Step by step guide to finding a journal article

Guide to finding a journal article when you have the citation (reference)
You have found a useful article on Westlaw, but it is only available as an abstract (summary). For example: Jones, L (2008) ‘An unfair share’, NLJ 158 (7348), 1703

STEP 1. What is the journal title?
Break down the reference into the useful information:

<table>
<thead>
<tr>
<th>Author</th>
<th>Article Title</th>
<th>Journal Title</th>
<th>Year</th>
<th>Volume / issue</th>
<th>Page nos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones</td>
<td>An unfair share</td>
<td>NLJ</td>
<td>2008</td>
<td>158 (7348)</td>
<td>1703</td>
</tr>
</tbody>
</table>

As you only have the abbreviated title (NLJ), you first will need find the full title. Use either Donald Raistrick’s Index to Legal Citations and Abbreviations, available in the library at 340.0148/RAI or the Cardiff index to legal abbreviations at http://www.legalabbrevs.cardiff.ac.uk to find this out.

STEP 2. Is the journal available online?
Most of our journals are online so you should check our A-Z list of Electronic Journals. Go to the library e-resources website http://www.bradfordcollege.ac.uk/eresources and click on Electronic Journals. Type the name of the journal in the Find box. If it is available, follow the links to the journal page and search or browse by date, volume or issue.

STEP 3. Is the journal available in print?
We may have the journal in print. Check the library catalogue to see if we have the journal and year that you need. You can photocopy the article, scan and email it, or read it in the library.

STEP 4. What if it’s not available?
Unfortunately, we can’t subscribe to every journal that is published. If you can’t find your journal, you can request a copy, and we will try to get hold of it for you. Ask at the library helpdesk on how to fill in our online request form. Once you have filled in all the details, library staff will check and action your request. There is a £2 charge to cover the copyright fee which will be added to your library record.
Step by step guide to finding a journal article

Guide to finding a journal article when you want to look for articles on a particular subject.

STEP 1. Open our legal databases, Westlaw and LexisLibrary.
Open up Westlaw and LexisLibrary. You can find links to these databases from LibGuides for Law, the Law Moodle site, or from the Online Library link in Moodle.

STEP 2. Click on the Journals search tab in Westlaw and LexisLibrary.
This is along the top of the page. Enter your search terms in the search box. If you know the main subject of your topic (eg Contract), add this to narrow your search. In Westlaw add this to the subject / keyword box. You can also add keywords such as ‘invitation to treat’. In Lexis, click on Add Topics to Search and navigate the list to find your subject.

STEP 3. Is the journal available on the Database?
The databases provide access to articles from different journals, which is why you should use both. In Westlaw, full-text articles will have a link saying Full Text Article. In LexisLibrary, you can choose to just search the full-text journals or try a Journals Index search. This will bring more article titles, but not all in full-text. If the database only provides a summary of the article, you will need to use the A-Z list of Journal Titles.

STEP 4. Is the journal available on a different Database?
Open up the A-Z list of Journal Titles which looks like this:

Type the name of the journal in the Find box. If it is available on a different database, follow the links to the journal page and search or browse by date, volume or issue.

STEP 5. What if it’s not available?
Unfortunately, we can’t subscribe to every journal that is published. If you can’t find your journal, you can request a copy, and we will try to get hold of it for you. Ask at the library helpdesk on how to fill in our online request form. Once you have filled in all the details, library staff will check and action your request. There is a £2 charge to cover the copyright fee which will be added to your library record.

If you have any questions – please ask any member of library staff