

Westlaw Guide

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<http://libguides.ials.sas.ac.uk/guides>

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

About the Database

Westlaw is a database of law publications from the UK, the European Union, the US, the Commonwealth and a few other jurisdictions. It also has public international law material.

IALS Library's suscription covers Westlaw UK and Westlaw International Materials (IM). estlaw IM is accessed via Westlaw UK's Services menu.

This guide is tailored to cover IALS Library's subscription; for general Westlaw guides, see <<https://legalresearch.westlaw.co.uk/learning-support/>>.

Accessing Westlaw UK and Westlaw IM

From the IALS [Electronic Law Library](http://ials.sas.ac.uk/library/legal-databases-and-digital-resources/electronic-law-library) (<<http://ials.sas.ac.uk/library/legal-databases-and-digital-resources/electronic-law-library>>), click on 'Westlaw UK'.

Select 'Access onsite at IALS'; please note that only IALS Library members with *academic status* are entitled to use Westlaw.

Remote (off-site) access to the IALS account is only available to IALS academic staff and students registered to study at IALS - other readers should ask their own college or university about remote access to Westlaw.

When Westlaw UK opens, you will get a 'My Westlaw' pop-up (shown below), which offers personalisation features. Click 'Skip' if you are not interested in this.



To access Westlaw International Materials, go into Westlaw UK, open the Services menu and select 'International Materials', as shown below:



Overview of Content

Westlaw UK

Most of Westlaw UK's content relates to UK law, but Westlaw UK also has EU documentation; European, African and international journals; and European law reports.

UK Legislation:

- public and general acts, as amended, from all four UK parliaments/assemblies, including Northern Ireland orders.
- UK local acts and Church of England measures 1991 - ; some earlier local acts.
- historical versions of UK legislation: acts 1991 - ; selected SIs 1948 - .
- secondary legislation as amended (except local statutory instruments):-
 - All UK statutory instruments (SIs) 1991 onwards; large selection 1920-90.
 - Scottish SIs 1999 onwards
 - Wales SIs 1999 onwards (use Search – browsing not available)
 - Northern Ireland statutory rules 1996 onwards.

Cases: about 45 UK law reports, including *The Law Reports (Appeal Cases, Chancery Division, Queen's Bench* and so on) and the *Weekly Law Reports*; UK unreported cases 1967 onwards.

Many European series published in the UK are also found on the Cases page of Westlaw UK, including *Common Market Law Reports, European Human Rights Reports* and *European Patent Office Reports*.

Journals: over 100 full-text law journals/newsletters, covering UK, European, international and African law.

Legal Journals Index (1986 -): an index to over 1000 law journals and newsletters, with abstracts. Mostly covers UK titles, but also many European and international titles, plus a few focusing on Africa, Asia or the Middle East.

Current Awareness: legal news from the UK, the EU and international organisations.

Books: more than 250 books and encyclopedias, including *Chitty on Contract*, the *White Book (Civil Procedure)* and Redfern and Hunter's *Law and Practice of International Commercial Arbitration*.

European Union official publications: cases, primary and secondary legislation, international agreements, preparatory legislative documents, *Official Journal C* series.

Insight: an online encyclopedia of UK law.

Index of Legal Terms: a database of legal definitions incorporating Stroud's Judicial Dictionary and other sources.

Regulatory Guidance (access via Current Awareness page), 1995 onwards*: UK government circulars, codes of practice, command papers, consultation documents, guidance documents, parliamentary papers, practice directions, reports, HMRC manuals; European and international materials.

* Circulars, codes of practice and command papers are available in full within Westlaw from 2010 onwards, as pdf downloads, but at present the rest of this collection is made up of abstracts with links to the full text on external websites.

Westlaw International Materials (IM)

Westlaw IM contains the following material (not an exhaustive list):

- US federal and state cases and legislation; over 1,000 US journals; over 2,500 US books and encyclopedias, including *Corpus Juris Secundum*.
- Canadian federal and provincial cases and legislation; about 60 Canadian journals/ newsletters; about 65 Canadian books, including the *Canadian Encyclopedic Digest*.
- Australian federal and state cases; a few journals and one book.
- International law: US treaties, EU treaties, tax treaties and arbitration treaties; International Court of Justice cases, a large collection of arbitral awards and related material; international law journals.
- A few publications from New Zealand, Hong Kong, Singapore and elsewhere.

Westlaw UK

Home page



The screenshot shows the Westlaw UK home page. At the top, there are navigation tabs for 'Insight', 'Cases', 'Legislation', 'Journals', 'Current Awareness', 'EU', and 'Books'. Below these is a search bar with the text 'Search Westlaw UK' and a 'Search' button. To the left of the search bar are several checkboxes for filtering results: 'Insight', 'Cases', 'Legislation', 'Journals', 'Current Awareness', 'European Union', 'Document Free Text', 'Document Title', and 'Terms in Context'. To the right of the search bar is a sidebar with two sections: 'Two great ways to start your' and 'Index of Legal Terms'. The 'Two great ways to start your' section includes 'Westlaw UK Insight' and 'Start searching Insight'. The 'Index of Legal Terms' section includes 'Search for definitions of legal terms' and 'Jowitt, Stroud and Osborn or w cases and journals. All with link'.

Screenshot reproduced from Westlaw UK by kind permission of Thomson Reuters

There is a basic search facility on the home page. For detailed research, use the dedicated pages for cases, journals and so on – see the grey tabs across the top.

TIP: If you get lost, click on the Westlaw UK logo to return to the home page.

Researching UK cases

From the home page, click on **Cases**. Basic searching and browsing facilities are available on the Cases page; there is also an Advanced Search option, which offers searching by date, court, legislation or case cited and other criteria.

Searching

Use the search form to find a specific case, or all cases on a given topic, for example:

- Party Names: **Pepper v Hart**
- Citation: **1993 AC 593** (brackets and full stops may be omitted)
- Free Text: **“benefits of directors”** (finds all cases mentioning this phrase)

Click on ‘List of Connectors’, or ‘Cases Help’ for further guidance.

Each case on Westlaw UK comes with a ‘Case Analysis’, consisting of a summary, the appellate history, cases citing/cited, legislation cited, links to commentary in articles and books, and other information.

Browsing

To browse all the available case sources, click on ‘Law Reports and Transcripts’ in the lower part of the Cases page. If you select a title from the list, e.g. *British Company Cases*, you can then search within that series only, or click on a particular volume to see the cases it contains.

Researching UK legislation

Select **Legislation** from the home page to display the Legislation page, which has Search and Browse sections. *Advanced Search* allows you to focus your search, for example you can limit it by date.

Searching

Find a particular act or statutory instrument (SI) use ‘Act/SI Title’, for example:

Act/SI Title: **Human Rights Act 1998**

To find any legislation on a particular topic, use ‘Subject/keyword’ and/or ‘Free Text’:

Subject/Keyword: **“corporate governance”**

Click on ‘List of Connectors’ or ‘Legislation Help’ for further guidance.

From the list of legislation search results, choose ‘Arrangement of Act’ or ‘Arrangement of SI’ - meaning the contents list of the act or SI. The contents list gives links to the full text of each provision, as well as a pdf version of the whole act or SI.

Annotations are available for all Acts of Parliament, Acts of the Scottish Parliament, Welsh Measures and selected Statutory Instruments from 2007 onwards, and for key pre-2007 legislation as well.

The Overview Document attached to each act or SI gives details of amendments and commencement (this information is also found at the end of each provision within an act or SI). For acts, the Overview Document lists SIs made under the act; for SIs it gives the enabling provision. Links to journal articles discussing the act or SI are also available.

Browsing

Use the **Browse** pane on the Legislation page to view legislation by year, title or jurisdiction (UK, Scotland, Wales or Northern Ireland). Wales SIs do not appear in the browse pane, but they can be retrieved by searching the legislation collection.

You can combine searching and browsing: for example, select Scottish Acts, then do a free text search for *defamation*; the search will be restricted to acts of the Scottish parliament.

Journals on Westlaw UK

Click **Journals** on the home page to display the journal research page. There is a 'Search' section and a 'Browse' section. The Advanced Search facility offers additional search criteria, such as Cases Cited and Legislation Title.

Articles from 114 journals/newsletters are available in full, together with abstracts of articles from another 900 or so journals. Most of the journals are published in the UK and are primarily concerned with UK law, but European, international and some other journals are also covered.

Searching

To find articles on a topic, use Subject/Keyword box and/or Free Text, for example:

Subject/Keyword: **“money laundering” sanctions**

The results page offers filters by date range, jurisdiction, topic and other criteria.

To find a specific article, enter part of the title and the author's surname, for example:

Article title: **“right to health”**
Author: **Adusei**

Click on 'List of Connectors' for tips on constructing a search.

Browsing

Select either 'Abstracted Articles', which lists all the journals indexed and abstracted by Westlaw UK, or 'Full Text Articles', which lists the journals from which articles are available in full.

Once you have selected a journal from the browse lists, you can search that journal only: for instance, from the 'Full Text Articles' list, select *European Intellectual Property Review*, then use the search facility to search within EIPR only.

EU official publications

From the Westlaw UK home page, click on **EU** for a dedicated search page covering EU legislation, cases and other official documents. The EU content can be browsed using the links in the lower part of the page.

Advanced Search is often the best option for EU research on Westlaw, because it lets you restrict your search to legislation only, or cases only (and so on).

TIP: To search by *Official Journal* citation, use the 'Publication Reference' boxes on the search screen. For example, to look up Official Journal L 96, 29/03/2014 p.149:

Publication Reference: Year: **2014** Vol: **96** Page: **149**

Westlaw International Materials (IM)

Navigation

To access Westlaw IM, open Westlaw UK, go to the *Services* menu, then select 'International Materials'.

The International Materials homepage covers jurisdictions *other than the United States*. Select a jurisdiction, for example Australia, or a material type, for example Cases. You may also select a collection from the list on the right, such as World Journals or International Arbitration Materials.

If you know exactly which publication you are looking for (e.g. *Sydney Law Review*), or which collection (e.g. *International Court of Justice Decisions*), start typing its name in the search box at the top of the page, then select it from the list of suggestions that comes up.

Once you have selected a jurisdiction, material type, publication or collection, you can search it using the basic or advanced search facilities (see top of each page).

US content

To get to the US publications from the International Materials screen, click on the 'Thomson Reuters Westlaw' logo, top-left, or select 'U.S. Materials' from the menu on the right. Both options take you to Westlaw's US home page, where you can browse All Content, Federal Materials, State Materials and so on.

To go back to International Materials from the US home page, select 'International Materials' from the All Content tab (third column).

Selecting a US jurisdiction

The search facility on the US home page defaults to 'US Federal' – click on this to switch to 'All States' or other options. Alternatively, select a state from the State Materials tab.

Searching by citation

Enter the citation in the search box, for example **22 F.Supp. 388** (meaning volume 22 of the *Federal Supplement*, page 388.)

Public international law content

Some public international law content is under the heading 'International Administrative Materials', then 'Multi-National Administrative Materials' (starting from the Westlaw IM homepage). This includes International Court of Justice cases, the ASIL series *International Legal Materials*, and collections of international economic law and international environmental law material.

Many journals of international law are in the World Journals Collection, but some of them only appear in the US or Canadian journal collections.

US treaties: start typing **United States treaties** into the search box and select the option 'United States Treaties and International Agreements' when prompted. To find US treaties by browsing from the US home page, select 'Administrative Decisions & Guidance' > 'Federal Administrative Decisions & Guidance' > 'Department of State'.

For other treaties, see the following collections on Westlaw IM:

European Union
Arbitration Materials
International Economic Law Documents
International Environmental Law Documents
International Taxation (RIA)

Journals on Westlaw IM

Westlaw International Materials has a World Journals collection, which contains selected law journals from the United States, United Kingdom, Australia, Canada and other jurisdictions. There is a link to World Journals on the International Materials home page.

To look at US journals only, go to the US screen (click on logo, or 'US Materials') and select 'Secondary Sources' - 'Law Reviews and Journals'.

NB There are more US journals in the US collection 'Law Reviews and Journals' than in the World Journals collection. The same goes for other jurisdictions: for example there are 12 Canadian journals in the World Journals collection but about 60 on the Canada page ('All Canadian Journals').

For journals from elsewhere, follow the jurisdiction links from the Westlaw IM home page.

Westlaw Search Methods

Westlaw UK and Westlaw International Materials interpret strings of key words differently, for example, if you type **arbitration competition germany** :-

Westlaw UK reads it as **arbitration AND competition AND germany**, so it will find every document in which all three words appear.

Westlaw International Materials reads it as **arbitration OR competition OR germany**, so it will find every document in which one or more of these words appears.

This means that when using Westlaw International Materials, it is best to use connectors (such as **and**) between all your search terms.

Connectors and other commands

or to find alternatives:	kidney or renal EU or European Union
and to find all words:	frontier and benin and niger
% (meaning 'not') to exclude:	capital allowance % property
quotation marks for a phrase:	"leasehold reform"
/n to specify proximity:	medical /5 negligence (finds 'medical' within 5 words of 'negligence'; any number can be used)

/s for words in the same sentence: **treaty /s interpretation** (finds 'treaty' in the same sentence as 'interpretation')

/p for words in the same paragraph: **treaty /p interpretation**

! to find word variations: **bank!** (finds 'bank', 'banks', 'banker', 'banking', et cetera.)

Editing a search

If a search produces too many results, use the filters on the results screen, or select 'Edit Search' to add more words or make other changes. Alternatively, add more words to the 'Search Within Results' box at the top of the results list.

Printing, Saving and E-Mailing

Westlaw UK: the envelope icon towards the top right-hand corner of the results list or displayed document offers printing, saving or emailing options.

Westlaw International Materials: the green download icon - towards the top right-hand corner of the results list or displayed document - offers printing, saving or emailing.

My Westlaw alerts and folders

When Westlaw UK opens, a 'My Westlaw' pop-up appears:



If you click on 'Create Profile' and set up a My Westlaw Profile, you can:

- create alerts to tell you about new publications on your topic or changes in the status of a case
- save your search results to your own folder on Westlaw UK
- view your 'research trail' ('Settings and Tools' – 'Trail') to go back to searches and documents you have accessed in the previous 14 days

Alerts

To set up an alert to keep you updated, after logging in with your My Westlaw password, you have the following options:

- Alerts on a broad topic: select 'Alerts' at top of screen, tick topics of interest and select frequency (e.g. fortnightly).
- Tailored alerts: search Westlaw UK using key words and filters appropriate to your specific topic. On the results page, click on the alarm clock icon ('Save as alert') to create an alert based on your search.
- Case updates: to be alerted about changes to a particular case, find the case on Westlaw, then click on the alarm clock icon. Westlaw will notify you if the case is overruled, appealed, or cited by another case (et cetera).

More information about alerts is available from the Thomson Reuters [UK Law Student website](http://uklawstudent.thomsonreuters.com/) (<<http://uklawstudent.thomsonreuters.com/>>).

Saving results to My Folders

While logged in to My Westlaw, you can create folders in which to save documents:-

- Run a search
- From the search results page, select the documents you want to keep.
- Click on the yellow folder icon and create a folder in which to put the documents (or add the documents to a folder that you have previously created).

If you need any help with Westlaw, please ask at the Enquiry Desk, or contact us by:

- telephone: 020 7862 5790
- e-mail: ials@sas.ac.uk