1. PLAGIARISM

1.1. General
- All academic work submitted by students will be subject to the UJ Policy: Student Plagiarism.
- All students are required to complete an affidavit relating to all academic work submitted.
- All academic work will be submitted to Turnitin.

1.2. UJ Plagiarism Policy
- Please refer to the UJ Policy: Student Plagiarism.

2. PRACTICAL TIPS FOR WRITING:
- Writer’s block: you need to write, but feel stuck. This technique can be used for anything: from finding a research topic, writing your outline for your minor-dissertation/thesis, starting that first chapter, writing introductions and conclusions (add your own thing that stops you from writing) ... Write for 25 minutes without interruption (the pomodoro technique). It doesn’t have to make sense, be grammatically correct, profound, or just beautiful: just write down everything you think/feel/know about whatever you are stuck with. You can even password-protect it so no-one besides you will ever read it.
- Finding a research topic: ask yourself what are you most passionate about in your field? Think about the why you decided to choose to undertake postgraduate studies in this field.
  o Something that offends you, shocks you, fascinates you, keeps you up at night, a type of ‘obsession’ you may have.
  o The best is to write about what you know, even if it comes in a different guise. To illustrate: I am a white Afrikaans female born in 1982-South Africa, and I write about international crimes and sexual and gender violence against women and girls.
  o Discuss your ideas with your program leader, who can assist with putting it in the correct legal terminology, and pointing you in the right direction to possible supervisors to approach.
Once you've gotten the go-ahead that this is something worth pursuing, sit down for 25 minutes (the pomodoro technique) and write down everything you think or know about the topic, before you've done further research. This also serves to avoid plagiarism.

- Ordering your work: create separate folders on your computer where you save research, drafts, e-mails with your supervisor. Save each document separately.

3. GENERAL WRITING:
- Use size 12 for the main text, size 10 for the footnotes.
- LLM Minor Dissertation (IT19XDC/IT29XDC): 10 000 to 12 000 words (including footnotes).
- Academic research assignments for different modules: as per instructions (average of 5000 words, including footnotes).
- Preferred font style: Arial or Times New Roman.
- Long quotations (exceed three lines of the text): separate paragraph, font size 10, and indented on the left. Please do not place these long quotations in italics.
- Line and paragraph spacing: 1.5 for the main text, 1 for the footnotes.
- Justify text on the left and right margins of the main text and of the footnotes.

4. REFERENCING STYLE GUIDELINES
4.1. General
- Lose all unnecessary punctuation marks in footnotes. Using too many punctuation marks is confusing, becomes tedious, and you are guaranteed to make mistakes.
- Keep references simple, whilst giving the reader as much information as possible to easily find the source cited.
- Foreign language: italics or ‘quotation marks’.
- Headings:
  - Use headings to guide the reader through your thought process.
  - It is preferable that headings are numbered.
  - Headings should look like this:

  **FIRST LEVEL HEADINGS**
  Second level headings
  Third level headings

4.2. Books
- General
- First footnote: full names of each author, thereafter you use the first surname appearing on the book in subsequent footnotes (cross-referencing to the first footnote).
- Subsequent footnotes: use the cross-referencing tool (see below).
- Examples
- Full names of author/s Title of Book in Italics Each Word Capitalised (year of publication).
- Daniel Moeckli, Sangeeta Shah, and Sandesh Sivakumaran (Eds), David Harris (Consultant Editor) International Human Rights Law (2010).

4.3. Journals
• General
• First footnote: full names of each author, thereafter you use the first surname appearing on the book in subsequent footnotes (cross-referencing to the first footnote).
• Subsequent footnotes: use the cross-referencing tool (see below).
• Journal name: consistency is key, so choose to either always cite the full name of each journal, or to use abbreviations. In the latter case it is advisable to add a list of abbreviations for the reader.
• Examples
• Full names of author/s ‘Title of article in sentence case’ in Full Journal Name (year) page where article starts at specific page referred to.

4.4. Treaties
• General
• First footnote: full name of treaty (‘abbreviation’/ ‘acronym’).
• Subsequent footnotes: only abbreviation/acronym.
• Use the same abbreviation/acronym as the one used by the organ responsible for drafting and negotiating the treaty.
• Examples
• Charter of the United Nations (‘UN Charter’).
• Statute of the International Court of Justice (‘ICJ Statute’).
• Rome Statute of the International Court (‘ICC Statute’).
• Law on the Establishment of Extraordinary Chambers in the Courts of Cambodia for the Prosecution of Crimes Committed during the Period of Democratic Kampuchea (‘ECCC Law’).
• Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (‘CAT’).

4.5. Judgments: international and regional courts
• General
• First citation: provide the full name of judgment with the full list of parties before the court.
• Thereafter you can provide the shorter, well-known name.
• Examples
• Full Name of Case date COURT ABBREVIATION first page number (what this is: for example, a Judgment/Decision/Warrant of Arrest) par page referred to.
• International Court of Justice: Application of the Convention on the Prevention and Punishment of the Crime of Genocide (Bosnia and Herzegovina v Serbia and Montenegro) 26 February 2007 ICJ 1 (Judgment) par 188 at 70 (‘Bosnia Genocide’).

• International Criminal Court: The Prosecutor v Omar Hassan Ahmad Al Bashir 12 July 2010 ICC (Second Warrant of Arrest).

• International Criminal Tribunal for Rwanda: The Prosecutor v Jean-Paul Akayesu 1 June 2001 ICTR ICTR-96-4-A (Judgment and Sentence).

• International Criminal Tribunal for the Former Yugoslavia: The Prosecutor v Radislav Krstić 19 April 2004 ICTY IT-98-33-A (Judgment).


• Inter-American Court of Human Rights: Velásquez-Rodríguez v Honduras 29 July 1988 IACHR (Ser. C) No. 4 (Judgment)

• European Court of Human Rights: Al-Adsani v The United Kingdom 21 November 2001 ECHR 35763/97.

• African Commission on Human and Peoples’ Rights: Centre for Minority Rights Development (Kenya) and Minority Rights Group International on behalf of Endorois Welfare Council v Kenya African Commission (Communication 276/03)

4.6. United Nations

• General

• Provide as much information as possible for the reader.

• Use the same acronyms and abbreviations as those used by the UN.

• Most, if not all, UN sources are found on the internet. Please ensure you refer to internet sources in accordance with paragraph para 1.8 below.

• Examples

• General Assembly:
  o General Assembly Resolution 217 (III), Universal Declaration of Human Rights, 10 December 1948.
  o General Assembly Resolution 60/1, World Summit Outcome Document, A/RES/60/1, 24 October 2005.

• Security Council:

• International Law Commission:

• Other UN sources:
  o Human Rights Committee General Comment 33.

4.7. African Union and other regional organisations

- **General**
- Provide as much information as possible for the reader.
- Use the same acronyms and abbreviations as those used by the AU.
- Most, if not all, AU sources are found on the internet. Please ensure you refer to internet sources in accordance with paragraph para 1.8 below.

- **Examples**

4.8. The internet

- **General**
- Only use websites that deal specifically with law, current affairs, or that are generally trusted for its reliability.
- If you are uncertain whether a website would meet these criteria, consider the following: you find a news report on a website about a chemical attack on children, indicating it may have been carried out by a government’s armed forces. However, on that very same website you can also read a report about a reality star that is even too sleazy for the *Huisgenoot* to consider publishing... My advice? Rather don’t use this website as a source when you’re writing an academic piece. Instead, find and cite a report on that same chemical attack, but published by a reliable website.

- **Examples of websites specifically dealing with law, current affairs, or that are generally trusted for its reliability:**
  - the United Nations;
  - the African Union;
  - Human Rights Watch;
  - Amnesty International;
  - the International Committee of the Red Cross;
  - the International Court of Justice;
  - the International Criminal Court;
  - the Constitutional Court;
  - the Supreme Court of Appeal;
  - South African Government;
  - Southern African Legal Information Institute (SAFLII);
  - Blog of the European Journal of International Law (‘EJIL: Talk!’)
  - Al Jazeera;
  - BBC World News;
  - Mail & Guardian;
5. HOW TO CROSS-REFERENCE:


5.2. Step 2: Select the specific footnote that you want to cross-reference to and select ‘insert’ and then select ‘close’:

- Example

5.3. Step 3: If you need to update cross-references (for example, your original footnote 12 has now become footnote 50 because you added extra sources in-between), do the following: place your cursor in the footnotes, and ‘select all’:

5.4. Step 4: The next step will update all footnotes (NB: it is irreversible, so be very sure you have done it correctly!)

- The following message will appear, select ‘yes’:
5.5. Final step: Your footnotes should all be updated now, but double check to be sure. Remember to save your work!

6. IN CONCLUSION:
- If you don’t know, ask!
- Please feel free to contact your lecturers at:
  - International Criminal Law (ICR9XOC): Dr Mispa Roux (mroux@uj.ac.za);
  - International Human Rights Law (IHR9XOC): Prof Tseli Moses Phooko (rphooko@uj.ac.za); or
  - International Environmental Law (IER9XOC): Dr Jennifer Hall (jhall@uj.ac.za).