IALS INSTITUTE OF ADVANCED LEGAL STUDIES | SCHOOL OF ADVANCED STUDY UNIVERSITY OF LONDON

Westlaw Guide
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About Westlaw

Westlaw is an online service providing law publications from the UK, the EU, the US, Canada, Australia and 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 the IALS subscription; for general Westlaw information, see: <https://legalsolutions.thomsonreuters.co.uk/en/products-services/westlaw-uk.html/>.

Accessing Westlaw at IALS

Connect your device to the IALS Lib wifi network, or use one of the library PCs, then:-

- On the Law Databases page (<https://ials.sas.ac.uk/library/legal-databases-and-digital-resources/law-databases>), select Westlaw UK or Westlaw International Materials;

- click 'Access onsite at IALS'; no login is required.

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 readers should ask their own college or university about remote access to Westlaw.

To log in remotely, IALS staff/fellows/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 with Shibboleth ID and password (same login as StudyOnline & SAS email): **firstname.lastname** + [chosen password].

Shibboleth is also used for Practical Law, but not for 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 content list below is not exhaustive: full details are given under 'Product support' on Westlaw UK.

Legislation

- Public and general acts, as amended (Westminster & devolved legislatures);

- UK local acts 1991 - ; fairly large selection of earlier local acts;

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- 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);
  - Northern Ireland statutory rules 1996 -   (and some earlier SRs, either as amended or in original form)

- retained EU legislation;

- bills and draft secondary legislation (UK, Scotland, Wales, Northern Ireland).

Cases

- About 50 UK law reports, including *The Law Reports* (*Appeal Cases, Chancery Division, Queen's Bench Division*, *Family Division*) and *Weekly Law Report*s.

- 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*;

- abstracts of cases from other law reports (UK and some other jurisdictions)

Journals

- 115 full-text law journals or newsletters (UK, European, international and some foreign law);

- abstracts of articles from more than 800 law journals/newsletters,1986 onwards (dates vary), (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

386 books and encyclopedias, including many leading works.

European Union
- EU tab: EU cases and legislation (primary and secondary), international agreements, preparatory legislative documents, information and notices from the *Official Journal* C series;

- Journals tab: 10 full-text journals focusing on EU or European law, and abstracts from many more.
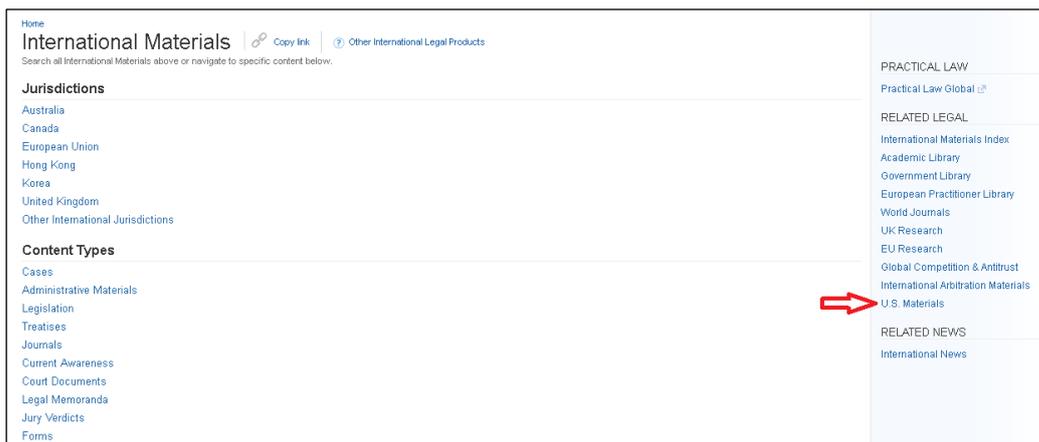
Index of Legal Terms
A database of definitions from legal dictionaries, cases and other sources.

Policy & Guidance (via Legislation tab)
- UK official publications: circulars, codes of practice, consultation documents, guidance, parliamentary papers, practice directions, reports, tax manuals;

- documents from European and international organisations.

Westlaw International Materials (IM)

IALS Library 'sWestlaw IM subscription covers the US, Canada, Australia and some other jurisdictions. The US content has its own page – see 'U.S. Materials' link:

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 cases and legislation, federal and provincial; about 60 law journals/newsletters; about 70 books and encyclopedias, including the *Canadian Encyclopedic Digest*;

- Korean cases, legislation and journals (no longer updated);

- Hong Kong cases and legislation; two journals and one book;

- Australian federal and state cases; three journals and one book;

- Other foreign content: several books on Chinese law; a few journals from New Zealand, Ireland, Israel, Taiwan and Singapore; legislation from Barbados and the Cayman Islands; a few items from other jurisdictions.

- International law:
  - treaties, 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, under *International Arbitration Materials*;

  - international law journals - see *World Journals* and *International Law Reviews & Journals*.

Searching and browsing Westlaw UK

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

Searching
Cases Search allows you to find a specific case or any cases on your topic, e.g:

- Parties: **Pepper v Hart**

- Citation: **1993 AC 593**

- Subject/keyword: **costs** (finds all cases that are substantially about costs)

- 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 tabn and a Permissions to Appeal tab, for searching pending cases and permissions to appeal. However, under the IALS subscription, only brief details of this content 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.

The Dockets collection (Cases menu) has details of filings in ongoing cases.

Browsing
Select Law Reports from the Cases menu to see a list of the available reports and transcripts. If you select a title (for example, *British Company Cases*), you can then browse by volume or year, or search by case name.

The Courts option on the Cases menu displays news of recent cases, books on civil and criminal procedure, court rules and related material.

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

Searching
Select Legislation Search from the Legislation menu. The default is to search primary and secondary legislation (acts and statutory instruments/statutory rules).

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, do a free text search, for example:

Free Text: **equality and** "**protected characteristics**"

This will find any legislation that mentions both equality and protected characteristics.

Browsing
Select Primary & Secondary from the Legislation menu to browse by jurisdiction (UK, Scotland, Wales***** or Northern Ireland) and type of legislation. Next, drill down through the chronological or alphabetical indexes, or search by title.

*Wales statutory instruments are not browseable, but can be accessed using Search.

Journal research
The Journals collection consists of over 100 full-text law journals/newsletters and abstracts of articles from hundreds more. The date ranges vary from title to title; many titles are no longer abstracted, often because they have ceased publication.

More: see *Westlaw UK User Guide,* under 'Product support' on Westlaw UK.

Searching
From the Journals menu, select Journals Search.

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:

Article Title: **"right to health"**
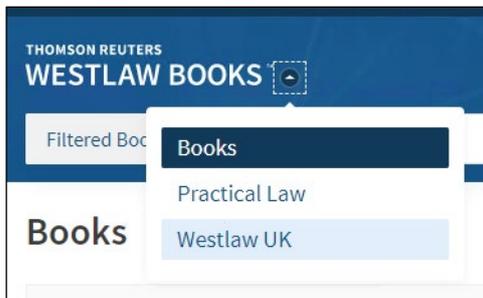Author: **Adusei**

Browsing
Select Publications from the Journals menu to display a list of all the journals and newsletters covered by Westlaw UK; filter by 'Full-text only' if required. Browse alphabetically, or use Search by Publication Title to find a particular journal.

After selecting a journal (for example, *Law Quarterly Review*), choose a year and drill down. Alternatively, you can search the selected journal by article title.

Books
Search the whole collection of 386 books, or select one or more titles. Filter by topic, jurisdiction or publisher if required.

Westlaw Books 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
Westlaw UK's EU tab has a search facility for EU legislation, EU cases, preparatory legislative documents and other EU official publications. Browsing is not available.

Searching and browsing Westlaw International Materials (IM)
Select a jurisdiction – for example, Canada - then browse or search.

For the law of the United States, open the separate US home page by clicking on the 'Westlaw Classic' logo, or select 'U.S. Materials' under 'RELATED LEGAL'. There is a link back to International Materials on the US home page.

If you know which publication you want (for example, *Sydney Law Review*), or which collection you want (for example*, International Court of Justice Decisions*), start typing its name in the Westlaw IM search bar, then select it from the list of suggestions that comes up; this works for both US and non-US material.

You can also search by journal or law report citation (US or non-US) using the Westlaw IM search bar, for example: **22 F.Supp. 388**

   41 Sydney L. Rev. 73

Selecting a US jurisdiction

The search bar on the US home page defaults to 'All Federal'; click on this to switch to 'All States', et cetera. Alternatively, select a state from the State Materials tab.

International law
Most of the public international and international commercial law material is on Westlaw IM under 'International Administrative Materials' > 'Multi-National Administrative Materials'.

The 'World Journals' collection includes about 110 journals focusing on international law (published in the US, Canada and elsewhere). The 'International Law Reviews & Journals' collection consists of 125 US-published law journals focusing on international law, many of which are also in World Journals.

There is a separate 'International Arbitration Materials' collection, under 'RELATED LEGAL' at the side of the IM home page. It consists of cases, awards, rules, model laws, conventions, legislation, guides, books, journals and current awareness (news).

For US treaties, from the IM home page, start typing **United States treaties** into the search bar and select 'United States Treaties and International Agreements'. Alternatively, 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. World Journals is located at the side of the Westlaw IM home page, under 'RELATED LEGAL'.

For US journals only, go to the US page (via Westlaw logo or 'US Materials' link on IM homepage) and select Secondary Sources' > Law Reviews and Journals.

TIP: there are more US titles in the US Law Reviews and Journals collection than in World Journals, and about six times as many Canadian journals on the Canada page as there are in World Journals.

Westlaw search methods
Westlaw UK and Westlaw International Materials interpret strings of key words without connectors differently, for example, if you type **arbitration rules germany**:-

> Westlaw UK reads it as **arbitration AND rules AND germany** and finds every document in which all three words appear;

> Westlaw IM reads it as **arbitration OR rules OR germany** and finds every document in which one or more of these words appears.

If you enter AND and OR connectors on Westlaw IM, however, the algorithm expands your search by adding similar terms. To avoid this, use proximity connectors (see below) instead of AND, or use Advanced Search ('All of these terms').

On Westlaw IM gives a 'Looking for this?' prompt if you enter search terms that match certain subject headings, e.g. if you search World Journals for **corporate governance**, it prompts you to click on the matching heading on a drop-down menu; if you do this, you leave World Journals and land on a US search page. To avoid this, ignore the prompt and click on the search button.

Westlaw automatically finds plurals:

> **child** finds **child** and **children**
> **farm** finds **farm** and **farms**.

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 search bar on Westlaw IM expands certain searches by adding terms that are similar to the ones you have entered, which can give unexpected results. To avoid this, use proximity connectors (/s, /p, /n) or Advanced Search. For more information, see *How to Search with Boolean Terms and Connectors*: https://tinyurl.com/7k6x8z75.

Printing, saving and emailing

On Westlaw UK, click on the printer icon, download arrow or envelope icon, located either top-right or down the right-hand side of the page.

On Westlaw IM, click on the envelope icon to open the print/save/ download 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 ials.sas.ac.uk/library