A Guide to Accessing Electronic Law Journals
Contents

What e-journals are there and how do I find them? 1
The A-Z list 1
Hein Online 2-5
Westlaw UK 6-8
Westlaw International 9-10
Lexis Library 11-14
Further help 15
A Guide to Accessing Electronic Law Journals

What electronic journals are there, and how do I find them?
There are over 1500 electronic law journal titles available to University of Dundee Staff and Students, a far greater number than the print titles available within the Library. These can be accessed on or off campus, at any time.

Electronic Law Journals are mainly held on three databases:
HeinOnline  Westlaw UK  Lexis Library

There are a few Electronic Journals for which there are individual subscriptions, these can be found on Dundee University Library Catalogue - Journals Search

The A-Z list
The Law Library has created an A-Z list of all the Law Journals available, either as print or electronic journals, with links to the databases they can be found on. The list is constantly being updated as content within the databases changes. To use the list:

- From the Dundee University Library Homepage select Resources for your subject.
- Scroll down to select Law from the list of subjects
- From the Law page scroll down to Full listing of legal journals and click A-Z listing of legal journals.
- From within the A-Z listing scroll down to find the title you are looking for, or click on the first letter of the title of the journal to jump to that part of the list.
- Each title will show a link to the databases where the journal can be found, and a coverage note.
- When you click on the link you will be taken to the Log-in page. Enter your University of Dundee username and password.
- You will then be taken to the main page of the database.

Finding journal titles on each of the databases
When you use the A-Z list you are taken to the main search page of the database, rather than to the specific journal, from here you will need to search for the journal you want.
Databases vary in how they allow you to search, and in the ease with which you can find information. As none of the databases contain all the titles available, you will probably find you need to use more than one database to locate journals. The following instructions should help you negotiate your way.
How the new Platform improves Heinonline

It is now possible to search the contents of Heinonline using the Search options, previously you could only browse. However the Search function is fairly basic, and not always reliable.

Advantages

Heinonline provides access to over 1200 titles, and coverage tends to go back further than on other databases, often to the first volume of a journal; so it’s better for older journals than other databases.

Disadvantages

Be aware that Heinonline rarely provides access to the most current issue of a journal, coverage tends to be until the last full volume of a title; meaning that Heinonline probably won’t give you access to journal articles which are less than 1 year old.

Accessing Heinonline

There are a few different ways to access Heinonline:

- When using the A-Z list or accessing HeinOnline from any of the links created on the Library webpages, you will be taken to the University of Dundee log-in page. Enter your University of Dundee account details. You will be taken to the Heinonline home page. Here you will see a list of Libraries available.

- From the University of Dundee - Library webpage, as described on page 1, or from the Law Resources page, scroll down and select the Heinonline link listed under Internet databases.

- Alternatively access HeinOnline directly by going to www.heinonline.org and click Subscriber Click Here to Enter and click the University of Dundee login link and enter your username and password.

Finding Journals on Heinonline

To access the journals available, click Law Journal Library which will take you to an A-Z list of all the titles available on Heinonline.

If you know what journal/article you’re looking for:

Browse

- Click the first letter of the title of the journal and scroll down until you find the journal you are looking for.
- Beneath the title you will find a coverage note and details of any change in title.
- Click the title of the journal you want to view.
Select from the options on the screen, which vary from title to title, to find the volume/part that you want to browse in. Click the link to the article you want to open; this will normally be the page number link.

or,

Search

NB: the search function on HeinOnline is fairly new and not 100% reliable, this is being improved based on comments and reports from customers.

- Click Search on the left hand of the screen beneath the HeinOnline logo.
- There are 3 main search options; Basic, Field Search, and Advanced Search. The Field and Advanced Search options are the best to use.

Field Search
- Click Field Search.
- There are 3 search fields with drop-down menus which you can select the field to search within, e.g. creator/author, titles, description, etc. NB: the “date” option on the drop-down menu does not relate to publication date, but to dates referred to within the article. Publication date ranges can be added to your search using the date fields further down the page.
- There are AND/OR options to link your search terms.
- A range of subject headings are shown – to select from these click on the subject you want to include in your search, or to select more than 1 subject click and drag the cursor to include the subjects you want.
- You can also select a specific title to search within by clicking on the title list below the subject list.
- If you know the year the article was published, enter the year into both date fields to restrict the search to that year only. If you are unsure of the year of publication enter a range of years, or leave this area blank.
- Below the titles lists are options to limit your search by document type, click the boxes next to the document types you want to select/deselect.
- The include external articles box is pre-selected; a small number of titles are held as links within the database rather than being part of the database – this means that if the article you want is on another site when you click on the link a new window will open.
- Click search.
- The results page will show the articles which fulfil your search criteria. The more specific the information, the less results you will have.
- To select the article you want, click the citation link to access the full-text article.
If you don't know exactly what you're looking for

- From the Heinonline homepage, select Law Journal Library.
- Click the Search tab at the left of the screen below the Heinonline logo.

**Basic Search** is the default search option.
- You can enter your search term here; click either Word or Phrase search, and then click the magnifying glass.
- The results page will show the articles which fulfil your search criteria. The more specific the information, the less results you will have.
- To select the article you want, click on the citation link to access the full-text article.

**or**

**Field Search** allows you to search a number of terms at once.
- There are three boxes to enter your information into, such as authors, titles, words, phrases, dates etc. You can combine three different pieces of information using the And/Or options in the drop down menus between the search fields.
- If you want to limit the search to a specific year, enter this year in both the From and Through boxes; if you want a range of dates enter the start year in the From and the end date in the Through box, if you don’t want to limit by date, leave these boxes blank.
- The next box is a drop down menu containing all the journal titles available; use this if you want to limit your search within a specific journal.
- You have a variety of sort options to choose from.
- On the far right of the screen there are options to limit your search by document type, click the boxes next to the document types you want to select/deselect.
- Click Search.
- The results page will show the articles which fulfil your search criteria. The more specific the information, the less results you will have.
- Click the citation link to access the full-text article.

**or**

**Advanced Search** allows you to use your own search terms and combine these with other information relating to the date, publication title, etc.
- The first search box can be used to enter authors, article title, keywords, etc.
- If you want to limit the search to a specific year, enter this year in both the From and Through boxes; if you want a range of dates enter the start year in the From and the end date in the Through box, if you don’t want to limit by date, leave these boxes blank.
- The third box is a drop down menu containing all the journal titles available; use this if you want to limit your search within a specific journal.
- You have a variety of sort options to choose from.
On the far right of the screen there are options to limit your search by document type, click the boxes next to the document types you want to select/deselect.

Click Search.

The results page will show the articles which fulfil your search criteria. The more specific the information, the less results you will have.

To select the article you want click the citation link to access the full-text article.

**Reading journal articles online on Heinonline**

When you access an article on Heinonline, only one page is displayed at a time. There are a number of ways to view the full article online:

1. from the page view of the article move to the next page by clicking on the arrow next to the page number at the top of the article.
   
   Or,
   
   2. Click on the printer icon; from here you can select to download the article as a PDF, either the whole of the article (using the first PDF option) or the current page (using the second PDF option). The PDF document will open in a new page.

**Printing journal articles from Heinonline**

There are two ways to print articles from Heinonline.

1. From the page view of the article click on the printer icon. Select the first PDF option to open the full article, and from the PDF version click the print icon.
   
   Or,
   
   2. You can use the HPrint option if you have installed the HPrint software; instructions on how to do this are on the screen below the list of Download/Print options.
Westlaw UK

Advantages
Westlaw UK will provide you with full-text access to Sweet & Maxwell law journals. The most recent issue of a journal should be available via Westlaw UK. There are over 1000 titles available within Westlaw UK and Westlaw International.

Disadvantages
In some cases only abstracts of journal articles will be available; this will be indicated on the electronic journals A-Z list produced by the Law Library. In addition you will need to access the Westlaw International Database to get access to international journals, this database has a different interface and facilities to Westlaw UK; details on how to access journals on Westlaw International will follow those on Westlaw UK.

Accessing Westlaw UK
Click the link to Westlaw UK from the Library: Resources for your Subject - Law page.

Enter your University of Dundee username and password and click “login” to be taken to the Westlaw UK homepage. Westlaw International can be accessed from the Westlaw UK page by clicking the “Services” link at the top of the page, and selecting “Westlaw International”.

Finding Journals on Westlaw UK
  o From the Westlaw UK homepage click the Journals tab, in the middle of the screen to the right of the Westlaw UK logo.
  o You have the option to Search within the journals, or Browse the journals.

If you know what journal/article you’re looking for:
There are a few different ways to find a specific article:

Using the Search Facility
  o If you know the author or title of the article, enter these into the appropriate fields and click Search.
  o If you have other information to search with click on Advanced Search and enter the information into the appropriate fields.
  o The results will display in chronological order, the most recent first.
  o The more specific the information, the less results you will have.

Using the Browse Facility
  o If you are looking for the full-text of an article click on Full Text Articles to see a list of all the full-text journals held on Westlaw UK.
Select the Journal you want to browse from the list. (If the journal you want to view is not on this list, you need to use Westlaw International).

The next screen shows you the years available; select the appropriate year.

You can choose to view an alphabetical list of articles from the year you have selected, or to view an issue.

Whichever option you choose you will find a results list, showing the titles of the articles available, with links to view the article.

Click on the link beneath the article title to view the full-text.

If you don’t know exactly what you’re looking for:

Using the Search Facility

If you do not know the author or the title of the article, click Advanced Search.

The Free Text box allows you to enter phrases to include in your search.

To search by Subject or Keyword you can enter your terms into the box, or click on the list of terms link to access a list of terms; enter these terms into the Subject or Keyword search field.

If you want to limit your search to a specific journal, enter the title into the Journal Title field.

If you want to find articles with your chosen words/phrases in the title, use the Article Title field.

If you want to search for articles by a specific Author, enter these details into the Author field.

If you are looking for journal articles relating to a specific case or to legislation, you can enter this information into the Case Cited fields, or the Legislation fields.

You can enter a specific year to limit your search by. Currently within Westlaw UK you can only search for a specific year rather than a range of years, so only use this field when you know the year you want to search within.

When you have entered the terms you want to include, click Search.

The results list will be in chronological order, and there will be a link to the full text article.

Click on the link to the Full Text Article to view it.

Using the Browse Facility

The Browse facility is of limited use if you are unsure what you are looking for, however:

If you want to browse a particular full-text journal, click Full Text Articles and select the journal title you want to browse through. (If the journal you want to view is not on this list, you need to use Westlaw International).

Select the year you wish to browse.

You can choose to browse by Article Title, or you can select an issue from the year.
Whichever option you choose you will find a results list, showing the titles of the articles available, with links to view the article.

Click on the link beneath the article title to view the full-text.

**Reading journal articles online on Westlaw UK**

From your list of results there will be a link to view the full-text of the article. If you click on this link you will be taken to the article, and you can scroll through it.

You can view the article in a number of different formats by clicking the Save icon on the left hand side of the page. You can either save a Word or PDF version of the document. Similarly you can have a version emailed to your account by clicking on the *email* icon, and choosing the format you require.

**Printing journal articles from Westlaw UK**

From your list of results there will be a link to view the full-text of the article. If you click on this link you will be taken to the article.

Click the *print* icon on the left hand side of the page.

There are a number of options available relating to the output of the document.

If you would like a PDF printout, follow the instructions shown in *Reading journal articles* .... above, and after opening the PDF version, click the print icon.
Westlaw International

Westlaw International is accessed via Westlaw UK. It will give you access to international journal titles available on the database.

Advantages
Westlaw International provides access to a range of international Law journals, both full-text and abstracts, many of which are not available through any other service which the Law Library subscribes to.

Disadvantages
Westlaw International has a different interface and different functionalities to Westlaw UK, so you need to know how to use both interfaces. Furthermore not all the titles available within Westlaw International will display in the indexes, so articles may be available by searching but not browsing.

Accessing Westlaw International
You access Westlaw International via Westlaw UK. Click the link to Westlaw UK from the Library: Resources for your Subject - Law page.

Enter your University of Dundee username and password and click “login” to be taken to the Westlaw UK homepage. Westlaw International can be accessed from the Westlaw UK page by clicking the “Services” link at the top of the page, and selecting “Westlaw International”.

Westlaw International will open in a new window.

Finding Journals on Westlaw International
  o From the Westlaw International Homepage, ensure that the Westlaw International tab is selected
  o Click Law Reviews and Journals.
  o Enter the title of the journal you wish to view in the search box.
  o A list of possible matches will display.
  o Beside each title there is an information icon which will tell you more about the title.
  o To search within a title click on the link (title).
  o If you want to search more than one title at a time, click the tick boxes to the left of the title and click okay at the bottom of the list.
  o A search screen will now appear.

If you know what journal/article you’re looking for:
  o From the Law Reviews and Journals directory enter the title of the journal you want to search.
  o From the results list click the title of the journal you want to search
  o In the search box enter the information you know about the article – either the Title of the article, or the name of the Author, etc.
There is a list of connectors and expanders that you can use in your search; e.g. use " " if you are searching using a phrase, etc.

In the Dates field you have a number of options to limit your search.

The Fields options allow you to limit the terms you have used to a particular part of the documents.

Click Search.

Click results list to view the results.

To view the article you want, click the title; the full-text of the article will display, if available.

If you don’t know exactly what you’re looking for:

Westlaw International does not have a browse function for journals.

From the Law Review and Journals directory, select Journals and Law Reviews US.

In the search box enter the terms of your search.

There are a list of connectors and expanders that you can use in your search; e.g. use " " if you are searching using a phrase, etc.

In the Dates field you have a number of options to limit your search.

The Fields options allow you to limit the terms you have used to a particular part of the documents.

Click search.

Click results list to view the results.

To view the article you want, click the title; the full-text of the article will display, if available.

Reading journal articles online on Westlaw International

When you select the article from the list of results it will display on the screen. You can also download the document in different formats.

To read the document on screen use the side scroll bar

To download click the Download icon on the right of the page above the document.

In the Format dropdown menu you can choose to download the document as a Word, HTML, a Plaintext document or a PDF file.

There are a number of options relating to what documents you wish to download, etc.

Click Save; Click Complete Download.

You will be asked if you want to open or save the file. If you click open the document will open in a new window in the format you requested. If you click save you will be asked where you want to save the document.

Printing journal articles from Westlaw International

From the selected document click on the Print icon.

In the Format dropdown menu you can choose to print the document as a HTML or PDF document.

There are a number of options relating to what documents you wish to print, etc.

Click Print.
Lexis Library

Advantages
Lexis Library allows you to see all the core journal titles available to search within one page, and it is easy to access the titles you are looking for using either the Search or Browse options.

Disadvantages
Lexis Library has fewer titles available than the other databases, and journals can be more difficult to retrieve if they are not part of the core journals collection.

Accessing Lexis Library
When using the A-Z list or accessing Lexis Library from any of the links created on the Library webpages, you will be taken to the University of Dundee log-in page where you enter your University of Dundee account details, then to the Lexis Library home page.

Finding Core Journals on Lexis Library
- From the LexisNexis Butterworth’s homepage click on the Journals tab along the top of the search screen.
- You have the option to search for or browse journal articles.

If you know what journal/article you’re looking for:
Using the Search option
- If you know the title of the article, or the author, or the citation, you can enter this information into the appropriate search boxes on the bottom half of the search page.
- You can enter more than one term into your search in order to limit the number of articles retrieved.
- There is the option to search a specific journal or all journals in the core collection by using the drop down menu next to Sources. If the journal title you are looking for is not available from this drop down menu please see instructions below for searching for journals which are not part of the core collection.
- There are a number of different date options available in the drop down menu next to Specify Date.
- Click Search once you have entered all the terms you want to include in your search.
- The results page will list all the articles which meet the criteria in your search in chronological order. To access the article you want click on the title link. If there is only one article that meets your search criteria the results screen will be the full-text of that article.
- On the left of the full-text page of your article you will see the table of contents for the journal the article comes from, along with a link to the contents of all the issues of the journal available on Lexis Library which you can use to browse.
Using the Browse option

- Click the Browse option to access the browse list of core journal titles.
- Click the + next to the title of the journal you want to browse.
- Click the + next to the volume and/or year you want to browse.
- To view the table of contents of an issue click the issue number or date.
- If you click the + next to the issue number or date, you can choose to view lists of articles, reviews, etc..
- From the list of contents click on the title link to view the full-text of the article.

If you don't know exactly what you're looking for:

- Click the Search tab if not already selected.
- In the Enter Search Terms box enter the terms of your search, this could be a topic, a case name, or title of legislation.
- There are a number of connector terms which you can use to combine a number of different search terms, click View Connectors … to see a list of connectors and characters to use for variations of a word.
- If you are searching using topics, you can access a list of topics used by Lexis Library to describe articles by clicking add topics to search. You can select the topic you want to include using the hierarchical list. Click the + next to the topic area, then click the boxes next to the topic you want to include in your search.
- Once you have entered all the terms you want to include, you can choose to search within a specific title, or search all journals by using the drop down menu next to Sources.
- There are a number of different date options available in the drop down menu next to Specify Date.
- Click Search once you have entered all the terms you want to include in your search.
- The results page will list all the articles which meet the criteria in your search in chronological order. If there is only one article that meets your search criteria the results screen will be the full-text of that article.
- If you have too many results you have the option to search within the results by entering additional search terms into the Narrow Search box on the right of the page.
- Alternatively you can click the drop down menu next to Next Steps to edit the search or start a new search. You can also save the search or create an alert (see the guide Lexis Library Updating and Scheduled Search Services).
- To access the article you want from the results list, click on the title link.
- On the left of the full-text page of your article you will see the table of contents for the journal the article comes from, along with a link to the contents of all the issues of the journal available on Lexis Library which you can use to browse.
Searching for articles which are not core journal titles

If the article you are looking for is not held within the core journals collection (to see the list of core journals click on the journals tab, and view the list within the drop down menu next to Select Sources on Lexis Library), but is on the A-Z journals list, then it can be found within the Sources option.

If you know what journal/article you’re looking for:

- Click on the Sources tab along the top of the screen beneath the Lexis Library logo.
- Ensure that Browse Sources is the selected tab.
- The default will show the sources to be filtered by United Kingdom. If you click on this drop down menu and scroll UP and select All Countries you will be able to view all the sources available. If you know which country the journal is produced in, you can select that country.
- Depending on which country/region you select there should be a folder for Legal Journals, open this folder to view a list of available publications.
- Some titles will be browsable – click Browse next to these titles to view year, volume, part, then articles.
- Where you cannot browse a title, or to search within more than one title tick the box next to the title(s) you wish to search within.
- Click Okay to open a search screen which limits the search you are about to conduct to that specific title(s).
- The title(s) of the journals selected will show in the Select Sources part of the search screen.
- In the Enter Search Terms box enter the terms of your search, this could be a topic, a case name, or title of legislation.
- There are a number of connector terms which you can use to combine a number of different search terms, click View Connectors … to see a list of connectors and characters to use for variations of a word.
- If you are searching using topics, you can access a list of topics used by Lexis Library to describe articles by clicking Add Topic(s) to Search. You can select the topic you want to include using the hierarchical list. Click the + next to the topic area, then click the boxes next to the topic(s) you want to include in your search.

If you don’t know what you’re looking for:

- Unfortunately it is not possible to search all the journals on Lexis Library. You can choose to conduct a search of the whole database, but this will bring up all documents including cases, legislation etc.
- You may combine up to ten titles using the process above to run a search within a group of resources.
Reading journal articles online on Lexis Library

- From your list of results there will be a link to view the full-text of the article. If you click on this link you will be taken to the article, and you can scroll through it.
- You can choose to view the document in a number of different formats by downloading it. Click on the disk icon on the right of the screen. In the Format drop down menu select the format you want. If you keep the Cover page and end page boxes ticked you will get a page at the beginning and end of the article with a Lexis Library logo, telling you the file name, and when the article was downloaded, etc. As this is of little value, deselect these options, especially if you are going to print the article at a later date. Click download. The document will be formatted, and once available you should right click on the link, then click save target as. Select where you want to save the document, what you want to call it etc., then click save.
- You can also choose to email articles by clicking the envelope icon.

Printing journal articles from Lexis Library

- From the selected article click on the printer icon.
- Deselect the Cover Page and End Page options.
- You can select an alternative font, view you search terms in bold, or underlined, and add a note to the document.
- Click Print.
- Select the printer you want to use and click Print.
- If you want to print the article in a different format, you would be better saving it then printing it – see instructions above.
Further help...

If you have any questions or would like some help in using any of the Library Services or Resources please contact your Liaison Librarian; contact details can be found on the Resources for Your Subject page on the Library webpage

http://www.dundee.ac.uk/library

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