Guidelines for the use of the EndNote:

NWU Faculty of Law House Style

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1 General guidelines

(a) The Faculty of Law House Style is quite complicated for EndNote (at this stage). Even though a (very clever) workable version is programmed in EndNote, to suite the style's needs, most resources will have to be read in "by hand" (for the time being). There is an existing option to import resources into EndNote directly from databases such as Google Scholar and Sabinet (just to name a few), but when reading in resources "by hand" the user has more control over reference outputs. (Also see section 5 of these guidelines.)

(b) A source only has to be read into EndNote by the user once, where after EndNote will do all the work for the user in Microsoft Word.

(c) When compiling a reference in EndNote "by hand" it is very important to avoid any spelling- and typing errors. EndNote will display that reference with the error (EndNote does not check spelling). In other words – EndNote will display exactly what the user types into the fields, regardless of any errors or language (see guideline (l)).

(d) The Faculty of Law House Style makes use of *italics* in references. When reading in a reference "by hand" the user will not be able to change the font to *italics* in a field – EndNote is programmed to know what fields must be displayed in *italics* when displaying the final reference.

(e) When typing in an author field in EndNote: 1. type the surname of the author first followed by the initials; 2. type a comma ",," after the surname of the author and separate the initials with full stops "." E.g. Du Plessis, W.J

(f) When typing in an editor field in EndNote: the same guideline applies as stated in (a). EndNote will automatically add the "(eds)" after the editors' names.

(g) When an organisation, government department or formal institution etc. is the author or editor of a reference: type a comma ",," after the name of the organisation, government department or formal institution etc. E.g. Department of Environmental Affairs,
(h) When the author is anonymous: Leave the author field blank. EndNote will generate "Anon" automatically.

(i) When a year/date is unknown (internet sources): Type "date unknown" (without the quotation marks) in the year field.

(j) When typing in a title field in EndNote: Type the title exactly the way it needs to be displayed in the reference (taking capital letters and punctuation marks into consideration). E.g. Environmental Compliance and Enforcement in South Africa: Legal Perspectives

(k) When typing in an edition field in EndNote: type in "st", "nd", "rd" "th" after the edition number. E.g. 4th (Endnote will automatically add the "ed" after the number)

(l) When making use of the Afrikaans EndNote Law Style (when writing your dissertation or thesis in Afrikaans): 1. the same guidelines as mentioned above are applicable; 2. EndNote will generate the reference according to the Afrikaans Fakulteit Regte Huisstyl; 3. when typing in an edition field in EndNote: type an "e" after the edition number. E.g. 2e; 4. type dates, places of publication, legislation, journal names, case names, legislation etc. in Afrikaans (keep guideline (c) in mind).

(m) In general it is expected of the user to add a full stop "." at the end of every footnote in Microsoft Word.

(n) When referencing literature in footnotes it is expected of the user to type the page numbers by hand. E.g. Grové NJ and Otto JM Basic Principles of Consumer Credit Law 34.

(o) When referencing legislation in footnotes it is expected of the user to type the section number and "of the" or "van die" by hand. E.g. Section 4 of the Social Housing Act. Artikel 4 van die Social Housing Act.
(p) When referencing South African Government publications in footnotes it is expected of the user to type the regulation or item number and "in" by hand. E.g. Reg 3(1) in GN R456 in GG 11456 of 24 April 2006.

(q) When referencing international instruments in footnotes it is expected of the user to type the article number and "of the" or "van die" by hand. E.g. Article 2 of the Universal Declaration of Human Rights (1948).

(r) When referencing case law in footnotes it is expected of the user to type the paragraph number by hand. E.g. Free State Cheetahs (Pty) Limited v Mapoe (O) (unreported) case number 4587/2010 of 29 September 2010 par 15.

(s) When referencing internet resources or reports in footnotes it is expected of the user to remove the hyperlink by hand in Microsoft Word (by right clicking on the hyperlink and selecting Remove Hyperlink).
2 EndNote references: Faculty of Law House Style

2.1 Literature

2.1.1 Books

EndNote reference type to use: Book

Example of bibliography reference:

Grové NJ and Otto JM Basic Principles of Consumer Credit Law 2nd ed (Juta Cape Town 2002)

Example of footnote reference:

Grové and Otto Basic Principles of Consumer Credit Law 78.

Fields to complete in EndNote to generate this reference:

| Author:     | Grové, N.J  
|            | Otto, J.M  
| Title:      | Basic Principles of Consumer Credit Law  
| Edition:    | 2nd  
| Publisher:  | Juta  
| Place Published: | Cape Town  
| Year:       | 2002  

2.1.2 Books compiled by editor(s)

EndNote reference type to use: Edited Book

Example of bibliography reference:


Example of footnote reference:

Fields to complete in EndNote to generate this reference:

| Editor:          | Botha, L  
|                 | Van Wyk, A  
|                 | Lourens, L.B  
|                 | King, D.M  
| Title:          | Constitutional Law in South Africa  
| Edition:        | 3rd  
| Publisher:      | Butterworths  
| Place Published:| Durban  
| Year:           | 2000  

2.1.3 Books with chapters by different authors

EndNote reference type to use: **Book Section**

Example of bibliography reference:


Example of footnote reference:

Brand "The Right to Food" 162.

Fields to complete in EndNote to generate this reference:

| Author: (this is the author of the chapter) | Brand, D  
| Editor:                                   | Brand, D  
|                                           | Heyns, C  
| Title: (this is the title of the chapter) | The Right to Food  
| Book title:                               | Socio-Economic Rights in South Africa  
| Edition:                                  | * This field is available if it is needed.  

**7**
2.1.4 Conference contributions

2.1.4.1 Published conference contributions

EndNote reference type to use: **Conference Paper**

Example of bibliography reference:

Reickhardt M "Legal Liabilities" in Chamber of Mines *Environmentally Responsible Mining in Southern Africa Conference* (25-28 September 2001 Johannesburg) 4-23

Example of footnote reference:

Reickhardt "Legal Liabilities" 4-7.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Author</th>
<th>Reickhardt, M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Legal Liabilities</td>
</tr>
<tr>
<td>Conference Location</td>
<td>Chamber of Mines</td>
</tr>
<tr>
<td>Conference Name</td>
<td>Environmentally Responsible Mining in Southern Africa Conference</td>
</tr>
<tr>
<td>Date</td>
<td>25-28 September</td>
</tr>
<tr>
<td>Year of Conference</td>
<td>2001</td>
</tr>
<tr>
<td>Place Published</td>
<td>Johannesburg</td>
</tr>
<tr>
<td>Pages</td>
<td>4-23</td>
</tr>
</tbody>
</table>
2.1.4.2 Unpublished conference contributions

EndNote reference type to use: Conference Proceedings

Example of bibliography reference:

Reickhardt M "Legal Liabilities" Unpublished contribution delivered at the Chamber of Mines Environmentally Responsible Mining in Southern Africa Conference (25-28 September 2001 Johannesburg)

Example of footnote reference:

Reickhardt "Legal Liabilities".

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Author</th>
<th>Reickhardt, M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Legal Liabilities</td>
</tr>
<tr>
<td>Conference Location</td>
<td>Chamber of Mines</td>
</tr>
<tr>
<td>Conference Name</td>
<td>Environmentally Responsible Mining in Southern Africa Conference</td>
</tr>
<tr>
<td>Date</td>
<td>25-28 September</td>
</tr>
<tr>
<td>Year of Conference</td>
<td>2001</td>
</tr>
<tr>
<td>Place Published</td>
<td>Johannesburg</td>
</tr>
</tbody>
</table>

2.1.5 Theses and dissertations

EndNote reference type to use: Thesis

Example of bibliography reference:

Robberts K Environmental and Mining Authorisations in South Africa (LLM-dissertation University of Pretoria 2011)

Example of footnote reference:

Robberts Environmental and Mining Authorisations in South Africa 32.
Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Author</th>
<th>Robberts, K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Environmental and Mining Authorisations in South Africa</td>
</tr>
<tr>
<td>Thesis type</td>
<td>LLM-dissertation</td>
</tr>
<tr>
<td>University</td>
<td>University of Pretoria</td>
</tr>
<tr>
<td>Year</td>
<td>2011</td>
</tr>
</tbody>
</table>

### 2.1.6 Journal articles

EndNote reference type to use: **Journal Article**

**Example of bibliography reference:**

De la Harpe S and Van der Walt T "The Right to Pre-trial Silence as Part of the Right to a Free and Fair Trial – An Overview" 2005 *AHRLJ* 70-90

**Example of footnote reference:**

De la Harpe and Van der Walt 2005 *AHRLJ* 78.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Author</th>
<th>De la Harpe, S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Van der Walt, T</td>
</tr>
<tr>
<td>Title</td>
<td>The Right to Pre-trial Silence as Part of the Right to a Free and Fair Trial – An Overview</td>
</tr>
<tr>
<td>Year</td>
<td>2005</td>
</tr>
<tr>
<td>Journal</td>
<td>AHRLJ (Abbreviate the journal title or use the full title according to personal preference)</td>
</tr>
<tr>
<td>Pages</td>
<td>70-90</td>
</tr>
</tbody>
</table>
2.1.7 Newspaper articles

EndNote reference type to use: **Newspaper Article**

Example of bibliography reference:

Hartely G "DA Rails at Selebi’s Use of Crime Figures" *Business Day* (18 July 2006) 4

Example of footnote reference:

Hartely *Business Day* 4.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Reporter:</th>
<th>Hartely, G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>DA Rails at Selebi’s Use of Crime Figures</td>
</tr>
<tr>
<td>Newspaper:</td>
<td>Business Day</td>
</tr>
<tr>
<td>Issue date::</td>
<td>18 July 2006</td>
</tr>
<tr>
<td>Pages:</td>
<td>4</td>
</tr>
</tbody>
</table>

2.1.8 Other literature resources

EndNote reference type to use: **Report (available on the internet)**

Example of bibliography reference:


Example of footnote reference:

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Author:</th>
<th>Food and Agriculture Organisation of the United Nations,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Guide on Legislation for the Right to Food</td>
</tr>
<tr>
<td>Year:</td>
<td>2009</td>
</tr>
<tr>
<td>URL:</td>
<td><a href="http://www.fao.org/3/a-i0815e.pdf">http://www.fao.org/3/a-i0815e.pdf</a></td>
</tr>
<tr>
<td>Access date:</td>
<td>12 April 2015</td>
</tr>
</tbody>
</table>

2.2 Case law

2.2.1 Reported

EndNote reference type to use: Case

Example of bibliography reference:

*President of the Republic of South Africa v Hugo* 1997 4 SA 1 (CC)

Example of footnote reference:

*President of the Republic of South Africa v Hugo* 1997 4 SA 1 (CC) par 57.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Case Name:</th>
<th>President of the Republic of South Africa v Hugo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporter:</td>
<td>1997 4 SA 1 (CC)</td>
</tr>
</tbody>
</table>

2.2.2 Unreported

EndNote reference type to use: Case

Example of bibliography reference:

*Free State Cheetahs (Pty) Limited v Mapoe* (O) (unreported) case number 4587/2010 of 29 September 2010
Example of footnote reference:

*Free State Cheetahs (Pty) Limited v Mapoe (O)* (unreported) case number 4587/2010 of 29 September 2010 par 12.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Case Name:</th>
<th><em>Free State Cheetahs (Pty) Limited v Mapoe (O)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporter:</td>
<td>(unreported) case number 4587/2010 of 29 September 2010</td>
</tr>
</tbody>
</table>

2.3 Legislation

EndNote reference type to use: **Statute**

Example of bibliography reference:

*Social Housing Act* 16 of 2008

Example of footnote reference:

Section 22 of the *Social Housing Act* 16 of 2008

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Name of Act:</th>
<th>Social Housing Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statute Number</td>
<td>16 of 2008</td>
</tr>
</tbody>
</table>

*Special example of the reference* Constitution of the Republic of South Africa, 1996:

EndNote reference type to use: **Statute**

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Name of Act:</th>
<th>Constitution of the Republic of South Africa, (Add a comma at the end of the name of act, no space after the comma)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statute Number</td>
<td>1996</td>
</tr>
</tbody>
</table>
2.4 *International and regional law instruments*

EndNote reference type to use: **Legal Rule or Regulation**

Example of bibliography reference:

*Universal Declaration of Human Rights* (1948)

Example of footnote reference:

Article 2 of the *Universal Declaration of Human Rights* (1948)

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Title</th>
<th>Universal Declaration of Human Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Number:</td>
<td>* This field is available if it is needed. (see next example)*</td>
</tr>
<tr>
<td>Year:</td>
<td>1948</td>
</tr>
</tbody>
</table>

Example of bibliography reference:


Example of footnote reference:


Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Title</th>
<th>Resolution on an International Development Strategy for the Third UN Development Decade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Number:</td>
<td>GA Res 35/56, UN Doc A35/56</td>
</tr>
<tr>
<td>Year:</td>
<td>1981</td>
</tr>
</tbody>
</table>
# 2.5 South African government publications

EndNote reference type to use: **Government Document**

## Example of bibliography reference:

GN R456 in GG 11456 of 24 April 2006

## Example of footnote reference:

Reg 3(1) in GN R456 in GG 11456 of 24 April 2006.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Title:</th>
<th>GN R456</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Number:</td>
<td>GG 11456</td>
</tr>
<tr>
<td>Year:</td>
<td>24 April 2006</td>
</tr>
</tbody>
</table>

## Example of bibliography reference:

Proc R34 in GG 10345 of 13 December 2005

## Example of footnote reference:

Reg 4(c) in Proc R34 in GG 10345 of 13 December 2005.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Title:</th>
<th>Proc R34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Number:</td>
<td>GG 10345</td>
</tr>
<tr>
<td>Year:</td>
<td>13 December 2005</td>
</tr>
</tbody>
</table>

## Example of bibliography reference:

Gen Not 342 in GG 24567 of 24 December 2006

## Example of footnote reference:

Item 342 in Gen Not 342 in GG 24567 of 24 December 2006
Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Title:</th>
<th>Gen Not 342</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Number:</td>
<td>GG 24567</td>
</tr>
<tr>
<td>Year:</td>
<td>24 December 2006</td>
</tr>
</tbody>
</table>

2.6 Internet resources

2.6.1 General internet resources

EndNote reference type to use: Web Page

Example of bibliography reference:


Example of footnote reference:

Clarkson 1998 http://webjcli.ncl.ac.uk.

Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Author:</th>
<th>Clarkson, C.M.V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year:</td>
<td>1998</td>
</tr>
<tr>
<td>Title:</td>
<td>Culpability</td>
</tr>
<tr>
<td>URL:</td>
<td><a href="http://webjcli.ncl.ac.uk">http://webjcli.ncl.ac.uk</a></td>
</tr>
<tr>
<td>Access date:</td>
<td>21 May 2009</td>
</tr>
</tbody>
</table>

Example of bibliography reference:


Example of footnote reference:

Department of Labour date unknown http://www.labour.gov/doc/health.
Fields to complete in EndNote to generate this reference:

<table>
<thead>
<tr>
<th>Author:</th>
<th>Department of Labour,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year:</td>
<td>date unknown</td>
</tr>
<tr>
<td>Title:</td>
<td>Health and Safety Issues</td>
</tr>
<tr>
<td>URL:</td>
<td><a href="http://www.labour.gov/doc/health">http://www.labour.gov/doc/health</a></td>
</tr>
<tr>
<td>Access date:</td>
<td>25 November 2010</td>
</tr>
</tbody>
</table>

*Please see (s) of the General Guidelines regarding the removal of a hyperlink in Microsoft Word.

3 Inserting a footnote in Microsoft Word

(i) In Microsoft word, place the cursor where you want to insert the footnote reference mark.

(ii) Click on the References tab, and select "Insert Footnote".

(iii) Click on the Endnote tab in Microsoft Word, select "Go to EndNote".

(iv) Now the EndNote program will open.

(v) Select the citation that you wish to insert and click on .

(vi) Or alternatively, in Microsoft Word on the on the EndNote tab click on "Insert Citation".

(vii) Search and select the citation that you wish to insert and click on "Insert".

(viii) To add cited page nos in footnote, place your cursor in your footnote citation then click on EndNote tab>>”Edit & Manage citation(s).”

(ix) In the pop up box at the bottom enter cited pages in “pages” option then click OK.
4 How to automatically import a Journal Article reference to EndNote:

Here are a few examples of how to import a journal article into your EndNote library.

Just a general tip: If an import/cite to EndNote option is not available in a database, look for an RIS file option (see example 5.3 of HeinOnline).

It is very important when making use of this option to do a quality check afterwards. Please ensure that all the fields that are required are correct.

4.1 Google scholar

i. Access Google scholar form the Library's website.

ii. Click on "Settings".

iii. Under bibliography manager, select "Show links to import citations into" and change it to "EndNote".

iv. Click on "Save".

v. Under each source there will be an option "Import into EndNote", select this option and choose the option "Open with: Endnote...".

vi. Click on "OK".

4.2 Sabinet

i. Open the article of your choice on Sabinet.

ii. The "Export citation" option will be on the right side of the screen.

iii. Select the option and select "Endnote".

iv. Choose the option "Open with: Endnote...".

v. Click on "OK".
4.3 HeinOnline

i. Open the article of your choice on HeinOnline.

ii. The "Cite" option will be on the top left side of the screen.

iii. At the bottom of the pop-up choose "Export RIS file".

iv. Choose the option "Open with: Endnote...".

v. Click on "OK".

vi. Choose the Import filter "RefMan RIS".

How to convert your Microsoft Word Document to Plain Text.

The reason why these steps are included in these guidelines is because EndNote struggle to formulate a bibliography according to the requirements of the Faculty of Law House Style.

The Faculty of Law House Style requires of a writer to firstly display the short footnote reference, followed by the full bibliographical reference:

Example:
Van Wyk Planning Law

Van Wyk J Planning Law 2nd ed (Juta Cape Town 2012)

EndNote (at this stage) is unable to display the short footnote reference first.

Therefore, at the very end of your writing process you should disconnect Endnote from your document to convert the document to plain text.
This will enable you to copy and paste the short footnote reference before every full bibliographical reference. (and make further changes to your references should you wish to do so).

To convert a document to plain text, follow the following steps:

i. On the EndNote tab in Microsoft Word, select "Convert Citations and Bibliography".

ii. Select the "Convert to plain text" option.

iii. Microsoft Word will now inform you that you are about to create a new copy of your document that disconnects Endnote from the new document. The old document (with EndNote connected) stays exactly where it is saved.

iv. Click on "OK".

v. Save the new document.

vi. Now you have a plain text document where you can make changes according to your needs.