

Westlaw Guide

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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 at IALS

- Go to the Law Databases page (<<https://ials.sas.ac.uk/library/legal-databases-and-digital-resources/law-databases/>>) and select either Westlaw UK or Westlaw International Materials;
- click 'Access onsite at IALS'; no login is required.

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

Accessing Westlaw remotely

Remote access 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, IALS fellows and IALS students should:

- go to the Law Databases page (<<https://ials.sas.ac.uk/library/legal-databases-and-digital-resources/law-databases/>>) and select Westlaw UK or Westlaw International Materials;
- click 'Remote access';
- log in using your Shibboleth ID and password; this is the same ID and password as for StudyOnline and SAS email accounts:-

firstname.lastname + [your chosen password].

(Shibboleth is for Westlaw and Practical Law only, it is not used for accessing other IALS Library e-resources.)

Overview of Westlaw Content

Westlaw UK

Most of Westlaw UK focuses on UK law, but it also has EU material, cases from the European Court of Human Rights and European Patent Office, and journals focusing on European, African and international law.

The list of content below is not exhaustive: full details are given in the *Westlaw UK User Guide*, which is available via the 'Product support' link at the bottom of each page in Westlaw UK.

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:
 - all UK statutory instruments (SIs) 1991 - ; large selection 1920-1990;
 - Scottish SIs 1999 – ;
 - Wales SIs 1999 - (use Search; browsing not available for this content);
 - Northern Ireland statutory rules 1996 - ;
- retained EU legislation;
- bills and draft statutory instruments/rules (UK, Scottish, Welsh and Northern Irish).

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 1950s onwards (small selection only for the earliest years);
- Several European series, including *Common Market Law Reports*, *European Human Rights Reports* and *European Patent Office Reports*.

More information: see *Westlaw UK User Guide* (via Westlaw's 'Product support' link).

Journals

- 115 full-text law journals/newsletters, covering UK, European, international and some foreign law;
- abstracts of articles from more than 800 law journals/newsletters, 1986 onwards (date ranges vary from title to title), covering UK, European, international and some foreign law.
- Current Awareness

Legal news from the UK, EU and international organisations, covering recent cases, new legislation, policy announcements and so on.

Books

379 books and encyclopedias, including many leading works published by Sweet and Maxwell.

European Union

- EU official publications (EU tab): cases, primary legislation (the Treaties), secondary legislation (directives, regulations, et cetera), international agreements, preparatory legislative documents, information and notices from the *Official Journal C* series;
- European law journals (Journals tab): 10 full-text journals focusing on EU or European law

Index of Legal Terms

A database of legal definitions from legal dictionaries, cases and other sources.

Policy & Guidance (via Legislation tab)

- UK official publications, including government circulars, codes of practice, consultation documents, guidance documents, parliamentary papers, practice directions, reports, HMRC manuals;
- documents from various European and international organisations.

Some of the material in the Policy and Guidance collection is provided in full, while other material is provided 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 page – see ‘U.S. Materials’ link, marked with an arrow below:

Home International Materials [Copy link](#) [Other International Legal Products](#)
Search all International Materials above or navigate to specific content below.

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RELATED NEWS

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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, including the encyclopedia, *Corpus Juris Secundum*;
- Canadian federal and provincial cases and legislation; about 60 law journals/newsletters; about 70 books and encyclopedias, including the *Canadian Encyclopedic Digest*;
- Korean cases and legislation; nine journals;
- Hong Kong cases and legislation; two journals and one book;
- Australian federal and state cases; three journals and one book;
- Other foreign content: books on Chinese law; a few journals from New Zealand, Ireland, Israel, Taiwan and Singapore; legislation from Barbados and the Cayman Islands; a handful of items from other jurisdictions.
- International law:
 - several treaty collections, including: *United States Treaties and Other International Agreements*, *Tax Treaties (RIA)*, *International Environmental Law Documents*, *International Economic Law Documents*;
 - cases from the International Court of Justice, the Rwanda and Yugoslavia international criminal tribunals and the Iran-US Claims Tribunal (International Materials - Administrative Materials);
 - arbitral awards, model laws, treaties and related material (see 'International Arbitration Materials', right-hand side of International Materials (IM) home page);
 - international law journals, in *World Journals* (right-hand side of IM home page) and *International Law Reviews & Journals* (find using search facility).

Searching and browsing Westlaw UK

Researching UK cases

The Cases collection on Westlaw UK consists of law reports and transcripts (published and unpublished judgments). For each case, Westlaw gives details of cases cited/citing and legislation cited, links to commentary and other information.

Searching

The Cases Search page 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'.

Cases Search also has a Pending Actions option and a Permissions to Appeal option. Use these to search pending cases and permissions to appeal. However, under the IALS subscription, only brief details of pending cases and permissions to appeal are available.

The Quantum Reports option on the Cases menu offers a search facility for personal injury lawyers; full access to this is not covered by IALS Library's subscription.

Browsing

Cases - Law Reports displays a list of the available law reports and collections of transcripts. If you select a title - for example, *British Company Cases* - you can then browse by volume or year, or search within BCC by case title.

Cases - Courts displays 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 legislation from all parts of the United Kingdom. It gives details of commencement, amendments, statutory instruments (SIs) made under acts, enabling provisions for SIs, and legislation citing. It also provides annotations and links to commentary in books and journals.

More information: see *Westlaw UK User Guide* (available via 'Product support' at bottom of page).

Searching

Select Legislation Search from the Legislation menu; the default is to search primary and secondary legislation (acts and statutory instruments, et cetera).

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

Title: **Data Protection Act 2018**

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

You can also use the Title field to search by SI number, 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

Select Primary & Secondary from the Legislation menu to browse by jurisdiction (UK, Scotland, Wales* or Northern Ireland); drill down further, or search by title.

*Wales statutory instruments are not available to browse, but they can be accessed using Legislation Search.

Journals on Westlaw UK

The Journals collection consists of 116 full-text journals and newsletters, plus abstracts of articles from about 900 other journals/newsletters; both academic and practitioner titles are included. The date ranges covered vary from title to title; a large proportion of titles are no longer abstracted, often because they have ceased publication.

Most of the journals in the collection are published in the UK and are concerned primarily with UK law. However, European, international and some other journals are also covered.

More information: see *Westlaw UK User Guide*, available via 'Product support' link at bottom of the page in Westlaw UK.

Searching

Select Journals Search from the Journals menu.

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

Subject/Keyword: **“money laundering” and 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

Select Publications from the Journals menu to see a list of all the journals covered by Westlaw UK, whether available in full or only abstracted. Select 'Full-text only' to limit the list to full-text journals. You can browse the list alphabetically, or use Search by Publication Title to find a particular journal.

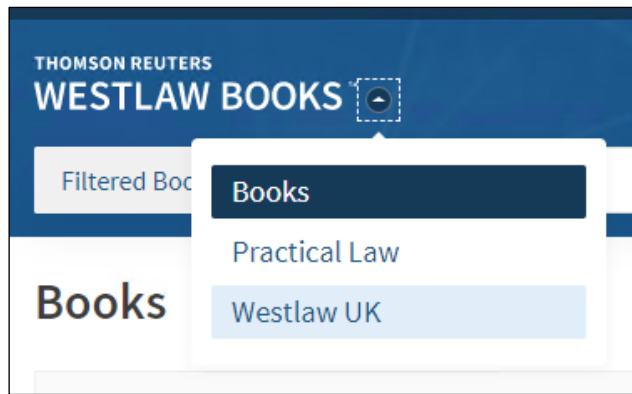
Once you have selected a journal, you can choose a year and drill down to an article. Alternatively, you can search the selected journal by article title.

Books

On the Westlaw Books page you can search the whole collection of 379 books, or select one or more titles.

The collection can be filtered by topic, jurisdiction or publisher.

The Westlaw Books collection opens on a separate platform to Westlaw UK. Click on the small arrow next to 'WESTLAW BOOKS' to return to Westlaw UK, as shown below:



European Union material

The EU page has a search facility for EU legislation, cases from *Reports of Cases* (also known as the *European Court Reports*), preparatory legislative documents and other EU official publications.

Browsing is not available on the EU page.

Searching and browsing Westlaw International Materials (IM)

The Westlaw IM home page covers Australia, Canada and so on, but not the United States: for US content, click on the Westlaw logo, or select 'U.S. Materials' from the list on the right. From the US page there is a link back to the International Materials home page.

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 IM home page, then select it from the list of suggestions that comes up. This works for both US and non-US titles.

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

Once you have selected a jurisdiction, material type, publication or collection, you can search within your selection 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

Most of the public international law material and international commercial law material is on Westlaw IM under 'International Administrative Materials' > 'Multi-National Administrative Materials'. 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 that focus on international law are included in the World Journals collection (right-hand side of IM home page). Some other international law journals

are found in the US and Canadian journal collections (because they are published in the US/Canada). There is a separate International Arbitration collection, available via a link on the right-hand side of the IM home page, under 'Related Material'.

US treaties: start typing **United States treaties** into the IM search box and select '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
- Global Competition & Antitrust: Treaties
- International Economic Law Documents
- International Environmental Law Documents
- International Taxation (RIA)
- Native American Law Treaties

Journals on Westlaw IM

The World Journals collection contains law journals from the United States, United Kingdom, Canada and elsewhere. There is a link to it 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 on IM homepage); select 'Secondary Sources' - 'Law Reviews and Journals'.

NB 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 the default search facility on Westlaw International Materials, it is best to use connectors (such as **AND**) between all your search terms. Alternatively, use Westlaw IM's Advanced Search and enter your search terms under 'Find documents that have... All of these terms' / 'Find documents that have... Any of these terms'.

Looking for this? Westlaw International Materials offers a 'Looking for this?' prompt if you enter search terms that match certain subject headings. For example, if you search World Journals for **corporate governance** it prompts you to click on the matching heading from a drop-down list; if you do click on it, you find yourself on a US

search page for that area of law, not searching World Journals at all. If you ignore the prompt and just click on the search button, it searches as normal.

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
BUT NOT to exclude words:	tax BUT NOT income
% (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.)

*The basic (one-box) search facility on Westlaw International Materials uses an algorithm called WestSearch. This automatically adds terms that are similar to the ones you have entered, which can lead to unexpected search results. WestSearch is not used by proximity searches (e.g. treaty /s interpretation), Advanced Search or certain other searches (see Thomson Reuters guide at <https://tinyurl.com/7k6x8z75>).

Printing, saving and e-mailing

On Westlaw UK you can print, save or email documents by clicking on the appropriate icons, which are located either top-right, or down the right-hand side of the page.

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

If you need help with Westlaw, please ask at the Enquiry Desk, email ials@sas.ac.uk, or use the live chat facility at <https://ials.sas.ac.uk/library>

