

# LexisNexis™ Academic User Guide

*Learn how to use  
LexisNexis Academic  
to retrieve **News,**  
**Business, Legal,**  
**Medical, and**  
**Reference Information!***



LexisNexis™  
Academic & Library Solutions

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## This Is LexisNexis™ Academic & Library Solutions

Over three decades ago, LexisNexis Academic & Library Solutions (formerly CIS) began with a revolutionary product and a unique vision for the future of government information. That product, the *CIS/Index to Publications of the United States Congress*, brought dramatic changes to libraries and opened vast new research opportunities for information users worldwide. The vision was that government information would no longer be a scarce commodity available to just a few Washington insiders, but a rich resource accessible to all. LexisNexis Academic & Library Solutions now offers a wide array of printed indexes, electronic databases, and archival microfiche collections that make vast information sources completely manageable.

You can count on LexisNexis Academic & Library Solutions to provide:

- Current, frequently updated information
- Depth and breadth of authoritative full-text content
- Accurate and precise indexing
- Dedicated customer service, sales & training professionals
- Toll-free 24/7 customer service to librarians for all Web products
- World-class technological resources

We are committed to providing librarians with premier research collections and reference solutions that will enable them to ensure the success of their students and researchers. For a complete list of offerings, please visit our website: [www.lexisnexis.com/academic](http://www.lexisnexis.com/academic).

**LexisNexis™ Academic & Library Solutions is a  
leading publisher of academic reference and  
research collections for academic, high school  
and public library markets.**

## FREQUENTLY ASKED QUESTIONS

### Content

**Q Will content continue to build or will back files be deleted as new material is added?**

A Content on the service will continue to accumulate over time. Occasionally, in instances dictated by licensing restrictions, material is taken off the service. For monthly summaries of the additions and deletions, visit our LexisNexis Academic “Content Lists” page at <http://www.lexisnexis.com/academic/1univ/acad/ContentInformation.htm>. In addition to the summaries of additions and deletions, you’ll find a downloadable list of all of the titles within the service and other useful reports.

**Q Are Congressional hearings included and where?**

A Yes, Congressional hearing transcripts from several other information providers are included in LexisNexis Academic within the News section. Go to the Guided News search form and select News Transcripts/Political Transcripts. However, LexisNexis™ Congressional offers the most effective access to the entire body of Congressional information. If your institution subscribes to LexisNexis Congressional, a link to the service (that simply says **Congressional**) will appear under **Search for Other Information** on the left navigation bar. If your institution does not subscribe to LexisNexis Congressional and the political transcripts within LexisNexis Academic do not meet your needs, ask your librarian for help.

**Q Will public records or real estate records be added to LexisNexis Academic?**

A No. Cost and privacy concerns preclude inclusion of these records in LexisNexis Academic. Administrative offices in colleges and universities can gain access to this type of information by subscribing to LexisNexis for Development Professionals, a separate service.

**Q. Can I search across all files in LexisNexis Academic at once or combine files to search those of most interest to me?**

A There is one search form within LexisNexis Academic that allows you to search across a number of files: the Quick News Search form available on the Home page. Quick News searches across the last two years worth of documents from all full-text English language news sources available within LexisNexis. Read more about this type of search on pp. 6-7.

This functionality is not available within other areas of LexisNexis Academic. Why? In order to keep our costs low to continue to be able to offer this product at a competitive price, as well as to return a manageable answer set to users, we limited the functionality of the product, precluding the ability to search across all files or to combine files dynamically.

**Q Are all the sources full text? What do you mean by full text?**

A The vast majority of the sources are full text. The source list identifies those that are not full text by inclusion of the word “abstract” in the publication description. However, some full text sources omit photographs, tables, charts, and other illustrations. Still others offer selected full text. In other words, not every article from every issue is available on LexisNexis Academic. LexisNexis Academic inherits the form of a document, i.e. full text, selected full text, or abstract, from the full LexisNexis service and provides in full what it receives from the master database. A very small percentage of the publications in LexisNexis Academic are abstracts only.

**Q Are sources duplicated from one form to another?**

A Yes. In order to ensure that users are searching the appropriate materials, certain sources are duplicated between search forms. This is meant to be an aid to the user since much content in the product is logically accessible from more than one search form. For example, *The Boston Globe* is accessible from several categories found on the Guided News Search form: General News/Major Papers, U.S. News/Northeast Regional Sources, and U.S. News/Massachusetts. Its entertainment news is accessible from Arts & Sports News/Entertainment News. There are other categories and forms from which *The Boston Globe* is accessible, but in the interest of space all are not included here.

## Indexing

### **Q Who does the indexing for LexisNexis Academic and what criteria are applied?**

A LexisNexis provides topical and proper name indexing on news content, through a proprietary process known as SmartIndexing Technology™. Proper name indexing (for people, companies and other organizations) as well as topical or subject indexing is done on materials we obtain from the LexisNexis warehouse. Legal materials are also indexed via separate criteria. In order to view index terms in news content, use the KWIC™ display option. To read more about SmartIndexing, visit <http://www.lexis-nexis.com/infopro/products/index/>

### **Q If a source is taken out of LexisNexis Academic, can you leave its indexing in the product?**

A No, this is not possible. LexisNexis does not maintain separate indexes (beyond those described above) to aid document retrieval. When a search is submitted, it runs against the text of the actual documents. Here's how it works: LexisNexis Academic uses the LexisNexis search engine to retrieve results, allowing the user to perform a Boolean search through a combination of entering keywords and selecting search criteria from the search forms. Based on the source being searched, the user is able to query either the full text of the document or against selected segments (such as title/lead paragraph/etc.) within the document. Once documents are removed from the service, no indexing is left behind to maintain. We no longer have access to bibliographic data (title, date, author, etc.) about those documents.

### **Q In the Business, Legal, and Medical Areas, I notice that some search forms offer a Basic and a Guided Search version. What is the difference between using the Basic search form and the Guided Search form to do the search?**

A When using the *Basic* search form and entering a term or terms in the required field, the search is limited to articles with required term(s) appearing in the headline, lead paragraph or indexing terms fields. As a result, users are not searching the full text of the document when using this form. Users of the *Guided Search* form, however, are not limited to searching in required fields and are able to conduct full text searches if they so desire. *Guided Search* forms offer users greater flexibility and control when constructing a search.

### **Q How can I locate a federal or state legal opinion for which I only know the parties' names and not the court that heard the case?**

A On the Home page or under Legal Research, choose the **Get a Case** form and enter the parties' names in the boxes provided. LexisNexis Academic will retrieve the case without data about the court in which the case was heard.

## Technical Issues

### **Q Some of the error messages are misleading. How can I find more information about them?**

A The LexisNexis Academic Knowledge Base, available at <http://support.lexis-nexis.com/academic/default.asp> and linked to from the help text in LexisNexis Academic, contains a page that lists and explains all error messages. When users receive the following message, "The system is unable to process your request . . .," users should attempt the request again. If the message repeats, the librarian at the subscribing institution should contact Customer Service.

### **Q Can off-campus users access the service?**

A Remote access is available to academic institutions that can authenticate their users. For more details, refer to <http://www.lexisnexis.com/academic/nr/>

### **Q Are printing, e-mail, and downloading capabilities included?**

A Yes, LexisNexis Academic offers users the ability to mark and print (or save) several citations at a time. Citations can be saved in either the Document List or Expanded List formats. As for documents in KWIC™ and Full formats, users will be able to print (or save) only one of these at a time. They may also e-mail document citations or a single document's text to themselves, provided that the institution has not disabled this function in their browser software. Instructions for e-mailing, printing and/or tagging documents are covered on pages 18-19.

**Q Can my institution include a school logo or message within LexisNexis Academic?**

A Yes. LexisNexis Academic—or any other products that you subscribe to—can include a home page link to an image, such as your school logo, that you provide. Your students and faculty will know exactly who is making the service possible! For technical specifications and a sign-up form, visit <http://www.lexisnexis.com/academic/sr/SchoolBranding.htm>

**Support**

**Q Can librarians (and faculty) at my institution receive training on LexisNexis Academic?**

A Yes. Our Information Professional Consultants (IPCs) are available to provide you with convenient, personalized, customized training on-site or through web conferencing. Site visits require a minimum level of attendance, while web conferences do not have minimum attendance requirements and can be attended from diverse locations. To read more about these options and fill out an online training request form, visit <http://www.lexisnexis.com/academic/1univ/training/>

**Q Whom do we call with product content and technical support questions?**

A For product customer support, librarians and technical staff may call the Dayton Customer Service phone number that was provided with their activation notice. Callers will be asked for their bill group or account number. Please note that students are not authorized to call, and will be referred back to their librarians. Students may, however, access the LexisNexis Academic Knowledge Base, which consists of questions frequently asked of the Customer Service staff in Dayton and may very well contain the exact question or problem or concern in question. To reach it, click on the **Help** link at the top of the page from anywhere within LexisNexis Academic, then click on **LexisNexis™ Academic Knowledge Base**.

**Q Can I get information that I can use to announce the availability of LexisNexis Academic to my institution's users?**

A Yes. Please feel free to download promotional materials such as a Sample Press release, a Sample Memo to Faculty, and a general description of the service available from our LexisNexis Academic Subscriber Resources page. The page is online at <http://www.lexisnexis.com/academic/1univ/acad/SubscriberResources.htm>

**Q Can I reproduce this fact book and other materials I find on your Web site? May I link to your logo and/or any of these materials?**

A Yes, please do. We only ask that you give credit where credit is due, so the following sentence or some facsimile of it should appear alongside the reproductions or links, "Reproduced with the permission LexisNexis Academic & Library Solutions."

**Q How can I stay alert to changes in the service or take advantage of other librarians' knowledge about LexisNexis Academic?**

A Two excellent ways to do this are by subscribing to our monthly e-mail newsletter or by joining the LexisNexis Academic listserv. Information on how to join each of these is on the LexisNexis Academic & Library Solutions website ([www.lexisnexis.com/academic](http://www.lexisnexis.com/academic)) at <http://www.lexisnexis.com/academic/newsletter/subscription.htm> and at [http://www.lexisnexis.com/academic/trial\\_requests/listservsignup.asp](http://www.lexisnexis.com/academic/trial_requests/listservsignup.asp) respectively.

**Q How can I found out about usage of LexisNexis Academic at my institution?**

A Monthly usage reports (as well as a 36-month Trend report) showing search activity are available online to registered librarians or technical staff. To register, visit our Usage Reports page online at <http://www.lexisnexis.com/academic/1univ/usage/default.htm>

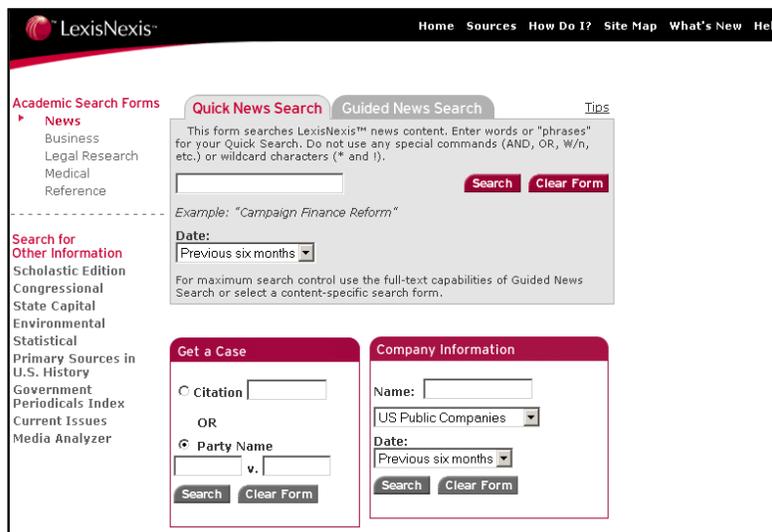
# Getting to Know LexisNexis™ Academic

This guide highlights the most important features of LexisNexis Academic. It includes tips that will help you understand the content and functionality available on the service and enable you to take maximum advantage of it. In addition, there are sample searches that you can modify for your own purposes.

## HOME PAGE

The LexisNexis Academic Home Page is divided into several distinct areas. They are: the upper navigation bar, the left navigation area, and commonly requested search forms.

Figure 1: LexisNexis Academic Home Page



## The Upper Navigation Bar

The upper navigation bar runs across the top of the page and provides product-specific information. It remains constant throughout the product and provides the following options:

- Home
- Sources
- How Do I?
- Site Map
- What's New
- Help

Clicking **Home** will return you to the screen shown in Figure 1 from anywhere within the database. The **Sources** link takes you to a searchable and browseable list of publications that are included within the database. This “Source List” provides information about the publications, including their coverage, frequency, publisher, online availability, description, ISSN (where available), and the format of the data (ex. full-text, selected full-text, or abstracts). A **Search This Title** link is included for each title that directs you to the appropriate search form.

The **How Do I?** page offers specific search help on some of the most frequently asked questions at reference desks. For instance, “How do I find out more about a specific case, such as *Brown v. Board of Education*?” Each question features a descriptive answer and links to the appropriate search form within the service that can be used to conduct the query in question.

The **Site Map** is an at-a-glance navigational tool that shows—and links to—all of the search forms within the product as well as to help text.

The **What's New** page provides late-breaking news on content additions and removals, technical issues, and other relevant news, such as the availability of training materials. We intend to update this page biweekly or on an as-needed basis.

Finally, **Help** links to information on how to construct searches within LexisNexis Academic, how to cite electronic resources, troubleshooting tips, and much more.

### The Left Navigation Area

The left navigation area has two components: links to research categories within LexisNexis Academic are listed under **Academic Search Forms** and are broken up into five categories: News, Business, Legal Research, Medical, and Reference. These category names are based on how researchers might think about their information needs. We'll go into more detail about each of these categories later. Links to other LexisNexis services that your institution subscribes to are listed under **Search for Other Information**. If LexisNexis Academic is the only service that your college or university subscribes to, you will not see **Search for Other Information**.

### Commonly Requested Search Forms

The third and last component of the Home Page is the central part of the screen and consists of our most commonly requested search forms. There, you'll see **Quick News Search**, **Get a Case**, and **Company Information**.

#### Quick News Search

The **Quick News Search** offers the ability to search across all English-language news files within LexisNexis Academic for the previous 2 years with a "one-box" search interface. Unlike many other LexisNexis research tools, Quick News Search does not search the full text of documents for your terms. Instead, it searches a specific collection of document segments chosen to bring you the most relevant results. They include the TERMS segment (index terms assigned to that document by the LexisNexis SmartIndexing Technology™ process) and the HLEAD segment (the first few paragraphs in news articles).

Figure 2: Quick News Search Form

The screenshot shows the 'Quick News Search' form. At the top, there are two tabs: 'Quick News Search' (selected) and 'Guided News Search'. To the right of the tabs is a 'Tips' link. Below the tabs is a text box with instructions: 'This form searches LexisNexis™ news content. Enter words or "phrases" for your Quick Search. Do not use any special commands (AND, OR, W/n, etc.) or wildcard characters (\* and !).'. Below this is a search input field with a 'Search' button and a 'Clear Form' button. An example text 'Example: "Campaign Finance Reform"' is shown below the input field. Below the example is a 'Date:' label and a dropdown menu currently set to 'Previous six months'. At the bottom, there is a note: 'For maximum search control use the full-text capabilities of Guided News Search or select a content-specific search form.'

All news sources accessed by the Quick News Search form undergo the indexing process. They are analyzed for subjects discussed, company names found, people mentioned, organization names encountered, and geographical locations identified. When a known term or variation of it is found, the standardized index term for it is placed in a special TERMS segment of the document. This indexing process, which is a combination of software analytical programs and human editor intervention, provides a highly accurate profile of each document.

When you submit your search, any document containing your search terms in one of the searched document segments (TERMS or HLEAD) will become a candidate. Those candidate documents are then relevance ranked. Relevance ranking is determined by:

- where your terms appear within the document (search terms appearing as LexisNexis SmartIndexing Technology terms or in the TERMS or HLEAD segment make the document more relevant),
- how many of your search terms appear in the document, and
- how often those search terms appear throughout the document.

Then, the most relevant of those documents (up to 1,000) will be retrieved and made available to you for browsing. To help you analyze those retrieved documents, your search terms will be highlighted when the document's text is displayed. Your document list will be sorted by relevancy, but you can resort the list in reverse chronological order by clicking on the **Sort by Date** link on the results list.

### How Do You Conduct A Quick News Search?

The concept of keyword/index term searching is to specify a few words or phrases that describe your topic of interest. Please note the following:

- Quick Search assumes an OR relationship between your search terms. That is, documents may contain one or more of your search terms to become a candidate for retrieval. Documents that contain both search terms will be retrieved at the beginning of the document list. Do not attempt to alter this relationship by entering any special commands (AND, OR, W/n, etc.).
- Do not use wildcard characters (\* and !) to replace characters within a search term.
- If you want to link two or more words together so that they are treated as a phrase, enclose them in quotation marks.

You can use Quick News to search up to the most recent two years of news sources. To help you obtain more targeted results, the Date dropdown list lets you select a narrower timeframe for your search.

If you would like to use advanced searching techniques, or want to find articles that are more than two years old, please use our Guided News Search form. See page 11 for more information on conducting a Guided News search.

### Get a Case

The **Get a Case** search form (see Figure 3) searches federal and state case law by citation or party name.

To search by:

#### Party Name

Enter the name(s) of the parties involved in the case. (You only need to enter one party name to retrieve cases.) If you are not sure of the correct spelling, you can enter variations separated with ORs.

*Example:* Roe OR Row

#### Citation

Enter the citation to the case.

*Example:* 438 U.S. 265

Figure 3: Get a Case Search Form

Get a Case

Citation

OR

Party Name

v.

**Note:** this search form allows home page access to a search form that is found within the product by following the path: Legal Research/Get a Case. The **Get a Case** search form in the Legal Research area is identical to the one on the home page, but it includes a link to samples of citation formats and search tips.

### Company Information

Looking for a company's contact information, key executives, number of employees, or financial statements? This is a good place to start. To retrieve company information, type the name of a company into the Name field (see Figure 4).

The default for the search is **US Public Companies**, but a dropdown offers the following choices:

- All U.S. Companies
- US Public Companies
- US Private Companies
- International Company Reports

A date dropdown is set to default at **Previous six months**, but can be changed to preselected dates, ranging from **Today** to **All available dates**.

Figure 4: Company Information Search Form



**Note:** this search form allows home page access to a search form that is found within the product by following the path: Business/Company Information/Company Financial. Although the Company Information search form on the home page is similar to the Company Financial search form in the Business section, the search form in the Business section offers additional sources.

## BASIC INFORMATION ON NAVIGATING, CONNECTORS, WILDCARDS, AND NOISE WORDS

Now that you're familiar with the product's home page, it's almost time to explore the five major research categories within LexisNexis Academic: News, Business, Legal Research, Medical, and Reference. But first let's review some basics about navigating, connectors, wildcards, and noise words.

### Navigation/Please Use Our Tools!

It's important that you remember to use our tools and buttons whenever possible (Home, Help, Sources, Edit Search, left navigation panel, etc.), instead of your browser's **Back** button. This is because many browser "back" buttons take the user back to a previous screen in the database but not to the top of that screen. Users may find themselves "sitting" in the middle of a search form or other screen and be confused as to where they are within the service. Please take advantage of the user-friendly interface that our designers have incorporated into the product. It will make your searching easier.

### Connectors

Connectors (also known as Boolean operators) join search terms and establish a logical relationship between them. A variety of connectors may be used in one search request. LexisNexis Academic does not search for the connectors as words in the documents — just for the actual search terms. Connectors and examples of how to use them are explained below.

**OR** finds either or both search words or phrases in the same document. Use it to connect synonyms, antonyms, acronyms and abbreviations. Adding OR to a search generally increases the number of records retrieved.

Examples:

doctor or physician

regulate or deregulate

atm or automated teller machine

(Retrieves documents that include either word.)

**W/N** finds words or phrases in the same document in any order; N specifies the maximum word count between the two words/phrases, which can be any number up to 255.

Examples:

george w/3 bush

victim w/5 rights

(First example retrieves documents that have the word **george** within three words of **bush**; second example retrieves documents that have word **victim** within five words of **rights**.)

**AND** locates both search words anywhere in the document and does not specify word order. Adding **AND** to a search generally reduces the number of records retrieved.

Examples:

affirmative action and California

bank and deregulate

**W/S** finds documents in which specified words or phrases appear within the same sentence.

Example:

sanction w/s frivolous

**W/P** ensures that retrieved documents contain the specified words or phrases within the same paragraph.

Example:

rule w/p sanction

**PRE/N** finds both words or phrases in the same document. The first word/phrase must be in front of the second word/phrase. N specifies the maximum word count between the two words/phrases, which can be any number up to 255.

Example:

cable PRE/2 television OR tv OR t.v.

(Retrieves documents discussing cable television and not television cables.)

**NOT W/N** requires the first search word to appear in the document. The second word may also appear; however, it cannot be within N words of the first word.

Example:

Rico NOT W/5 Puerto

**NOT W/S** provides that both words or phrases may appear in the same document. However, they cannot be in the same sentence.

Example:

market not w/s share

**NOT W/P** provides that both words or phrases may appear in the same document. However, they cannot be in the same paragraph.

Example:

cable not w/p tv

**AND NOT** is used to exclude words or phrases from the answer set.

Example:

Jordan w/10 Syria and not Michael w/3 Jordan

(This search will locate documents containing the word Jordan (the country) within 10 words of the word Syria and will not pull up references to Michael Jordan, the basketball player.)

When using the **and not** connector, please place it last in the search string syntax, as demonstrated above. Otherwise you may accidentally exclude other terms which follow the **and not** connector, without intending to create this result.

**ATLEASTN** is used to determine the minimum number of times a search term should appear in a document. This will help you find more in-depth articles on a topic. The N represents a number between 1 and 255.

Example:

atleast5 (budget).

(This search requires the word budget to appear within documents at least five times.)

You can use more than one ATLEAST command in a search.

Example: ATLEAST5 (budget) and ATLEAST5 (defense).

### Using Parentheses to Alter Connector Order

Connectors have an order of priority. They operate in the following order:

1. OR
2. W/N
3. PRE/N
4. NOT W/N
5. W/S
6. NOT W/S
7. W/P
8. NOT W/P
9. AND
10. AND NOT

Sometimes the hierarchy of the connectors impacts your search in a negative way and totally changes your search from what you intended. In these instances, use parentheses to rectify the situation:

Example: If you enter the search statement:

drug w/5 kingpin OR drug w/5 dealer AND death penalty

LexisNexis Academic will look first for kingpin OR drug because the OR connector is processed first. This was not the intention of the search. You should enter the search statement like this:

(drug w/5 kingpin) OR (drug w/5 dealer) AND death penalty

The use of parentheses forces the phrases to stay together as one search entity.

### Wildcards or Universal Characters

Universal characters work as placeholders for letters in words for which you may have difficulty searching. There are two universal characters—the asterisk and the exclamation mark—and each has a different function.

**Asterisk (\*)** — This replaces one character, can appear more than once in a word, and can be used anywhere EXCEPT as the first character.

Example: If you enter the term, wom\*n, the search results will include both the terms woman and women.

**Exclamation Mark (!)** — This replaces one or more characters at the end of a word.

Example: Use negligen! to search for negligent, negligently, or negligence.

**Note:** Words that work best are those that are unique in their truncated form.

Example: If you search for fir! (thinking that you want to find fired, firing, or fires), your results will also include first, firm, and so on.

## Noise Words

Certain common words cannot be searched by the LexisNexis services. These terms are called noise words. Replace the noise word with a space when you enter your search. (For example, to search for the articles containing the phrase **black and white**, enter **black white**.) While we cannot provide a list of all noise words, here are the most common ones:

the  
and \*  
of  
his  
my  
when  
there  
is  
are  
so  
or \*  
it

\* **And** and **or** cannot be used because LexisNexis reads them as connectors within the search.

Note: the word **in** and the letter **a** are very common, but they are **not** noise words. To search for a phrase containing **in** or **a**, enter the entire phrase as your search request. For example, you can search for the phrase **one in a million**.

Now that we have reviewed the building blocks for constructing searches, we're ready to explore the five major areas of LexisNexis Academic, beginning with the **News** section.

## NEWS

We've already reviewed the home page, where you'll find the Quick News search form. While the Quick News search is a great place to do topical searches (see page 6 for more information on using the Quick News search form), sometimes you need to be able to conduct a more precise search. In those cases, the Guided News Search form is the place to be.

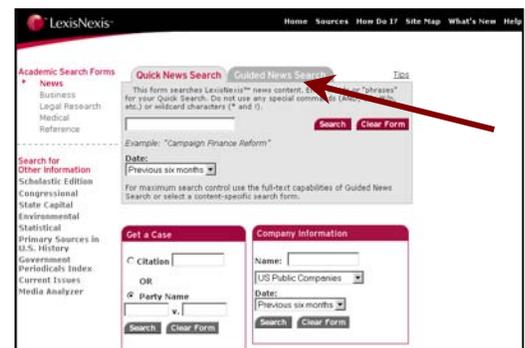
### How to Use the Guided News Search Form

To reach the Guided News search form, click the **Home** or **News** link. From there, select the gray **Guided News Search** tab at the top of the page. (See Figure 5.)

The Guided News form provides access to a range of news sources, including major newspapers (such as the *New York Times* or *Washington Post*), television and radio program transcripts, college campus newspapers, and foreign language newspapers, among others. These sources are broken up into research categories, which are further divided by type of source material. Sources are divided this way both to enable users to tailor their search to their needs and to help ensure that searches return manageable answer sets.

For an overview of the sources available through the Guided News Search form, refer to the chart on pp. 12-13.

Figure 5: Link to the Guided News Search form from the Home Page

The image is a screenshot of the LexisNexis Academic Search Forms page. At the top, there are navigation links: Home, Sources, How Do I?, Site Map, What's New, and Help. Below the navigation, there are several tabs: Academic Search Forms, Quick News Search, Guided News Search (highlighted with a red arrow), and Tips. The 'Guided News Search' tab is active, showing a search form with a text input field, a 'Search' button, and a 'Clear Form' button. Below the search form, there is a 'Date' dropdown menu set to 'Previous six months'. To the left of the search form, there is a list of search categories: Business, Legal Research, Medical, Reference, and Other Information. Below the search form, there are two more search forms: 'Get a Case' and 'Company Information'. The 'Get a Case' form has a 'Citation' input field and a 'Party Name' input field. The 'Company Information' form has a 'Name' input field and a 'Date' dropdown menu.

## News Sources Available through the Guided News Search Form on LexisNexis™ Academic

Category	News Source	Description	
<b>General News</b>	Major Papers	More than 50 leading newspapers from the U.S. and around the world, including <i>The New York Times</i> and <i>The Washington Post</i> .	
	Magazines & Journals	More than 300 magazines and journals; both general and special interest.	
	Newsletters	More than 650 newsletters covering legal, corporate, and governmental issues	
	Abstracts	Abstracts from more than 200 news, business, and financial publications	
	Policy Papers	Over 400 policy papers with carefully considered perspectives on timely issues.	
	Time Incorporated Publications	Two-year rolling archive of Time publications, including <i>Fortune</i> and <i>Time Magazine</i> .	
	Tribune Newspapers	Six-month rolling archive of <i>The Los Angeles Times</i> , <i>Baltimore Sun</i> , <i>Hartford Courant</i> , <i>Morning Call</i> , and <i>Newsday</i> (New York, NY)	
<b>Today's News</b>	Today's Selected News Sources	Provides same day news for over 70 daily, English language news sources.	
<b>U.S. News</b>	Midwest Regional Sources	Regional or local publications from or covering Illinois, Iowa, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota & Wisconsin.	
	Northeast Regional Sources	Regional or local publications from or covering Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island & Vermont.	
	Southeast Regional Sources	Regional or local publications from or covering Alabama, Arkansas, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia & West Virginia.	
	Western Regional Sources	Regional or local publications from or covering these states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oklahoma, Oregon, Texas, Utah, Washington & Wyoming.	
		Alabama News Sources	News sources originating from the state of Alabama.
		Alaska News Sources	News sources originating from the state of Alaska.
		Arizona News Sources	News sources originating from the state of Arizona.
		Arkansas News Sources	News sources originating from the state of Arkansas.
		California News Sources	News sources originating from the state of California.
		Colorado News Sources	News sources originating from the state of Colorado.
		Connecticut News Sources	News sources originating from the state of Connecticut.
		Delaware News Sources	News sources originating from the state of Delaware.
		District of Columbia News Sources	News sources originating from the District of Columbia
		Florida News Sources	News sources originating from the state of Florida.
		Georgia News Sources	News sources originating from the state of Georgia.
		Hawaii News Sources	News sources originating from the state of Hawaii.
		Idaho News Sources	News sources originating from the state of Idaho.
		Illinois News Sources	News sources originating from the state of Illinois.
		Indiana News Sources	News sources originating from the state of Indiana.
		Iowa News Sources	News sources originating from the state of Iowa.
		Kansas News Sources	News sources originating from the state of Kansas.
		Kentucky News Sources	News sources originating from the state of Kentucky.
		Louisiana News Sources	News sources originating from the state of Louisiana.
		Maine News Sources	News sources originating from the state of Maine.
		Maryland News Sources	News sources originating from the state of Maryland.
		Massachusetts News Sources	News sources originating from the state of Massachusetts.
		Michigan News Sources	News sources originating from the state of Michigan.
		Minnesota News Sources	News sources originating from the state of Minnesota.
		Mississippi News Sources	News sources originating from the state of Mississippi.
		Missouri News Sources	News sources originating from the state of Missouri.
		Montana News Sources	News sources originating from the state of Montana.
		Nebraska News Sources	News sources originating from the state of Nebraska.
		Nevada News Sources	News sources originating from the state of Nevada.
		New Hampshire News Sources	News sources originating from the state of New Hampshire.
		New Jersey News Sources	News sources originating from the state of New Jersey.
		New Mexico News Sources	News sources originating from the state of New Mexico.
		New York News Sources	News sources originating from the state of New York.
		North Carolina News Sources	News sources originating from the state of North Carolina.
		North Dakota News Sources	News sources originating from the state of North Dakota.
		Ohio News Sources	News sources originating from the state of Ohio.
		Oklahoma News Sources	News sources originating from the state of Oklahoma.
		Oregon News Sources	News sources originating from the state of Oregon.
		Pennsylvania News Sources	News sources originating from the state of Pennsylvania.
	Rhode Island News Sources	News sources originating from the state of Rhode Island.	
	South Carolina News Sources	News sources originating from the state of South Carolina.	
	South Dakota News Sources	News sources originating from the state of South Dakota.	
	Tennessee News Sources	News sources originating from the state of Tennessee.	
	Texas News Sources	News sources originating from the state of Texas.	
	Utah News Sources	News sources originating from the state of Utah.	
	Vermont News Sources	News sources originating from the state of Vermont.	
	Virginia News Sources	News sources originating from the state of Virginia.	

Category	News Source	Description
<b>U.S. News (cont.)</b>	Washington News Sources	News sources originating from the state of Washington.
	West Virginia News Sources	News sources originating from the state of West Virginia.
	Wisconsin News Sources	News sources originating from the state of Wisconsin.
	Wyoming News Sources	News sources originating from the state of Wyoming.
<b>World News</b>	North/South America News Sources	Cover to cover news sources where more than 60% of the stories from the sources pertain to Canada or Central or South America as well as selected stories about Canada or Central or South America from other news sources.
	European News Sources	Cover to cover news sources where more than 60% of the stories from the sources pertain to Europe as well as selected stories about Europe from other news sources.
	Asia/Pacific News Sources	Cover to cover news sources where more than 60% of the stories from the sources pertain to Asia or the Pacific Rim as well as selected stories about this region from other news sources.
	Middle East/Africa News Sources	Cover to cover news sources where more than 60% of the stories from the sources pertain to the Middle East or Africa as well as selected stories about the Middle East or Africa from other news sources.
<b>News Wires</b>	All available wire reports	Wire services, updated many times daily, including the Associated Press
<b>News Transcripts</b>	All Transcripts	Broadcast transcripts from major television and radio networks.
	ABC News Transcripts	Transcripts from ABC news programs, including "20/20," "World News Tonight," and "Good Morning America."
	Burrelle's	Transcripts (transcribed by Burrelle's Information Services) of a number of nationally syndicated programs, including "Rush Limbaugh" and "The Oprah Winfrey Show."
	CBS News Transcripts	Transcripts of CBS news programs, including "60 Minutes," "48 Hours," and "CBS Evening News."
	CNBC News	Transcripts from selected CNBC programs, including "Tim Russert" and "Hardball with Chris Matthews."
	CNBC/Dow Jones Business Video	Selected transcripts of market-changing business and financial news, breaking national and international events affecting the U.S. economy & CEO interviews.
	CNN Transcripts	Transcripts from feature programs, interviews, and live reports on CNN.
	CNNFn Transcripts	Transcripts from the CNN Financial Network.
	Fox News Network Transcripts	Transcripts from Fox News shows, including "The Drudge Report" and "The O'Reilly Factor."
	National Public Radio Transcripts	Transcripts of NPR news programs: All Things Considered, Morning Edition, Talk of the Nation, and Weekend Edition.
	NBC News Transcripts	Transcripts from NBC news programs, including "Dateline NBC," "Meet the Press," "NBC Nightly News," and "Today."
	NewsHour with Jim Lehrer	Transcripts of "The NewsHour with Jim Lehrer," a one-hour newscast distributed by the Public Broadcasting Company to 268 affiliate stations in 48 states.
	Nightly Business Report	Transcripts of the Nightly Business Report, a long-running, nationally televised source of business information.
Official Kremlin Intl News Broadcasts	Same day, English translations of verbatim transcripts of Russian television newscasts as well as press conferences and speeches by Russian leaders.	
Political Transcripts	Includes transcripts of selected Congressional committee hearings and press briefings from the White House, State, Justice, and Defense departments.	
<b>Arts &amp; Sports</b>	Book, Movie, Music & Play Reviews	Book, movie, music, and play reviews selected from a number of sources, including <i>Daily Variety</i> , <i>Kirkus Reviews</i> , and <i>salon.com</i>
	Entertainment News	News stories pertaining to the entertainment industry from over 100 publications.
	Sports News	Sports related news sources and selected sports stories from other news sources.
	Knight Ridder/Tribune News	Selected full-text articles from more than 100 newspapers and magazines throughout the US from two of the most prestigious media companies in the country—Knight Ridder, Inc. and Tribune Co.
<b>Non-English Language News</b>	Dutch Language News	More than 30 Dutch-language news sources.
	French Language News	More than 35 French-language news sources.
	German Language News	More than 30 German-language news sources.
	Italian Language News	Italian-language news sources, including <i>La Stampa</i> , one of the most authoritative sources of news and events in Italy.
Spanish Language News	More than 65 Spanish-language news sources.	
<b>Business News</b>	Business & Finance	Business and finance news sources and selected business and finance stories from major newspapers.
	Industry News	A variety of industry and trade sources on over fifty industries.
	Mergers & Acquisitions	Selected stories from major US and international newspapers, business journals and business wires on corporate mergers and acquisitions.
	Knight Ridder/Tribune News	Selected full-text articles from more than 100 newspapers and magazines throughout the US from two of the most prestigious media companies in the country—Knight Ridder, Inc. and Tribune Co.
<b>Legal News</b>	Legal News	More than 300 legal newspapers, magazines, and newsletters.
<b>University News</b>	Chronicle of Higher Education	Weekly newspaper that is a leading source of news for the academic world.
	University Wire	Collection of more than 400 college newspapers from across the U.S.

When using the Guided News Search form, the key to finding the source that will be most appropriate for your search is following the step-by-step instructions. (See Figure 6.)

Figure 6: The Guided News Search form

### Step One: Select a news category.

Select the news category in which you want to search. There are eleven news categories from which you can select.

Example: Select **General News**

### Step Two: Select a news source

Based on the news category selected in step one, this dropdown will display the available choices. (Refer to the chart on pages 12-13 for an at-a-glance view of the various news categories and sources available within each category.)

Example: Select **Major Papers**

### Step Three: Enter search terms

Input your search terms into the boxes provided. You do not need to enclose phrases within quotation marks. Combine the term(s) you are searching with the field of the document where you want the term(s) to appear. Use the drop-down list of connectors if you enter terms in more than one box. (For more information on the different connectors, see page 8.)

Example: **fast food** in **Headline**  
And **lawsuit or legal** in **Headline and Lead Paragraph(s)**

If your search includes the name of a person, you can enter a full name or last name only. If you are having difficulty retrieving articles searching for a full name, use a w/3 connector between the first name and last name. The w/3 connector can help take into account the presence of a middle initial.

Example: **George w/3 Will**

### Step Four: Narrow to a specific Date range (optional)

You can narrow your search to documents published on a specific day or within the date range you specify. You may either select a predefined date range from the drop-down list or enter your own custom date range. Most date formats are supported.

Examples: **07/24/97, Jul 24, 1997, 07/97, July, 1997, 1997**

To specify a specific day, select the custom date range option and enter the same date in both the From and To fields.

Example: From: **Aug 3, 1997** To: **08/03/97**

To search all documents published on or after a specific date, enter that date in the From field and leave the To field blank.

Example: From: **July 5, 1996** To: searches all documents published on or after July 5, 1996.

And, to search all documents published on or before a specific date, enter that date in the To field and leave the From field blank.

Example: From: To: **9/15/96** searches all documents published on or before September 15, 1996.

**Note:** If you do not enter a specific day or month, the first day of the month/year you entered is assumed when placed in the From field and the last day of the month/year is assumed when placed in the To field. Example: From: **1995** To: **8/96** searches documents published on or between January 1, 1995 and August 31, 1996.

### Step Five: Search this publication title(s) (optional)

You can limit your search to documents from a specific publication.

Example: **New York Times**

Use the Source List link for a listing of sources available for each category. Or click on the **Sources** link at the top of the page. From there, you will be able to search or browse for titles, then select and “paste” them back to the search form. If you aren’t sure what the exact name of the publication title is, using the Source List will help ensure accuracy. (See page 19 for more information on using the Source List.)

If you’ve been following the example provided above, Figure 7 shows what the search would look like (with the date set as **Previous year** in Step Four and no particular source selected in Step Five).

Figure 7: Guided News Search Example (Fast Food/Lawsuit Search)

The screenshot shows the LexisNexis website's Guided News Search interface. It features a navigation bar with links for Home, Sources, How Do I?, Site Map, What's New, and Help. The main content area is titled 'Guided News Search' and contains five steps for configuring a search. Step One: 'Select a news category -- Entry Required' with a dropdown menu set to 'General News'. Step Two: 'Select a news source -- Entry Required' with a dropdown menu set to 'Major Papers' and a 'Source List' link. Step Three: 'Enter search terms -- Entry Required' with three input fields: 'fast food' in 'Headline', 'lawsuit or legal' in 'Headline and Lead Paragraph(s)', and an empty field in 'Headline'. Step Four: 'Narrow to a specific date range -- Optional' with a radio button selected for 'Previous year' and empty 'From' and 'To' fields. Step Five: 'Search this publication title(s) -- Optional' with an empty text box. At the bottom right, there are 'Search' and 'Clear Form' buttons.

Click **Search** to execute the search. After you click search, you will be presented with a set of results on a document list unless one of two things occurs:

1. If there are no documents available that meet your search criteria you will receive a message saying “No documents were found for your search.” You will be directed to return to the search form where you can check the spelling of your terms or broaden your search by searching a larger date range, using fewer search terms, or using an **OR** connector instead of **AND**.
2. On the other hand, if your search is too broad, the search engine halts the search and returns a message saying, “This search has been interrupted because it will return more than 1,000 documents.” In that case, you can return to the search form and narrow your search by adding more search terms or narrowing the date range.

Let's assume your search yielded a list of results. We will now look at the various options you have for viewing those results.

## Viewing Search Results

LexisNexis Academic provides four display options for search results:

1. Document List
2. Full
3. KWIC™ (Key Word In Context)
4. Expanded List

A series of tabs near the top of the results page indicates the current display option and allows easy navigation between the other three options. To switch between the four displays, click on the appropriate tab at the top of the list (or document). The tab of the display option currently selected will be white with red letters, while the three other options will be gray with white letters.

### 1. Document List

Search results are automatically returned in the **Document List** format (see Figure 8). Each document on the list includes the name of the source publication, the publication section in which it appeared, the date published, the article length, and it's dateline, headline, and byline. (Note: the information displayed on the document list depends on the sources that were searched. You may notice a slight difference, for example, in the citations between documents from newspapers and those from transcripts.) Documents are displayed sorted by default, which for most news materials is reverse chronological order.

The Document List also can be sorted by relevancy. When **Sort by Relevance** is selected, LexisNexis Academic:

1. Analyzes the content of your search results.
2. Creates a formula to rank documents according to greatest frequency and relevancy of terms.
3. Displays most relevant documents first.

To change the sort order from date to relevance, click on the red hyperlink that says **Relevance** above the list of documents. **Sorted by Relevance** will then appear below the Document List tab, and **Sort by Date** will appear to the right. Click on the **Date** hyperlink to return to the original chronological sort order.

### 2. Full View

Click on the red hyperlink included with any numbered document from within the Document List to bring up the selected document in Full View. (See Figure 9.) Full displays the complete text of the document retrieved and bolds your search terms to help you hone in on the information you want. From there, you can view subsequent (or previous) documents in Full View (use the **previous** and **next** links at the top or bottom of each document) or return to the Document List to select another document.

Figure 8: Document List View

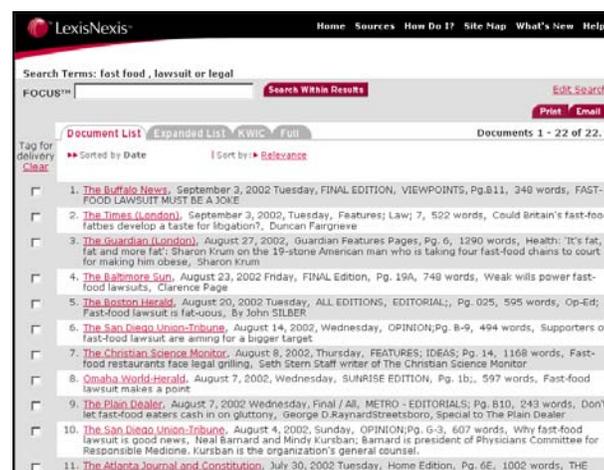
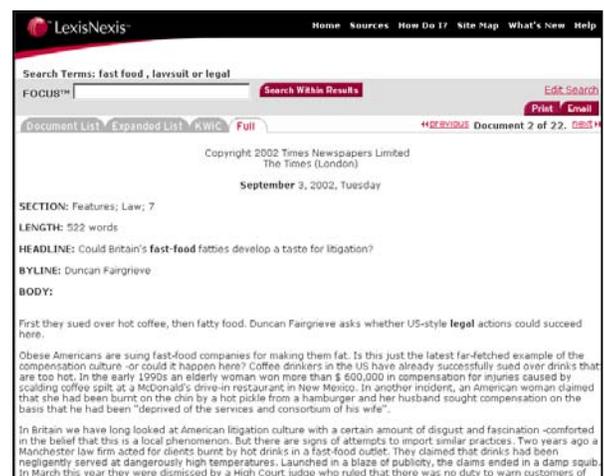


Figure 9: Full View



### 3. KWIC (Key Word in Context) View

To determine if a particular document is relevant to your needs without reading the full text, you can choose to view documents in KWIC format by clicking on the KWIC tab. (See Figure 10.) Instead of reading through every word of a particular document to determine where the search terms are located (and implicitly, whether this is a useful document for your research), KWIC displays the keyword and any additional terms searched, along with approximately 15-25 words of text on each side of each search term(s). As in the Full View, you can navigate from one document to the next in KWIC using next/previous links above and below each document.

### 4. Expanded List

The final display option is the Expanded List (see Figure 11). A combination of the Document List and the KWIC formats, the Expanded List offers the same data displayed on the Document List along with three to five words of text both before and after the key word(s) searched. It enables you to scroll through many documents quickly while getting a feel for the context of the search terms.

Once you have had a chance to review your results, you may decide that you need to refine or change your search. The next section shows how to do just that.

### Modifying a Search

If you decide that your search yielded too many results, not enough results, or the documents that you retrieved don't have the kind of information you are looking for, you will want to modify your search. There are two ways to modify a search:

1. Edit Search
2. FOCUS™ Search

To use **Edit Search**, simply click on the **Edit Search** link displayed on the upper right-hand side of the search results screen (above the Print/Email buttons). Your current search has been saved there. You can erase everything you previously typed by hitting the **Clear Form** button or you can change your query by adding or removing keywords, changing the date range, or selecting a different source. Once your edits are complete, click on the **Search** button to run your new query.

Figure 10: KWIC View

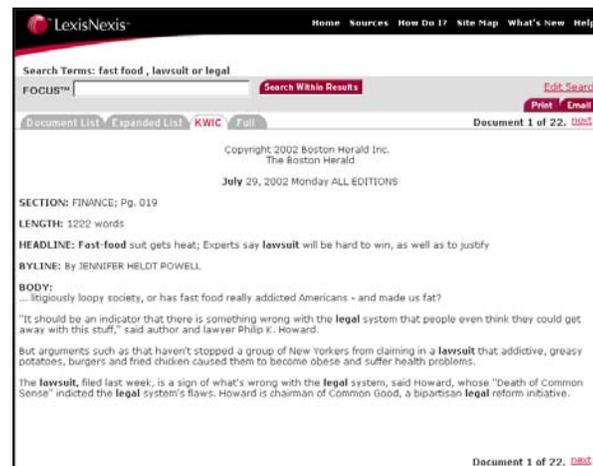
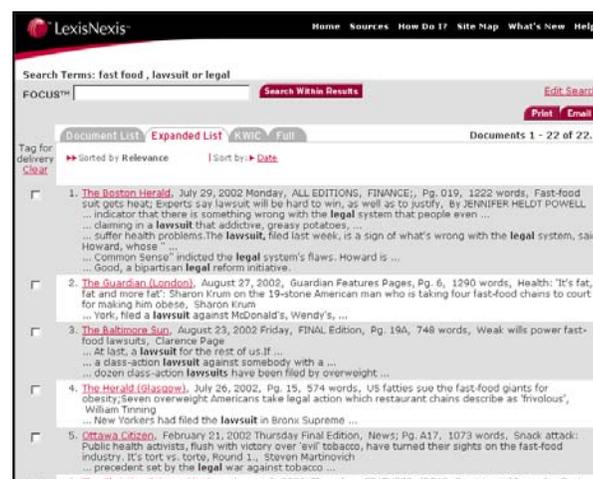


Figure 11: Expanded List View

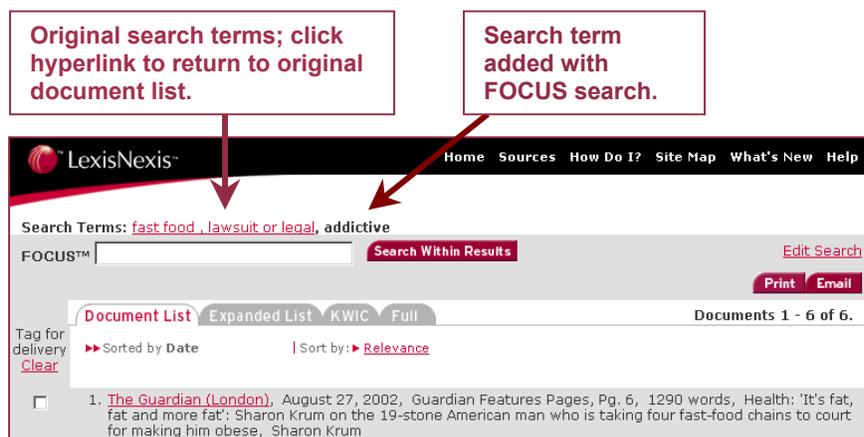


When you are performing a Guided News search, you can use the **Edit Search** link to run the same search against different news categories and/or sources by changing the sources in Steps One and Two. **NOTE:** if you change the source to or from Business News, Non-English Language News, or News Transcripts, the segment(s) you originally specified in Step Three (i.e., Full Text or Headline and Paragraph(s)) will revert to the Headline default even though your keywords will remain. This happens because of a technical constraint—these three categories of news sources search different fields than the other categories.

In addition to changing a search by using the **Edit Search** link, you can narrow an existing search with **FOCUS**. The FOCUS feature lets you spotlight words within your search results even if those words were not part of your original search request.

While looking at your results using any of our display methods (Document List, Expanded, KWIC, or Full), you will see a box above the display tabs that is labeled FOCUS. Enter words or phrases in the FOCUS text box that you want to apply to your search results. You can include your original search terms, so they appear in bold in your search results, or enter new terms. Click on the **Search Within Results** button to retrieve the new results page. To return to your original document list, click the hyperlinked search terms above the FOCUS box. (See Figure 12.)

Figure 12: Use the FOCUS feature to narrow a search; return to the original document list if desired.



## Tagging, Printing and E-Mailing Capabilities

### Tagging Documents

After conducting a successful search, you may want to print or e-mail document references. Tagging documents allows you to pick and choose amongst the most valuable search hits and to signal the system which citations are to be printed or e-mailed. Do this by clicking on the check box next to specific documents on the search results screens. You can later choose to have the citations of all checked documents recreated on a single page to be automatically e-mailed to the address you choose; to be downloaded to your system; or to be displayed through your browser.

**Note:** The document tagging feature will not work with Netscape browsers below version 4.x. All versions of Internet Explorer will support this feature.

### E-mailing Documents

LexisNexis Academic offers the option of having the documents you select from the current search results e-mailed to the address you choose. Of course, there are contractual restrictions, including the prohibition to disseminate or redistribute documents via electronic bulletin boards, e-mail, intranets, the Internet or similar electronic media. The e-mail option is very useful if you would like to email a list of search results to yourself or e-mail the full text of a single document to save or print later at your convenience.

To use this feature simply click the **Email** button (found in each of the results views; upper right-hand side) and fill in the requested information. If you click the Email button from the KWIC or Full views, you will only be able to email an individual document. If you click the Email button from the Document List or Expanded List, you can email citations for all documents in your current search results, all documents you previously tagged, a range of documents, or individual documents. For the range and individual document selections, use the number assigned to each document to identify the ones you want, (e.g. 1, 5, 9-11). See Figure 13.

You will be asked to specify a valid e-mail address so we can deliver the citations or individual documents. In addition, you are given the option of adding a short note (e.g. “Good case to use in my paper; this case supports the proposition that corporate directors are liable for negligence!”) on the e-mail if you’d like. We recommend that you fill this in so that when the search results appear in your e-mail, they will be meaningful to you.

### Printing Documents

LexisNexis Academic can also provide clean hard copy of the documents you choose. These printouts are handy to mark up with your highlighter, attach to a report, or simply take home and read later. You will use your browser’s print feature to print the document. However, we will gather the citations of the documents you select, assemble them on a single Web page, and display them in a full screen format that is suitable for printing. Please note that you will only be able to output one document at a time using the FULL or KWIC™ formats. All citations for a particular search can also be printed.

To use this feature, click the **Print** button (adjacent to the **Email** button on the right side of the screen) and follow the directions provided, depending upon whether you want to print a complete document or just citations.

### Saving or Downloading Documents

Saving or downloading documents is also done via the browser software. When prompted to save in one of two formats, plain text (.txt) or html, users should save as .txt.

### Searching for articles from a particular publication

If you want to locate articles from a particular publication, click on the **Sources** link on the top navigation bar. When you click on Sources, LexisNexis Academic displays a directory of all the publications that are included within the service. You can search for an individual title by entering a name in the box and clicking the **Find Title** button. Or, you can browse the alphabetical list by clicking the link for the letter that corresponds to the source title you want to find.

When you find the source you want, click **About This Title** to view the coverage information, or click **Search This Title** to go to the appropriate search form and begin your research.

Here’s an example of a situation in which you might want to use the **Sources** link:

You’re getting ready to purchase a digital camera and would like to know which models have been recommended in *Consumer Reports* magazine. Click on the Sources link on the top navigation bar, enter **consumer reports** in the box, then click the **Find Title** button. The results of the search are displayed in Figure 14. To learn more about Consumer Reports’ coverage within LexisNexis Academic, click on **About This Title**. See Figure 15.

Figure 13: E-mailing Citations

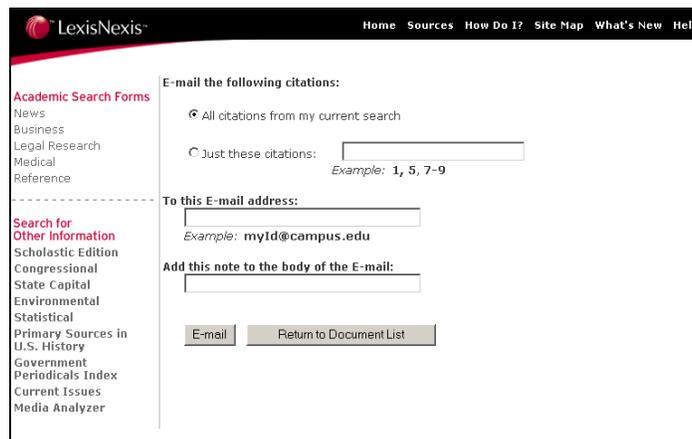
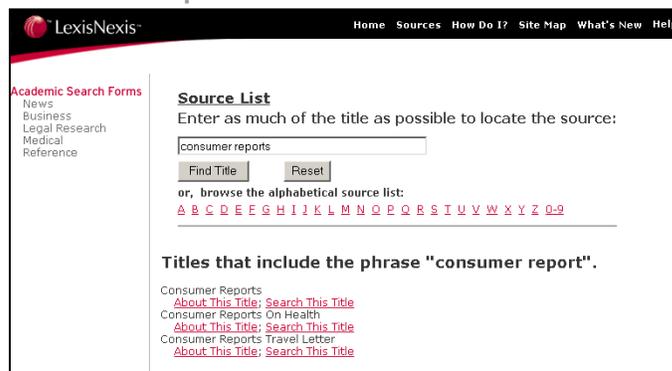


Figure 14: Results of source list search for Consumer Reports



Information provided in each **About this Title** description includes:

- ISSN (when available; ISSN is a unique identifier)
- Coverage (how far back the archive extends)
- Frequency of the publication (i.e. Daily or Monthly)
- Online availability (how quickly new issues are posted online in LexisNexis Academic)
- Publisher
- Description
- Data format (for instance, Full-text, Selected Full-text, or Abstracts)

After reviewing the description, click **Search This Title** on the top right of the screen, under **Source Links**, to go to the appropriate search form, or select **Return to Source List** to return to the Source List.

Figure 16 shows the search form reached from the *Consumer Reports Search This Title* link. Note that in this case, **Search This Title** links to the Guided News Search form, with Steps One (General News), Two (Magazines and Journals), and Five (“Consumer Reports”) prepopulated. To execute a search, simply fill in search terms (Step Three) and change the date, if desired (Step Four). Click the **Search** button to retrieve results.

**Alternate Method:**

If you already know which search form to use to search a particular title, you can go to that search form and enter the title in the specified space (only in those cases where the search form offers a **Search this publication** box). For instance, if you were using the Guided News Search form, you would enter the title in Step Five.

You can also use the **Source List** link on the search form to see which publications that form searches. For example, if you are using the Guided News Search form and have selected General News/Magazines and Journals in the first two steps, you could click **Source List** (next to the pull-down list in Step Two) and retrieve the list of titles shown in Figure 17. If you want to specify a particular title or titles for your search, click the checkboxes to the left of each desired title (select up to five), then click **Paste to Search**.

**Note:** If you choose to type the publication name yourself, any mistakes in data entry may affect your ability to retrieve articles. For that reason, we recommend using the Source List’s “Paste to Search” functionality.

Figure 15: Source List Entry for *Consumer Reports Magazine*

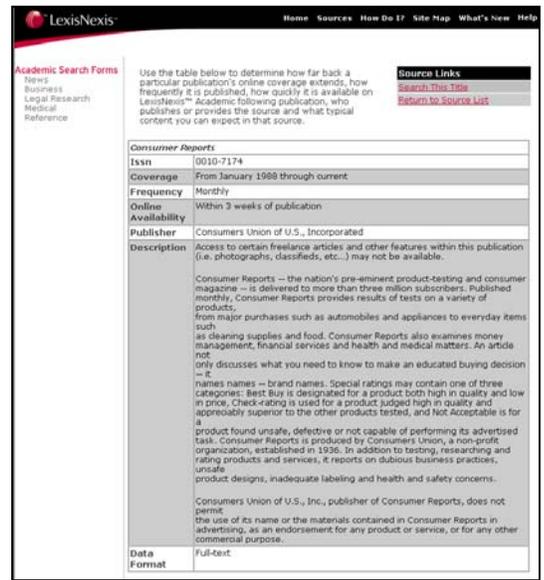


Figure 16. Consumer Reports’ Search Form

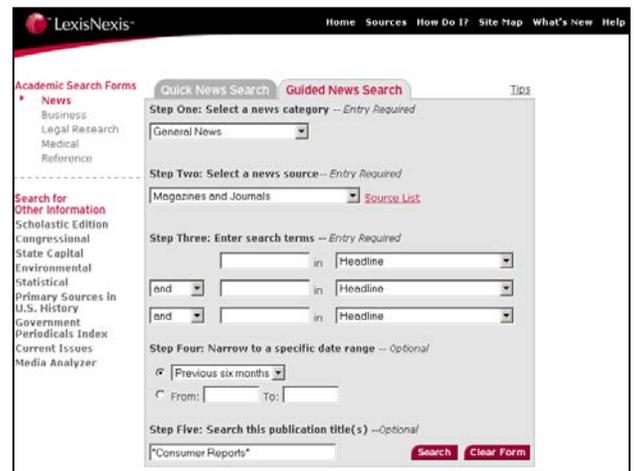
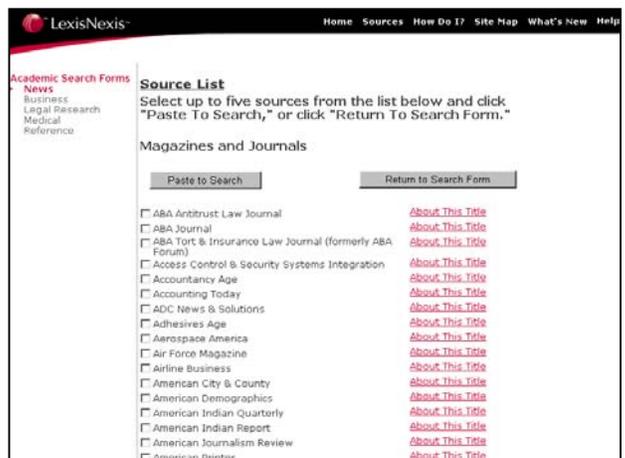


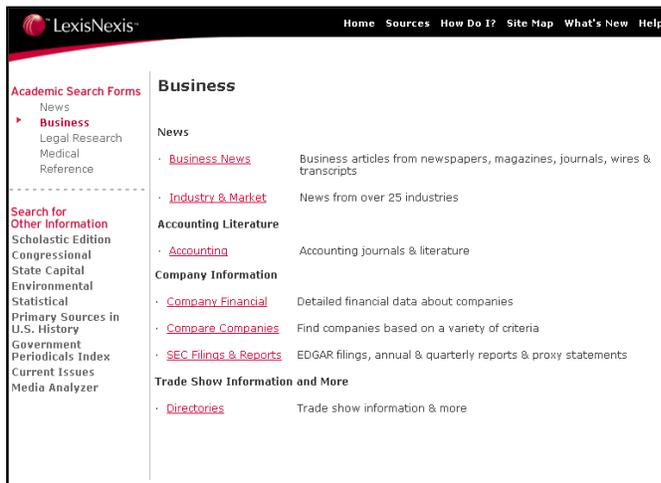
Figure 17: Source list for General News/Magazines and Journals



## BUSINESS

The second broad research category with LexisNexis Academic is Business. The Business section provides access to business news, accounting literature, company information and tradeshow information. Click on the **Business** link under **Academic Search Forms** in the left navigation area; you should see the screen shown in Figure 18. The remaining areas of LexisNexis Academic—Business, Legal Research, Medical, and Reference—are set up in this manner. Each of the links under **Academic Search Forms** leads to an intermediary page that provides links to a series of search forms. Review the choices offered to select the search form that best matches your needs.

Figure 18: Links to Business Search Forms



The remainder of this section will give you a sense of the kinds of searches you can do within the Business research area by highlighting a few of the search forms featured within it. Be sure to explore the search forms not covered within this User Guide—each form within the product is accompanied by a set of explanatory tips.

### Search Business/Industry & Market News with Date Restriction\*\*

\*\*Searching by date restriction is not limited to the following example. This approach can be used elsewhere within LexisNexis Academic except within search forms for content not logically searched by date.

From the Business page, select **Industry & Market** (look under News). Industry & Market News will allow you to search for news articles pertaining to more than 25 industries—from **Aerospace, defense, & aviation news** to **Travel, hospitality, & leisure news**.

Note that the Industry & Market link directs you a **Basic** search form, but you have the option of using a **Guided** search form as well. The Basic search form is intended for less experienced searchers and simplifies the search by offering a limited number of options—keyword(s), industry specification, and date restrictions. When the **Basic** form is used, only documents that have keywords in the headline, lead paragraphs, or indexing terms segments will be retrieved. (The other search parameters—industry and date—will need to be met, too.) The **Guided** search form allows you to specify the field(s) against which you want to conduct a search, provides a list of connectors, and lets you specify particular publication(s). If you want to search against the full text of the articles, you need to use the **Guided** search form.

Let's say that you want information about the popular PT Cruiser published within a very specific time frame—between 5/01/02 and 7/31/02. Although LexisNexis Academic provides a pull-down list of dates such as “previous six months, today, previous month, previous two years, all available dates, etc.,” the pull-down list may not cover all date ranges that a particular user has in mind. Therefore, LexisNexis Academic allows you to customize dates as demonstrated in the following example:

**Your search strategy is:**

Use the **Basic** search form.

Keyword: **pt cruiser**

Industry: **Automotive and transportation news** (modify default of **Aerospace, defense, and aviation news**, scrolling down until this choice is highlighted)

Additional terms: (leave blank)

Date: **5/01/02 to 7/31/02**

(LexisNexis Academic accepts multiple date formats such as in the following examples:

07/24/02; Jul 24, 2002; 07/02;

July, 2002; 2002)

Click **Search**

**Figure 19: Search industry & market news with a custom date restriction**

The screenshot shows the LexisNexis search interface. The left sidebar lists 'Academic Search Forms' with 'Industry & Market' selected. The main search area is titled 'Industry & Market News'. It includes a 'Keyword' field with 'pt cruiser' and a 'Date' field set to 'From: 5/02 To: 7/02'. The 'Industry' dropdown is set to 'Automotive & transportation news'. There are 'Search' and 'Clear Form' buttons at the bottom.



Try experimenting! Run this same search for **PT Cruiser** in several different search forms in LexisNexis Academic. For example, for this particular search, you could also have tried Business News/Business & Finance, General News/Major Papers, General News/Magazines and Journals, and/or General News/Time Incorporated Publications.

**Search Company Financial Information**

How would you find out about Pfizer's stock earnings per share, over the past two years?

Click on the **Business** link under **Academic Search Forms** in the left navigation area, then select **Company Financial** (below Company Information).

**Figure 20: Search company financial information**

**Your search strategy is:**

Company Name: **Pfizer**

Narrow search with additional terms: **eps or earnings per share**

Source: **Stock Reports** (Scroll down until this choice is highlighted in the pull-down list.)

Date: **Previous two years** (Scroll down again until this choice is highlighted in the window.)

Click **Search**

The screenshot shows the LexisNexis search interface for 'Company Financial Information'. The left sidebar has 'Company Financial' selected. The main search area includes a 'Company Name' dropdown set to 'pfizer', a 'Narrow search with additional terms' field with 'eps or earnings per share', and a 'Source' dropdown set to 'Stock Reports'. The 'Date' field is set to 'Previous two years'. There are 'Search' and 'Clear Form' buttons at the bottom.



Some of the company financial data contains tables which display best when using a fixed width font like Courier New 10 pt. (A fixed width font is one where each character, symbol, or space is the same width. The characters will align vertically.) Steps for changing fonts vary according to the specific browser you are using. Instructions for modifying the font for Microsoft® Internet Explorer Software Versions 4.0 and 5.0 and Netscape Navigator® Software Version 4.x. can be found within the LexisNexis Academic Knowledge Base. (Click on **Help** on the top navigation bar and follow the link.) If you are using a different browser or a version not listed here, please refer to that browser's Help for information.

## LEGAL RESEARCH

The third major research area within LexisNexis Academic is Legal Research. It includes secondary source materials, such as legal news and law reviews for background information on legal issues, as well as primary source material such as case law, statutes, and regulations. We have already explained how to use one form you will find in this area—the **Get a Case** search form that is duplicated on the Home Page (see page 7). In this section, we'll explain some concepts related to performing legal research, then show you how to use some of the other search forms found in this area.

If you are performing legal research for the first time, the following background information may be useful to you—if you are a seasoned researcher, feel free to skip ahead!

### Background on Legal Research

In addition to researching laws and regulations, much of legal research centers on analyzing case law. Therefore it is useful to review some of the basic concepts before we begin. Legal research is based on the concept of “stare decisis,” indicating that courts follow or adhere to previously decided cases. Generally, where the facts are similar or the facts are essentially the same in two court cases, the tendency is to follow the older or previous court's decision.

### Jurisdiction and Finding Cases on a Subject or Topic

*Excerpted from the writings of Alan P. Stein, J.D., M.L.S.*

To begin your research, you must ask whether the assignment requires relevant federal case law or state case law. This determination goes to the question of jurisdiction, one of the most complex and important concepts in law. Jurisdiction tells us whether a particular court can hear a case. It is often asked as to whether a potential defendant had enough of a contact or nexus with the state or federal entity in which s/he is being sued.

A few illustrations may help to better explain the concept.

If I live in California and I drive a motor vehicle, I must operate a motor vehicle with a California driver's license. By living and driving in California, the California courts have personal jurisdiction over me.

If I live in New York and buy a house in Long Island, the New York courts have jurisdiction over real property (land) and personal property located within the geographical boundaries of the state of New York.

Other jurisdictional questions are determined by statute or by the dollar amount of a specific legal claim. For example, federal courts adjudicate or hear cases related to admiralty (sea), customs, patents, federal taxes, treaties and treason. Federal courts have exclusive subject jurisdiction over cases that are admiralty or patent cases, which means that only federal courts may hear these types of cases.

All researchers need to know whether to begin looking for a case in Federal or State Case Law within LexisNexis Academic. If they elect to search Federal Case Law or State Case Law, it is because they know that either a federal court or a given state court has jurisdiction. If they do not know which type of court has jurisdiction, they must check both the Federal and State Case Law search forms. Having resolved this aspect of our research, we are ready to delimit it more topically.

In traditional legal research we would look for our topic or the subject matter of the case in a legal reference called a “digest” for the federal or state jurisdiction. Digests have descriptive word indexes or broad topic headings arranged by subject matter. Subtopics in the digest refer researchers to specific volumes arranged by subject. Those volumes contain annotations or summaries of cases relevant to specific legal issues.

Computerized legal research now provides us with similar options for legal research by subject or topic. For now, let us assume, that federal cases from the U.S. Supreme Court would be most relevant to our research paper. In LexisNexis Academic, we would select the research category, **Federal Case Law**, then choose the **Guided Search** form. Within the box “Search for” we would type in our search terms. Our terms must correspond to legal concepts. For instance, “busing” is likely to be indexed under the terms or concept “public school desegregation.” See Figure 21. (For help with this and other legal terms, please see the glossary contained within the LexisNexis Academic Knowledge Base. (The Knowledge Base is available via the **Help** link in LexisNexis Academic.) From the **Court** pull-down list, we would select **Supreme Court Cases**. In the **Date** box, we would select **All available dates**. Click **Search**, then review the summaries or annotations and select the cases that are most appropriate or relevant to our research.

Figure 21: Federal Case Law, Guided Search form

The screenshot shows the LexisNexis Academic interface. At the top, there are navigation links: Home, Sources, How Do I?, Site Map, What's New, and Help. Below this is a navigation menu with categories like News, Business, Legal Research, and Federal Case Law. The 'Guided Search' form is active, showing 'Additional Search Options'. The search term 'school desegregation' is entered in the 'Search for' field. The search scope is set to 'Full Text'. There are three 'and' connectors for additional search terms. The 'Date' dropdown is set to 'All available dates'. The 'Court' dropdown is set to 'Supreme Court Cases'. There are 'Search' and 'Clear Form' buttons at the bottom of the form.

### Reading a Case Citation

*Excerpted from the writings of Alan P. Stein, J.D., M.L.S*

Very often we have the legal citation or formal way of referencing a case and only need to retrieve it. Or novices may see references to case citations and be unsure as to how to decipher them. The case citation provides the following four critical pieces of information:

1. the **name** of the actual case;
2. the physical volumes **where** the case can be found;
3. the **court** that decided the case; and,
4. the **year** the case was decided.

Here is an example of a citation and how you would decipher it:

Regents of the University of California v. Bakke, 438 *U.S.* 265; 98 *S. Ct.* 2733; 1978 *U.S. LEXIS* 5; 57 *L.Ed.* 2d 750; 17 *Fair Empl. Prac. Cas.*(BNA); 17 *Empl. Prac. Dec.* (CCH) P8402 (1978).

Regents of the University of California v. Bakke is the name of the case. It should always be underlined. 438 *U.S.* 265 is the cite of one of six sources where the case can be found—in volume 438 of the *United States Reports*, beginning at page 265. (Reporters are sets of volumes containing judicial opinions.)

Let’s look at the second part of the case citation. 98 *S. Ct.* 2733; 1978 *U.S. LEXIS* 5; 57 *L.Ed.* 2d 750; 17 *Fair Empl. Prac. Cas.* (BNA); and 17 *Empl. Prac. Dec.* (CCH) P8402 (1978), are five additional sources where this case can be found. These additional sources are called **parallel citations**. In the example, the parallel citations are volume 57 of the *U.S. Supreme Court Reports, Lawyers Edition, Second Series* at page 750; and volume 98 of *Supreme Court Reporter* at page 2733. A set of reporter volumes numbered consecutively is called a series. The abbreviation “2d” or “3d” stand for Second Series or Third Series. The year 1978 in the parentheses tells you the year the court decided the case.

In the last thirty years, the law community has embraced electronic storage and retrieval of court cases. The above example, “1978 *U.S. LEXIS* 5”, refers us to the specific electronic citation for the Bakke decision within LexisNexis. In like manner, many commercial publishers, like Bureau of National Affairs (BNA) or Commerce Clearinghouse (CCH), publish subject-oriented reporters on various topics like labor law cases, patent cases, or tax cases. In the above example, we see references to a collection of labor cases in a set titled *Fair Employment Practices Cases* by BNA and a collection of labor cases in a set titled *Employment Practices Decisions* by CCH.

Please note that both the official set or primary source published by a government entity and commercial sets or secondary sources always contain the same text of the actual court case. Frequently, commercial sets present annotations or comments in advance of the actual court case. Often these explanations assist our understanding of the meaning or the importance of the case.

Here is a list of reporters and abbreviations that you will normally encounter when you are researching the federal level of courts or doing federal jurisdiction research:

#### Supreme Court (Federal) Reporters

*U.S. Supreme Court Reports* L.Ed. or L.Ed.2d  
*Supreme Court Reporter* S. Ct.  
*U.S. Reports* U.S.  
*United States Law Week* USLW

#### Circuit Court of Appeals (Federal) Reporters

*Federal Reporter* F or F.2d or F.3d

#### District Courts (Federal) Reporters

*Federal Supplement* F. Suppl

If you come across an abbreviation for a court reporter that you do not know, you can consult *Black's Law Dictionary* or *A Uniform System of Citation*—both contain extensive listings of legal abbreviations.

### Law Reviews

An excellent way to begin legal research on an issue is to locate law reviews that cover the topic. Law reviews will not only explain the legal principles in question, but will also direct researchers to all relevant cases that illustrate the point of law. When checking law reviews, researchers are using secondary source materials. In addition to pulling together information from a broad array of courts, the law reviews will often provide important socioeconomic context for judicial decisions.

In *San Antonio Independent School District v. Rodriguez*, 411 U.S. 1 (1973) the court upheld or sustained the Texas system of financing public education through a combination of taxes including heavy reliance on local property taxes. Justice Thurgood Marshall dissented from the majority opinion. Remembering that Justice Marshall had been the lead attorney for the plaintiffs in the *Brown v. Board of Education* case of 1954, legal scholars and educators studied Marshall's dissent with great care. In 1999, or 26 years later, Justice Marshall's dissent is generally regarded as a guiding principle in modern school finance statutes and modern school finance court cases. We learn of the impact of the Marshall dissent only by using the **Law Reviews** search form and finding references to such periodicals as the *Journal of Law and Education*.

### Default Display Format for Legal Materials

For legal materials, the default sort order of results retrieved depends on what is being searched. Law reviews sort alphabetically by title. Supreme Court cases sort in reverse chronological order by date decided. Code of Federal Regulations sections sort by title and part number, in chronological order. For some material, such as the Martindale-Hubbell® lawyer listings, the default sort is alphabetical.

### Search Federal/State Case Law

Now that we've had a brief overview of legal research, let's try conducting some searches. For argument's sake, let's say that you need to find and read a particular case entitled *Vacco v. Quill*. This is a famous right-to-die case, but you are unsure if the court that heard it was the Supreme Court or some other court.

In fact, you aren't even sure if it is a federal or state case. You also do not have its legal citation. (For more information on reading a legal citation see above text.)

Figure 22: Search case law by party name(s)

LexisNexis Academic's **Get a Case** form makes this research simple. Enter the names of the parties to the case in the party name boxes as shown in Figure 22. The order is not important. Then click on **Search** and your case is retrieved! This form works for both federal and state cases.

Now, let's try something a little bit harder. In the context of international trade research, you are looking for cases about the dumping of steel into the U.S. market. Dumping is a legal term, which signifies the selling of foreign goods at less than fair market value.

Select **Legal Research/Federal Case Law** using the navigational tools on the left.

Your search strategy is:  
 Choose the **Guided Search** form.  
 Search for: **dumping** (Keep default as **Full Text**)  
**w/25 atleast3 (steel) in Full Text** (change the pull-down for the connectors so that it reflects **w/25** instead of the default **and**, then keep default in 2nd pull-down box as **Full Text**)  
 Date: **All available dates** (change from the default of **Previous six months**)  
 Court: **Court of International Trade** (Scroll down and select this option from the pull-down list)

Click on **Search**

Your search should look like Figure 23.

Figure 23: Search Federal Case Law for cases from Court of International Trade

The screenshot shows the LexisNexis Academic search interface. The 'Guided Search' tab is active. The search criteria are as follows:

- Search for: **dumping** in **Full Text**
- w/25** **atleast3 (steel)** in **Full Text**
- end** in **Full Text**
- Date: **All available dates**
- Court: **Court of International Trade**

The interface includes a left navigation menu with categories like 'Academic Search Forms', 'News', 'Business', 'Legal Research', and 'Federal Case Law'. The search results area is currently empty.

### **Shepard's® for U.S. Supreme Court Cases on LexisNexis Academic**

Keeping track of precedent is a vital part of legal research. *Shepard's* Citation Service is one of the tools legal researchers rely upon to validate their citations and to locate additional authorities that support their arguments. *Shepard's* on LexisNexis Academic lets you access one important component of *Shepard's* comprehensive coverage: United States Supreme Court decisions from 1789 to the present.

Using *Shepard's*® you will be able to:

- Make sure that a case has not been overturned or somehow criticized or distinguished (in lay terms, *Shepard's* can ensure that a supreme court case is still "good law," i.e. not dissimilar to another case in either the facts of the case, or application of the law)
- Locate a comprehensive listing of additional cases and other authorities that have cited your case, including annotations and law-review articles
- Verify that your citation for a case is accurate, including case name, jurisdiction, and all parallel citations; i.e. 407 U.S. 258, 32 L.Ed. 2d 728, 92 S.Ct. 2009 is the correct citation format for the *Flood v. Kuhn* case.

### **How to Shepardize on LexisNexis Academic**

Let's look at the steps required to Shepardize a particular case: [Erznoznik v. City of Jacksonville](#). If you have retrieved the case using the **Get a Case** form or the **Federal Case Law** search form, go to either the KWIC or Full View. Below the Document List tab on the top left side of the screen, you should see a red *Shepherd's*® link. (Note: only cases heard before the U.S. Supreme Court will have this link.) Click on the link to Shepardize the case. Alternately, you can:

1. Choose **Legal Research** under **Academic Search Forms** in the left navigation area
2. Choose the **Shepard's for U.S. Supreme Court** search form.

3. Fill in the citation of the case you wish to check in the entry required boxes on the search form using this format: 95 S. Ct. 2268  
**Note:** Since the default selection on the pull-down menu is set to U.S. (which references the U.S. reporter series), use the pull-down list to select the S.Ct. reporter instead. Other choices, although not applicable to this example, include U.S., L.Ed. and L.Ed. 2d, or U.S. LEXIS. The first box filled in on the form refers to the volume number of the legal reporter, (in this case, it is volume 95), and the last box refers to the page number in the legal reporter (in this case it is 2268).
4. Below the citation entry boxes are two options: *Shepard's* for Validation (KWIC) and *Shepard's* for Research (FULL). *Shepard's* for Research is the default and is the format that guarantees you will retrieve the greatest number of cases that reference your case. The FULL view provides:
  - All prior history (what happened before the case got to the Supreme Court)
  - All subsequent appellate history (includes rehearings from the Supreme Court)
  - Every citing reference in case law, law reviews, periodicals, annotated statutes, and annotations.
5. To continue with the FULL view, click **Search**.
6. The next screen you see is the results screen. A signal appears at the top, indicating pictorially that either positive, negative, or warning treatment is indicated. See Figure 25 for a chart that displays the various signals used by *Shepard's* and their meanings. For our citation, warning treatment is shown with a yellow triangle: ▲
7. In addition, citations for all cases referencing or citing our case appear on the screen. The default display is **Unrestricted**, which means it shows all cases that have ever referenced the case—both favorable (positive treatment—which could mean a case that affirmed, explained, or followed our case) and unfavorable (negative treatment—which could mean cases that overruled, criticized, reversed, or questioned our case).
8. If there are too many cases for you to review, click **All Negative** to see only negative treatment of your case, **All Positive** to see only positive treatment of your case, or **Custom Restrictions** to pick and choose among the menu presented there. (Custom restrictions allow you to specify restrictions by analysis, jurisdiction, headnote or date of the citing references. The custom restrictions choices from which you can select are those that actually occur in the citing references. For example, if you don't see a state or federal circuit listed in the jurisdiction section, there are no citing references from that jurisdiction. Using the Custom Restrictions form will reduce the number of citing references that you retrieve, making your search more precise and easier to review. See Figure 24.)
9. Simply insert check marks in the boxes corresponding to the display you would like to see, then click the **View Restrictions** button. Your new, narrower search results will display.

Once you have a list of citations, you can use the **Get a Case** form to pull up the individual cases. Refer to page 24 for information on reading case citations.

For additional information and definitions, refer to the tips located at the bottom of the search form or go to the **Help** page (click on the **Help** link on the top navigation bar) and select **Shepard's® Citations Service**. Librarians and library staff may also call Customer Support (see page 4 for more details).

Figure 24: Custom Restrictions Screen

Figure 25: *Shepard's* Signals that Precede Citations

	<b>Warning</b>	<b>Strong negative treatment</b> indicated. Includes: <ul style="list-style-type: none"> <li>• Overruled by</li> <li>• Questioned by</li> <li>• Superseded by</li> <li>• Revoked</li> <li>• Obsolete</li> <li>• Rescinded</li> </ul>
	<b>Caution</b>	<b>Possible negative treatment</b> indicated. Includes: <ul style="list-style-type: none"> <li>• Limited</li> <li>• Criticized by</li> <li>• Clarified</li> <li>• Modified</li> <li>• Corrected</li> </ul>
	<b>Positive</b>	<b>Positive treatment</b> indicated. Includes: <ul style="list-style-type: none"> <li>• Followed</li> <li>• Affirmed</li> <li>• Approved</li> </ul>
	<b>Citing References with Analysis</b>	Other cases cited the case and assigned some analysis that is <b>not considered positive or negative</b> . Includes: <ul style="list-style-type: none"> <li>• Appeal denied by</li> <li>• Writ of certiorari denied</li> </ul>
	<b>Citation Information</b>	<b>References have not applied any analysis</b> to the citation. For example the case was cited by law reviews, ALR® Annotations, or in other case law not warranting an analysis. Example: Cited By

### Searching Codes and Regulations

In addition to a wealth of law review, legal news, and case law sources, LexisNexis Academic provides access to a number of state and federal codes and regulations.

The *Code of Federal Regulations* (CFR) is a codification of the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the federal government. The *Federal Register* is the official daily publication for rules, proposed rules, and notices of federal agencies and organizations, as well as executive orders and other presidential documents. When codified, or put into book form, the permanent regulations in the CFR are divided into 50 titles that represent broad areas subject to federal regulation. Each title is divided into chapters that usually bear the name of the issuing agency. Since federal regulations often interpret and serve as the implementing legislation for federal statutes, they are useful tools in the hands of students and researchers. LexisNexis Academic contains the CFR, updated within two weeks after the regulation appears in the *Federal Register*. Let's try a search in this rich resource.

#### Search the Code of Federal Regulations by Cite

Select the **Legal Research** category, then **Federal Regulations** from the interim menu presented. Assume that you know the citation format for the CFR (*Code of Federal Regulations*) and that you want to retrieve the text of 40 CFR 280.10, dealing with underground storage tanks. Although the **Basic** search form presents itself by default, click instead on the tab for **Guided Search** to access the advanced search form. Only this form allows for citation or fielded searching.

**Your search strategy is** (see Figure 26):

Search for: **40 CFR 280.10** in **Cite** (Change pull-down list from default setting of **Full Text** to **Cite**)

Leave blank the remaining fields under **Search for**.

Source: **Code of Federal Regulations** (Change pull-down from default setting of **Federal Register** to **Code of Federal Regulations**)

Click **Search**

When searching by cite, it is best not to use the title name (Environment) and not to include subsections (i.e., 280.10(a)).

Figure 26: Search the Code of Federal Regulations by Cite

The screenshot shows the LexisNexis search interface. The top navigation bar includes 'Home', 'Sources', 'How Do I?', 'Site Map', 'What's New', and 'Help'. The left sidebar lists various search forms under 'Academic Search Forms', including 'News', 'Business', 'Legal Research', 'Legal News', 'Law Reviews', 'Get a Case', 'Shepard's® for U.S. Supreme Court', 'Federal Case Law', 'State Case Law', 'Area of Law by Topic', 'Federal Code', 'Federal Regulations', 'State Code', 'Tax Law', 'Canadian Legislative Materials', 'Canadian Statutes & Regulations', 'EU Law (CELEX)', and 'International Legal'. The main search area is titled 'Additional Search Options' and includes a 'Search for:' field with the text '40 CFR 280.10' and a dropdown menu set to 'Cite'. Below this are two 'end' dropdown menus and two 'in' dropdown menus, both set to 'Full Text'. The 'Source:' dropdown is set to 'Code of Federal Regulations'. There are 'Search' and 'Clear Form' buttons. Below the search area, there are 'Related search forms on LexisNexis™ Congressional' with a list of links: 'Search the Code of Federal Regulations by agency', 'Search the Code of Federal Regulations by statutory authority', 'Search the Federal Register by agency and keyword', and 'Search the Federal Register by CFR citation'.

Since you knew the exact cite for your search, your document list as seen in Figure 27 will include only the exact section of the CFR that you requested. Click on the document to view it.

Figure 27: Document list for cite search of Code of Federal Regulations

The screenshot shows the LexisNexis search results page. The top navigation bar is the same as in Figure 26. The search terms are '40 CFR 280.10'. There is a 'FOCUS™' field and a 'Search Within Results' button. There are 'Edit Search', 'Print', and 'Email' buttons. The results are displayed in a 'Document List' view. The first result is '1. 40 CFR 280.10, TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY, SUBCHAPTER I -- SOLID WASTES, PART 280 -- TECHNICAL STANDARDS AND CORRECTIVE ACTION REQUIREMENTS FOR OWNERS AND OPERATORS OF UNDERGROUND STORAGE TANKS (UST), SUBPART A -- PROGRAM SCOPE AND INTERIM PROHIBITION, § 280.10 Applicability., 312 words, CODE OF FEDERAL REGULATIONS'. There is a checkbox next to the result. The page number is 'Document 1 - 1 of 1'.

### Search the Code of Federal Regulations by Keyword

Another way to search the *Code of Federal Regulations* is by searching the full text by keyword. This strategy is effective when you do not know the exact citation as we did in the search executed in Figure 26. In this case, assume that you know something about the subject matter of the regulation, for instance underground storage tanks. To conduct this search, remain with the **Guided Search** form.

#### Your search strategy is:

Search for: **corrective action** in Full Text (Keep default set to **Full Text**)

w/25 **underground storage tanks** (Keep default set to **Full Text**)

Source: **Code of Federal Regulations** (Change pull-down from default setting of **Federal Register** to **Code of Federal Regulations**)

Click **Search**

See Figure 28 on the next page to see what the completed search form should look like.

Figure 28: Search the Code of Federal Regulations by Keyword/Full Text

Figure 29: Document List for Keyword/Full Text CFR search

Document Number	Description
40 CFR 1.47	TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY, SUBCHAPTER A -- GENERAL, PART 1 -- STATEMENT OF ORGANIZATION AND GENERAL INFORMATION, SUBPART 6 -- HEADQUARTERS, § 1.47 Office of Solid Waste and Emergency Response., 969 words, CODE OF FEDERAL REGULATIONS
40 CFR 9.1	TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY, SUBCHAPTER A -- GENERAL, PART 9 -- OMB APPROVALS UNDER THE PAPERWORK REDUCTION ACT, § 9.1 OMB approvals under the Paperwork Reduction Act., 11483 words, CODE OF FEDERAL REGULATIONS
40 CFR 24.08	TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY, SUBCHAPTER A -- GENERAL, PART 24 -- RULES GOVERNING ISSUANCE OF AND ADMINISTRATIVE HEARINGS ON INTERIM STATUS CORRECTIVE ACTION ORDERS, SUBPART A -- GENERAL, § 24.08 Selection of appropriate hearing procedures., 266 words, CODE OF FEDERAL REGULATIONS
40 CFR 26.330	TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY, SUBCHAPTER 8 -- GRANTS AND OTHER FEDERAL ASSISTANCE, PART 26 -- STATE AND LOCAL ASSISTANCE, SUBPART A -- ENVIRONMENTAL PROGRAM GRANTS, STATE UNDERGROUND STORAGE TANKS (SECTION 2007(F)(2)), § 26.330 Purpose., 99 words, CODE OF FEDERAL REGULATIONS
40 CFR 260.10	TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY, SUBCHAPTER I -- SOLID WASTES, PART 260 -- TECHNICAL STANDARDS AND CORRECTIVE ACTION REQUIREMENTS FOR OWNERS AND OPERATORS OF UNDERGROUND STORAGE TANKS (UST), SUBPART A -- PROGRAM SCOPE AND INTERIM PROHIBITION, § 260.10 Applicability., 312 words, CODE OF FEDERAL REGULATIONS
40 CFR 260.11	TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY, SUBCHAPTER I -- SOLID WASTES, PART 260 -- TECHNICAL STANDARDS AND CORRECTIVE ACTION REQUIREMENTS FOR OWNERS AND OPERATORS OF UNDERGROUND STORAGE TANKS (UST), SUBPART A -- PROGRAM SCOPE AND INTERIM PROHIBITION, § 260.11 Interim prohibition for deferred UST systems., 216 words, CODE OF FEDERAL REGULATIONS
40 CFR 260.12	TITLE 40 -- PROTECTION OF ENVIRONMENT, CHAPTER I -- ENVIRONMENTAL PROTECTION AGENCY,

For this search, the answer set would be larger than the answer set obtained with the citation search in Figures 26 and 27, since the keyword search would have retrieved all instances within the CFR in which the search terms appeared. (Citation searches, looking for specific cites, retrieve only one result.) See Figure 29 to see the Document List retrieved using the search example provided. At this point, you would either review the results or decide to further refine the search.

### Use Related Links within LexisNexis Web Products to Maximize Your Research

As previously explained, LexisNexis Academic allows you to move between various LexisNexis products that your institution subscribes to, using the **Search for Other Information** links on the left-hand navigation bar. Depending upon your library's subscriptions, you will sometimes see links to suggested search forms on other LexisNexis products while within a particular service. For example, while searching the **Federal Regulations** search form (**Basic** or **Guided**) within the Legal Research section of LexisNexis Academic, if your institution subscribes to LexisNexis Congressional, you will see a list of related links on the bottom half of the form. For example, there is a link for a search form that enables you to search the CFR by agency. See Figure 30.

Figure 30: Inter-service links

### Searching Patents

A patent allows an inventor to keep others from making commercial use of a new idea without the patent holder's permission. This right of control over the idea lasts between 14 and 20 years, depending on the type of invention. Before explaining how to search patents, let's review some background on types of patents in LexisNexis Academic.

The U.S. Patent and Trademark Office (PTO) issues three different kinds of patents:

**Utility patents**—Useful inventions may qualify for a utility patent if they fit into at least one of these five categories: a process, a machine, a manufacture, a composition of matter or an improvement of an existing idea that falls into one of these categories. Often, an invention that qualifies for a patent because of its usefulness will fall into more than one of the categories. For instance, computer software can usually be described both as a process (the steps that it takes to make the computer do something) and as a machine (a device that takes information from an input device and moves it to an output device). Regardless of the number of categories an invention falls under, only one utility patent may be issued on it.

**Design patents**—To qualify for a patent under the design test, a design must be innovative, nonfunction and part of a functional manufactured article. For example, a new shape for a car fender, bottle or flashlight that doesn't improve its functionality would qualify.

**Plant patents**—Patents may be issued for any asexually or sexually reproducible plants (such as flowers) that are both novel and nonobvious. Plant patents are the least frequently issued type of patent.

The U.S. Patent and Trademark Office (PTO) assigns numbered classes and subclasses to inventions for the purpose of classifying patents to facilitate the retrieval of these patents in the course of a patent search. There are roughly 300 main classes, and an average of more than 200 subclasses under each main class. An invention will fall within at least one of the 66,000 separate classifications, and sometimes several. To aid your research, the Patent Research section of the Legal Research area includes the U.S. Patent and Trademark Office Manual of Classification (use the **Patent Manual** search form to conduct keyword or class number searches of the manual) and **Patent Numbers by Classification**, an index that allows you to look up a patent by its patent number and see which class and subclass it belongs to (as noted before, it may belong to several; this search will also show you other patents belonging to those classes/subclasses), or to look up a particular class and subclass (using the **U.S. Classification Number**) to see which patents have been assigned that number. Note: this search will yield a list of patent numbers, which then need to be manually looked up using the **Patents** search form.

### Sample Patent Searches

LexisNexis Academic allows you to search for patent information in a number of different ways, depending on how little or how much information you know. You may search by patent type (such as design, utility, or plant patents), by classification number, by assignee or inventor, or by keywords that appear in the full text of the patent. The examples below demonstrate how to search for patents when you know a keyword or concept about an invention or when you have the patent number. In both examples, you should select **Legal Research** from the left navigational menu, then choose the **Patents** form, which is the first of three patent-related search forms offered.

#### Search based on keyword or concept:

Use the **Basic** form

Keyword: **flying saucer**

Narrow search with additional terms:

**glide or sail**

Patent type: **All patents**

Date: **All available dates**

(Modify from default of **Previous six months**)

Click **Search**

Figure 31: Patent Search Using Keywords

The screenshot shows the LexisNexis Academic search interface. The top navigation bar includes 'Home', 'Sources', 'How Do I?', 'Site Map', 'What's New', and 'Help'. The main content area is titled 'U.S. Patents (1971-present)' and features a search form with the following fields and options:

- Keyword:** flying saucer (with a sub-field 'Entry Required' and an example 'e.g. flying saucer')
- Narrow search with additional terms:** glide or sail (with a sub-field 'e.g. glide OR sail')
- Patent Type:** All Patents (with a 'Source List' link)
- Date:** All available dates (with radio buttons for 'From:' and 'To:' and an 'Examples' link)
- Buttons:** Search and Clear Form

The left sidebar contains a list of 'Academic Search Forms' including News, Business, Legal Research, Legal News, Law Reviews, Get a Case, Shepard's® for U.S. Supreme Court, Federal Case Law, State Case Law, Area of Law by Topic, Federal Code, Federal Regulations, State Code, Tax Law, Canadian Legislative Materials, and Canadian Statutes & Regulations.

**Search based on known item, i.e., patent number:**  
 Your search strategy is:  
 Use the **Guided Search** form  
 Search for: **393,934** in **Patent Number** (Change default from Assignee to Patent Number)  
 Date: **All available dates** (Modify from default of **Previous six months**.)  
 Patent Type: **All Patents** (default)  
 Click **Search**

Figure 32: Patent Search Using Patent Number

The screenshot shows the LexisNexis Academic interface. On the left is a navigation menu with categories like News, Business, Legal Research, etc. The main area is titled 'Academic Search Forms' and has two tabs: 'Basic' and 'Guided Search'. The 'Guided Search' tab is active. Below the tabs, there's a section for 'Additional Search Options' with a 'Tips' link. The search criteria are as follows: 'Search for: 393,934' in a dropdown menu set to 'PatentNumber'. Below this, there are two 'and' connectors, each followed by an empty input field and a dropdown menu set to 'Assignee'. The 'Date' section has a radio button selected for 'All available dates'. The 'Patent Type' section has a dropdown menu set to 'All Patents' and a 'Source List' link. At the bottom are 'Search' and 'Clear Form' buttons.

### A Final Note on Constructing Legal Research Searches: Fielded Searching

Fields or segments are standard and consistent parts of documents that relate to the structure of the document, as opposed to its content. These fields may vary depending on the source material selected, and not every field will be present in every document. Although different sets of documents potentially contain certain predictable fields, not all available fields occur in every document. In case law, the most common searchable fields are:

- Plaintiff
- Defendant
- Judges
- Opinion By
- Opinion Text
- Dissenting Opinion By
- Concurring Opinion By
- Citation
- Counsel
- Headnotes and
- Syllabus

Access to these fields is offered via the pull-down lists on the **Guided Search** forms. When performing fielded searching, you can pinpoint information located in specific parts of the data. Your searching is therefore more precise. Instead of searching in every word of the vast LexisNexis Academic database (i.e., what occurs when conducting “keyword/full text searching”), fielded searching instructs the search engine to query only the designated segment(s) or field(s) of the data for the information being sought. This type of search methodology helps avoid false hits and allows you to search more efficiently. This can be seen clearly when searching for the name of a case. The user who conducts a full text search on the name could find hundreds of references to that case, many of which mention the case in passing. Using a fielded search for that same case—for example, using the **Plaintiff** field—will result in the retrieval of hits which are more “on point” or relevant.

Using the **Guided Search** forms’ pull-down menus in LexisNexis Academic provides you with richer field searching options. Full text searching is also a choice off of the same pull-down list. Thus, both full text and fielded searching can be performed from the **Guided Search** forms in the product.

## MEDICAL

The fourth major research area within LexisNexis Academic is Medical. The Medical research area centralizes medical information by providing access to Medical News, Medical & Health Journals, as well as Abstracts from the Medline® database. MEDLINE is a bibliographic database of medical journals dating to 1966 from the National Library of Medicine. A useful finding aid for further research, it enables you to read short summaries of articles that have appeared in medical journals and gather citations to guide your further research.

### Example:

Find full-text articles on the latest advances in stem cell research by conducting a search in Medical News.

Select **Medical** on the left side, then pick **Medical News**. Use the **Basic** search form.

Keyword: **stem cell**

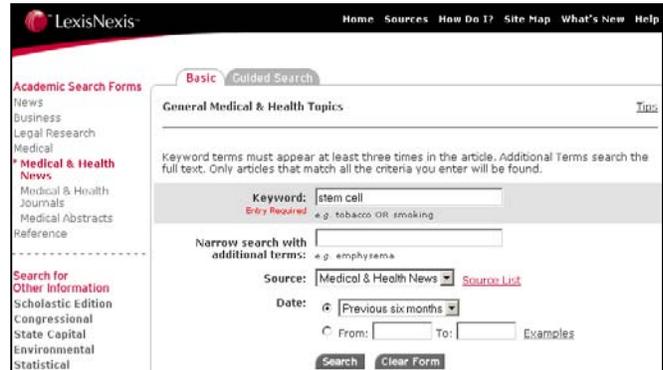
Narrow search with additional terms: (Leave blank)

Source: **Medical & Health News** (Default setting)

Date: **Previous six months** (Default setting)

Click **Search**

Figure 33: Medical News Search



A couple of things to note about this search: LexisNexis Academic automatically searches the terms **stem cell** that you entered as a phrase. In order to be retrieved, those terms must appear adjacent to each other. Quotation marks around adjacent terms are not required, but if you like to use quotation marks around phrases, including them will not invalidate your search.

Also, when you use the **Basic** search form to search the Medical research section of LexisNexis Academic, only articles in which your keyword terms appear at least three times, will be retrieved. In effect, this search form is using the “ATLEASTN” syntax discussed on p.11, although it is happening behind the scenes. This helps the researcher uncover those articles that are more relevant or in-depth on the topic. Use the **Guided Search** form if you want your terms to appear less than three times in the retrieved documents.

## REFERENCE

The last research category grouping in LexisNexis Academic, **Reference**, contains biographical information, state and country profiles, polls & surveys, quotations, and the World Almanac.

One of the most valuable aspects of this research category is the ability to search the Roper public opinion polls and to limit that information based on number of participants, Roper accession number, and/or population (e.g., U.S. adults or registered voters only.)

### Example:

Choose **Reference** on the left, then **Polls & Surveys**

Keyword: **presidential approval**

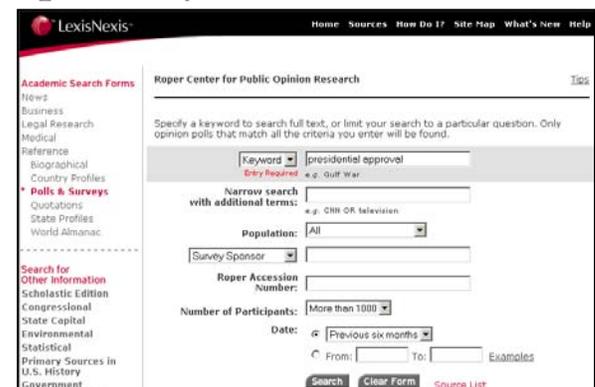
Population: **All** (Default setting)

Number of Participants: **More than 1,000** (Modify from default of **Any Number**)

Date: **Previous six months** (Default setting)

Click **Search**

Figure 34: Roper Poll Search



## SAMPLE SEARCHES

If you're looking for...	Go to	Use this Source	Search Strategy would be:
Recent news articles from a variety of sources about the West Nile Virus	Home Page/ Quick News	N/A	Keyword: <b>west nile virus</b> Date: Leave at default of <b>Previous six months</b> Click <b>Search</b>
Current newspaper articles about the continuing violence in Israel	Guided News	Step One: General News  Step Two: Major Papers	Step Three: First box, enter <b>Israel</b> in Full Text (Change the pull-down list so it reflects <b>Full Text</b> instead of the default, <b>Headline</b> ) Second box, w/ <b>10 violence</b> in Full Text (Change the pull-down for the connectors so that it reflects <b>w/10</b> instead of <b>and</b> , then change pull-down from <b>Headline</b> to <b>Full Text</b> ) Step Four: Change date to <b>Previous week</b> (Change pull-down from default set as <b>Previous six months</b> ) Click <b>Search</b>
The September 26, 2002 transcript from National Public Radio that explains the Yale tradition of a cappella singing groups rushing incoming freshmen	Guided News	Step One: News Transcripts  Step Two: National Public Radio Transcripts	Step Three: First box, enter <b>Yale</b> in Headline Second box, and <b>a cappella</b> in Headline  Step Four: Change date using the From/To boxes. Enter From <b>9/26/02</b> to <b>9/26/02</b> Click <b>Search</b>
Articles written in French about President Bush and his politics.	Guided News	Step One: Non-English Language News  Step Two: French Language News	Step Three: First box, enter <b>Bush</b> in Headline Second box, and <b>politique</b> in Full Text (Change pull-down from <b>Headline</b> default to <b>Full Text</b> )  Step Four: Change date to <b>Previous month</b> (Change pull-down from default set as <b>Previous six months</b> ) Click <b>Search</b>
Automotive and transportation news about the Mini Cooper	Business/Industry & Market News	Automotive and transportation news	<b>Basic Search form:</b> Keyword: <b>mini cooper</b> Narrow search with additional terms: (Leave blank) Industry Type: <b>Automotive and transportation</b> (Modify from default of <b>Aerospace, defense, &amp; aviation news</b> ) Date: <b>All available dates</b> (Change the default setting from <b>Previous six months</b> ) Click <b>Search</b>
Information about Kmart's bankruptcy	Business/Company Financial Information	Bankruptcy Reports	Company Name: <b>kmart</b> Narrow Search with additional terms: (Leave blank) Source: <b>Bankruptcy Reports</b> (Scroll down until this choice is highlighted in the pull-down list.) Date: <b>All available dates</b> (Scroll down again until this choice is highlighted in the list.) Click <b>Search</b>
Detailed financial Statements for Starbucks	Business/SEC Filings	SEC 10-K Reports	Company Name: <b>Starbucks</b> Narrow Search with additional terms: (Leave blank) Source: <b>SEC 10-K Reports</b> (Default setting) Date: <b>Previous year</b> (Default setting) Click <b>Search</b>

<b>If you're looking for...</b>	<b>Go to</b>	<b>Use this Source</b>	<b>Search Strategy would be:</b>
The text of a CFR section for which the cite is known	Legal Research/ Federal Regulations	Code of Federal Regulations	<b>Guided Search form:</b> Search for: <b>40 CFR 280.10</b> (Use the pull-down list to display <b>Cite</b> instead of the default <b>Full Text</b> .) Leave the remaining boxes under "Search for" blank Source: <b>Code of Federal Regulations</b> (Change pull-down from default setting of <b>Federal Register</b> to <b>Code of Federal Regulations</b> ) Click <b>Search</b>
The text of a CFR section when you know the subject matter	Legal Research/ Federal Regulations	Code of Federal Regulations	<b>Guided Search form:</b> Search for: <b>ice cream</b> (Keep default set to <b>Full Text</b> .) w/ <b>10 standard or requirement</b> (Leave default set to <b>Full Text</b> , but change connector from <b>and</b> to <b>w/10</b> .) Source: <b>Code of Federal Regulations</b> (Change pull-down from default setting of <b>Federal Register</b> to <b>Code of Federal Regulations</b> ) Click <b>Search</b>
The case of Michael Fay, American teenager sentenced to a caning in Singapore in 1994	Legal Research/ International Legal Research	Singapore, Malaysia, and Brunei Cases	Keyword: <b>Fay</b> Narrow search with additional terms: <b>caning</b> Source: <b>Singapore, Malaysia, and Brunei Cases</b> (Change pull-down list from default setting of <b>Australian Case Law</b> to <b>Singapore, Malaysia, and Brunei Cases</b> ) Date: <b>All Available Dates</b> (change from <b>Previous six months</b> default) Click <b>Search</b>
Patent information when all you have is a concept to research, i.e., flying saucer	Legal Research/ Patents	All patents	<b>Basic Search form:</b> Keyword: <b>flying saucer</b> Narrow search with additional terms: <b>glide or sail</b> Patent type: <b>All patents</b> Date: <b>All available dates</b> (Modify from default of <b>Previous six months</b> ) Click <b>Search</b>
Patent information if you know the patent number, i.e., 5021457	Legal Research/ Patents	All patents	<b>Guided Search form:</b> Search for: <b>5021457</b> in Patent Number (Change pull-down list from the default setting of <b>Assignee</b> to <b>Patent Number</b> ) Leave the remaining boxes under "Search for" blank. Date: <b>All available dates</b> (Modify from default of <b>Previous six months</b> ) Patent type: <b>All patents</b> Click <b>Search</b>
Recent full text articles from medical journals about hormone replacement therapy	Medical/Medical Journals	Medical & Health Journals	<b>Basic Search form:</b> Keyword: <b>hormone replacement therapy or HRT</b> Narrow Search with additional terms: (Leave blank) Source: <b>Medical &amp; Health Journals</b> (This is the only option.) Date: <b>Previous six months</b> (Keep default setting.) Click <b>Search</b>
Public opinion on the President's performance over the last month	Reference/Polls & Surveys	Roper Center for Public Opinion Research	Keyword: <b>presidential approval</b> Narrow Search with additional terms: (Leave blank) Population: <b>All</b> (Keep default setting) Roper Accession Number: Leave blank Number of Participants: <b>More than 1,000</b> (Modify default setting of <b>Any Number</b> .) Date: <b>Previous month</b> (Change default setting.) Click <b>Search</b>