

# **Students' Guide to Legal Materials of the United Kingdom**

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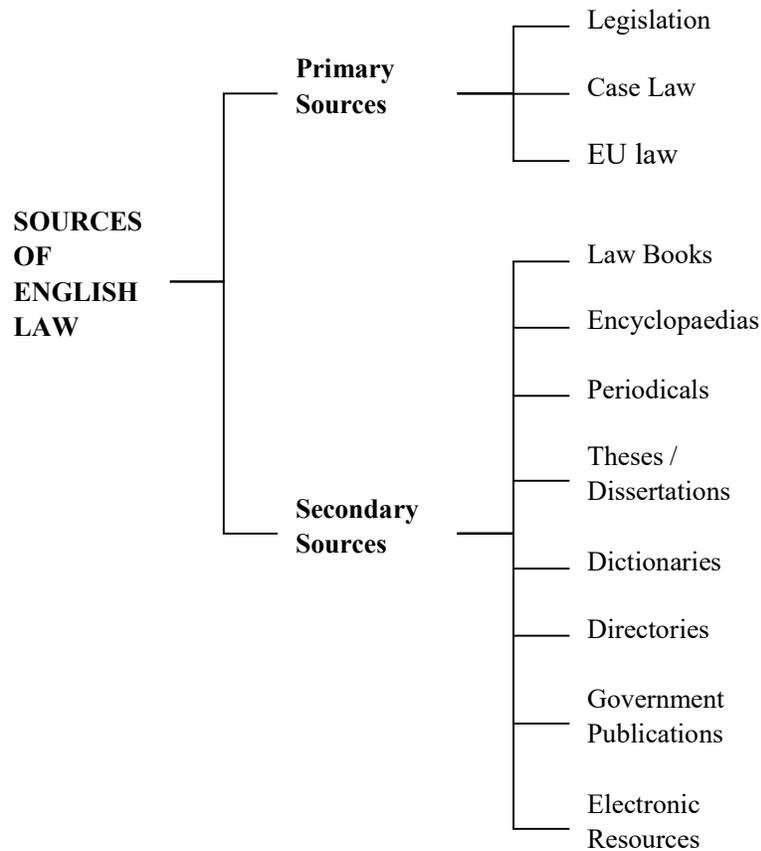
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# Sources of English Law

## What are the sources of English law?

The sources of English Law can be illustrated by the following chart:



## 1. Primary Sources

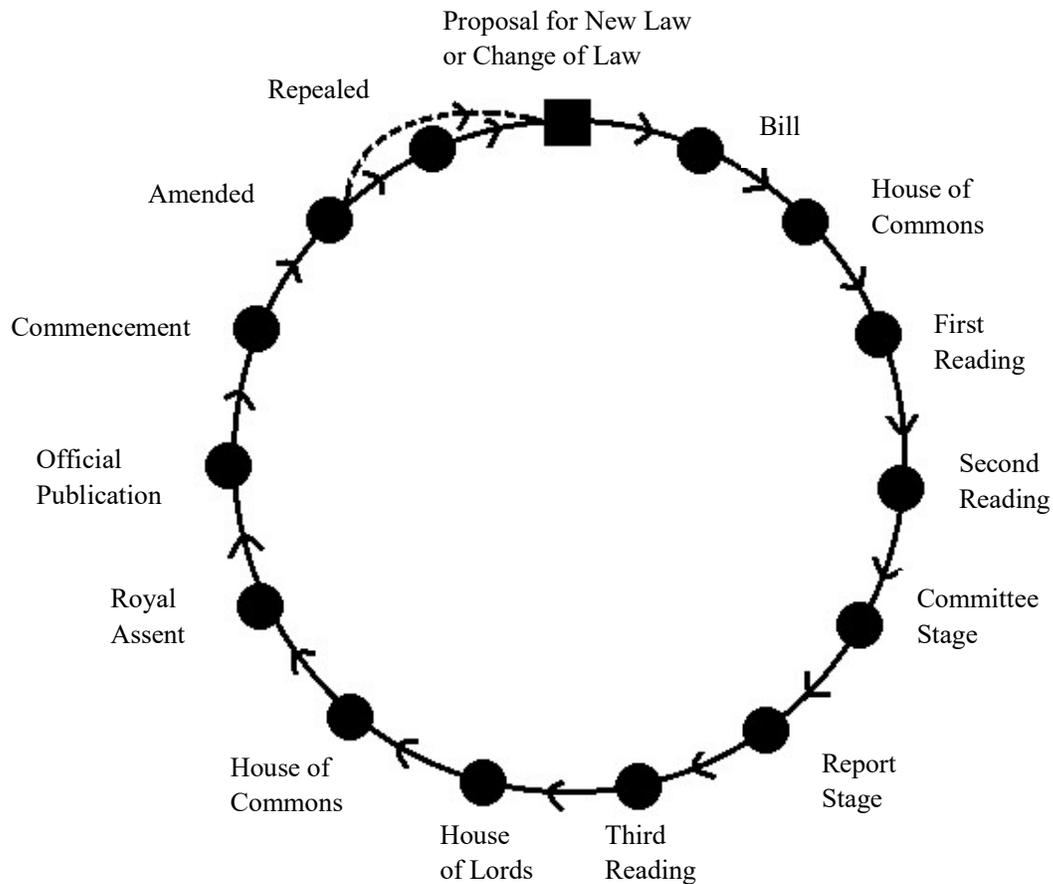
### What are primary sources?

- The primary sources are the “**law**” itself.
- Primary sources of English law are sub-divided into:
  - o legislation
  - o case law
  - o EU law

## 1.1 Legislation

### What is U.K. legislation?

- U.K. legislation is statutory law in the U.K.
- Statutes are Acts of Parliament which form part of the law of the U.K.
- Statutes prevail over common law whenever there is a conflict between them.
- When the U.K. became a member of the European Communities in 1973, the EU law automatically becomes part of the U.K.'s domestic law. In cases of conflict, the EU law prevails over the U.K.'s domestic law.
- Stages in U.K. legislation are as follows:



Legislation (statutes) can be referred to in the following ways:

- by name and year e.g. the Theft Act 1968
- by year and chapter number (for Acts passed since January 1963) e.g. 1966 c. 50
- by regnal year and chapter number (for acts enacted before 1963) e.g. 4 & 5 Eliz. 2, c. 52

## **Where can I find an English statute?**

- Printed publications

Two English statute series are available in our Library. They are:

- *Current Law Statutes Annotated*
- *Halsbury's Statutes of England and Wales*

- Electronic resources

- These library subscribed databases have the electronic version of the UK Acts, *Lexis Advance Hong Kong* and *Westlaw Asia*.

- There are also free Internet resources. Legislation.gov.uk (URL—<http://www.legislation.gov.uk>), a web site managed by the U.K. National Archives, provides the following legislation contents:

- All legislation from 1988 to date.
- Secondary legislation items (e.g. Statutory Instruments) from 1987 to date.
- Most pre-1988 primary legislation.

This web site brings together the contents previously available on the Office of the Public Sector Information (OPSI) and Statute Law Database (SLD).

## **If I know the year and name of a statute and want to find out what it says, which statute series should I use?**

Use *Current Law Statutes Annotated*. This series contains the texts of the Public General Acts with comments.

Also, you may use *Halsbury's Statutes of England and Wales* (hereinafter referred to as *Halsbury's Statutes*). This series is also annotated (i.e. comes with comments).

## **If I want to find the legislation relating to a particular topic, what should I use?**

Use *Halsbury's Statutes*.

## ***Current Law Statutes Annotated (From 1994–2004, known as Current Law Statutes)***

- Annual volumes of *Current Law Statutes Annotated* are available from 1949 onwards (in CHRONOLOGICAL order).
- *Current Law Statutes Annotated* reprints all Public General Acts with notes and commentary.
- The annual volume set is supplemented by loose-leaf binders entitled Service File which contain Acts of the present year.
- The drawbacks of *Current Law Statutes Annotated*:
  - The information contained in both the bound and binder volumes remains what it was at the date of publication.
  - To trace changes to the law, we must use the following two associated publications:
    - *Current Law Statute Citor*, and
    - *Current Law Legislation Citor*
  - *Current Law Statutes Annotated* does not have a subject index and therefore cannot be used to search for legislation on a particular topic.

## ***Halsbury's Statutes of England and Wales***

- *Halsbury's Statutes of England and Wales* provide comprehensive, annotated notes of all Acts of Parliament currently in force.
- They consists of the following:
  - **Main Volumes** (v.1–50) arranged alphabetically by subject.
  - **Consolidated Index** contains an Alphabetical List of Statutes, a Chronological List of Statutes and a Consolidated Index to the main work.
  - **Current Statutes Service** (loose-leaf) relates to statutes enacted after the main work was published. It also contains lists of statutes, arranged alphabetically, chronologically and by subject.
  - **Annual Cumulative Supplement** records changes affecting the main volumes and the Current Statutes Service.
  - **Noter-Up** (loose-leaf) updates the Annual Cumulative Supplement and Is It In Force?
  - **Destination Table** is a guide to the Consolidation of Legislation since 1957.
  - **Halsbury's Statutes Citator** is a guide to the current status of statutes.
  - **Consolidated Table of Cases** contains two parts. Part one is an alphabetical list of all cases that are cited in the current volumes of Halsbury's Statutes, the Cumulative Supplement, and the Noter-up. Part Two contains the same cases, arranged according to the Statutes to which they relate.
  - **Is It In Force?** This annual volume sets out the COMMENCEMENT dates of Acts passed since 1969, together with details of the relevant authority, e.g. the Statutory Instrument by which an Act was enacted.
- The searching techniques (either by title or topic) are broadly similar and generally consist of the following four steps:

Refer to the Consolidated Index volume, turn to either of these parts:  
Alphabetical List of Statutes,  
Consolidated Index.

Find the relevant volume and paragraph number



Locate the Act, either in the Main volumes, or  
the Current Statutes Service



Consult the Annual Cumulative Supplement, with reference to the  
appropriate volume, title and page number



Consult the Noter-Up Service binder, with reference to the  
appropriate volume, title and page number

### **Where can I find out the commencement date of an Act?**

- You can find out the commencement date of an Act in *Is It In Force?*
- The volumes of *Is It In Force?* are shelved at the end of the main set of the *Halsbury's Statutes*.

### **What are statutory instruments?**

The statutory instruments are also known as delegated legislation, subordinate legislation or subsidiary legislation. They include regulations, rules, orders, etc.

- Lists of statutory instruments can be found in the *Halsbury's Laws of England—Consolidated Table of Statutory Instruments*, etc. volume, *Current Law Statutes* annual binder, the *Current Law Monthly Digest* and *Halsbury's Statutes—Consolidated Table of Statutory Instruments* volume as well as the Table of Statutory Instruments, which appear at the beginning of the relevant *Halsbury's Statutes* volume.
- Use *Halsbury's Statutory Instruments*\* to locate the full-text statutory instruments.
- The latest statutory instruments in full-text are available from *Lexis Advance Hong Kong* and *Westlaw Asia* as well as the legislation.gov.uk web site (coverage: 1987 to date) managed by the U.K. National Archives, URL—<http://www.legislation.gov.uk>.

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\* Library's copy updated to 2004.

## A Summary on Finding Acts and Statutory Instruments

- Find an English Statute
  - by name.....Refer to the *Current Law Statutes Annotated* if you know the year and name of the statute, or else,  
  
Refer to the *Current Law Statutes / Legislation Citator*, and consult the Alphabetical Table of Statute, find the year of the statute and then refer to respective *Current Law Statutes* volume, or  
  
Refer to the *Halsbury's Statutes Consolidated Index – Alphabetical List of Statutes*.  
  
Use databases subscribed by the Library, *Lexis Advance Hong Kong* or *Westlaw Asia*. Go to the appropriate part of the databases and search in the title field.  
  
Consult the U.K. official web site, legislation.gov.uk, URL—<http://www.legislation.gov.uk>.
  - by subject.....Consult the *Halsbury's Statute Consolidated Index*  
  
Use databases subscribed by the Library, *Lexis Advance Hong Kong* or *Westlaw Asia*. Go to the appropriate part of the databases and search in the full-text field.  
  
Consult the U.K. official web site, legislation.gov.uk, URL—<http://www.legislation.gov.uk>.
- Update an English Statute (if you are using a print series)
  - using *Halsbury's Statutes* .....Consult the Annual Cumulative Supplement, and the Noter-up
  - using *Current Law* .....Consult the *Statute / Legislation Citator* (for case references as well as amendments) & *Service File*
- Find the most recent Statutes (if you are using a print series)
  - using *Current Law* .....Refer to the *Current Law Monthly Digest*, and consult the Dates of Commencement – Statutes
- Find an English Statutory Instrument (i.e. subsidiary legislation)
  - using print series.....Consult the *Halsbury's Statutes—Consolidated Table of Statutory Instruments* volume
  - using electronic resources.....Use the databases subscribed by the Library, *Lexis Advance Hong Kong* or *Westlaw Asia*.  
  
Consult the web site, legislation.gov.uk (1987 to date), URL—<http://www.legislation.gov.uk>

## 1.2 U.K. Law Reports

### What is case law?

- The term “case law” refers to the decisions made by Judges in the Courts.
- It is also known as the **judge made law**.
- Case law is a major source of law as certain previous judicial decisions will bind lower Courts.
- Statutory law prevails over case law whenever there is a conflict between them.

The English law reports can be grouped into two categories by period:

- I. Early Law Reports (Pre-1896)
- II. Modern Law Reports (1865 to date)

### I. Early Law Reports (Pre-1896)

#### What are early law reports?

They are law reports published before 1896. They include:

- *Pleas Rolls*, 12th century
- *Year Books*, 1272–1535
- *Nominate Reports* 1571–1865: produced chiefly by private reporters under their own names, e.g. *Simons’ Vice Chancellor’s Reports*
- *English Reports (E.R.)* 1220–1865: reprints of the *Nominate Reports*

#### Which is the most often used early law reports?

The *English Reports*

### *English Reports*

#### How do I use the *English Reports*?

By case name

- Find the index to the *English Reports* (vols. 177 & 178) and look up the name.
- Make a note of the volume and page number of the *English Reports*.
- Find the appropriate volume of the *English Reports*.
- The case will be found at the page given (it is the page number printed on the outer margin of the pages).

By citation for the original *Nominate Reports*

- Look up the abbreviation in Raistrick, D., *Index to Legal Citations and Abbreviations*, 4<sup>th</sup> edition, Sweet & Maxwell, 2013.
- Look up the name of the reporter in the Chart to the *English Reports*, which is kept next to vol.178.
- Make a note of the volume(s) of the *English Reports* in which the case is reprinted.
- Turn to the appropriate volume of the *English Reports* and check the table of cases. Note that the volume and page number relating to the original citation are printed at the top inner margin of the volume.

e.g. *Farmer v Martin*



name of the case

2 Sim. 502



originally reported in vol.2 of  
*Simons’ Vice Chancellor’s Reports*,  
beginning at page 502

57 ER 876



reprinted in  
the *English Reports*, vol. 57,  
beginning at page 876

## **Electronic version of the *English Reports***

Full-text of the *English Reports* is available from *HeinOnline*. You can search for a case by case name, Nominative citation or *English Reports* citation.

## **II. Modern Law Reports (1865 to date)**

### **What are modern law reports?**

- They are law reports published after 1865.
- There are three commonly used modern law reports. They are:
  - *The Law Reports*
  - *Weekly Law Reports*
  - *All England Law Reports*

### ***The Law Reports***

- *The Law Reports* are considered as the most accurate and authoritative reports available in the U.K.
- It may take as long as six months for cases to be reported in *The Law Reports*.
- It comprises four series:
  - ***Appeal Cases (A.C.)***  
Contains reports of cases decided by the House of Lords and the Judicial Committee of the Privy Council.
  - ***Chancery Division (Ch.)***  
Contains reports of cases decided by the Chancery Division of the High Court and the Court of Appeal cases on appeal from that Division.
  - ***Queen's Bench Division (Q.B.)***  
Contains reports of cases decided by the Queen's Bench Division of the High Court and those on appeal to the Court of Appeal.
  - ***Family Division (Fam.)***  
Contains reports of cases decided by the Family Division of the High Court, and those on appeal to the Court of Appeal.
- It is also available online from *Lexis Advance Hong Kong* and *Westlaw Asia*.

### ***Weekly Law Reports***

- This series reports all important cases of general legal interest within a few weeks after they have been decided.
- Judgments are reported in full but counsels' arguments are omitted.
- 3 volumes per year with weekly parts.
- Cases in volume 1 will not appear in *The Law Reports* while cases in volume 2 & 3 will be revised by the Judges and republished in *The Law Reports*.
- It is also available online from *Lexis Advance Hong Kong* and *Westlaw Asia*.

### ***All England Law Reports***

- 3 or 4 volumes per year with weekly parts.
- Consolidated Tables and Index is produced annually. It is kept up-to-date by the quarterly issues of Current Tables and Index.

- This series is independent of *The Law Reports*, and does not have the semi-official status.
- It includes a significant number of cases not reported in the *Weekly Law Reports*.
- It is often the FIRST series to produce a FULL report of a case.
- It is also available online from *Lexis Advance Hong Kong*.

## Finding a Case Report

### I. What does a full English case citation look like?

The complete citation of a case will look somewhat like the following:

<i>Hewitt v Lewis</i>	[1986]	1	WLR	444
↑	↑	↑	↑	↑
Name of the case	Year of the Law Report	Volume	Abbreviation for the Law Report	Page Number

i.e. the case *Hewitt v Lewis* was reported in *Weekly Law Reports* in 1986. There were 3 volumes published in that year and the case of *Hewitt v Lewis* appears in volume 1, beginning at p. 444.

If the year of the citation is set out within these [ ] brackets, this means that the year is essential to tracing the case. If the year is inserted within these ( ) brackets, this means that the volume number, not the year, is essential to tracing the case.

### II. How can I find a case when I have the case citation?

First of all, you need to look up the full title of a law report abbreviation. With the full title, you can search the law report in the CityU LibraryFind to check its availability. If our Library carries the law report series, go to the shelves or the databases to locate the full-text of the case. You may also go directly to the databases, *Lexis Advance Hong Kong* or *Westlaw Asia*, enter the citation in the appropriate field to search.

Here are the resources with the full titles of the abbreviations.

- Raistrick, D., *Index to Legal Citations and Abbreviations*, 4<sup>th</sup> edition, Sweet & Maxwell, 2013.
- The front page of:
  - *Current Law Case Citator*
  - *Halsbury's Laws of England—Consolidated Table of Cases* volumes
  - *Halsbury's Statutes—Consolidated Table of Cases* volume
- *Bieber's Dictionary of Legal Abbreviations*
- *World Dictionary of Legal Abbreviations*
- Cardiff Index to Legal Abbreviations URL—<http://www.legalabbrevs.cardiff.ac.uk/>

### III. How can I find a case when I ONLY know the name of the case?

- Firstly you take the name to the following tools to search for the full case citation:
  - *Current Law Case Citators*, 1947 to date (including the latest issue of *Current Law Monthly Digest*)
  - *Halsbury's Laws of England—Consolidated Table of Cases* volumes
  - *The Digest—Consolidated Table of Cases, Cumulative Supplement* volumes
  - *Halsbury's Statutes—Consolidated Table of Cases* volume
  - Tables of Cases in various law report series

- Then, follow the steps mentioned above to locate the full-text report from the appropriate law report series on the shelves or from databases in the Library.
- Or, you can go directly to Library subscribed databases, enter the cases name in the appropriate field and search.
  - *Lexis Advance Hong Kong*
  - *Westlaw Asia*

#### IV. Where can I find very recent cases?

- Printed publications
  - *Current Law Monthly Digest*
  - *The Law Reports*—latest pink index
  - *Weekly Law Reports*—latest issue
  - *All England Law Reports—Current Tables & Index* and latest reports
  - Summaries of cases in weekly journals e.g. *Law Society's Gazette*, *Solicitors' Journal*, *New Law Journal*
- Electronic resources
  - *Lexis Advance Hong Kong*
  - *Westlaw Asia*
  - *Legal Journals Index* available in *Westlaw Asia* (case citations only)
  - British and Irish Legal Information Institute URL—<http://www.bailii.org>

#### V. Where can I find a case by subject or keywords?

- If you want to find cases related to a particular topic, consult the following tools. Look up the keywords or subjects concerned; you will get a few relevant case citations.
  - *Halsbury's Laws of England—Consolidated Index*
  - *The Digest—Index*
  - *Current Law Year Books*
  - *All England Law Reports—Consolidated Table and Index: Subject Index*
  - Indexes to specialist law reports series, e.g. *Building Law Reports*
- Then, with the case citations in hand, follow the steps mentioned on p. 9 to locate the full-text report from the appropriate law report series on the shelves or from the databases in the Library.
- Or, you may search the following databases directly:
  - *Lexis Advance Hong Kong*
  - *Westlaw Asia*

## 1.3 Sources of EU Law

### What are the primary sources of EU law?

The primary sources of EU law are divided into primary legislation and secondary legislation.

Primary legislation includes treaties. Secondary legislation includes regulations, directives, decisions, recommendations and opinions.

## Where can I find EU law?

- European Union law official web site
  - EUR-Lex, URL—<https://eur-lex.europa.eu/>, covers texts published in the *Official Journal of the European Union* L (Legislation) and C (Information and notices), including legislation, international agreements, preparatory acts and parliamentary questions.
- EU legislation full-text can also be found in
  - Publications held in the Library
    - *Encyclopedia of European Community Law*
  - Library subscribed electronic databases
    - *Lexis Advance Hong Kong*
    - *Westlaw Asia*

## Where can I find EU cases?

Court of Justice of the European Union, URL—<http://curia.europa.eu>. This web site has the full-text of judgments, Opinions of the Court, Advocates General's Opinions and orders of the Courts of the European Union, delivered since 17 June 1997 and published in the *Reports of Cases before the Court of Justice and the Court of First Instance* or in the *European Court Reports—Reports of European Community Staff Cases*.

Eur-Lex, URL—<https://eur-lex.europa.eu/>. This web site contains the judgments of the European Court of Justice and of the Court of First Instance, as well as the opinions of the Advocates-General, as published in the *European Court Reports* and as provisional texts disseminated earlier by the Court of Justice. The coverage is from 1954 to the present day.

## Other resources with EU cases

- Publications held in the Library
  - Publications with full-text
    - *All England Law Reports : European Cases* (1996-2013)
    - *Common Market Law Reports* (v1,1962-v128,2013)
    - *European Community Cases* (1989,v1–2001)
    - *Reports of Cases before the Court of Justice and the Court of First Instance*<sup>†</sup> (also known as *European Court Reports*) (1990–2002)
    - *European Court Reports : Reports of European Community Staff Cases*<sup>†</sup> (1994–2002)
  - Publications which you use as tools to trace EU cases
    - *Current Law Monthly Digest*
    - *European Current Law Monthly Digest*
    - *European Union Law Reporter*
    - *Halsbury's Laws of England*
    - *The Digest*
- Library subscribed electronic resources (with full-text)
  - *Lexis Advance Hong Kong*
  - *Westlaw Asia*
  - *European Union Law Library* (2002-2013) (CD-ROM, to be used in the Law Section only)

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<sup>†</sup> Official Reports

## 2. Secondary Sources

### What are secondary sources?

The secondary sources are ABOUT the **law**. They include:

- law books
- encyclopaedias
- periodicals
- theses / dissertations
- dictionaries
- directories
- government publications
- electronic resources

### What kind of secondary sources should I begin with when doing an essay or conducting a research?

Using the topic on U.K. contract law as an example:

- You may begin with books on U.K. contract law.
- Dictionaries and encyclopaedias are good places to find the definition and basic information on contract law.
- You may also want to use digests to find summaries on U.K. contract law.
- Journal articles, i.e. essays on U.K. contract law that are published in periodicals, are valuable sources where you can obtain the comments from scholars and law specialists. You can use electronic databases to search for journal articles.
- When searching the CityU LibraryFind for the secondary sources such as law books or searching electronic databases, you must be IMAGINATIVE and RESOURCEFUL in choosing keywords.

### 2.1 Law books

#### What are law books?

Law books are monographs on the law. They include books on different law subjects, casebooks, practice books, precedent books etc.

Use CityU LibraryFind to find books in the Library.

### 2.2 Encyclopaedias

#### What are legal encyclopaedias?

English legal encyclopaedias provide information on the whole extent of the law of England or of particular type of English legal information. The major works are:

- *Halsbury's Laws of England*
- *The Current Law Series*
- *The Digest*

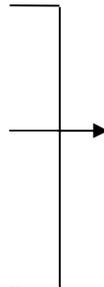
## ***Halsbury's Laws of England***

- Published by Butterworths.
- The *Halsbury's Laws of England* is a multi-volume premier legal encyclopaedia which covers all areas of English law.
- It provides commentaries on the whole law of England and Wales.
- It gives references to the relevant cases and English legislation.
- Halsbury's Laws is in the process of publishing its Fifth Edition. Until the Fifth Edition is complete, a full set of Halsbury's Laws will comprise both Fourth and Fifth Edition volumes. In our Library, the Fourth Edition volumes are shelved next to Fifth Edition's.
- It comprises
  - Main Volumes
  - Consolidated Index
  - Consolidated Table of Cases
  - Consolidated Tables of Statutes
  - Consolidated Tables of Statutory Instruments, Procedural Materials, European Materials, Treaties and Conventions, Other Materials
  - Annual Cumulative Supplement
  - Annual Abridgment—summarizes cases and legislation that have happened since the Main Volumes were published
  - Current Service (Monthly Reviews, Noter Up)

### **What steps should I take when using the *Halsbury's Laws of England*?**

You may follow the steps as illustrated below

- Finding a case  
– **Consolidated Table of Cases**
- Finding a Statute, Statutory Instrument  
– **Consolidated Table of Statutes**  
– **Consolidated Tables of Statutory Instruments, etc.**
- Finding law by subject  
– **Consolidated Index**



Find the relevant volume and paragraph number in the **Main Work** which contains the information

then,

Check the latest **Cumulative Supplement**, with reference to the relevant volume and paragraph numbers, and



Check the **Current Service—Noter Up**, with reference to the relevant volume and paragraph numbers for latest changes which take place after the Cumulative Supplement is published; use also the **Current Service—Monthly Reviews** which has summaries of the changes.

## **If I am looking for new law in the Halsbury's Laws, what step should I follow?**

If you are looking for a relatively new case, statute or subject, which is too recent to be included in the Consolidated Table/Index, you only need to consult:

- the Cumulative Supplement and
- Current Service

### ***Current Law Series***

The CURRENT LAW series are published in several parts. They include:

- *Current Law Monthly Digest*
- *Current Law Year Book*
- *Current Law Statutes Annotated*
- *Current Law Case Citator* (1947 to date)
- *Current Law Legislation Citator* (formerly *Current Law Statute Citator*)
  
- *Current Law Monthly Digest*

The *Current Law Monthly Digest* contains the following information:

- o summaries of cases, statutes and statutory instruments
- o dates of commencement
- o European law
- o quantum of damages tables
- o progress of bills
- o words and phrases judicially defined during the year
- o cumulative table of cases
- o cumulative subject index
- o list of new books and journal articles

- *Current Law Year Book*

The *Current Law Year Book* reproduces information from the *Current Law Monthly Digest*, which have taken place during that year.

- *Current Law Statutes Annotated*

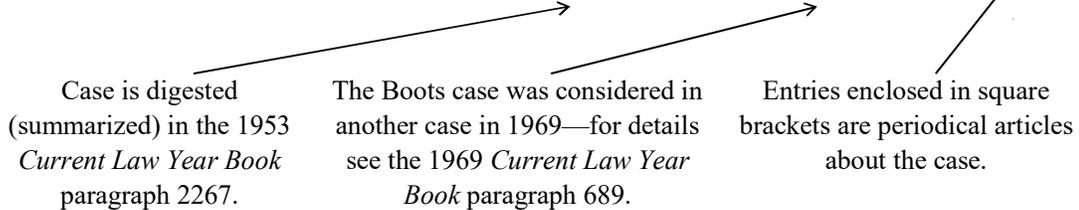
Refer to p. 3 of this Guide.

- *Current Law Case Citator* (1947 to date)
  - The *Current Law Case Citator* lists the names of cases reported or cited in court since 1947.
  - It includes some cases which were reported before 1947.
  - It is kept up to date by the latest issue of the *Current Law Monthly Digest*.

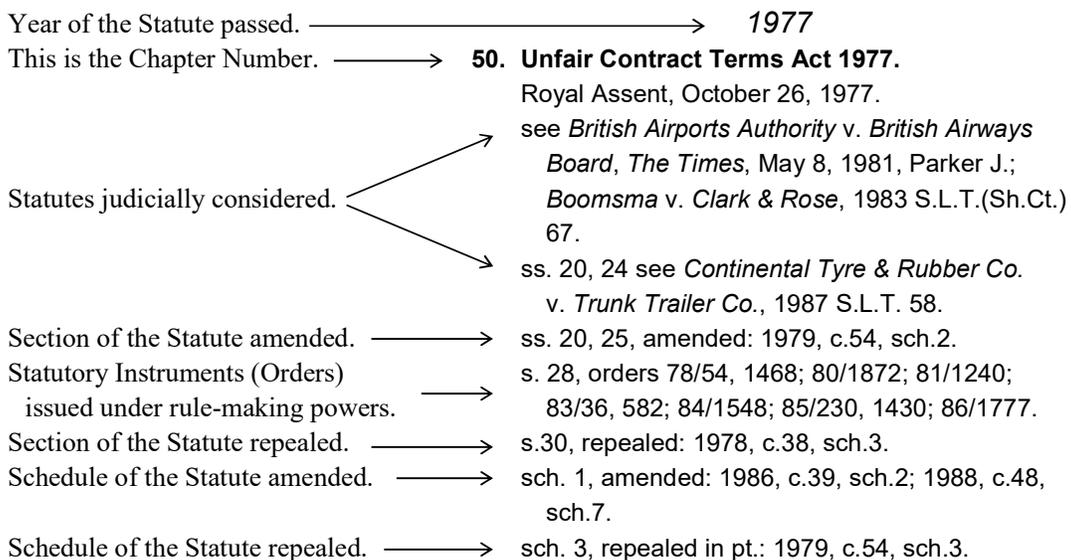
Example:

*Pharmaceutical Society of Great Britain v. Boots Cash Chemists (Southern)*

[1953] 1 Q.B. 401; [1953] 2 W.L.R. 427; 117 J.P. 132; 97 S.J. 149; [1953] 1 All E.R. 482; [16 M.L.R. 369], C.A.; affirming [1952] 2 Q.B. 795; [1952] 2 T.L.R. 340; 116 J.P. 507; 96 S.J. 513; [1952] 2 All E.R. 456; [1952] C.L.Y. 2194 ..... Digested, 53/2267; Considered 69/689



- *Current Law Legislation Citator* (formerly *Current Law Statute Citator*)
  - Entries are arranged by date, covering Acts passed since the 13th century, noting amendments and repeals.
  - To find the date of an Act and the chapter number, use the Alphabetical List of Statutes at the front of the Legislation Citator.
  - Kept up to date by the latest *Current Law Monthly Digest*.
  - The following example illustrates the information given under an entry.



## ***The Digest***

### **What is *The Digest* for?**

- *The Digest* is a good source to find summaries of CASES which have appeared in law reports from the 19th century to present day.
- It consists of
  - o Main Work
  - o Cumulative Supplement
  - o Consolidated Table of Cases
  - o Index
- *The Digest* is not as up-to-date as the *Current Law* and the *Halsbury's Laws*.
- It is a good place to look for old English cases, and Commonwealth & European cases.

### **How to trace a case in *The Digest*?**

Consult the Consolidated Table of Cases to find the volume and subject heading where the case is to be found

—————>

Locate the correct volume and look up the name of the case again in the Table of Cases at the front of the Volume. Note the case number.

and,

Look at the Table of Cases at the front of Cumulative Supplement

—————>

Locate the text of the Cumulative Supplement under the subject heading and case number.

For more recent cases, go directly to the Cumulative Supplement.

### **How to find cases on a subject in *The Digest*?**

Look up the subject in the Index. This will refer you to the volume, subject heading and case number in the main work

—————>

Look up the Cumulative Supplement under the relevant volume, subject heading and case number.

## 2.3 Periodicals

### What are periodicals?

- Periodicals are also referred to as journals or magazines.
- They are usually characterized by a variety of contents: articles (essays) by different contributors, news, digests, book reviews, etc.
- Law periodical titles are usually cited (or referred to) with abbreviations. To find the full title, consult with Raistrick's *Index to Legal Citations and Abbreviations*, 4<sup>th</sup> edition, Sweet & Maxwell, 2013 and the Cardiff Index to Legal Abbreviations URL—<http://www.legalabbrevs.cardiff.ac.uk/>.

Periodicals can be categorized as follows:

- Academic periodicals, e.g. *Cambridge Law Journal*
- Practitioners' periodicals, e.g. *Solicitors' Journal*
- Specialist periodicals covering particular areas of law, e.g. *Journal of Business Law*
- Periodicals published in other common law jurisdictions, e.g. *Australian Law Journal*

To locate a particular periodical title, you may do a search in the CityU LibraryFind. To see a comprehensive list of journals subscribed by the Library as well as other useful journals which are free on the Internet, go to this web page, URL—<http://www.cityu.edu.hk/lib/collect/law/subjres/lawej.htm>.

### Where can I find the full-text of periodical articles on a particular topic?

You may search across legal journals using the following library subscribed databases.

- *HeinOnline*
- *Lexis Advance Hong Kong*
- *Westlaw Asia*
- *Westlaw Next*

### Legal periodical indexes

These indexes may cover law journals which are not available in the aforementioned databases. You can use these tools to broaden your search. However, they only provide citations (such as author, article title, journal title) but not full-text. In order to read the full article for the citation, you need to turn to other places, such as the CityU LibraryFind, Interlibrary Loan Services URL—<http://www.cityu.edu.hk/lib/service/ill/>.

- *Index to Legal Periodicals and Books*
- *Legal Journals Index* available in *Westlaw Asia*

## 2.4 Theses / Dissertations

### How to find theses / dissertations?

- CityU theses / dissertations  
CityU higher degree dissertations and theses are searchable on the CityU LibraryFind. Their catalogue location code is “CityU Dissertations”. The print copies are housed in the Reference/Research Collections Room on 2/F of the Library. The full-text of all research postgraduate theses and some taught postgraduate dissertations is also available online to CityU staff and students.
- Other local university theses / dissertations  
They are searchable on the online union collection created by the Hong Kong Baptist University Library, Electronic Theses and Dissertations, URL—<https://repository.hkbu.edu.hk/etd/>. You should also visit each individual institution’s web site.
- Theses / dissertations from universities worldwide  
The Library subscribes to several databases which provide index to or even full-text of these / dissertations of universities in other parts of the world. Visit this web page to find out and access those databases, URL—<http://lbsystem.lib.cityu.edu.hk/ereslist/index.php?type=db&format=srctype&srctype=diss>.

## 2.5 Dictionaries

### What are dictionaries?

- Dictionaries are books of words and phrases of a language with their meanings or their translations in another language(s).
- Words and phrases are usually listed in dictionaries in alphabetical order.
- There are different kinds of dictionaries:
  - Conventional dictionaries such as *Oxford English Dictionary*.
  - Legal dictionaries such as *Oxford Companion to Law*.
  - Judicial dictionaries of words and phrases, namely, words and phrases that have been considered in the courts, e.g. *Stroud’s Judicial Dictionary of Words and Phrases*.
  - Biographical dictionaries—lists of “who’s who” or “who was who” in the legal profession, e.g. *Chambers & Partners’ Directory of the Legal Profession*.

## 2.6 Directories

### What are legal directories?

Legal directories provide listings of solicitors and barristers, e.g. *Law Society Directory of Solicitors and Barristers* URL—<https://solicitors.lawsociety.org.uk/> and *The Bar Directory : the General Council of the Bar* URL—<https://www.barcouncil.org.uk/>.

### Why do you need to use the legal directories?

You need legal directories

- when you are looking for a job in the law firms in England.
- when you want to contact a lawyer or barrister in the U.K.

## 2.7 Government Publications

### What kind of U.K. government publications are we most likely to encounter?

The U.K. government publications that we are most likely to encounter are:

- Command Papers
- Bills
- House of Commons and House of Lords Papers
- *Hansard*

### What are Command Papers?

Command Papers include:

- statements of government policy (often referred to as *White Papers*)
- some annual statistics and annual reports
- reports of Royal Commissions
- reports of Departmental Committees
- reports of tribunals of inquiries
- state papers (including Treaty Series)

Visit this web site for more, URL—<https://www.gov.uk/official-documents>.

### What are Bills?

- Bills are the draft versions of Parliamentary Acts.
- If a Bill is passed by the Parliament, it becomes a Public General Act.

### What are House of Commons and House of Lords Papers?

- The papers of House of Commons and House of Lords include reports of some committees, together with accounts, statistics and some annual reports.
- To get more information about House of Commons, access URL—<http://www.parliament.uk/business/commons/>.
- To get more information about House of Lords, access URL—<http://www.parliament.uk/business/lords/>.

### What is *Hansard*?

- *Hansard* is the edited verbatim report of the proceedings in the House of Commons and the House of Lords.
- To find Parliamentary debates in House of Lords, access URL—<http://www.parliament.uk/business/publications/hansard/lords/>.
- To find Parliamentary debates in House of Commons, access URL—<http://www.parliament.uk/business/publications/hansard/commons/>.

## 2.8 Electronic Resources

### What are the major electronic resources for retrieving English legal information?

Electronic resources contain both primary and secondary sources of law. Listed below are the major electronic resources for retrieving English legal information. Most library subscribed legal electronic resources can be accessed on campus and remotely. See this web page for instructions on remote access URL—<http://www.cityu.edu.hk/lib/instruct/guides/eresguid/remote.htm>.

- *HeinOnline*
- *Index to Legal Periodicals and Books*
- *Lexis Advance Hong Kong*
- *Westlaw Asia*
- Useful Internet resources selected by the Law Collection and Services Section,  
URL—<http://www.cityu.edu.hk/lib/collect/law/subjres/law.htm>.