

## Lexis®Library Guide

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Online version of this guide:  
<http://libguides.ials.sas.ac.uk/guides>

IALS website  
<http://ials.sas.ac.uk>

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## Lexis®Library Introductory Guide

### About the database

Lexis®Library is a database of legal publications from the United Kingdom, Ireland, the European Union, the Commonwealth, the United States and other jurisdictions; it also covers international law.

The main part of Lexis®Library covers UK, Irish and EU law, plus a few foreign and international law titles that are published in the UK, such as *West Indian Reports* and *Asian Journal of International Law*.

For US law, most of the Commonwealth and international law material, and publications from other jurisdictions, click on the Sources tab (top right of home page) and select International Content.

This guide is tailored to IALS Library's Lexis subscription; for general guides, videos and e-learning resources, see [www.lexisnexis.co.uk/help-and-support/lexis-library](http://www.lexisnexis.co.uk/help-and-support/lexis-library).

### Accessing Lexis®Library

Onsite access: from IALS Library's Law Databases page (<https://ials.sas.ac.uk/library/legal-databases-and-digital-resources/law-databases>), select Lexis®Library, then click 'Access onsite at IALS'. Please note that only readers with *academic status* are entitled to use Lexis at IALS Library.

Remote (offsite) access is restricted to IALS students, IALS fellows and IALS staff. Readers from other institutions can usually get remote access via their own college or university website.

### Home page

The main options offered on the Lexis home page are:

- *Search Lexis®Library*: searches all the UK, Irish and EU content; can be limited to one type of material, e.g. journals.
- *Find a Title*: use to search by title for a journal article, a UK or Irish case, or UK legislation.
- *Find a Source* (part of *Find a Title*): use this to access a specific publication, e.g. *Modern Law Review*, or a specific collection, e.g. *EU Legislation*.

## United Kingdom content

- Cases: over 50 UK law reports, including *The Law Reports*, the *All England Law Reports* and the *Weekly Law Reports*; unreported cases from 1980 onwards, consisting of *Official Transcripts*, *Judgments* and collections of tribunal decisions.
- Legislation: primary legislation, as amended, from the UK Parliament, the Scottish Parliament and the Welsh Assembly; UK, Scottish and Welsh\* statutory instruments (SIs), as amended; historical versions of acts and SIs back to 1998 (earlier versions available on request; retained EU legislation.F

Does not include: UK acts and UK SIs applying only to Scotland; Northern Ireland orders; acts of the Northern Ireland Assembly; local legislation, unless relating to London.

\*Welsh SIs are found in the 'UK Parliament SIs' collection.

- Journals: about 130 full-text law journals and newsletters are available on the Journals page; most of them focus on UK, international or European law.
- Journals Index: abstracts from about 150 law journals and newsletters, 1995 onwards; date coverage varies from title to title. (Lexis®Library's source description says >500 titles indexed, but this is out of date.)
- Commentary: *Halsbury's Laws*, the multi-volume encyclopedia of the law of England and Wales, and more than 60 other books and encyclopedias; a number of newsletters; explanatory notes to primary legislation.
- News: national and local newspapers, including *The Times*.
- Current awareness: UK legal news, including a Bill Tracker and an Appeal Tracker.
- *Words & Phrases Legally Defined*: a dictionary of judicial and statutory definitions from the UK, Australia, Canada and New Zealand (access using 'Find a Source', on home page).

## Searching for UK cases

Click on the 'Cases' tab to open the case research page.

Search for a specific case by party name ('Case name'), citation and/or other criteria.

To find any cases on a given topic, or any cases citing a particular case / particular legislation, use the *Search Terms* box; this searches the full text of every judgment.

The Lexis case citator, 'Case Overview', is included in the cases collection. It uses a system of traffic light signals to indicate if a case has been reversed, applied, considered and so on; it also provides case summaries.

## Searching for UK legislation

Click on the 'Legislation' tab to open the legislation research page.

To find a particular act or statutory instrument, use the Title and Year boxes and tick 'Act' or 'SI'. To specify a section of an act (et cetera), use the Provision box.

To find any legislation on a particular topic (or legislation referring to a particular case, or to other legislation), enter key words in the Search Terms box.

## Searching for journal articles

The Journals tab provides a collection of mostly UK, European and international law journals, as well as Lexis' Journals Index.

To select a single journal (instead of 'All Subscribed'), click on 'Browse' (on the left).

On the Journals tab you can search for a known journal article by author, title and/or citation.

To find any articles on a given topic, use the Search Terms box.

To browse journals by title and year, click on Browse (to the left). To search one particular journal, or one particular volume or issue of a journal, select it from the browse list, tick 'Search on selected items only', then enter search terms in Quick Search.

## European Union official publications

The EU collection on Lexis consists of primary and secondary legislation, cases, preparatory legislative documents, international agreements, the *Official Journal*, C series, parliamentary questions.

The quickest route to the EU material is via 'Find a Source', on the home page: simply type in **EU legislation**, **EU Treaties** (primary legislation), **EU cases**, or **EU Materials** and click 'Find'. Alternatively, open the Sources tab (top right), select 'Browse Sources', then switch the 'United Kingdom' default to 'European/European Union' and wait for the page to refresh.

## Commonwealth material

The main Commonwealth collections consist of material from Australia, Canada, New Zealand, Malaysia and South Africa. To see this material, open the Sources tab (top-right of Lexis@Library home page) and select 'International Content'.

Exceptions: Commonwealth titles that are published in the UK, such as *West Indian Reports* and *Law Reports of the Commonwealth*, are located in the main part of Lexis@Library, not in the International Content section. Access them using 'Find a source' on the Lexis@Library home page, or via the Sources tab (Sources - Browse Sources - choose jurisdiction from 'Country' drop-down menu).

### Overview of Commonwealth content

- Commonwealth as a whole: *Law Reports of the Commonwealth* (access using 'Find a Source' on the Lexis@Library home page).

- Australia: Australian Commonwealth (national) and state/territory cases, and 15 journals (see Sources – International Content; N.B. some Australian journals are under ‘United States’).
- Canada: Federal and provincial cases and legislation and more than 20 journals (see Sources – International Content; N.B. many Canadian journals are under ‘United States’).
- Caribbean: *West Indian Reports* (in main part of Lexis®Library, not on International Content platform; access using ‘Find a Source’).
- India: *Jindal Global Law Review* (International Content platform, under ‘United States’).
- Malaysia: legislation, cases, *Malayan Law Journal*, *Malaysian Court Practice* (International Content platform).
- New Zealand: cases, *New Zealand Law Journal*, *Laws of New Zealand* (an encyclopedia of New Zealand law).
- South Africa: legislation; *Butterworths South African Constitutional Law Reports*

## United States material

Lexis contains vast databases of US material, including:

- federal and state legislation
- federal and state cases
- about 750 journals (see United States – Secondary Materials)
- about 200 books, including the American Law Institute’s *Restatement of the Law* series (see United States – Secondary Materials).

To browse the US content, click on ‘Sources’ (top-right of Lexis®Library home page) and select ‘International Content’, then ‘United States’. You can search the list of US titles, and/or filter by type of material (e.g.cases).

The search facility on the International Content platform defaults to all jurisdictions: click on the down-arrow to select US content only.

### TIPS

To find a section of the *United States Code Service* (which contains federal legislation as amended, arranged by subject), set the search facility to cover ‘US Statutes and Legislation’ and enter the code citation, e.g. **17 USCS 203**.

To search by key word within the US Code: under ‘Browse Sources’, find and select *United States Code Service*, then use ‘Search within this source’.

Federal laws as passed are on Lexis under *United States Statutes at Large* or *USCS - Public Laws*.

To find material for a particular US state: under 'Browse Sources', select 'United States', then enter the state's two-letter abbreviation in 'Search for sources': **mi** for Michigan, **ca** for California and so on (lists of these abbreviations are available on the internet).

### **International law material**

International law material is found in the main (UK) part of Lexis®Library as well as on the International Content platform:-

European Court of Human Rights cases: see Sources - Browse Sources – Europe/European Union – Cases;

International Court of Justice and GATT/ WTO: see Sources – International Content – International Law (GATT/WTO cases are under 'Administrative Materials');

Treaties involving the United States: see Sources - International Content – United States – Search for sources: treaties;

Journals of international law: some on main (UK) Journals tab; others on International Content platform).

### **Other jurisdictions**

Lexis also has material from:-

France: see Sources – International Content

Hong Kong: see Sources – International Content

Ireland: see Sources – Browse Sources – filter by country

Lexis also has the Lex Mundi guides, e.g. *Lex Mundi's Guide to Doing Business in Brazil*. These are on the International Content platform, under 'United States'.

### **Lexis search methods**

#### **Connectors**

Focus your search using connectors between key words and phrases:

**and** to search for more than one word/ phrase: **medical and negligence**

**or** to search for alternatives: **kidney or renal, EU or European Union**

**and not** to exclude a term: **capital allowance and not property**

**w/n** to specify proximity: **medical w/5 negligence** (within 5 words of)

**w/s** to find words/phrases occurring in the same sentence: **treaty w/s interpretation**

**w/p** to find words/phrases in the same paragraph:  
**interpretation**

**treaty w/p**

### Phrases

With one exception, the search facilities on Lexis®Library automatically read consecutive words as a phrase. Thus, if you enter **unfair dismissal** it will only find the two words next to each other and in the same order. The exception is the search facility at the top of the home page, 'Search Lexis®Library'. If you are using this and you want to find an exact phrase, put it in double quotation marks, for example "**unfair dismissal**".

On the International Content platform, phrases must be entered in double quotation marks.

### Wildcards

- Truncation: to find variations of a word, add the ! symbol (exclamation mark) to its stem: for example, **acqui!** will find *acquire*, *acquires*, *acquisition* and other words starting with 'acqui'.
- Single character wildcard: to replace a single character, use the \* symbol (asterisk): for example, **wom\*n** will find *woman* or *women*, **bank\*\*** will find *banker* or *banked*, but not *banking* or *bankrupt*.

For more information about connectors and wildcards, see 'Search tips' on the various Lexis®Library search pages, or open the Help page. On the International Content platform, click on 'Search Help', above the search box.

### Editing a search

In the main (UK) part of Lexis®Library, the search results page has a 'Search within results' option; enter additional key words here to narrow down the search. To go back and amend the search, click on the pencil icon (top right), then add more terms and/or specify proximity (w/n, w/p, w/s: see above).

On the International Content platform, the search box is visible above the list of results, allowing you to add words to your original search and/or specify proximity.

### Printing, emailing and downloading

On the main (UK) Lexis®Library platform, print, email and download icons appear at the top after you have run a search or opened a document.

N.B. It is not advisable to add things to the My Documents folder (main/UK platform), because Lexis will only keep the contents of 'My Documents' *while you are using Lexis*. If you stop using Lexis for a few minutes the documents will be lost.

On the International Content platform, print/email/download icons appear when you open a document.

If you need help with Lexis®Library, please ask at the Library Enquiry Desk, email [ials@sas.ac.uk](mailto:ials@sas.ac.uk), or use the live chat at <https://ials.sas.ac.uk/library>