



# IIE LAW REFERENCING GUIDE

(2026)

For use in all law modules, read and applied in accordance with The IIE's  
Intellectual Integrity policy IIE023

## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>2</b>	<b>GENERAL INFORMATION .....</b>	<b>5</b>
2.1	SPELLING.....	5
2.2	NUMBERS .....	7
2.3	ABBREVIATIONS AND ACRONYMS .....	8
2.4	APOSTROPHES .....	9
2.5	DATES .....	10
2.6	EMPHASIS.....	10
2.7	FOREIGN WORDS/PHRASES .....	10
2.8	QUOTATIONS AND QUOTATION MARKS .....	10
2.9	HEADINGS, SUBSECTIONS AND NUMBERING .....	11
2.10	EDITING .....	12
2.11	FOOTNOTES .....	13
<b>3</b>	<b>HOW TO REFERENCE SOURCES.....</b>	<b>14</b>
3.1	LEGISLATION .....	14
3.2	CASE LAW .....	16
3.3	BOOKS .....	20
3.4	JOURNAL ARTICLES .....	22
3.5	WEB RESOURCES.....	24
3.6	GENERATIVE ARTIFICIAL INTELLIGENCE USE .....	25
3.7	ARTICLES IN PRINTED OR ONLINE MEDIA .....	26
3.8	OTHER.....	27
<b>4</b>	<b>REFERENCE LIST .....</b>	<b>31</b>
	<b>ANNEXURE A .....</b>	<b>32</b>
	<b>ANNEXURE B .....</b>	<b>35</b>
	<b>ANNEXURE C .....</b>	<b>36</b>

# 1 INTRODUCTION

- 1.1 These stylistic guidelines have been developed to ensure uniformity across written submissions (including assignments) by developers, students, lecturers, and editors in respect of all **law modules**, on any qualification offered by The IIE, unless the context indicates otherwise.
- 1.2 The normal IIE Reference Guide is to be used for all non-law modules in any degree, e.g. Business Management, Economics, etc.
- 1.3 These guidelines apply to the text and footnotes unless otherwise indicated.
- 1.4 Footnotes are to be applied in law modules: **Shortcut key: Ctrl+Alt+F**.
- 1.5 We acknowledge the increasing availability of artificial intelligence (AI) tools, including large language models, which students may encounter or experiment with during their studies. The use of such tools is subject to the principles of academic integrity, authorship, and independent legal reasoning. AI tools **do not constitute legal authorities or academic sources** and may not be cited as such. They may not replace independent legal research, critical analysis, or original legal writing.

Where expressly permitted by the assessment instructions, AI tools may be used **only for limited and ancillary purposes**, such as:

- assisting with the organisation or structuring of ideas;
- supporting language clarity and expression;
- identifying general research directions or topics.

Students remain fully responsible for:

- the accuracy and correctness of all legal content;
- the originality of their work;
- compliance with this referencing guide and all assessment instructions.

In any case, legislation, academic sources, or legal principles identified using AI tools **must be independently located, verified, and correctly referenced** in accordance with this guide. Reliance on AI-generated content without independent verification may constitute academic misconduct.

Unless explicitly authorised in the assessment instructions, the use of AI tools to generate substantive legal analysis, argumentation, or conclusions is **not permitted**. Markers, moderators, and examiners may require students to explain or justify their use of AI tools when concerns arise about authorship, originality, or academic integrity.

- 1.6 These guidelines are to be read and applied in accordance with The IIE's Intellectual Integrity Policy IIE023 which can be found at [https://www.iie.ac.za/iie-policy-bank?\\_ga=2.191105258.1147291535.1642510396-264249821.1641390370](https://www.iie.ac.za/iie-policy-bank?_ga=2.191105258.1147291535.1642510396-264249821.1641390370).

- 1.7 According to IIE023 “Cheating is a type of academic dishonesty that involves pre-planned, intentional and deliberate deception on the part of students to present work that is not their own as if it were their own” and “Plagiarism is any use of the words, ideas, sounds or images (static or dynamic, digital, virtual and concrete, in original or amended form) of another person in such a way that an impression is created that they are your own.

The IIE considers plagiarism to be wrongful appropriation that represents academic dishonesty and a breach of academic ethics.”

Thus, using Artificial Intelligence platforms to generate answers to your assessments when not part of the assessment and passing this off as your own work amounts to **cheating**.

Failing to reference any work or parts thereof in any form that is submitted as your own amounts to **plagiarism**.

For a law student, any allegation of either of these academic dishonesty offences could be detrimental to a legal career. Thus, it is imperative that all work submitted for any assessment is your own, and any work that is submitted that is not your own is properly and consistently referenced. Further information on intellectual property and on what constitutes plagiarism can be found at <https://iieibraryconnect.iie.ac.za/e-shelf/referencing-and-plagiarism>.

- 1.8 Examples of correctly referenced texts in terms of these guidelines:

#### Example 1

Section 10 of the Constitution of the Republic of South Africa, 1996 (the Constitution) provides for the right to dignity.<sup>1</sup> In the matter of *S v Makwanyane*<sup>2</sup> (*‘Makwanyane’*) the concern was whether “everyone” has the absolute right to dignity.

#### Example 2

When referring to the principle of *huur gaat voor koop*, the Constitutional Court had to decide in the matter of *Abner v Pretorius*.<sup>3</sup> whether “the owner of the property’s constitutional right to property may be limited due to him or her not upholding their contractual obligations of paying rent as agreed.”<sup>4</sup> Therefore, by considering what was decided in *Makwanyane*,<sup>5</sup> everyone has a right to be protected, however not every right is absolute and without limitations.

<sup>1</sup> The right to dignity, it has been argued, also includes the right to equality. S 9(1) of the Constitution is also referred to as the equality clause and states that: “Everyone is equal before the law and has the right to equal protection and benefit of the law”.

<sup>2</sup> *S v Makwanyane* 1994 (4) SA 674 (W).

<sup>3</sup> *Abner v Pretorius* 2002 (1) SA 396 (CC).

<sup>4</sup> *Abner v Pretorius* 2002 (1) SA 396 (CC) 108A-B.

<sup>5</sup> *S v Makwanyane* 1994 (4) SA 674 (W) 689B-D refers to the limitation clause, being s 36 of the Constitution, which provides that rights may be limited by applying the test which concerns ...

### Example 3

Van der Merwe, Roos, Pistorius, Eiselen, & Nel<sup>6</sup> provide an explanation of the limitation clause by providing that “everyone may have the right to equality, dignity and fairness, however, you will almost certainly always have an opposing right which should also be taken into consideration”.<sup>7</sup> This can be seen in legislation such as the Labour Relations Act<sup>8</sup> (LRA) which provides for the right to strike, but such a strike will be protected only if the trade union or employees have followed the correct procedure; if this procedure is not followed, the employer may dismiss the employees.<sup>9</sup>

**NB: All work in open book assessments such as assignments, Portfolios of Evidence etc. MUST contain footnotes AND a reference list at the end of the submission.**

**Should either the footnotes or the reference list at the end be missing, this will constitute an automatic plagiarism offence.**

## 2 GENERAL INFORMATION

### 2.1 SPELLING

- 2.1.1. Use UK/SA spelling where possible. This means that words must be spelt with an “s” as opposed to a “z” where appropriate.

#### Example

Emphasise as opposed to emphasize; realisation as opposed to realization, etc.

The only exception to this rule is in technology/IT law; it is standard worldwide to use American spelling.

#### Example

Program as opposed to programme, email as opposed to e-mail, etc.

- 2.1.2. Where appropriate, “u” must be used after an “o”.

#### Example

Favour instead of favor; colour instead of color (which is the American spelling).

- 2.1.3. Programme ends with “me” (as stated above) unless one refers to a computer program in which case the American spelling has been adopted as the norm. This rule applies to almost all words related to technology.

<sup>6</sup> Van der Merwe, DP. Roos, A. Pistorius, T. Eiselen, GTS. & Nel, SS. *Information and Communications Technology Law* 2<sup>nd</sup> ed (2016) 134.

<sup>7</sup> Van Der Merwe *et al Information and Communications Technology Law* 134.

<sup>8</sup> Labour Relations Act 66 of 1995.

<sup>9</sup> S 64 of Labour Relations Act 66 of 1995.

- 2.1.4. Only use capitalisation in the middle of a sentence if it is customary to do so.

Example

High Court of South Africa; Bill of Rights, etc.

- 2.1.5. “Law” is not to be capitalised in the middle of a sentence.

Example

One will refer to “law” or “the law” in the body of the text.

- 2.1.6. With reference to the court system in general, the name of the court as a body is not capitalised but capitals must be used when referring to specific courts (see **Annexure A** to this document).

Example

The high court has inherent jurisdiction, but the matter was heard in the North Gauteng High Court in Pretoria.

- 2.1.7. When referring to a particular statute and legislation in general, the word ‘Act’ is capitalised

Example

An Act of Parliament, the Labour Relations Act.

- 2.1.8. Lowercase is used for “state” and “parliament”.

- 2.1.9. Where possible, use gender-neutral language. If it is not possible, use she/he, s/he, her/his, etc.

- 2.1.10. When referring to a juristic person, use the word “it”.

Example

The employer applied the rule which it had distributed to its employees.

- 2.1.11. When referring to “The Constitution of the Republic of South Africa, 1996”, no reference is made to an Act number. The **first time** that reference is made in the text to the Constitution, the full title and year is indicated.

Example

The Constitution of the Republic of South Africa, 1996 (the Constitution) emphasises the underlying value of *ubuntu*.

Any **subsequent reference** to the Constitution in the body of the text will simply read “the Constitution”.

Example

The Constitution is of paramount importance.

The footnote should contain the full title.

Example

<sup>10</sup> Constitution of the Republic of South Africa, 1996.

- 2.1.12. In the body of the text, the word “section” is only written with a capital letter if it is at the beginning of a sentence. If it is in the middle of a sentence, it is written in lowercase.

Example

The right to dignity can be found in section 10 of the Constitution

Only in the footnotes may you use abbreviations such as ‘s’ for section.

- 2.1.13. In legal academic writing, the first person and emotive language should be avoided.

Example

The outcome of the case is approved because the judge used sound reasoning.

Avoid

My (first person) opinion is that I (first person) approve (emotive word) of the outcome of this case because the judge used poetic language (emotive words).

- 2.1.14. Avoid unnecessary, flowery expressions such as “the learned judge”, “respectfully” and “with respect”.

## **2.2 NUMBERS**

- 2.2.1 Numbers zero to twenty are always written out and numerals are not used. Numerals are used from 21 upwards.

- 2.2.2 When a monetary amount is written, there is no space between the “R” and the first numeral.

Example

R100

- 2.2.3 Leave a space between each grouping of zero that indicates a thousand.

Example

R1 000 000

- 2.2.4 Please use hard spaces between the numerals by pressing **Ctrl+Shift+Space** bar simultaneously.

- 2.2.5 Do not use or indicate cents.

Example

R100.00 should read R100 unless it is crucial to indicate cents, in which case it should read R100.45.

- 2.2.6 Age is always written in numerals.

Example

The boy was 11 years old.

- 2.2.7 Percentages are always expressed using numbers and the % sign, with no space between the two.

Example

10% and not 10 per cent or ten per cent.

- 2.2.8 Page numbers must always be expressed in numerals.

## **2.3 ABBREVIATIONS AND ACRONYMS**

- 2.3.1 Standard abbreviations may be used only in the footnotes.

- 2.3.2 Use full stops sparingly unless the standard English abbreviation requires a full stop.

- 2.3.3 To use **abbreviations**, the word must be written out in full the first time in the body of the text, with the abbreviation in brackets thereafter. Thereafter, the abbreviation may be used freely.

Example

Department (Dept.) or Government (Govt.)

- 2.3.4 To use **acronyms**, the word must be written out in full the first time in the body of the text, with the acronym in brackets thereafter. Thereafter, the acronym may be used freely.

Example

Labour Relations Act (LRA) or the South African National Blood Services (SANBS).

- 2.3.5 Some of the common abbreviations/acronyms that may be used in the footnotes ONLY (but not in the body of the text) include:

AJ	Acting Judge
AJA	Acting Judge of Appeal
CJ	Chief Justice
ch	Chapter
DCJ	Deputy Chief Justice
DJP	Deputy Judge President
ed	Edition/editor
GG	Government Gazette
GN	Government Notice
J	Judge
JA	Judge of Appeal
JP	Judge President
fn	Footnote
P	President
Proc	Proclamation
para	Paragraph
Proc	Proclamation
Reg	Regulation
S/s (depending on whether the section is being referred to at the beginning of the sentence or in the middle of the sentence)	Section/s

## 2.4 APOSTROPHES

- 2.4.1 An apostrophe denotes possession. As such, when the plural of a term is used, no apostrophe is used.

Example

DVDs (correct) as opposed to DVD's (incorrect).

- 2.4.2 If the word ends with an "s", the apostrophe is used after the "s".

Example

Fred Jones' words ... and not Fred Jones's words.

## 2.5 DATES

2.5.1 Use the traditional South African method – day, month, year and not the American method (month, day, year). So, dates are written as follows: 11 March 2026. Where necessary, make use of hard space.

2.5.2 The American method may only be used if the use thereof has become the norm.

### Example

9/11, which refers to 11 September.

2.5.3 Years are to be expressed in numerals.

### Example

He was imprisoned from 2001 to 2002.

Avoid the use of a hyphen to indicate a time period (“2001-2002”) as this is an informal style of writing.

## 2.6 EMPHASIS

2.6.1 In today’s electronic environment, underlining denotes hyperlinks only.

2.6.2 Before personal computers, lawyers underlined foreign words; these are now written in italics. As italics can be used in academic documents, underlining is not permitted and is reserved for hyperlinks only.

## 2.7 FOREIGN WORDS/PHRASES

2.7.1 All foreign words/phrases which are not common to, or which have not been adopted into colloquial English, should be *italicised*.

### Example

*Huur gaat voor koop, domicilium, dolus eventualis, inter alia* etc.

The body of your text could state the following: “The court *a quo* disposed of the point *in limine* by setting out the following...”.

2.7.2 When foreign words/phrases are used in a heading or section that is already in italics, these words/phrases should be changed to normal font.

## 2.8 QUOTATIONS AND QUOTATION MARKS

2.8.1 Quotes are indicated using double quotation marks (“...”) and must be accurate (all editing must be copied exactly as it is in the original source).

2.8.2 Single quotation marks (‘...’) are used to indicate a quote within a quote.

2.8.3 Changes to quotes may be used where words need to be removed or added to the quotation are indicated using square brackets, for example, “[I]n...; “there [has to] ...”.

Example

Instead of. “... the rule of law provides for...”, the quote should read as follows: “[T]he rule of law provides for...”.

2.8.4 No more than 10% of the assignment may consist of direct quotes and quotations should be used sparingly. Use a quotation only if you cannot rephrase the statement without losing its impact. If it is possible to rephrase/ paraphrase instead of using a quotation, rather do so.

2.8.5 Direct quotations are to be in Arial 9 with a 0.5cm indent on either side.

2.8.6 Quotations shorter than three lines are not indented.

2.8.7 The quotation marks at the end of the quotation are placed after the last punctuation mark within the quotation.

## 2.9 HEADINGS, SUBSECTIONS AND NUMBERING

2.9.1 Sections and subsections are numbered and presented as follows:

Function	Numbering	Description	Example
TITLE	-	Capitals, bold, centred	<b>THE BALANCING ACT CONTINUES: S129 OF THE NATIONAL CREDIT ACT 34 OF 2005</b>
Main heading	<b>1</b>	Capitals, bold	<b>1 INTRODUCTION</b>
Secondary heading	<b>1 1</b>	Bold, indentation hanging	<b>1 1 Introduction</b>
Tertiary heading	<i>1 1 1</i>	Italics, indentation	<i>1 1 1 Historical Background</i>
Subsequent heading	1 1 1 1	Normal, indentation	1 1 1 1 Common Law Position

**NOTES:**

- Indentations should be such that the number of the subheading aligns with the first letter of the previous heading. For example:

```

1 INTRODUCTION
2 APPLICATION OF THE HUUR GAAT VOOR KOOP PRINCIPLE
  2 1 Introduction
    2 2 1 Historical Background
      2 2 1 1 Common Law Position
      2 2 1 2 Statutory Position
  
```

- It is not recommended that subheadings go beyond the three levels indicated above

2.9.2 The initial letter of all the words in the headings and subheadings is in uppercase except in the case of conjunctive words.

## 2.10 EDITING

All typed assessments must follow these guidelines.

2.10.1 Arial font size 11.

2.10.2 Line spacing 1.15.

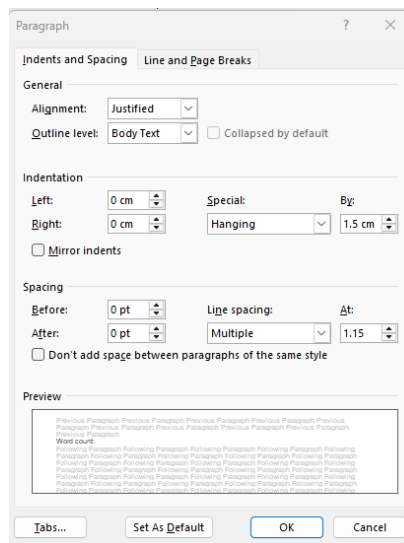
2.10.3 Text must be justified in Word.

2.10.4 Footnotes must be in Arial 10, single spacing and left aligned.

2.10.5 Word count:

2.10.5.1 If a maximum word count is provided in the instructions for an assessment (any form) it is deemed to exclude the footnotes unless specifically stated as including the footnotes; and

2.10.5.2 If a maximum/range of page limits is provided in the instructions for an assessment (any form) it is deemed to include footnotes unless specifically stating otherwise.



## 2.11 FOOTNOTES

- 2.11.1 Shortcut key: **Ctrl+Alt+F** to create footnotes.
- 2.11.2 The footnote is always inserted AFTER the punctuation and/or quotation mark, and not before unless it appears mid-sentence directly after the name of an Act, case, or name of the author(s)

### Example

It is clearly argued by Van der Merwe and Roos,<sup>11</sup> that ...

- 2.11.3 The footnote number is also always in normal font i.e. not in bold, italics, etc.
- 2.11.4 Every footnote must begin with a capital letter and end with a full stop.
- 2.11.5 Footnotes must be in Arial 10, single spacing and left aligned.
- 2.11.6 Where possible and appropriate, abbreviations may be used in footnotes, but not in the body of the text.
- 2.11.7 If a footnote contains multiple sources, a semi-colon (;) must be used between the sources.

### Example

<sup>12</sup> Grogan *Workplace Law* 10; *Tsika v Buffalo City Municipality* 2009 (2) SA 628 (ECD) 653H-654A; S5(1) of 75 of 1997.

- 2.11.8 A footnote should never contain “p”; “pp”; “pg.”, “para” etc. or an “on” or “at” before the page or paragraph number.

### Example

<sup>13</sup> Grogan *Workplace Law* 10

<sup>14</sup> Grogan *Workplace Law* 10-15 (for consecutive pages)

<sup>15</sup> *Tsika v Buffalo City Municipality* 2009 (2) SA 628 (ECD) 653H-654A

Note that the page numbers should appear only in the footnote and not in the body of the text.

- 2.11.9 Do not use *ibid*, *supra*, *op cit* and/or *loc sit* and *infra*. This is not permitted. Instead, repeat the reference to the sources in its abridged form with the relevant page numbers that you would like to refer to.

It is not necessary to cite the full reference every time you refer to the same source – the abridged/subsequent reference will suffice.

## 3 HOW TO REFERENCE SOURCES

### 3.1 LEGISLATION

- 3.1.1 When referring to “The Constitution of the Republic of South Africa, 1996”, no reference is made to an Act number. The **first time** that reference is made in the text to the Constitution, the full title and year is indicated.

Example

The Constitution of the Republic of South Africa, 1996 (the Constitution) emphasises the underlying value of *ubuntu*.

Any **subsequent reference** to the Constitution in the body of the text will simply read “the Constitution”.

Example

The Constitution is of paramount importance.

The **footnote** should contain the full title and the relevant section numbers (where applicable).

Example

<sup>16</sup> Constitution of the Republic of South Africa, 1996.

<sup>17</sup> S 10 of Constitution of the Republic of South Africa, 1996.

- 3.1.2 However, when referencing the **interim** Constitution, the body of the text will read as follows: The Constitution of the Republic of South Africa (the interim Constitution).

Example of the body of the text

The Constitution of the Republic of South Africa<sup>5</sup> (the interim Constitution) was the supreme law during the nation's transition from apartheid to democracy.

Example of the footnote

<sup>18</sup> Constitution of the Republic of South Africa, 200 of 1993.

- 3.1.3 When the name of an Act is going to be mentioned more than once in the body of the text, the abbreviation should be indicated in brackets after the first use of the name of the Act. This abbreviation usually would also include the word “Act” in the abbreviation.

Example

The Employment Equity Act (EEA)

The Labour Relations Act (LRA)

The Basic Conditions of Employment Act (BCEA)

The Protection of Personal Information Act (POPIA).

Thereafter, the body of the text may simply refer to the EEA or LRA or BCEA or POPIA.

The footnote will contain the name, number and year of the Act.

Remember that if you are referring to more than one Act in the body of your text, you must not use ‘the Act’ – you must specify the Act to which you are referring.

#### Example

S 3 (1) of Employment Equity Act 55 of 1998 when referring to a specific section, or simply as Employment Equity Act 55 of 1998 when referring to the Act in general.

- 3.1.4 If there are two Acts that have the same names, but different numbers/dates because of the Act being repealed or amended, you can refer to them in the body of the text as follows: “both the Labour Relations Act, 1956, and the Labour Relations Act, 1995 entrench the principle of...”.

The footnote inserted after the “Labour Relations Act, 1956” mentioned in the body of the text will read “Labour Relations Act 28 of 1956” and the footnote inserted after the

Both the Labour Relations Act, 1956<sup>1</sup> and the Labour Relations Act, 1995<sup>2</sup> entrench the principle of fostering fair and effective labour relations in South Africa. These pivotal pieces of legislation establish a foundation for the protection of workers’ rights, the regulation of industrial action, and the promotion of collective bargaining.]

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<sup>1</sup> Labour Relations Act 28 of 1956.

<sup>2</sup> Labour Relations Act 66 of 1995.

“Labour Relations Act, 1995” will read “Labour Relations 66 of 1995”.

#### Example

- 3.1.5 The abbreviation “s” may be used in the footnote (but not in the main text) instead of the word “section”.
- 3.1.6 When compiling your reference list, you must record the entire name of the statute along with all relevant information.

#### Example

Labour Relations Act 66 of 1995.

Protection of Personal Information Act 4 of 2013.

- 3.1.6 When referencing **international instruments** as sources of law such as conventions and treaties the same principles apply to the format used above to reference South African legislation.

You would refer to the international instrument as follows: the full title of the

international document, the date on which the document was signed and/or came into force, and the identifying information (such as the serial number, UNTS, document number etc.).

Example

<sup>19</sup> Convention on the Rights of the Child (adopted 20 November 1989, entered into force 2 September 1990) 1577 UNTS 217.

## 3.2 CASE LAW

### 3.2.1 REPORTED CASES

3.2.1.1 The standard usage of a case citation as indicated by each of the various **law reports** should be retained.

Example of the All South Africa law reports

*Laskey v Showzone CC* [2007] 4 All SA 1162 (C).

Example of the South African Law Reports

*Laskey v Showzone CC* 2007 (2) SA 48 (C).

You may choose which law report citation to reference – either of the above citations is acceptable as the content is the same.

3.2.1.2 In the footnote, the names of the parties must always be italicised, and the rest of the citation must be in normal font.

Example

<sup>20</sup> *Laskey v Showzone CC* 2007 (2) SA 48 (C).

3.2.1.3 After the full case name is first mentioned (with the shortened name in brackets), the shortened name may be used thereafter.

Example of the body of the text for the **first mention** of the case name

In the matter of *Government of the Republic of South Africa v Grootboom* ('*Grootboom*') the Constitutional Court dealt with the issue of the right to adequate housing.

The footnote would be inserted directly after full case name *Government of the Republic of South Africa v Grootboom* (before the shortened case name in brackets) and the following would appear in the footnote at the bottom of the page: *Government of the Republic of South Africa v Grootboom* 2001 (1) SA 46 (CC).

### Example

In the matter of *Government of the Republic of South Africa v Grootboom*<sup>1</sup> ('Grootboom') the Constitutional Court dealt with the issue of the right to adequate housing.

---

<sup>1</sup> *Government of the Republic of South Africa v Grootboom* 2001 (1) SA 46 (CC).

The next time that the case name is mentioned in the body of the text, it is acceptable simply to refer to the shortened case name.

### Example of the body of the text for subsequent mentions of the same case

In addition, the court in *Grootboom*<sup>12</sup> held the following ...

The footnote would be inserted AFTER the word "*Grootboom*", in the middle of the sentence (and not after the punctuation mark at the end of the sentence).

### Example of the footnote

<sup>21</sup> *Government of the Republic of South Africa v Grootboom* 2001 (1) SA 46 (CC) 48A-B.

The number and capital letters at the end of the citation refer to specific paragraphs on page 48 of the case.

See paragraph 3.2.1.6 below for further explanation on referencing specific paragraphs in a judgment.

- 3.2.1.4 Where the full name of the case includes the words "*and Others*" or "*and Another*".

### Example

*Government of the Republic of South Africa and Others v Grootboom and Others* 2001 (1) SA 46 (CC)

You can omit these words in both the text as well as the footnote.

### Example of the footnote

<sup>22</sup> *Government of RSA v Grootboom* 2001 (1) SA 46 (CC) 48A-B.

- 3.2.1.5 All footnotes must contain the full citation of the case in the footnote only.  
**The full case citation is never included in the body of the text.**

Only the **case name** appears in the main body of the text, followed by the insertion of a footnote.

### Example

In *Laskey v Showzone CC*<sup>14</sup> the court granted an interdict requiring the respondent to take measures to reduce the noise levels.

The footnote will then contain the citation which appears after the names of the parties (if the case name has already been indicated in the main text).

Example

<sup>23</sup> *Laskey v Showzone CC* 2007 (2) SA 48 (C).

The abbreviation of the law report in which the case is reported should be used in the citation. In the example contained in this paragraph the abbreviation of “SA” stands for the South African Law Reports.

Refer to **Annexure B** to this document for a list of the various law reports and their abbreviations.

- 3.2.1.6 When referring to a **specific paragraph** in a case, the page number is followed by the capital letters indicating paragraphs on that page.

Example

<sup>24</sup> *Standard Bank v Neugarten* 1999 (3) SA 695 (GSJ) 703C-D.

703C-D is directing the reader to paragraphs C and D on page 703 of volume 3 of the South African Law Reports in the year 1999.

- 3.2.1.7 Abbreviations of the court or seat of the high court in which the matter is heard are contained is indicated in capital letters inside brackets directly after the page number in the law reports where the case starts. A list of these abbreviations of courts is contained in **Annexure A** to this document.
- 3.2.1.8 You may wish to refer to the judgment of a **particular judge** in the body of your text (for example, where there is a dissenting or minority judgment) in which case only the judge’s surname is used followed by the abbreviation of his/her official title in capital letters.

Example

According to Beyleveld AJ, the legal principle being applied dealt with....

Refer to paragraph 2.3.5 of this document for a table of abbreviations of such official titles. In this instance, the footnote would be inserted after “AJ” and would contain the full reference to the case (the name of the case as well as the citation).

### 3.2.2 UNREPORTED CASES

- 3.2.2.1 When referring to an **unreported** case, the same rules generally apply, with the necessary changes, as for reported cases.
- 3.2.2.2 In a footnote or as a heading of a case discussion: *Berdene v Potgieter* SCA

(unreported) 15-01-2018 par [5] case no 49/9.

3.2.2.3 The date in 3.2.2.2 above (15-01-2018) is the date on which the judgment was delivered/handed down in court. The capital letters following the case name (SCA) indicate the court in which the case was heard, which in the above example is the Supreme Court of Appeal.

3.2.2.4 Always refer to the reported version/law report citation of a case where possible instead of the neutral citation used by electronic databases (e.g. [2013] ZASCA 34).

However, it is often the case that recent judgments become available electronically before they are published in the law reports.

It is only if the case is not yet reported and is only available electronically that you may refer to the **neutral citation** and internet reference of where the case may be found.

Generally, SAFLII versions of judgments are not the reported versions thereof, however, most of the time SAFLII does provide any reported citations that are available.

Often, SAFLII will refer to more than one reported citation by different law reports. You do not need to have each one in your footnote reference as they are merely indicating the different law reports in which the same judgment is reported – **choose whichever one you prefer** (the content being reported is the same) and consistently refer to the reported citation that you have chosen throughout your submission.

3.2.2.5 If the judgment is only available **electronically**, your footnote would include the neutral citation as used by the electronic database and the web reference where the case may be found. In this instance, the abbreviations of the name of the court as used by the website database (such as SAFLII) should be used. These abbreviations as contained in the neutral citations of online databases are indicated under **Annexure A**.

#### Example of the footnote

<sup>25</sup> *Berdene v Potgieter* ZASCA (unreported) 15-01-2018 par [5] case no 49/9 website at <http://www.saflii.org/za/cases/ZASCA/2018/5.html> [Accessed 14 December 2022].

### 3.2.3 FOREIGN CASES

3.2.3.1 When referencing **foreign** case law, the same principles used for South African case law apply, with the necessary changes.

The format of the reference should remain the same, regardless of the

jurisdiction to maintain consistency.

Therefore, you would reference an English case in the same format as a German case by providing the following information: the name of the case (in italics), the year that the case is reported [in square brackets], the abbreviation of the electronic database in which the case is found, and the relevant page number in the case to which you are referring.

#### Example

<sup>26</sup> *First National Trustco (UK) Ltd v McQuitty* [2020] WLUK 23.

If you have accessed the judgement online, then the additional information of the URL address and the date accessed will be added to your reference as illustrated in paragraph 3.2.2.5 above.

### 3.3 BOOKS

- 3.3.1 The **first time** a textbook is referenced in the footnote, refer to all the authors by their surname and initials.

#### Example

<sup>27</sup> Van der Merwe, DP Roos, A Pistorius, T Eiselen, GTS & Nel, *SS Information and Communications Technology Law* 2<sup>nd</sup> ed (2016) 80-88.

- 3.3.2 For all **subsequent footnotes**, the surname of the first author is used (followed by *et al* if there are more than two authors), followed by the title of the book (in italics) and the relevant page number.

#### Example

<sup>28</sup> Van der Merwe *et al Information and Communications Technology Law* 70.

- 3.3.3 Where there are more than two authors with individual **editor/s**, the surnames and initials of the editors appear first, followed by an indication in brackets that they are the editors, after which the ordinary format continues, starting with the authors surnames and initials.

#### Example

<sup>29</sup> McGregor, M & Dekker, A (Eds) Budeli-Nemakonde, M Germishuys-Burchel, W Manamela, ME Manamela, TE Tshoose, *CI Labour law rules!* 3<sup>rd</sup> ed (2017) 80.

Subsequent footnote references may simply state the first editor's surname followed by *et al*.

#### Example

<sup>30</sup> McGregor *et al Labour law rules!* 80.

- 3.3.4 Where there are more than two authors without an editor, the surnames and initials of the authors appear first.

Example

<sup>31</sup> Nagel, CJ Eiselen, GTS & Nel, *SS Commercial Law* 5<sup>th</sup> ed (2015) 17.

The subsequent/abridged references may contain the shortened version.

Example

<sup>32</sup> Nagel *et al Commercial Law* 17.

- 3.3.5 Some works are compiled by a **general editor** and comprise chapters or volumes written by different authors, such as the publication titled 'The Law of South Africa' (*LAWSA*). *LAWSA* is a comprehensive encyclopaedia of South African law from all its sources, including statutory law, case law and common law.

- 3.3.5.1 The first full footnote reference to *LAWSA* follows this format: Surname and initials of the author being consulted, "Title of the chapter" in quotation marks followed by the word 'in' and the editor's surname and initials (ed), Title of book/series (in italics), volume of series (if applicable), (year of publication), and the paragraph containing the information.

Example

<sup>33</sup> Christie, RH "Contract" in Joubert, WA (ed) *LAWSA* Vol 5(1) (1994) para 123.

The subsequent/abridged references may contain the shortened version.

Example

<sup>34</sup> Christie *LAWSA* Vol 5(1) para 123.

- 3.3.6 Where there are **two authors**, this is indicated using the ampersand symbol (&) between the names of the authors (instead of the word "and").

Example

<sup>35</sup> Papadopoulos, S & Snail, *S Cyber Law: the law of the internet in South Africa* 3<sup>rd</sup> ed (2012) 70.

The subsequent/abridged references may contain the shortened version.

Example

<sup>36</sup> Papadopoulos & Snail *Cyber Law: the law of the internet in South Africa* 70.

- 3.3.7 When **paraphrasing** the ideas of another in the body of the text, the author/s names must appear in the footnote.

- 3.3.8 When **quoting directly** from a book in the body of your text, double quotation marks ("...") should be used.

Example of the body of the text

According to Hüther,<sup>12</sup> "... the most important decisions a human being can make in the course of his life are psychosocial in nature."

#### Example of the footnote

<sup>37</sup> Hüther, G *The compassionate brain: How empathy creates intelligence* 3<sup>rd</sup> ed (2006) 15.

3.3.9 When referring to chapters in **e-books** or the electronic version of a book, the same approach is followed as with chapters in printed books in both the full and subsequent reference, however, the following information must be added to the full reference to indicate the use of an e-book:

- Indicate the use of "(e-book)" in brackets after the title of the book.
- The URL address where the chapter may be found electronically, following the page numbers of pages referred to; and
- The date on which you accessed the copy of the chapter [in brackets] at the URL address provided.

#### Example of first (full) e-book reference in the footnote

<sup>38</sup> Grogan, J *Labour Litigation and Dispute Resolution* 2<sup>nd</sup> ed (e-book) (2016) 220-221 <http://doiorg.ez.sun.ac.za/10.1016/9781316838952.010> [accessed 08-01-2022].

#### Example of abridged/subsequent reference

<sup>39</sup> Grogan *Labour Litigation and Dispute Resolution*.

3.3.10 When compiling the **reference list**, the complete detail of the publication is required (excluding page numbers but including the name of the publisher together with the place of publication in the following order: Author surname (comma), initials, name of the book (in italics); edition number (unless it is the first edition) in numerical form and superscript ordinal in lowercase; (year of publication) in brackets; publisher name; place of publication (city, not country).

#### Example

Van der Merwe, DP & Roos, A Pistorius, T, Eiselen, GTS & Nel, S *Information and Communications Technology Law* 2<sup>nd</sup> ed (2016) LexisNexis: Cape Town.

## 3.4 JOURNAL ARTICLES

3.4.1 Use the abbreviated name for a journal if there is one. See **Annexure C** to this document for a list of common journal abbreviations.

3.4.2 The name of the journal/the abbreviation of the journal name always appears in italics, and the title of the article always appears in quotation marks ("..").

3.4.3 When a journal article is referred to for the first time, provide the following information: surname of author, initial/s of the author/s, "title of article" (in double quotation marks),

year of publication, standard journal abbreviation (in italics), volume number of journal in brackets, and lastly the relevant pages in the journal on which the article appears.

Example 1

<sup>40</sup> Sun, H “Copyright law under siege: An inquiry into the legitimacy of copyright protection in the context of the global divide” 2005 *IRIPCL* (2) 192-213.

Example 2

<sup>41</sup> Van der Merwe, D “Computer crime” 1983 *Obiter* (23) 124 -137.

Example 3

<sup>42</sup> Tzanou, D “Data protection as a fundamental right to privacy? ‘Reconstructing’ a not so new right” 2013 *IDPL* (5) 88.

3.4.4 Subsequent footnote references may be abridged as follows:

Example 1

<sup>44</sup> Sun 2005 *IRIPCL* 200.

Example 2

<sup>45</sup> Van der Merwe *Obiter* 132.

Example 3

<sup>46</sup> Tzanou 2013 *IDPL* 88.

3.4.5 **Electronic journals** are cited the same as ordinary journals with the addition of the URL address where the article is found.

Example

<sup>47</sup> Svantesson, D “Jurisdictional issues in cyberspace” 2001 *Electronic Journal of Comparative Law* (17) 318-326 website at <http://www.ejcl.org/141/art141-1.pdf> [Accessed 17 January 2022].

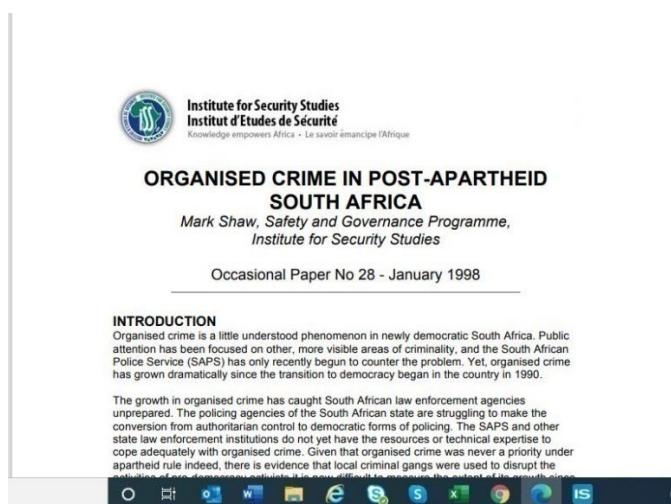
The subsequent/abridged footnote reference need not repeat the URL address. It would follow the same format as an abridged reference to a web resource.

Example

<sup>48</sup> Svantesson “Jurisdictional issues in cyberspace”.

3.4.6 An **occasional paper** will be referenced in the same way as a journal article (regardless of whether it was obtained online).

If the following occasional paper was found online:



### Example

<sup>49</sup> Shaw, M "Organised Crime in Post-Apartheid South Africa" 1998 *Institute for Security Studies/ISS* (28) website at [https://media.africaportal.org/documents/Paper\\_28.pdf](https://media.africaportal.org/documents/Paper_28.pdf) [Accessed 17 January 2022].

The subsequent/abridged references may contain the shortened version.

### Example

<sup>50</sup> Shaw 1998 *ISS* 28.

## 3.5 WEB RESOURCES

- 3.5.1 Surname and initial/s of author/s (or name of organisation if no individual author is indicated); "full title of the article/page" (in double quotation marks); date of document/posting; the title of the web resource (website, blog, etc.); at (insert URL); date accessed in square brackets.

### Example

Where an **individual author** is indicated:

<sup>51</sup> Israelstam, I "Unpleasant CCMA surprise for employers" November 2017 website at <http://www.hrpulse.co.za/editors-pick/235422-unpleasant-ccma-%20surprises-for-employers> [Accessed 14 December 2022].

- 3.5.2 Paragraph 3.5.1 above refers to the first reference of the source in full. The subsequent/abridged reference may simply state the surname of the author/institutional author followed by the title of the article/page in italics.

### Example

<sup>52</sup> Israelstam *Unpleasant CCMA surprise for employers*.

- 3.5.3 There is no such author as "anon" – type the **institution's name** as the author if no

individual is indicated.

Example

<sup>53</sup> World Economic Forum “Inclusive Growth and Development Report 2017” 2017 website at [http://www3.weforum.org/docs/WEF\\_Forum\\_IncGrwth\\_2017.pdf](http://www3.weforum.org/docs/WEF_Forum_IncGrwth_2017.pdf). [Accessed 20 July 2021].

- 3.5.4 If there is no individual author for the blog post, the name of the organisation must be used in place thereof.

Example

<sup>54</sup> GoLegal Industry News and Insight “Minimum Assessment for Domestic Sector set down” June 2021 blog website at <https://www.golegal.co.za/minimum-assessment-domestic-sector/> [Accessed 14 December 2022].

- 3.5.5 When referencing a website source, do not reference the entire URL in the body of the text.

Do not say in the body of your text: “According to the World Economic Forum ([www.weforum.org](http://www.weforum.org)), sustainable economic policies form part of a holistic economic agenda.”

Instead, you would say: “The World Economic Forum (hereinafter referred to as “WEF”),<sup>13</sup> suggests sustainable economic policy to be comprehensive.”

Example of the footnote

<sup>55</sup> World Economic Forum ‘Inclusive Growth and Development Report 2017’ January 2017 website at [http://www3.weforum.org/docs/WEF\\_Forum\\_IncGrwth\\_2017.pdf](http://www3.weforum.org/docs/WEF_Forum_IncGrwth_2017.pdf). [Accessed 20 July 2021].”

- 3.5.6 It is not acceptable to simply refer to the database from which you retrieved the information such as “LexisNexis” or “HeinOnline”. A proper reference to the appropriate source (whether it was a book, journal article, case, statute or regulation) that you found in that database must be given.
- 3.5.7 When compiling a reference list, the complete detail of the source must be included as shown in the footnote reference from 3.5.1 above.

## **3.6 GENERATIVE ARTIFICIAL INTELLIGENCE USE**

- 3.6.1 Where you have used generative AI to assist you with your assessment structure, you must acknowledge this as follows at the beginning of your submission:

“Whilst the writing is my own and I take responsibility for all errors, [Generative AI] was used to [create the initial structure] for this assessment submission.”

- 3.6.2 If you have consulted Generative AI for other purposes besides structure and have

used the output from the Generative AI, even if paraphrased or rephrased, this must be referenced.

The footnote would contain the following information: Output from [program], [creator] to [recipient], [full date].

#### Example

<sup>56</sup> OpenAI, ChatGPT to Fred Jones, Output, 24 February 2023.

The reference in the **Reference List** would appear as follows:

Author of AI model used. (Year of AI model used). *Name of AI model used* (Version of AI model used) [Type or description of AI model used]. Web address of AI model used [Accessed date]

#### Example

OpenAI. (2022). *ChatGPT* (Dec 20 version) [Large language model]. <https://chat.openai.com/> [Accessed 2 November 2023].

The text explaining the prompt that was used must be included as an appendix to the Reference List together with the full transcript of the response received.

### **3.7 ARTICLES IN PRINTED OR ONLINE MEDIA**

- 3.7.1 Articles in **printed media** (e.g. newspaper and magazine articles) as far as possible follow the conventions applying to journal articles.

However, the names of newspapers and popular magazines are not abbreviated (unlike in the case of standard abbreviations of journal articles).

Magazines and newspapers also do not have volume numbers. The date that the article is published is written in the dd-mm-yyyy format and the page references refer to the page on which the article begins.

#### Example of the footnote

<sup>57</sup> Kimberley, K “JA Floral workers open police case” 15-09-2020 *The Herald* 1.

The subsequent/abridged references may contain the shortened version.

#### Example

<sup>58</sup> Kimberley *The Herald* 1.

- 3.7.2 However, when a statement in the body of the research text must be supported by data from a newspaper report that is sourced electronically, the footnote will appear as follows:

#### Example 1

<sup>59</sup> Allison, S “Bono’s Charity admits to ‘toxic’ bullying at South African office” 2018 *Mail & Guardian* website at <https://mg.co.za/article/2018-03-12-%20bonos-charity->

[admits-to-toxic-bullying-at-south-africa-office](#) [Accessed 14 December 2022].

#### Example 2

<sup>60</sup> Kimberley, K “JA Floral workers open police case” 2020 *The Herald* website at <http://www.heraldlive.co.za/weekend-post/2020-09-15JA-floral-workers-open-police-case> [Accessed 14 December 2022].

The subsequent/abridged reference to an online media article would follow the format of a subsequent/abridged reference to a web resource read as follows:

#### Example 1

<sup>61</sup> Allison ‘Bono’s Charity admits to ‘toxic’ bullying at South African office.

#### Example 2

<sup>62</sup> Kimberley ‘JA Floral workers open police case’.

## 3.8 OTHER

### 3.8.1 OLD AUTHORITIES

3.8.1.1 Accepted usages should be followed, whenever possible. Where no fixed conventions exist, older authorities are to be cited like any modern book.

#### Example of direct reference

<sup>63</sup> De Groot Inl 3 32 7 De Groot De Jure Belli ac Pacis 2 10 2 1.

### 3.8.2 LOOSE-LEAF PUBLICATIONS

3.8.2.1 Often a particular section/chapter in a loose-leaf publication is attributed to a specific author or authors. However, sometimes a particular section in the loose-leaf publication is not attributed to any specific author.

3.8.2.2 Where the section/chapter of the loose-leaf publication is attributed to a **specific author/s**, the first reference should contain the following information:

- Surname and initials of the author/s of the section:
  - Where there are two authors, do not write ‘and’, instead use the ampersand (“&”) to indicate this;
  - If there are more than two authors, the surnames and initials of all the authors, separated by commas and an ampersand before the last surname;
- Title of the section in double quotation marks followed by the word “in”;
- The surname of the editor/s followed by (ed) or (eds) in brackets;
- Title of loose-leaf publication in italics;
- Second and further editions (if any);
- Year of publication of the current update service of the loose-leaf (not

the section/chapter) preceded by OS (which stands for 'original service') or RS (which stands for 'revised service') with the service number in brackets (where indicated); and

- Cited page reference (Note: Loose-leaf publications do not use traditional numerals to express page numbers. The page number contains a hyphen e.g., page '10-3' and often contain capital letters as well. Therefore, when indicating a range of pages, an additional hyphen will be inserted to indicate such range e.g., page '10-3 – 10-22' or 'D-77 – D79'.

#### Example of a full footnote reference

<sup>64</sup> Fouche, M Everett, W & Cohen, T "Dispute Resolution" in Du Toit, D (ed) *Labour Law Through the Cases* 3<sup>rd</sup> ed (RS 2 2019) 7-111.

The subsequent/abridged references may contain the shortened version.

#### Example

<sup>65</sup> Fouche *et al* "Dispute Resolution" in *Labour Law Through the Cases* 7-111.

### 3.8.2.3 Where the section/chapter of the loose-leaf publication is not attributed to any specific author:

- The first full footnote reference should contain the following information:
  - Surname/s of the author/s or editor/s followed by (ed) or (eds) in brackets;
  - Title of the loose-leaf publication in italics;
  - Second and further editions, if any;
  - Year of publication of the current update service of the loose-leaf (not the section/chapter) preceded by OS (which stands for 'original service') or RS (which stands for 'revised service') with the service number in brackets (where indicated); and
  - Cited page reference.

#### Example of a full footnote reference

<sup>66</sup> Du Toit, D (ed) Cohen, T Everett, W Fouche, M Giles, GS Godfrey, S Steenkamp, A Taylor, M & Van Staden, P *Labour Law Through the Cases* 3<sup>rd</sup> ed (RS 2 2019) 7-111.

- The subsequent/abridged references may contain the shortened version.

#### Example

<sup>67</sup> Du Toit *et al* *Labour Law Through the Cases* 7-111.

- The **full reference as contained in the Reference List** will read:

Du Toit, D (ed) Cohen, T Everett, W Fouche, M Giles, GS Godfrey, S Steenkamp, A Taylor, M & Van Staden, P *Labour Law Through the Cases* 3<sup>rd</sup> ed (RS 2 2019) LexisNexis: Durban.

### 3.8.3 DISSERTATIONS, THESES AND CONFERENCE PAPERS

- 3.8.3.1 The first full footnote reference of a **conference paper** will appear in the following format: author, title of the paper (in italics), name of conference, date of conference (in brackets) and page number.

Example

<sup>68</sup> Du Toit *When does Affirmative Action in Favour of Certain Employees become Unfair Discrimination Against Others?* Paper presented at conference on Equality: Theory and Practice in SA and Elsewhere, University of Cape Town, (January 2001) 14.

The subsequent/abridged reference would contain the surname of the author, name of conference and page.

Example

<sup>69</sup> Du Toit paper presented at conference on Equality: Theory and Practice in SA and Elsewhere 14.

- 3.8.3.2 A **dissertation, thesis or treatise** is referenced in the following order in the footnote: author surname, title of thesis (in italics), type and institution (in brackets), year, and page number.

Example

<sup>70</sup> Buchan *Franchisor Failure: An Assessment of the Adequacy of Regulatory Response* (doctoral thesis, Queensland University of Technology) 2010 30.

The subsequent/ abridged reference will contain the author's surname, shortened title (if possible), and the page number.

Example

<sup>71</sup> Buchan *Franchisor Failure* 30.

### 3.8.4 **BILLS, GOVERNMENT NOTICES AND REGULATIONS**

3.8.4.1 Government documents are freely available online through a government portal – where these are the source, the relevant URL should be included as well as ‘accessed’ information as per the usual format of a website reference.

3.8.4.2 Bills before Parliament that have not yet been passed into law as acts are referred to in the same format as an Act i.e. by name, number and year.

#### Example

When referring to the bill generally in the body of the text, one would refer to ‘the National Health Amendment Bill’.

The footnote would be inserted after the word ‘Bill’ and the footnote at the bottom of the page would read: ‘B8-2019’. However, should one want to reference a specific section of the Bill, the footnote would read: ‘S5 of B8-2019’.

3.8.4.3 The Rules of Court are referred to in the following format: state the set of rules, the Act under which they were published and the rule number.

#### Example

<sup>72</sup> Rule 7 of the Uniform Rules of Court, Supreme Court Act 59 of 1959.

3.8.4.4 The **regulations** to an Act of Parliament are cited by referring to the notice in which they appear.

The regulations are cited in the footnote as follows: name of set of regulations, notice type, notice number, *Government Gazette* number and date of the notice’s publication.

#### Example

<sup>73</sup> Labour Relations Regulations, GN R1442, *Government Gazette* 25515, 10 October 2003.

3.8.4.5 Similarly, a **proclamation** is referenced as follows: name of proclamation, notice type, notice number, *Government Gazette* number and date of publication.

#### Example

<sup>74</sup> Disaster Management Act: Measures to prevent and combat the spread of Coronavirus Covid-19: Home Affairs, Proc R45239 *Government Gazette* 43162, 28 September 2021.

### 3.8.5 SOUTH AFRICAN LAW REFORM COMMISSION

- 3.8.5.1 Reports of the Law Reform Commission should be cited in the footnote in the following order: number of the project, title of the project; page.

Example

<sup>75</sup> South African Law Reform Commission Project 190: *Report on Gun Control in Rural Areas* 45.

The subsequent/abridged references may contain the shortened version.

Example

<sup>76</sup> Report on Gun Control in Rural Areas 45.

- 3.8.5.2 If the document is not the final Report, but is a Working Paper or a Discussion Paper, replace “Report” with either “Working Paper” or “Discussion Paper” in the title.

- 3.8.5.3 No author needs to be named or identified.

## 4 REFERENCE LIST

- 4.1. The sub-headings under the Reference List must appear in the following order:
- 4.1.1 Legislation (Bills and Government Notices as well as international instruments such as conventions and treaties would also come under Legislation). The sub-heading may read “Table of Statutes”, alternatively may simply be headed “Legislation”.
  - 4.1.2 Cases (in alphabetical order). The sub-heading may read “Table of Cases” alternatively may simply be headed “Case law”;
  - 4.1.3 Books (loose-leaf publications would appear under Books and so would *LAWSA* as well as old authorities in most instances);
  - 4.1.4 Journal articles. The sub-heading may simply read “Articles” and may include articles in online and printed media;
  - 4.1.5 Web resources;
  - 4.1.6 Generative AI;
  - 4.1.7 Occasional Papers (if any) and/or Conference Papers, Dissertations and Theses, South African Law Reform Commission Papers. These may all appear under the sub-heading titled “Academic writings” or any other suitable sub-heading.
- 4.2. List all sources under the sub-headings **alphabetically** with each sub-heading of the various sources on a **separate** page.

## ANNEXURE A

### COURT ABBREVIATIONS IN LAW REPORT CITATIONS:

<b>NEW NAME (SUPERIOR COURTS ACT 2013)</b>	<b>ABBREVIATION</b>	<b>NAME UNDER RENAMING OF HIGH COURTS ACT 2009</b>	<b>ABBREVIATION</b>	<b>OLD NAME (SUPREME COURT ACT 1959)</b>	<b>ABBREVIATION</b>
Gauteng Division, Pretoria	GP	North Gauteng High Court, Pretoria	GNP	Transvaal Provincial Division	TPD
Gauteng Local Division, Johannesburg	GJ	South Gauteng High Court, Johannesburg	GSJ	Witwatersrand Local Division	WLD
Eastern Cape Division, Grahamstown	ECG	Eastern Cape High Court, Grahamstown	ECG	Eastern Cape Provincial Division	E
Eastern Cape Local Division, Bhisho	ECB	Eastern Cape High Court, Bhisho	ECB	Ciskei High Court	Ck
Eastern Cape Local Division, Mthatha	ECM	Eastern Cape High Court, Mthatha	ECM	Transkei High Court	Tk
Eastern Cape Local Division, Port Elizabeth	ECP	Eastern Cape High Court, Port Elizabeth	ECP	South Eastern Cape Local Division	SE/ SECLD
Kwazulu-Natal Division, Pietermaritzburg	KZP	Kwazulu-Natal High Court, Pietermaritzburg	KZP	Natal Provincial Division	N
Kwazulu-Natal Local Division, Durban	KZD	Kwazulu-Natal High Court, Durban	KZD	Durban and Coast Local Division	D

<b>NEW NAME (SUPERIOR COURTS ACT 2013)</b>	<b>ABBREVIATION</b>	<b>NAME UNDER RENAMING OF HIGH COURTS ACT 2009</b>	<b>ABBREVIATION</b>	<b>OLD NAME (SUPREME COURT ACT 1959)</b>	<b>ABBREVIATION</b>
Free State Division, Bloemfontein	FB	Free State High Court, Bloemfontein	FB	Orange Free State Provincial Division	O
Northern Cape Division, Kimberley	NCK	Northern Cape High Court, Kimberley	NCK	Northern Cape Provincial Division	NC
North West Division, Mahikeng	NWM	North West High Court, Mahikeng	NWM	Bophuthatswana High Court	B
Western Cape Division, Cape Town	WCC	Western Cape High Court, Cape Town	WCC	Cape Provincial Division	C
Limpopo Division, Polokwane	LP	Limpopo High Court, Polokwane	LP	Venda High Court	V
Limpopo Local Division, Thohoyandou	LT	Limpopo High Court, Thohoyandou	LT	Venda High Court	V
Mpumalanga Division, Nelspruit	MN	Mpumalanga High Court, Nelspruit	MN	Mpumalanga High Court	(MN)
Mpumalanga Local Division, Middelburg	MM	Mpumalanga High Court, Middelburg		Only created in 2019	N/A

**COURT ABBREVIATIONS IN NEUTRAL (ELECTRONIC) CITATIONS**

<b>NAME OF COURT</b>	<b>ELECTRONIC ABBREVIATION</b>
Constitutional Court	ZACC
Supreme Court of Appeal	ZASCA
Eastern Cape High Court, Bhisho	ZAECBHC
Eastern Cape High Court, Grahamstown	ZAECGHC
Eastern Cape High Court, Mthatha	ZAECMHC
Eastern Cape High Court, Port Elizabeth (Gqeberha)	ZAECPEHC
Free State High Court, Bloemfontein	ZAFSHC
KwaZulu-Natal High Court, Durban	ZAKZDHC
KwaZulu-Natal High Court, Pietermaritzburg	ZAKZPHC
Limpopo High Court, Thohoyandou	ZALMPHC
North Gauteng High Court, Pretoria	ZAGPPHC
North West High Court, Mahikeng	ZANWHC
Northern Cape High Court, Kimberley	ZANCHC
South Gauteng High Court, Johannesburg	ZAGPJHC
Western Cape High Court, Cape Town	ZAWCHC
Competition Appeal Court	ZACAC
Electoral Court	ZAEC
Equality Court	ZAEQC
Labour Appeal Court	ZALAC
Land Claims Court	ZALCC

## ANNEXURE B

### LAW REPORT ABBREVIATIONS

LAW REPORT NAME	ABBREVIATION	EXAMPLE
All South African Law Reports	All SA	<i>Laskey v Showzone CC</i> [2007] 4 All SA 1162 (C).
South African Law Reports	SA	<i>Bekker v Jika</i> 2003 (1) SA 113 (SCA).
Industrial Law Reports	ILJ	<i>SA Post Office v Mampheule</i> (2010) 31 ILJ 2051 (LAC).
Butterworths Arbitration Law Reports	BALR	Same citation format as indicated above.
Butterworths Constitutional Law Reports	BCLR	Same citation format as indicated above.
Butterworths Labour Law Reports	BLLR	Same citation format as indicated above.
Competition Law Reports	CLR	Same citation format as indicated above.
Pension Law Reports	PLR	Same citation format as indicated above.
South African Criminal Law Reports	SACLR	Same citation format as indicated above.
South African Tax Cases	SATC	Same citation format as indicated above.

## ANNEXURE C

### SOUTH AFRICAN LAW JOURNALS:

JOURNAL NAME	ABBREVIATION	ADDITIONAL INFO
Acta Juridica	AJ	
Annual Survey	AS	
Businessman's Law	BML	Continued by JBL
Juta's Business Law	JBL	Continues BML
Comparative and International Law Journal of Southern Africa	CILSA	
Industrial Law Journal	ILJ	<p>Reports cases AND publishes academic legal articles</p> <ul style="list-style-type: none"> <li>• <i>SA Post Office v Mampoule</i> 2010 (31) ILJ 2051 (LAC).</li> <li>• Cohen, S "Premature Termination of Fixed Term Contracts" 2005 <i>ILJ</i> (26) 1186.</li> </ul>
Income Tax Reporter	ITR	
Modern Business Law	MBL	
South African Journal of Criminal Law and Criminology	SACC	Continued by SACJ
South African Journal of Criminal Justice	SALCJ	Continues SACC
South African Insurance Law Journal	SA Ins LJ	
South African Journal on Environmental Law & Policy	SAJELP	
South African Journal on Human Rights	SAJHR	

<b>JOURNAL NAME</b>	<b>ABBREVIATION</b>	<b>ADDITIONAL INFO</b>
South African Law Journal	SALJ	
South African Mercantile Law Journal	SAMLJ	
South African Journal of Public Law	SAPL	
Stellenbosch Law Review	Stell LR	
Tydskrif vir Hedendaagse Romeins-Hollanse Reg	THRHR	
Tydskrif vir Regswetenskap	TRW	
Tydskrif vir die Suid Afrikaanse Reg	TSAR	