**HOUSE STYLE FOR ARTICLES AND NOTES IN THE *INDUSTRIAL LAW JOURNAL***

GUIDE TO CONTRIBUTORS

The *Industrial Law Journal* – a peer reviewed journal – welcomes submissions of relevance to labour law broadly construed. In addition to articles on South African labour law, submissions with a southern African or international focus will be considered.

Submissions to the *ILJ* should comply with the following requirements:

* The submission must be in English.
* It must be an original, unpublished work, and must not simultaneously be submitted for publication elsewhere.
* Article submissions should not exceed approximately 12 000 words (excluding footnotes).
* Shorter submissions may be considered as notes or case notes. Notes are more focused pieces on a specific issue of legal interest. Case notes analyse a particular recent judgment (or judgments) of the courts. Notes should be between 4 000-5 000 words long.
* The manuscript should be submitted by email in the form of a file attachment to the following address chcooper@mweb.co.za.
* It should accord with the Journal’s house style below. Cases, statutes, literature, quotations etc should be cited accurately in the correct format and be checked carefully by the author.
* The manuscript should be in Times New Roman 12pt and line spacing should be 1.5.
* The Journal does not accept unsolicited book reviews.
* Regrettably, manuscripts that do not accord with the *ILJ*’s house style will be returned to authors immediately with a request that the manuscript be rendered into house style to the best of the author’s ability. The quality of the piece will normally not be assessed before this has occurred.

HOUSE STYLE

This document is a general guide. Where it does not provide assistance, authors are requested to consult the main *House Style for Juta Publications*.

1. *Grammar, Spelling, and Related Matters*
	1. *Abbreviations, acronyms, titles*

*Names of associations, courts and legislation* should be written out in full at the first mention with the abbreviated form in brackets after ― no quotation marks, no italics, no full stops.

eg: Congress of South African Trade Unions (COSATU).

National Economic Development and Labour Council (NEDLAC).

Labour Court (LC)/ Labour Appeal Court (LAC)/ Supreme Court of Appeal (SCA).

Labour Relations Act 66 of 1995 (LRA).

In further mentions use: COSATU, NEDLAC, LC, LRA etc.

 *Cases*: See the section on *References* below for details on the citation of cases.

 *Titles of judges, academics, other titles, qualifications*: For judges, use abbreviation in capitals after the name ― no spaces. In academic titles, do not abbreviate the word professor. Note that there are no full stops after the abbreviation.

eg: Smith AJ/AJA/JA.

Dr/Professor/Mr/Ms.

BA/BCom/BProc/BA LLB/BIuris/PhD/MPhil/BSc (Hons).

*General*

eg: ie/eg/cf/etc/(Pty) Ltd (no full stops).

In footnotes always use:

regs/ch/ibid/op cit/para/paras/art (for article)/Proc 6 (but proclamation more generally). Use Cf when beginning a footnote, but lower case in other instances. (Always write out Schedule.)

Use ‘n’ (note) for cross references in a footnote. There is a space between the letter and the figure ― see under *References* below.

Use ‘s’ for section in both the main text and footnotes with a space between the ‘s’ and the number, but spell out the word ‘section’ if it begins a full sentence.

eg: s 135.

ss 135 and 139 (plural in main text)

ss 135, 139 (plural in footnotes (no ‘and’)).

Section 5 of the LRA states . . . .

Use an ampersand for the word ‘and’ in joint author references both in footnotes and main text and in case citations.

eg: A Rycroft & B Jordaan.

*Kievits Kroon Country Estate (Pty) Ltd v Mmoledi & others* (2014) 35 *ILJ* 2315 (SCA).

Do not use the ampersand except in this instance and in case references. Thus in the names of unions, organisations etc the ‘and’ in the name should be written out.

eg: Food and Allied Workers Union (not Food & Allied…)

Use the ‘s’ and not the ‘z’ form of spelling in words such as organize, theorise, organization.

* 1. *Numbers, dates, percentages, currencies*

Use words for numbers from one to nine, but figures for numbers in tables and graphs, ages, percentages, measurements, quantities and amounts. A space is used in numbers of four figures or longer. In rands and cents, the cents should be denoted by a dot. Never begin a sentence with a figure (including a date) ― rather rearrange the sentence.

eg: 5 years’ imprisonment.

4 km (note space, no hypen).

R4 million (note space, do not abbreviate million or billion, no hypen).

10%, but at the beginning of a sentence ― Ten per cent.

58 988

R567.99

11 March 2005

* 1. *Apostrophe*

Consult recognised sources to determine whether Acts take apostrophe ‘s’ in the title or not.

eg: MPs/NGOs/1990s/Food and Allied Workers Union (leave out the apostrophe in all union names).

Workmen’s Compensation Act.

* 1. *Capitalisation*

Capitals are used only when essential, that is, in proper names and by tradition in a few other instances. When in doubt use lower case.

eg: *Capitals*: First letter of all main words in titles of books, articles and chapters (but not ‘and’, ‘in’, ‘of’)/Minister of Labour, but the labour minister/Labour Court/Labour Appeal Court, thereafter, the court/Bill/Act/Code of Good Practice: Dismissal, thereafter, the code/Memorandum of Objects, thereafter memorandum/ILO Convention 89, thereafter, the convention/Judge, when used as a title/Government Notice/Proclamation (for a specific instance, but proclamation more generally)/Schedule/the Constitution (for a specific instance, but constitution more generally)/First World (no hyphen)/Indian/Asian/Eskom/Iscor.

*No capitals:* s 1 (space between initial and number)/clause 2/paragraph/ regulation/item/registrar/state (except when part of a case name)/the court/labour courts, when referring both to the Labour Court and Labour Appeal Court/judge, unless as a title/judge of appeal/CCMA commissioners, unless using the word ‘commissioner’ as a title/provincial councils/legislation/parliament/amendment Bill/black/white/coloured.

Note that it is *incorrect* to speak of the Labour Courts meaning the Labour Court. The words ‘labour courts’ refer to both the Labour Court and the Labour Appeal Court together and take lower case.

* 1. *Definite article*

Always include before accused, appellant, applicant etc.

* 1. *Hyphenation*

Avoid hyphenation as far as possible. Rather than hyphenation, use one or two words, depending on current usage and meaning. Be consistent. Where the first word of the compound is an adverb ending in ‘ly’ never use a hyphen.

eg: A wholly owned company.

Twenty-one, one hundred and twenty-one/ R4 million, not R4–m or R4-million/self-, non- and quasi- always take a hyphen ― self-governing, quasi-judicial, non-judicial/sub does not usually take a hyphen ― subcommittee, subsection.

A lockout/the lockout provision/to lock out.

Workplace – one word.

Use dashes, not hyphens, to mark off words to give emphasis. (In MS Word go to Insert, Symbols, click on the long dash.)

eg: In my opinion, s 188B is a severe limitation on the right not to be unfairly dismissed ― which is inherent in the constitutional right to fair labour practices ― and there are less restrictive means available to alleviate the problems which underlie the section.

* 1. *Italics*

The following always take italics:

*Cases:* The names of the parties and other terms in a legal case citation, including the ‘v’ but excluding the date, volume number etc of the report. The name of the law report is not in italics except the *Industrial Law Journal*, because it is a journal and includes reports.

eg: *Kievits Kroon Country Estate (Pty) Ltd v Mmoledi & others* (2014) 35 *ILJ* 2315 (SCA).

*Sidumo & another v Rustenburg Platinum Mines Ltd & others* [2007] 12 BLLR 1097.

*Titles*:Titles of books, newspapers, journals and periodicals when written in the text, footnotes or bibliography. Also mimeographs, working papers, discussion papers, annual reports and the title of Law Commission reports if these are published, otherwise use roman type and quotation marks (eg for conference papers). Journal articles’ titles and chapters in books do not take italics but are set in quotation marks in roman. See further under *References* below. The following do not take italics and nor do they take quotes. Names of guidelines/codes/legislation/policy documents/white papers.

eg: South African Law Commission Issue Paper 20 (Project 123) *Protected Disclosures* (2002) para 3.

CCMA Guidelines on Misconduct Arbitrations. Thereafter: the guidelines.

*Subsections*: Lower case letters indicating subsections of Acts or paragraphs must be italicised and in brackets. The upper case letter is not italicised. Characters i, v and x must be italicised when used as letters but not when used as numbers.

eg: *(a)/(b)/(cc)*/*(a*C)/*(b*M*)*/s7*(g)*/para*(e)*(ii).

*Non-English words and phrases* are set in roman.

*Italics in quotations for emphasis*: Use italics as a mode of emphasis in quotations very sparingly. As far as possible the emphasis should be created through the way in which the point being made is expressed (see below). (Do not use bold or underlining for emphasis.)

* 1. *Quotations*

Please note that it is the responsibility of the writer to ensure that all quoted material is accurate. Quoted material must be *exactly*the same as in the original source. This includes all punctuation, capitalisation, use of italics and layout. The only exception is in the Labour Relations Act in which the italics denoting that a word is defined in the Act should be rendered in roman type. Spelling or other printer’s errors should be marked by the interpolation [sic] in the text quoted.

Use single quotation marks, but double quotation marks for quoted material inside quoted material. Quoted material must be in roman, not italics.

Quotations longer than three lines or longer than one to two sentences should be dropped onto a separate line (ie separated from the rest of the text). Dropped quotations must be set *flush left* in single quotation marks and roman 11 pt type. There must a line space before and after the quotation.

Where the dropped quotation starts with a full sentence the first word takes a capital letter and the introductory sentence ends with a colon. In this instance the closing full stop should be within the closing quotation mark.

If the quotation forms part of a larger sentence which commences in the text above, there is no colon or dash at the end of the introductory sentence. In this instance the full stop must be placed outside the closing quotation mark.

eg: The judgment stated:

‘In terms of the LRA an arbitrator has the power to determine the procedure for the conduct of arbitrations.’

The judgment held that in terms of the LRA an arbitrator

‘has the power to determine the procedures for the conduct of arbitrations’.

 The quoted sentences should not be indented in the manuscript.

*Ellipses:*A three-dot ellipsis ( . . . ) typed with a single space between the dots is used to indicate the omission of a word or words in quoted material. Where the ellipsis ends a sentence there are four dots (the final one being a full stop, with no space between it and the previous dot).

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

‘The court found that the commissioner’s conclusion was reasonable . . ..’

*Square and round brackets***:** Use square brackets for your own interpolations in a quotation. If you render part of the quotation in italics for emphasis, the quotation must be followed by a bracketed indication that you have done so. This sentence must be a stand alone sentence ie separate from the preceding sentence.

eg: [sic]

(Emphasis added.)

*Superscript numbers* should be place outside the punctuation.

eg: ‘The case is dismissed.’[[1]](#footnote-1)

‘[t]he arbitrator’s award is reasonable’.[[2]](#footnote-2)

‘. . . and the provisions of the amended Act’;[[3]](#footnote-3)

1. *Presentation and Layout*

2.1 *Page layout and font*

Line spacing should be 1.5. The text should be left and right justified.

The first sentence in all paragraphs should be indented. There is no space between paragraphs. Do not number each paragraph as if the article or note were a pleading prepared for court.

Use Times New Roman 12pt font for the text, dropped quotations are in 11pt, and footnotes in 10pt.

Do not underline or use bold type (except in the title of your own article).

2.2 *Titles of articles/notes/author details*

Titles of articles should be in upper and lower case bold italic type and flush right with the margin.

In articles, the author’s name must be in roman capital letters and flush right below the title of the article and followed by an asterisk. Author details are given before the first numbered superscript in the footnotes and introduced by an asterisk. Do not start superscript numbers in the footnotes and text with the author’s details.

The asterisk in the footnotes is followed by the author’s current designation. If the author wishes to cite his or her qualifications, they should be cited next. Authors should avoid expanding further on their professional experience (eg past experience). Acknowledgments of assistance may follow author details.

Titles of case notes should be in roman non-bold capitals centred in the middle of the page. In notes, the name of the author and designation should follow the note, the one under the other and set flush right.

Please note the following designations of some South African universities which are to be used in citing author affiliation and should be in brackets after the citation of the degree concerned.

eg: Cape Town/Fort Hare/KwaZulu-Natal/Limpopo/ Pret/Rhodes/Stell/Unisa/UWC/Venda/Witwatersrand.

Some overseas universities:

 Lond/Oxon/Cantab/Edin/Harv/Yale.

Citations:

eg: \* Professor of Law, University of London; BA LLB (Cape Town) MA (Witwatersrand) PhD (Oxon).

\* Senior Lecturer in Law.

 2.3 *Headings and subheadings*

All headings should be numbered. Use metric numbering to, at most, two levels and then *(a)*, *(b)*, *(c)*, followed by (i), (ii), (iii). Authors should avoid, if possible, using more than four levels of headings. There is no full stop after the numbering. The first level heading should be in upper and lower capitals (just use capitals if you do not have the capacity for upper and lower capitals). Second level headings should be in upper and lower case italics. Further subheadings should be in lower case italics except for the initial letter of the first word and any proper names. Further level headings should all be in italics.

eg: 2 LABOUR RELATIONS ACT 66 of 1995

2.1 *Provisions relating to arbitration*

*(a) An assessment of the performance of arbitrators*

(i) *Guidelines for arbitrators*

2.4 *Lists*

Bullet points may be used for lists, particularly where the list consists of phrases rather than full sentences. Full sentences in a list should start with a capital letter and end with a full stop. Phrases begin with a lower case initial letter and end with semi-colons except the last phrase which ends with a full stop.

Where the items in a list are lengthy sentences, it is better to use *(a)*, *(b)* or (i) or (ii) etc, with each sentence ending in a full stop.

1. *References*

Only the initial of the name of the author should be given before the surname. The title of the book, journal article, working paper, etc should be in caps.

eg: P Brown The Informal Economy (Juta 2010) 4.

3.1 *Books*

We prefer it if the full reference to publications is given in a footnote rather than in a bibliography. Both styles are, however, dealt with below.

*First mention*: Give full details of the work cited at first mention in the footnotes. The following order should be followed: Author’s first name or initial followed by the surname in roman type/title in italic/number of edition/publisher (not necessary) and year of publication in brackets/volume number if applicable/page number(s).

If the author’s name or title is given in the main text, the first citation in the footnote will exclude this information.

Whether the author’s name is given in full or merely with initials is determined by the source publication. Use an ampersand if there is more than one author. Three authors may be cited. After that use et al.

Use initial capitals for the first word of the title and all subsequent words except articles (a, an etc), unstressed prepositions and conjunctions. However, any word following a colon or a dash takes an initial capital.

Do not use ‘at’ followed by the page number unless you are giving both the starting page and the specific page, then use ‘at’ before the second number reference,

Abbreviate numbers (see section 1 above) but always use a second 1 to indicate ‘teens’.

*Further mentions*: For further mentions of a work refer back to the *first* mention as follows: n 9 above (if the author is mentioned in the main text) or: Kahn n 4 above (if the author is not mentioned in the main text). Note the limited use of commas.

Note that if ‘ibid’ is used, it must refer to the footnote immediately above and the references must be identical. If the same work but a different page in the work is being referred to, use instead: n8 above 23.

eg: A Rycroft & B Jordaan *A Guide to South African Labour Law* 2 ed (Juta 1992) 101-4.

J Smith, T Dlamini & L Naidoo et al *Strikes* (2010) 49-50.

John Grogan *Dismissal* (2010) 13-14, 18.

Grogan n 8 above 93-4, but if Grogan is mentioned in the main text in relation to the same work, use merely: n 8 above 59-61.

J Smith *Summary of Case Law* (2011) 1121-5.

ibid ― if the reference is identical. (Note that ‘ibid’ is in lower case.)

*Bibliography*: If a bibliography is given, use the same style at first mention as above for the full reference in the bibliography. The reference in the footnotes should mention merely the author’s surname and the publication date. If the author has two publication or more in the same year which are referred to, use *a* and *b* after the date.

eg: Smith (2011*a*).

Smith (2011*b*).

3.2 *Contributions to books*

The following applies in order: author’s first name or initial whichever the author uses and surname in roman type/title of contribution in roman type and between single quotation marks/‘in’ in roman type/editor’s first name or initials and surname/the word eds in brackets/book title in italic upper and lower case/number of edition if other than the first/publisher (not necessary) and year of publication in brackets/volume number if applicable/page number(s). Note the limited use of commas.

eg: Simon Deakin ‘The Many Futures of the Contract of Employment’ in Joanne Conaghan, Richard Michael Fischl & Karl Klare (eds) *Labour Law in an Era of Globalisation* (2002) 179, 181.

Simon Deakin ‘The Many Futures of the Contract of Employment’ in Joanne Conaghan, Richard Michael Fischl & Karl Klare (eds) *Labour Law in an Era of Globalisation* (2002) 177-96 at 179.

3.3 *Journal articles*

Citation of journal articles should be as follows: Author’s first name or initial, whichever the author uses/article title between single quotation marks in roman type upper and lower case/year of publication in brackets /volume number where applicable/journal name in italics/page number. Follow the style of the journal as to whether round or square brackets are used.

eg: H Cheadle ‘The Long Shadow over Kubheka’ (1980) 14 *ILJ* 206 at 210.

The names of well-known journals should be abbreviated. The appropriate abbreviations for South African journals are given below. If you use an abbreviation, use it consistently throughout.

eg: *CILSA – Comparative and International Law Journal of South Africa*

*ILJ – Industrial Law Journal*

*SALJ – South African Law Journal*

*SA Merc LJ – South African Mercantile Law Journal*

*Stell LR – Stellenbosch Law Review*

*THRHR – Tydskrif vir Hedendaagse Romeins-Hollandse Reg*

*TSAR – Tydskrif vir die Suid Afrikaanse Reg*

If foreign journals are referred to, use that journal’s preferred abbreviation or write out in full.

3.4 *Working papers, Research series etc*

eg: D Ironmonger ‘Household Production and the Household Economy’ Research Paper, Department of Economics, University of Melbourne (2001) 5.

M A Smith ‘A Study of the Informal Economy’ Working Paper 9, Policy Research Unit (June 2010) 7.

3.5 *Unpublished works*

Unpublished academic papers, theses, dissertations etc are cited as follows:

eg: George Jones ‘Socio-economic Rights and Labour Law’ (unpublished LLD thesis Cape Town 2014) 264.

3.6 *Papers, public addresses*

If referring to a conference, use lower case when mentioning the conference unless citing the actual title of the conference, if there is one.

eg: T Prekel ‘The Role of Women in South Africa’ paper presented at the 1990 annual conference of the Women’s Bureau of South Africa, Pretoria.

3.7 *Case citations*

All case citations should be according to theIndustrial Law Reports (ie those published with the *ILJ*). The case name and citation should be given in full and exactly as it appears in the report the first time it is cited.

After the first full mention of a case name, in further references it should be referred to according to the first mentioned party. There is no need to place the name in brackets after the case citation before using the shortened form. If the first party is the state, department or a union the name of which is used more than once in different cases in the same text and its use would lead to confusion, use the second party’s name.

An acronym may be used if the name of the first party is cumbersome. The shortened form should be given in brackets after the first full mention of the case. The bracket should be in roman type.

If the case is heard in more than one court, mention the relevant court in brackets after the case name. If a case is heard more than once in the same court, number each case in chronological order in brackets after the case name.

Use the ampersand for the word ‘and’ in case names. Shorten ‘on behalf of’ to ‘obo’ in case titles both in main text and footnotes.

If the case is also reported in the South Africa Law Reports, that reference should appear first, to be followed by the *ILJ* reference. The citation of the parties’ names should follow the *ILJ* citation style, but the dates and vol reference etc should follow that of the particular law report.

If there is no *ILJ* reference, use the BLLR reference. The different citations should be marked off by semi-colons.

eg: *Franmann Services (Pty) Ltd v Simba (Pty) Ltd & another* (2013) 34 *ILJ* 897 (LC).

*Kievits Kroon Country Estate (Pty) Ltd v Mmoledi & others* (2014) 35 *ILJ* 2315 (SCA). Thereafter: *Kievits Kroon*.

*National Education Health & Allied Workers Union v University of Cape Town & others* (2003) 24 *ILJ* 95 (CC) (*NEHAWU* (*CC*)). Thereafter: *NEHAWU* (*CC*)*.* *Food & Allied Workers Union obo Kapesi & 31 others v Premier Foods Ltd t/a Blue Ribbon Salt River* (2010) 31 *ILJ* 1654 (LC) (*Kapesi 1*). Thereafter: *Kapesi 1*.

*Food & Allied Workers Union obo Kapesi & others v Premier Foods Ltd t/a Blue Ribbon Salt River* (2012) 12 BLLR 1281 (LC) (*Kapesi 3*). Thereafter: *Kapesi 3*.

*Sidumo & another v Rustenburg Platinum Mines Ltd & others* 2008 (2) SA 24 (CC); (2007) 28 *ILJ* 2405.

For unreported cases use the following style:

eg: *White v Brown* LC 1 February 2011 case no J2435 unreported.

If the case name is mentioned in the text cite as follows:

 LC 1 February 2011 case no J2435 unreported.

3.8 *Citation of online references*: When referring to an online source, it should be in roman type, no underlining, no highlighting and no quotation marks. It is not necessary to refer to the date on which the work was accessed unless that is material to a point you wish to make.

eg: See J Smith *Mediation in Australia* http://[www.med.law/aus](http://www.med.law/aus).

Where an author has accessed a published source on the internet, the original citation should be given and not the URL. This does not apply to newspaper articles or sources such as foreign sources which may not be accessible to other readers.

3.9 *Official publications*

Apply the following in the text and footnotes:  *Gazette* 12445 of 28 May 1993, or *GG* 12345 of 25 May 1993.

3.10 *Legislation, schedules, rules etc*

*Acts and Bills*: Their titles must be cited according to the official short tile, number and year without any punctuation: Labour Relations Act 66 of 1995. Thereafter variants may be used: LRA, the Act, Act 66 of 1995, LRA 1995.

*Schedules*: ‘in terms of Schedule 8 to the Act’ (capital for Schedule), but ‘according to the schedule’ (lower case).

*Sections, paragraphs, rules, items*: s 14/ss 21/ paragraph 3 (in main text)/para 3, paras 21-2 (in footnotes)/rule 10/rules of court, but Uniform Rules of the High Court/ /item 4.

*Delegated legislation*:

Proclamations: Proc 123 GG 7890 of 11 June 1993.

Regulations are cited by referring to the notice in which they appear. A specific regulation is abbreviated to reg in the footnotes: Road Accident Fund Regulations in GN 232 *GG* 24568 of 1 February 2003. (Government Notice is abbreviated to GN.) footnotes.

Do not abbreviate General Notice/Provincial Notice.

.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)