

Library and Learning Support provides an extensive collection of online and print resources. Our print collections are held at The Sir Michael Cobham Library at Talbot Campus (TC) and the Bournemouth House Library (BH) on the Lansdowne Campus. The Library i-Floor at the Executive Business Centre (EBC) is available to accredited Business School staff and students.

Searching for Information:

To start your research, login to myBU here <http://mybu.bournemouth.ac.uk/> where you can:

- access the Academic Skills tab on myBU for advice and guidance about university study skills;
- access your reading lists within 'My Units' on the Home tab;
- use the dictionaries and encyclopaedias for definitions and background information (access via the 'Reference Works' link on the Library tab);
- use our Library Catalogue to search for books and journals;
- for a more focussed search on a selected database, use the 'Databases' link on the Library tab.

You can also access Library resources via the Library website www.bournemouth.ac.uk/library. This guide refers to links on the myBU Library tab. If you require help with navigating the Library website, just contact us.

Subject Advice Services:

We offer help and advice on information resources when you are researching for your assignments or dissertation. You can drop into the Library, make an appointment with your Subject Librarian, or use our online services.

- Ask for help at the Subject Advice Desk;
- Use the online Chat Enquiry Service for a one-to-one discussion with our Library staff;
- Phone our dedicated help line +44 (0) 1202 965959;
- Follow our blogs: Library and Learning Support News, Research Support, Subject Librarians' Blogs. All available via the myBU Library tab;

- E-mail your Subject Support Librarian, Melissa Bowden to make an appointment, at bslibteam@bournemouth.ac.uk.

Resources for your subject:

Background on Law

UK legal materials are divided into two categories: primary materials and secondary materials.

1. **Primary materials** state the law through reports of cases and legislation:

- **Case law**

If a case is regarded as being of legal importance, details of the case will be published in law reports.

- **Legislation**

There are two types of legislation:

- Statutes (Acts of Parliament) – known as 'primary' legislation;
- Statutory Instruments (SI) – known as 'secondary' legislation.

2. **Secondary materials** have two main functions:

- **Finding tools**

These help you find legal materials, e.g. indexes.

- **Commentary**

These provide discussion of primary materials, e.g. journal articles.

Abbreviations

Some legal materials (law reports and law journals) are often referred to using standard abbreviations, e.g. the law report series *Weekly Law Reports* is abbreviated to 'WLR'. You can check legal abbreviations using the following:

- Cardiff Index to Legal Abbreviations <http://www.legalabbrevs.cardiff.ac.uk/>
- Raistrick D, *Index to Legal Citations and Abbreviations* (3rd edn, Sweet & Maxwell 2008).

Legal Research Subject Advice

Further Reading

You can find further guidance on doing legal research in the following books:

- Clinch P, *Using a Law Library* (2nd edn, Blackstone 2001);
- Holborn G, *Butterworths Legal Research Guide* (2nd edn, Butterworths 2001);
- Knowles J, *Effective Legal Research* (2nd edn, Sweet & Maxwell 2009).

Online Resources

Online resources, such as law databases, provide access to the most up to date legal information. The library is no longer updating some print law resources where online versions are available.

Law databases (available from the Library tab on myBU) don't all contain the same information. Some are preferable to others for particular research tasks. The following suggests recommendations for use:

- **HeinOnline:**
Use to locate US legal materials, selected UK law journals and international law journals.
- **JustCite:**
Use to search across the content of all major law databases simultaneously.
- **Lawtel:**
Use to locate unamended legislation, Bills and Command Papers. Good for finding recent and otherwise unreported cases. Useful for current awareness.
- **Lexis Library:**
Use to locate consolidated legislation, major law report series and selected law journals. Contains *Halsbury's Laws* (legal encyclopaedia), plus many other practitioner works, including forms and precedents.
- **Localaw:**
Use to locate legal sources on local government topics (e.g. environmental health, planning, housing, etc).
- **Westlaw:**
Use to locate consolidated legislation, major law report series, selected journals and e-books. The journals search is excellent for finding articles written on a legal topic.

Off campus access

You will require your University login details to access our online databases when you are off campus.

Primary Materials – Case Law

Law reports are the main source of case law in the English legal system. They publish details of cases regarded as being of legal importance. NB a case may be reported in more than one law report series.

There are two main types of law report series:

1. General series

These cover a range of legal topics. *The Law Reports* are seen as being the most authoritative and you should cite them, where possible. The general series are:

- *The Law Reports* (includes Appeal Cases, Chancery, Family and King's/Queen's Bench);
- *Weekly Law Reports*;
- *All England Law Reports*;
- *Times Law Reports*.

2. Specialised series

These focus on a particular area of law, e.g. *Business Law Reports*, *Criminal Appeal Reports*, etc.

Cases pre-1865

There were no official law report series pre-1865. Instead individuals published their own series, known as 'nominate reports'. These individual series have been gathered together and reprinted in a series called the *English Reports*.

A case is usually referred to using a case citation:

Knight v Nicholls [2004] 1 WLR 1653 (CA)

A citation usually includes:

- party names - *Knight v Nicholls*
- year - [2004]
- volume of law report series - 1
- abbreviation for law report series – WLR = *Weekly Law Reports*
- page number - 1653
- court – CA = Court of Appeal

There are many sources for case law. The following are suggestions for resources, both print and online, to use for particular legal research tasks:

Legal Research Subject Advice

The Sir Michael Cobham Library

Talbot Campus, Fern Barrow, Poole, BH12 5BB, UK

Bournemouth House Library

19 Christchurch Road, Bournemouth BH1 3LH UK

For information and subject advice:

Tel: +44 (0) 1202 965959

1. Tracing a case by party name(s)

| Source | Description |
|-------------------------------|--|
| Current Law Case Citator | Print source. Cases listed alphabetically by party name. Gives citations for law report series where a case has been reported. |
| English Reports, vols 177-178 | Print source. Index volumes to the <i>English Reports</i> . Cases listed alphabetically by party name. For pre-1865 cases. |
| JustCite | Searches across major law databases simultaneously. Search for cases by party names, by citation and by keyword. |
| Lawtel > Case Law | Search for cases by citation, by party names and by keyword. |
| Lexis Library > Cases | |
| Westlaw > Cases | |

2. Tracing a case by subject

| Source | Description |
|----------------------------|--|
| Current Law Monthly Digest | Print source. Summarises recent cases. |
| Halsbury's Laws | See Secondary Materials - Encyclopaedias . |
| JustCite | Searches across major law databases simultaneously. Search for cases by party names, by citation and by keyword. |
| Lawtel > Case Law | Search for cases by citation, by party names and by keyword. |
| Lexis Library > Cases | |
| Westlaw > Cases | |

3. Tracing the judicial history of a case

The current importance of a case depends on how it has been interpreted by subsequent cases.

| Source | Description |
|-------------------------------------|--|
| Current Law Case Citator | Print source. Identifies a case's judicial history, with references to <i>Current Law Yearbooks</i> for further details. |
| JustCite | Identifies the current status and judicial history of a case. |
| Lexis Library > Cases > Case Search | Identifies the current status and judicial history of a case. |
| Westlaw > Cases > Case Analysis | Identifies the current status and judicial history of a case. Provides references to relevant primary and secondary sources. |

4. Tracing recent cases

| Source | Description |
|--|--|
| BAILLI | Free website, access to British and Irish case law and legislation, see www.bailii.org/ |
| WLR Daily | Case summaries of recent judgments, see www.iclr.co.uk/ |
| Lexis Library > Cases > All England Reporter | Summaries of recent and otherwise unreported cases. |
| Lawtel > Case Law | Search for cases by citation, by party names and by keyword. |
| Times Law Reports | Law report series, available in print or through Lexis Library. |

5. Tracing unreported cases

Many cases are not published in law report series, but details of the case may be made publicly available. These are referred to as 'unreported cases'.

| Source | Description |
|--|--|
| BAILLI | Free website, access to British and Irish case law and legislation, see www.bailii.org/ |
| Lexis Library > Cases > All England Reporter | Summaries of recent and otherwise unreported cases. |
| Lawtel > Case Law | Search for cases by citation, by party names and by keyword. |

Primary Materials – Statutes (Acts)

A statute (also known as an Act of Parliament) creates new law, or changes existing law. An Act is a Bill which has been approved by the House of Commons and the House of Lords and then received Royal Assent.

There are two main types of Act:

- Public General Acts have a general application across the UK;
- Local and Personal Acts are specific to local areas, or more rarely, to individuals.

Acts can change over time, as they may be amended or repealed (either wholly or in part). Some sources provide unamended Acts (as originally enacted). Some sources provide updated ('consolidated') Acts, which is the law currently in force.

There are many sources for Acts. The following are suggestions for resources, both print and online, to use for particular legal research tasks:

Legal Research Subject Guide

1. Tracing an Act by title

| Source | Description |
|-----------------------------|--|
| Statutes at Large | Print source. Unamended Acts from the Magna Carta onwards. Use this to locate historical Acts. |
| Current Law Statutes | Print source. Unamended Acts in chronological order. To use this you need to know the year the Act was issued. |
| Halsbury's Statutes | Print source. Consolidated Acts. NB not updated as frequently as online sources. |
| UK Acts | Unamended Acts, see http://www.legislation.gov.uk |
| JustCite | Searches across major law databases simultaneously. Search for Acts by title or by keyword. |
| Lawtel > Statutes | Unamended Acts from 1980- |
| Lexis Library > Legislation | Consolidated Acts. Search by title and by keyword. |
| Westlaw > Legislation | |

2. Tracing an Act by subject

| Source | Description |
|-----------------------------|---|
| Current Law Monthly Digest | Print source. Summarises recent legislation. |
| Halsbury's Statutes | Print source. Consolidated Acts. NB not updated as frequently as online sources. |
| Halsbury's Laws | See Secondary Materials – Encyclopaedias. |
| JustCite | Searches across major law databases simultaneously. Search for Acts by title or by keyword. |
| Lawtel > Statutes | Unamended Acts from 1980- |
| Lexis Library > Legislation | Consolidated Acts. Search by title and by keyword. |
| Westlaw > Legislation | |

3. Tracing repeals and amendments

| Source | Description |
|---|---|
| Halsbury's Statutes | Print source. Consolidated Acts. NB not updated as frequently as online sources. |
| Current Law Legislation Citor | Print source. Lists Acts in chronological order. Gives details of repeals and amendments. |
| Lawtel > Statutes | Statutory Status Tables help you trace commencements, amendments and repeals. |
| Lexis Library > Legislation > Status Snapshot | Helps you trace commencements, amendments and repeals. |

| | |
|-----------------------|--------------------------------------|
| Westlaw > Legislation | Provides details of changes to Acts. |
|-----------------------|--------------------------------------|

4. Tracing coming into force of Acts

Acts are divided into sections and not all sections of an Act come into force (become law) at once. You may need to check the commencement date of a section to ensure it has come into force.

| Source | Description |
|-------------------------------|---|
| Current Law Monthly Digest | Print source. Includes a list of commencement dates for the current year. |
| Current Law Legislation Citor | Print source. Acts are listed in chronological order. |
| Is it In Force? | Provides commencement dates of Acts for the last 25 years, available in print and online through Lexis Library. |
| Lawtel > Statutes | Statutory Status Tables help you trace coming into force of Acts. |

Primary Materials – Statutory Instruments

Statutory Instruments ("SI") take the form of Regulations or Rules or Orders. They are made under the authority of an Act and the function of SI is to support Acts. They do this in 3 ways:

- SI fill in the detail of how an Act will work in practice;
- SI amend or repeal an Act, either wholly or in part;
- Some SI are Commencement Orders, which bring an Act (or a section of an Act) into force as law.

SI can change over time, as they may be amended or revoked. Some sources provide unamended SI (as they were first issued). Some sources provide SI as currently in force.

There are many sources for SI. The following are suggestions for resources, both print and online, to use for particular legal research tasks:

1. Locating the text of SI and tracing SI by subject

| Source | Description |
|----------------------------------|---|
| Halsbury's Statutory Instruments | Print source. Summarises all SI but only contains some SI in full. |
| UK Statutory Instruments | Unamended SI, see http://www.legislation.gov.uk |
| JustCite | Searches across major law databases simultaneously. Search |

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| | |
|--------------------------------|--|
| | for SI by title or by keyword. |
| Lawtel > Statutory Instruments | Unamended SI. |
| Lexis Library > Legislation | Current SI. Search by title, SI number and by keyword. |
| Westlaw > Legislation | |

2. Tracing SI by enabling Act

| Source | Description |
|---------------------------------|---|
| Halsbury's Statutes | Print source. Consolidated Acts. NB not updated as frequently as online sources. |
| Current Law Legislation Citator | Print source. Note 'enable' signals where details are given of an SI made under an Act. |
| Lawtel > Statutes | Locate an Act, select Statutory Status Table, then 'SIs enabled by Act'. |
| Westlaw > Legislation | Locate an Act, select 'Overview Document', then 'SIs Made Under Act'. |

3. Tracing amendments or revocations

| Sources | Description |
|----------------------------------|--|
| Halsbury's Statutory Instruments | Print source. Summarises all SI but only contains some SI in full. |
| Current Law Legislation Citator | Print source. SI are listed in chronological order. Gives details of amendments and revocations. |
| Lexis Library > Legislation | Current SI. Search by title, SI number and by keyword. |
| Westlaw > Legislation | |

Official Publications

Command Papers

Command Papers include:

- State papers (including treaties);
- White papers (government proposals for legislation);
- Green papers (government consultation documents);

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Parts of Royal Commissions;

- Reports of Committees, Commissions and other Parliamentary bodies;
- Annual Reports, Statistics, etc.

| Source | Description |
|------------------|--|
| House of Commons | Law database with access to Command Papers from 1715-2003/4. |

| | |
|-------------------------|---|
| Parliamentary Papers | |
| Law Commission Reports | See http://www.justice.gov.uk/lawcommission/publications.htm |
| Lawtel > Command Papers | Selected coverage from 1992/3. Full coverage from 1997/8. |
| Official Documents | Command Papers from 2005. See www.official-documents.gov.uk/ |

Bills

A Bill is a proposal for new law or a proposal to change existing law. There are three different types of Bill: Public, Private and Hybrid Bills. There's also another kind of Public Bill called a Private Members' Bill.

| Source | Description |
|--|--|
| Lawtel > Parliamentary Bills | Tracks the progress of Public Bills before Parliament. |
| Lexis Library > Legislation > Bill Tracker | Tracks the progress of Public Bills before Parliament. |
| UK Parliament | Public Bills currently before Parliament, see http://services.parliament.uk/bills/ |
| House of Commons Weekly Information Bulletin | Includes recent and forthcoming business of the House of Commons plus some for the House of Lords, see http://www.publications.parliament.uk/pa/cm/cmwib.htm |

Hansard

Hansard contains an edited verbatim report of proceedings of both the House of Commons and the House of Lords.

| Source | Description |
|--------------------------|---|
| Hansard House of Commons | http://www.parliament.uk/business/publications/hansard/commons/ |
| Hansard House of Lords | http://www.parliament.uk/business/publications/hansard/lords/ |
| Historic Hansard | Hansard 1803-2005 http://hansard.millbanksystems.com/ |

General methods of tracing

The following are finding tools to help you trace official publications.

| Source | Description |
|-------------|--|
| Current Law | Print source. For each Statute, details are often given of preceding green |

| | |
|------------------------------------|---|
| Statutes | papers, white papers and Bills. |
| The Stationery Office > Daily List | List of documents published by TSO, see http://www.tsoshop.co.uk/bookstore.asp |

Secondary Materials – Books

Often the best way to approach a legal question is to start with secondary sources, such as books. They can provide an overview of a legal topic and plus they may identify key cases and legislation. However, law books date quickly, so you need to make sure you are using the most current edition.

There are three main types of law books:

1. Textbooks, e.g. *Smith & Hogan on Criminal Law*

These are useful as a general introduction. They outline the main principles of an area of law.

2. Casebooks, e.g. *Cases & Materials on Criminal Law*

These contain extracts from key cases and other legal sources with critical commentary. They are no substitute for reading the primary sources themselves.

3. Practice books

There are three main types of practice books. They are primarily aimed at legal practitioners, but they are useful for law students, too. Some practice books are only available online in the Library through law databases.

- Practitioners texts, e.g. *Chitty on Contract*
These provide a detailed examination of an area of law.
- Practice books, e.g. *Civil Court Practice (the 'Green Book')*
These are guides to practice and procedure in the courts.
- Precedent books, e.g. *Encyclopaedia of Forms and Precedents*
These provide legal practitioners with standard layouts and wording for forms and documents.

The Library Catalogue contains details of our print collection and provides access to electronic books. Select the 'Look for book or journal' link on the myBU Library tab. Search the Catalogue for authors, titles or using subject terms. Results indicate the campus location of printed books and a shelf mark (found on the spine label).

To find a specific title, ensure you have the complete shelf mark including letters after the numbers. If QR or F&S precede the shelf mark, it is part of our reference collection which must remain in the Library and cannot be loaned.

| Some shelf marks relevant for this area are: | |
|--|-----------|
| Administrative law | 342.4206 |
| Commercial law | 346.4207 |
| Constitutional law | 342.41 |
| Contract law | 346.42022 |
| Criminal law | 345 |
| Employment law | 344.4101 |
| English legal system | 349.42 |
| Environmental law | 344.41046 |
| Equity & trusts | 346.42059 |
| European Union law | 341.2422 |
| Family law | 346.42015 |
| Human rights law | 342.41 |
| Intellectual property law | 346.42048 |
| International trade law | 343.087 |
| Land law | 346.42043 |
| Law (general) | 340 |
| Media law | 343.41099 |
| Sports law | 344.41099 |
| Tort law | 346.4203 |

Secondary Materials – Encyclopaedias

Halsbury's Laws is the major legal encyclopaedia and a good starting point for legal research. It provides a summary of the main points of an area of law and it identifies important case law and legislation for that topic. *Halsbury's Laws* is available in print in the Library, but for the most up to date information, you should consult the online version available through Lexis Library.

In general, legal encyclopaedias provide a comprehensive survey of a particular area of law. They include cases, legislation and commentary on the primary materials. There are many legal encyclopaedias available online through law databases, such as Lexis Library.

Secondary Materials – Dictionaries

Law dictionaries are specialist works of reference that record the meanings of words and phrases, as defined by case law or legislation. The definitions may also include references to relevant primary materials.

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You can find general reference materials for law (such as law dictionaries) in the **Legal Research** section.

This is shelved at the beginning of the law collection – the items have white tape around their spines. These materials cannot be borrowed.

In addition, selected law dictionaries are available online. Select the 'Look for book or journal' link on the myBU Library tab. Search for the keywords 'law dictionary' and select 'e-books'.

Secondary Materials – Journals

Law journals are a valuable source of comment and criticism on legal topics. Sometimes they are the only place where details of a case have been published. In addition, they are useful for keeping up to date on legal news and developments.

The following provides an introduction to three types of law journals:

1. Academic, e.g. *Modern Law Review*

They are usually published quarterly. They contain longer academic articles on legal issues. They are ideal for researching legal assignments and dissertations.

2. Practitioners, e.g. *Solicitor's Journal*

They are usually published weekly. They contain shorter articles and current awareness. They are useful for keeping up to date on legal news.

3. Specialist, e.g. *Journal of Criminal Law*

These focus on a particular area of law. They contain articles, case notes and current awareness. They are useful when researching legal assignments and dissertations.

In the law collection, you can find current issues of print law journals on display and back issues of print law journals shelved alphabetically by title.

Electronic journals are accessible via the 'E-journals' link on the myBU Library tab and many are available on the Library Catalogue. Select 'keyword' search and 'journals' from the 'collection' drop down menu.

Legal Journals Index is available on Westlaw. It is an excellent search tool to help you find details ('abstracts') of journal articles on your area of research. Some of the articles will be available in full text on Westlaw.

Melissa Bowden

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July 2011

Newspapers

Selected newspapers provide summaries of recent judgments, including *The Times* and *The Guardian*. Newspaper coverage may be needed when a case is otherwise unreported.

Major UK and international newspapers may be viewed online on Factiva and Press Display (accessible via the myBU Library tab). The Times and Financial Times are available in print format in the Sir Michael Cobham Library.

TV and Radio Programmes via BoB: Box of Broadcasts

Access BoB via the myBU Library tab; you need to register to use this service and will receive a password. You can request TV and radio programmes up to seven days in advance or broadcast in the previous seven days. This service is available off-campus, but not available outside the United Kingdom. Requested programmes will play in your web browser.

Professional Awareness

You are encouraged at BU to develop appropriate academic and professional knowledge and skills to enhance your employability. The Professional Awareness webpages (accessible via the 'Further Information' section on myBU Library tab) provide links to professional associations and associated publications which will support your learning.

Many of the associations and publications include job vacancies, blogs, alerting services (via RSS feeds and e-newsletters for example) and details of other organisations.

Referencing:

Access the Library's **Citing References: Law** guide on the myBU Academic Skills tab. Referencing is a way of demonstrating that you have read around your subject. Each time you use someone else's ideas or words it is essential that you acknowledge this in your work by citing the source in your text and having a bibliography at the end of your work.

Citing your references enables the reader to refer to the original source themselves. This reduces the risk of your being accused of plagiarism - the act of presenting the ideas or discoveries of someone else as your own. More information is available on the myBU Academic Skills tab.