



Westlaw UK - legislation

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QG LAW022 [https://www.abdn.ac.uk/library/documents/guides/qglaw022.pdf]

[Westlaw UK](#) is an online service which contains fully consolidated full text UK legislation covering Acts since 1267 and Statutory Instruments (SIs) since 1948. It includes pre- and post-devolution Scottish Legislation and Explanatory Notes. Westlaw also provides access to US, EU and other international legislation.

Accessing the database

On the [Library home page](#), enter 'Westlaw UK' in the **Search Our Collections** box, select Books+ from the drop down menu and click **Go!** This will open a **Primo** results page. Click on '**Westlaw UK**' to link out to the resource. You will be taken to the Shibboleth screen to log in with your university username and password. Shibboleth allows you to access Westlaw UK on or off campus. The first time you access Westlaw UK, you will see the 'OnePass First Time Registration Page' requesting your name and email address. Once you provide your details, you will be able to use Westlaw UK's personalisation tools to set up **Alerts**, save and email documents and create **Folders** and **Favourites** lists.

Searching

On the Westlaw UK home page, hover over the **Legislation** content tab at the top. This will display a sub-menu with **Legislation Search** at the top. **Legislation Search** provides basic search templates which can be expanded to display advanced search options.

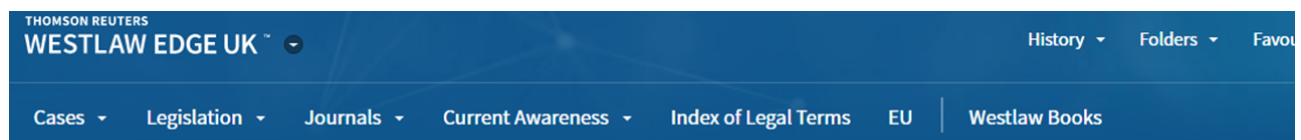
Basic Search

From this default screen you can search across all current UK legislation and retrieve documents by **Title**, and/or **Free Text**.

You can retrieve a specific provision by entering a number in the **Provision Number** field. Use the drop down menu to select a prefix format. To search historical or prospective legislation click **More options**.

The second search template restricts searches to **Bills & Draft Legislation**.

The **Policy & Guidance** template allows you to expand your research beyond primary law. Coverage includes **Annual Reports**, **Command Papers**, **Parliamentary Papers**, **Press Releases** and much more.



Legislation Search

[Add to favourites](#)
[Make this my start page](#)
[Copy link](#)

[Show Terms and Connectors](#)

Primary & Secondary Legislation
Bills & Draft Legislation
Policy & Guidance

Title

Provision Number Any ▼

Free Text

More options

🔍 Search

Advanced Searching

In **Primary & Secondary Legislation** click on **More Options** to expand the search templates - this enables you to choose whether to restrict your search to law in force, retrieve all superseded provisions, retrieve the law with any prospective amendments or determine the law on a specific point in time.

The **Statutory Definition** option enables you to find definitions in Acts and Statutory Instruments. You can search for a definition across all legislation or in conjunction with the **Free Text** and **Title** fields. Terms entered in to this field will be searched within quotation marks so connectors cannot be used.

Search rules

Westlaw automatically assumes the connector **AND (&)** with multiple keywords. This means that your search will return all documents containing those words, including documents where the words do not appear together. For example, if you enter the terms **corporate** and **manslaughter** you will retrieve all items where the term **corporate** AND the term **manslaughter** appear somewhere in the text. If you want to search for these terms as a phrase then use quotation marks and enter as "**corporate manslaughter**". To search for terms with multiple endings use the '!' character. For example, searching for 'corporat!' will produce results including 'corporate, corporation and corporations.

Search Results list

When you run a search, Westlaw UK will retrieve documents matching your search terms. The order of documents will be primary legislation first (acts), followed by statutory instruments. Parliamentary bills appear at the end.

If you click on the title of an act in the search results you will land on the **Arrangement of Act** screen, from where you can select and open individual sections or the whole document.

The screenshot displays the Westlaw UK interface for the **Animal Welfare (Service Animals) Act 2019 c. 15**. The top navigation bar includes 'THOMSON REUTERS WESTLAW EDGE UK' and various user options like 'History', 'Folders', 'Favourites', 'Alerts', and 'Sign out'. Below this, a secondary navigation bar lists 'Cases', 'Legislation', 'Journals', 'Current Awareness', 'Index of Legal Terms', 'EU', and 'Westlaw Books'. The main content area shows the act title, a 'For educational use only' notice, and buttons for 'Point in Time' and 'Compare versions'. A list of sections is provided with checkboxes: 'Whole Document', 'Preamble', 's. 1 Harming a service animal', and 's. 2 Extent, commencement and short title'. Below this, 'Subjects' (Animals; Police) and 'Keywords' (Animal welfare; Offences; Police officers; Service animals) are listed. A sidebar on the right contains various utility icons. At the bottom, a small copyright notice is visible.









Browsing

The remaining tabs in the second layer provide various browsing options:

- **Primary & Secondary** – browse legislation affecting Scotland, Wales, Northern Ireland and the UK as a whole. There is also a Brexit section with Retained EU Legislation.
- **Bills & Drafts**
- **Policy & Guidance** – browse a wide variety of Policy and Guidance documents relating to Scotland, Wales, Northern Ireland, the UK as well as EU and other international materials
- **Latest Legislation** – here you can check to see what legislation has been published in the last two days
- **Key Legal Concepts** – browse or search a substantial alphabetical list of key concepts in law

Status icons

Status icons indicate that a provision:

							
is the law in force	is not yet in force	is partially in force or has been partially repealed	has pending amendments	has prospective amendments	has been repealed or superseded	Indicates a Bill or proposed Bill version	is an Act as enacted - historical, non-updated

To see the prospective change select **Legislation Analysis** or **Overview Document** from the blue left-hand navigation bar. If you are viewing a historic version of legislation, you will see a red no entry icon along with **Superseded**, indicating that a more recent version is available. If a provision has been repealed or revoked, you will see a red no entry icon along with **Repealed**.

Legislation documents

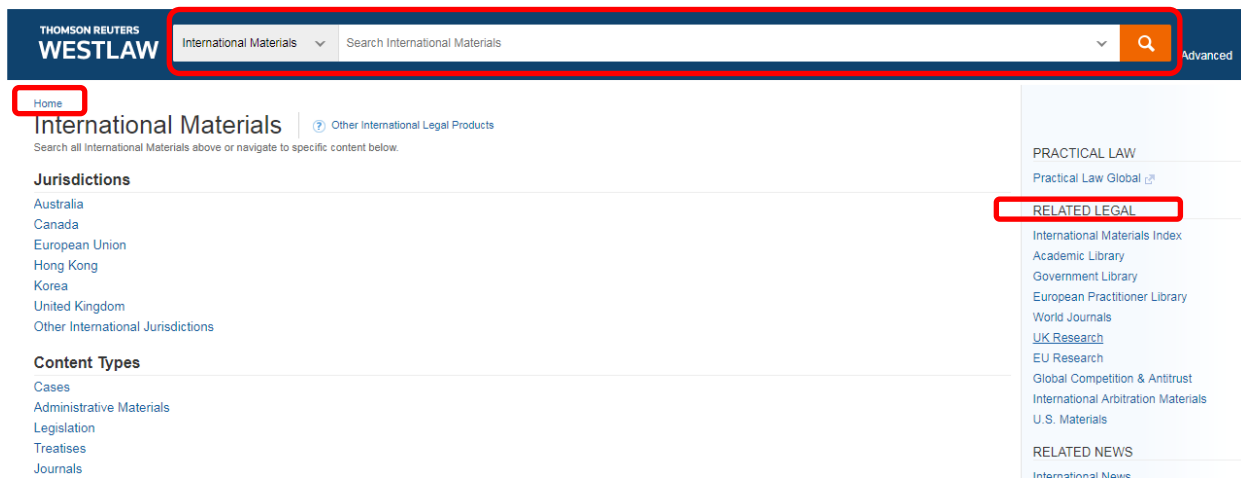
- **Full Text legislation document**
The full text of legislation is fully consolidated, each amendment creating a new version.
- **Full Text Bill document**
As Bills pass through Parliament they are amended and a new version may be published. The most recent version is accessed via Basic Search or Browse; superseded versions are accessed by expanding Advanced Search or the Bill Overview Document.
- **Act Details**
This document provides a summary of important information about the whole Act or SI.
- **Provision Details** is a tool for legislation research that is unique to Westlaw UK. It provides all the information available about the provision you are looking at. It can be accessed from the full text of legislation by selecting **Provision Details** from the Table of Content navigation bar.
Arrangement of Act/SI/Bill
This details all the provisions within a piece of legislation allowing you to link directly to any section, paragraph etc.
- **Statutory Annotations**
Where an annotation is available the **Annotation** window is displayed beneath the legislative provision. The window may be collapsed or expanded by clicking the heading Annotation.
- **Key Legal Concepts**
Where appropriate the **Statutory Annotation** document will also refer to a library of Key Legal Concepts, which deal with issues arising routinely in legislation.

International legislation

To access international legislation, click on **Thomson Reuters Westlaw Edge UK** in the top left of the screen to get back to the welcome page. From here, click **Westlaw International** in the **More resources** section on the right of the page. This opens the International Materials home page in a new tab. The service covers EU Australia, Canada, US Federal and State legislation and other jurisdictions.

International

Open the **International Materials Index** under Related Legal and select **International Legal Materials (ILM)**. This contains documents by the American Society of International Law (ASIL). Enter your search terms in the simple search box at the top of the screen. Remember to enclose phrases in quotation marks.



United States (to navigate to the US platform click on Home.)

Browse statutes

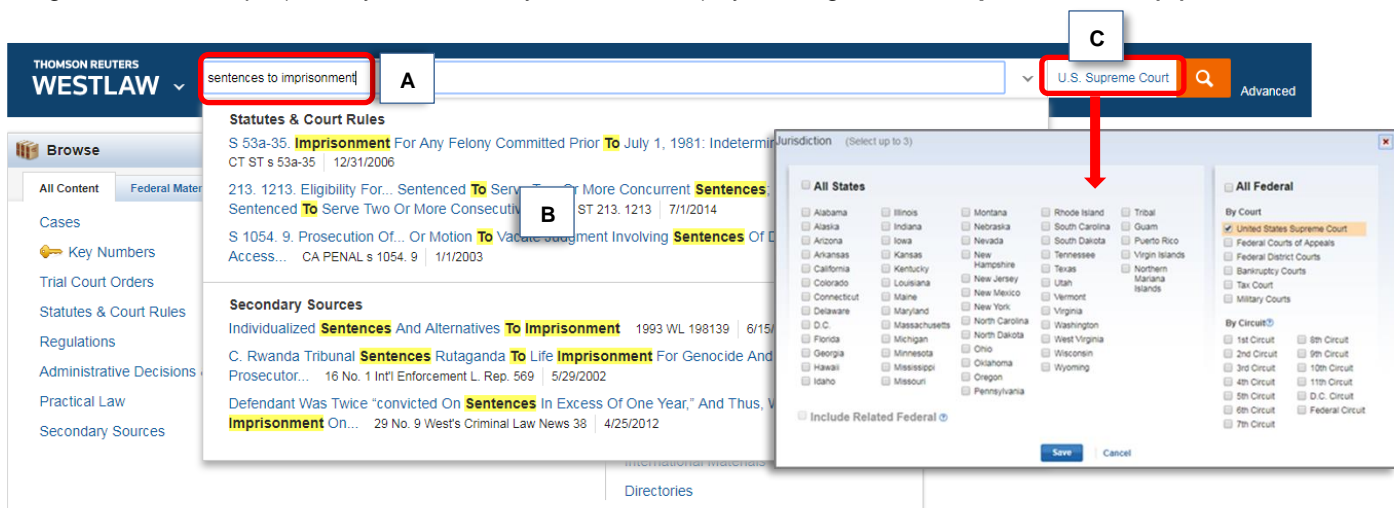
From the **All Content** tab select Statues and Court Rules. Click on **United States Code Annotated** to display the table of contents. Or, click on the State Materials tab to view a list of states. Select a name state to display the table of contents for that state's Statutes and Court Rules.

Search statutes

Search for statutes by typing your search terms into the search box at the top of the page. **(A)**

Westlaw will make suggestions for your queries as you type them. **(B)**

Change the search scope (refine your search by state or court) by clicking on **U.S. Supreme Court**. **(C)**



For more precise queries you can use the Advanced Search platform.

Print, Download and E-mail

When you open any document on Westlaw UK/Thomson Reuters Westlaw you will have the options to print it out, save it to your computer (from the download option) or email it to yourself or a colleague. Just choose the relevant icon from the vertical menu to the right of the open document and follow the instructions. There are a number of options for printing legislation. From the print options menu click the **Content to Append** tab. Here you can select check boxes of any 'Other Related Information' you want included in the printout.

Printing the entire Act in PDF (Westlaw UK)

You can print the entire piece of legislation in its consolidated form without page breaks in PDF format. PDF printing can be achieved in the following ways:

- From within the **Arrangement of Act/SI, Act Details** or an individual provision, click on the **View PDF of Entire Act** icon from vertical menu to the right of the open document.
- From the Browse option: choose jurisdiction (UK, Scotland, Wales Northern Ireland) and walk your way through the menu, e.g., Scotland, Scottish Acts, By Title, A. Click on the PDF icon next to the act's name.

Logging Out

Click on **Account** at the top right of the screen and select Sign at the bottom of the drop-down menu to end your session.

Help and tutorials

For comprehensive help pages, click on the **Help** link from the static toolbar at the top of the screen. (Westlaw UK) Contextual help, information on coverage and a list of connectors is available on the basic and advanced search screens. To improve your skills in using Thomson Reuters Westlaw see the publisher's [own videos and user guides](#).

If you have any problems in using this database or require further assistance in finding relevant documents, please contact:

Janet MacKay, Information Consultant (Law)
Tel: 01224 – 272572, 01224-273892
Email: j.i.mackay@abdn.ac.uk

Taylor Library Staff
Tel: 01224 - 272601
Email: lawlib@abdn.ac.uk

For access problems contact the IT Service Desk:

Address: The Information Point on floor 1 of The Sir Duncan Rice Library
Tel: 01224 273636 *(for the **out-of-hours service** call this number)*

*The out-of-hours (OOH) helpline operates from 17:00 to 08:00 weekdays and provides 24 hour cover over weekends and public holidays. During these times, any telephone call you make to the IT Service Desk number is automatically transferred to the OOH Helpline.

Email: servicedesk@abdn.ac.uk

Log a problem via your MyIT portal at <https://myit.abdn.ac.uk/sw/servicedesk/>