General Law Library & Research Guide for Members of UC Legal Journals

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UNIVERSITY OF CINCINNATI COLLEGE OF LAW
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The Law Library Wants to Help You!

Congratulations! You’re now a member of the *University of Cincinnati Law Review, Human Rights Quarterly, Immigration & Nationality Law Review,* or *Freedom Center Journal.* As a member of one of these publications, you may need to write an article, pull sources, and/or cite check. This guide is intended to introduce you to the many ways that the Library can help you accomplish these things successfully.

**Writing an Article – General Tips**

The following books and articles can help you figure out just how to write that scholarly article:


- Matthew A. Edwards, *Teaching Foreign LLM Students About Legal Scholarship,* 51 J. Legal Educ. 520 (2001). Hein (must be on-campus or authenticate from off-campus), Westlaw
  - Discusses the purpose and form of law review articles.

- Ruthann Robson, *Law Students as Legal Scholars: An Essay/Review of Scholarly Writing for Law Students and Academic Legal Writing,* 7 N.Y. City L. Rev. 195 (2004). Hein (must be on-campus or authenticate from off-campus), Lexis, Westlaw
  - Looks at the Falk and Volokh books.
Narratives, Storytelling, and Outsider Scholarship:

For some background information on narratives, storytelling, and outsider scholarship (be sure and check with your editors regarding these styles of writing) try these:


Choosing a Topic

Most law journal articles written by students take the form of either a comment or a note but there are other forms of writing such as narratives and storytelling that may be applicable to your journal. You will want to consult with your journal editors about what is required from you. When choosing a topic, keep the following things in mind: (1) choose something you find interesting since you will be spending a large amount of time living with this topic; (2) think carefully about the scope of the topic – avoid overly broad or general topics as well as topics that are too narrow; and (3) write about something new or look at an issue in a new light.

In addition to the Volokh and Falk books that were listed under Writing an Article - General Tips, the following are guides on finding a topic:

**Generally**


The easiest way to browse the Split Circuit Roundup is to use the BNA Online Publications link off of the Law Library’s webpage.

- If using print: Go to the General Law binder Reference K25 .N54, Find the Index tab. In the Index look up Circuit Splits. This will give you the issues where the Circuit Split Roundup is. Then you will want to go to those issues within the binder.
- BNA Online Publications (must be on-campus or authenticate from off-campus):
  - US Law Week (BNA)
    - Law Library’s Quick Links for Research: http://www.law.uc.edu/library/ (click on the link to BNA Online Publications and select US Law Week from the dropdown menu)
    - On the left you should see Key Features and Circuit Splits should be a link in that box
    - Click on the links to the circuit splits for whatever month you are interested in.
- Lexis: Source: BNA United States Law Week. Use the section segment: section (circuit /3 split)
- Westlaw: Database Identifier **BNA-USLW**. Use the title field: ti(circuit /3 split)

- Seton Hall Circuit Review
  
  *This law review includes a Current Circuit Splits feature that briefly summarizes current circuit splits, but it also features longer, more in-depth articles analyzing important developments in law at the federal appellate level.*
  
  - [Hein Online](https://heinonline.org) (must be on-campus or authenticate from off-campus)
  - Lexis Source: Seton Hall Circuit Review
  - Westlaw Database Identifier **SHCR**

  
  Prof. Spencer is an Associate Professor at Washington & Lee. This blog tracks circuit splits.

- Lexis & Westlaw searches of Case Law
  
  **Potential search to use:**
  
  *split or conflict /s court or circuit or authority*
  
  *Note that you will want to limit by date and subject to avoid an overwhelming list of results.*

**Newsletters & Newspapers**

- BNA’s Topical Newsletters
  
  *BNA publishes over 85 current report services that track news, topics and trends. Beyond the circuit splits found in the United States Law Week, BNA newsletters are an excellent resource for potential topics. You can even subscribe to email alerts or an RSS feed.*
  
  - BNA Online Publications (must be on-campus or authenticate from off-campus):
    
    - Go to Law Library’s Quick Links for Research, click on the BNA Online Publications link and choose the appropriate BNA newsletter from the drop-down menu in the subscriber login box.
  

- Mealey’s Newsletters (through Lexis)
  
  *Mealey's reports include case summaries, commentaries, and breaking news across different practice areas. You can set up an RSS feed at [http://www.wwnlexis.org/mealeys/RSSFeeds.aspx](http://www.wwnlexis.org/mealeys/RSSFeeds.aspx).*
  
  - To view available Mealey’s Reports, look under Legal > Secondary Legal > **Mealey Reports**
Andrews Publications Newsletters (through Westlaw, current versions now under Westlaw Journal “subject”).
- To view available newsletters, go to the Directory and look under All Databases > Legal Periodicals & Current Awareness > Andrews Publications Newsletters.

CCH Topical Newsletters
*CCH is a subsidiary of Wolters Kluwer publishing company and it is well known for business, tax, and health resources.*
- CCH Online Publications (must be on-campus or authenticate from off-campus):
  - Go to the Law Library’s Quick Links for Research: http://www.law.uc.edu/library/ and then click CCH Online Publications.
  - Find and click on the Browse feature in the left corner. Find and click on your topical area of interest. This will expand the category. Click on the News link.

Other Newsletters
- Westlaw
  - Go to the Directory > Legal Periodicals & Current Awareness > Legal Newsletters Listed by Title
- Lexis
  - Emerging Issues Analysis
    - Go to Secondary Legal > Emerging Issues Analysis

Legal & Other Newspapers
- Lexis: Check under the News & Business tab
- Westlaw:
  - Go to the Directory > Business and News or
  - Go to the Directory > Legal Periodicals & Current Awareness > Westlaw Highlights & Bulletins

Blogs & Web Resources
  *A collection of practitioner submitted topics.*
A network of blogs that are edited by faculty and other scholars. Our own Prof. Caron is Publisher & Editor-in-Chief.

If it relates to the Supreme Court, this is the go-to blog.

• Find more blogs at  

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Review the Table of Contents, comments, and/or notes in a textbook or treatise to generate topic ideas.

Browse CILP, SSRN, BePress, or NELLCO

By looking at what others are currently writing about, you can often find ideas about what you want to write about.

• Current Index to Legal Periodicals (CILP)  
CILP is a current awareness tool where over 500 selected law review articles are indexed. When retrieving them on Westlaw, you will see a key to the citations, then that week’s articles organized by subject. You can scan the entire week’s issue or do a specific topic search using the topic, TO field.
  o Westlaw: CILP (last 8 weeks available)

SSRN is a for-profit collection designed to promote greater dissemination of social science research. In the Legal Scholarship Network, scholars will often post pre-publication drafts of papers and law review articles. Most, but not all, of these papers are available for free downloading.
  o To browse subjects, look at http://papers.ssrn.com/sol3/displayjel.cfm. Law & Economics are listed under K. You can also search by author, title, or find keywords in the abstract. You cannot search full-text.

One of the services that BePress offers is to act as a repository for working papers and preprints.
You can browse the repository by recent publications, popular papers, and peer reviewed articles, or by institutions or subjects. You can also search full-text or fields such as author, title, subject, institution, etc.

You can set up notification alerts of new articles posted at http://law.bepress.com/repository/search_by_subject.html. This does require free registration.

  
  Powered by BePress technology, this repository provides access for working papers, reports, lecture series, workshop presentations, and other scholarship created by faculty at NELLCO member schools.

  - You can search or browse by author, discipline (subject), recent additions, or top downloads.

Preemption Checking

You don’t want to write an article that someone has basically already written. Many students mistakenly believe that all they need to do for a preemption check is to search the full text of law reviews in Lexis and Westlaw. Unfortunately, Lexis and Westlaw do not contain the full universe of potential articles. They are useful preemption checking tools but they are not complete. While a thorough preemption check may seem like an intimidating prospect and a lot of work, you can also think of it as preliminary research on your paper.

Legal Periodical Indexes

Note that these are indexes, not full-text sources. The index will give you the citation to an article which you would then need to retrieve if you wanted to review the full-text. There may be some overlap in coverage by the indexes but each covers some periodicals that the others do not.

- Current Law Index / LegalTrac / Legal Resource Index (LRI)
  
  This periodical index goes back to 1980. It is an index to over 800 law journals from the United States and several countries of the Commonwealth. You can search by subject, author/title, and a separate Table of Cases and Table of Statutes.

  - Current Law Index is the print version 4th Floor Law Periodicals K33 .C87
  - Legal Resource Index is an electronic version found in Westlaw -- Database identifier: LRI
  - The Law Library does not own the web based version of this product called LegalTrac.
• Index to Legal Periodicals (ILP)
This periodical index goes back to 1908. Legal periodicals published in the United States, Canada, Great Britain, Ireland, Australia and New Zealand are covered. Search by author and subject.
  o Index to Legal Periodicals (in print) 4th Floor Law Periodicals K33.I53
  o Lexis Source Index to Legal Periodicals (going back to 1978).
  o Westlaw Database Identifier ILP (going back to 1981).
  o Predecessor to ILP -- Index to Legal Periodical Literature back to 1803 available 4th Floor Law Periodicals K33.I5.

• Current Index to Legal Periodicals (CILP)
CILP is a current awareness tool where over 500 selected law review articles are indexed. When retrieving them on Westlaw, you will see a key to the citations, then that week’s articles organized by subject. You can scan the entire week’s issue or do a specific topic search using the topic, TO field.
  o Westlaw: CILP (last 8 weeks available)

• Index to Foreign Legal Periodicals (ILFP)
This index, which goes back to 1960, covers non-US periodicals, with an emphasis on non-commonwealth countries. It provides indexing of public and private international law, as well as comparative and foreign law.
  o Print available at 4th Floor Law Periodicals K33.I38
  o Electronic version (through OVID) (must be on-campus or authenticate from off-campus):
    ▪ If the link leads you to a page that says the session has expired, (1) click the Start OvidSP button (ignore the username and password boxes); (2) click the Continue button; and (3) find and click on the link to Index to Foreign Legal Periodicals.
    ▪ There are a very limited number of concurrent user licenses so be aware that if all licenses are in use, you will not be able to access the database at that time. Try again at a later time.

• InSITE: http://library2.lawschool.cornell.edu/insiteasp/default.asp
The law librarians at Cornell evaluate potentially useful Web sites, select the most valuable ones, and provide commentary and subject access to them.

• Index to Federal Tax Articles
This index covers federal income, estate, and gift taxation articles. Articles indexed appear in legal, tax, economic, and non-periodical publications. Proceedings of major tax institutes are also included. Search by author and subject.
  o KF 6271.G64

• Index to Periodical Articles Related to Law: Thirty Year Cumulation, Volumes 1-30 (1958-1988)
Indexes articles selected from those not included in the Index to Legal Periodicals or Index to Foreign Legal Periodicals.

- Poole's Index to Periodical Literature (1802-1907).
  - Print available from off-site storage or if you have a Hamilton County library card from the public library’s site.
  - Poole’s Plus (must be on-campus or authenticate from off-campus).

Full-Text Legal Periodical Sources

- Hein Online (must be on-campus or authenticate from off-campus):
  Hein Online contains more than 1,200 law and law-related periodicals. Coverage is from the first issue published for all periodicals and goes through the most-currently published issues allowed based on contracts with publishers. Therefore, in some cases the current issues are available, but generally a user will notice a one-volume delay.
  - Access through the Law Library’s Quick Links for Research: http://www.law.uc.edu/library/

- Lexis
  Date coverage of legal periodicals on Lexis varies depending on the periodical.
  - Search Lexis Source US & Canadian Law Reviews, Combined
  - Lexis Source International Law Review Articles, Combined (go to Legal > Area of Law - By Topic > International Law > Search Law Reviews & Journals > International Law Review Articles, Combined)

- Westlaw
  Date coverage of legal periodicals on Westlaw varies depending on the periodical.
  - Search Database identifier JLR
  - Database identifier World-JLR

- Ebsco Legal Collection (must be on-campus or authenticate from off-campus).
  This database contains the full text of more than 300 scholarly law journals.

  SSRN is a for-profit collection designed to promote greater dissemination of social science research. In the Legal Scholarship Network, scholars will often post pre-publication drafts of papers and law review articles. Most, but not all, of these papers are available for free downloading.

  
  One of the services that BePress offers is to act as a repository for working papers and preprints.
  
  - You can browse the repository by recent publications, popular papers, and peer reviewed articles, or by institutions or subjects. You can also search full-text or fields such as author, title, subject, institution, etc.

  
  Powered by BePress technology, this repository provides access for working papers, reports, lecture series, workshop presentations, and other scholarship created by faculty at NELLCO member schools.
  
  - Search or browse by author, discipline (subject), recent additions, or top downloads.
  
  - You can set up notification alerts of new articles posted at [http://law.bepress.com/repository/search_by_subject.html](http://law.bepress.com/repository/search_by_subject.html). This does require free registration.

**Non-Legal Periodicals**

If writing about an interdisciplinary topic, you may need to check non-legal periodicals. The sources that you would check will differ depending on the topic chosen. The following are some selected, general resources for non-legal periodicals.

  
  UC Libraries subscribe to an array of periodical indexes and full-text sources. Consult one of the subject guides developed by a UC librarian who specializes in that subject in order to find applicable indexes and full-text sources that you will then need to search. Remember that not everything is electronic! Each subject guide will also have the contact information of the subject specialist who developed that guide.

- Browse UC Library E-Journals by Subject, [http://www.libraries.uc.edu/#tabview=tab2](http://www.libraries.uc.edu/#tabview=tab2) (last visited Aug. 18, 2011).
  
  Remember that not everything is electronic so be sure and use the subject guides too!

- Use [Summon](http://www.libraries.uc.edu/#tabview=tab2) (must be on-campus or authenticate from off-campus)
Summon contains a variety of quality information and access to content provided by the University of Cincinnati Library. To date, Summon content comes from 6,800+ publishers and 94,000+ journal and periodical titles, and 3+ million library catalog records. Caveat – Summon does not index all journal articles and books.

- Summon tutorial
- Summon FAQ

- Google Scholar, http://scholar.google.com/ (last visited Aug. 18, 2011). Google Scholar may or may not provide you with the full-text of the article. One very useful feature of Google Scholar is that it can link you to a full-text resource available through a UC Library subscription. Google Scholar does have an option to search Legal Opinions and Journals but there is no way to separate out and search just legal journals. Searching Legal Opinions and Journals will quickly overwhelm you with cases, therefore it is not recommended for searching legal periodical articles.
  - To do more efficient searching, use the Advanced Scholar Search.

- JSTOR (must be on-campus or authenticate from off-campus): JSTOR is a non-profit digital archive of thousands of full-text scholarly journals. JSTOR primarily contains older content but has begun a new current scholarship initiative. As with any electronic database, date coverage of journals will vary. For the most efficient searching, use the Advanced Search.

- Project Muse (must be on-campus or authenticate from off-campus): Project Muse contains full-text access to scholarly social science and humanities journals. HRQ can be found there! As with any electronic database, date coverage of journals will vary. For the most efficient searching, use the Advanced Search.

- OAIster, http://www.oclc.org/oaister/ (last visited Aug. 18, 2011). While SSRN, BePress, and NELLCO are specific sources for legal preprints and working papers, OAIster contains records of digital resources from open-archive collections throughout the world. It includes much more than just articles.

Researching the Article and/or Pulling Sources

When researching your article and/or pulling sources, you will want to utilize the sources listed in the Choosing Your Topic and Preemption Checking sections of this guide. Additionally, look at the following:

General Resources
Check to see if someone has written a research guide on the topic. The law librarians have written guides that we post on the Law Library’s website. We also link to research guides that others have created.  
http://www.law.uc.edu/library/guides. For interdisciplinary subjects, check one of the UC Library Subject Guides,  
http://www.libraries.uc.edu/research/subject_resources/index.html (last visited Aug. 18, 2011). The subject guides are developed by UC librarians who specialize in that subject in order to find applicable indexes and full-text sources that you will then need to search. Remember that not everything is electronic! Each subject guide will also have the contact information of the subject specialist who developed that guide.

Also, check to see if someone has written a bibliography for the particular topic. This could be in book or article form. For example, Susan M. Boland & Therese Clarke Arado, *O Brave New World - Electronic Voting Machines and Internet Voting: An Annotated Bibliography*, 27 N. Ill. U. L. Rev. 313 (2007).

### Decoding Abbreviations

If cite checking, pulling sources, or researching in secondary sources, you may find confusing abbreviations used in the footnotes. Use the following selected resources to help you identify the sources being abbreviated. Please note that these sources cover abbreviations as they might appear “in the wild,” not Bluebook correct abbreviations.

  - 5th edition available on Lexis at Reference > Law > Bieber's Dictionary of Legal Abbreviations  
  *Generally the go-to source for American legal abbreviations, although it covers more.*

- **THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION** (Columbia Law Review Ass’n et al. eds, 19th ed. 2010). Multiple copies on Reserves KF 245 .M68 2010

- **PETER CLINCH, CARDIFF INDEX TO LEGAL ABBREVIATIONS**,  
  http://www.legalabbrevs.cardiff.ac.uk/about.jsp (Autumn 2009).  
  *Covering abbreviations used in the United Kingdom, the Commonwealth, and the United States.*
• M.G. Gallagher Law Library, University of Washington, Bluebook Abbreviations of Law Review Titles,  


• NOBLE’S INTERNATIONAL GUIDE TO THE LAW REPORTS (Scott Noble ed. 2002).  Reference K 89 .N63 2002

• DONALD RAISTRICK, INDEX TO LEGAL CITATIONS AND ABBREVIATIONS (3d ed. 2008).  KD 400 .R35 2008  
  Covers abbreviations used in the United Kingdom, the Commonwealth, Europe, and the United States.


• WORLD DICTIONARY OF LEGAL ABBREVIATIONS (Igor I. Kavass & Mary Miles Prince eds.)  Reference K 89 .K38 1994  
  4 volume loose-leaf set.

Finding Books

UCLID

• Use UCLID, the UC Libraries’ catalog.  
  o Searching  
    ▪ Search by Keyword (the default and within this you can keyword search specific fields such as author or title)  
    ▪ Exact Title  
    ▪ Exact Author  
    ▪ A specific journal (not a journal article but the journal itself)  
    ▪ Number (ISBN, OCLC, Call numbers etc.).  
    ▪ Optional limits allow you to restrict by things like date, language, location, etc.  
    ▪ How to Find a Book tutorial
Checking Out Books from UCLID & Circulation Policies

- Non-circulating items generally may not be checked out. Some non-circulating items may be checked out to a carrel. For carrel information, see the Head of Access Services.
- Circulating items are due at the end of the semester. Renewals may be made in person, online, or by telephone at 556-3016.
- Any items checked out to a Carrel MUST have a “Checked Out to Carrel” flag in them; otherwise the librarians will remove them from the carrel. These flags are available at the circulation desk.
- Items can be requested from any of UC’s Libraries through UCLID and delivered to the Law Library. Make sure you select the Law Library as your pick-up location. If you request an item from a UC Library, be aware that it may take 3 or more days to arrive. If you need the item sooner, you may want to travel to that UC Library to check out the book rather than request it through UCLID.
- Items MUST be checked out before they can be taken from the library, stored in the journal office, or at a carrel.

OhioLINK

- Books not in UCLID – Search OhioLINK

Make sure that the book is not available through UCLID before searching OhioLINK.

- Searching
  - From UCLID, click the Search OhioLINK button or
  - Search OhioLINK, http://olc1.ohiolink.edu/search/ directly by Keyword (the default and by clicking on Advanced Keyword Search, you can keyword search specific fields such as author or title)
    - Exact Title
    - Exact Author
    - Subject,
    - Number (click on the All Search Options link to see how to access this).

- Checking Out OhioLINK Material
  - Click the Request Item button, select U of Cincinnati as your school, and then enter your UC ID and password.
  - Circulating items are generally due within 21 days. Items may be generally be renewed four times. To renew, go to UCLID and access your library record or see Vicki Fleischer, the Head of Access Services.
  - Items may be picked up at the Circulation Desk. Be aware that items can take 3-5 days to arrive.
  - Any items checked out to a Carrel must have a “Checked Out to Carrel” flag in them; otherwise the librarians will remove
them from the carrel. These flags are available at the circulation desk.

**WorldCat**

- Books not in UCLID or OhioLINK – Search WorldCat and fill out an Interlibrary Loan (ILL) form.
  - Searching
    - Use the WorldCat link from the Law Library’s webpage [http://www.law.uc.edu/library/](http://www.law.uc.edu/library/) (must be on-campus or authenticate from off-campus). This is researcher oriented and allows for more sophisticated searching.
    - Use [http://www.worldcat.org](http://www.worldcat.org). This is a general web-based search form and does not allow for as many search options (go to the Advanced Search to see what options are available).
  
- Checking Out Material Found Through WorldCat
  - Print out the WorldCat information page for that source.
  - Fill out the appropriate Interlibrary Loan form, [http://www.law.uc.edu/Library/Circulation](http://www.law.uc.edu/Library/Circulation), attach the information page from WorldCat to it, and turn it in to the Circulation Desk.
  - Please note that it can take ten days or more to receive an ILL (consider the time it takes for the Law Library to process the request, the system to match up the request with a library willing to lend the material, the lending library’s time to process the request, and transportation time).
  - Circulation loan periods will vary. Renewal options will also vary. Please note that it is not always possible to find a library willing or able to lend a requested item. The following reasons are typically why a request may not be possible to fill:
    - Materials do not circulate off-premises (i.e., DVDs, CDs, or videotapes, microfilm or fiche, multi-volume sets, loose-leaf treatises, newspapers, newsletters, reference books, reserve items, rare books).
    - Previous patrons of our library have failed to return ILL materials on time.
    - The lending library charges more than the Law Library is willing to pay for an item.

- Items can be picked up from the Circulation Desk and should be returned to the Circulation Desk. *It is very important to return ILL material on time because late returns damage the Law Library’s reputation with other libraries and could result in their refusal to lend materials to us in the future.*

**Other Resources for Finding Books**

As part of its Google Books project, Google has been digitizing books and allowing users to search them. If the book is in the public domain or a publisher has given permission, Google may allow full-text PDF access to all or part of the book.

- Use the Advanced Book Search link for the most effective and efficient searching.
- If you see a Find in a Library link under the Get This Book section, it will take you to WorldCat.

**LAW BOOKS & SERIALS IN PRINT (2008). Reference KF1. B68**

This is a resource for finding current legal books, serials and multimedia publications. Publications are classified under the Library of Congress legal subject headings. Then check UCLID, OhioLINK, and WorldCat to get the book.

**BOOKS IN PRINT** (must use on-campus or authenticate from off-campus):

Bibliographic database that offers information on more than 7.5 million U.S. book, audio book, and video titles, as well as 10 million international titles. Use the Advanced Search feature to limit your search using specific criteria. Then check UCLID, OhioLINK, and WorldCat to get the book.

Books available through Lexis & Westlaw

- Lexis:
  - If looking for a specific book, use the Find a Source on Lexis and search or browse by title.
  - If browsing books, click on Secondary Legal > Area of Law Treatises; or
  - Click on Secondary Legal and then select a particular publisher, ex:
    - Secondary Legal > [Matthew Bender(R)]
    - Secondary Legal > [Aspen Publishers]
    - Secondary Legal > [BNA]
    - Secondary Legal > [John Wiley]
    - Secondary Legal > [PLI]
    - Secondary Legal > [National Institute for Trial Advocacy (NITA)]
  - If you want books arranged by subject, click on Area of Law by Topic > [Click on the appropriate a topic] > Search Analysis, Law Reviews & Journals

- Westlaw
  - If looking for a specific book, use the Directory search box or IDEN or
  - From the directory, chose Treatises, CLEs, Practice Guides section.
If you want books arranged by subject, go to the Directory > Topical Materials by Area of Practice > [Click on the appropriate topic] > Forms, Treatises, CLEs and Other Practice Material

  *OAster contains records of digital resources from open-archive collections throughout the world. It includes much more than just articles.*

**Congressional Research Service Reports (CRS)**

The Congressional Research Service does public policy and legal research for Congress. Their reports are nonpartisan and considered balanced and objective.

The following are general sources for CRS Reports:

Tax Specific CRS Reports are also available on:
- CCH IntelliConnect (must be on-campus or authenticate from off-campus):
  *Browse Federal Tax > Federal Tax Legislation > CRS Reports and Other Studies Westlaw Database Identifier: FTX-CRS*

**Finding Articles**

Please see the Preemption Checking part of this packet. In addition to that:

- If you have a specific article citation, check the full-text sources listed in the Preemption Checking part of this packet before requesting something through Interlibrary Loan.

- Additionally, check UCLID and the UC Article Linker.
  - For UCLID, search for the journal, not the specific article by clicking on the Journal tab.
    - Choose e-journal to look for an electronic version and Library Catalog for print. Check both.
      - Tutorial on How to Find an E-journal.
  - If using the UC Article Linker, fill in as much of the information as you can in order to search.
If the article is unavailable through the above methods, and you need to request an article through Interlibrary Loan, fill out the ILL Form for Articles. Articles are usually sent electronically within a week of a request but some libraries still send articles by US mail. These articles may take up to two weeks or more to arrive. If we place an ILL request for an article that arrives by e-mail, it will be forwarded to your e-mail address. Articles that arrive through the US mail can be picked up at the Circulation Desk.

50-State Surveys and Other Useful Tools

If you need to research a particular issue as treated by multiple state statutes there are several useful tools that may save you a lot of work. Just be aware that these may only address selected narrow topics and that they may not be current. Be sure to locate the date of the survey or latest revisions.

- **50-State Surveys on Westlaw**
  - Go to Site Map > Find a Document > 50 State Surveys
  - It is usually better to browse the surveys but you can also do searches.

- **50 State Multi-Jurisdictional Surveys on Lexis**
  - LexisNexis 50 State Surveys, Legislation & Regulations
  - Multi-Jurisdictional Surveys by Topic with Analysis


- **CHERYL RAE NYBERG, SUBJECT COMPILATION OF STATE LAWS** (yearly).
  - Reference KF 240 S279 *Provides citations to law review articles, books, and other sources in which state statutes are compared. It is not cumulative so you would want to check each year. The latest year available at the time this packet was written is 2008-2009.*
  - Hein Online (must be on-campus or authenticate for off-campus access)


- **JON S. SCHULTZ, STATUTES COMPARED: A U.S., CANADIAN, MULTINATIONAL RESEARCH GUIDE TO STATUTES BY SUBJECT** (2d ed. last updated 2004).
  - Reference KF 1 .S36 Current
Session Laws

Bills enacted into law are known as session laws. Eventually these session laws are arranged by subject and codified. If you need to locate a session law, use the following sources:

- The Law Library has access to Ohio session laws in print, *Laws of Ohio*, in the Ohio 2 Collection at KFO 25 .A22. They are also accessible through the Ohio General Assembly website, [http://www.legislature.state.oh.us/](http://www.legislature.state.oh.us/) (last visited June 17, 2010); Hein Online Session Laws Library (must use on-campus or authenticate from off-campus); Lexis; and Westlaw.

- To access session laws from other states or territories, go to the Hein Online Session Laws Library (must use on-campus or authenticate from off-campus); State Session Laws on microfiche on the 4th floor; Lexis; Westlaw; or the state legislature’s website (a good source for links to these is the Law Librarians’ Society of Washington DC, State Legislatures, State Laws, and State Regulations, [http://www.llsdc.org/state-leg/](http://www.llsdc.org/state-leg/) (last visited June 17, 2010).

- Federal session laws can be found
  - *United States Statutes at Large* (official publication) in the Federal Materials Room KF 50 .U52
    - Hein Online’s U.S. Statutes at Large library (must use on-campus or authenticate from off-campus)
  - *United States Code Congressional & Administrative News (USCCAN)* in the Federal Materials Room KF 48 .W45:
    - Westlaw Database Identifier USCCAN-PL
    - Lexis Source USCS-Public Laws

Finding Legislative History

For information on finding legislative history, use the following research guides & resources:


• Pre-compiled Legislative Histories – somebody else may already have put one together!
  o Hein Online (must use on-campus or authenticate from off-campus) Sources of Compiled Legislative Histories database
  o Hein Online (must use on-campus or authenticate from off-campus) U.S. Federal Legislative History Title Collection
  o GAO Federal Legislative Histories Westlaw Database Identifier FED-LH
  o Arnold & Porter Collection of Legislative Histories available on Westlaw by going to the Directory > U.S. Federal Materials
  o Check UCLID for books in our collection: In the keyword search fields, enter the name of the law or topic you are searching, and the words "legislative history" (include the quotation marks).

• Tracking Bills
  o Federal
    ▪ ProQuest Congressional (must use on-campus or authenticate from off-campus)
    ▪ Lexis
      o Lexis Source Bill Tracking Report – Current
    ▪ Westlaw
      o Database Identifiers US-BILLTRK, and CONG-BILLTXT (Go to Directory > U.S. Federal Materials > Bill Tracking)
  o States
    ▪ Lexis & Westlaw – just as Lexis & Westlaw have bill tracking for Federal material, they also have it for the states. Locate the appropriate jurisdiction to find the applicable database.
    ▪ State websites – many state websites have bill tracking capabilities.
Finding Administrative Law
With the exception of Federal, Ohio, and selected Indiana and Kentucky material, the Law Library primarily relies on electronic versions of administrative law materials.

Administrative Codes & Registers

Administrative codes are the subject organization of regulations. A register is usually a chronological publication and includes notices and proposed regulations as well as final regulations.

- **Code of Federal Regulations (CFR)**
  - Current print CFR is located in the Federal Materials Room
  - Hein Online (must use on-campus or authenticate from off-campus) [Code of Federal Regulations Library](https://heinonline.org/HOL/ServeServlet?db=codeoffederalregulations&format=h5&unsubscribed=1&collection=cf)
  - Westlaw Database Identifier [CFR](https://www.westlaw.com/search/default.cfm?collection=CFR&context=4ylypm)

- **Federal Register**
  - Last five years in print in the Federal Materials Room at KF70 .A2, full run in microfiche on 4th floor.
  - Hein Online (must use on-campus or authenticate from off-campus) [Federal Register Library](https://heinonline.org/HOL/ServeServlet?db=federalregister&format=h5&unsubscribed=1&collection=fr)
  - Westlaw Database Identifier [FR](https://www.westlaw.com/search/default.cfm?collection=FR&context=4ylypm)

- **Ohio**
  - Current print Ohio Administrative Code located in the Ohio 1 Collection at KFO 440 .O37 1994
  - Westlaw Database Identifier [OH-ADC](https://www.westlaw.com/search/default.cfm?collection=OH&context=4ylypm)

- **Other states**
  - Use Lexis, Westlaw, or go to the state government website. A good listing of Administrative Codes and Registers is at the Administrative Codes and Registers Section of the National Association of Secretaries of State,
http://www.administrativerules.org/ (click on codes and registers) (last visited July 12, 2011).

- Tracking Regulations
  - Federal
    - Justia Regulation Tracker, http://regulations.justia.com/ (last visited July 12, 2011). This site is currently in Beta.
  - Westlaw Database Identifier US-REGTRK
  - States
    - Lexis & Westlaw – just as Lexis & Westlaw have bill tracking for Federal material, they also have it for the states. Locate the appropriate jurisdiction to find the appropriate database.
    - State websites – some state websites have regulation tracking capabilities.

Administrative Decisions, Orders, and Opinions

Agency decisions, orders, and opinions are much more difficult to find than statutes, cases, or regulations. Generally, check UCLID, the agency’s website, Lexis & Westlaw, and other commercial publishing sources such as CCH and BNA.

- Federal
  - Appendix C, Sources of Federal Regulatory Agency Rules, Regulations and Adjudications, has a nice chart of Federal agencies that lists any official publication of agency decisions.
  - UCLID – Look up the reporter found in Appendix C for either a hardcopy or a link to the decisions on the web.
  - University of Virginia Library, Government Information Sources, http://www2.lib.virginia.edu/govtinfo/fed_decisions_agency.html (last visited July 12, 2011). This website lists Federal agencies and links to where the decisions, orders, opinions, and other actions can be found.
  - BNA Online Publications (must be on-campus or authenticate from off-campus)
    - Go to Law Library’s Quick Links for Research, click on the BNA Online Publications link and choose the appropriate BNA library from the drop-down menu in the subscriber login box.
    - Look for Guidance and Agency documents.
CCH Online Publications (must be on-campus or authenticate from off-campus)

- Choose the appropriate practice area and then click browse. Look for the appropriate agency decisions, orders, and opinions.

Lexis

- Go to Federal Legal - U.S. > Find Statutes, Regulations, Administrative Materials & Court Rules > Administrative Agency Materials

Westlaw

- Go to Directory > U.S. Federal Materials > Federal Administrative Decisions

States

- Visit the appropriate state government portal and look for a list of state agencies. Go to the agency in which you are interested and look for decisions, opinions, or orders.
- Lexis & Westlaw
  - Go to the appropriate state and look for the category agency materials (it will be called something slightly different in each service). Find the decisions, opinions or orders for the agency in which you are interested.

Finding International, Foreign, and Comparative Law Materials

Obviously this is much too broad of a category to adequately address in this packet. Your first step should be to look for a research guide that fits your area of law or jurisdiction. You will find the following resources extremely helpful:


• The American Society for International Law, Electronic Information System (EISIL), http://www.eisil.org (last visited July 12, 2011).


• GEORGE WASHINGTON UNIVERSITY INTERNATIONAL LAW REVIEW, GUIDE TO INTERNATIONAL LEGAL RESEARCH (2009). Reference and Stacks KZ 1234 .G85


Evaluating Sources

It is very important to critically examine any source you intend to use, but particularly important for those found on the Internet. Use the CAST method of evaluation: (1) Credibility, (2) Accuracy, (3) Scope, and (4) Time.

When examining credibility consider things like:
- Who is the author/publisher?
- What is the author’s education, training and experience?
- If it is an organization, is the organization known and respected?
- What is the organization’s purpose or mission?

When examining accuracy consider things like:
- What is the source of the data and is it trustworthy?
- Are the sources cited? Are the sources trustworthy?
- Can the data be corroborated or confirmed?
- Are there obvious errors in the information?
- Is the information factual in nature or opinion? On what are the opinions based?
- Is the information of consistent quality?

When examining scope consider things like:
- Are there political or ideological biases that need to be taken into account?
- Which aspects of the subject are covered and which are left out?
• Is the level of detail provided appropriate?
• Who is the intended audience?

When examining the time factor, consider things like:
• Is the document page or webpage dated?
• Is the information limited to certain time periods?
• When was it last updated?
• Is it the type of material that needs to be updated frequently?

Grammar Help


• Purdue’s Online Writing Lab (general grammar tips) http://owl.english.purdue.edu/owl/


Citation & Cite Checking Help

The Bluebook is the citation manual used most often for law journals, although there are some that have adopted ALWD. See ALWD, ALWD Adoptions, http://www.alwd.org/publications/adoptions.html#A3, (last visited July 12, 2011). The 19th edition is brand new for 2010. Although some of these citation resources refer to the
18th edition, they will still be helpful even with the new edition. Just be sure and check
with the 19th edition for any changes.

- **ALWD / Bluebook and Bluebook / ALWD Conversion Charts,**
  [http://www.alwd.org/PDF/CitationManual_3rd/ALWDBluebook%20andBluebookALWD%20RuleConversion%20ChartsALWDBLUEBOOKRUL.pdf](http://www.alwd.org/PDF/CitationManual_3rd/ALWDBluebook%20andBluebookALWD%20RuleConversion%20ChartsALWDBLUEBOOKRUL.pdf) (last visited July 12, 2011).
  *If you are familiar with one and not the other citation manual, these charts comparing the 3rd edition of ALWD and the 18th edition Bluebook are very useful.*

- **ALWD / Bluebook Comparison Charts,**
  *If you are familiar with one and not the other citation manual, these charts comparing the 3rd edition of ALWD and the 18th edition Bluebook are very useful.*

- **THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION** (Columbia Law Review Ass’n et al. eds., 19th ed. 2010). Multiple copies on **Reserves KF 245 .M68 2010**


- **PETER W. MARTIN, BASIC LEGAL CITATION** (Online ed. 2010) **http://www.law.cornell.edu/citation/**. Note that this is geared toward practitioner citation and so does not use the law review typefaces and fonts.

  *Note that this uses practitioner style so it does not show law review fonts and typeface.*

- **Zotero is a Firefox extension that enables you to collect, manage, cite, and share your web-based research sources. You can get Zotero at [http://www.zotero.org](http://www.zotero.org). It has a Bluebook Law Review style repository that you can install, [http://www.zotero.org/styles](http://www.zotero.org/styles). There is a Bluebook Law Review forum as well.**

*The Bluebook* is not as helpful as one might wish when it comes to international citations. Supplement *The Bluebook* with the following:


Where to Go for Help

Remember that the Law Library wants to help you! While we cannot choose your topic, research your article, write your article, pull your sources, or cite check for you, we can offer resources and assistance. Please feel free to ask ANY of the librarians for help – not just the liaison!

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<th>Librarian Liaison for Immigration &amp; Nationality Law Review</th>
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For specific circulation or interlibrary loan questions:

Vicki Fleischer
Head of Access Services
513-556-1332
316A (office)
victoria.fleischer@uc.edu

For technology questions:

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<thead>
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<th>Alan Wheeler</th>
<th>Bill Kimbelton</th>
<th>Josh Heinrich</th>
<th>John Hopkins</th>
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<tbody>
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<td>Computer Support Specialist</td>
<td>Systems Administrator</td>
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