

# Pretoria University Law Press (PULP) Publication style guidelines 2024

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## 1 Tips for general use of the PULP style

- Use United Kingdom (UK) English
- The PULP style uses very little punctuation
- There are no full stops after abbreviations
- For example, US (instead of U.S.) v (for versus) (instead of v.) between the party names of a case
- Do NOT use auto-numbering
- Do NOT use auto-referencing when doing cross-referencing – always supply a separate bibliography for chapter and book
- Always supply ORCID number
- Always supply author's current affiliation when writing the chapter
- Line spacing 1½; font size: 12, indented quotes 10

## 2 Referencing to sources

### 2.1 Reference to books

- In footnotes (first reference): CH Heyns *Human rights law in Africa* (2004) 333 (Note: title not in initial caps; author's name not given, only initials; no space between initials)
- In footnotes (subsequent references): Heyns (n 2) (that is if that first reference was in note 2) 350 (no initial)
- More than three authors: in text and footnotes CH Heyns and others
- When referring to **translated** source: WD Ross (ed) *The works of Aristotle* trans DW Thompson (1910)

### 2.2 Reference to journal articles

- In footnotes (first reference): E Bondzie-Simpson 'A critique of the African Charter on Human and Peoples' Rights' (1998) 31 *Harvard Law Journal* 643 (no 'at') (no volume number, eg (1998) 31 (2))
- In footnotes (subsequent references): Bondzie-Simpson (n 3) (that is, if that first reference was in note 3) 644
- More than three authors: in text and footnotes CH Heyns and others

### 2.3 Reference to chapters in books

- In footnotes (first reference): D Hendrych 'Constitutionalism in the Czech Republic' in J Priban & J Young (eds) *The rule of law in Central Europe* (1999) 222 (no 'at')
- In footnotes (subsequent references): D Brown 'A critique of the African Charter on Human and Peoples' Rights' in Priban & Young (n 3) 350

## 2.4 Reference to theses and dissertations

- CH Heyns ‘Civil disobedience in South Africa ...’ PhD thesis, University of the Witwatersrand, 1992 169 (on file with the author) (no ‘at’)

## 2.5 Reference to newspaper articles

- M Killander ‘The ordeal of children’ *The Star* (Johannesburg) 29 September 2000 3
  - M Killander is the author
  - The title of the article is ‘The ordeal of children’
  - The newspaper is *The Star*
  - The city of the newspaper is (Johannesburg)
  - The date of the article is 29 September 2000
  - The page number is 3

## 2.6 Reference to commonly cited treaties

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

## 2.7 Reference to South African legislation

- Act 13 of 1992 (not No)
- Industrial Relations Act 8 of 2000 secs 12(1) & (3), 14(2) & 15(1)

## 2.8 Reference to South African regulations (in Government Gazette)

- Government Notice 313, GG, 15 March 2020, 43096 (Declaration of a National State of Disaster)
  - Subsequent reference – GN 313 (n 1)
- Government Notice 318, GG, 18 March 2020, 43107 (Regulations issued in terms of sec 27(2) of the DMA)
  - Subsequent reference – GN 318 (n 2)

- Government Notice R 398, GG, 25 March 2020, 43148 (Amendment of Regulations)
  - Subsequent reference – GN 398 (n 3).
- Government Notice R 399, GG, 25 March 2020, 43147 (Directions Minister of COGTA with respect to the response to COVID-19)
  - Subsequent reference – GN 399 (n 4)

## 2.9 Reports/Papers

- The title of a freestanding report, paper or statement should be enclosed in quotation marks, not italicised
- The same goes for the title of a webpage
- However, the name of an interactive online database – such as the UN Population Division’s *World population prospects: 2004 revision population database* – is more analogous to a book title and should be italicised

## 2.10 Reference to emails/interviews

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

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

## 2.11 Reference to case law

- In case names where there are many parties, use an ampersand (&) and then Others or Another
- You may choose to ignore the reference to ‘Others’ and merely use the initial parties but be consistent
- Do not put case names and citations in both the text and footnote
- It is preferable to have the case name in the text and the citation in the footnote
- The footnote number should immediately follow the case name, eg *Ras NO v Van der Meulen*.<sup>1</sup>
- The footnote contains the following information: 2011 (4) SA 17 (SCA).

## 2.12 Reference to South African case law

- *S v Makwanyane* 1995 (3) SA 391 (CC) (not 1995 3)
- *Government of South Africa v Grootboom* 2000 11 BCLR 1169 (CC) (not 2000 (11))

## 2.13 Reference to international case law

### 2.12.1 African Commission:

If reported in African Human Rights Law Reports:

- *Modise v Botswana* (2000) AHRLR 30 (ACHPR 2000)

If not reported in AHRLR:

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

### 2.12.2 Inter-American Commission:

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

### 2.12.3 Inter-American Court:

- *VR v H* IACHR (26 September 1986) Ser L/ Doc 8 Rev 1

### 2.12.4 European Court:

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

OR, if not in Series A

- *S v Austria* (1998) EHRR 598

### 2.12.5 ICJ judgments:

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

## 2.14 United Nations human rights treaty bodies:

- *Bloomings v Italy*, Communication 135/94, UNHR Committee (26 June 1996), UN Doc CCPR/C/OP/1 (1984)
- Concluding observations on the fourth report of Cyprus, CAT Committee (16 June 2014), UN Doc CAT/C/CYP/CO/4 (2014).

Should read:

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

## 2.15 Reference to foreign case law (examples)

### Canada:

- *Eldridge v British Columbia* (1997) 151 DLR (4th) 577 (not 4<sup>th</sup>)

### USA:

- *Goldberg v Kelly* 397 US 235 (1970)
- *S v K* (2002) 292 F 3d 597

## 2.16 Reference to the Constitution

When referring to the Constitution in full, it should read 'The Constitution of the Republic of South Africa, 1996'.

## 2.17 Reference to websites

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

## 2.18 Reference to E-books

- In footnotes (first reference): B de Munck *Guilds, labour and the urban body politic: Fabricating Community in the Southern Netherlands* (2017) 1300-1800 (Note: title not in initial caps; author's name not given, only initials; no space between initials)
- In footnotes (subsequent references): De Munck (n 2) (that is if that first reference was in note 2) (no initial)

## 2.19 Reference to Blog

Livius 'Galle Chandelier restored sans goldfish' The History Blog (web blog), 22 April 2019, <http://www.thehistoryblog.com/archives/category/museums> (accessed 2 May 2019).

## 2.20 Reference to digital images

A Whyte 'Griffin Collection of photographs, Burma, ca. 1880-1890' (picture) <http://nla.gov.au/nla.obj-151517274> (accessed 2 May 2019).

## 2.21 Reference to film or documentary

*The red badge of courage* (1951) (DVD) J Huston (Director) MGM.

## 2.22 Reference to podcast

'The hipster philosopher' *The Philosopher's Zone* (podcast) interview with M Kingwell, ABC Radio National, 5 January 2014, <http://www.abc.net.au/radionational> (accessed 9 June 2014).

## 3 Cross-referencing

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

- Viljoen (n 16) 12-13.
- *Grootboom* (n 17) para 99.

In order to avoid redundancy, an exception to this rule should be made when the sentence to which the footnote attaches includes a reference to

the author, case, or document. In such cases, the format below should be used:

- n 16, 12-13.
- n 17, para 99.

Note that a comma should set off the page or paragraph reference in this last format but not in the format above.

#### 4 Subsequent reference to cases

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

#### 5 Footnotes

- No footnotes are to be used in summary
- Full stops after footnotes
- Footnote number in footnotes should be superscript
- Footnote reference in text: ... in South Africa.<sup>6</sup> (footnote number **after** full stop or comma); also when quote ends: ... in South Africa.<sup>6</sup>
- No *ibid*, *supra*, etc.
- Footnotes start with capitals, **except** if they start with 'n' (note) eg 'n 17'
- As far as possible, use abbreviations (without full stops) eg para, paras, sec, secs, art, arts, ch, etc
- If more than one source is cited in a footnote, list these chronologically (unless no dates, then alphabetically); separate sources with ';'.
- No 'paragraphs' in footnotes
- Use '&' when referring to articles and authors (arts 1 & 2; De Waal & Currie; ...); use 'and' in full sentences
- Journals are not abbreviated – provide full title, eg **not** *JAL*, but *Journal of African Law*
- Authors: two authors, both names in full (&) with initials; more than three authors, use name of first author 'and others'
- When referring to earlier footnote reference, **no** initial: Heyns (n 2)
- Use 'as above' only when reference is exactly as in preceding footnote; otherwise '(n 33) 45'.

#### 6 Bibliography

- Books: Donnelly, J *International human rights* (Westview Press 1993)
- Two authors: Heyns, CH & Viljoen, F
- More than two authors: Heyns, CH, Viljoen, F & Murray, R
- Journal article: Bondzie-Simpson, E 'A critique of the African Charter on Human and Peoples' Rights' (1998) 31 *Harvard Law Journal* 643



- Chapter in book: Hendrych, D 'Constitutionalism in the Czech Republic' in Priban, J & Young, J (eds) *The rule of law in Central Europe* (Aldenshot 1999)

## 7 Abbreviations

- Abbreviations are generally not used in the text (Exceptions: Madala J; Chaskalson P)
- Acronyms, abbreviated form – write term in full the first time, eg United Nations (UN) (**do not write** ' ... ', or 'hereafter' or 'later cited as')
- 'for example' (in text); use 'eg' only in footnotes
- Use para and paras in footnotes, written in full in text (paragraph and paragraphs)
- Use sec and secs, art and arts in footnotes, written in full in text (section and sections, article and articles)
- Use abbreviations in footnotes such as 'eg'

### 7.1 Other abbreviations

- non-governmental organisations – NGOs
- Women in Law and Development in Africa – WILDAF
- International Commission of Jurists – ICJ
- African Centre for Democracy and Human Rights Studies – ACDHRS
- African Women's Development and Communication Network – FEMNET
- sexual and gender-based violence – SGBV
- violence against women – VAW
- Gender-based violence – GBV
- Commentary on the Protocol to the African Charter on Human and Peoples' Right on the Rights of Women in Africa – Commentary
- international humanitarian law – IHL
- internally displaced persons – IDPs
- international human rights law – IHRL
- international criminal law – ICL
- international refugee law – IRL

## 8 Headings

- Headings – do not use initial capital letters

## 9 Heading levels

### 1 Introduction (bold)

#### 1.1 The South African experience (bold)

##### 1.1.1 *The position in Nigeria (bold)*

- Subsequent sub-headings: no numbering, italics

## 10 Numerals

- 1-10 written out (one, ten); above 10: figures (14, 32) **except** at start of sentence (Forty-five soldiers were killed ...) and when the numeral is used after a word: chapter 2 or part 2 or article 2

### Ordinals:

- In text: first, second, twenty-ninth, etc, **but** 2nd session of Commission, 29th session of Commission
- In footnotes: 1st, 2nd, 29th (no superscript, eg 29<sup>th</sup>)
- Thousands: 25 000 (not 25,000 – space, not comma)
- Numbers should be separated by a hyphen and not an en-dash with no spaces between the hyphen and the numbers  
150 000-290 000, not 150 000–290 000 or 150 000 – 290 000  
15-49, not 15 - 49, 15–49 or 15 – 49  
21.2-45.3%, not 21.2 - 45.3%, 21.2–45.3% or 21.2 – 45.3%
- Percentages: in text ‘per cent’; in footnotes ‘%’
- Numerals should be written out when matched with words: eight kilograms; twelve millimetres
- Figures should be matched with symbols or abbreviations:  
8kg 12mm 100m  
R50 million, not R50m

## 11 Date format

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

## 12 Punctuation

- Avoid punctuation marks where possible
- No full stop after Mr, Prof, Dr, etc
- During 2003, the United Nations ....
- Quotations: ‘ ... ’ in South Africa ...’ (no full stop after ’)
- Footnote reference in text: ... in South Africa.<sup>6</sup> (footnote number **after** full stop or comma); also when quote ends: ... in South Africa.<sup>6</sup>
- Avoid /, rather use ‘or’
- Bullets: If followed by full sentences, initial capital and full stop after each; if not full sentences, no initial cap and ‘;’ after each

### 13 Parenthesis

Parenthetical text should be set off by dashes as below:

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

Each of the following examples is incorrect:

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

### 14 Use of brackets

- Rather use commas than brackets for parenthesis.

### 15 Apostrophes

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

### 16 Use of hyphens

- antiretroviral **not** anti-retroviral
- bilateral **not** bi-lateral
- case law **not** case-law
- claw-back clauses
- cooperation **not** co-operation
- Dar es Salaam
- decision making (but decision-making process)
- extrajudicial
- HIV positive (but HIV-positive status)
- intergovernmental
- mother-to-child-transmission
- multilateral **not** multi-lateral
- Secretary-General

- sub-region/sub-regional
- subsection
- Vice-Chairperson
- well-being

### 17 Quotation marks

- Always use single quotes, unless it is a quote within a quote (then double quotes)
- Where a quotation is part of a sentence only, the full stop should be placed outside the last quotation mark, example: The judge said it was his 'duty to apply the law'.
- Where a passage from a quotation is omitted indicate this with the use of ellipses, in other words three dots with spaces at the beginning and end (eg 'cannot ... preserve') except at the start of the quotation.
- Quotations should be verbatim, including American spelling. However, avoid using (*sic!*) to draw attention to mistakes in material quoted. If the error is a typographical one, correct it. If the grammar is incorrect, interpose using your own wording between square brackets.

### 18 Spelling: Capitalisation

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

### 19 Words not capitalised

- apartheid (not italics)
- commissioners (but Commissioner Badawi)
- court (unless specific court)
- government

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

## **20 Words capitalised**

- Anglophone
- Chairperson
- Cold War
- Francophone
- Preamble/Postamble
- Protocol (specific)
- Rules of Procedure
- Secretariat
- Secretary
- Secretary-General
- Shari'a
- Southern Africa
- Vice-Chairperson
- West Africa
- World War II
- South, East, North, West
- COVID-19
- NGOs
- Periodic Report (not periodic report)
- Joint General Comment on Child Marriage
- General Comment on Harmful Practices
- Protocol to the African Charter on the Rights of Women in Africa

## **21 Spelling of specific words**

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

- licensing
- practice (noun)
- practise (verb)
- Shari'a
- state party/parties (not states parties)
- ubuntu (not italicised, not capitalised, not in quotation marks)
- 2nd and 3rd Periodic Report (not second and third periodic report)
- Côte d'Ivoire (not Cote d'Ivoire)

## 21.1 Words usually spelt differently in US English

British	American	Examples
-our	-or	colour/color
-ise	-ize	organise/organize
-yse	-yze	analyse/analyze
-re	-er	centre/center
-lling	-ling	travelling/traveling
-lled	-led	travelled/traveled
-ller	-ler	traveller/traveler

## 21.2 UK English and US English spelling

The following words are spelt differently in UK English depending on whether they are nouns or verbs, whereas US English uses only the British verb form or the spelling for both senses.

UK noun	UK verb	US noun	US verb
defence	defend	defense	defend
licence	license	license	license
offence	offend	offense	offend
practice	practise	practice	practice
pretence	pretend	pretense	pretend

## 21 Use of italics

### 22.1 Always use italics for:

- titles of journals, books, newspaper names, cases
- foreign words, unless acknowledged as part of English, and unless part of or in a quotation
- emphasis ( ... opinions on the *compatibility* of domestic laws ... ) – add 'my emphasis' or 'our emphasis' in footnote (use sparingly)
- Italics should not be used for legislation and treaties

### 22.2 Specific words/phrases

- et al **not** *et al*
- *coup d'état*
- ubuntu **not** *ubuntu*

- *prima facie*
- *inter alia*
- *per se*
- *a quo*

## 22 Other style guidelines

### 23.1 Use of foreign terms

- Try to avoid – replace with modern English term, instead of *supra* rather use ‘above’
- **vis-a-vis** - with respect to, in relation to, regarding, as for, on etc.
- If used, use italics: eg *inter alia*

### 23.2 Paragraphing

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

### 23.3 Quotations

Quotes longer than **30** words must be indented (on left hand side, not on right hand side) (in font size 10), for example:

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

- Indented quotes do not have quotation marks.
- The footnote sign should usually precede the indented quote, unless the indented quote forms part of a sentence, which ends at the end of the quote; then the footnote sign comes at the end of the quotation.
- In quoted text, American spelling should not be changed to British spelling. The same goes for the title of a cited work. However, the name of an organisation should be spelled according to British norms regardless of how the organisation chooses to spell its own name. Thus, World Health Organization should be changed to World Health Organisation.

### 23.4 Spacing

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

## **23.5 Use of bold**

- Avoid