

## Westlaw Guide

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### 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 materials.

IALS Library's subscription is for academic use only. It covers Westlaw UK and Westlaw International Materials. Westlaw International Materials is accessed from Westlaw UK, via the Services menu.

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

### Overview of Content

#### Westlaw UK

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

#### UK Legislation:

- primary legislation, as amended, from all four UK parliaments/assemblies; includes Northern Ireland orders.
- secondary legislation as amended (except local statutory instruments):-
  - All UK statutory instruments (SIs) 1991 onwards; large selection 1920-90.
  - Scottish SIs and Welsh Assembly SIs
  - Northern Ireland statutory rules 1996 onwards.
- UK local acts and Church of England measures 1991 - ; some earlier local acts.
- Historical versions of UK legislation: acts 1991 - ; selected SIs 1948 - .

Cases: about 50 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; also many European series, including *Common Market Law Reports* and *European Human Rights Reports*.

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

Legal Journals Index (1986 - ): an index, with abstracts, to over 1000 law journals and newsletters. Mostly covers UK titles, but also many European and international journals, 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*, *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.

### **Westlaw International Materials**

Westlaw International Materials contains the following material:

- US federal and state cases and legislation; almost 1000 US journals; about 2000 US books, including the encyclopedia *Corpus Juris Secundum*.
- Canadian federal and provincial cases and legislation; about 59 Canadian journals and newsletters; more than 60 books, including the *Canadian Encyclopedic Digest*.
- Australian federal and state cases; a few journals and one book.
- International law: treaties, International Court of Justice cases, a large collection of arbitral awards; journals.
- A few publications from New Zealand, Hong Kong, Singapore and elsewhere.

### **Accessing Westlaw**

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'. 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, 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:



## Westlaw UK Home Page

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 links across the top.

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

### How to find cases

From the Westlaw UK 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:

- **Pepper v Hart** in the Party Names box
- **1993 AC 593** in the Citation box (brackets and full stops may be omitted)
- **“benefits of directors”** in the Free Text box

Click on Terms and Connectors for further help with searching.

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

## Browsing

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

## How to find 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) using the 'Act/SI Title' box, 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 'Terms and Connectors' for help with constructing a search.

From the list of search results, choose 'Arrangement of Act' or 'Arrangement of SI' (meaning the contents list of the act or SI), which gives links to the full text. A pdf version of the whole act or SI is available from the contents list page.

Details of amendments and commencement are found at the end of each section of each act or SI. Annotations are available for selected acts.

The Overview Document attached to each piece of legislation lists amendments and commencement information. For acts, it lists SIs made under the act and for SIs it gives the enabling provision. Details of journal articles citing the act or SI are also available.

## Browsing

Use the **Browse** pane in the lower half of the Legislation page to choose from lists of legislation by year, title or jurisdiction (UK, Scotland, Wales or Northern Ireland).

You can combine searching and browsing: for example, browse to find Scottish legislation, then do a title search for "human rights" - the search will cover Scottish legislation only.

## Journal research

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 about 100 journals or newsletters are available in full, together with abstracts of articles from another 700 or so journals. Most of the journals are primarily concerned with UK law, but European, international and some other journals are also covered.

## Searching

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

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

The search results page offers filters by date range, jurisdiction, topic, et cetera.

To find a specific article, enter part of the title and the author’s family name, for example:

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

Click on ‘Terms and 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 within that journal only: for instance, from the ‘Full Text Articles’ list, select *European Intellectual Property Review*, then use the search facility to search that journal only.

Please note that there are many other sources of e-journals at IALS, including Westlaw International Materials (see below), Lexis@Library, HeinOnline, JSTOR and EBSCO.

## EU official publications

From the Westlaw UK home page, click on **EU** for a dedicated search page covering EU official documents, including legislation and cases. Search and Browse facilities are available. Advanced Search facility is often the best option because it lets you restrict your search to legislation only, or cases only (et cetera).

**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

Open Westlaw UK, then go to the *Services* menu and select ‘International Materials’.

The default ‘International Materials’ homepage covers jurisdictions *foreign to the United States*. Select a jurisdiction, for example Australia, or a material type, for example Cases; alternatively, select a collection from the list on the right, such as World Journals or International Arbitration Materials.

There are basic and advanced search facilities at the top of the page.

## US content

To access US publications from the International Materials page, click on the 'Thomson Reuters Westlaw' logo, or select 'US Material' from the menu on the right. Both options take you to the US homepage (to go back, 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.

## Browsing US content

To see what sort of US content is available, click on the 'Westlaw Next' logo. This brings up a US research page with tabs for All Content, Federal Materials, State Materials and so on.

## 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.)

## International law content on Westlaw International Materials

To find international law content, such as International Court of Justice cases and ASIL's *International Legal Materials* series, use the 'International Materials Index' (on the right-hand side of the International Materials home page).

## Journals on Westlaw International Materials

Westlaw International Materials has a World Journals collection, which contains 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 the 'US Materials' link) and select 'Secondary Sources' - 'Law Reviews and Journals'.

## Westlaw Search Methods

Westlaw UK and Westlaw International Materials interpret strings of key words differently. 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

<b>or</b> to find alternatives:	<b>kidney or renal</b> <b>EU or European Union</b>
<b>and</b> to find all words:	<b>frontier and benin and niger</b>
<b>%</b> (meaning 'not') to exclude:	<b>capital allowance % property</b>
quotation marks for a phrase:	<b>"leasehold reform"</b>
<b>/n</b> to specify proximity:	<b>medical /5 negligence</b> (finds 'medical' within 5 words of 'negligence'; any number can be used)
<b>/s</b> for words in the same sentence:	<b>treaty /s interpretation</b> (finds 'treaty' in the same sentence as 'interpretation')
<b>/p</b> for words in the same paragraph:	<b>treaty /p interpretation</b>
<b>!</b> to find word variations:	<b>bank!</b> (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

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



The screenshot shows a login window titled "Log in to My Westlaw UK Profile". It contains the following fields and options:

- Email: [text input field]
- Password: [text input field]
- Client ID: ukadvlegal-245
- Options:  Remember me,  Don't show me this page again
- Buttons: Log In, Skip
- Footer links: [Create Profile](#), [Password Settings](#), [About My Westlaw UK](#)

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).

Further information about alerts is available from the Thomson Reuters [UK Law Student website](#).

### **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](mailto:ials@sas.ac.uk)