

Westlaw Guide

Revised August 2019

Library enquiries
020 7862 5790

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

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

About Westlaw

Westlaw is an online service providing law publications from the UK, the European Union, the US, Canada, Australia and a few other jurisdictions, as well as international law material.

IALS Library's subscription to Westlaw is for academic use only. It covers two services: Westlaw UK and Westlaw International Materials (Westlaw IM).

This guide is tailored to cover IALS Library's subscription. For general Westlaw information, see: <<https://legalsolutions.thomsonreuters.co.uk/en/products-services/westlaw-uk.html/>>.

Accessing Westlaw on-site at IALS

- Go to the [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>>);
- Select Westlaw UK for UK/ EU law, or Westlaw International Materials for other jurisdictions;
- Select '**Access onsite at IALS**'.

Please note that only IALS Library members with *academic status* are entitled to Westlaw at IALS.

Remote access

Remote access to Westlaw on the IALS account is restricted to *IALS staff, IALS fellows and IALS students*. Other members of IALS Library should ask their own college or university about remote access to Westlaw.

For remote access, IALS staff, fellows and students should:

- Select Westlaw UK or IM from the Electronic Law Library
- Click on 'Remote access...'
- Log in using your Shibboleth ID and password, the same ID and password as for StudyOnline and IALS email accounts, etc. (firstname.lastname + your chosen password). IALS uses Shibboleth for remote access to Westlaw and Practical Law only, not for other online services.

Overview of Westlaw Content

Westlaw UK

Most of Westlaw UK covers UK law, but it also includes EU material, ECHR and EPO cases and journals focusing on European, African and international law.

The following list is not exhaustive: full content details are given in the Westlaw UK User Guide (available within Westlaw).

Legislation

- Public and general acts, as amended, from all four UK parliaments/assemblies;
- UK local acts 1991 onwards, plus 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;
- retained EU legislation;
- bills from the UK Parliament, Scottish Parliament and Welsh Assemblies (2015/16 session onwards for UK Parliament, 2016 onwards for other bills).

Cases

- About 50 UK law reports, including *The Law Reports (Appeal Cases, Chancery Division, Queen's Bench Division, Family Division), Weekly Law Reports and English Reports*;
- UK transcripts (unreported cases) 1967 onwards;
- Several European series, including *Common Market Law Reports, European Human Rights Reports and European Patent Office Reports*.

Full details of the cases collection are given in the Westlaw UK User Guide (available within the database).

Journals

- 115 full-text law journals/newsletters, covering UK, European, international and some foreign law;
- abstracts of articles from more than 1,000 law journals/newsletters (1986 onwards), covering UK, European, international and some foreign law.

Full details of the journals collection are given in the Westlaw UK User Guide.

Current Awareness

Legal news from the UK, EU and international organisations: see Westlaw UK User Guide.

Books (via 'Viewing' menu)

More than 300 books and encyclopedias, including *Chitty on Contract* and the *White Book*.

European Union (via 'More' tab)

- EU official publications: cases, primary legislation (the Treaties), secondary legislation, international agreements, preparatory legislative documents, information and notices from the *Official Journal C* series;
- European law journals

Index of Legal Terms (via 'More' tab)

A database of legal definitions, incorporating *Stroud's Judicial Dictionary* and other sources.

Policy & Guidance (via 'Legislation' tab)

- UK government circulars, codes of practice, consultation documents, guidance documents, parliamentary papers, practice directions, reports, HMRC manuals;
- European and international documents.

Some policy and guidance documents are on Westlaw in full, while others are available via links to official websites.

Westlaw International Materials (IM)

Westlaw IM contains US, Canadian, Australian and other legal material. The US content has a separate homepage – see 'U.S. Materials' link, marked below:

The screenshot shows the Westlaw International Materials (IM) homepage. At the top, there is a search bar and navigation links. Below the search bar, there are two main columns. The left column contains a list of 'Jurisdictions' (Australia, Canada, European Union, Hong Kong, Korea, United Kingdom, Other International Jurisdictions) and a list of 'Content Types' (Cases, Administrative Materials, Legislation, Treatises, Journals, Current Awareness, Court Documents, Legal Memoranda, Jury Verdicts, Forms). The right column contains a list of links under the heading 'PRACTICAL LAW', including 'Practical Law Global', 'RELATED LEGAL' (International Materials Index, Academic Library, Government Library, European Practitioner Library, World Journals, UK Research, EU Research, Global Competition & Antitrust, International Arbitration Materials), and 'RELATED NEWS' (International News). A red arrow points to the 'U.S. Materials' link in the 'RELATED LEGAL' section.

Westlaw IM homepage, showing link to US content

Westlaw IM includes the following (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; pleadings, briefs and other Canadian court documents; about 60 law journals or newsletters; about 70 books (under 'Treatises'), including the *Canadian Encyclopedic Digest*;
- Australian federal and state cases; three journals and one book (*Corone's Competition Law in Australia*).
- International law:
 - US treaties, EU treaties, *RIA Tax Treaties*, *International Environmental Law Documents* (treaties), *International Economic Law Documents* (treaties);
 - cases from the International Court of Justice, the Rwanda and Yugoslavia international criminal tribunals and the Iran-US Claims Tribunal;
 - arbitral awards, model laws, treaties and related material (*International Arbitration Materials*);
 - international law journals (included in *World Journals* and *International Law Reviews and Journals*)
- Material from New Zealand, Hong Kong, Korea, Singapore and elsewhere.

Searching and browsing Westlaw UK

Researching UK cases

The Cases tab on Westlaw UK provides about 50 series of law reports and a collection of transcripts, together with details of cases cited/citing, legislation cited, links to commentary and other information.

More information: see Westlaw UK User Guide (available within Westlaw).

Searching

The Cases tab allows you to find a specific case, or any cases on a particular topic, for example:

- Parties: **Pepper v Hart**
- Citation: **1993 AC 593**
- Free Text: "**benefits of directors**" (finds all cases mentioning this phrase)

To search by date, legislation cited, court and other criteria, click on 'More options'.

You can also search pending cases and permissions to appeal, but only brief details of these are available under the IALS subscription.

Browsing

The Law Reports tab lists all the available series. If you click on a title, for example, *British Company Cases*, you can then browse by volume or year, or search within BCC by case title.

The Courts tab has news of recent cases, books on civil and criminal procedure, court rules and links to practice notes on the Practical Law service.

Researching UK legislation

Westlaw UK includes UK legislation and legislation from Scotland, Wales and Northern Ireland. It gives details of commencement, amendments, statutory instruments made under acts, enabling provisions for SIs and legislation citing. It also provides annotations and gives links to commentary in books and journals. *More information:* see Westlaw UK User Guide (available within Westlaw).

Searching

To find a particular act or statutory instrument, search by title, for example:

Title: **Data Protection Act 2018**

Title: **Protection of Wrecks (Designation) (England) Order 2017**

You can also search by SI number using the Title field, for example:

Title: **2014/3253**

To find legislation on a particular topic, use a free text search, for example:

Free Text: **equality and “protected characteristics”**

Browsing

Open the Primary & Secondary tab to browse by jurisdiction - UK, Scotland, Wales* or Northern Ireland - and type of legislation. You can then drill down further, or search by title.

*Wales statutory instruments are under ‘United Kingdom’

Journals on Westlaw UK

The Journals collection brings together over 100 full-text journals and abstracts of articles from another 900 or so journals. Most of them are published in the UK and are primarily concerned with UK law, but European, international and some other journals are also covered.

More information: see Westlaw UK User Guide (available within Westlaw).

Searching

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

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

To find a specific article, enter part of the title and the author’s family name, e.g:

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

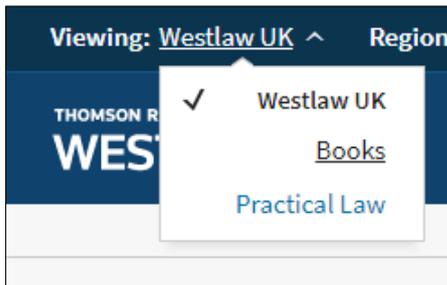
Browsing

All the journals covered by Westlaw UK are listed on the Publications tab, whether available in full, or only abstracted; select 'Full-text only' if required. You can browse the list alphabetically, or use Search by Publication Title to find a particular journal.

Once you have selected a journal, you can select a year and drill down to an article. Alternatively, you can search the journal by article title.

Books

On the new Westlaw platform, the books are accessed via the Viewing menu:



You can search the whole collection of more than 300 books, or select a particular book. The collection can be filtered by area of law, jurisdiction or publisher.

European Union material

To find the EU collection on the new Westlaw UK, click on 'More'.

The collection includes EU legislation, cases from *Reports of Cases* (also known as the *European Court Reports*), preparatory legislative documents and other EU official publications. On the new platform, journals and books are also available on the EU page.

Basic and advanced search facilities are provided.

Searching and browsing Westlaw International Materials (IM)

The Westlaw International Materials home page covers jurisdictions other than the United States. To browse US content, click on the Westlaw logo or select 'U.S. Materials' from the list on the right. There is a link from the US page back to 'International Materials'.

If you know exactly which publication or collection you want (for example, *Sydney Law Review*, *International Court of Justice Decisions*), start typing its name in the search box on the International Materials home page, then select it from the list of suggestions that comes up. This works for US and non-US titles.

You can also use the International Materials search facility to search by journal or law report citation (US or non-US), e.g. **22 F.Supp. 388**, or **41 Sydney L. Rev. 73**.

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

Selecting a US jurisdiction

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

International law content

Some international law content is under the heading 'International Administrative Materials' > 'Multi-National Administrative Materials' (starting from the Westlaw IM page). 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 included in the World Journals collection on the IM homepage. but some of them only appear in the US or Canadian journal collections.

US treaties: start typing **United States treaties** into the IM search box and select the option 'United States Treaties and International Agreements' when prompted. To find US treaties 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

The World Journals collection contains law journals from the United States, United Kingdom, Australia, Canada and elsewhere. There is a link to World Journals on the right-hand side of the Westlaw IM home page.

To look at US journals only, go to the US page (via Westlaw logo or 'US Materials' link) and select 'Secondary Sources' - 'Law Reviews and Journals'.

There are more US journals in the US Law Reviews and Journals collection than in World Journals. The same goes for other jurisdictions, for example there are about six times as many Canadian journals on the Canada page of Westlaw IM than there are in World Journals.

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.)

Printing, saving and e-mailing

On Westlaw UK you can print, save or email documents by clicking on the appropriate icons, located in the top right-hand area of the screen.

On Westlaw IM, click on the envelope icon to open the printing, saving and downloading menu.

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

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