



# **IIE LAW STYLE GUIDELINES AND LEGAL REFERENCING 2026**

**Updated December 2024**

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

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# 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** 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).
- 1.6** 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://iilibraryconnect.iie.ac.za/e-shelf/referencing-and-plagiarism>.
- 1.7** An example depicting a correctly referenced text in terms of these guidelines is the following:

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.

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<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> 1994 (4) SA 674 (W).

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.

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 strike will only be protected should the trade union or employees have followed the correct procedure: should this procedure not have been followed, the employer may dismiss such employees.<sup>9</sup>

**NB: All work in open book assessments such as assignments, Portfolios of Evidence etc. MUST contain BOTH footnotes AS WELL AS 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.

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<sup>3</sup> 2002 (1) SA 396 (CC).

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

<sup>5</sup> 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 ...

<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> 66 of 1995.

<sup>9</sup> S 64 of 66 of 1995.

## 2 GENERAL INFORMATION

### 2.1 SPELLING

- 2.1.1. Use UK/SA spelling where possible. This means that words ought to be spelt with an “s” as opposed to a “z” where appropriate. For example, cognisance as opposed to cognizance; realisation as opposed to realization, etc. The only exception to this rule is in the case of technology/IT law; it is standard across the globe to use American spelling, e.g., program as opposed to programme, email as opposed to e-mail, etc.
- 2.1.2. Where appropriate, “u” must be used after an “o”. For example, favour instead of favor; colour instead of color (which is the American spelling).
- 2.1.3. Programme ends with “me” (as afore stated) 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.
- 2.1.4. Only use capitalisation in the middle of a sentence if it is customary to do so, e.g., High Court of South Africa; Bill of Rights, etc.
- 2.1.5. “Law” is not to be capitalised in the middle of a sentence. For 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, e.g., “the high courts maintain the inherent jurisdiction afforded to them by...”, but “the North Gauteng High Court, Pretoria” refers to a specific institution (see **Annexure A** to this document), therefore capitals are used.
- 2.1.7. When referring to legislation in general, the word ‘act’ is not capitalised, e.g., the legislator had an act in mind to resolve ... But ‘act’ in the name of a particular statute must be capitalised, for example, 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”, e.g., “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, e.g., “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” and there is no need for a footnote.

- 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, e.g., “section”. Only in the footnotes may you use abbreviations such as ‘s’ for section, e.g., “6 S4 (1)”.
- 2.1.13. In legal academic writing, one does not write in the first person nor does one use emotive language (words that convey an opinion or any emotion of the writer) should be avoided, e.g., 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. For example, R100.
- 2.2.3 Leave a space between each grouping of zero that indicates a thousand, e.g., 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, e.g., 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 e.g., “The boy was 11 years old”.
- 2.2.7 Percentages are always expressed using numbers and the % sign, with no space between the two. For example, “10%” and not “10 per cent” nor “ten percent”.
- 2.2.8 The page numbers to which you refer are always expressed in numerals (numbers).

## 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 In order 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 going forward e.g., Labour Relations Act 66 of 1995 (LRA) or the South African National Blood Services (SANBS). If the letters of the abbreviations are pronounced separately, e.g., SANBS or BCEA, the abbreviation is written in capital letters in full without full stops.
- 2.3.4 In order 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 going forward. An acronym is pronounced as a word, the first letter is capitalised, and the rest of the letters are in lower case, e.g., Unisa.
- 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
<i>ibid</i>	<i>ibidem</i>
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. For 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", e.g., Jo Smiths' words ... and not Jo Smiths'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 2017. 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, e.g., 9/11, which refers to 11 September.
- 2.5.3 Years are to be expressed in numerals for example “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 Prior to the advent of personal computers, lawyers used to underline foreign words, which are now typed in *italics*. However, as one can use italics when typing an academic document, no underlining of words is permitted, as this is used to indicate a hyperlink 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*, e.g., *pro non scripto*, *ex abundante cautela*, *dolus eventualis*, *inter alia* etc. For example, 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). Single quotation marks (‘...’) are used to indicate a quote within a quote.
- 2.8.2 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] ...”. For example, instead of. “... the rule of law provides for...”, the quote should read as follows: “[T]he rule of law provides for...”.
- 2.8.3 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.
- 2.8.4 Direct quotations are to be in Arial 9 with a 0.5cm indent on either side.
- 2.8.5 Quotations shorter than three lines are not indented.

- 2.8.6 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
<b>NOTES:</b>			
<ul style="list-style-type: none"> <li>• Indentations should be such that the number of the subheading aligns with the first letter of the previous heading. For example:           <p style="margin-left: 40px;"> <b>1 INTRODUCTION</b>  <b>2 APPLICATION OF THE <i>HUUR GAAT VOOR KOOP</i> PRINCIPLE</b>  <b>2 1 Introduction</b>  <i>2 2 1 Historical Background</i>  2 2 1 1 Common Law Position  2 2 1 2 Statutory Position </p> </li> <li>• It is not recommended that subheadings go beyond the three levels indicated above</li> </ul>			

- 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

- 2.10.1 Arial font.

- 2.10.2 Size: 11.

- 2.10.3 Line spacing 1.15.

- 2.10.4 Text must be justified in Word.

- 2.10.5 Footnotes are to be in Arial 8, single spacing and left aligned.

- 2.10.6 Word count:
- 2.10.6.1 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
- 2.10.6.2 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) for example: “It is clearly argued by Van der Merwe and Roos<sup>10</sup>”
- 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 are to be in Arial 8, 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, e.g., “Grogan *Workplace Law* 10; *Tsika v Buffalo City Municipality* 2009 (2) SA 628 (ECD) 653H-654A; S5(1) of 75 of 1997”.
- A footnote should never contain “p”; “pp”; “pg.”, “para” etc. or an “on” or “at” before the page or paragraph number. Consecutive pages appear in the footnote as follows: “124-130”. Note that the page numbers should appear only in the footnote and not in the body of the text.
- Refrain from using *supra*, *op cit* and/or *loc cit* 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. Alternatively, your footnote may refer to a previous footnote by simply stating: “See fn 23 above”. Similarly, should you wish to refer to a particular footnote that is to follow, your footnote should state simply: “See fn 119 below.”
- 2.11.8 The abbreviation *ibid* is short for ‘*ibidem*’ which means ‘the same as the footnote immediately above. For consecutive references to the same source, the word *ibid* may be used only when reference is made to the exact page in the footnote immediately above.

## 3 REFERRING TO

### 3.1 LEGISLATION

- 3.1.1. The first time that the Constitution is mentioned in the body of the text it will read as follows: “The Constitution of the Republic of South Africa, 1996 (The Constitution)”. Note that no act number is used for the Constitution. Thereafter, in any subsequent reference, one may simply refer to “The Constitution” and no footnote is necessary. 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)”. A footnote is inserted after the words “South Africa” and the footnote will read as follows: “200 of 1993”.
- 3.1.2. 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, e.g., the Employment Equity Act (EEA), the Labour Relations Act (LRA), the Basic Conditions of Employment Act (BCEA), 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 number and year of the Act as follows: “S 3 (1) of Act 55 of 1998” when referring to a specific section, alternatively simply as “Act 55 of 1998” when referring to the Act in general.
- 3.1.3. 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 “28 of 1956” and the footnote inserted after the “Labour Relations Act, 1995” will read “66 of 1995”. For example, this is how it would appear on your page:

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> 28 of 1956.

<sup>2</sup> 66 of 1995.

- 3.1.4. The abbreviation “s” may be used in the footnote (but not in the main text) instead of the word “section”.
- 3.1.5. When compiling your reference list, one must record the entire name of the statute along with all relevant information. For example: “National Qualifications Framework Act 67 of 1008” or “National Qualification Framework Amendment Act 12 of 2019.”

- 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.). For example: “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. For example, the All South African law reports cite their reported cases as follows: *Laskey v Showzone CC* [2007] 4 All SA 1162 (C). This differs slightly from the format of the citation as it is reported in 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 The names of the parties must always be *italicised*, and the rest of the citation must be in normal font. For example, *Laskey v Showzone CC* 2007 (2) SA 48 (C).
- 3.2.1.3 Once you have already mentioned the name of the case in the body of your text, you may use a shortened version of the case name in your text if the first mention was followed by the shortened name in brackets the first time that the case was mentioned. For example, the body of your text would read as follows when you mention the case name for the first time: “In the matter of *Government of the Republic of South Africa v Grootboom* (*‘Grootboom’*) the Constitutional Court dealt with the issue of...”. The footnote would be inserted directly after the words “*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: “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 as follows: “In addition, the Court in *Grootboom* 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). The footnote at the bottom of the page would then read: “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 3.2.1.5 below for further explanation on referencing specific paragraphs in a judgment.
- 3.2.1.4 Where the name of the case includes the words “*and Others*” or “*and Another*” (e.g., *Government of the Republic of South Africa and Others v Grootboom and Others* 2001 (1) SA 46 (CC)) these words are always omitted in both the text as well as the footnote. As an example, the footnote would then state: “*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. 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). If the case name has been mentioned in the main text, the footnote must be inserted directly after the case name (and not at the end of the sentence), whereafter the footnote will contain the citation only, e.g., “1999 (3) SA 695 (GSJ) 703C-D”. The case name will not be repeated in the footnote. 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, e.g., “*Standard Bank v Neugarten* 1999 (3) SA 695 (GSJ) 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 e.g. “According to Beylevelde AJ, the legal principle being applied dealt with....”. Refer to paragraph 2.3 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 *mutatis mutandis* as with 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 3.2.1.10 above is the date on which the judgment was delivered/handed down in court. The capital letters following the case name 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**.

For example, the footnote would state as follows: “*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 in referencing South African case law as indicated above apply *mutatis mutandis*. 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. For example: “*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 3.2.1.13 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, e.g., 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, e.g., “Grogan *Workplace Law* 87.” or “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 e.g., 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*, e.g., McGregor *et al Labour law rules!* 80.

3.3.4 Where there are more than two authors without an editor, the first full footnote reference will be:

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

The subsequent/abridged references may contain the shortened version as follows:  
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. For example: “Christie, RH “Contract” in Joubert, WA (ed) *LAWSA* Vol 5(1) (1994) para 123. The subsequent/ abridged footnote reference will read: “Christie *LAWSA* Vol 5(1) para 123.”

3.3.6 Where there are two authors, this is indicated by the use of the ampersand symbol (&) between the names of the authors (instead of the word “and”). The first reference would read as follows:  
Papadopoulos, S & Snail, S *Cyber Law: the law of the internet in South Africa* 3<sup>rd</sup> ed (2012) 70.

The subsequent/abridged reference would read:

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. An example would be the following: 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.” The footnote would then read as follows: “<sup>12</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:  

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:  

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).

For 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.

Examples:

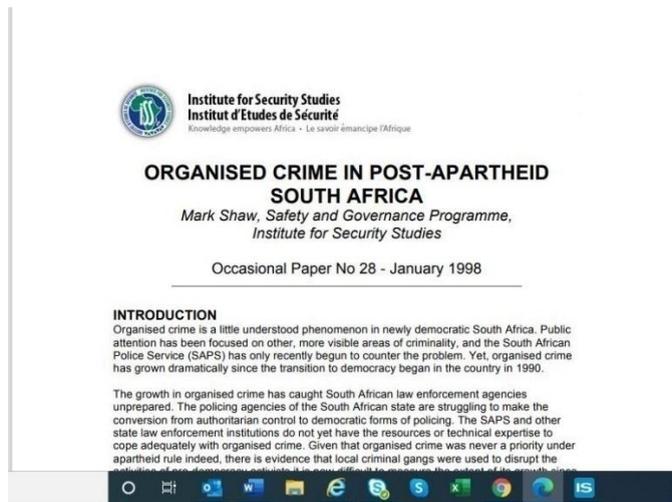
Sun, H “Copyright law under siege: An inquiry into the legitimacy of copyright protection in the context of the global divide” 2005 *IRIPCL* (2) 192-213.

Van der Merwe, D “Computer crime” 1983 *Obiter* (23) 124 -137.

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: “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. For example: “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 and would simply read as follows: “Svantesson ‘Jurisdictional issues in cyberspace’.” See paragraph 3.5.2 below.
- 3.4.6 An occasional paper will be referenced in the same way as a journal article (regardless of whether it was obtained online).

For example, if the following occasional paper was found online:



The reference for this occasional paper will be as follows:

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 footnote reference would read as follows: "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. An example where an individual author is indicated:

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*. For example: “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. This will be done as follows:

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 Law Blogs are referenced as online web resources. Herewith the link to a list of the top 20 law blogs in South Africa website at [https://blog.feedspot.com/south\\_african\\_law\\_blogs/](https://blog.feedspot.com/south_african_law_blogs/). [Accessed 14 December 2022]

- 3.5.5 If there is no individual author for the blog post, the name of the organisation must be used in place thereof as follows:

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].

- 3.5.6 When referencing a website source, one would not reference the entire **URL** in the body of the text. For example, you would **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.” Footnote 13 would then read as follows: “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].”

- 3.5.7 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.
- 3.5.8 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].

For example: “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]

For 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. For example: “Kimberley, K “JA Floral workers open police case” 15-09-2020 *The Herald* 1.” The subsequent/ abridged footnote reference will read: “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:

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].

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: “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.

3.8.1.2 An example of an accepted usage of direct reference to the old authority is the following:

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').
- An example of a full footnote reference is as follows: "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 footnote reference would read as follows: "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.
- An example of a full footnote reference is as follows: "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 footnote reference would read as follows: "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. For example: “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 as follows: “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. For example, the first full reference will read as follows: “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 as follows: “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. For 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 Where the Rules of Court are referred to the format is the following: state the set of rules, the act under which they were published and the rule number. For example: “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 as follows: name of set of regulations, notice type, notice number, *Government Gazette* number and date of the notice’s publication. For example, the following would appear in the footnote: “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. For example: “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 following order: number of the project, title of the project; page. For example, the footnote would read as follows for the first full reference: “South African Law Reform Commission Project 190: *Report on Gun Control in Rural Areas* 45.” The subsequent/abridged reference would simply state: “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. For example:

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**TABLE OF STATUTES**

Arbitration Act 42 of 1965

Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Co-operatives Act 14 of 2005

Defence Act 42 of 2002

Employment Equity Act 55 of 1998

Employment Equity Amendment Act 47 of 2013

Labour Relations Act 66 of 1995

Local Government Municipal Systems Act 32 of 2000

Promotion of Administrative Justice Act 3 of 2000

Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000

Protected Disclosures Act 26 of 2000

Superior Courts Act 10 of 2013

Supreme Court Act 59 of 1959

The Constitution of the Republic of South Africa, 1996

## 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, Bisho	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 e.g.:</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	