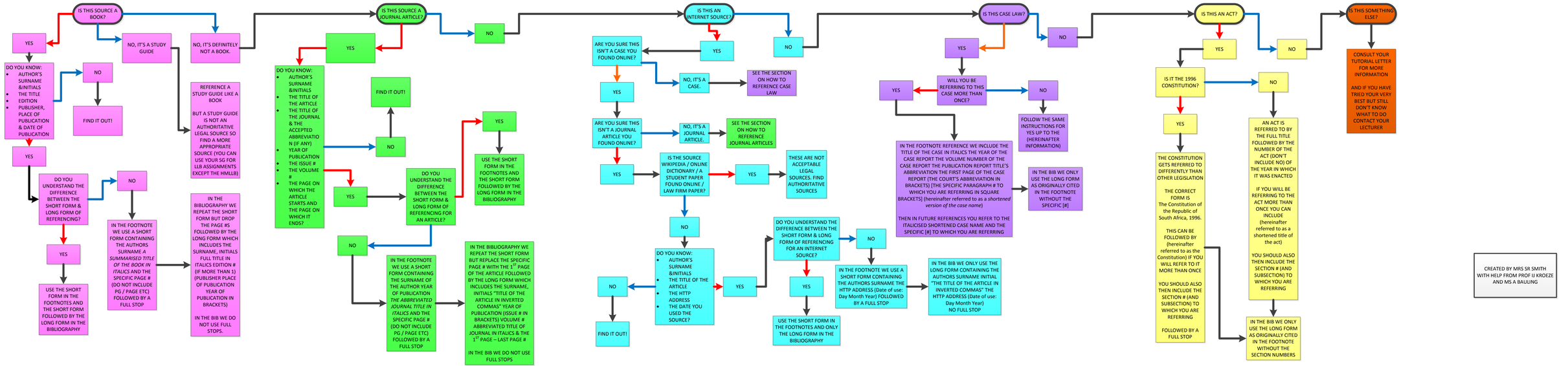
IS THIS SOURCE A BOOK?
YES
NO, IT'S A STUDY GUIDE
NO, IT'S DEFINITELY NOT A BOOK.
DO YOU KNOW:
AUTHOR'S SURNAME &INITIALS
THE TITLE
EDITION
PUBLISHER, PLACE OF PUBLICATION & DATE OF PUBLICATION
NO
FIND IT OUT!
YES
DO YOU UNDERSTAND THE DIFFERENCE BETWEEN THE SHORT FORM & LONG FORM OF REFERENCING?
NO
IN THE FOOTNOTE WE USE A SHORT FORM CONTAINING THE AUTHORS SURNAME A SUMMARISED TITLE OF THE BOOK IN ITALICS AND THE SPECIFIC PAGE # (DO NOT INCLUDE PG / PAGE ETC) FOLLOWED BY A FULL STOP
YES
USE THE SHORT FORM IN THE FOOTNOTES AND THE SHORT FORM FOLLOWED BY THE LONG FORM IN THE BIBLIOGRAPHY
REFERENCE A STUDY GUIDE LIKE A BOOK
BUT A STUDY GUIDE IS NOT AN AUTHORITATIVE LEGAL SOURCE SO FIND A MORE APPROPRIATE SOURCE (YOU CAN USE YOUR SG FOR LLB ASSIGNMENTS EXCEPT THE HMLLB)
IN THE BIBLIOGRAPHY WE REPEAT THE SHORT FORM BUT DROP THE PAGE #S FOLLOWED BY THE LONG FORM WHICH INCLUDES THE SURNAME, INITIALS FULL TITLE IN ITALICS EDITION # (IF MORE THAN 1) (PUBLISHER PLACE OF PUBLICATION YEAR OF PUBLICATION IN BRACKETS)
IN THE BIB WE DO NOT USE FULL STOPS.
IS THIS SOURCE A JOURNAL ARTICLE?
YES
NO
DO YOU KNOW:
AUTHOR'S SURNAME &INITIALS
THE TITLE OF THE ARTICLE
THE TITLE OF THE JOURNAL & THE ACCEPTED ABBREVIATION (IF ANY)
YEAR OF PUBLICATION
THE ISSUE #
THE VOLUME #
THE PAGE ON WHICH THE ARTICLE STARTS AND THE PAGE ON WHICH IT ENDS?
FIND IT OUT!
NO
YES
DO YOU UNDERSTAND THE DIFFERENCE BETWEEN THE SHORT FORM & LONG FORM OF REFERENCING FOR AN ARTICLE?
YES
USE THE SHORT FORM IN THE FOOTNOTES AND THE SHORT FORM FOLLOWED BY THE LONG FORM IN THE BIBLIOGRAPHY
NO
IN THE FOOTNOTE WE USE A SHORT FORM CONTAINING THE AUTHOR YEAR OF PUBLICATION THE ABBREVIATED JOURNAL TITLE IN ITALICS AND THE SPECIFIC PAGE # (DO NOT INCLUDE PG / PAGE ETC) FOLLOWED BY A FULL STOP
IN THE BIBLIOGRAPHY WE REPEAT THE SHORT FORM BUT REPLACE THE SPECIFIC PAGE # WITH THE 1ST PAGE OF THE ARTICLE FOLLOWED BY THE LONG FORM WHICH INCLUDES THE SURNAME, INITIALS "TITLE OF THE ARTICLE IN INVERTED COMMAS" YEAR OF PUBLICATION (ISSUE # IN BRACKETS) VOLUME # ABBREVIATED TITLE OF JOURNAL IN ITALICS & THE 1ST PAGE – LAST PAGE #
IN THE BIB WE DO NOT USE FULL STOPS
IS THIS AN INTERNET SOURCE?
YES
NO
ARE YOU SURE THIS ISN'T A CASE YOU FOUND ONLINE?
NO, IT'S A CASE.
SEE THE SECTION ON HOW TO REFERENCE CASE LAW
YES
ARE YOU SURE THIS ISN'T A JOURNAL ARTICLE YOU FOUND ONLINE?
NO, IT'S A JOURNAL ARTICLE.
SEE THE SECTION ON HOW TO REFERENCE JOURNAL ARTICLES
YES
IS THE SOURCE WIKIPEDIA / ONLINE DICTIONARY / A STUDENT PAPER FOUND ONLINE / LAW FIRM PAPER?
YES
THESE ARE NOT ACCEPTABLE LEGAL SOURCES. FIND AUTHORITATIVE SOURCES
NO
DO YOU KNOW:
AUTHOR'S SURNAME &INITIALS
THE TITLE OF THE ARTICLE
THE HTTP ADDRESS
THE DATE YOU USED THE SOURCE?
NO
FIND IT OUT!
YES
DO YOU UNDERSTAND THE DIFFERENCE BETWEEN THE SHORT FORM & LONG FORM OF REFERENCING FOR AN INTERNET SOURCE?
NO
IN THE FOOTNOTE WE USE A SHORT FORM CONTAINING THE AUTHORS SURNAME THE HTTP ADDRESS (Date of use: Day Month Year) FOLLOWED BY A FULL STOP
IN THE BIB WE ONLY USE THE LONG FORM CONTAINING THE AUTHORS SURNAME INITIAL "THE TITLE OF THE ARTICLE IN INVERTED COMMAS" THE HTTP ADDRESS (Date of use: Day Month Year) NO FULL STOP
YES
USE THE SHORT FORM IN THE FOOTNOTES AND ONLY THE LONG FORM IN THE BIBLIOGRAPHY
IS THIS CASE LAW?
YES
WILL YOU BE REFERRING TO THIS CASE MORE THAN ONCE?
YES
IN THE FOOTNOTE REFERENCE WE INCLUDE THE TITLE OF THE CASE IN ITALICS THE YEAR OF THE CASE REPORT THE VOLUME NUMBER OF THE CASE REPORT THE PUBLICATION REPORT TITLE'S ABBREVIATION THE FIRST PAGE OF THE CASE REPORT (THE COURT'S ABBREVIATION IN BRACKETS) [THE SPECIFIC PARAGRAPH # TO WHICH YOU ARE REFERRING IN SQUARE BRACKETS] (hereinafter referred to as a shortened version of the case name)
THEN IN FUTURE REFERENCES YOU REFER TO THE ITALICISED SHORTENED CASE NAME AND THE SPECIFIC [#] TO WHICH YOU ARE REFERRING
NO
FOLLOW THE SAME INSTRUCTIONS FOR YES UP TO THE (HEREINAFTER INFORMATION)
IN THE BIB WE ONLY USE THE LONG FORM AS ORIGINALLY CITED IN THE FOOTNOTE WITHOUT THE SPECIFIC [#]
NO
IS THIS AN ACT?
YES
IS IT THE 1996 CONSTITUTION?
YES
THE CONSTITUTION GETS REFERRED TO DIFFERENTLY THAN OTHER LEGISLATION
THE CORRECT FORM IS The Constitution of the Republic of South Africa, 1996.
THIS CAN BE FOLLOWED BY (hereinafter referred to as the Constitution) IF YOU WILL REFER TO IT MORE THAN ONCE
YOU SHOULD ALSO THEN INCLUDE THE SECTION # (AND SUBSECTION) TO WHICH YOU ARE REFERRING
FOLLOWED BY A FULL STOP
NO
AN ACT IS REFERRED TO BY THE FULL TITLE FOLLOWED BY THE NUMBER OF THE ACT (DON'T INCLUDE NO) OF THE YEAR IN WHICH IT WAS ENACTED
IF YOU WILL BE REFERRING TO THE ACT MORE THAN ONCE YOU CAN INCLUDE (hereinafter referred to as a shortened title of the act)
YOU SHOULD ALSO THEN INCLUDE THE SECTION # (AND SUBSECTION) TO WHICH YOU ARE REFERRING
IN THE BIB WE ONLY USE THE LONG FORM AS ORIGINALLY CITED IN THE FOOTNOTE WITHOUT THE SECTION NUMBERS
NO
IS THIS SOMETHING ELSE?
CONSULT YOUR TUTORIAL LETTER FOR MORE INFORMATION
AND IF YOU HAVE TRIED YOUR VERY BEST BUT STILL DON'T KNOW WHAT TO DO CONTACT YOUR LECTURER
CREATED BY MRS SR SMITH WITH HELP FROM PROF JI KROEZE AND MS A BAULING

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