

LS 5087 Critical Legal Thinking and Scholarship: Library Workshop 2

The key to finding good quality, relevant information quickly is to have a good search strategy. In Workshop 1 we looked at how to plan a search and use it to search Primo and Westlaw UK. The aim of this workshop is to give you practical experience in searching two more important legal databases, Lexis@Library and HeinOnline. Useful e-book collections are also mentioned. An evaluation checklist and tips on citing and referencing the sources of information you have used in your own work are found on pages 12-13 of this worksheet.

This worksheet and presentation will be available on your course module on MyAberdeen.

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.

7. Search Lexis@Library

Lexis@Library contains UK case reports back to 1865, unreported cases from 1980 onwards, fully consolidated legislation, over 50 UK journal titles in full text, EU legal materials, US legal materials (including hundreds of journals dating from the mid-1990s onwards), international legal materials from 1962 onwards, UK national and regional newspapers and the Stair Memorial Encyclopedia.

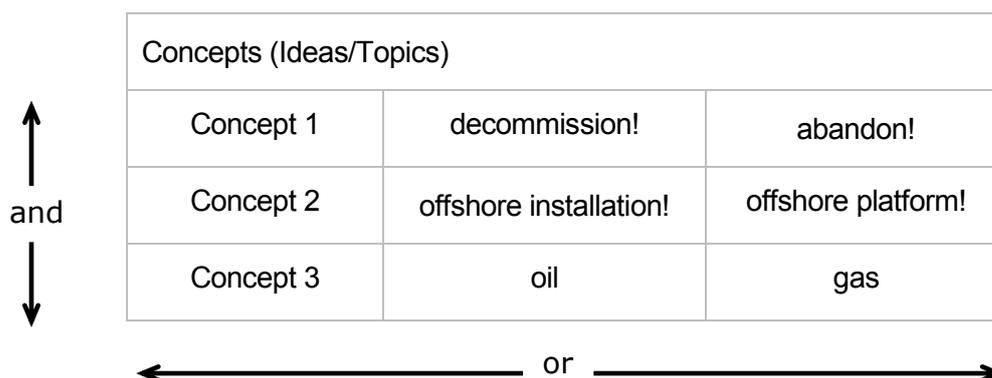
When searching a legal database it is important you use the correct legal terminology and select the smallest possible option to obtain the information you require, e.g. if you want information on a specific statute then search using the *Legislation* option rather than the whole site. This reduces the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

To obtain the best possible results from your searches (and save a lot of time!) it is important to apply the correct search rules for Lexis@Library. Apply them to your search strategy and be prepared to go back and refine your search if you are not satisfied with the results found. You rarely get a perfect search first time!

Search Rules	Symbol	Retrieves
and	and	All keywords must occur in the documents retrieved
or	or	Either one, or the other, or all keywords in documents retrieved
phrase		e.g. <i>trade marks</i> (no quotation marks needed)
truncation	!	e.g. <i>negligen!</i> finds <i>negligent, negligence, negligently</i>
alternate spellings	* (use one * per letter)	e.g. <i>int**net</i> finds <i>internet</i> and <i>intranet</i>
proximity searches	w/s	Keywords must occur in the same sentence
	w/p	Keywords must occur in the same paragraph
	w/n	Keywords must occur within a specified number ("n") of words

Example: “disclosure of trade secrets by former employees of a company.”

Design a search strategy to use on Lexis®Library:



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

decommission! and offshore installation or offshore platform and oil or gas

1. Go to the Library home page at <http://www.abdn.ac.uk/library/> and type **lexis library** in the **Search our Collections** box under the rolling pictures.
2. On the PRIMO results page click on the title '**Lexis Library**'.
3. You will then be asked to login to the database via **Shibboleth** – use your University computer username/password.
4. Tabs in the toolbar at the top of the home page take you to specific search screens for cases, legislation, journals, current awareness, commentary, news etc.
5. The home page is divided into 3 sections: **Quick Find**, **Explore** and **My Bookshelf**.
 - Use **Quick Find** to retrieve a specific document such as a case report, piece of legislation or journal article. All you need to know is part of the title or citation.
 - Use **Explore** to find documents on a topic.
 - Use **My Bookshelf** to save your favourite titles (saves you time and effort when searching). You must login via Shibboleth to use this feature.

7.a. Searching for information on a topic in Lexis®Library (Explore)

Example: “decommissioning offshore oil and gas installations”

TIP: use the **Explore** search option on the *Home* screen if you are looking for all types of legal documents because it searches across a number of different document categories simultaneously.

1. Go to the **Explore** section and in the search box type the following search string exactly as it is given here: ***decommission! and offshore installation! or offshore platform!***
This search will look for all records containing the keyword ***decommission/ing*** and the phrases ***offshore installation/s*** or ***offshore platform/s***.
2. Select all categories of materials, i.e. case law, legislation, commentary, legal journals, law bulletins, current awareness.
3. Click on **Search**.
4. On the results page click on the link to **Try our new results page** (located on the grey bar under the main tabs at the top of the page).
5. How many records have you found in total?
Cases: _____ Legislation: _____ Legal Journals: _____ Commentary: _____
5. The results are automatically sorted in **Source Order**. Open the **Sort results by** box near

the top left hand side of the page to re-sort by **Relevance**. You can also narrow your search by **Topic** (from the **Results Group** section on the left hand side of the page).

6. Scroll to the top of the page and in the **Next Steps**: drop down menu (at the top right hand side above the results list) make sure **Edit Search** is selected and click on 'Go'.
7. In the **Explore** section click on the link to **Choose Topics**, this gives you the option to add **index terms** to your search. A new **Add Topics** window opens.

Open the menu for **Natural Resources, Energy & Utilities Law**.

Click on the  icon for **Oil & Petroleum** to view a list of related index terms (helps with finding additional keywords and phrases for your search and also informs you of the subjects covered by that category).

Select **Gas** and **Oil & Petroleum**, then click on the button **OK - Add to Search**.

8. A new **Topics you Added** section appears in the *Explore* search. Click on **Search**.
9. How many records have you found in total?
Cases: _____ Legislation: _____ Legal Journals: _____ Commentary: _____
10. Click on the **Sort results by**: menu and select **Relevance**.
11. What resource type is the first most relevant item? _____
12. Select 3 or 4 references by marking individual boxes and click on  **Email**.
13. At the *Email Options* screen input your email address.
Select **Send as: Within email** or **attachment**; **E-mail format: Text**; and **Document View: Full Text**, then **Send**.
Click on the **Search** tab at the top of the page.

7.b.i. Searching for a case in Lexis®Library (Quick Find)

1. Use the **Quick Find** section on the Home Page to find a specific case.
2. In the **Case Name** boxes type in the following: **brown v stott**. Make sure the radio button for **CaseSearch (Citator)** is selected.
3. A pop-up window opens with a list of suggested cases, ignore that and click on **Find**.
4. Open the first entry - **Brown v Stott (Procurator Fiscal, Dunfermline) [2001] 2 LRC 612, [2003] 1 AC 681**
Where can I find a full text report of the judgment dated 05 December 2000? _____
5. Notice at the top of the page alongside the party names there is a  signal. Hover your mouse over the icon. What is the status of this case? _____
6. Notice there is a section on *case history* and another on *cases referring to this case*. You will see alongside all of the cases listed a number of different icons labelled **Signals**.
7. Hover your mouse cursor over a  **Signal**. What does this signal indicate?



Look out for the **Signal** icons: the citation signal appearing next to a case name indicates whether the decision has received positive, negative, cautionary, or neutral treatment in subsequent judgments.

The signal is a summary of the annotation information available from the list of appeal proceedings and cases referring to this case. Clicking on the signals will take you to the citation entry for these decisions.

A table of signal icons in use on Lexis®Library is available on page 15 of this worksheet.

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

1. Click on **Start Page** or the **Search** tab at the top of the page.
2. Click on the **Cases** tab in the navigation bar at the top of the page.

3. Click on **CaseSearch** in the left hand section of the **Cases** search page.
NOTE: Use the *CaseSearch* form to search within your subscribed cases sources. You must enter information in the **Search Terms** box.
4. Type in the following search exactly as it is written:
asbestosis and employers liability
 - How many cases are found? _____
5. To improve your search go to the top of the results list and on the right hand side go to **Next Steps: Edit Search**, then **Go**.
6. In the **Terms Search** box type in the following search exactly as it is written:
asbestos! and employer! liab!
 - How many cases are found? _____
7. Click on the case report for **T&N Ltd, Re (No 3)** and scroll to the top of the page.
 - How many cases are considered by this case? _____
8. To return to your list of results click on the **Show** menu at the top left hand side of the results list and select **List**.

7.b.iii. Searching for international cases in Lexis®Library

1. Click on the **Search** tab at the top of the page.
2. Click on the **Cases** tab in the navigation bar at the top of the page.
3. Click on **International Cases** in the left hand section of the **Cases** search page.
4. In the **Search Terms** search box type in the following:
asbestos! w/p employer! liab!
 - From the **Sources** menu select **Federal & State Cases, Combined**, followed by **Search**.
How many cases are found? _____
5. Click on the case report for **CSX TRANSPORTATION, INC., Petitioner v. THURSTON HENSLEY No. 08-1034**
 - The case opens in full text on **Headnotes**.
 - Scroll to the top of the page for a **Case Summary**.
6. To return to the results list select **List** from the **Show** menu.

7.c. Searching for journal articles in Lexis®Library

Search options:

Search

Browse (All Subscribed Journal Sources)

7.c.i. Searching for a specific article:

(example) **Personal injury: A mixed bag - 160 NLJ 1552**

1. Click on the **Search** tab at the top of the page.
2. Go to the **Quick Find** section on the **Home Page**.
3. In the **Journal article** box type **160 NLJ 1552**
4. Who is the author of this article? _____

7.c.ii. Searching for journal articles on a topic in Lexis®Library

1. Click on the **Search** tab at the top of the page.
2. Click on the **Journals** tab in the navigation bar at the top of the page.
3. The search page opens on a search of the ***Journals Index *PLUS*** - click on the **Search**

full text journals link in the index on the left hand side of the page.

4. In the **Search Terms** search box type the following exactly as written:
decommission! and offshore installation! or offshore platform!
5. From the **Sources** menu select the **All Subscribed Journals Sources** option.
6. Click on **Search**.
7. How many Legal Journals articles are found? _____
8. From the **Sort** menu select **Relevance**.
9. What is the citation for the most relevant journal article? _____

* **Journal Index PLUS** can be used as a quick overview to quickly establish whether the journal article in question is relevant to your research. It provides additional signal functionality so you can easily see the status of cases and legislation discussed in that journal index abstract as well as links to relevant cases, legislation and the full text for the indexed journal (where available and subject to subscription).

7.c.iii. Searching international journals in Lexis®Library for a topic

1. Click on the **Search** tab at the top of the page.
2. Click on the **Journals** tab in the navigation bar at the top of the page.
3. Click on **International Journals** in the left hand menu of links.
4. In the **Search Terms** search box type the following exactly as written:
trade secret! and disclos! and prevent! and breach of contract
5. In the **Sources** menu select **Law Reviews, CLE, Legal Journals & Periodicals**, then **Search**.
6. How many Legal Journal articles are found? _____
7. To improve your search go to the top of the results list and on the right hand side go to **Next Steps: Edit Search**, then **Go**.
8. In the **Search Terms** search box type the following exactly as written:
trade secret! w/s disclos! w/s prevent! w/s breach of contract
9. How many Legal Journals articles are found? _____

7.c.iv. Saving favourite sources of international legal journal materials

1. It is useful to save your favourite collection(s) of international legal journals so that they are available as a source to search from any search screen.
2. Click on the **Sources** tab at the very top of the page to open the menu.
3. From this screen you can choose to **Browse** or **Find Sources**.
4. The default search is *Find Sources*.
5. When looking for a source using an alphabetical list – select the first letter of the source you need.
6. In the **Filter by** menu, select either **International** or the country you require.
 - Select **United States** from the menu and you will see that you have a choice of searching **All Regions**, select particular **courts** or **states** (Note: that the default country for *Browse* and *Find Source* screens is the United Kingdom).
7. To select a source click on the check-box next to the title(s) you need, then click on **OK-Continue**.
8. Your selected sources will now appear in the **Sources** area of a general search screen. All you need to do then is type your keywords in to the **Enter your search terms** box.
9. To search over 900 US journals from a single search screen: click on the **Sources** tab, then select the **Browse Sources** tab.
 - Make sure that you browse sources by **Publication Type**
 - Then **Filter by: United States; All Topics; All Regions**
 - From the categories listed in the bottom half of the screen select **Legal Journals**
 - From the **Group/Single Source** menu select **Group Sources**

- Select **Law Reviews, CLE, Legal Journals & Periodicals Combined**, then click **OK-Continue**. This will take you to a **General Search** screen with *Reviews, CLE, Legal Journals & Periodicals Combined* as your source for searching

7.d. Search options for finding legislation on Lexis®Library

Search: Act/SI Title; Year; Provision; Series No.; Part or Schedule; Sources; Search Terms

Browse legislation: All Subscribed Legislation Sources, e.g. Scottish Parliament Acts or SIs, UK Parliament Acts or SIs: Quick Search across all subscribed sources; Quick Search specific sources

Browsing for legislation:

1. Click on the **Legislation** tab at the top of the page, then **Browse**.
2. This type of search lets you look through a list of Acts and Statutory Instruments.

7.d.i. Searching for legislation on Lexis®Library

Search

1. Click on the **Legislation** link at the top of the page, the page should open on **Search**.
2. In the **Title** search box type: **Human Rights Act 1998**
3. A pop-up window will open giving you a choice of links – select **Human Rights Act 1998** or click on **Search**.
4. Click on the first record **Human Rights Act 1998 (1998 c 42)**.
5. Click on the  PDF icon on the top navigation bar to obtain full text of this act.
6. Are annotations available for this act? _____
7. In the **Find out more** box click on **Status Snapshot**.
8. What does the  icon mean? _____
9. Scroll down the page and note the *Status Signals* against the provisions in this act.
10. Are there any provisions in this act that are no longer in force? _____
11. Click on **Human Rights Act 1998 (1998 c 42)** link at the top of the page.
12. For additional information go to the **Find out more** box, click on **Find related commentary**.

7.e. Commentaries on Lexis®Library

The Stair Memorial Encyclopaedia is the only comprehensive and authoritative narrative treatment of the law of Scotland.

The work is arranged in an alphabetical title scheme of over 120 titles, from the Administrative Law Reissue title to Wills and Succession in volume 25. It is written by leading lawyers, both practitioners and academics.

Original volumes and reissue titles of the Stair Memorial Encyclopaedia are available on Lexis®Library together with the text of the most recent Annual Cumulative Supplement (updated every two months).

1. To select the Stair Memorial Encyclopedia for searching, click on the **Sources** tab at the top of the page.
2. Click on **Browse Sources**, then **Commentary**.
3. Click on the check-box for *Stair Memorial Encyclopedia*, then **OK-Continue**.
4. The search screen for **Commentaries** will then open with the *Stair Memorial Encyclopedia* selected as the source to search.

7.f. Newspaper articles on Lexis®Library

Lexis®Library is a good source of newspaper articles from UK broadsheets, national newspapers, UK newspapers and UK regional newspapers

1. Click on the **News** tab at the top of the page.
2. Type in up to three rows of keywords, and select where these terms should appear (from the drop-down menus) – anywhere, in the headline, at the start, company name, in the indexing, major mentions, or 3 or more mentions.
3. Select a subject category, country (if required) and source category – UK newspapers, UK national newspapers, UK broadsheets or UK regional newspapers.

7.g. Personalised features on Lexis®Library (My Research)

Lexis®Library provides personal file space for users of the database to save favourite searches, keep updated on legal topics that matter to you, and create search alerts. Search alerts are particularly useful to researchers who wish to keep informed by email of newly published journal literature in their subject interest.

To save a search:

1. On the **Results** screen for all legal material categories you will see an option to **Save Search** when you open the **Next steps** menu.
2. **Name** the search. **Note:** there is an option to save the search as an alert (a scheduled search that takes place automatically hourly, daily, weekly or monthly).
3. **Save.**
4. Open the **My Research** tab to access your saved searches, updates and search alerts.

To create a search alert:

1. If you run a successful search and you wish to save it to run automatically at a later date, use the  **Create Alert** icon located on the *delivery* toolbar at the top left hand side of the search results list.
2. In the first **Save as box:** name your search, e.g. Fair Dealing.
3. If you wish to create an alert to run the search automatically at regular intervals leave the **Save as an Alert (Scheduled Search)** selected.
4. To set up an alert: decide on how often you want to run the search (or run it yourself manually), enter your email address for notification of new materials, then **Save.**
5. Open your **My Research** tab to access your search alerts to edit or delete them.

8: Search HeinOnline

HeinOnline provides access to the full text of a range of legal resources. It is a particularly useful source of older journal articles, old English cases, US legal materials, foreign and international materials, and materials on Scottish Legal History.

Access:

1. **On campus:** Go to <http://www.abdn.ac.uk/library/collections/subjects-az/law/e-dbases/> and click on **HeinOnline**.
2. **Off campus:** from the law subject A-Z web page, click on the name **HeinOnline**.
 - Once on the HeinOnline home page click on **Log in as a different user**.
 - Open the link **Click here for UK Federation...** select **The University of Aberdeen**, then **Authenticate**.
 - At the **Shibboleth Identity Provider Login** enter your University computer username and password.
 - This route will give you access to full text materials.

Contents:

On the HeinOnline home page you will see lists of libraries (collections) that this University subscribes to:

- **Law Journal Library:** journals from the US, Canada, UK and other jurisdictions.
- **Federal Register Library:** US Federal Register and the Code of Federal Regulations.
- **Treaties and Agreements Library:** treaties and agreements to which the US is a party.
- **US Supreme Court Library:** Supreme Court decisions as they appear in the US Reports.
- **English Reports Library:** 100,000 cases from 1220-1867. Includes Statutes of the Realm 1235-1713.
- **Foreign & International Law Resources Database:** includes international yearbooks and periodicals, international tribunal/judicial decisions, US law digest.
- **Legal Classics Library:** +1000 full text books on constitutional law and political science.
- **Selden Society** publications & the **History of Early English Law**.

Click on any of these links to access and search specific types of resources.

Remember to apply the search rules for HeinOnline to your search strategy.

Search Rules	Symbol	Retrieves
and	AND	All keywords must occur in the documents retrieved
or	OR	Either one, or the other, or all keywords in documents retrieved
single-character wildcard	?	Looks for terms that match the single character placed, e.g. <i>te?t</i> finds <i>text</i> and <i>test</i>
multiple-character wildcard	*	Looks for zero or more characters, e.g. <i>test*</i> finds <i>test</i> , <i>tests</i> , <i>tester</i>
phrase	" "	Keywords must occur together in a specific order
proximity search	~	Keywords must occur within "n" words of each other, e.g. "water pollution"~10 finds <i>water</i> within 10 words of <i>pollution</i>

Search Options:

1. **Browse**
2. **Search**

3. Citation Navigator

4. Title Lookup

The following step-by-step instructions take you through the main features of searching in HeinOnline:

<p>8.a.i. Searching for journal articles on a topic in HeinOnline</p>
<p>Example: “the disclosure of trade secrets by former employees of a company”</p>
<p>If you are looking for all types of legal documents you need to search across a number of different document categories - use the Advanced Search option.</p>
<ol style="list-style-type: none"> 1. On the home page click on Law Journal Library. 2. Click on the Advanced Search link. 3. In the Search for box type the following search string exactly as it is given here: decommission* AND “offshore installation?” OR “offshore platform?” 6. This search will look for all records containing the keywords <i>decommission</i> OR <i>decommissions</i> OR <i>decommissioning</i> OR <i>decommissioned</i> AND the phrases <i>offshore installation</i> OR <i>offshore installations</i> OR <i>offshore platforms</i> OR <i>offshore platform</i>. 7. Scroll down to the Section types to search section and select only Articles, Comments, Cases and Legislation. 8. Click on Search. 9. How many records have you found in total? Legislation: _____ Articles: _____ Comments: _____ 8. Look through the list of results and you will see a significant number of the records have a  ScholarCheck icon. <i>ScholarCheck</i> analyses the most cited journals, articles and authors and allows you to view articles that have a heavy influence on the subject you are searching. Click on the icon in one of the records to view the journal articles that have cited the paper in your results. 9. Click on the title to read the full text. 10. To print or download the full text click on the  Printer icon located at the top left hand side of the document display pane. 11. To return to the results list click on the Return to Results button at the top left hand side of the page. 12. To refine and improve your search: go to the top of the results list and select Modify Search.

<p>8.b. Searching for a citation in HeinOnline</p>
<p>If you know the citation use the Citation Navigator (located in the tabbed navigation bar at the top left hand side of the page).</p>
<ol style="list-style-type: none"> 1. To return to the subscribed libraries list: click on the Libraries >> link on the breadcrumb trail located immediately below the navigation tabs at the top left hand side of the page. 2. Select the appropriate Library from the index of libraries. 3. Click on the Citation Navigator tab. 4. Enter the citation details and type the following citation exactly as written in to the Type or Copy and Paste Citation Here: box (located in the left hand Citation Navigator section). The predictive text function should recognise the title. Try to find: 89 J. Pat. & Trademark Off. Soc'y 261 (2007), then Get Citation. 5. Who are the authors of this journal article? _____

8.c. Browse HeinOnline by Country/State/Subject

The browse by options can be accessed through the **Resources** tab located on the tabbed navigation bar at the top of the page.

1. **Browse by US State:** displays a list of each state and the corresponding titles within.
2. **Browse by Country:** displays a list of all countries that are represented with content in HeinOnline and the corresponding titles within.
3. **Browse by Subject:** displays over 80 subjects that are coded to the journal titles. An individual journal title can be classified into multiple subjects.

1. Click on the **Resources** tab, then **Browse by: Subject**.
2. Scroll down the list of **Law Journals – Subjects to Intellectual Property**. Click on the + icon for this subject.
3. A list of intellectual property journal titles opens with a search box at the top. In the search box type the following search: **"trade secret?" AND disclos* AND law?**
4. How many journal articles are found by this search? _____

8.d.i. Personalised features: saving an article to your MyHein account

MyHein is a personalised file space on HeinOnline that allows you to save favourite articles, export the bibliographic details of your saved research, and save favourite searches. It is particularly useful for researchers.

1. Click on the **MyHein** tab located on the tabbed navigation bar at the top of the page.
2. Click on **Create an account** and complete the registration form.
3. Example: search for the following citation using the **Citation Navigator**
29 Wm. Mitchell L. Rev. 375 (2002-2003)
4. Once the journal article opens in full text click on the **Save/Bookmark** link on the navigation bar at the top of the page.
5. When prompted type in a name for the bookmark, e.g. **LLM workshop test**.
6. Click on the button **Save to My Hein Bookmarks**.
7. Once saved you receive a message such as this:
Has been bookmarked under tag "LLM workshop test". To view your saved bookmarks click [here](#) (to view your bookmarked articles click on the hypertext link [here](#)).
8. If you are logged in to your MyHein account you will be taken directly to your saved bookmarks; alternatively, click on the **MyHein** tab and then **Saved Bookmarks** from the MyHein menu.
9. Click on any of the article titles in your saved bookmarks and you will be taken to the full text.
10. It is possible to email your saved bookmarks to yourself or colleagues.

8.d.ii. Personalised features: saving a favourite search to your MyHein account

1. Click on the **Search** tab located on the tabbed navigation bar at the top of the page.
2. In the **Search for** box type the following search:
"trade secret?" AND disclos* AND prevent*, then **Search**.
3. A list of records that match your search will be retrieved. Scroll down to the bottom of the list and open the drop-down menu **Save to MyHein Bookmarks**.
4. Select the option **Save to MyHein Search Queries**, then **Save**.
5. When prompted name the search query, e.g. **Trade Secrets**, then click on the button **Enter Into Research**.
6. Click on the **MyHein** tab, then **Search Queries**.
7. Click on a search query to run it again.

Using e-book collections

E-books are a very convenient way of doing additional reading for your course preparation or assignments at a time to suit your schedule. We subscribe to several large e-book collections that contain law titles in full text.

Ebrary: a full-text database containing over 1600 law-related books. Particularly strong in US, comparative and international uniform law. It is possible to 'borrow' a whole book by saving it to (freely available) Adobe Digital Edition software on your computer and have it 'on loan' for 14 days.

SpringerLink: contains over 10,600 law-related books across a broad subject range, though not all of them are available in full text. Books are presented as individual chapters as PDF files rather than as whole texts.

SciVerse ScienceDirect: though heavily science-based, this collection is a very good source of reference materials, including encyclopedias.

Search the Internet

There are three important tools available to search the Web:

Search Engines (e.g. Google)

Cover all subjects and materials.

Use Advanced Search to avoid retrieving a vast amount of irrelevant material.

No evaluation. You must evaluate the quality of information you find on a Google search. For this reason we do not advise use of Google for anything other than finding out background information from reliable websites.

Subject Gateways

Smaller collections of high quality material focussing on specific subject areas. The content is selected and maintained by subject specialists = it is evaluated, but check against your own evaluation criteria. They are browseable and searchable.

1. **AccessToLaw** (<http://www.accesstolaw.com/>)

Concise annotated links directory focusing on the United Kingdom and Commonwealth nations.

2. **Eagle-i** (<http://ials.sas.ac.uk/eaglei/project/eiproject.htm>)

Free to use dedicated portal to high quality legal information sources; coverage includes UK, European, Foreign, Comparative and International law.

3. **LawLinks**

Contains 'Signposts' to freely available websites that are recommended as good starting points for legal research.

Smaller collections of high quality material focussing on specific subject areas.

Content selected and run by subject specialists.

Browse and search.

Evaluated – but check against your own evaluation criteria.

Social Networks, Blogs and Wikis are tools that are becoming increasingly popular methods of gathering and exchanging information.

Social Networks

Although not heavily used by academics, social research networks provide channels through which you can converse. If you are interested, investigate these networks further: **2collab** (<http://www.2collab.com/>); **Mendeley** (<http://www.mendeley.com/about-us/>) and **Nature Network** (<http://network.nature.com/>).

Blog (web log)

A blog is a hybrid of web page, journal and links digest – written as a diary or log. The entries, usually short and informal and may contain links to other sites, are displayed in reverse chronological order. Comments can be submitted in response to any message from the Blogger (owner of the blog) enabling networks of shared interest to build up very quickly.

Evaluate information you find on the Internet

Please do not use a search engine (such as Google) to search the Internet for primary legal materials. You will have no clear indication about the status of the legislation or cases you find – they may be

historical versions and of no real use to you. **Always** use a legal database that we purchase to find primary legal materials. Westlaw is one of the very best at your disposal because it clearly shows if legislation is still in force and even forewarns you that an amendment is pending!

Search engines collect information indiscriminately – there is no human intervention in the selection of content. Subject Gateways do, so results should be good quality and have a much higher degree of relevance. The down side is that they search across fewer pages – simply because someone has to physically process each entry.

It is essential that information derived from unregulated sites is evaluated using a set of criteria. The following checklist covers the main criteria for evaluating information derived from the Internet:

Accuracy	Is the page free from spelling errors/factual errors? Is there an editorial policy stated on content?
Authority	Are there contact details available for author or publisher? Look in the <i>About us</i> or <i>Contact us</i> links on the home page. Look at the URL – does it belong to an authoritative source, e.g. British academic institution (ac.uk); government site (gov.uk), (scotland.gov.uk); non-profit organisation (.org)
Coverage	Assess the topics – is there a wide coverage, does the site try to be comprehensive or specific? Is reliable evidence used to support the information, e.g. references to research, government documents, reports of enquiries.
Currency	Is the Web page up to date? Check for a date at the bottom of the page – does it state when the page was created, or published on the Web or when it was last revised? Undated pages do not carry any authority.
Objectivity	Is there any bias in the way the Web page is written? Is it written by an interest group? Does the page present both sides of an argument? Is it sponsored - if it is – by whom?
Other things to check:	
Awards	Has the site won a quality award, e.g. Scirus?
How you found the page	Did you find it by using a subject gateway? These tools contain evaluated material added by subject specialists and are therefore more reliable.
Contact information	This tends to indicate that a site is confident in its information.
Links	Does the site have links to and from reputable websites? Do all the links work?

Keep on the right side of the law! Copyright

Most printed and electronic documents are protected by copyright legislation. You are allowed to photocopy or print off journal articles for research purposes but must not mass photocopy/download/print, for instance, all articles from one issue of a journal (paper or electronic format). Publishers monitor online use of their full text titles and any inappropriate use of material is reported to us and could result in the University being denied access to full text electronic services in the future.

Record your references (bibliographic management)

It is important that you start to keep good records of 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 records from these databases manually.

a. Referencing and citing (definitions)

It is extremely important that you make every effort to avoid being accused of plagiarism. Plagiarism is using some else's work or ideas and giving the impression that they are your own – and with so much material available electronically it is very tempting indeed to copy and paste passages of text in to your own work.

To avoid plagiarism you must cite references to other people's work or ideas that you have discussed in your own writing. Here are some definitions:

1. Citation

- Acknowledgement of another's work
- Brief details in text

2. Reference

- Full bibliographic details of a citation in a bibliography

3. When to cite

- For all verbatim quotations of two or more words
- Sources from which you paraphrase or summarise facts or ideas
- Sources which are common knowledge but which may not be familiar to the reader
- Any relevant information which adds to your work, ideas or conclusions
- Any information source including internet, web pages, unpublished work, personal correspondence

When in doubt – CITE!

4. Guidance

- OSCOLA 4th edn. (November 2010) in PDF format is available online at www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf.
There is a separate guide to referencing international law sources at http://www.law.ox.ac.uk/published/OSCOLA_2006_citing_international_law.pdf
This is the preferred referencing style for the School of Law.
- OSCOLA 2006 Citing International Law Sources
http://www.law.ox.ac.uk/published/OSCOLA_2006_citing_international_law.pdf
- Portsmouth guide to using OSCOLA
<http://referencing.port.ac.uk/oscola/index.html>
- Law Library Guide: OSCOLA – a quick guide
<http://www.abdn.ac.uk/library/documents/guides/law/qglaw024.pdf>

Help and support

IT technical problems, including access to databases: Service Desk

Email: 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 on the MyAberdeen Research Methods module.

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>

Law Library Guide: OSCOLA – a quick guide

<http://www.abdn.ac.uk/library/documents/guides/law/qglaw024.pdf>

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/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

<http://www.abdn.ac.uk/library/documents/guides/dbs/qgdb004.pdf>

Status icons on Lexis®Library (Signals)

Interpreting UK Legislation Status Snapshot Signals in Lexis®Library

A legislation status signal appears on overview and provision level documents and indicates its current status. The table overleaf explains the meaning of these signals.

Legislation Statuses

The status of legislation is described in short or long form depending on the document in which it appears.

Category Icon	Status (Short)	Status (Long)
	No longer in force	No longer in force
	Not yet in force	Not yet in force (no prospective appointments or amendments)
	Not yet in force	Not yet in force (with prospective appointments and/or amendments)
	Not yet in force	Not yet in force (with commenced amendments)
	Partly in force	Partly in force (no prospective appointments or amendments)
	Partly in force	Partly in force (with prospective appointments and/or amendments)
	Partly in force	Partly in force (with commenced amendments)
	In force	In force (no amendments)
	In force	In force (with prospective amendments)
	In force	In force (with commenced amendments)
	Limited information found	Citations with limited or no status information available

Answers:

7.a. Lexis®Library

Using Explore to search for information on a topic (06 Sep 2012)

Search: **decommission! and offshore installation! or offshore platform!**

How many records have you found in total? **61**

Cases:**6** Legislation:**24** Legal Journals:**8** Commentary:**23**

Search: **decommission! and offshore installation! or offshore platform!** and topic **Natural Resources, Energy & Utilities Law (Gas and Oil & Petroleum)**

How many records have you found in total? **12**

Cases:**1** Legislation:**2** Legal Journals:**5** Commentary:**4**

What resource type is the first (most relevant item)? **Journal Article Update - ELR 14 2 (154)**

7.b.i. Searching for a case in Lexis®Library (Quick Find)

Brown v. Stott Where can I find a full text report of the judgment dated 05 December 2000?
Scottish Criminal Case Reports; ICLR: Appeal Cases; Session Cases; Law Reports of the Commonwealth; CaseSearch

 **Brown v Stott Status: Positive treatment indicated**

 What does this signal indicate? **The decision has been subsequently reversed, disapproved or overruled.**

7.b.ii. Searching for cases on a topic:**asbestosis and employers liability** How many cases are found? **2****asbestos! w/p employer! liab!** How many cases are found? **10****T&N Ltd, Re (No 3)** How many cases referred to this case? **4****7.b.iii Searching for International Cases in LexisLibrary**Search *Federal & State Cases, Combined* for cases on**asbestos! w/p employer! liab!** How many cases are found? **465****7.c.i. Browsing for a specific article:**(example) **Personal injury: A mixed bag - 160 NLJ 1552**Who is the author of this article? *Rehana Azib***7.c.ii. Searching for journal articles on a topic: *decommission! and offshore installation! or offshore platform!***How many Legal Journals articles are found? **8**What is the citation for the most relevant journal article for my search? **Sort by relevance:****(Karen N Scott) J Environmental Law (2006) 18 (1): 89****7.c.iii. Searching international journals in Lexis®Library for a topic****trade secret! and disclos! and prevent! and breach of contract** How many articles are found? **1689**Search within the results for **breach of contract** and **trade secret! and disclos! and prevent!** How many Legal Journals articles are found? **8****7.d. Searching for a specific piece of legislation**Are there annotations? **Yes****Human Rights Act 1998 (1998 c 42)** What does the  icon mean? **Partly in force (with prospective appointments and/or amendments)**Are there any provisions that are no longer in force? **Schedule 3, Pt 1****8.a. Searching HeinOnline**Search Law Journal Library for **decommission* AND “offshore installation?” OR “offshore platform?”**How many records have you found in total? **23**Legislation: **4** Articles: **18** Comments: **1 (06/09/12)****8.b. Using the Citation Navigator**Who are the authors of this journal article? 89 J. Pat. & Trademark Off. Soc'y 261 (2007) **Gibbons & Vogel****8.c. Browse HeinOnline by Subject****"trade secret?" AND disclos* AND law?** How many journal titles are found by this search? **901 (06/09/12)**