

---

## GUIDELINES FOR AUTHORS: REFERENCING STYLE

*Acta Criminologica: The African Journal of Criminology and Victimology*

---

### NOTE TO AUTHORS BEFORE SUBMISSION:

According to the *Policy and Procedures for Measurement of Research Output of Public Higher Education Institutions*, research output is defined as “textual output where research is understood as original, systematic investigation undertaken in order to gain new knowledge and understanding” (Ministry of Education, 2003: 3).

**Therefore, an uncritical synthesis of literature without contributing any new insight to existing knowledge falls outside the scope of this definition.**

Furthermore, “peer evaluation of the research is considered a fundamental prerequisite of all recognised output and is the mechanism of ensuring and thus enhancing quality” (Ministry of Education, 2003: 3-4). The Journal also subscribes to and follows the peer review principles and guidelines as outlined in the Academy of Science of South Africa (ASSAF) document: *National Code of Best Practice in Editorial Discretion and Peer Review for South African Scholarly Journals* (Assaf, 2008).

**NOTE:** If a submitted article does not conform and fully comply to these author guidelines, including the additional document: technical formatting requirements and, in particular, the journal house style of in-text referencing accompanied by complete, accurate and technically correct listing of cited in-text references in the **LIST OF REFERENCES** section, such submitted article will be returned to author(s) for compliance with all instructions and guidelines as contained in the relevant guideline documents (available on the journal website at: [www.crimsa.ac.za](http://www.crimsa.ac.za)).

### REFERENCING GUIDELINES:

#### 1. Source listings in general

- References and citations should be prepared in accordance with the *Acta Criminologica* adapted **APA format** (see below examples of various reference listing types). The ‘in-text’ referencing format is followed by the Journal with full source referencing information listed under the heading: **LIST OF REFERENCES** (uppercase), which list to be placed at the end of your article.
- All sources in the List of References must be listed in alphabetical order according to the surname of the first listed author’s surname, and in accordance and compliance with the different examples provided below.
- The source listings are not numbered. The basic format for a source listing in the List of References is as follows:

**Author(s) surname(s), initial.s. year date of publication. *Title of publication.* Place of publication: Publisher’s name.**

Note the following in the above standard format:

- A comma after each surname;
  - Full stops in-between and after all initials;
  - Year date is not in brackets but is followed by a full stop;
  - Title of a book publication is italicised;
  - Place of publication is followed by a colon and a space; and
  - Each listing in the List of References is closed with a full stop.
- Use of full stops in listing: Generally, each separate piece of information is standardly followed by a full stop. A comma only used if part of that one piece of information. Exception being the use of the colon [: ], and not a dash [-] or semi-colon [;] in a split article or book title and after the place of publication before the name of the publisher.

- **Please note:** that for all listings in the List of References the second and additional lines are indented (as in the examples above), i.e., when longer than one line. Use of full stops in listing: Generally, each separate piece of information is standardly followed by a full stop. A comma only used if part of that one piece of information. An exception to this being the use of the colon [: ] in a split article or book title and after the place of publication before the name of the publisher. Neither a short dash [-]; a long dash [–], or a semi-colon [;] are used in place of this colon.
- Obviously, there are minor variations/additions to the above with reference to chapters in books, articles in journals, magazines or newspapers and for web internet documents in their listing format in the List of References. These variations are outlined in more detail in the examples of each below.
- All the details of a source are given in the language of the source itself. If you were to use a German language book, for instance, its title would be in German [with the English translation after it in square brackets] and the place of publication might be München, and not Munich.
- If multiple entries for the same author, (i.e., different publications/articles), then the author must be listed by publication year date (oldest first) of the publication/article. If there are two or more from the same year they are indicated (again first in the year by month). For example: Jones, A. 2004(a); Jones, A. 2004(b); and Jones, A. 2004(c)... In the text such additions of a, b, c, etc... would then also occur in the text reference accordingly. For example: ...(Jones, 2004(c): 12). **Note:** the letters: a, b, or c, etc... are placed in their own brackets after the year date. If authors surnames are the same, then the author listed first is the one with the first alphabetic initial. For example: Brown, B. comes before Brown, D.

## 2. Source references in the text:

All source referencing follows the ‘in-text’ referencing style – and not footnote/endnote referencing style. The in-text references are indicated by placing the citation in brackets with the surname(s) of the author(s) followed by a comma and the year of publication, which is followed by a colon and space, as well as the page number(s) from where the reference is cited/sourced. For example, ...(Nkosi, 2005: 4). If you use the author(s) names outside the brackets in the sentence the in-text reference would then be as: ...Nkosi (2005: 4). **Note:** there is no comma after the author(s) name(s) before the first bracket.

If you are referencing generally some information (ideas, concepts interpretations) drawn from a publication and have paraphrased such information **YOU STILL NEED TO INDICATE PAGE NUMBERS FOR THIS SOURCED INFORMATION.** In other words, there is no specific page number or numbers, but it can be referenced as multiple page numbers, for example: ...(Parsons, 2011: 34-41). It would not be acceptable merely to list this reference as: (Parsons, 2011) with no page numbers at all. A reader must be able to go to the Parsons publication and see where you obtained the general information being referred to, even if from several consecutive pages. If the information is general information briefly mentioned as a few concepts extracted from a whole publication, then the reference does not need to have page numbers indicated. However, page numbers should, in principle, **ALWAYS BE INSERTED FOR ALL IN-TEXT REFERENCES CITED.**

- For publications such as online journal or newspaper articles and reports with no page numbers then the appellation: np [for: ‘no page(s)’] must be inserted in the in-text reference bracket to indicate such. For example: ...Staff Reporter (2016: np), ... (see examples below of how to list such newspaper articles).

## 3. Secondary referencing:

For example: ...Morrison (1998, as cited in Prinsloo, 2001: 7)... This is generally not acceptable in academic terms. Author(s) should go to the primary source. In other words, in the above example the reference would be indicated as: .....Morrison (1998: 12-13), and reference the information used directly from the relevant page numbers in the Morrison publication, as well as listing in the List of References under Morrison and not Prinsloo.

However, sometimes in a newspaper or journal article a specific person is quoted. In other words, such person does not have a primary publication from which the information is being quoted but was interviewed by the writer. In such circumstances the person so quoted can be referenced accordingly by name as, for example, ...National Police Commissioner Moloi (as cited in Mashaba, 2008: np) stated that the SAPS must fight drug dealers on the streets...[or] ...the National Police Commissioner had stated that: “...we must fight drug dealers on the streets” (Moloi, as cited in Mashaba, 2008: np).

## 4. Three or more authors for one publication: Use of ‘et al’:

The first time three or more authors are cited in the text, then all authors’ surnames to be indicated in the in-text reference. Thereafter, only the first author’s surname and the term ‘et al’ to be used. For example: .....Ammaniti, Van Ijzendoorn, Speranza and Tambelli (2000: 328-329), state that:

“...researchers must comply with ethical guidelines at all times...”. Note: if the above reference were placed in reference brackets the and would be replaced by an ampersand. For example: It was stated that: “...researchers must comply with ethical guidelines at all times...” (Ammaniti, Van Ijzendoorn, Speranza & Tambelli, 2000: 328-329). The ampersand (&) must be used at all times for two or more authors listed in a reference bracket. With reference to the use of ‘et al’ this is then only done for the second (and subsequent) citings in the text of these authors. This would then appear in the text as: ...Ammaniti et al (2000: 330), conclude that.... The second version can also be placed in the reference brackets as: ...it has been concluded that.... (Ammaniti et al, 2000: 330). **Note:** There is no full stop or comma after et al when used as part of the sentence but well a comma after et al and before the year date when 1<sup>st</sup> author surname et al is placed in the reference brackets. The term ‘et al’, although a Latin term which means ‘and others’, is no longer *italicised* in the text. Furthermore, the term: et al, is not used in the listing of this publication in the List of References – all authors’ surnames to be listed there. Also, if there are only two authors both authors surnames are used for every in-text reference to them and not et al in place of the second author’s name.

#### 5. No author identified:

If no author is identified the appellation: Anon. (for Anonymous) must be used. In such cases, the in-text reference would be as: Anon. (2005: 3). If placed in the bracket: ...(Anon., 2005: 3).

- Abbreviated form and full stop for Anonymous and in the bracket the full stop is followed by a comma. While such would be listed in the List of References, for example, as: Anon. 2005. Worry over training of police units. *Eastern Province Herald*, 26 April: 3.
- In newspaper articles cited if there is no author listed for the particular article, then the news source can be used as the author (in place of Anon.). For example: SAPA, Reuters or AFP. However, in the List of References such news sources must be written out in full with the acronym in brackets after it. For example: South African Press Association (SAPA) [or] Agence France-Presse [French Press Agency], (AFP). In the latter note the English translation in square brackets after the French.

#### 6. The abbreviation cf. and use of ‘see’ / ‘see also’:

The abbreviation: cf. is short for the Latin term ‘confer’, meaning ‘compare’, and is sometimes used when wanting to refer a reader to other material in order to make a comparison with the topic being discussed, as in ‘see, by way of comparison’, i.e., to reference a source that provides contrasting or opposing information. But when you want to refer a reader to other similar work or more detailed information linked to the topic under discussion the term: ‘see’ or ‘see also’ is placed in brackets before the reference source so as to indicate sources of additional examples or supporting evidence.

#### LIST OF REFERENCES [EXAMPLES]:

[Example: Book publication – single author]

**Arndt, H. 1989. *Children and juveniles in prisons of South Africa*. Heidelberg: Sached/Ravan.**

[**Note:** Titles of books, articles, chapters, and other documents, as listed in the List of References, only have the first letter of the first word (unless a Proper Noun) as a capital (uppercase). This rule also applies to the first letter of first word after a colon in such titles. (See Leedy.... example below). Place of publication is followed by a colon and then the publisher’s name. **Note:** Little known places of publication: Sometimes the place of publication is not a well-known city/town, so either the country or state is inserted after it. For example: Cullompton, Devon, UK; Baton Rouge, FL; Seven Oaks, CA; Aberdeen, Scotland. The acronym for the American states is usually given in such cases. FL = Florida; CA = California. Sometimes, because a city or town name occurs in two or more countries, in which country it occurs would also be provided. For example: Albany, NY, USA; or Albany, UK. **Note:** For publisher listings, you only need to give the publishers’ name and not for instance: ‘Pty Ltd’, or ‘Inc.’ or ‘Books’ or even ‘Publishers’. There are a few exceptions to this rule, namely: Oxford University Press or Zed Books, etc. but ‘Publishers’ would not be added to a publishing company, since that is their only business. For example: it would only be ‘Sage’ and not ‘Sage Publishers’.]

[Two authors]

**Leedy, P.D. & Ormrod, J.E. 2005. *Practical research: Planning and design*. (8<sup>th</sup> edition). Upper Saddle River, NJ: Pearson Prentice Hall.**

- Note use of ampersand [&] in above example (in the List of References) with **NO** comma before it.
- The title of the book is italicised with only the first letter of the first word uppercase/cap and so too the first letter of the first word in the book title after the colon.

- The acronym: NJ [for New Jersey] after place of publication. If a publication has a number of editions, the specific edition consulted must be listed.
- In the above example the edition number is not written out as ‘eighth’ but as 8<sup>th</sup>. It is also placed in brackets with the edition number, followed by the suffix – th (or st; nd or rd, as the case may be). The suffix also to be in superscript, e.g., <sup>th</sup>. The word ‘edition’ is not abbreviated – to avoid confusion with the acronym for Editor (Ed.) – and has no cap ‘e’ and is closed with a bracket and a full stop.].

[More than two authors]

**De Vos, A.S., Strydom, H., Fouche, C.B. & Delpont, C.S.L. (Eds).** *Research at grass roots: For the social sciences and human service professions*. Pretoria: Van Schaik.

- In the above example note the cap/uppercase ‘D’ for De Vos – this convention to be applied for similar surnames when surname is listed before initials. The cap ‘D’ would also be applicable, for example, in an in-text reference for De Vos (and for similar surnames such as: De Villiers; Du Toit, Van Vuuren; Van Zyl; etc.).

[Example: chapter in a book publication]

**Strydom, H. & Venter, L. 2002. Sampling and sampling methods. (Pp. 56-67). In A.S. de Vos, H. Strydom, C.B. Fouche & C.S.L. Delpont. (Eds).** *Research at grass roots: For the social sciences and human service professions*. Pretoria: Van Schaik.

[In the above example **note:**]

- Title of chapter is not italicised; page numbers for the chapter in the book appear immediately after the chapter title and inserted in brackets with first ‘P’ a cap.
- The page number bracket is preceded by a full stop, as well as closing bracket is followed by a full stop. Hence the ‘In’ (in which publication the chapter appears) has a capital letter ‘I’.
- Editor(s)’ initials come before their surname(s) in the listing of the publication in which a chapter is listed.
- In the example above, the De Vos surname will now have a lower case ‘d’ since it is preceded by initials. If only one editor for the publication this is indicated in brackets after the editor’s surname as: (Ed.).
- No full stop or comma after the surname(s) before the bracket, while multiple editors the abbreviation will be: (Eds).
- Full stop inserted after acronym: Ed. inside the bracket but no full stop after the abbreviation ‘Eds’ (inside the bracket) and a Cap ‘E’ in both usages and a full stop after the closing bracket.

[Example: where the publisher is a research centre at a university]

**Gallinetti, J., Muntingh, L. & Skelton, A. 2004. Child justice concepts. (Pp. 24-38). In J. Sloth-Nielsen. (Ed.).** *Child justice in Africa: A guide to good practice*. Community Law Centre, University of the Western Cape, Cape Town.

- Note that the centre’s name comes before the university and the place of publication – different to a commercial publisher listing].

[Example: Journal article]

**Ammaniti, M., Van Ijzendoorn, M.H., Speranza, A.M. & Tambelli, R. 2000. Internal working models of attachment during late childhood: An exploration of stability and change.** *Attachment and Human Development*, 2(3): 328-346.

- Title of article is not placed in single inverted commas. All titles/names of journals, magazines and newspapers are always *italicised* (but not chapter or article titles).
- Journal titles are not abbreviated or given acronyms in the List of References. For example: *SAJJCJ* is written out as: *South African Journal of Criminal Justice*. Or *Int.Med.Jnl* is the *International Medical Journal*. Such journal acronyms may only be used in the in-text bracketed reference when referenced in the text for the second time. The first time it is used as a reference in the text the acronym is placed in brackets after the full *italicised* journal title, and only thereafter can the acronym (or abbreviation) be used in subsequent references to the journal in the text.
- All words in the title of a journal (except pronouns) have the first letter as a capital. For example: *South African Journal of Criminal Justice*.
- Note the convention used in the above example for: Volume and edition numbers for a journal: The volume and/or edition numbers follow the comma after the journal title but are not part of a journal title, (i.e., they are not italicised).

- The volume number is followed by issue/edition number in brackets (with no space before the first bracket of the issue number), then closing bracket is followed by a colon and a space before the journal page numbers of the specific article. No use is made of the abbreviations: Vol. or No.
- Sometimes authors have mistakenly provided the URL of a journal article or chapter that author(s) have loaded on websites such as Research Gate or Academia. This is incorrect since the only reference to a journal article should be to the: article author(s), article title, journal title, the volume and issue/edition number(s) and the page numbers of the article in the specific journal. In other words, no URL for such articles or chapters or accessed on dates should be inserted in such listings. URLs are inserted only for web documents as per examples below].

[M dissertations/D theses]

**Booyesen, M. 2015. *An examination of the modus operandi of vehicle hijackers*. Unpublished dissertation. MA (Criminology). University of South Africa, Pretoria.**

**Shayi, F. 2008. *Sexual practices in South African prisons from the perspective of Christian ethics*. Unpublished thesis. PhD in Dogmatics and Christian Ethics. University of Pretoria, Pretoria.**

Title of a dissertation/thesis is italicised. **Note:** the use of the terms: Unpublished dissertation (for M degrees) or thesis (for D degrees) before the level and type of degree qualification, which can be abbreviated, e.g., BCom; MA; LLB; LLD; PhD; DLitt et Phil [**note** double tt in the latter), etc. and the discipline in which the degree was awarded, (**Note:** the caps for MA, etc. and the cap D in PhD), followed by university name in full (not an acronym) and then place name of where university is situated – this is reversed, i.e. does not follow the convention for a book publication, which has the place (city/town) of publication before the listed publisher of the publication. If the post-graduate qualification has been awarded by a non-South African university, then the country origin of that university (and in the case of the US the state's name in full can also be inserted before the country's name). **Note:** No colon inserted after university name but a comma before place name].

[Newspaper article from the web]

**Stoltz, E. 2020. Alleged rhino kingpin and Mpumalanga businessman arrested for possession of 19 rhino horns. *Mail & Guardian*, 23 July. Retrieved from: [or] Available at: <https://mg.co.za/environment/2020-07-23-alleged-rhino-kingpin-and-an-mpumalanga-businessman-arrested-for-possession-of-19-rhino-horns/> (accessed on: 26 July 2020).**

[Title of newspaper – similarly to a journal or magazine – is always italicised. In the List of References, a day and month date only of publication date are always added after the newspaper title. For example: 6 July (the year date comes after author name), followed by the newspaper article page number (if available) where the cited article appeared. Then the URL for the newspaper article and date accessed.]

[Other web document example]

**African Commission on Human and Peoples' Rights. 1999. *African Charter on the Rights and Welfare of the Child*. Addis Ababa: Organisation of African Unity (OAU). Available at: [http://www.childinfo.org/files/fgmc\\_AfricanCharter\\_therightsandwelfareofthechild.pdf](http://www.childinfo.org/files/fgmc_AfricanCharter_therightsandwelfareofthechild.pdf) (accessed on: 14 January 2005).**

[Referencing information from the internet: This is treated in exactly the same way as if it is a publication. In other words, look for an author. Sometimes this is merely the organisation on whose website such information has been found. Then try and establish a date for when the downloaded document was placed on the website or the report (often if in pdf format) was published. You must indicate a title for the document – this can be the first heading of the web document. Then a publisher, usually the website organisation. For example: Consumer Goods Council of South Africa (CGCSA). No place of publication (sl) needs to be inserted unless indicated in the report/document downloaded. Then the use of the terms: Available at: URL... (the journal will also accept the alternate term: Retrieved from:... The choice of which of these two terms to use is yours but whichever one is chosen must then be applied consistently throughout your List of References.) This is followed by the URL web address for the downloaded document. This is followed (in brackets) with the term: (accessed on: ...). This is followed by the date when such internet document was downloaded. The date should be written out as 6 March 2012 (required date format to be: day date of month, month name and year. **Note:** there is no zero before a single digit day date. **Note:** the use of a colon and space after both: 'at' and 'on'. **Note:** the closing bracket after: (accessed on:... ) is followed by a full stop. Also note that the term: 'Available', has a cap 'A' but 'accessed' (in brackets) a lower case 'a' is used – and that there is no full stop after the URL web address before the bracket (accessed on: ...).].

**\*\*\*NOTE:** **Wikipedia** (internet) references are not viewed as a primary source for referencing any article content information and are not academically acceptable in this journal's articles.

[Government department reports]

**South African Police Service (SAPS). 2020. *Annual Report 2019/20*. Pretoria: South African Police Service. Available at: <http://www.saps.gov.za/areport20/part6.htm> (accessed on: 19 October 2020).**

[Legislation listed by Department]

**Department of Justice, South Africa. 2008. *Criminal Procedure Amendment Act 65 of 2008*. *Government Gazette*, 524(31911). 18 February. Pretoria: Government Printers.**

[Referencing legislative Acts: Note how legislative Acts are listed with the provision of as much detail as possible. For example: Department of Justice, South Africa. [as the authoring government department and country of origin of this particular Act.] The title of the Act [note insertion of the Act's number in title], *Government Gazette*, [which is italicised – treated as a journal publication]. 524(31911) [the GG volume and issue no]. Pretoria: [place of publication] Government Printers [as the publishers/printers]. 18 February [date of GG and/or date Act assented to by the State President]. All this information is available on the actual published Act document in the *Government Gazette*. If no department is linked to the Act, please use: Republic of South Africa, or simply: South Africa, as the author. For in-text referencing, only the Department's full name, [not country name], year date and page number(s) – if available – should be placed in the text reference brackets].

[Variations to listings]

**Statistics South Africa (StatsSA). [Sa]. *Crime Stats Simplified*. [SI]. Available at: [www.crimestatssa.com/toptenbyprovince](http://www.crimestatssa.com/toptenbyprovince) (accessed on: 15 October 2014).**

[Note: in above example: If the date of the publication is unknown, then the acronym for no date: 'sa' – to be used. This is the abbreviation of the Latin expression 'sine anno' [without a year], and is placed in square brackets. When such author is being referenced in the text then 'sa' is inserted in round brackets but with the square brackets retained. For example: According to Smith ([sa]: 12), there are... [or]...in that regard (Smith, [sa]: 9) reports the following... If the place of publication is unknown, the abbreviation of the Latin expression: 'sine loco' [without place]: 'sl', is used and also placed in square brackets. In the List of References, the 'S' of both *sine anno* and *sine loco* abbreviations are capitalised (upper case) because they both introduce a new element of the listing entry. However, in the in-text reference the 's' of 'sa', is written with a small letter (lower case).

[Listing of encyclopaedias or dictionaries]

**Collins Dictionary. 2003. [S.v.] "marijuana". [SI]: Harper Collins Publishers (GB). Available at: <https://www.collinsdictionary.com/dictionary/english/marijuana> (accessed on: 25 July 2015).**

[Note: 's.v.' is an abbreviation of the Latin expression 'sub verbo', which means 'under the word'.  
Note: The placement in square brackets of s.v. with the 'S' a cap for both: [S.v.] and [SI] in the above example. When a reference to either an encyclopaedia or dictionary is made in the text see the examples below:

...(EB, 1964: s.v. "optics")... [Here, EB refers to *Encyclopaedia Britannica*]. [Or]

...(Collins, 2003: s.v. "marijuana")... [Here Collins refers to the *Collins Dictionary*, with the use of lower case 's' in s.v. in both examples].

[Referencing an e-book]

Please note that an **e-book** (kindle version or otherwise) is not a web internet document. It is an exact digital file copy of the hardcopy publication. It is referenced in exactly the same way as a hardcopy publication since it contains the same information from author(s) names, date published, title, place of publication and publisher's name. It does not require a URL. URLs for an e-book are merely a publishers' (or Amazon/Google/ etc.) website address where you can purchase such e-book and therefore are not inserted in the e-book listing in your List of References.

[Referencing videos from the internet]

A video (e.g., on *YouTube*) will be listed similarly to an internet listing (so that a reader can also find where to view it on the internet), namely: An Author(s)/Organisation(s)' name(s) must be indicated. In

other words, the person or organisation that uploaded it on *YouTube*. If none can be discerned, then Anon. (for Anonymous) must be used to indicate an author/producer of the video in question. The year date (if a video indicates such) followed by the title of the video; the day and month date when it was taken; and the URL where the video can be found. For example:

**Crime Watch. 2014. *Hijacking in Chatsworth*. 5 May. Available at: <https://www.youtube.com/watch?v=7IaaXp92pFY> (accessed on: 20 June 2014).**

The in-text reference to the video information used would then simply be: ...(Crime Watch, 2014: np). Often the person(s), organisation or even a newspaper that uploaded the video will only appear in the first few frames once the video is started. That would then be the identification of the uploader even if it has been uploaded onto the *YouTube* site. In other words, *YouTube* is not the originator of the video but is merely the hosting website. Another example of video referencing is as follows:

**Radebe, M. 2015. WATCH: Daylight robbery at Kempton Park petrol station. *Facebook/ENCA*, 20 January. Available at: <http://www.enca.com/south-africa/watch-daylight-robbery-kempton-park-petrol-station> (accessed on: 22 June 2015).**

The above example was posted by a Mr Radebe to his personal *Facebook* page but then found its way to the eNCA news website, hence the joint *Facebook/ENCA* as such in the List of References. All of this information is usually available on or in the actual video – author(s) must simply know for what they are looking and go looking for it on the viewed video being cited.

[South African Case Law examples. These would be listed under the separate sub-heading in the List of References as: **Case Law**]

***Holomisa v Argus Newspapers Ltd* [1996] 1 All SA 478 (W)  
*S v Makwanyane and another* 1995 (6) BCLR 665 (CC)  
*S v Soci* 1986 (2) SA 14 (A)**

[Case law (cases and judgments) are usually reported in various so-called (South African) Law Reports. For example: All SA = All South African Law Reports; BCLR = Butterworths Constitutional Law Reports; SA = South African Law Reports. The examples above, if you were referencing information from them, would be listed in your List of References, as exactly as they appear above (under the heading: Case Law in your List of References and listed alphabetically). However, in your in-text referencing they would appear as follows (shortened): .... (*Holomisa v Argus Newspapers Ltd* [1996]) (If you have a page number from the court records – usually the judgement/decision document as appearing in the specific Law Report, then it can be inserted as part of your reference). Note the following: The names of the litigants in the examples of cases are *italicised*. Only first respondent's surname is given. Other parties to the case are indicated as 'and another' or 'and others'. The date of the above *Holomisa*... example is in square brackets – only to indicate that 1996 was when the case was first lodged in court and also indicates that [1996] is not the date – which might be a few years after – when the case was finalised and judgement given. Specific sections of a case are referred to with reference to either the page(s), for example: 263H, where it is indicated in the reported volume, or a paragraph(s) of the judgment (as has become customary for judges in their judgements nowadays). The paragraph is identified by way of square brackets, for example: [137]. The letters after the date indicate in which Law Report (e.g. Butterworths Constitutional Law Reports = BCLR) the case was reported, followed by page numbers of that specific Law Report edition followed in brackets by the Court Division in which the case was heard. The reference to the court is in the letter or letters in the last parenthesis of the citation.

[International Case Law examples (under own sub-heading: **International Case Law**)]

**Inter-American Commission of Human Rights. 1997. *Haitian Center for Human Rights v. United States*, Case 10.675, Report 51/96. Doc. OEA/Ser.L/V/II.95 Doc. 7 rev. 13 March.**

**International Court of Justice, (ICJ). 1949. *Corfu Channel Case* (United Kingdom v Albania). Judgment 9 April. Available at: <http://www.icj-cij.org/docket/index.php> (accessed on: 16 June 2016).**

**European Court of Human Rights, (ECtHR). 2010. *Medvedyev a.o. v. France*, (Appl. No. 3394/03), Judgment of 10 July 2008, confirmed by the Grand Chamber judgment of 29 March 2010.**

**European Court of Justice, (ECJ). 2012. *European Parliament v Council of the European Union*, 5 September. Case C 355/10 (2012).**

**US Supreme Court. 1993. *Sale, Acting Commissioner, INS v. Haitian Centers Council*, 113 S. Ct. 2549. 21 June. Available at: <http://www.law.cornell.edu/supct/html/92-344.ZO.html>.**

[International Case Law Notes: With the digitisation of much of international (Europe, UK and USA) case law, the tendency in listing such international cases has been towards more detailed referencing so that researchers can better track and find such international case law. The examples provided are from USA and Europe as preferred referencing examples to be used in this journal for international case law referencing. For example, in text referencing as follows: ...the subsequent decision of the Inter-American Court of Human Rights in the *Haitian Center for Human Rights v. United States* case (Inter-American Commission of Human Rights, 1997)... [or] ...the Refugee Convention and article 33 fall short of applying on the high seas, (US Supreme Court, 1993: 2549) the subsequent decision of...]

[Interviews: as a sub-heading in List of References]

**Byleveld, P. 2003. Superintendent and Commander of the Serious Violent Crime Unit, Johannesburg, South African Police Service, Johannesburg. Personal interview, 26 March.**

[**Note:** Interviewee's surname and initials. Year date [of interview]. Job title/occupation and company/organisation affiliation. Place where interview done, and day and month date when interview completed.]. If interviewees/respondents' identities to be protected, i.e. remain anonymous then to be listed as:

Interviewee No. 1 [or 2, 3, and so on]. But all the same relevant information as in above example to be inserted in the listing for each individual numbered interviewee but without compromising interviewee identity and anonymity. For example:

**Interviewee No. 1. 2020. Sergeant, Metro Police Officer, Tshwane Metro Police, Pretoria. 15 August.**

This interviewee would be referenced in the text if, for example, a quote from the interview was used, as:

*"What we were taught, when they do these things, they need to be taken away in the van and charged"* (Interviewee No. 1, 2020).

**\*\*\*PLEASE COMPLY STRICTLY TO ALL THESE GUIDELINES  
FOR YOUR SUBMITTED ARTICLE\*\*\***