

LS 5087 Critical Legal Thinking and Scholarship: Library Workshop 1

Throughout your course you will be doing a great deal of searching for legal information to write assignments, prepare for tutorials and write a dissertation. The key is to find good quality, relevant information as quickly and efficiently as possible. The two legal research skills workshops offered in your course are designed to help you do this.

Workshop 1 covers planning and refining your searches, searching PRIMO, using PRIMO to identify electronic databases relevant to Law, and searching Westlaw UK for a variety of legal materials. Workshop 2 covers the main features of Lexis@Library and HeinOnline databases, other useful free websites, the importance of evaluating information you find, and the importance of citing and referencing the sources of information you have used in your own work.

The aim of this workshop is to give you practical experience in using library, and other information systems and databases, to refine your information retrieval skills.

This worksheet, and the accompanying PowerPoint presentation, will be available on your course MyAberdeen site and also on InfoSkills (a UoA Library manual of online guides and help) at <http://aberdeenunilibskills.pbworks.com>

Please ask for help at any time you need it.

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Follow the exercises in each step to get a better idea on how to carry out legal information research. Aim to spend a lot of your time investigating Westlaw UK.

Step 1: Plan your search

This is the most important stage in the whole information search and retrieval process. A poor search strategy will result in large numbers of irrelevant results, frustration and wasted time. With practice a good search strategy will find you a manageable number of good quality relevant results. Here are a few things to consider when designing a search:

1. Analyse the legal problem – note keywords that define your topic. To help you do this break down your topic into different concepts (ideas). There are going to be at least two different concepts to consider in a topic.
2. Note all the keywords (synonyms) that relate to each concept, i.e. keywords that mean the same thing for the purpose of your search. For example, *child* or *minor* or *juvenile*.
3. Note acronyms in common use in literature, e.g. *World Trade Organisation* or *WTO*.
4. Decide if singular and plural forms of words are relevant to your search, e.g. *child* or *children*.
5. Note variants of keywords that are relevant to your search, e.g. *parliament*, *parliaments*, *parliamentary*. Only search for variants of keywords if they are relevant.
6. Note spelling differences, e.g. US and UK English forms such as *organization* or *organisation*; *labor* or *labour*.

7. Note any limiting factors in your search, e.g. date range, document type.
8. Note leading researchers and research institutions.
9. Reconstruct your search strategy using the Boolean operators *or* and *and*.
10. Use the PRIMO portal to e-resources to identify databases that will supply you with relevant results. Use the **Show Info** link to find out content, scope and search rules.
11. Apply the correct search rules (e.g. truncation; "quotation marks" for phrases; proximity commands) for each database. The bad news is that every database has search rules that are slightly different to any of the others! A chart outlining the search rules for some of the major databases used at this University is included in this work-pack.

Example: a search for legal information on decommissioning oil and gas offshore installations

Design a search strategy to use on Westlaw UK:

	Concepts (Topics)	Alternative Keywords or Phrases	
↑ & (and) ↓	Topic 1	decommission!	abandon!
	Topic 2	"offshore installation!"	"offshore platform!"
	Topic 3	"oil and gas"	
		← or →	

Based on my keywords and concepts I might begin my searches with this search strategy:

decommission! or abandon! & "offshore installation!" or "offshore platform!"

Follow the example search above to design a search for one of your assignments.

	Concepts (Ideas)	Alternative Keywords or Phrases	
↑ & (and) ↓	Concept 1		
	Concept 2		
	Concept 3		
		← or →	

Step 2: Search PRIMO

Use PRIMO to find books and journal titles on your reading lists and general texts that might help with background reading on a topic. It will tell you everything the University library holds, and this includes electronic as well as print materials. It won't tell you everything that has been published on your subject. You need to use databases containing current legal and related research (journal articles) to find this information.

It is possible to link out from PRIMO (and the library catalogue) to electronic journals and books. Make sure that you have your personal computer or laptop set up with the University's web proxy address to have problem-free access to our databases. See page 6 for more details.

Remember PRIMO searches effectively only at title level across legal materials – you can search for journal titles but you will find few journal article titles; you can search for titles of books but you cannot search for chapters in books.

TIP: You cannot use complex or in-depth search strategies on PRIMO – you will be far more successful if you do more general searches across a wider topic, e.g. *oil and gas law*.

1. To access PRIMO go to <http://www.abdn.ac.uk/library/collections/> and follow the link *Search Using PRIMO*.

① All our libraries have dedicated PCs for searching PRIMO and the library catalogue; they are commonly referred to as OPACs (Online Public Access Catalogue).

2.a. Find a book on your reading list

Example: John S. Lowe, *Cases and materials on oil and gas law* (West Group 2002)

1. Use the **basic** Google-type **search box** (PRIMO opens on this search option)
2. Type the author's family name and one or two keywords from the title into the **Aberdeen Collections** search box, in any order: **oil lowe gas**
3. Click on **Search**
4. To find where the book is click on **Availability** on the item record
5. What library is the book held in? _____
6. What collection is it held in? _____
7. Is the book available to borrow? _____
8. What is the shelfmark (location)? _____

2.b. Find material on a topic, e.g. oil and gas law

1. Scroll to the top of the PRIMO search page, click on **Advanced Search**.
2. In the first search box type: **oil OR gas** (exactly as written)
Make sure the **Any** field search is selected (default).
In the second search box type: **law? OR legislation**
① The truncation symbol for PRIMO is a ? (question mark). Type this symbol at the end of the *stem* of a keyword to find an extra letter, i.e. you place the ? at a point in a keyword at which it is possible to add on a number of different endings. In this example it will look for *law and laws*. Another example: *disclos?* will find *disclose, discloses, disclosure, disclosures, disclosing*.
① Write Boolean connectors AND, OR in upper case.
In the **Search Scope** drop-down menu select **Libraries**.
3. Click on **Search**.
4. How many documents did you find? _____
5. Notice that there are several different types of information – books and journal articles – listed in the results
6. Go to the top left hand side of the page to **Refine My Results** and change the **resource Type** to **Books**
7. How many book records did you find? _____ How many e-books? _____

2.c. Finding full text electronic materials on *oil and gas law*

1. Look at the **Show only** section on the left hand side of the page.
2. Click on the link **Full text online**.
3. Find the book entitled **The Cost of Climate Policy** by **Nyboer** and click on the title.
4. A new window opens - you may be asked to login with your University computer username and password.
5. The electronic book opens in the ebrary e-books database.
6. From here you can browse through the book chapters and read full text online, make notes on pages, bookmark pages and highlight text. Use the **Add to Bookshelf** button to save favourite titles to your personal bookshelf.
7. To return to PRIMO close the ebrary window.

2.d. Reserve a book to read

1. If you want to borrow a **long loan, standard loan or a 3-day loan book** that is out on loan to someone else, or a obtain a book held at another library on a different campus or in a remote store:
 - a. Click on **Login** (located at the top right hand corner of the page). Login with your University computer username and password.
 - b. Return to the book you want to borrow and click on the **Request** tab.
 - c. Select the library you want to collect the book from and send the request.
 - d. Check your University email account regularly for a message to collect.
2. If you want to reserve a **Heavy Demand book** in advance (up to 3 weeks):
 - a. Click on **Login** (located at the top right hand corner of the page). Login with your University computer username and password.
 - b. Return to the book you want to borrow and click on the **Request** tab (or the **Short Loan** link on the **Availability** tab).
 - c. Select the date you want to pick up the book; the time slot (1030-1030); then **Request**. You can collect Taylor Library books you have reserved from the Issue Desk.
 - d. Heavy Demand books reserved for Fridays can be kept over the weekend and returned by 10.30am on Mondays. All other days – books must be collected by 15.30 at the latest and returned by 10.30 the following morning.

NOTES

Please don't be late returning Heavy Demand (HD) books – they are needed by other students and you will be fined 75p per book for every hour overdue while the library is open.

A wooden crate is left outside the library entrance every morning so that you can deposit Heavy Demand books before the library opens. Do not return Law HD books to the University Library.

2.e. Find a journal article on your reading list

Example: Stephen Tromans & Josephine Norris, "What if Deepwater Horizon occurred west of Shetland" (2010) I.E.L.R. 2010, 7, 220-227

1. Scroll to the search box at the top of the PRIMO page and click on **Advanced Search**.
 2. Remember: PRIMO is better at searching for law journal titles (not the journal articles published in them), so in the first search box type: **International Energy Law Review**.
 - ① Journal titles are usually abbreviated in legal citations - if you do not know the full title from a citation refer to the **Cardiff Index to Legal Abbreviations** at <http://www.legalabbrevs.cardiff.ac.uk/>. On this website you can also type in a full title and obtain an abbreviation (useful when citing sources in your assignments).
 3. From the **Any** drop-down menu select **in the title**.
 4. From the **Material type...** drop-down menu select **Journals**.
 5. Click on **Search**.
 6. Several records are found for this journal – note that it is available in print and electronic format. You can also see that in 2008 the title changed from *International Energy Law and Taxation Review*. You can see that the journal is available online in full text from 2008 onwards (2008-). The article we want to find is published in 2010 so:
 - a. Click on the *title* **International energy law review** (Online access).
 - b. A new window opens on Westlaw UK. Off-campus you will be prompted to login.
 - c. Westlaw will open on the **International Energy Law Review**.
 7. Enter details of the article in the boxes provided: article title and author surname; then **Search**.
 8. To read the article in full text click on the **Full Text Article** link. From this screen you can print, save or email the article.
- ① **Don't assume that every journal is on Westlaw - always use Primo to locate a journal title and you will be taken to the relevant database.**

My Account on Primo

My Account is a personalised space where you can view the books you have out on loan, your loan history, messages from the library, and your e-shelf of bibliographic details of favourite titles. From here you can also renew loans, including 3-day loans.

1. Click on **login** (located at the top right hand side of the page).
2. Login using your University computer username and password.
3. **My Account** opens on **List of Active Loans**. You can renew 3-day loans from this page.
4. Investigate **Requests**. Here you can view the status of items you have requested from someone else, and holds you have placed on 3-day loans etc.



Were there any electronic books on your topic?

Note - we offer **Find it Fast!** generic library skills workshops on getting the most out of our e-books collections for your assignments and dissertations. They are held over lunch times (between 12 and 2pm) during term-time on floor 2, University Library.

Go to www.abdn.ac.uk/coursebooking/ to book a place.

Step 3: Set up off-campus/wireless network access on your personal computer

1. It is important that the web browser on your personal laptop or desktop computer at home or in halls of residence is configured to use the University's web proxy address. When configured correctly you will be able to access full text materials on some important databases when working off the campus network or on the wireless network on campus.
2. The configuration makes it look as though you are working on a computer on the University network.
 - a. Once configured you will be prompted to login with your University computer username and password every time you launch your web browser.
 - b. If you share a computer with others in your household you may want to download an additional web browser for your own study use. We recommend using **Firefox**. It can be downloaded safely and free of charge from <http://www.mozilla.com/en-US/firefox/>.
3. To obtain instructions on configuring the University's web proxy address on the web browser on your personal computer go to <http://www.abdn.ac.uk/proxy/>.

Step 4: Use PRIMO to identify databases for law

PRIMO acts as the Library's portal to e-resources. It is the best tool to use for identifying and linking out to electronic databases relevant to the study of law.

① There are many important legal databases available to you, including Westlaw UK, Lexis@Library and HeinOnline, but there are also others covering related subjects that could be extremely useful. If you are working in the fields of corporate governance, banking, management, finance and taxation try searching **ABI/INFORM Complete**, **Accounting & Tax** and **Banking Information Source** (all ProQuest databases available via Primo). If you are working in the field of human rights try the **International Bibliography of the Social Sciences** (also available on Primo).

To find the databases that may be useful to you do the following:

4.a. Finding electronic databases for law

1. Go to <http://www.abdn.ac.uk/library/collections/> and follow the link **Search Using PRIMO**.
2. On the PRIMO search screen open **Advanced Search**; then the link to **Find Databases** (located in the search section at the top of the page).
3. From the **Category** drop-down menu select **Law**.
4. From the **Sub-category** drop down menu select **ALL**; then click on **Find Databases**.
5. An A-Z list of all the law-related databases is displayed.
6. Navigate through the list to **OECD iLibrary**.
7. Click on the **Show info** link.
How do you access this database – by IP (web proxy) or Shibboleth login? _____
Make a note of the search rules – what is the truncation symbol? _____
Do you need quotes for a phrase search? _____
8. Click on the *title* **OECD iLibrary** to link out to the database.
9. Click on the **Books** tab at the top of the page.
10. Investigate the **Themes**, **Annuals** and **Book Series** options.



It is also possible to access all the popular legal databases via a Taylor Library law subject web page at <http://www.abdn.ac.uk/library/collections/subjects-az/law/>

Step 5: Searching Westlaw UK and Westlaw International

When searching a legal database it is important you use the correct legal terminology and select the smallest possible option to obtain the information you require, e.g. if you want information on a specific statute then search using the *Legislation* option rather than the whole site. This reduces the number of results you find to a more manageable number. Here are the search rules for Westlaw:

Search Rules	Symbol	Retrieves
and	&	All keywords must occur in the documents retrieved
or	or	Either one, or the other, or all keywords in documents retrieved
but not	%	Retrieves some terms but excludes others; Use with caution - it may cause relevant documents to be excluded from your search result
phrase	“ ”	Keywords must occur together in a specific order
proximity searches	/s	Keywords must occur in the same sentence
	/p	Keywords must occur in the same paragraph
	/n	Keywords must occur within "n" terms of each other

The following step-by-step instructions take you through the main features of searching in Westlaw UK and Westlaw International:


5.a. Searching for information on a topic


Example: decommissioning oil and gas offshore installations

If you are looking for all types of legal documents at the same time you need to search across a number of different document categories - use the search options on the *Home* screen:
Free text (use your search string)
Natural language (describe your legal issue in plain English)

If you are looking only for journal articles, open the **Journals** search screen – it reduces the number of results dramatically! Same with cases and legislation.

- Carry out your search on the opening (Home) search screen.
- In the search box type the following search string exactly as it is given here:
decommission! or abandon! & "offshore installation!" or "offshore platform!"
This search will look for all records containing the phrases **offshore installation/s** or **offshore platform/s** and the keywords **decommission/ing** or **abandon/ment**.
- Select all categories of materials, i.e. cases, legislation, journals, current awareness, European Union, and document free text.
- Click on **Search**.
- How many records have you found in total?
Cases: _____ Legislation: _____ Journals: _____ Current Awareness: _____ EU: _____
- If you retrieve large number of results: edit the search strategy to make it more specific. Click on **Edit Search** (above your list of results) and revise the search string to add a third concept or exclusion as a further refinement:
decommission! or abandon! & "offshore installation!" or "offshore platform!" % wind
- We have excluded references to offshore wind installations. How many records are found?
Cases: _____ Legislation: _____ Journals: _____ Current Awareness: _____ EU: _____

8. In the **Search within Results** box (above the display of your results) type in **negligen!**
How many records are found in total? _____
9. The order of the results in a multi material type search is always
Cases, Legislation, Journals, Current Awareness, EU. Click on the **Cases** link to view the cases.
What is the citation for the first case in the results list? _____
10. Scroll to the top of the page and click on the **Journals** link to view the journal articles that
match your search.
What is the citation of the first article? _____
11. Scroll up the page to the list of cases. Note that several of the items have status icons
against them. **TIP:** hover your mouse over the icon and the definition will appear in a pop-up
box (full list available on page 14 of this worksheet).
What is the relevance of the icon  in **Robb v Salamis (M&I) Ltd?**

and the icon  in **Maersk Oil UK Ltd (formerly Kerr-McGee (UK) Plc v Dresser-Rand (UK) Ltd**

12. Select 3 or 4 references by marking individual boxes and click on **Email**.
13. At the *Email Options* screen input your email address.
14. Select **E-mail full-text documents** and then **For cases deliver analysis documents only**.
Choose **PDF** attachment file format.
Ensure that **Display Status indicator** and **Include live links** are also selected before
clicking on **Send**.
15. Click on **Return to search results**.

5.b.i. Searching for cases on Westlaw UK

Search options:

Free text (using your search string)

Party names

Citation

Browse

Use the **Free Text** box to look for keywords or phrases relating to the subject matter of the cases you want to find.

Look out for **Status icons** (cases that have been judicially considered elsewhere have a status icon indicating the nature of the consideration).

5.b.ii. Searching for cases relevant to a particular topic:

1. Click on the **Cases** link in the tool bar at the top of the page.
2. Click on **Case Analysis Documents** in the lower half of the screen.
In the **Free Text** search box type in the following search exactly as it is written:
"offshore installation!" OR "offshore platform!" & pollut!
3. Click on the **Case Analysis** link for **R. v Secretary of State for Trade and Industry Ex p. Greenpeace Ltd (No.2)** and then select journal articles from the **Case Analysis** section on the left hand side bar.
How many journal articles are listed? _____
What does the *Status* icon mean for this case? _____

5.b.iii. Searching for a specific case:

Cases can be retrieved by using the basic, advanced and browse search screens. There is an option to search by party names and citation, or browse through an A-Z list of case reports.

1. Example: you are looking for a case citation **[2008] HCJAC 49**
2. Click on the **Cases** link at the top of the page.
3. In the **Citation** box type the following exactly as shown:
2008 HCJAC 49 (you do not need to include brackets, capitalisation or punctuation).
What are the party names in this case?

4. Click on the **New Search** link located box at the top of the results list. If you know the details of a case either use the **Citation** search or **Party Names** search.
5. In the **Party Names** search box type the following *exactly* as shown:
Amoco (UK) Exploration Co and British American Offshore Ltd (Disclosure of Documents) (you do not need to use the *against* letter (v) when searching for party names).
6. Click on **Search**.
7. The case record retrieved gives you an option to look at the case transcript or the case analysis.
8. Open **Case Analysis**.

Where has this case been reported? _____

What was the **Significant Legislation Cited**? _____

Why use a Case Analysis document:

- A case analysis document is the best place to start looking for relevant information linked to a case. Only Westlaw offers this option.
- There is a case analysis for every case on the Westlaw service.
- Each case analysis contains the following information (where applicable):
 - *Where reported* (all the case reports that have published the case).
 - *Case digest* (includes *subject* and *keywords*; *Summary*; *Abstract*)
 - *Significant Cases Cited*; *All Cases Cited*
 - *Key Cases Citing*; *All Cases Citing*
 - *Legislation cited*
 - *Journal articles* relating to primary materials
 - *Books* (where applicable)

5.b.iv. Searching for cases on Westlaw International

1. To access **International** case law open the **Services** menu (located on the blue header bar at the top of the screen) then select **Westlaw International**.
2. This opens the international services in a separate window.
3. To access case law from different jurisdictions, e.g. EU, Australian, Canadian, US Federal and State – open the **Westlaw International** tab and select from the menus listed in the **International/Worldwide Materials** directory.

5.c. Searching for journal articles on Westlaw UK and Westlaw International

Search options:

- Free text (using your search string)
- Article
- Author
- Browse (abstracted articles, full text articles, publications index)

5.c.i. Searching for a specific article: (example) J.P.L. 2010, 5, 568-569




1. Click on the **Journals** link in the tool bar at the top of the page.
2. Click on **Full Text Articles** link to open the list of journals available in full text.
3. In the **Free Text** box type **J.P.L. 2010, 5, 568-569**.
4. What is the title of the legislation discussed in this article?

5.c.ii. Searching for journal articles on a topic in Westlaw UK:

1. In the **Journals** category click on **Advanced Search**.
2. In the **Free Text** search box type the following exactly as written:
decommission! or abandon! & "offshore installation!" or "offshore platform!" & oil or gas
3. Select the **Terms in context** option. The records you find will also display a short piece of abstract with your keywords highlighted in yellow – this is the *Terms in Context* display.
4. Click on **Search**. How many results do you find? _____
5. Scroll down the list of results and you will notice that some journal articles are available only as a **Legal Journals Index Abstract**. Others include a link to the **Full Text Article**.

5.c.iii. Searching for journal articles in Westlaw International on a topic:

1. On the top navigation bar click on **Services** and select **Westlaw International**. This opens a new Westlaw screen.
2. To search across all legal journals included in Westlaw International or to search for journals from a specific jurisdiction, click on **World Journals and Law Reviews**.
 - a. Then click again on **World Journals and Law Reviews (WORLD-JLR)**.
 - b. In the **Terms & Connectors Search** box type the following exactly as written:
decommission! or abandon! & "offshore installation!" or "offshore platform!" & oil or gas

- c. Click on the blue **Search** button.
 - d. How many documents did you find? _____
 - e. The results screen is in two sections – the right hand pane displays the full text of the first result, and left hand pane has two options: **Results List** and **Related info**.
3. On the top right hand side of the results list there are options to  print,  e-mail, and  download selected documents. Make sure you select the documents you need by using the tick-boxes provided with each record.
-
4. To search for journal articles from other international jurisdictions click on the **World Journals** tab and (for your own searches) select the required country.
NOTE: journal material is not available for all jurisdictions.
5. Then select **Combined World Journals and Law Reviews** tick-box.
6. In the **Terms & Connectors Search** search box type the following exactly as written:
“environmental pollution” /p “oil spill!” & Nigeria
Click on **Search**.
How many documents are in the **Results List**? _____
-
7. To view a list of Law Reviews, Bar Journals & Legal periodicals for North America: click on **Westlaw International**, then from the **International Directory** on the right hand side of the page click on **International/Worldwide Materials**, then **North America**, then **Regional Materials**.
8. Select **Law Reviews, Bar Journals & Legal periodicals**.

To return to Westlaw UK: **Sign Out** and close the Westlaw International window.

The Westlaw UK site may have timed out while you were searching Westlaw International – click on **Begin a new Westlaw UK research session**.

5.d. Searching for legislation on Westlaw UK

Search Options:

Basic search: Free Text; Act/SI Title; Provision Number; Statutory Definition

Advanced search: in addition to basic search options there are additional limits: Law in Force; Historic Law; Prospective Law; legislation from a point in time (dd/mm/yyyy); legislation since (dd/mm/yyyy)


Browse legislation: Public & General Acts; Local Acts; Church Measures; SIs; Jurisdiction (UK Parliament, Scottish Parliament)

Browsing for legislation:

1. This type of search lets you look through a list of Acts and Statutory Instruments right down to provision level by **year** or by **title** or by **jurisdiction**.
2. You can see your research trail by looking at the **Breadcrumb trail** located at the top of the page above the search section.
3. **TIP:** To find acts passed by the Scottish Parliament click on the **Legislation** link at the top of the page, and in the **Browse** section under **Jurisdiction** select **Scottish Parliament**. Enter you keywords in the boxes in the basic search screen.

NOTE: If you are interested in prospective law you must open the **Advanced Search** option.

5.d.1. Finding Statutory Annotations:

1. Open the **Legislation** section, then **Advanced Search**.
2. In the **Free Text** box type: **decommission! or abandon! & "offshore installation!" or "offshore platform!" % wind** (exactly as it is written).
3. Notice in the **Select** section below you can choose **Historic** and **Prospective law** options.
4. Click on **Search**. How many legislation documents are found? _____
5. In the **Search within results** box type: **oil & gas**
6. Look for the **Energy Act 2008 c. 32**.
7. What does the icon indicate? _____
8. In the results list the legislation that has been annotated will display a yellow  icon. Click on the link to the section of the legislation that has been annotated, then the **Annotation** link in the left hand pane to read the notes.
9. Where there are annotations about the whole act they can be found in the **Preamble** link found at the top of the document in the **Whole Document** section.
10. Annotations may also be found at **Provision** level and are displayed below the provision.

7 types of legislation documents available on Westlaw:

1. **Full text:** fully consolidated – new version with every amendment. Each version contains valid date range for the version being viewed BUT this is not commencement information.
2. **Legislation analysis:** contains all the information available about the specific provision being viewed. Includes links to current and historical versions of the provision; related legislation; cases and journals citing the provision.
3. **Overview document:** includes commencement of all provisions; citatory of textual amendments; prospective amendments; versions of acts since 1991 and SIs since 1948.
4. **Arrangement of Act/SI:** details of all the provisions within a piece of legislation.
5. **General materials:** contains analysis information for research relating to the ACT/SI and major elements such as Parts, Chapters, Schedules etc.
6. **Statutory annotation document:** contains general annotations to legislation adding guidance on practice or procedure and legal discussion.
7. **General notes:** the Statutory Annotation document may refer to a library of general notes dealing with issues arising routinely in legislation.

5.d.ii. Finding legislation on Westlaw UK:

Search

1. Click on the **legislation** link at the top of the page, then on **Advanced Search**.
2. In the **Act/Title** search box type: **Marine and Coastal Access Act 2009 c. 23**
3. Click on **Search**.
4. Are annotations available for this act? _____
5. On the first entry click on **Arrangement of Act**.
6. Are there any amendments pending? _____
7. In the left hand pane click on **General Materials**.
8. How many journal articles have been written on this act? _____

Browse

1. Click on **legislation** on the **Breadcrumb** trail at the top of the page (this takes you back to the *Advanced Search* screen).
2. Under the search section you will see a *Browse* section that allows you to look for *Public & General Acts; Local Acts; Church Measures; Statutory Instruments; Jurisdiction*

Finding legislation on Westlaw International

1. Click on **Services** at the very top of the page to open the menu and select **Westlaw International**. This service will open in a new window.
2. From the menus in the **International Directory** open **International/Worldwide Materials**, then **Multi-National Materials**.
3. Open the directory for **Legislation**. Here you can find access to treaties and international legal materials.

Current Awareness on Westlaw UK

Current Awareness gives you access to the latest case, legislation and legal developments, updated throughout the day. Approximately 1000 sources of information are monitored.

It is possible to search by keyword using the **Free Text** box, or browse for Current Awareness articles using the following three methods:

1. **Most Recently Added**: will allow you to browse by - Highlights (Best of last 5 days); Today; Last 4 Days; Last 7 Days; Last 14 Days; Last 28 Days.
2. **By Document Type**: Cases, Legislation, Official and Non-Official Publications, Press Releases, Newspaper and Journal Articles.
3. **By Subject**: choose from a list of 38 subjects.

Searching for EU materials on Westlaw UK

EU information on Westlaw is updated every day. The information is divided into the following content types:

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

You can look for cases using the (basic or advanced) or Browse Search Options.

Step 6: Record your references (bibliographic management)

It is important that you start to keep good records on the references you intend to use in your essays and project work. It saves an awful lot of time in the long run!

Reference management software (RefWorks) available to members of the University is not useful for students of law for two reasons:

1. It doesn't support the OSCOLA referencing style required by the School of Law.
2. Major legal databases used at Aberdeen (except Lexis®Library) have not set up automatic export to RefWorks. You have to create manual records.

OSCOLA 4th edn. (November 2010) in PDF format is available online at www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf

Help and support

IT technical problems, including access to databases: Service Desk

servicedesk@abdn.ac.uk (but use the phone number for out of hours access after 5 pm and at weekends as email is only accessed by daytime Service Desk staff)

tel. 01224-273636 (anytime – an out of hours service is provided after 5 pm and at weekends)

Advice and support on using legal databases:


Elaine Shallcross (e.shallcross@abdn.ac.uk) or the Taylor Library team (lawlib@abdn.ac.uk)


All workshop materials are available at: <http://aberdeenunilibskills.pbworks.com>


Status icons on Westlaw UK

There are a number of icons used on Westlaw UK for different purposes.


1) Cases


 A green 'C' next to a case name in a result list or at the top of the actual case indicates that the decision has been judicially considered.


 A yellow exclamation mark entry next to a case name in a result list or at the top of the actual case indicates that the decision has received mixed or mildly negative judicial consideration.


 A red 'no entry' next to a case name in a result list or at the top of the actual case indicates that at least one point of law has been overruled or reversed. This is an immediate notification that further research is required.


2) Legislation


 A green tick next to a provision number in a result list or at the top of the full text provision or analysis document indicates that the provision represents the law in force.


 An orange N in a result list or at the top of the full text provision or analysis document indicates the provision is not yet in force.

 A two-tone P in a result list or at the top of the full text provision or analysis or PDF document indicates the provision is partially in force.

 A yellow exclamation mark next to a provision number in a result list or at the top of the full text provision or analysis document indicates that it has pending amendments. To view the pending amendments, access the associated Analysis document for that provision.

 A red 'no entry' next to a provision number in a result list or at the top of the full text provision or analysis document indicates that the provision has been superseded.

 A red 'R' next to a provision number in a result list or at the top of the full text provision or analysis document indicates that the provision has been repealed.

 A blue arrow next to a provision indicates that the provision has prospective amendments applied to it.

Useful guides and help:

Selection of quick guides to using legal databases and other useful information:

<http://www.abdn.ac.uk/library/support/guides/#law>

Quick guide to using PRIMO:

<http://www.abdn.ac.uk/library/documents/guides/pri/qgpri001.pdf>

Quick guide to citation of legal authorities:

<http://www.abdn.ac.uk/library/document/guides/law/qglaw007.pdf>

Guide to common legal abbreviations:

<http://www.abdn.ac.uk/library/documents/guides/law/uglaw006.pdf>

Guide to Cardiff Index to legal abbreviations:

<http://www.abdn.ac.uk/library/documents/guides/law/qglaw005.pdf>

Guide to using the Ebrary e-book collection:

www.abdn.ac.uk/library/documents/guides/dbs/qgdb004.pdf

Answers:

2.a. Finding a book on your reading list

Is the book in paper or electronic format? **Paper**

What library is the book held in? **Taylor Library**

What collection is it held in? **Heavy Demand**

Is the book available to borrow? **Yes (on 06 Oct 2011)**

What is the shelfmark (location)? **343.730772 Low**

How long can I keep the book for? **1030-1030 (overnight)**

2.b. Finding material on a topic, e.g. *oil and gas law*

How many records did you find? **123 (on 04 Sep 2012)**

How many of books did you find? **118 (on 04 Sep 2012)**

4.a. Finding electronic databases for law (PRIMO)

OECD iLibrary – can be accessed by? **IP address**

What is the truncation symbol for OECD iLibrary? *****

Do you need quotes for a “phrase search”? **No**

5.a. Searching for information on a topic

Search: **decommission! or abandon! & "offshore installation!" or "offshore platform!"**

How many records have you found in total? **299**

Cases:**20** Legislation:**159** Journals:**99** Current Awareness:**0** EU:**21**

Search: **decommission! or abandon! & "offshore installation!" or "offshore platform!" % wind**



How many records are found? **261** (05 Sep 2012)

Cases:**14** Legislation:**146** Journals:**87** Current Awareness:**0** EU:**14**

Search within results for: **negligen!** How many records are found? **15**

What is the citation for the first case in the results list? **Farstad Supply AS v Enviroco Ltd Supreme Court, 5 May 2010**

Citation of the first journal article: **(Oil and gas decommissioning) I.H.L. 2012, 200 (May), 9-12**

What is the relevance of the icon  in *Maersk Oil UK Ltd (formerly Kerr-McGee (UK) Plc v Dresser-Rand (UK) Ltd)*? **The decision has been judicially considered**
and the icon  *Robb v Salamis (M&I) Ltd*? **At least one point of law has been overruled or reversed**

5.b.ii. Searching for cases relevant to a particular topic

R. v Secretary of State for Trade and Industry Ex p. Greenpeace Ltd (No.2)

How many journal articles are listed? **18** (on 05 Sep 2012)

What does the *Status* icon mean for this case? **Case received positive or neutral judicial consideration**

5.b.iii. Searching for a specific case

2002 ch 149 What are the party names in this case? **Amoco (UK) Exploration Co v Frame**

Amoco (UK) Exploration Co and British American Offshore Ltd (Disclosure of Documents):

Where has this case been reported? **[2000] C.P. Rep. 51**

What was the **Significant Legislation Cited**? **Civil Procedure Rules 1998 (SI 1998 3132)**

5.c.i. Browsing for a specific journal article: (example) **J.P.L. 2010, 5, 568-569**

What is the title of the legislation discussed in this article? **Marine and Coastal Access Act 2009**

5.c.ii. Searching for journal articles on a topic:

decommission! or abandon! & "offshore installation!" or "offshore platform!" & oil or gas

How many articles are found? **78**

5.c.iii. Searching for journal articles in Westlaw International on a topic


Search for: **decommission! or abandon! & "offshore installation!" or "offshore platform!" & oil or gas** Found **249** documents

Search **Combined World Journals and Law Reviews** for “environmental pollution” /p “oil spill!” & **Nigeria**

How many documents are in the **Results List**? **10** (on 05 Sep 2012)

5.d.i. Finding legislation on Westlaw UK

Finding statutory annotations in legislation relevant to **decommission! or abandon! & "offshore installation!" or "offshore platform!" % wind**. How many records found? **101**

Example: **Energy Act 2008 c.32**  icon means ‘law in force’

Are  annotations available for this act? **Yes**

5.d.ii. Example: **Marine and Coastal Access Act 2009 c. 23**

Are  annotations available for this act? **Yes**

Are there any provisions that are partially in force? **Yes**

Are there any amendments pending? **Yes** – Schedule 6 para.1: Marine plan authority to notify related planning authorities of decision to prepare plan

How many journal articles have been written on this act? **5** (on 05 Sep 2012)