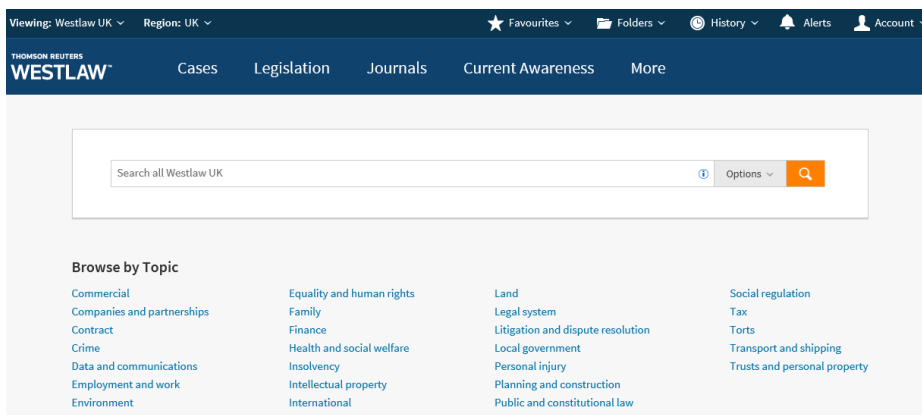


Westlaw Quick Start Guide

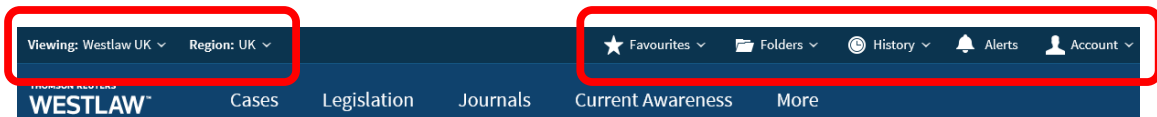


Accessing Westlaw

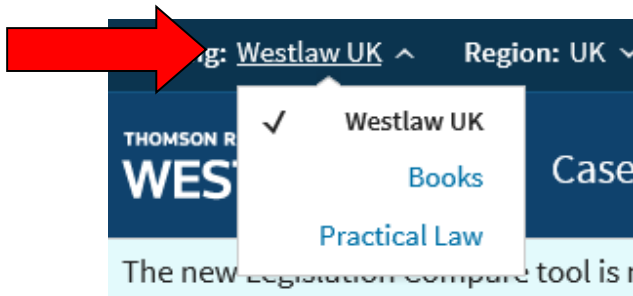
- Access Westlaw from the list of databases on your Study Programme Gateway: <http://onlinelibrary.london.ac.uk/programme>
- Or from the databases section: <http://onlinelibrary.london.ac.uk/resources/databases>
- Log into Westlaw <https://onlinelibrary.london.ac.uk/resources/databases/westlaw> with either your Athens account, or Student Portal username and password.
- For help with accessing Westlaw see the [Login Guide](#).



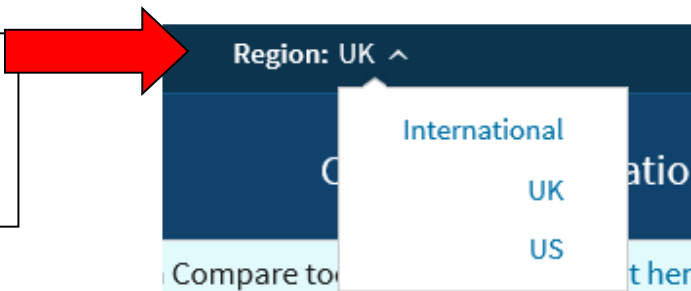
Westlaw UK homepage:



Westlaw UK is selected as default.
To view Books select the down arrow.
Please note: Practical Law is not included in our subscription.



UK is selected by default.
To view **International** or **US** materials select the down arrow.



View your saved **Favourites**.
 Save documents to **Folders**.
 View your search **History**,
 and create **Alerts**

The screenshot shows the top navigation bar with icons for Favourites, Folders, History, Alerts, and Account. A red arrow points from the text box to the Favourites icon.

The screenshot shows a navigation menu with buttons for 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'More'. Below this is a secondary menu with 'More Home', 'Index of Legal Terms', 'Crime', 'Scots Law', 'European Union', 'News', and 'Personal Injury'.

- Select the **Cases**, **Legislation**, and **Journals** sections to go to a search page for that content type. This will help you conduct a more precise and focused search.
- Select **More** to access **European Union materials**.
- Select **More** to access the **Index of legal Terms**, to search for definitions across dictionaries, case law, legislation and journals.

Summary of Westlaw Content

| Cases | Legislation | Journals | Books |
|---|--|---|---|
| <p>The 'official' law reports published by the Incorporated Council of Law Reporting e.g. Appeal Cases, Chancery, Family etc</p> <p>The Weekly Law Reports and English Reports.</p> <p>Specialist law reports e.g. Criminal Appeal Reports, European Human Rights Reports</p> | <p>UK Acts: amended and historic versions from 1991</p> <p>UK Statutory Instruments: amended and historic versions from 1948</p> | <p>Full text of over 100 UK law journals, including the Criminal Law Review, Law Quarterly Review and Public Law.</p> | <p>Access to eBooks, (which are primarily practitioner texts), such as the Palmer's Company Law.</p> |

Searching Westlaw: Home page search box

The screenshot shows the search interface with a search box containing 'Search all Westlaw UK'. Below the search box are filter options for 'Content Types' and 'Topics'. The 'Content Types' section includes checkboxes for Cases, Legislation, Journals, Overviews, and Current Awareness. The 'Topics' section includes checkboxes for Commercial, Companies and partnerships, Contract, Crime, Data and communications, International, Finance, Health and social welfare, Insolvency, Intellectual property, and Personal injury. There is also an 'Options' button and a search icon.

- Search across all selected Westlaw UK content
- Select Options to select a specific content type, or topic for your search.
- Topics (previously called Insight) are pages containing overviews, key materials and articles about the subject area.
- For assistance constructing your search using connectors select the icon.

Searching Westlaw: Cases

Select the **Cases** database from the top navigation bar to search for case reports.

The screenshot shows the Westlaw search interface with the following callouts:

- 1. Search by Citation.** (Points to the Citation search box)
- 2. Search "Free Text" for terms or phrases within the full text of the law report.** (Points to the Free Text search box)
- 3. When searching for cases on a topic, enter your search terms in the "Subject / Keyword" search box.** (Points to the Subject/Keyword search box)
- 4. Browse the list of all available law reports alphabetically, then content by year and volume** (Points to the Law Reports link in the top navigation bar)
- 5. To search by Party Name, enter the name of one or both parties e.g. Carlill v Carbolic Smoke Ball.** (Points to the Parties search box)
- 6. More Options select more options to view more search fields to further refine your cases search.** (Points to the More options link)

Searching Westlaw: Cases – More Options

The screenshot shows the advanced search options in Westlaw with the following callouts:

- 1. Search for defined terms** (Points to the Term Defined search box)
- 2. Limit your search by date range or specify a date by entering it in DD/MM/YYYY format.** (Points to the Date dropdown menu)
- 3. Search Legislation Title or SI name and number for cases which cite legislation or a specific provision.** (Points to the Legislation Title search box)
- 4. Search by court in which the case was heard.** (Points to the Court dropdown menu)
- 5. Search by judge.** (Points to the Judge search box)
- 6. Search by party name for cases citing a specific case.** (Points to the Cases Cited (Party) search box)
- 7. Search by citation for cases citing a specific case.** (Points to the Cases Cited (Citation) search box)

Searching Westlaw: Cases Search Results

1. Search within your results - Points to the search bar within the results area.

2. Filter by topic, Jurisdiction, court, and status - Points to the filter sidebar on the left.

3. Sort by date or relevance the documents. - Points to the 'Date' and 'More detail' dropdown menus.

4. Case results display: Party name, Subject, Keywords, law report citations, with links to the full text where available. Status Icons indicate judicial consideration. - Points to the case entry details.

5. Case Analysis is a good starting point when looking for case law. It provides all the information you need in the first instance - Points to the 'Case Analysis' link in the results.

Case Analysis

Case Analysis is a feature unique to Westlaw UK. To view the Case Analysis document select the party names or the yellow highlighted **Case Analysis** link in the results

1 - Points to the 'Where Reported' section showing citations: [1893] 1 Q.B. 256, [1892] 12 WLUK 16.

2 - Points to the 'Case Digest' section.

3 - Points to the 'Subject' and 'Keywords' section, which includes 'Contracts', 'Commercial law', and 'Advertisements'.

1. **Where reported** lists the citations of where the case was reported case. A link to **full text law reports** are provided if available.
2. **Case Digest** contains a summary and an abstract of the case.
3. **Subject, and Keywords** help you quickly grasp the key issues.
4. **Appellate History** reports progress of the decision in chronological order, through to appeal.

From the table of contents you can also access:

5. Primary References:

- a. **All Cases Cited** lists all the cases that have been cited in the case.
- b. **Key Cases Citing** provides a list of key cases citing the case.

- c. **All Cases Citing** lists all cases that have cited the case.
 - d. **Legislation Cited** provides links to specific sections of legislation cited in the case.
6. **Commentary references** lists relevant books, journal articles and topic overviews with full-text links where available.
7. **Delivery and annotation options:** email, print, download, save, annotate, create an alert to the case.

Searching Westlaw: Legislation

Legislation content is split into three sections:

- Primary & Secondary Legislation – in force legislation.
- Bills & Draft Legislation – including content from Devolved Parliaments and Brexit content.
- Policy & Guidance materials – including Codes of Practice, Consultations and HMRC Manual

The screenshot shows the Westlaw Legislation search interface. At the top, there is a navigation bar with tabs for 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'More'. Below this, there are sub-tabs for 'Legislation Home', 'Primary & Secondary', 'Bills & Drafts', 'Policy & Guidance', 'Latest Legislation', and 'Key L'. The main content area is divided into three sections: 'Primary & Secondary Legislation', 'Bills & Draft Legislation', and 'Policy & Guidance'. Below these sections, there is a 'Terms and Connectors' link.

The search interface includes several input fields and options:

- Title:** A text input field for searching by the Act/SI title.
- Provision Number:** A dropdown menu with 'Any' selected.
- Free Text:** A text input field for searching for terms or phrases within the text of legislation.
- Subject/Keyword:** A text input field for searching for specific topics.
- Statutory Definition:** A text input field for searching for definitions in Acts and SI's.
- Jurisdiction:** A dropdown menu with 'All Jurisdictions' selected.
- Version:** A section with three tabs: 'Status' (selected), 'Since', and 'Point in Time'. Below the tabs are three checkboxes: 'Law Today' (checked), 'Historic Law' (unchecked), and 'Prospective Law' (unchecked).
- Also include legislation only available as originally enacted:** A checked checkbox.
- Search:** An orange button with a magnifying glass icon and the text 'Search'.

Numbered callouts provide additional instructions:

1. Search the **Act/SI Title** field for the Legislation title. If you know the exact title, enter it in quotation marks, e.g. "*Human Rights Act 1998*".
2. Search for a specific **Provision Number**.
3. Search **Free Text** for terms or phrases within the text of legislation. Select **Terms and Connectors** in the top right corner for help constructing a search.
4. If searching for **legislation on a specific topic**, enter your search terms in the **"Subject / Keyword"**.
5. **Statutory Definitions** search for definitions in Acts and SI's.
6. **Version:** search for current historic or prospective law.

Viewing Legislation

7. View a PDF, print, save, email, annotate, and save to a folder.

6. Status Icons indicate current legal status.

8. Compare versions. Compare two versions of a legislative provision - marking up the differences.

1. **Statutory Annotations** - guidance and extensive legal discussion
2. **Provision details** – table of amendments (view the status of a provision as well as any historic and prospective versions, and amendments yet to be applied), commencement date of legislation or section, extent and SIs made under the act.
3. **Primary References** – cases and legislation citing the provision.
4. **Commentary References** – related books, journal articles and topic overviews.

Searching Westlaw: Journals

The article references in your module guide will usually contain all the information you need to find it, e.g. author, title, journal title etc.

Publications: Browse the journals available.

If you are searching for journal articles on a specific topic, enter your search terms in the “Subject / Keyword” search

2. The journal search includes the **Legal Journals Index** which contains over half a million abstracts of articles from English language legal journals.

Please be aware that you may retrieve details of articles from the Legal Journals Index, but not the full text article. You may then need to search the **A-Z Journals List** (<http://zk6qc5fe9p.search.serialssolutions.com/>) to see if the journal is available elsewhere. Select “**More Options**” to reveal more search options.

The screenshot shows a search interface with the following fields and callouts:

- 1. Limit your search by Publication Year.** Points to the 'Date' dropdown menu.
- 2. Enter party names into the Cases Cited (Party) search box to locate articles which discuss a specific case.** Points to the 'Cases Cited (Party)' text input field.
- 3. Search for articles which cite a specific case by citation.** Points to the 'Cases Cited (Citation)' text input field.
- 4. Search Legislation Title for articles referring to a particular Act or SI. Search for a sections of legislation by entering the provision number in the Legislation Provision No. search** Points to the 'Legislation Title' and 'Legislation Provision No.' dropdown menu.

Other visible fields include: Document Type (All), Term Defined, Legislation Title, Legislation Provision No. (Any), and Organisation Cited. A 'Search' button is at the bottom right.

Searching Westlaw: Journals results

The screenshot shows Westlaw search results for the article "The presumption of innocence in English criminal law" by Andrew Ashworth and Meredith Blake. Three callout boxes provide instructions:

- 1. Select abstract or full text here** points to the 'Abstract' and 'Full Text' options in the left sidebar.
- 2. Table of Contents: go to a specific section of the** points to the 'Table of Contents' section in the left sidebar, which lists 'A. The Research Findings' and 'B. The Implications'.
- 3. Delivery options: View a PDF, print, save, email, annotate, and save to** points to the vertical toolbar on the right side of the page.

The main content area displays the article title, author, and a summary of the text. The article title and author name are highlighted in yellow.

Searching Westlaw: Books

To access books select Books from the Westlaw UK drop down menu.



Search the content of all available books here

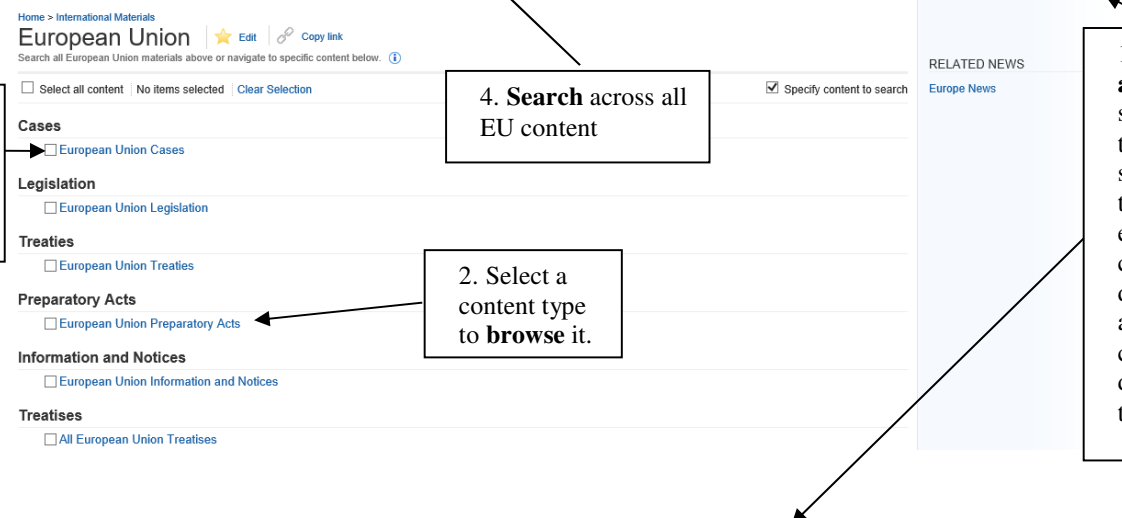
A screenshot of the Westlaw UK search interface. The top navigation bar shows 'Viewing: Books' and 'Region: UK'. Below the navigation bar, there is a search bar labeled 'Filtered Books' with a search icon. The main content area is titled 'Books' and shows a list of 'Filtered Publications (287)'. On the left side, there is a sidebar with filter options for 'Topic', 'Jurisdiction', 'Publisher/Series', and 'Favourites'. The list of publications includes titles like 'A-Z of Civil Litigation 2nd Ed.', 'Aircraft Finance: Registration, Security and Enforcement', and 'Aldridge Leasehold Law'.

Filter eBooks by topic, jurisdiction, publisher, and search by book title.

Searching Westlaw: European Union Materials



Select European Union under “More” to go to the EU materials database.



Advanced Search: European Union

Use at least one field to create a Boolean Terms & Connectors query.

Find documents that have

All of these terms: e.g., construction defect (searched as construction & defect) [Term frequency](#)

Any of these terms: e.g., physician surgeon (searched as physician OR surgeon) [Term frequency](#)

This exact phrase: e.g., medical malpractice (searched as "medical malpractice") [Term frequency](#)

"Exclude documents" requires at least one additional field.

These terms:

Document Fields (Boolean Terms & Connectors Only)

Parties/Title:

Case or Document No.:

Date: All

Subject/Keywords:

Document Type

All Convention Notice

Accession Treaty Corrigendum Opinion

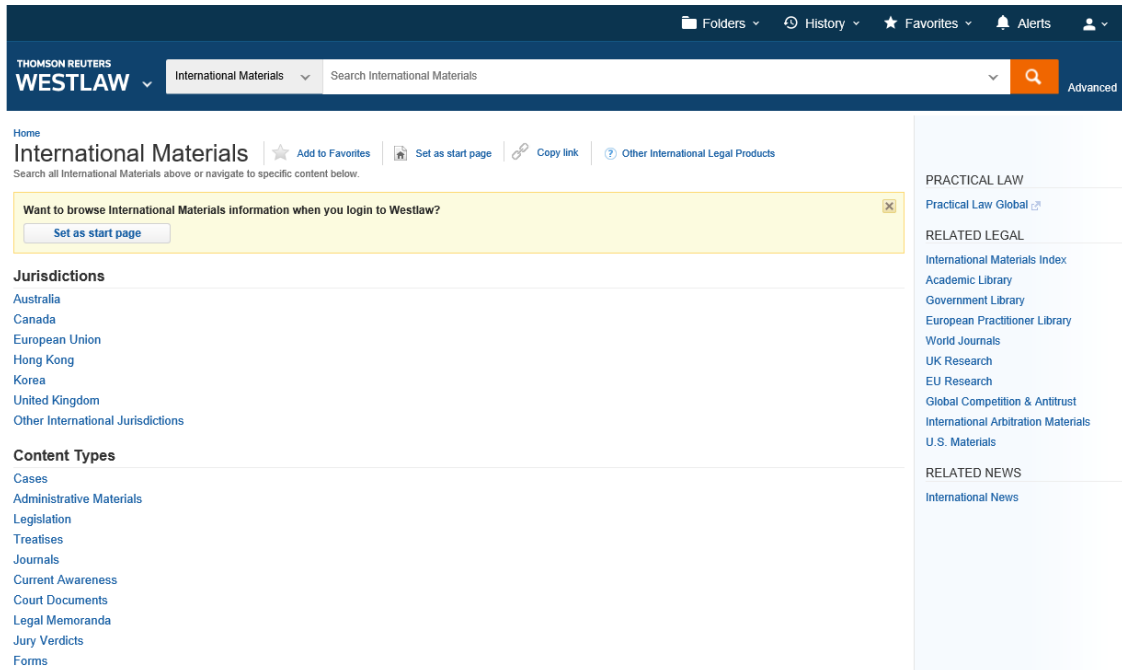
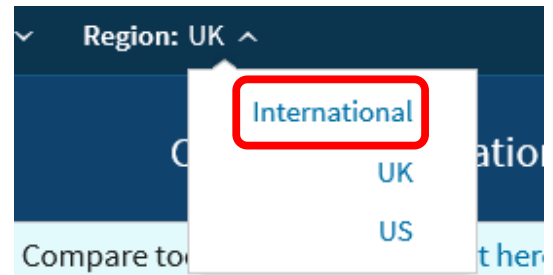
Act Council Asset Order

Connectors and Expanders

| | |
|----|--|
| & | AND |
| /s | In same sentence |
| or | OR |
| +s | Preceding within sentence |
| /p | In same paragraph |
| "" | Phrase |
| +p | Preceding within paragraph |
| % | But not |
| /n | Within n terms of |
| ! | Root expander |
| +n | Preceding within n terms of |
| * | Universal character |
| # | Prefix to turn off plurals and equivalents |

Searching Westlaw: International Materials

To access **International Materials** select the link from the Region drop down menu.



Search across the International Materials database or browse the jurisdictions and content types on the homepage.

Help

Familiarise yourself with the content and functions of Westlaw by viewing the user guides under Product support at the bottom of the Westlaw UK page.

Contact Us

Contact the Online Library Enquiry Service:

<https://onlinelibrary.london.ac.uk/support/online-library-enquiry-service>

By email: onlinelibrary@london.ac.uk

Ask a Librarian Live Chat:

<https://onlinelibrary.london.ac.uk/support/online-library-enquiry-service/ask-librarian-live-chat>

Complete the **Contact Us** enquiry form: http://onlinelibrary.london.ac.uk/about/contact-us?type=library_enquiry,

Or by **telephone** at: (+44) 020 7862 8478.