAPTERS IN BOOKS

- In footnotes (first reference): D Hendrych 'Constitutionalism in the Czech Republic' in J Priban & J Young (eds) *The rule of law in Central Europe* (1999) at 222.
- In footnotes (subsequent references): D Brown 'A critique of the African Charter on Human and Peoples' Rights' in Priban & Young (n 3) 350.

REFERENCE TO THESES AND DISSERTATIONS

CH Heyns 'Civil disobedience in South Africa ...' unpublished PhD thesis, University of the Witwatersrand, 1992 at 169 (on file with the author).

Published thesis will be cited as books, book chapters, or articles dependent on the relevant format in which the thesis is published.

REFERENCE TO NEWSPAPER ARTICLES

M Killander 'The ordeal of children' *The Star* (Johannesburg) 29 September 2000 at 3.

| | | | | |
|--------|------------------|-------------------------------|-----------------|-------------|
| Author | Title of article | Newspaper (City of Newspaper) | Date of article | Page number |
|--------|------------------|-------------------------------|-----------------|-------------|

Where a newspaper article is obtained electronically, the author is to cite it per the directions for a print newspaper and include a URL:

J Etheridge '94 deaths later: A look at the Life of Esidimeni report' News24 2 February 2017 <http://.....>(accessed 23 March 2021).

REFERENCE TO COMMONLY CITED TREATIES

- First reference (in text): name in full - International Covenant on Economic, Social and Cultural Rights (ICESCR); subsequent references in text: CESCR (not **the** CESCR).
- But ICCPR.
- First reference (in text): UN Committee on Economic, Social and Cultural Rights (Committee on ESCR); subsequent references in text: Committee on ESCR.
- First reference (in text): Universal Declaration of Human Rights (Universal Declaration) (**not** UDHR).
- General Comment 14 (not General Comment No 14).

REFERENCE TO SOUTH AFRICAN LEGISLATION

Act 13 of 1992 (not No), hereafter 'the Act'.

Industrial Relations Act 8 of 2000 secs 12(1) & (3), 14(2) & 15(1).

REPORTS/PAPERS

The title of a freestanding report, paper, or statement should be enclosed in quotation marks, not italicised. The same goes for the title of a webpage. For example, Israeli Authorities and the Crimes of Apartheid and Persecution 'A Threshold Crossed' 2007.

However, the name of an interactive online database – like the UN Population Division's *World population prospects: 2004 revision population database* – is more analogous to a book title and should be italicised.

REFERENCE TO EMAILS/INTERVIEWS

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

- E-mail from B Xhosa, the President of the Constitutional Court, on 28 July 2006.
- Telephonic interview with B Xhosa, the President of the Constitutional Court, on 28 July 2006.

REFERENCE TO CASE LAW

- In case names where there are many parties, use an ampersand (&) and then Others or Another. You may choose to ignore the reference to 'Others' and merely use the initial parties but be consistent.
- Do not put case names and citations in both the text and footnote. It is preferable to have the case name in the text and the citation in the footnote. The footnote number should immediately follow the case name, eg Ras NO v Van der Meulen.¹

REFERENCE TO SOUTH AFRICAN CASE LAW

Citations should follow the method of citation of the law report that the case was taken from as indicated below:

All South African Law Reports

¹ 2011 (4) SA 17 (SCA).

S v Makwanyane 1995 (3) SA 391 (CC) (not 1995 3)

Butterworths Constitutional Law Reports

S v Makwanyane 1995 6 BCLR 665 (CC) (not 1995 (6))

REFERENCE TO INTERNATIONAL CASE LAW

African Commission:

If reported in *African Human Rights Law Reports*:

Modise v Botswana (2000) AHRLR 30 (ACHPR

2000). If not reported in AHRLR:

Civil Liberties Organisation v Nigeria, Communication 101/93, African Commission on Human and Peoples' Rights, Thirteenth Annual Activity Report (2017).

Inter-American Commission:

Yahom v Colombia, Inter-American Commission of Human Rights, IAm Comm of HR (26 June 1992), OAE/Ser L/V/II6 Doc 10 Rev 1.

Inter-American Court:

VR v HIACHR (26 September 1986) Ser L/ Doc 8 Rev 1.

European Court:

Sramek v Austria ECHR (22 October 1984) Ser A 17.

OR, if not in Series A:

S v Austria (1998) EHRR 598.

ICJ judgments:

Case ... v Iran ICJ (24 May 1980) (1980) ICJ Reports 3.

United Nations human rights treaty bodies:

Bloomings v Italy, Communication 135/94, UNHR Committee (26 June 1996), UN Doc CCPR/C/OP/1 (1984).

Initial:

Concluding observations on the fourth report of Cyprus, CAT Committee (16 June 2014), UN Doc CAT/C/CYP/CO/4 (2014).

Should read:

Concluding Observations on the Fourth Report of Cyprus, CAT Committee (16 June 2014) UN Doc CAT/C/CYP/CO/4 (2014).

REFERENCE TO FOREIGN CASE LAW (Examples)

Canada:

Eldridge v British Columbia (1997) 151 DLR (4th) 577. (not 4th)

USA:

Goldberg v Kelly 397 US 235 (1970).

S v K (2002) 292 F 3d 597.

REFERENCE TO WEBSITES

<http://www.chr.up.ac.za> (accessed 31 January 2005)

When an author or article is cited, provide full information, eg Human Rights Watch 'The death penalty debate' 21 February 2005 <http://.....> (accessed 31 March 2007).

Videos, social media sources, and other online content will be included under this section and should be referenced as websites, with URLs included.

- Video: Alltime10s '10 Countries With the Worst Human Rights' 14 September 2019 <https://www.youtube.com/watch?v=ele4K8tUxqw> (accessed 23 March 2021).
- Social Media: Human Rights Watch 23 October 2020 https://www.linkedin.com/posts/human-rights-watch_202104menaisraelpalestineapartheidmp4-activity-6792749969087438849-j7OI (accessed 23 March 2021).

REFERENCE TO THE CONSTITUTION

When referring to the Constitution in full, it should read 'Constitution of the Republic of South Africa, 1996' (as set out in sec 1(1) of the Citation of Constitutional Laws Act 5 of 2005).

C CROSS-REFERENCING

Footnotes referring to earlier footnotes should lead with the author's surname (not her initials and surname as in the first reference) or the abbreviated name of a case or authorless policy document:

Viljoen (n 16) 12-13.

Grootboom (n 17) para 99.

For subsequent footnotes where there is no author surname, use the abbreviated name of the case or authorless document:

The South African Water Brief 2018 (Water Brief) para 20 in subsequent footnotes can be Water Brief (n 2) para 23.

To avoid redundancy, an exception to this rule should be made when the sentence to which the footnote attaches include a reference to the author, case, or document. In such cases, the format below should be used:

n 16, 12-13.

n 17, para 99.

Note that a comma should set off the page or paragraph reference in this last format above (in which the name of the source is mentioned in the footnote and the note number is in brackets) but not in the format above.

SUBSEQUENT REFERENCE TO CASES

First reference in text: In the well-known case of *Grootboom v Minister of Housing* (*Grootboom case*).

Thereafter: The *Grootboom case*.

D FOOTNOTES

- Full stops after footnotes.
- First line of footnote is indented; other lines hanging indent.
- Indicate footnotes with a superscript number which should appear after the relevant punctuation/word in the text.

- Put the footnote marker at the end of a sentence unless, for the sake of clarity, it is necessary to put it directly after the word or phrase to which it relates.
- Close footnotes with a full stop.
- No *ibid*, *supra*, etc.
- Footnotes start with capitals, **except** if they start with 'n' (note) eg 'n 17'.
- As far as possible, use abbreviations (without full stops) eg para, paras, sec, secs, art, arts, ch, etc.
- If more than one source is cited in a footnote, list them chronologically (unless no dates, then alphabetically); separate sources with ','
- Explanatory footnotes must be written in chronological order and should include the preceding text citation at the beginning of the footnote as indicated:

Footnotes in text citation (separated by ';'). Explanatory footnotes (from 'Section 33(1)...'). 'See' explanatory footnote citations (separated by ';').

Example: On the one hand, the approach forges explicit textual links with section 33 of the Constitution.²

- Use '&' when referring to articles and authors (arts 1 & 2; De Waal & Currie; ...); use 'and' in full sentences.
- Journals are not abbreviated – provide full title, eg **not** *JAC*, but *Journal of African Law*.
- Use 'at' to refer to specific pages cited in an article or book – eg (2005) 1 *African Human Rights Law Journal* 375 at 380 (where '375' is the page where the article starts, and '380' the page specifically cited).
- Authors: two authors, both names in full (&) with initials; three or more authors, use et al.

² IM Rautenbach 'The limitation of rights and "reasonableness" in the right to just administrative action and the rights to access to adequate housing, health services and social security' 2005 *Tydskrif vir die Suid-Afrikaanse Reg* at 627-654; Muller et al (n 6) at 777. Section 33(1) of the Constitution affords everyone 'the right to administrative action that is lawful, reasonable and procedurally fair'. The Promotion of Administrative Justice Act 3 of 2000 was enacted to give effect to section 33(3) of the Constitution. See J Klaaren & G Penfold 'Just Administrative Action' in S Woolman et al (eds) *Constitutional Law of South Africa* (2009) at 8; C Hoexter *Administrative Law* (2012) at 64.

- When referring to earlier footnote reference, **no** initial: Heyns (n 2).
- Use 'as above' only when reference is exactly as in preceding footnote; otherwise '(n 33) 45'.

E BIBLIOGRAPHY

- In bibliography: Donnelly, J *International human rights* (Westview Press 1993).
- Two authors: CH Heyns & F Viljoen; in bibliography Heyns, CH & Viljoen, F.
- More than two authors: in text CH Heyns and others; in bibliography Heyns, CH; Viljoen, F & Murray, R.
- In bibliography: Bondzie-Simpson, E 'A critique of the African Charter on Human and Peoples' Rights' (1998) 31 *Harvard Law Journal* 643.
- In bibliography: Hendrych, D 'Constitutionalism in the Czech Republic' in Priban, J & Young, J (eds) *The rule of law in Central Europe* (Aldershot 1999).

F ABBREVIATIONS

- Abbreviations are generally not used in the text. (Exceptions: Madala J, Chaskalson P).
- Acronyms, abbreviated form – write term in full the first time, eg United Nations ('UN') (**no** or 'hereafter' or 'later cited as').
- 'for example' (in text); use 'eg' only in footnotes.
- Use para and paras in footnotes, full out in text.
- Use sec and secs, art and arts in footnotes, full out in text.
- Use abbreviations in footnotes such as 'eg'.

G HEADINGS

Headings – do not use initial capital letters.

HEADING LEVELS

Introduction (bold)

1.1 The South African experience (bold)

1.1.1 The position in Nigeria (bold) Subsequent
sub-headings: no numbering, italics

H NUMERALS

- 1-10 written out (one, ten); above 10: figures (14, 32) **except** at start of sentence (Forty-five soldiers were killed ...) and when the numeral is used after a word: chapter 2 or part 2 or article 2.
- Ordinals:
In text: first, second, twenty-ninth, etc, **but** 2nd session of Commission, 29th session of Commission.
- In footnotes: 1st, 2nd, 29th (no superscript, eg 29th)
Thousands: 25 000 (not 25,000 – space, not comma)
- Numbers should be separated by a hyphen with no spaces between the hyphen and the numbers:
150 000-290 000, not 150 000–290 000 or 150 000 – 290 000
15-49, not 15 - 49, 15–49 or 15 – 49
21.2-45.3%, not 21.2 - 45.3%, 21.2–45.3% or 21.2 – 45.3%
- Numerals should be written out when matched with words: eight kilograms; twelve millimetres.
- Figures should be matched with symbols or abbreviations:
8kg 12mm 100m
R50 million, not R50m

DATE FORMAT

31 January 2005. (**not** January 31st, 2005; 31 January, 2005)

I PUNCTUATION

- Only add full stops to abbreviations that do not end in the same letter as the word written out in full eg Prof. No full stops after Mr, Ms, Dr, etc. (i.e.,

abbreviations that end with the same letter the word ends in when written out in full).

- During 2003, the United Nations
- Quotations: ' ... ' in South Africa ...' (no full stop after ')
- Avoid /, rather use 'or'
- Bullets: If followed by full sentences, initial capital, and full stop after each; if not full sentences, no initial cap and ';' after each.

PARENTHESIS

Parenthetical text should be set off by dashes as below:

- These drawbacks underscore the urgency of guaranteeing adolescents' access to accurate information on contraceptives – including emergency contraceptives
- and quality adolescent-friendly sexual health care services.

Each of the following examples is incorrect:

- These drawbacks underscore the urgency of guaranteeing adolescents' access to accurate information on contraceptives - including emergency contraceptives - and quality adolescent-friendly sexual health care services.
- These drawbacks underscore the urgency of guaranteeing adolescents' access to accurate information on contraceptives—including emergency contraceptives—and quality adolescent-friendly sexual health care services.
- These drawbacks underscore the urgency of guaranteeing adolescents' access to accurate information on contraceptives — including emergency contraceptives — and quality adolescent-friendly sexual health care services.

USE OF BRACKETS

Rather use commas than brackets for parenthesis.

The Human Rights Council retained most of the special procedures, including the confidential '1503', now called the 'complaint procedure', and introduces the Universal Peer Review. (not (the 'complaint procedure')).

APOSTROPHES

The modern practice is not to use an apostrophe in abbreviated plurals (eg MPs, CVs) or with dates (eg 1990s instead of 1990's).

USE OF HYPHENS

antiretroviral **not** anti-retroviral

bilateral **not** bi-lateral

case law **not** case-law

claw-back clauses

cooperation **not** co-operation

Dar es Salaam

decision making (but decision-making process)

extrajudicial

HIV positive (but HIV-positive status)

intergovernmental

mother-to-child-transmission

multilateral **not** multi-lateral

Secretary-General

subregion/subregional

subsection

Vice-Chairperson

well-being

QUOTATION MARKS

- Always use single quotes unless it is a quote within a quote (then double quotes). Where a quotation is part of a sentence only, the full stop should be

placed outside the last quotation mark, example: The judge said it was his 'duty to apply the law'.

- Where a passage from a quotation is omitted indicate this with the use of ellipses, in other words, three dots with spaces at the beginning and end (eg 'cannot ... preserve'), except at the start of the quotation.
- Quotations should be verbatim, including American spelling. However, avoid using (sic!) to draw attention to mistakes in material quoted. If the error is a typographical one, correct it. If the grammar is incorrect, interpose using your own wording between square brackets.

J SPELLING

CAPITALISATION

- Avoid capital letters; only use for proper names and specifics, such as England, Constitutional Court.
- Reference to a specific court: High Court, Constitutional Court: The Court held (but courts will not interfere ...).
- Reference to a specific Constitution (the South African Constitution; the Constitution of Nigeria); but generic constitutions.
- Reference to a specific Bill of Rights (the Bill of Rights in the South African Constitution), but the bills of rights contained in African constitutions.
- Reference to a specific Protocol – as above.
- After a colon (:): Capital letter if a new full sentence is introduced; decap if it is merely a list of items.
- Reference to books: CH Heyns *Human rights law in Africa*.
- Reference to journals: *African Human Rights Law Journal*; articles in journals: 'The human rights dimension of conflict' (NOT caps)

- **Words NOT capitalised:**

apartheid (not italics)

commissioners (but Commissioner Badawi) court (unless specific court)

government

interim/final Constitution

member state
ordinary session (of Commission)
parliament (but Pan-African Parliament)
state
state party
twentieth century
antiretroviral

- **Words capitalised**

Anglophone
Chairperson
Cold War
Francophone
Lusophone
Preamble, Postamble
Protocol (specific)
Rules of Procedure
Secretariat
Secretary
Secretary-General
Shari'a
Southern Africa
Vice-Chairperson
West Africa
World War II
South, East, North, West

SPELLING OF SPECIFIC WORDS

UK English – 's' instead of 'z' – organisation, not
organization acknowledgment (not acknowledgement)
co-operation
healthcare (not health care)
judge
judgment (not judgement)

licence
licensing
practice (noun)
practise (verb)
Shari'a
state party/parties (not states parties)
ubuntu

USE OF ITALICS

- Always use italics for:
 - titles of journals, books, newspaper names, cases
 - foreign words, unless acknowledged as part of English, and unless part of or in a quotation
 - emphasis (... opinions on the *compatibility* of domestic laws ...) – add 'my emphasis' or 'our emphasis' in footnote (use sparingly)
- Italics should not be used for legislation and treaties.
- Words used in ordinary language are not italics.
- Specific words/phrases:
 - et al **not** *et al*
 - *coup d'état*
 - ubuntu **not** *ubuntu*
 - *prima facie*
 - *inter alia*
 - *per se*
 - *a quo*

K OTHER STYLE GUIDELINES

USE OF FOREIGN TERMS

- Try to avoid – replace with modern English term, instead of *supra* rather use 'above'.

- If used, use italics: eg *inter alia*.
- Sources should remain in the language of the publication (English).
- Where the source has been translated, it must be clearly noted that it is a translated source, and the translator should be cited accordingly if such information is available.

PARAGRAPHING

- The first paragraph starts aligned.
- Subsequent paragraphs are indented.
- Paragraphs under indented quotes are also aligned.
- Top of page remains indented if paragraph should ordinarily be indented.

QUOTATIONS

Quotes longer than **30** words must be indented (on left-hand side, not on right-hand side), for example:

The challenge of building one nation and one economy in which all South Africans may participate and from which all may benefit remains a major challenge for the short, medium and perhaps even long term.

Indented quotes do not have quotation marks.

The footnote sign should usually precede the indented quote, unless the indented quote forms part of a sentence, which ends at the end of the quote; then the footnote sign comes at the end of the quotation.

In quoted text, American spelling should not be changed to British spelling. The same goes for the title of a cited work. However, the name of an organisation should be spelled according to British norms regardless of how the organisation chooses to spell its own name. Thus, World Health Organization should be changed to World Health Organisation.

SPACING

Article 27(2) - no space before (2)

USE OF BOLD

Avoid