### IN THIS GUIDE...

(click/tap the titles to access the section)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>About Westlaw</td>
</tr>
<tr>
<td>2</td>
<td>Accessing Westlaw</td>
</tr>
<tr>
<td>3</td>
<td>UK Law Cases</td>
</tr>
<tr>
<td>4</td>
<td>UK Legislation</td>
</tr>
<tr>
<td>5</td>
<td>Journals</td>
</tr>
<tr>
<td>6</td>
<td>eBooks</td>
</tr>
<tr>
<td>7</td>
<td>EU Materials</td>
</tr>
<tr>
<td>8</td>
<td>International Materials</td>
</tr>
<tr>
<td>9</td>
<td>Law Dictionary</td>
</tr>
</tbody>
</table>

Do you have a question about this guide, or want some help? Let us know!

library@rgu.ac.uk  |  (01224) 263450
ABOUT WESTLAW

Westlaw offers access to many British and European Union law cases, British amended and updated legislation, journal articles and some ebooks.

The Index of Legal Terms within the database offers access to a legal dictionary, and a separate window within Westlaw provides a limited amount of international law materials. At Robert Gordon University, this is the most comprehensive legal database so if you don't know where to begin searching, begin here.

Please note that the materials on this database must only be used for non-commercial academic purposes and you must follow the terms and conditions.
ACCESSING WESTLAW

In order to access Westlaw, go to the RGU Library webpage and access the Subject Resources section, then Databases by Subject.

You will see a list of all our available subjects on the Library Guides pages. This database will likely be most used by Law students; however you will find it in other subjects, such as Education, Forensic Science or Social Work.

Select your subject from the list.

Each subject will have a number of available databases, search for Westlaw in the list and click on the title.
An alternative method to find Westlaw is to access the A-Z Resources from Subject Resources (on the RGU Library Webpage), then search for the database under W.

First, you will have to enter Robert Gordon University in the organisation box, and select ‘Sign in’. Then, use your RGU username and password to log in.

You will not have to log in using this box, just select “Skip”. You are now ready to start searching!
UK LAW CASES

BASIC SEARCHING

To begin searching, select Cases on the toolbar to go to the law cases search screen.

Searching By Citation

This search will give you more accurate results for a particular case. For example, in the case of Donoghue v Stevenson [1932] AC 562, the case citation is [1932] AC 562. When you perform the search, you do not have to include any brackets.

Searching By Party Name

This search may find more than one case so be careful to select the correct case.
By Topic

Type in a key word or phrase into either of the boxes labelled "Free text" or "Subject/keyword"; each option may offer slightly different results. Click on Search.

USING FILTERS

If you notice that your search returned too many results, it might be a good idea to use the filters on the left hand side menu to narrow down the results.
ADVANCED SEARCHING

If you know specific details about a case (e.g. citing a particular piece of legislation, or other cases citing a particular case you are using as a starting point), you can use the Advanced Search tool.

In addition to the basic search fields, you can now search cases citing other cases or legislation or by court or judge or date.

VIEW, SAVE AND PRINT

Once you are happy with your search results and you have found the case you are looking for, look under ‘Documents’ and see what is available. To open the file, simply click on one of the links.

You will now have access to the full text of the case.

Look for the icon to print, email or save.
UK LEGISLATION

Westlaw offers fully consolidated acts of Parliament since 1267 and statutory instruments since 1948. "Fully consolidated" means that the acts on the database incorporate all amendments so are the most current versions that you can find; legislation you find freely available on the internet may be in its original unamended form.

BASIC SEARCH

Using the basic search screen will find the latest versions of the legislation, including not yet in force, partially in force or repealed items. First, click on Legislation on the main toolbar.

For articles on a topic, use the Free Text or the Subject field. We usually recommend you use the AC/SI Title search.

For legislation by the name of the act or statutory instrument, use the Act/SI Title field. Use Provisions to specify a particular section.

Sometimes you might see some of the following status icons to the left of the section title.
This is an example search for “health and safety at work”. You can use the filters on the left hand side to narrow down the results.

When you find the document you are looking for, click on “Arrangement of Act” or “Arrangement of SI” to open up a contents listing of the sections of that piece of legislation. If you want to view the whole document, click on the PDF icon. You can alternatively print, download or email.
JOURNALS

Westlaw offers full text articles from a range of legal journal publishers, in addition to a large collection of article abstracts from other legal journals whose publishers do not have an agreement to allow Westlaw to offer the full text.

BASIC SEARCHING

First, click on Journals on the main toolbar.

Use the search boxes to look for a particular article by Author or by Article Title. Alternatively, you can type in key words or phrases in the Free Text or Subject/Keyword boxes, then hit Search.

Searching Tips to Refine your Search!

- AND between two words or will find both words (or phrases) in the same items; For example, health and safety will find both words somewhere in the same article, while “health and safety” will find the phrase.
- ! at the end of shortened words will find all variants of the word beginning with the preceding letters. For example jurisdiction! will find jurisdiction, jurisdictions, jurisdictional etc.
- OR between words will find synonyms or alternative. For example, oil or petroleum or energy
- Search for words appearing in the same sentence by separating them with /s, for example, "human rights" /s europe!
- Search for words appearing on the same paragraph by separating them with /p, for example oil /p contract!
USING FILTERS

Additional to the searching strategies you can use to refine your search, you can also narrow down the results using the filters on the left hand side menu.

A search for “health and safety at work” returns 4000 results. Have a look at the filter options on the side.

To select a filter, tick the checkbox next to the category. When you see a + on the left, there are also subcategories you can look at.

VIEW, SAVE AND PRINT

To open up the full document, click on the available links next to ‘Documents’.

Once you open the document, have a look for the icons to print, download or email.

Full Text Article = the complete article is available on the database;
Legal Journals Index Abstract = only the abstract is on the Westlaw database.
ARTICLE IS NOT IN FULL TEXT?

You need to find the full title of the journal that contains the article before you can check further: the abbreviations will not suffice. Do not guess what it is, as there are many journals with very similar titles. Open up the abstract of the article on the database and the journal title will be spelled out in the reference at the top of the page. Alternatively, use the Cardiff Index of Legal Abbreviations to expand the title.

Now check the Library’s electronic journals list to find if the Library offers the journal on another platform. Remember to check the journal entry to see if the Library has the journal for the date you need it.

If the Library only has paper copies of the journal, distance learning students can request a copy via the Library’s photocopying and scanning service.

Still not found it? Try searching on the internet to see if there is a free copy. Try using both the Google and Google Scholar search engines. Type in one of the author’s surnames, and the article title in quotation marks (so that the search engine searches for the words in that particular order). For example, maher “family law proceedings and intra uk jurisdiction”

Consider placing a request with the Library’s interlibrary loan service; the Library can try to obtain a copy of an article for you from another UK library.
eBooks

Westlaw offers the latest editions of some key legal texts such as Gloag and Henderson: Law of Scotland, Hudson’s Building and Engineering Contracts, Davidson on Arbitration, United Kingdom Oil and Gas Law etc.

BROWSING EBOOKS

To browse the ebooks available on Westlaw, click on Books on the toolbar, then scroll down and browse the list of ebooks in blue. The greyed out titles at the bottom of the list are not included on the RGU subscription.

Click on the title of the book and a screen will open up enabling you to either enter search terms to search the entire book.

Alternatively, you can browse the main volume.
EU Materials

Westlaw offers the following European Union legal materials:

- Cases
- Treaties
- Secondary legislation
- Preparatory documents
- Parliamentary questions
- Information and Notices published in the Official Journal C series

Click on EU on the toolbar to search these.
Westlaw offers a limited range of international law materials, including some law cases and journals. It may be worth searching here if you are looking for American, Canadian or Australian law cases.

On the toolbar click on Services. From the drop down menu click on International Materials, and a new window will open.

You can browse through the headings listed underneath the search box, or you can search for a particular document.

For example, if looking for the American case Reno v. American Civil Liberties Union 521 U.S. 844, type in 521 us 844 and click on Search.

If the case is found on the database then the full text should appear, with the print/download/email options at the top right of the screen, and an option for a PDF version of the case on the top left of the screen.
Law Dictionary

Westlaw offers an Index of Legal Terms, which enables you to search for definitions of legal terms across Jowitt, Stroud and Osborn (legal dictionaries) or within legislation, cases and journals.

From the Westlaw home page, look for Index of Legal Terms on the right side of the screen and click on "Begin to search".