Lexis®Library – searching for UK journal articles
Zita Szabo, July 2017
QG LAW019 [https://www.abdn.ac.uk/library/documents/guides/qglaw019.pdf]

Lexis®Library gives the users online access to a range of full text articles and abstracts from the UK. The Journals Index is a practitioner focused index of legal articles updated daily. It provides access to abstracts in over 500 legal journals.

Accessing the database
Go to the Library home page and enter Lexis Library in the Search Our Collections box. Click on the title line in the results list to link out to Lexis®Library, and, when prompted, log in with your university username and password.

Note! Personalisation services, e.g. ‘Alerts’, ‘Saved searches’, etc. are only available when using off campus access via the UK Federation (Shibboleth) link.

Find a Title...

Searching for UK full text journals
Click on the Journals tab in the top menu bar to open the journals specific search screen.

For full text journals, enter your search terms into the Search terms box, and click on the Search button. It is not necessary to complete every field on this screen. The default search is All Subscribed Journal Sources. To view a complete list of UK journals, click on More sources (see below) and then select Legal Journals. Tick the source or sources you require and click on OK-Continue. Your search will then be limited to your selected titles.

Need articles on a subject? Enter your search terms in the Search terms box or select index terms from a hierarchical list of legal topics by clicking on Add topics to search.

Specify date
You may narrow your search to documents published on a specific day or within the date range you specify.
**Article citation**

The Article citation search box can be used to search the citation of an article. You may ignore brackets, or other punctuation, and you may use lower case if preferred, e.g. to search for the article entitled *Adventurous Administrator* in Tolley’s Insolvency Law and Practice, (2004) 20 IL and P 273, enter **2004 20 il and p 273** in the Article citation box, and click on **Search**.

**Searching UK Journals Index**

In the Journals screen select Journals Index and complete the search form as for full text journals above. You can use the Search tips to improve your search. To make your search more specific, select legal topics from the Add topics to search drop-down menu.

**Browsing journals**

Searching is the most common method of finding information in Lexis®Library but you can also browse to find journal articles in your topic. Click on Journals in the menu bar to access the Journals Index page, then click on Browse full text journals on the left-hand side of the screen. This will open a list of all UK subscribed journals. Scroll through the list to find the title you want, then click on the + symbol to find the year/volume/issue you require. Browse the Table of contents and click on the citation of the article, book review or editorial you require to open in full text.

**Viewing search results**

Search results appear in a list view, with 40 article titles on each page. Click on the title (in blue) to open the full text of the article. If you are searching UK Journals Index or if the source of your results is identified as UK Journals Index, you will be provided with a brief summary of the article. Where the full text is not provided in Lexis®Library, you should check the Library Catalogue as it may be available in print, or from another database.

Click on the View last search tab, in the top left corner, to return to your original list of results. You can refine your search by adding terms in the Search within results box and clicking on Go. To edit the existing search, click on the icon at the top right corner of the screen.

**My Documents**

At the top right of the page, you find the My Documents folder. It is a useful temporary storage for documents you have saved from your results list. From this folder you can arrange, print, email and download your documents. A maximum of 100 items will remain saved in this folder for 30 days.

**Printing, emailing and downloading documents**

You can opt for delivery of a single document, a range of documents, or all of the documents in your documents folder.

Click on the Print, the Email or the Download icon at the top of the results list and follow the on-screen instructions. If you only have access to network printers we advise that you use the email option.

**Online tutorials**

For contextual help, click on the icon on the top right corner of the screen, and select Help. A detailed user guide and online tutorials are available under Support & Training at [http://help.lexisnexis.co.uk/](http://help.lexisnexis.co.uk/).

**Logging off**

Click on the sign out and select the Sign Out link. Finally, click on OK to exit the database.

**Help**

If you have any problem using this database or require further assistance, please contact:

**Janet MacKay**, Information Consultant (Law)
Tel.: +44 (0)1224 273892
Email: j.i.mackay@abdn.ac.uk

**Nicola Will**, Site Services Manager
Tel.: +44 (0)1224 273166
Email: n.will@abdn.ac.uk

**Taylor Library Issue Desk**
Tel.: +44 (0)1224 272601
Email: lawlib@abdn.ac.uk

**IT Service Desk** (for any access problem):
Telephone: +44 (0)1224 273636
MyIT portal at [https://myit.abdn.ac.uk/](https://myit.abdn.ac.uk/)