

Lexis® Library Academic User Guide



LexisLibrary

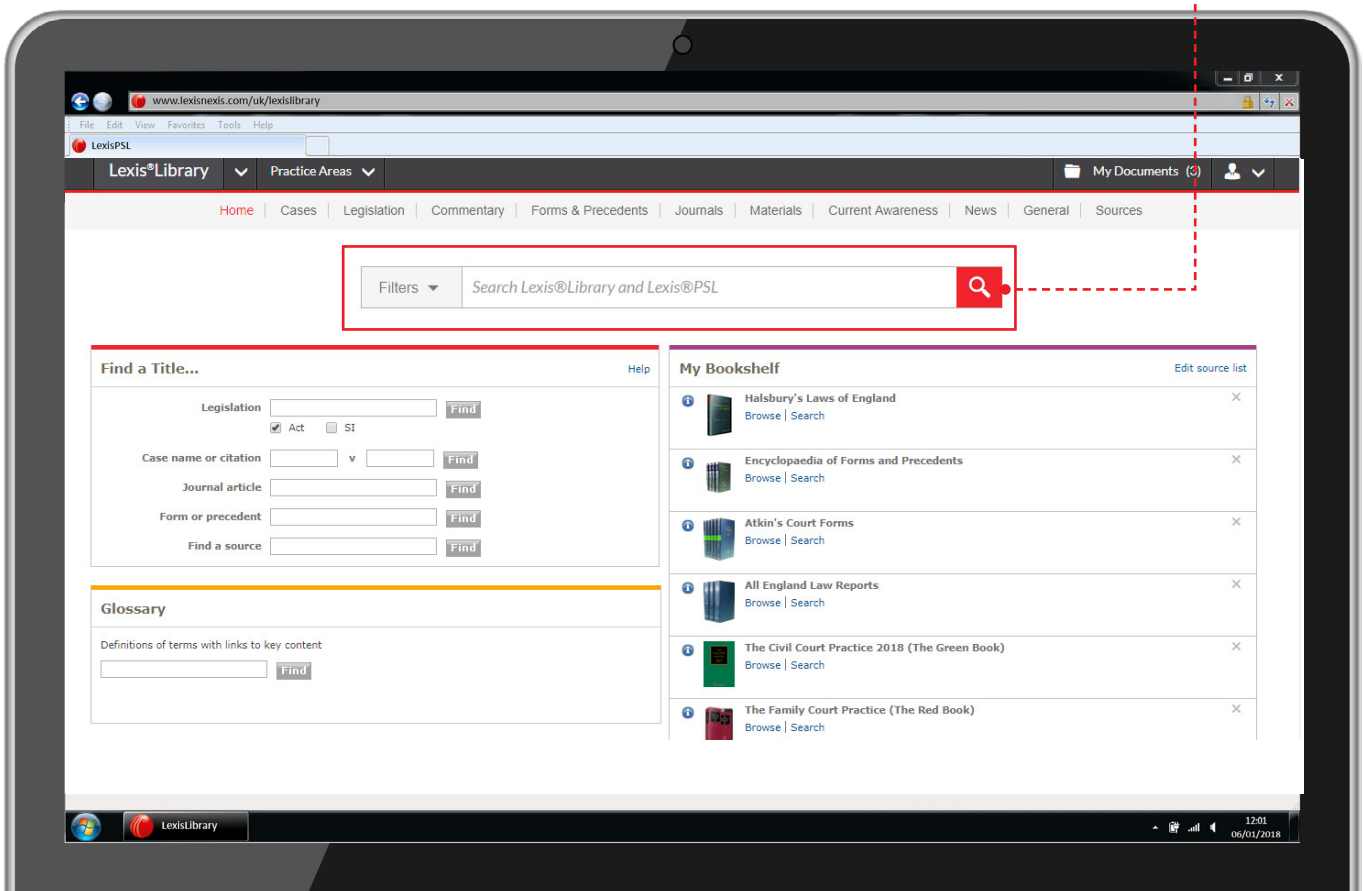
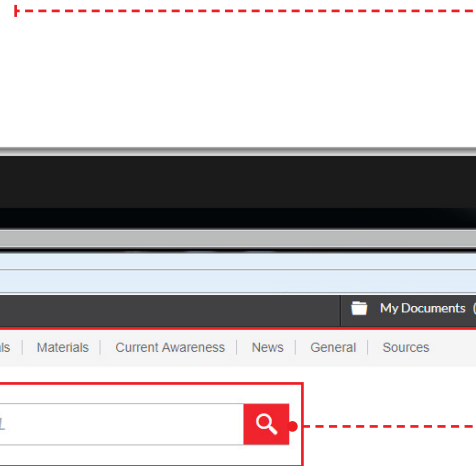
Academic User Guide

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Searching across your entire subscription

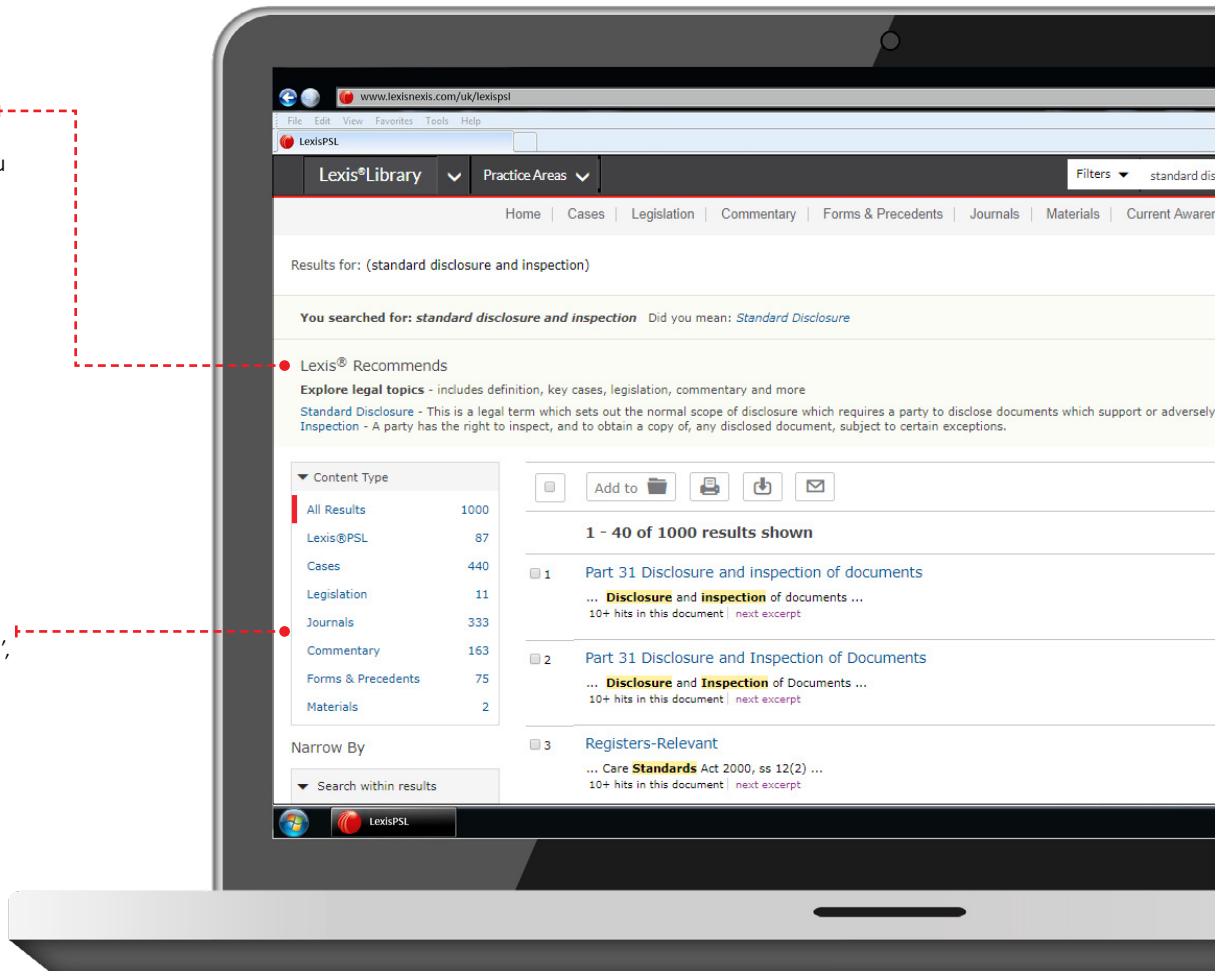
You can use the large central search box to search across your whole LexisLibrary and LexisPSL (where applicable) subscription. Later in this guide, you will be taught on how to use search connectors; you do not have to employ any of these in this search box. It supports natural language, so you can type in a series of key words/phrases and simply search.



Working with your results

Sometimes, **Lexis Recommends** will suggest key or popular documents that are relevant to the terms you have searched.

Use the filters to the left of the search results to narrow by content type (here you can also see results from lexis PSL – subscription dependant); filter by an additional key word, select a particular publication and sort by legal topic.



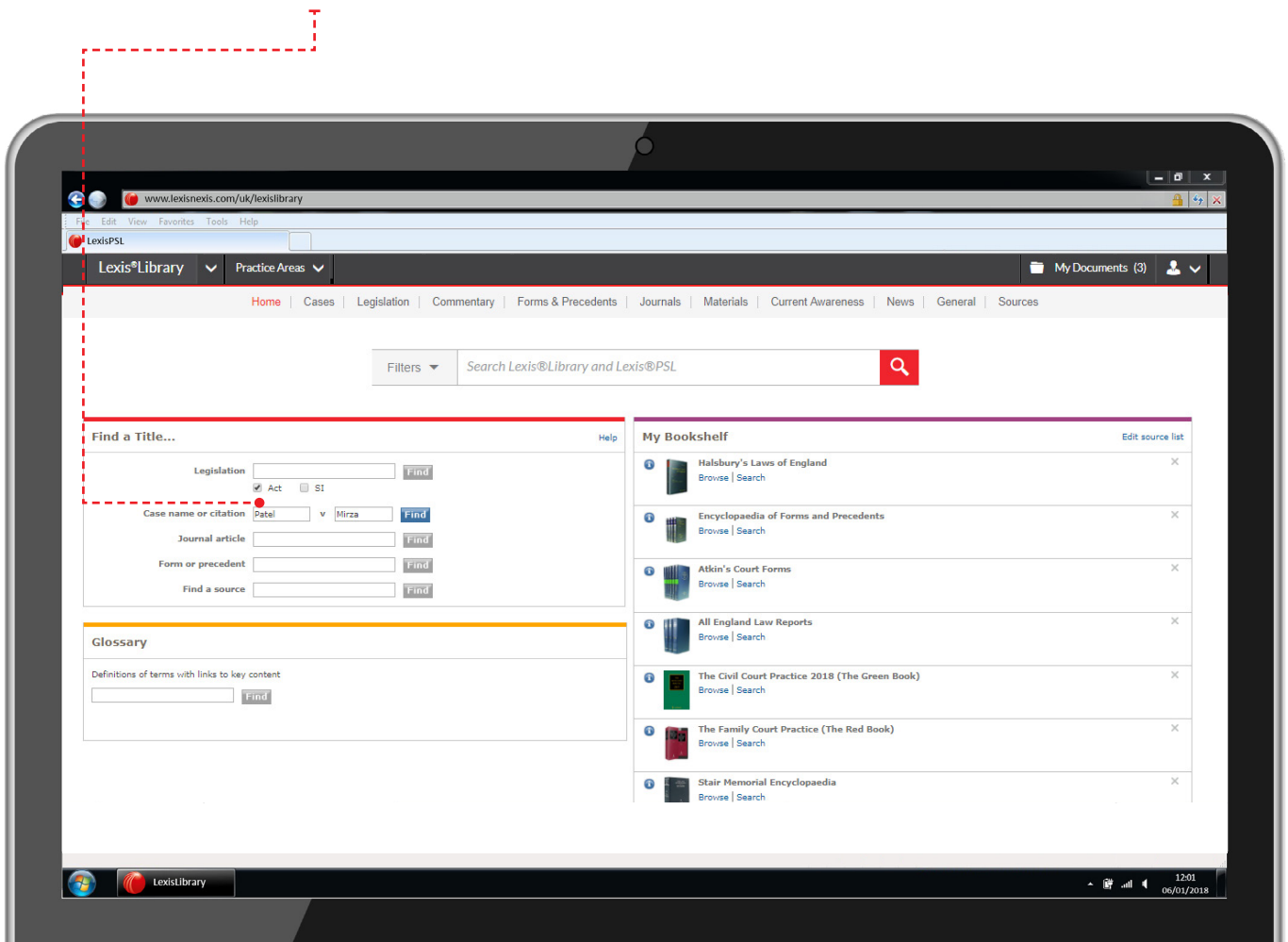
Finding authority as cited by your lecturer

Cases

Enter the case name, one or both party names is effective here.
(e.g. Patel or Patel v Mirza)

Alternately, you can also search via citation, however, remember to omit any square brackets when doing so.

For example, [2015] Ch 271 would be entered as "2015 ch 271".

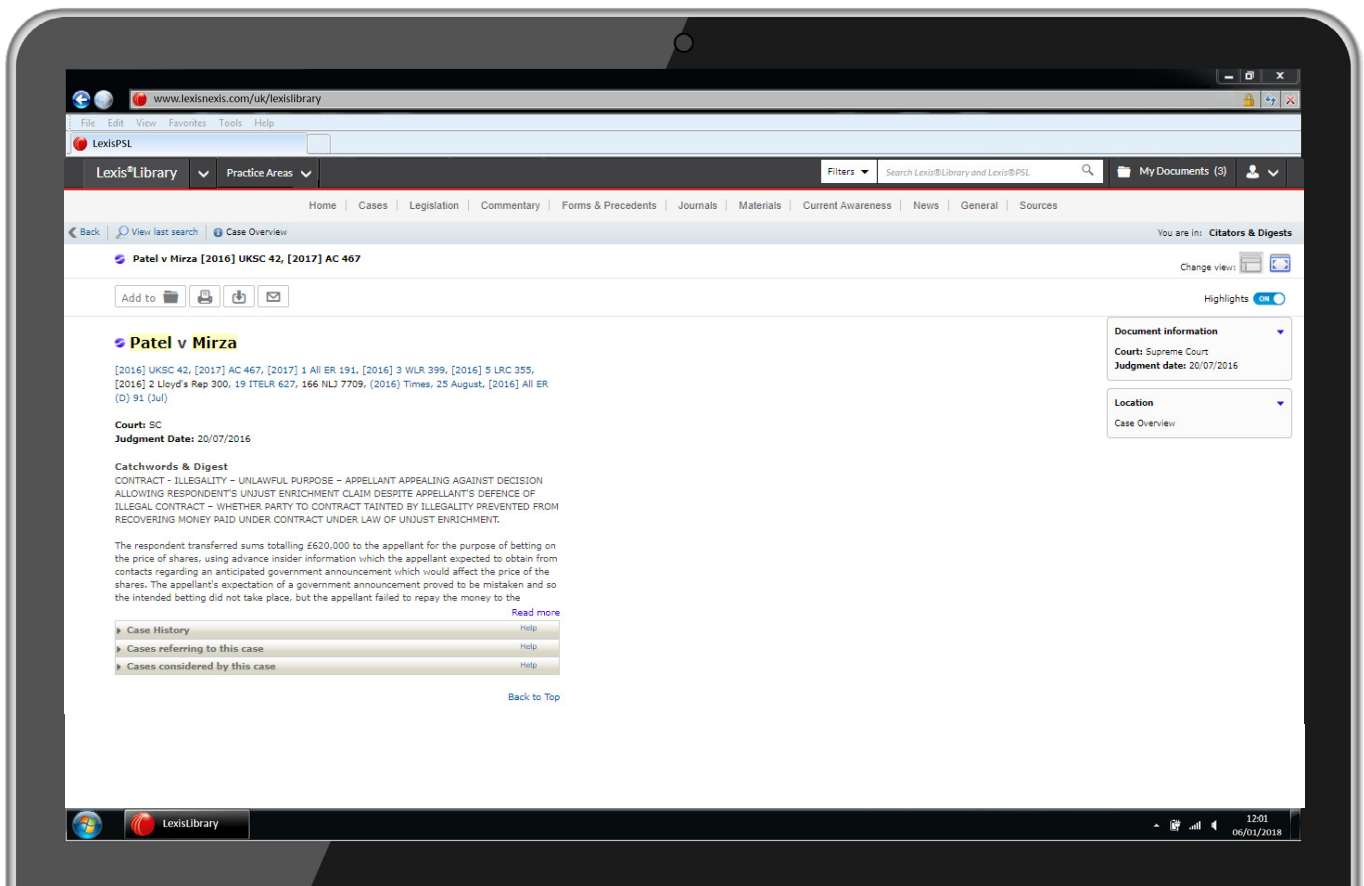


Finding authority as cited by your lecturer (cont'd)

After pressing **FIND**, you will be linked to a list of results.

It is always useful to start with the Case Overview result. This will include a range of handy features, such as:

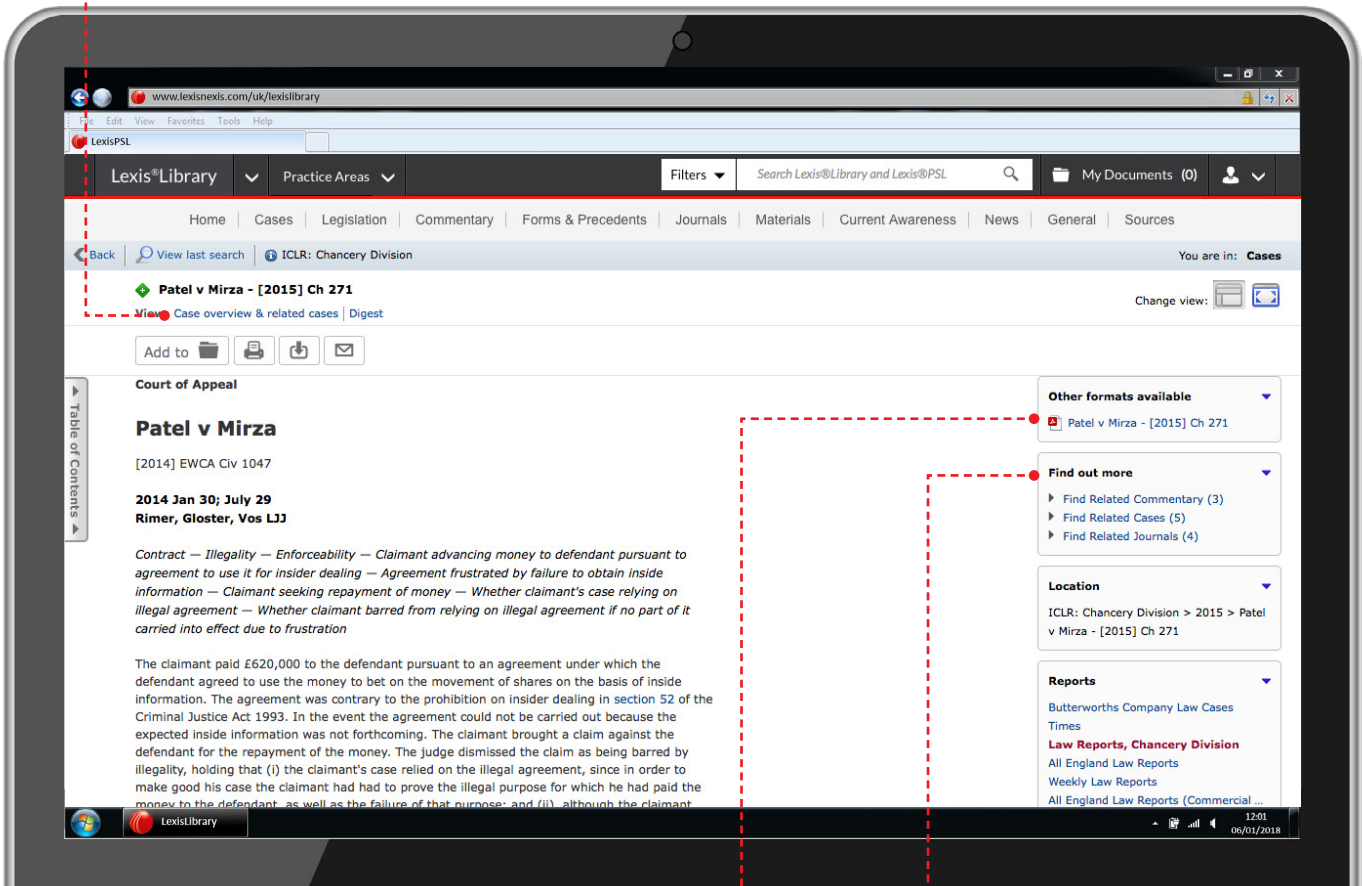
1. Links to all of the available law reports – click on a link to open the law report.
2. A list of catchwords, describing the case.
3. The appeal history of the case (where applicable).
4. The cases considered in reaching the judgment.
5. Subsequent which have since referred to this case.
6. If there are any ongoing appeals, an appeal status tracker, letting you know of any future appeals and court dates.



Remember referring to the appellate history, cases considered and subsequent cases demonstrates deeper research and can significantly improve your grade

Finding authority as cited by your lecturer (cont'd)

You can return to the Case Overview using this link



You can view a PDF of the law report as it appeared in the original print volume. This is particularly important as it provides the lettered paragraphs – lecturers are impressed if you cite these e.g. [2015] Ch 271 at p 275 para d

The **Find out more** box links you to related Case law, Commentary (practitioner text books) and Journal articles as appropriate. Using these links is a great way to improve your grades and save you research time

Finding authority as cited by your lecturer (cont'd)

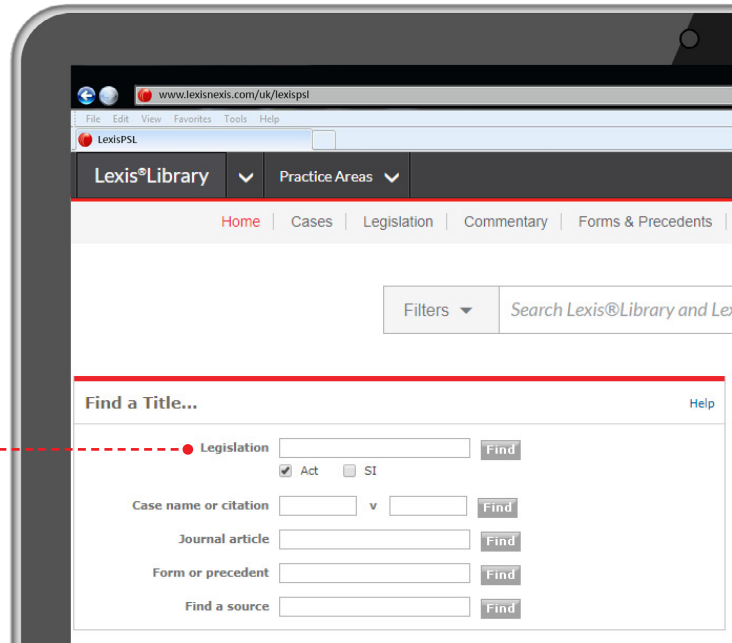
Legislation

Enter the Legislation title into the Legislation Field

You must tick the SI box to return secondary legislation results

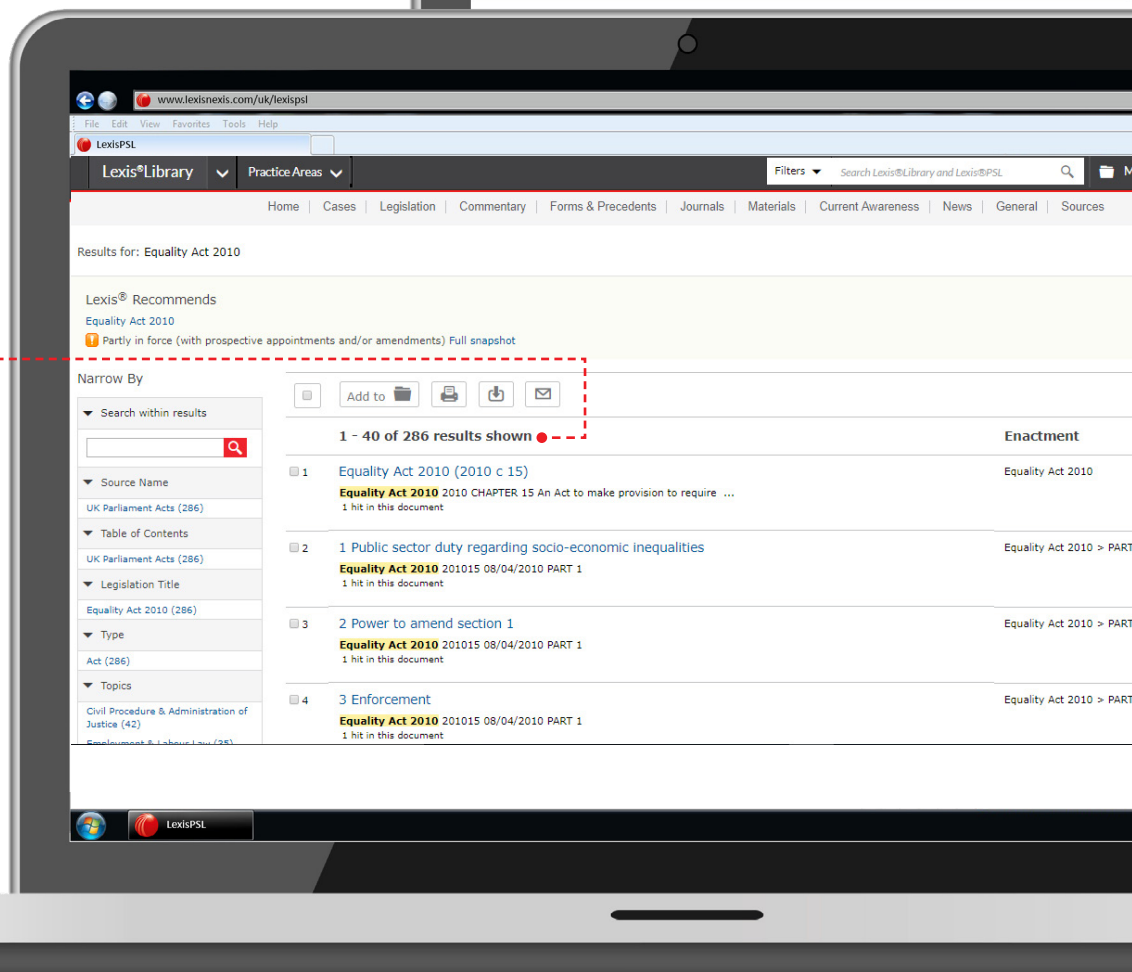
To find Welsh Assembly Acts & Measures you need to un-tick both the Act and SI box

If you want to find the Primary Legislation and the associated Secondary Legislation you need to tick both Act and SI box To search for a specific section enter the title followed by the section number e.g. Equality Act 2010 s6

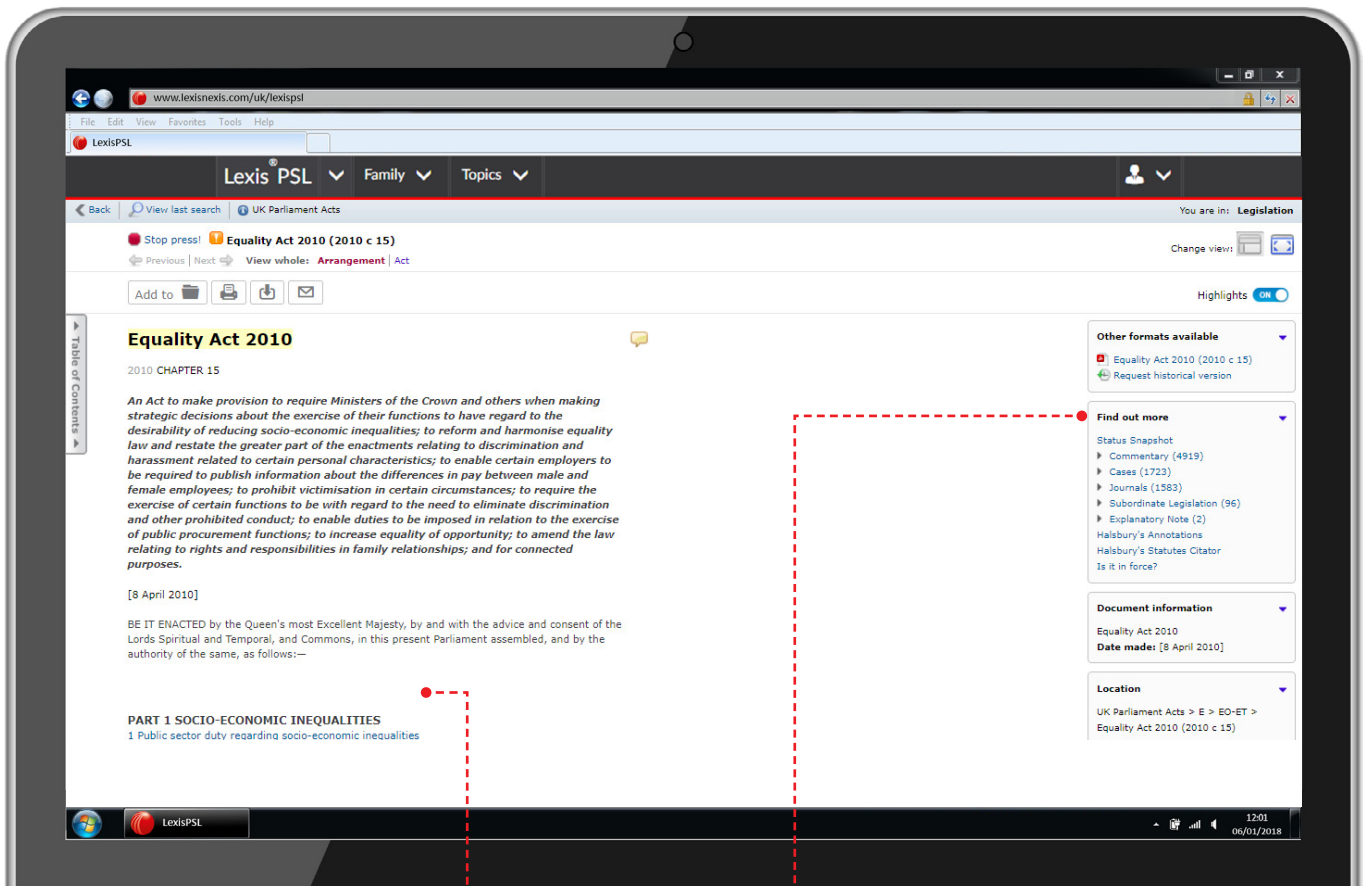


If you have not searched for a specific section you will see one result for each section of the Act/SI

Click on to the title result



Finding authority as cited by your lecturer (cont'd)



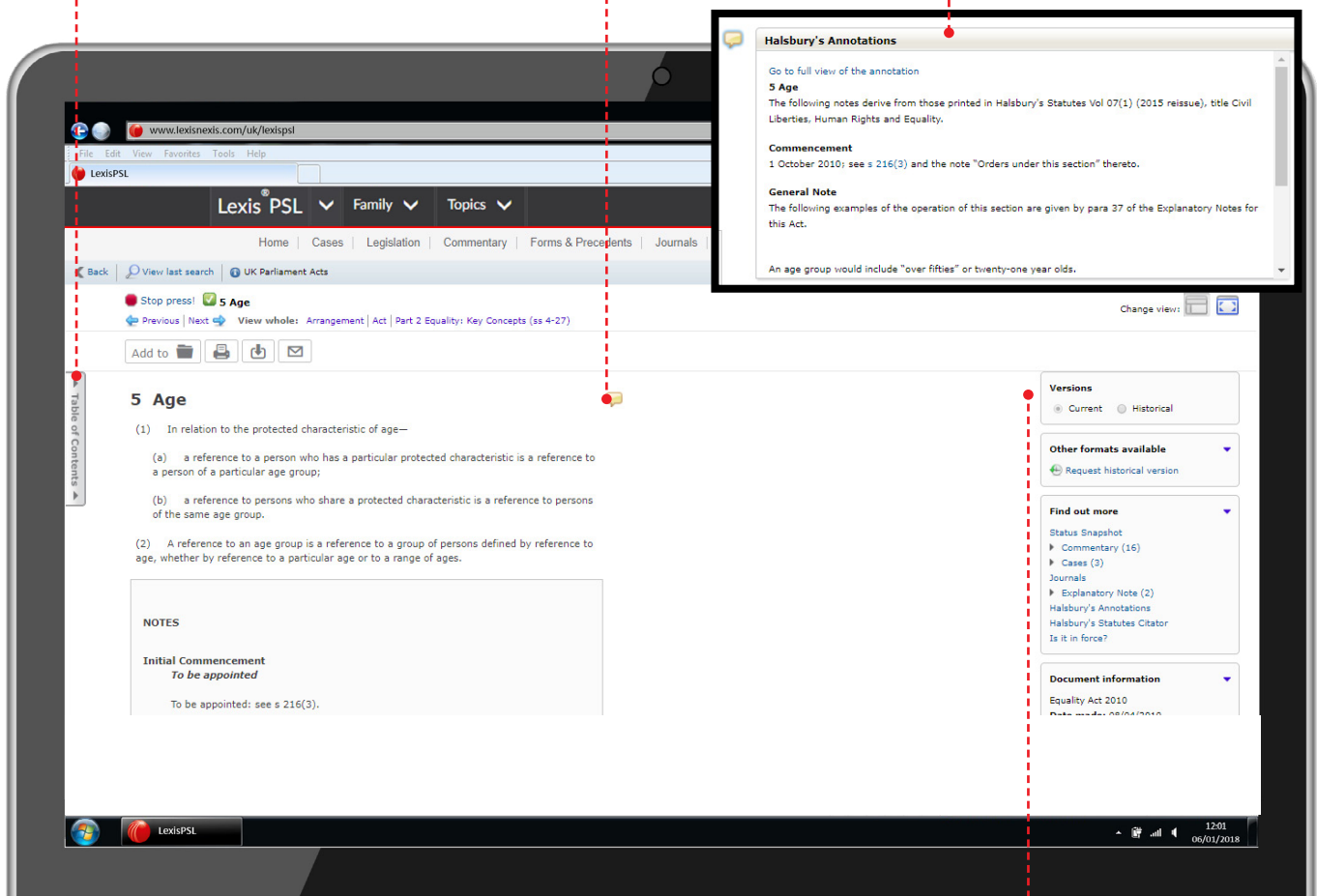
You will now see the arrangement of the Act/SI and from here you can link to your specific section

The Find out more box links you to Case law, Commentary, Journal articles and Subordinate Legislation for the Act as a whole. It is better to link from a specific section to focus your results

Finding authority as cited by your lecturer (cont'd)

Use the Table of Contents button to move quickly between sections of the Act/SI you are viewing

Click on the yellow notes symbol to see **Halsbury's Annotations** and **Words and Phrases Judicially Considered**. This lists all of the definitions the courts have applied to the wording of the Act and links to that Case law. *This will help you improve your marks*



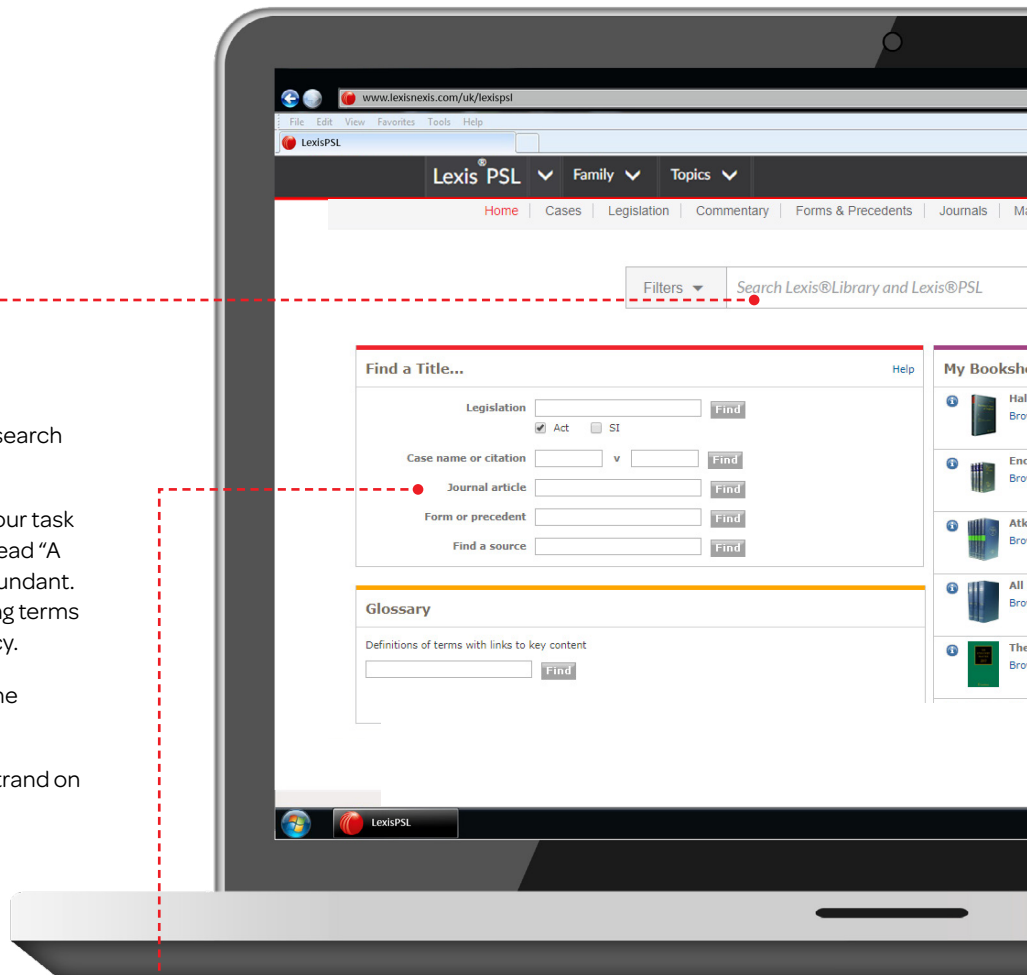
If you need to see how the Legislation looked at a past point in time you can use the Historical Version links

Finding authority as cited by your lecturer (cont'd)

Journal articles

These tips will help you when you have to research from first principles

1. Identify the key words and phrases in your task question. For example, if my question read “A pregnant woman may not be made redundant. Discuss” you would need to search using terms like pregnant, maternity and redundancy.
2. Build these into a search strand using the connectors below.
3. You are now ready to use your search strand on LexisLibrary

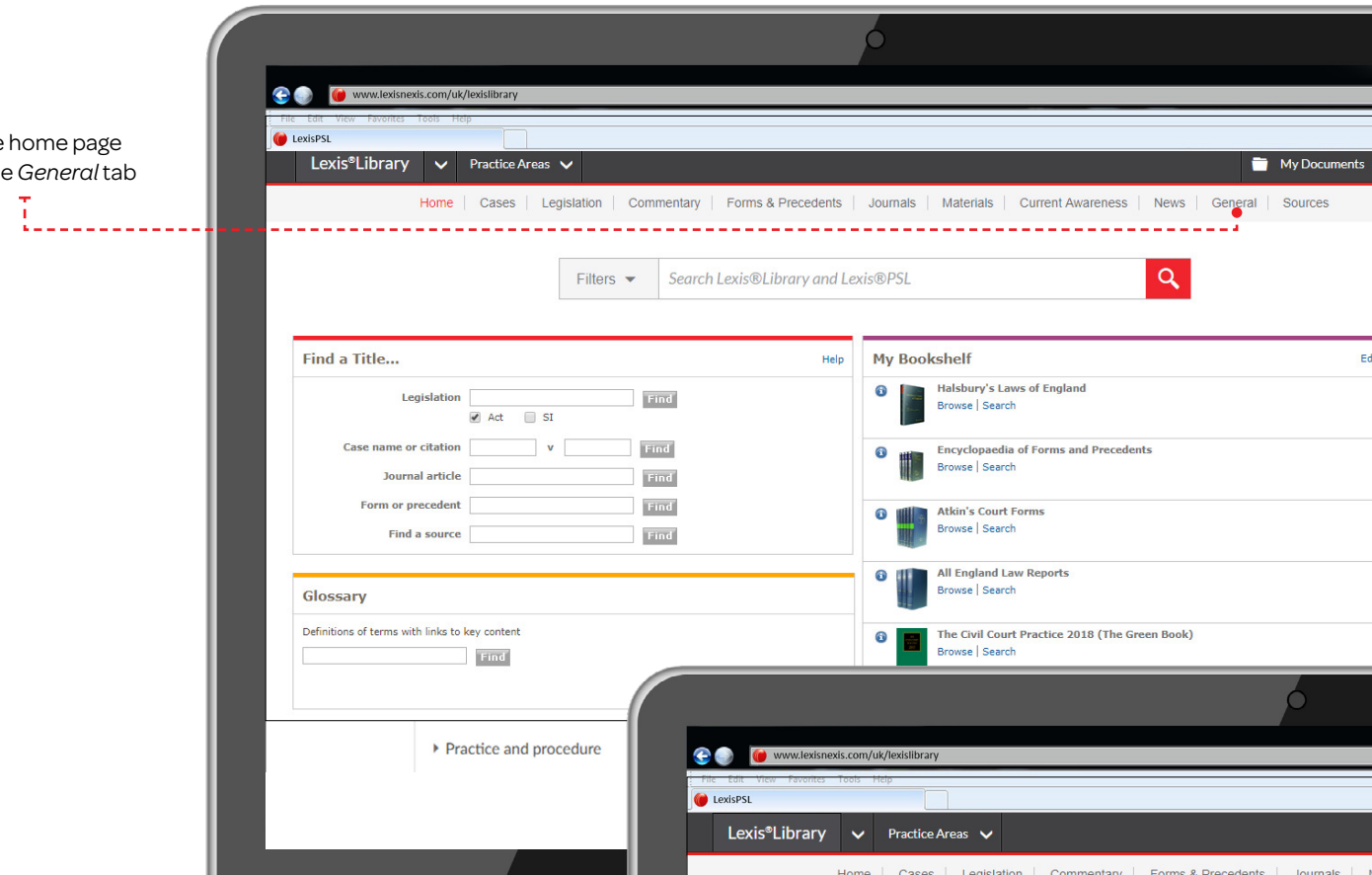


You can search by

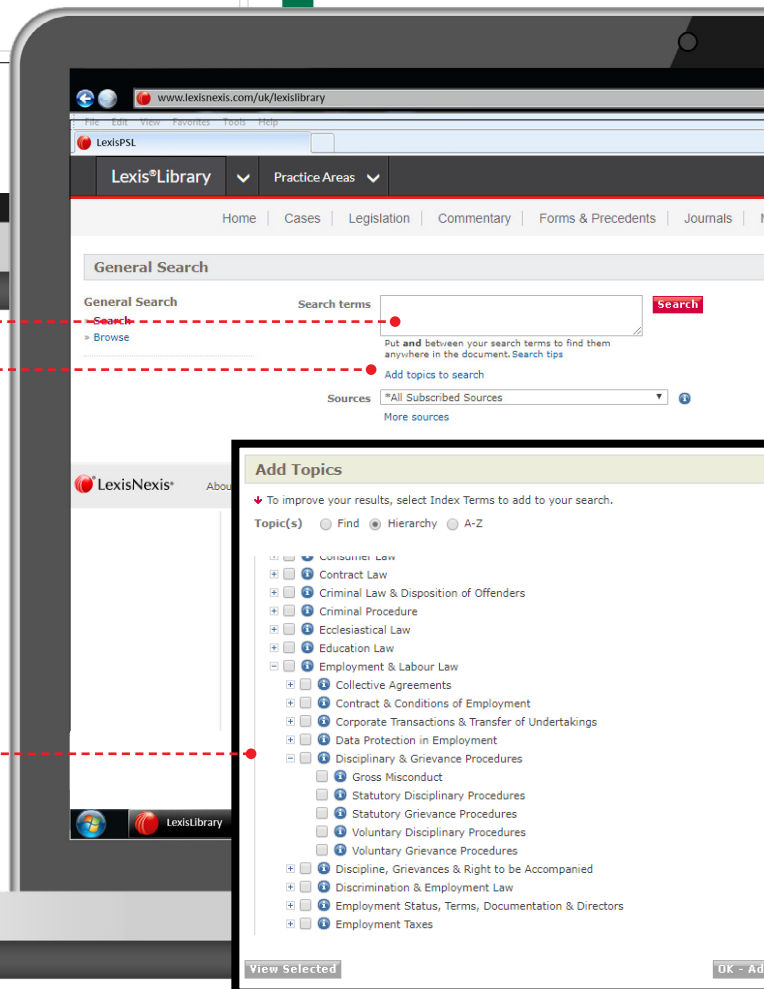
- a. Citation e.g. 157 njl 248
- b. Author e.g. Ruth Costigan
- c. Title e.g. Are digital natives equipped to conquer the legal landscape
- d. Key word e.g. Unfair dismissal

Searching all Content (Cases, Legislation, Commentary and Journals) Simultaneously.

From the home page select the *General* tab

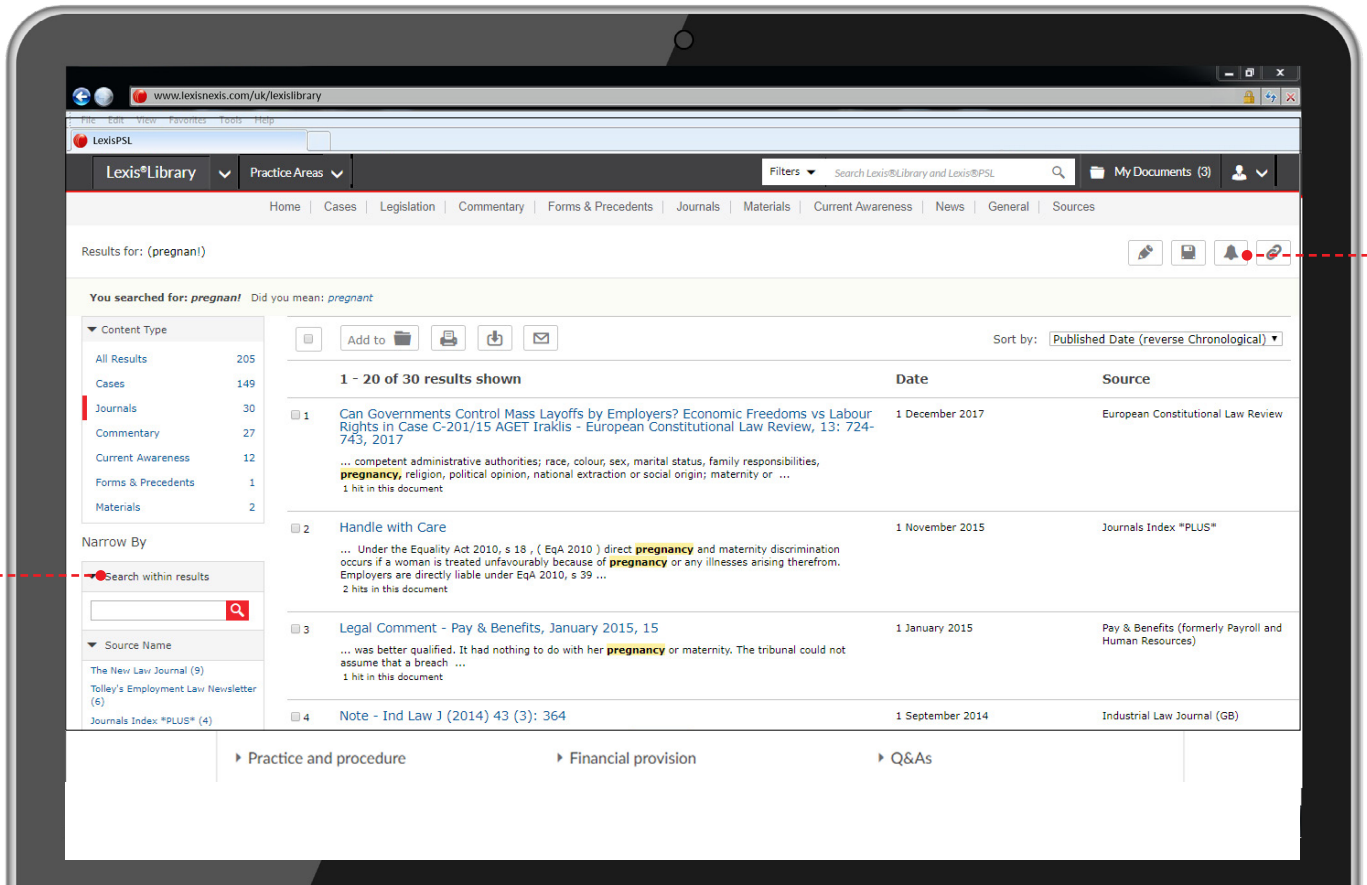


Enter your search strand in the *Search terms* box



You can also **Add topics to search** to focus your results on your topic area. Use the little pluses to open up the subtopic options

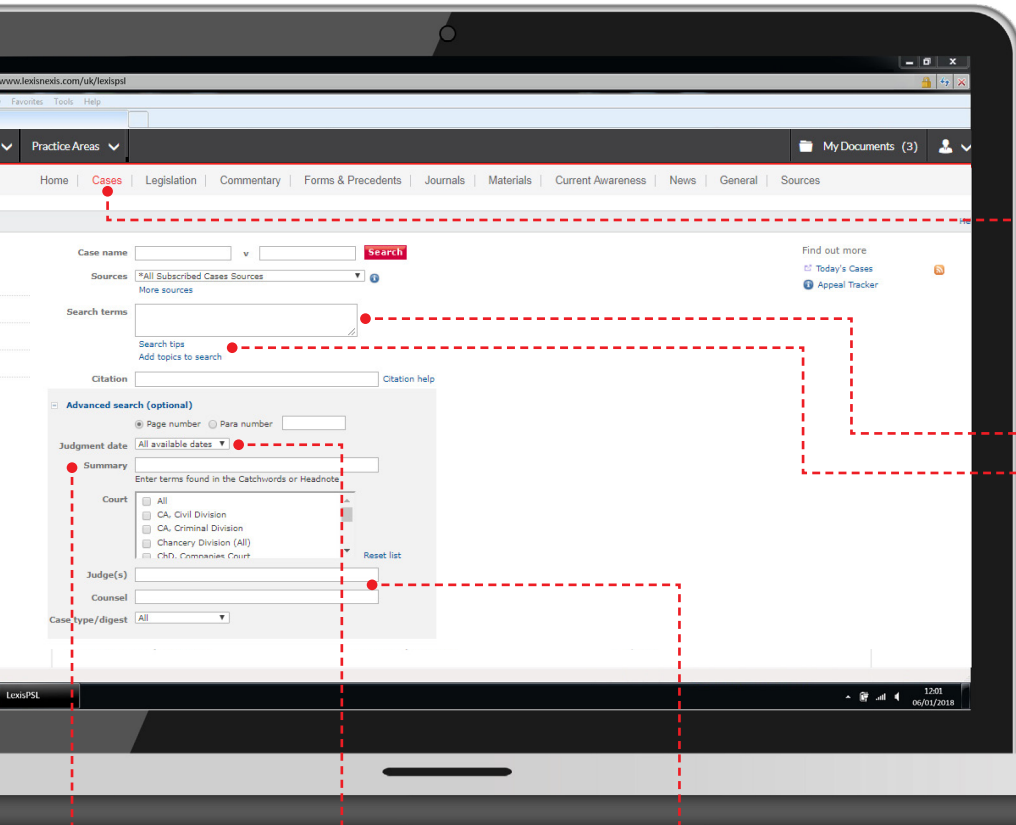
Searching all Content (Cases, Legislation, Commentary and Journals) Simultaneously. (cont'd)



You can work with all of your results simultaneously or you can select particular document types, publications, topics or add additional keywords.

Top tip. You can create an alert which will automatically re-run your search and email you if there are new results using the **Create an alert** link. This is an excellent way to demonstrate you are keeping up to date with the development of the law and will help increase your grades

Research Case Law



Click on the Cases tab

The **Search terms** box will look for your words and phrases anywhere within the entire Law Report or Judgment (transcript). This is the widest search and should be used when looking for unusual fact patterns. You can also **Add topics to search** to further filter your results

You can restrict your search to a particular date range. **This can help improve your marks as you can demonstrate the attitude of the courts in the current climate**

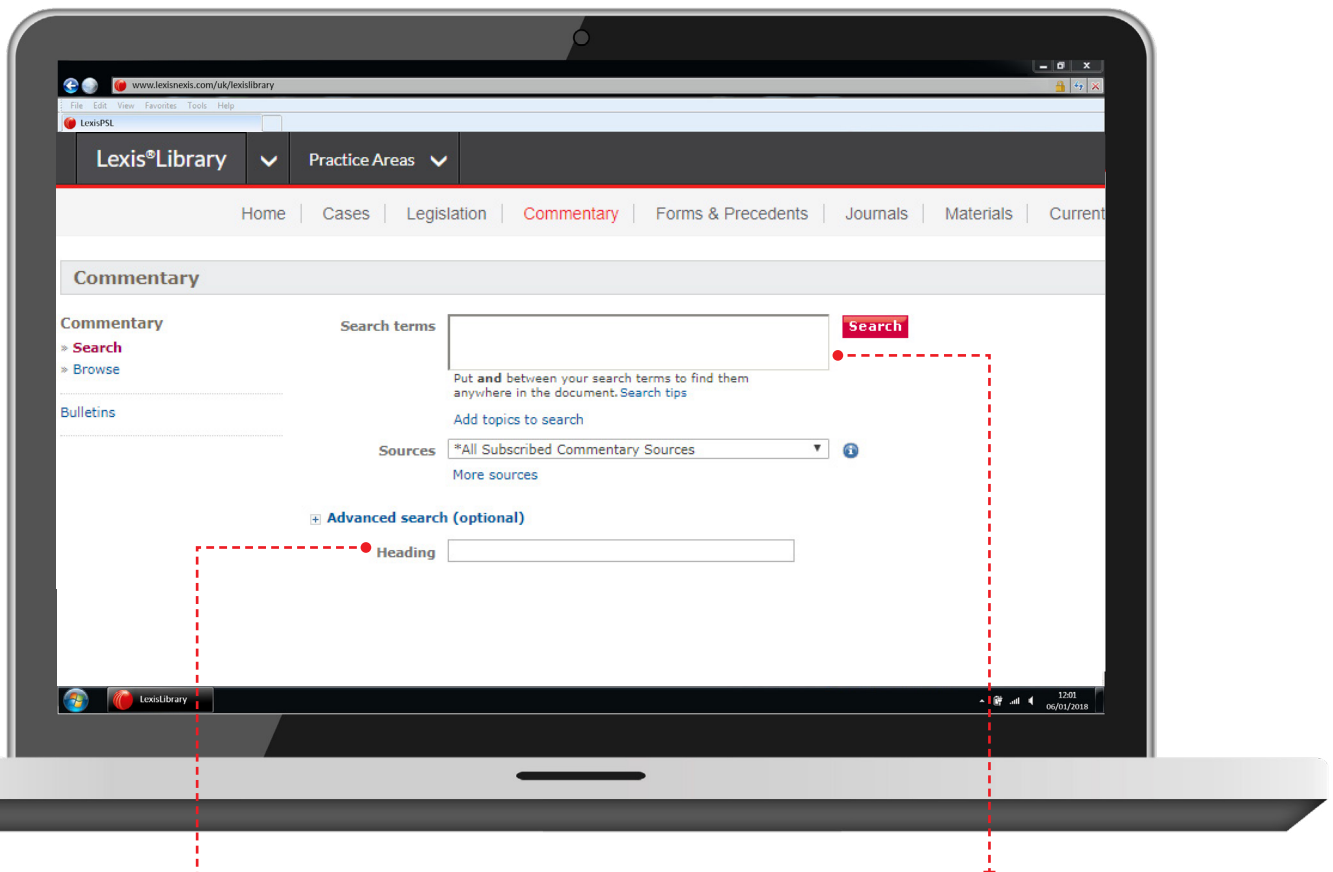
Top tip. If you are researching the approach of a particular Judge (e.g. Lord Denning) or are preparing for an interview use the **Judge or Counsel** boxes to find all the cases heard by that Judge/represented by the barrister, solicitor or firm you are researching

The **Summary** box will only look for your words and phrases within the Catchwords and Headnote of a case. This is a far more focused search and should be used for broad legal concepts e.g. murder and mens rea

Finding Commentary

You will need to select the Commentary tab from the home page.

Using practitioner texts is a great way to find points of critical analysis and discussion on the law, everyone will cite their student textbook but practitioner texts show you are able to conduct proper legal research and have identified leading sources in the area of law you are studying.



The **Heading** box will only search for your words and phrases within the chapter titles and sub-titles. This will focus your search and is useful when looking to find the primary rules in an area

The **Search terms** box will look for your words and phrases anywhere within the book. This is the widest search and should be used when conducting detailed research. Remember that this is a connectors field, so natural language searching will be ineffective. (Use the search tips button for help with connectors).

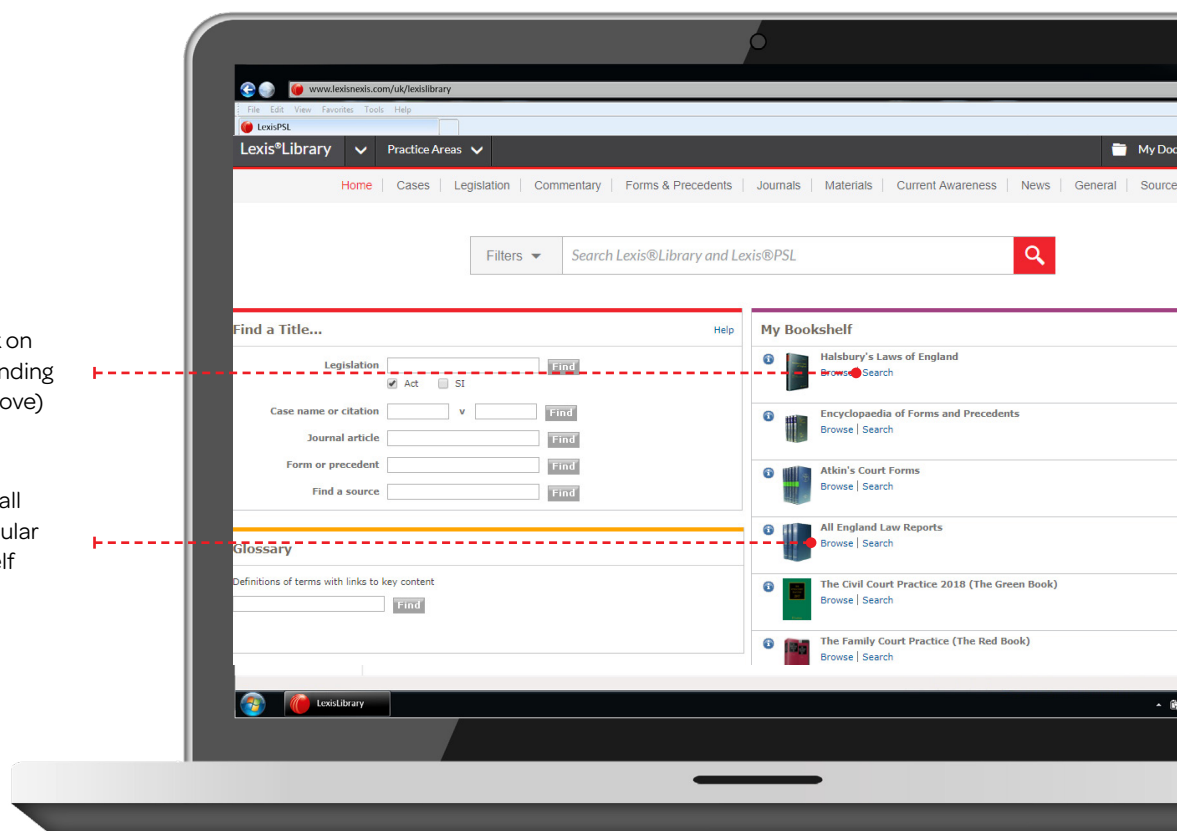
Using Halsbury’s Laws of England/Stair Memorial Encyclopaedia

Halsbury’s Laws of England is an encyclopaedia of the law in England and Wales. It provides unbiased commentary on how the law operates in these jurisdiction and provides links through to associated legislation, case law and further reading. Stair Memorial Encyclopaedia provides the same information but in relation to Scotland.

Both publications work in the same way. The guide below takes screenshots from Halsbury’s but the same techniques should be applied to Stair for Scottish users.

To search the publication click on the *Search* link and use the “Finding Commentary” techniques (above)

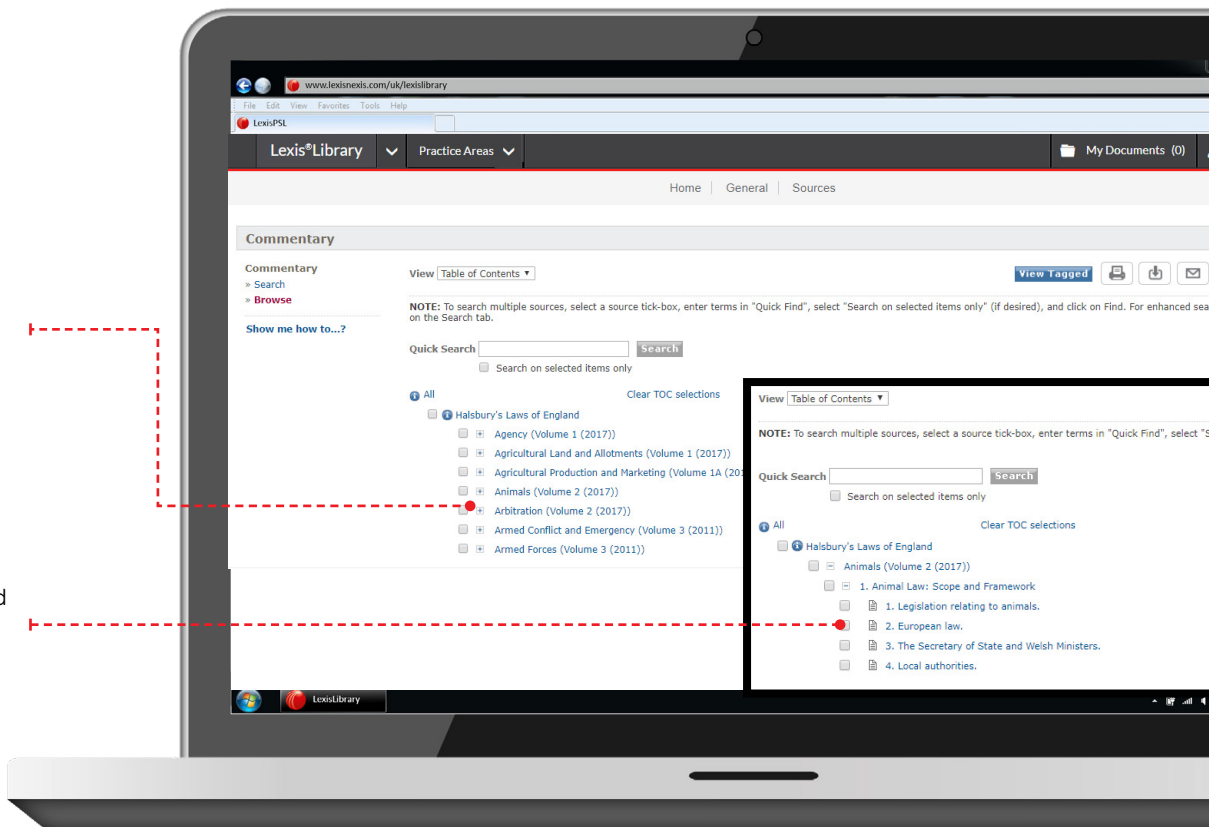
The Index will allow you to see all the content relating to a particular legal term. From your bookshelf click on the *Browse* link



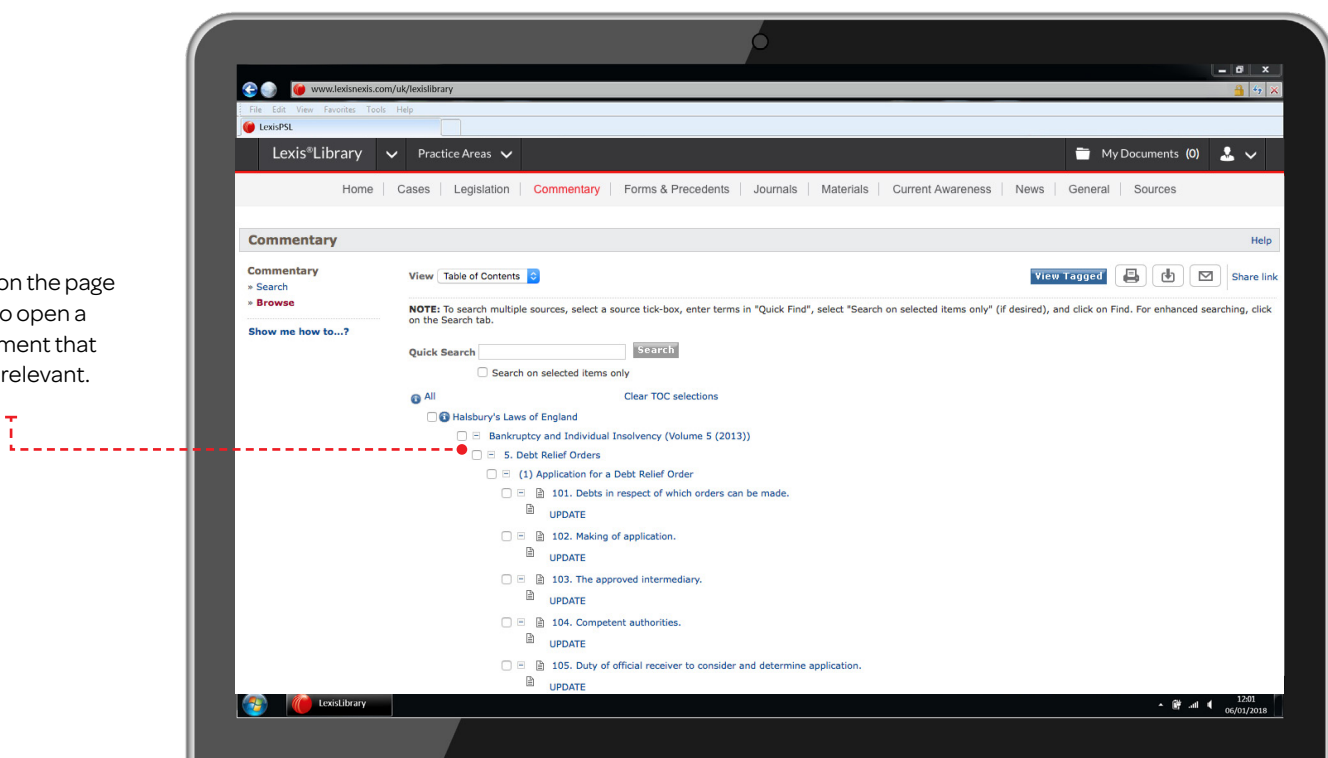
Using Halsbury's Laws of England/Stair Memorial Encyclopaedia (cont'd)

1. Click on the plus to the right of the blue headings to explore that chapter

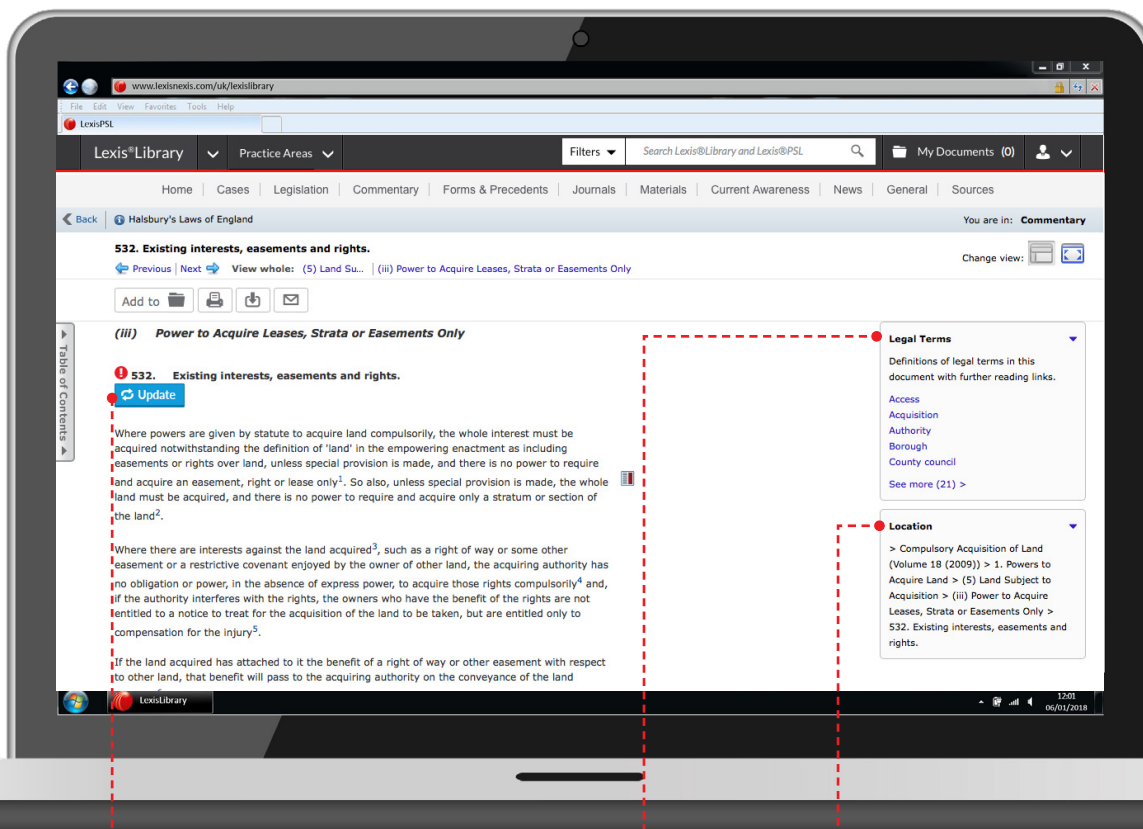
2. Click on the word you require e.g. Easement



3. Click on the page icon to open a document that looks relevant.



Using your Halsbury's/Stair Results



If there is an *Update* box make sure you click on it. This will reveal all of the update information you will need to consider including case law and legislation which affects the information in the main text. This is very important if there has been a change in the law.

(This is Subscription sensitive).

The *Legal Terms* box will link you to associated terms. Select these to access a definition, key case law, key legislation and key commentary relating to the term

The *Location* box tells you all the information you need to accurately cite Halsbury's/Stair in your essays

Visit our website help.lexisnexis.co.uk
or follow us on Twitter [@LNResources](https://twitter.com/LNResources)
Helpdesk number: **0330 161 1234**

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