

Florida State University Law Library

BASIC LEGAL RESEARCH SERIES

Finding Articles in WilsonWeb Databases

What is WilsonWeb

WilsonWeb is an information vendor offering access to a wide array of multidisciplinary and specialized databases. Law students will find two databases, *Index to Legal Periodicals and Books* (ILP) and *Legal Periodicals Retrospective*, very helpful in locating scholarly English language legal information. Both of these tools are bibliographic databases for law-related journal articles and books. They both cover all areas of jurisprudence, including court decisions, legislation, and original scholarship.

- Coverage for *Index to Legal Periodicals and Books (ILP)* begins in 1981 and full text coverage for selected periodicals begins in 1994.
- *Index to Legal Periodicals Retrospective* includes articles and other materials published between 1918 and 1981.

How do I access these databases?

Open your browser to the FSU Law Library's homepage: <http://www.law.fsu.edu/library>. From the **Legal Research** scroll down menu, select *Legal Periodicals and Books*. You are automatically brought to the **Advanced** search screen. At the top of each search page, you will see the available WilsonWeb databases to which our library subscribes. Scroll through the list and mark the one(s) you want.

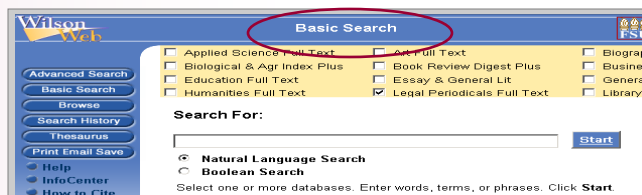
What are my search options?

Users may search in any of three ways: 1) Basic search, or 2) Browse and 3) Advanced search.

- Use **Basic** searching when you are looking for items on a particular topic. Use Boolean operators or bound phrases to formulate specific searches.
- Use **Browse** searching to locate items in an alphabetical list. Browse can be especially helpful in locating a journal's name when its spelling is in question.
- Use **Advanced** searching if you wish to perform narrow and complex searches limiting terms and phrases to specific fields, dates, document types, and physical description.

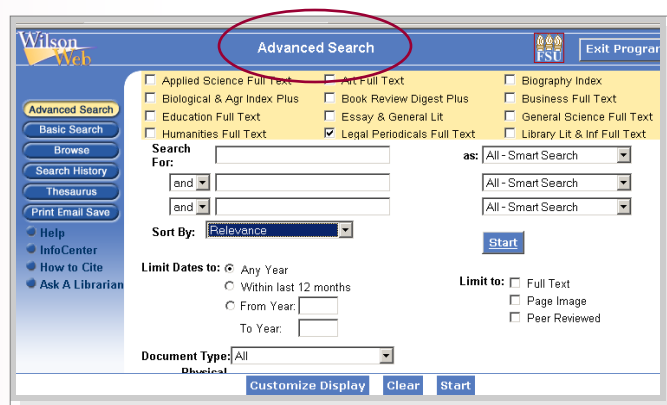
To begin a Basic search:

1. Click **Basic** search button.
2. Enter your terms or phrases in the text box.
3. Click **Start**.



To begin Advanced search:

1. Click **Advanced Searching** button.
2. Enter search terms in the dialog boxes. Use one dialog box for each concept.
3. To select the field you wish to search, click the down arrow in the **as:** field drop-down boxes.
4. Select the Boolean operator.
5. If desired, limit your search by date, full-text or document type.
6. Click **Start**.



Searching the Databases

TRUNCATION

A search in *WilsonWeb* will automatically include stemmed variants of your terms. E.g. *constitution* will automatically retrieve records with term *constitution*, *constitutions*, *constitutional*, and *constitutionality*. To prevent stemming, enclose terms in double quotes, e.g. "constitution."

BOOLEAN (OR SEARCH) OPERATORS

Use Boolean operators in either the Basic Boolean search or Advanced search.

- AND – All search terms appear in the record.
- OR – Any one of the terms appear in the record.
- NOT – Excludes records with search term.

PROXIMITY OPERATORS

Use proximity operators only in Basic Search. Be sure to select the Boolean radio button.

Operator	Retrieves records with:	Example
in	terms appearing in one or more fields	liability in su
near	terms appearing near each other	war <near> peace
near/n	terms within a specific number of words of each other	human <near/2> trafficking
phrase	a specified phrase	"environmental law"

FIELDS

- ALL-SMARTSEARCH query will search the following fields simultaneously: subject, thesaurus listings, title, abstract, author, journal name, and full text.
- KEYWORD query will search the same fields as All-SmartSearch except for thesaurus listings and full-text. Use double quotes around a phrase to search for only an exact, bound phrase.
- In BASIC searching, include a field abbreviation to limit search to a specific field:
 - liability in ti
 - Smith in au
 - liability in ti and Smith in au
- In ADVANCED searching, enter a term and select a field from the **as:** field drop-down box.

LIMITING A SEARCH

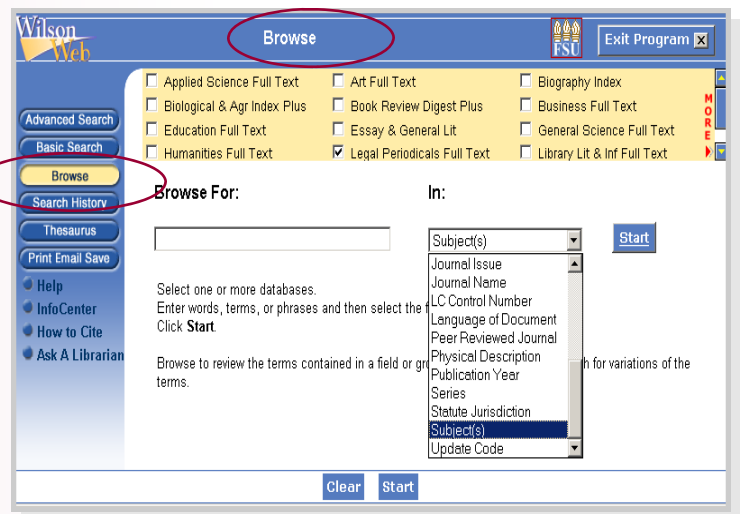
- In ADVANCED searching, limit the search to full text articles, peer reviewed articles, various types of articles, or articles with selected physical description characteristics.
- Limit search by date by selecting appropriate radio buttons.

BROWSING

- Select BROWSE from left menu.
- Enter a term or a few letters of any word.
- Select field from drop-down menu.
- Click **Start**.

USING THE THESAURUS

- The **Thesaurus** is a list of suggested subject headings and related terms in the database's controlled vocabulary. You can look up and get information about subjects covered.
- Select THESAURUS from left menu.
- Enter a subject.
- Click **Start**.

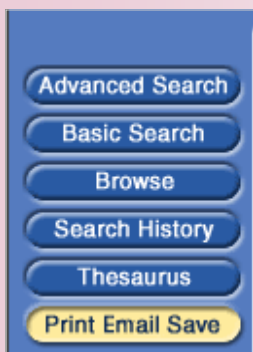


DISPLAYING RESULTS

1. Click **Customize Display** on the bottom toolbar to select personal preferences on how fields are displayed, how records are sorted, and the number of results displayed on a page.
2. Toggle between **Brief** or **Full** display of record.
3. To display full text article, click full text icon next to the article if it is present.
4. Click **SFX** icon to check for full text of article in another linked database.
5. To select records, select the appropriate checkbox and click **Get Marked** on the bottom toolbar.



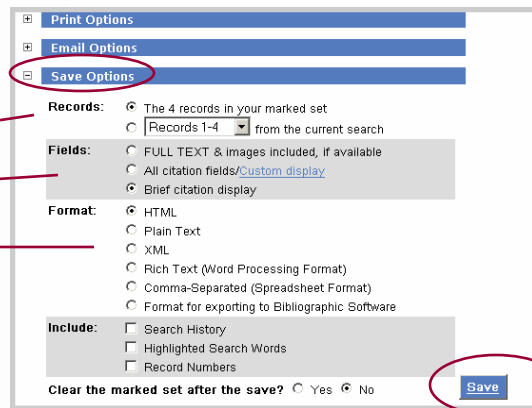
SAVING RESULTS



1. To save results for a future session, click **Search History**. This will save results in *WilsonWeb's* database.
 - Create an ID by entering a private name or number and click **Sign On**.
 - Under **Active Searches**, click checkboxes to mark the searches to save.
 - Enter a name in the **Save As** box and click **Save**.
 - When you return, open **Search History**, enter ID, and **Sign On**.
2. To save marked records in separate files, click **Print Email Save** button. This will save results to your hard drive.

In the screen that opens, click **Save Options**.

- Select the records options.
- Select fields you wish displayed.
- Select file format for saving records.
- Select other options and hit **Save**.



PRINTING OR EMAILING RESULTS

- Mark desired records in the checkboxes from results list.
- Click the **Print Email Save** button on the left side of the screen.
- Click **Print Options**. When screen opens up, select records, fields, and other options. Then hit **Print**.

Print Options

Records: Marked Set: none
 Records 1-10 from the current search

Fields: FULL TEXT & images included, if available
 All Citation Fields/[Custom display](#)
 Brief Citation Display

Include: Search History
 Highlighted Search Words
 Record Numbers

Clear the marked set after the print? Yes No

Estimate # of printed pages for the chosen options **Print**

- To email records, click **Email Options**. When screen opens up, enter email address and subject. Also include records, fields, and format options. Then hit **Email**.

Print Options

Email Options

To:

Subject:

Records: Marked Set: none
 Records 1-10 from the current search

Fields: FULL TEXT & Images included, if available
 All Citation Fields/[Custom display](#)
 Brief Citation Display

Format: HTML
 Plain Text
 XML
 Rich Text (Word Processing Format)
 Comma-Separated (Spreadsheet Format)
 Format for exporting to Bibliographic Software

Include: Search History
 Highlighted Search Words
 Record Numbers

Clear the marked set after the email? Yes No **Email**