Legal Research Essentials

First Published in 2023 by The University of Queensland

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eISBN: 978-1-74272-418-8

Please cite as: The University of Queensland Library (Eds) (2023) *Legal Research Essentials*. The University of Queensland, https://uq.pressbooks.pub/legal-research-skills

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A note of special thanks is also extended to Rachael Harrison (University of Queensland) and Thomas Mullins (Queensland University of Technology) for their support of this project.

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners and their custodianship of the lands on which this project originated. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.



A Guidance Through Time by Casey Coolwell and Kyra Mancktelow © The University of Oueensland

About the artwork

Quandamooka artists Casey Coolwell and Kyra Mancktelow have produced an artwork that recognises the three major campuses, while also championing the creation of a strong sense of belonging and truth-telling about Aboriginal and Torres Strait Islander histories, and ongoing connections with Country, knowledges, culture and kin. Although created as a single artwork, the piece can be read in three sections, starting with the blue/greys of the Herston campus, the purple of St Lucia and the orange/golds of Gatton.

The graphic elements overlaying the coloured background symbolise the five UQ values:

- The Brisbane River and its patterns represent our Pursuit of excellence. Within the River are tools used by Aboriginal people to teach, gather, hunt, and protect.
- Creativity and independent thinking is depicted through the spirit guardian, Jarjum (Child in Yugambeh language), and the kangaroo
- The jacaranda tree, bora ring, animal prints, footprints and stars collectively represent honesty and accountability, mutual respect and diversity and supporting our people.

Learn more about The University of Queensland's Reconciliation Action Plan.

ACCESSIBILITY STATEMENT

The web version of this resource has been designed with accessibility in mind and incorporates the following features:

- Designed to consider the needs of people who use screen reading technology.
 - All content can be navigated using a keyboard.
 - Links, headings, and tables are formatted to work with screen readers.
 - Images have alt tags.
- Information is not conveyed by colour alone.

Other File Formats Available

In addition to the web version, this book is available in several file formats, including PDF, EPUB (for ereaders), and various editable files. Choose from the selection of available file types from the 'Download this book' drop-down menu. This option appears below the book cover image on the eBook's landing page.

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ABOUT THIS GUIDE

This guide is designed to support UQ students develop key legal research skills.

Legal Research Essentials is organised into four parts:

- Part 1: Research Skills introduces the concept of legal research, identifies the key sources of legal information, and the importance of researching strategically.
- Part 2: Secondary Sources focuses on the role of secondary sources in legal research.
- Part 3: Case Law provides an introduction on how to locate cases by citation or topic, and judge a case's reliability.
- Part 4: Legislation helps students learn about the parliamentary process, how to find legislation and the materials used for statutory interpretation.

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The content in Legal Research Essentials has been adapted for UQ students and differs from the original.

Acknowledgements

The *Legal Research Skills: An Australian Guide (2023 Edition)* was the result of a generous-spirited open collaborative effort between current and former law librarians from:

- The University of Queensland
- James Cook University
- The University of Southern Queensland
- Charles Darwin University
- Southern Cross University
- Queensland University of Technology
- Deakin University.

Grateful acknowledgment is also given to the exceptional staff at the Council of Australian University Librarians (CAUL) OER Collective for their expert guidance.

This chapter is adapted from About this Guide in Legal Research Skills: An Australian Law Guide by The University of Queensland Library, James Cook University Library, University of Southern Queensland Library, Charles Darwin University Library, Southern Cross University Library, Queensland University of Technology Library, and Deakin University Library.

INTRODUCTION

Studying law is a rewarding but often overwhelming experience. Sometimes it can feel as if you are learning another language—there are rules and cultural procedures you need to follow to understand why things are the way they are. This resource is intended to provide foundational guidance to students starting legal research for the first time.

Legal Research Essentials is divided into four parts reflecting the different techniques and sources you are likely to encounter in your studies:

- Part 1: Research Skills introduces the concept of legal research, identifies the key sources of legal information, and the importance of researching strategically.
- Part 2: Secondary Sources focuses on the role of secondary sources in legal research.
- Part 3: Case Law provides an introduction on how to locate cases by citation or topic, and judge a case's reliability.
- Part 4: Legislation provides an overview of the parliamentary process, how to find legislation and the materials used for statutory interpretation.

This guide primarily includes examples from the Queensland and Commonwealth jurisdictions.

PART I RESEARCH SKILLS

WHAT IS LEGAL RESEARCH?

Legal research can be summarised as the ability to find, evaluate, and use sources of legal information to:

- solve a legal problem
- suggest reform of the law
- compare the laws of different jurisdictions
- understand the role of law in society.

Possessing legal research skills is important

Possessing these skills will not only improve your effectiveness in university assessment but will also prove valuable in your future career. Those who study law will continue to use legal research skills once they graduate and are in practice or other workplaces.

"The ability to search for information online is a key skill of the modern law graduate... research must be done accurately and without assumption. The law is now highly technical in many areas and thorough research of all relevant materials is required before a client can be advised with confidence. If you cannot research accurately and quickly you won't have much of a legal career."

Mark McFarlan (King & Wood Mallesons, Sydney)

LAW LIBRARY AND THE LIBRARIAN TEAM

Law libraries have always been essential for legal research as one of the few places that collect the case law and legislation needed by lawyers, judges and academics.

The library is to us what a laboratory is to the chemist or the physicist, and what the museum is to the naturalist.

CC Langdell, The Law Library: 49th Annual Report of the President and Treasurer 1873-74,

63, 67

Nowadays, although the Law Library still houses the print collection, it also provides a range of online resources for students and staff and a variety of study spaces for individual and group study.

The Walter Harrison Law Library is spread across three floors of the Forgan Smith building. The Library is open 24/7. You can learn more about using the library by visiting Services for students.

Forgan Smith (Building #1), UQ St Lucia Campus

The librarian team and library staff

If you have questions about legal research and legal referencing, contact the Librarian team or book a consultation.

COMMON RESEARCH-BASED ASSIGNMENTS

There are three common research-based law assignments:

- the problem-based scenario
- the law reform proposal
- the research essay.

The type of assignment you are working on will impact your research strategy, including which legal sources you will consult.

Problem-based scenario

A typical problem-based assignment will provide you with a set of facts and a problem, and ask you to advise your client. When researching the assignment you will focus on finding and applying the legal rules ('authorities'). Secondary sources may be used as a reference point, but are unlikely to be heavily cited.

Example

Robert Smith was 'king hit' on the back of his head by Mr Hyde, an excessively drunken patron, while on the premises of the Santa Lucia Hotel in an unprovoked attack. Robert is currently in hospital fighting for his life. Advise the hotel proprietors whether they are liable for not taking reasonable care to protect Robert Smith from the attack.

Law reform proposal

A typical law reform assignment will ask you to analyse an existing area of law and make recommendations on how to improve the law or discuss the merits of a proposed change to the law. These are some of the most research-intensive assignments, requiring the use of legislative materials, case law and secondary

8 | COMMON RESEARCH-BASED ASSIGNMENTS

sources. Law reform research is strongly comparative: you will often need to look to other jurisdictions to see how they have dealt with a particular legal issue or problem.

Example

The Queensland Government is considering removing the partial defence of provocation—outlined in section 304 of the *Criminal Code*—citing the need for the Code to reflect "community standards". Discuss the purpose and history of the defence, its elements, and the advantages and disadvantages of removing the defence from Queensland law.

Essay

Essays can be comparative, argumentative or discursive. The research component of a legal essay will depend to a great extent on the exact nature of the topic. Essays are more likely to rely on secondary sources than problem-based assignments.

Example

In Australia, judges are appointed by the government instead of through elections, as occurs in some US jurisdictions. Compare and contrast the two systems of appointing judges. What are the strengths and weaknesses in both approaches in promoting judicial independence?

SOURCES OF LEGAL INFORMATION

One of the challenging aspects of legal research is the variety of sources of legal information. As you progress through these modules, you will learn more about the different sources of information as well as the key websites and databases needed to access them.

The UQ Library Legal Research guide contains links to key databases, tools, and websites for legal research.

As a starting point, however, it is important for you to know the distinction between primary and secondary sources.

Primary and secondary sources

Primary sources of law are the authoritative sources of law (sometimes called 'authorities') as made by law-making bodies. They include:

- Case law: also known as common law or judge-made law
- Legislation: includes Acts of Parliament (or Statutes) and subordinate legislation (or delegated legislation).

Secondary sources provide commentary and background information on the primary sources of law and can assist in identifying the relevant primary sources. They may provide

you with a quick overview or an in-depth analysis of a topic, with references to leading cases or relevant legislation. They include:

- Legal dictionaries
- Legal encyclopaedias
- Books
- Journal articles
- Looseleaf services
- Law reform resources.

In legal research, it is often recommended that students approach a topic by looking at secondary sources of law to understand the key issues in that area of law. Understanding the background of a topic before reading the primary sources (i.e., cases and legislation) can help contextualise your research.

When asserting a particular proposition is settled law, you should use primary sources rather than secondary sources. Where the law is unclear or in dispute, you may use secondary sources to support an argument in favour of one proposition or another.

TC Beirne School of Law, A Guide to the Citation of Sources in Assignments (PDF, 283 KB) (2010) 2.

LEGAL RESEARCH STRATEGY

How you approach your research task may vary depending on your research question. However, the approach below works well with legal problem-solving methodologies such as IRAC.

What is IRAC?

IRAC is a legal problem-solving methodology commonly used in Australian law schools. Researchers using the IRAC method should identify the:

- Issue state legal issues that are relevant
- Rule state the legal rule found in legislation or case law
- Application apply the rules to the facts
- Conclusion.

You can find a description of the IRAC method in A Practical Guide to Legal Research.



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https://uq.pressbooks.pub/legal-research-essentials/?p=30#h5p-23

Analyse and plan

Analysing your research question involves identifying the appropriate area of law and any relevant legal issues at play. If you are researching a problem-based scenario, you should pay careful attention to:

- jurisdiction
- dates and timeline of events
- persons involved.

These facts will affect how you formulate your research question, as well as the sources of legal information you will need to consult.

Research the law

At this stage, you should focus on identifying the legal rules found in legislation and case law, because this is what you will need to restate in your writing.

Secondary to primary

When you are new to legal research or unfamiliar with an area of law, proceeding from general information (secondary sources) to more specific, authoritative information (primary sources) is a good approach. Secondary sources are written by subject-matter experts who can efficiently lead you to the key authorities you will need to use.

Alternatively, if you feel like you have a good grasp of the area of law and legal principles, you may wish to move straight to primary sources to answer your legal question.

Keeping up to date with the law

Once you have found your authorities, you need to make sure that they are **up-to-date**. Has the case you are relying on been reversed on appeal? Has the Act and provision you wish to cite been amended recently?

Apply the law

Apply the law to the facts. Use plain English to express your thoughts and to indicate the best course of action as well as the likely outcome of taking that course. It is important to:

- · deal separately with each specific issue raised by the facts
- refer to the points of law extracted from the various cases, legislation, or texts
- · have clarity of reasoning
- list authorities for and against the argument
- provide a conclusion.

Statements setting out principles of law should be supported by authoritative resources, preferably primary sources.

SEARCHING STRATEGIES AND TIPS

Search strategy

Before you start searching for information, take some time to think about the legal situation or scenario and plan your search strategy. There is a vast amount of primary and secondary material available across multiple databases, catalogues, and print publications. It is important to develop a systematic approach to your research.

Before you begin searching, consider the following questions:

- What do you wish to find (journal articles, commentary, law reform material)?
- Which resources will you need to search (databases, Library Search, UQ Library guides)?
- Are there applicable search parameters (time period or jurisdiction)?
- What search terms will you need to use (keywords, phrases, and synonyms)?

Keywords and phrases

As part of planning your search strategy, you will need to think of keywords and phrases to help you find relevant information. Remember, you are researching the legal issues, not the facts of the scenario, so select keywords and phrases that are relevant to the legal issues. Brainstorm related words, subject terms, synonyms, and phrases. The more care and thought you put into your search strategies, the more relevant your results will be.

Imagine you are searching for journal articles on the topic of refugees. A keyword search for **refugee** returns 919 hits. After expanding your search and utilising other possible keywords and phrases however, a search for refugee OR "asylum seeker" OR "displaced persons" returns 956 hits.

Table 1: Keywords and synonyms

Keyword	Synonym	Related term
Refugee	Asylum seeker	Displaced persons

Boolean operators

Boolean operators are connective words you place between your keywords to improve your search results.

Table 2: Using Boolean operators to connect keywords

Boolean operator	Example	Results
AND	negligent AND conduct	This search will find both words
OR	teenager OR youth	This search will find either word
NOT	remedy NOT damages	This search will find the first word but not the second

Truncation and wildcards

Truncation symbols (* or !) are used to find alternative word endings. For instance:

placing a truncation symbol after law*retrieves law, laws, lawyer, lawless, lawlessness

Wildcard symbols are used to replace a single character within the word. For instance:

organi?ation retrieves organisation or organization.

These truncations and wildcards vary between databases. Use the help section in each database to find the specific symbol.

Watch Search techniques on Lexis+ (1m46s)
Watch Weslaw Australia Searching with Boolean terms and connectors (3m)
Read CCH iKnowConnect Search Guide (PDF, 4.93 MB)

Proximity operators

Proximity operators enable you to define how closely your search terms will be found in relation to one

another. Proximity searching is commonly used in legal research to improve the relevancy of results, as most legal databases perform searches across lengthy documents (such as entire journal articles or full text judgments). For instance:

contributory w/s negligence will retrieve documents with both words appearing in the same sentence

Power of phrase searching

Searching for a phrase will dramatically focus your search results. Rather than finding results for 3 ungrouped words, the search engine will return results for the phrase.

This example search in Google Scholar demonstrates the power of phrase searching:

Illegal wildlife trade = 190,000 results

"Illegal wildlife trade" = 10,200 results

Combining operators

Sometimes you may need to use more than one operator in the same search. An example is if you wanted to find material on the sentencing of young people. By adding more operators, the following search string will capture the most relevant records in one search:

sentenc* AND (teenager OR youth OR adolescent)

By using operators and brackets to nest and connect synonyms, you can ensure that you receive the most relevant results.

The resource below is provided as a space for you to practice creating a search strategy



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ACADEMIC MISCONDUCT

Academic misconduct occurs when a student cheats, plagarises or colludes in the course of their studies. While the University takes seriously any allegations of academic misconduct, a proven instance of academic misconduct can have ramifications for your career as a lawyer.

Lawyers must be able to attest to their "fitness to practice" in order to be admitted. Even where a student admits to past academic misconduct courts may be hesitant about admitting the person to the profession.

UQ students are expected to complete Academic Integrity Modules (AIM). The modules will help you learn what academic integrity is, why it is so important, and how you can apply it in your learning. Completing these modules will help you develop your ethical decision-making skills and give you confidence to act with integrity in your studies.

What happened in "Re AJG"

In Re AJG [2004] QCA 88 the applicant disclosed an instance of substantial plagiarism during the admissions process. The court adjourned the applicant's admission writing:

"Legal practitioners must exhibit a degree of integrity which engenders in the court and in clients unquestioning confidence in the completely honest discharge of their professional commitments. Cheating in the academic course which leads to the qualification central to practice and at a time so close to the application for admission must preclude our presently being satisfied of this applicant's fitness".1

Plagiarism

The University of Queensland takes plagiarism very seriously and it is a disciplinary offence. **Plagiarism** is defined by the University as:

the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another either intentionally or unintentionally.²

Most plagiarism is unintentional. It often occurs when you do not properly acknowledge the ideas or words of others that you used. You can avoid plagiarism by:

Accurate note-taking

As you are taking notes, ensure that you include the source citation. This will allow you to correctly reference the idea at a later date when you are writing your assignment.

Direct quotations

If you need to exactly copy a sentence or sentence fragment, use quotation marks to indicate it is a direct quote and make sure you reference the source citation.

Paraphrasing and summarising

You can paraphrase someone else's text by rewriting it in your own words, or just summarising their key points. In either case, you must correctly attribute and reference the original source citation.

Collusion

Collusion is definded by the University as "where a piece of work prepared by working closely with one or more individuals or in a group is represented as if it were the student's own work". Working together with others on individual assessment pieces can be a form of collusion.

^{2.} University of Queensland, '3.60.01 Student Code of Conduct', University of Queensland Policy and Procedures Library, 26 October 2023 https://ppl.app.uq.edu.au/content/3.60.01-student-code-conduct.

^{3.} University of Queensland, '3.60.01 Student Code of Conduct', University of Queensland Policy and Procedures Library, 26 October 2023 https://ppl.app.uq.edu.au/content/3.60.01-student-code-conduct.

AUSTRALIAN GUIDE TO LEGAL CITATION (AGLC) 4TH EDITION

Referencing acknowledges the sources of ideas and information used in written work. Correct referencing is an important skill as it:

- prevents allegations of plagiarism
- provides evidence of relevant research, wide reading, and authorities for legal arguments
- enables readers to locate and verify information sources
- forms part of an ethical practice by acknowledging the work of others.

The referencing style used in the Australian law discipline is the 4th edition of Australian Guide to Legal Citation ('AGLC') which is available to download for free from the Melbourne University Law Review. The AGLC is a footnote referencing style and prescribes rules and elements to construct footnote references for a wide variety of source types. It is divided into the following sections:

- Part I General Rules
- Part II Domestic Sources
- Part III Secondary Sources
- Part IV International Materials
- Part V Foreign Domestic Sources.

Refer to the UQ Library AGLC4 referencing guide for an overview of the style and examples.

AGLC 4 - General Rules

Newcomers to the AGLC should begin by reviewing Part I for an overview of rules that apply generally across the style. Key general rules include:

Table 3: Overview of Australian Guide to Legal Citation key general rules

Rule	Description
1.1.2	Insert footnote numbers after any punctuation, egis outlined in the relevant Act. 1
1.1.3	Use a semicolon ; to separate multiple citations within a single footnote.
1.1.4	End all footnote citations with a full stop.
1.1.6	Do not use prefixes before pinpoint page numbers, eg use 35 not p 35, p. 35, pg 35, at 35, per 35 etc. Pinpoint paragraph numbers are generally enclosed in square brackets, eg [15]. Separate multiple pinpoint references with a comma.
1.1.7	Use an en-dash to separate spans of pinpoint references, eg 21–2 or [35]–[37].
1.2	Where appropriate, use introductory signals before a citation, eg see, see also, see especially, see generally, cf.
1.3	Rules for citing a source that is quoted in, cited or discussed in another source.
1.4	Rules for subsequent references are discussed in detail in the section on Subsequent References in AGLC.
1.6.1	Do not use full stops in abbreviations or after initials.
1.6.3	Rules for em-dashes, en-dashes, hyphens and slashes.
1.7	Capitalise the first letter of the first word in a title or subtitle and of main words within source titles, eg <i>Effective Legal Writing: A Practical Guide.</i>
1.8.1	Italicise all source titles, wherever they appear, as required by AGLC rules.
1.11.1	Dates are written as Day Month Year, eg 10 November 2022.
1.13	Formatting a bibliography in AGLC style is discussed in detail in the section on Bibliographies in AGLC style.

Direct Quotations

A direct quote must appear in the format outlined in *AGLC* rule 1.5. This includes extracts copied word for word from legislation and case judgments.

Short quotations (3 lines or less)—type the quotation into the main text and add single quotation marks around the quote.

Short quotation example

Legal research is a vital skill because 'what you learn in law school, or in your years as a lawyer, can easily change and become outdated or superseded.¹

¹Jay Sanderson, Drossos Stamboulakis and Kim Kelly, A Practical Guide to Legal Research (Lawbook, 5th ed, 2021) 1.

Alternative short quotation example (from open text)

Australia has traditionally made a 'clear distinction between the various areas of law making up the law of obligations'.⁵

⁵Dan Jerker B Svantesson, *Svantesson on the Law of Obligations* (Bond University, 4th rev ed, 2022) pt 1.1.

Long quotations (more than 3 lines)

Indent as a separate paragraph using smaller font size and no quotation marks.

Long quotation example

Custom or trade usage may give rise to implied contractual terms:

Over time, particular contractual clauses have become typical for certain types of trade. Some of these have reached such widespread acceptance that virtually anybody in that line of trade would assume all contracts done within that line of trade to contain those particular terms. The law recognises this fact and, thus, terms may be implied based on custom or trade usage. ¹² Ibid pt 2.3.

AGLC 1.5 also outlines rules for omissions, introducing and editing quotes.

AGLC FOOTNOTES

The *AGLC* is a footnoting style where footnotes are inserted next to the relevant portion of text and the footnote entry appears at the bottom of each page.

To insert a footnote within Microsoft Word:

- 1. Use the **References** tab
- 2. Click Insert Footnote.

The General Rules section provides more information about the general format of footnotes.

The *AGLC* covers many different types of sources. Begin by identifying the type of source you would like to reference, then locate the associated rule in the *AGLC* contents or index.

This section provides example footnote citations for a selection of key sources; consult the *AGLC* itself for comprehensive rules for referencing other types of sources.

Click on the i symbols for an explanation of each element in the citation.

Cases — AGLC rule 2

Reported case footnote citation example (AGLC 2.2)



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Legislative Materials — AGLC rule 3

Statute footnote citation example



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Journal article footnote citation example



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Books - AGLC rule 6

Book footnote citation example



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Reports and Similar Documents — AGLC rule 7.1

Law Reform Commission publication footnote citation example (AGLC 7.1.4)



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Looseleaf Services — AGLC rule 7.8

Online looseleaf commentary service footnote citation example



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https://uq.pressbooks.pub/legal-research-essentials/?p=36#h5p-12

Refer to AGLC 7.8 to format a print/hardcopy looseleaf service citation.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=36#h5p-13

Sources not covered by the AGLC

To reference a source that does not fit neatly within an AGLC rule, adapt an existing rule for a similar source to maintain 'clarity and consistency'. It may also be helpful to search for post-2018 citations of the source in articles published in the following journals on the AustLII website, as they adhere strictly to the AGLC style:

- Melbourne University Law Review
- Melbourne Journal of International Law.

Contact the AGLC editors on Twitter via @AGLCTweets to ask complex referencing questions.

^{1.} Melbourne University Law Review Association and Melbourne Journal of International Law, Australian Guide to Legal Citation (4th ed, 2018) xi ('AGLC')

AGLC SUBSEQUENT REFERENCES

AGLC 1.4 outlines general rules for subsequent citations to sources. All sources must be referenced in full the first time that they are cited. Subsequent citations should use an abbreviated form of the original citation.

Ibid

Use the abbreviation ibid if a source is identical to a source cited in the immediately preceding footnote. This applies regardless of whether the preceding footnote is a full citation or an abbreviated version. Ibid cannot be used if the immediately preceding footnote contains multiple sources. Add a new pinpoint reference where relevant.

Subsequent referencing where ibid does not apply

To reference a source cited earlier in the document, but not in the immediately preceding footnote, use an abbreviated version of the source and a cross-reference to the initial citation. For authored secondary sources, this includes the author/s last name, a cross-reference to the original footnote and any new pinpoint references.

Author/s Surname (n Footnote Number) Pinpoint.

Where a source is not authored, or the author is an organisation or institution, assign a short title after the initial full citation of the source. The short title should appear inside parentheses after any pinpoint references, but before the closing punctuation, and be enclosed by single quotation marks. Aside from these requirements, the format of short titles should adhere to the general title rules for that particular source type.

For subsequent references to the source, use the short title, a cross-reference to the initial footnote number and any new pinpoint references.

Short Title (n Footnote Number) Pinpoint.

The AGLC provides additional explanations and examples of subsequent referencing for the following types of sources:

- Cases refer to 2.1.14
- Legislation refer to 3.5
- Secondary sources refer to 4.3

Example list of subsequent references in AGLC style

```
<sup>1</sup> Commonwealth v Tasmania (1983) 158 CLR 1 ('Tasmanian Dam Case').
```

² Carlill v Carbolic Smoke Ball Co [1893] 1 QB 256, 265 ('Carlill').

³ Ibid 268.

⁴ Tasmanian Dam Case (n 1).

⁵ Carlill (n 2) 270.

⁶ R v Demicoli [1971] Qd R 358 ('Demicoli').

⁷ Administrative Decisions (Judicial Review) Act 1977 (Cth) s 5 ('ADJR Act').

⁸ Ihid s 9.

⁹ Ihid

¹⁰ Ian Barker, 'Judicial Activism in Australia: A Perspective' (2005) 79(12) *Australian Law Journal* 783, 785; Robin Creyke et al, *Laying Down the Law* (LexisNexis, 11th ed, 2021) 224.

¹¹ Creyke et al (n 10) 226.

¹² Ibid 225.

¹³ 'The Right to Vote is Not Enjoyed Equally by All Australians', *Australian Human Rights* Commission (Web Page, February 2010) https://humanrights.gov.au/our-work/rights-and- freedoms/publications/right-vote-not-enjoyed-equally-all-australians> ('The Right to Vote').

¹⁴ ADJR Act (n 7) s 13(1).

¹⁵ The Right to Vote (n 13).

AGLC BIBLIOGRAPHIES

An AGLC bibliography appears at the end of a document and should include all consulted sources. Refer to AGLC 1.13 for information on how to adapt footnote rules to suit bibliography format. This generally involves the following adjustments, as relevant:

- inverting the first listed author's names, and separating these with a comma
- omitting pinpoint references
- removing full stops at the end of citations.

Organise sources alphabetically beneath the following headings, although these categories may be adjusted as appropriate:

- A Articles/Books/Reports
- B Cases
- C Legislation
- D Treaties
- E Other

Sample AGLC bibliography

BIBLIOGRAPHY

A Articles/Books/Reports

Australian Law Reform Commission, Without Fear or Favour: Judicial Impartiality and the Law on Bias (Final Report No 138, December 2021)

Barker, Ian, 'Judicial Activism in Australia: A Perspective' (2005) 79(12) Australian Law Journal 783

Creyke, Robin et al, *Laying Down the Law* (LexisNexis, 11th ed, 2021)

Mackay, Anita and Lola Akin Ojelabi, 'A Beginner's Guide to Academic Integrity and Legal Referencing Using the AGLC' (2022) 47(1) Alternative Law Journal 74

B Cases

Legione v Hateley (1983) 152 CLR 406 Mabo v Queensland [No 2] (1992) 175 CLR 1

C Legislation

Airspace Regulations 2007 (Cth) Australian Constitution Copyright Act 1968 (Cth)

D Treaties

Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, opened for signature 10 December 1984, 1465 UNTS 85 (entered into force 26 June 1987)

E Other

CCH Australia, Australian Torts Commentary (online at 20 November 2022)

Review of the Law of Negligence (Final Report, September 2002)

Shepherd, Stafford, 'What is Inadvertent Disclosure?', Queensland Law Society (Web Page, 2 April 2015) https://www.qls.com.au/Pages/Resources/Inadvertent-disclosure/What-is- inadvertent-disclosure>

REVIEW QUIZ - RESEARCH SKILLS AND AGLC

Check your research skills knowledge

Take the below review quiz to test your understanding of the content covered in this section.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=42#h5p-14

Check your AGLC knowledge



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=42#h5p-15

PART II **SECONDARY SOURCES**

INTRODUCTION TO SECONDARY SOURCES

Secondary sources are a useful starting point when researching an unfamiliar area of law or legal concept. They provide background information, context, topic and concept overviews, expert analysis, and references to key primary sources. While secondary sources are not authoritative versions of the law, they are beneficial for developing your understanding of legal concepts. Examples of secondary sources include:

- legal dictionaries and encyclopedias
- books
- looseleaf services (commentaries)
- journal articles
- newspaper articles, reports and some material found on websites, blogs etc.

Evaluating secondary sources

You are expected to use high quality, reputable and scholarly information sources throughout your university law study. It is important to critically evaluate secondary sources, especially web-based sources, to determine whether the information is credible and suitable for academic use. Currency, authority and jurisdiction are particularly relevant for law resources.

DICTIONARIES AND ENCYCLOPAEDIAS

Legal encyclopaedias and dictionaries can provide you with a context and background understanding of your research topic.

Legal dictionaries

Legal dictionaries assist with clarifying the meaning of legal jargon and other terms/phrases. They may provide references to legislative provisions defining the term and/or cases that have considered the term. Legal dictionaries can help you to:

- identify terms relevant to a particular area of law
- · understand the specific legal meaning of everyday words
- locate words and phrases defined in legislation or judicially interpreted.

You can access many legal dictionaries online via the Get Started tab of the UQ Library Legal Research guide and other guides.

Find the legal definition of terms in Lexis+ by using the 'Advanced search' function for 'Secondary materials' and searching in the 'Defined terms' box.

Legal encyclopaedias

Legal encyclopaedias contain more extensive information than dictionaries and provide:

- a concise introduction to the topic
- key case and legislation references
- coverage across all Australian jurisdictions.

They are a useful starting point when researching an unfamiliar area of law or legal topic. The table of contents is organised by *title* (field of law/subject) and then structured into chapters > subheadings > [paragraphs]. Encyclopaedias provide a basic overview of legal concepts, including references to key legislative provisions and case law in the notes area beneath each paragraph. To find information in legal encyclopaedias:

- browse through the table of contents topics using the + symbols
- search across an entire encyclopaedia by keyword/s or limit to within headings/titles only.

Two Australian legal encyclopaedias are available online:

- 1. The Laws of Australia in the Westlaw Australia database view the publisher's training video (2m12s).
- 2. Halsbury's Laws of Australia in the Lexis+ database.

You can access The Laws of Australia and Halsbury's Laws of Australia via the Get started tab of the UQ Library Legal Research Guide.

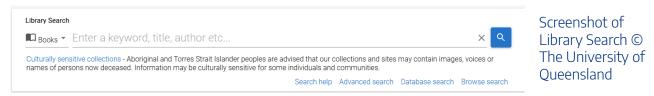
15.

BOOKS

Books are an invaluable source of information for legal research. Books can provide you with an in-depth understanding of a particular practice area, topic, or concept and refer to:

- leading cases
- key legislation
- related journal articles.

Use the drop-down menu in Library Search to find print and ebooks. Ebooks may be read online or downloaded to your computer or device, however, publishers may set restrictions on the number of simultaneous users and the permitted print/download amount.



Watch Finding a book on the shelf (YouTube, 2m31s)



One or more interactive elements has been excluded from this version of the text. You can view them online here: https://uq.pressbooks.pub/legal-research-essentials/?p=89#oembed-1

LOOSELEAF SERVICES (COMMENTARIES)

Looseleaf services are publications used by legal practitioners who specialise in a particular area of law. They are also known as commentaries or reporters and typically include:

- legislative extracts
- annotations to legislation
- recent case law
- commentary (an analysis of the law written in a similar style to a textbook).

The term 'looseleaf' refers to the traditional print versions of these sources, which are comprised of loose leaves (pages) of paper in a folder or ring binder. This format enables regular updating throughout the year by removing, replacing and/or adding individual 'leaves' to reflect changes in the law. Consequently, they are organised and referenced by paragraph numbers rather than page numbers.

The benefits of looseleaf services include:

- currency regularly updated to reflect new developments
- insight contains expert analysis of legal concepts and legislative provisions
- comprehensive coverage
 - assemble important information relevant to a field of law within the one product
 - o include relevant legislation and key case law in full-text or extract format (or link to these primary sources).

Using looseleaf services

The most frequently used looseleaf services are listed in the UQ Library Legal Research guide under the Looseleaf tab. Online looseleaf services continue to be regularly updated so they are a good source to check for any changes to the law in a particular practice area. They are particularly useful for problem questions involving factual scenarios, for example, for explanations of the elements of criminal offences, an outline of

42 | LOOSELEAF SERVICES (COMMENTARIES)

the effects of specific contractual terms or discussion of the courts' interpretation or application of complex sections of legislation.

To use online looseleaf services, browse the table of contents or index as a starting point, or search across these products using keywords.

Watch Westlaw Australia's Find and annotate commentary publications (Westlaw, 2m24s) Watch CCH iKnowConnect Commentary (Vimeo, 2m37s)

JOURNAL ARTICLES

Journal articles provide a topical discussion of legal issues, cases, and legislative developments. While journal articles can provide in-depth coverage of a legal issue, it is important to keep in mind that they may not always reflect current law. In law, scholarly journal articles are written by legal experts (academics, researchers, members of the judiciary or legal profession) for an academic audience and are supported by research, theory, and references.

Peer review

You may be required to use information from academic journal articles that are **peer reviewed**. Peer review (also known as refereeing) is a process where other scholars in the same field (peers) evaluate the quality of an article and make suggestions for revision prior to publication. The aim is to ensure that the work is rigorous, coherent and based on sound research.

Watch Peer Review Articles (YouTube, 1m51s)



One or more interactive elements has been excluded from this version of the text. You can view them online here: https://uq.pressbooks.pub/legal-research-essentials/?p=93#oembed-1

Interpreting journal article citations

The example below will help you identify the parts of a journal article citation.

Anita Mackay and Lola Akin Ojelabi, 'A Beginner's Guide to Academic Integrity and Legal Referencing Using the AGLC' (2022) 47(1) *Alternative Law Journal* 74, 77.

- Author/s: Anita Mackay and Lola Akin Ojelabi
- Article title: 'A Beginner's Guide to Academic Integrity and Legal Referencing Using the AGLC'
- Year of publication: 2022
- **Volume and issue number:** 47(1) (if the volume and issue numbers are not apparent on the article itself, check the spine of the print book or the online record)
- Journal title: Alternative Law Journal
- Commencing page number: 74

• Pinpoint reference: 77



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=93#h5p-6

Locating journal articles by citation

If you have the citation of a journal article, you may be able to locate it by searching for the article or journal title.

For example, for the citation Graeme Cross, 'Provocation, Law Reform and the Medea Syndrome' (2004) 28 Criminal Law Journal 133:

- 1. Go to Library Search
- 2. Enter the article title as a phrase search—"Provocation, Law Reform and the Medea Syndrome"
- 3. Verify that the result is in the correct Journal, author, year, volume, page number etc
- 4. Click on the title to access or locate the article.

Alternatively, use Library Search to find the journal title. This will help you verify:

- 1. whether the library holds the journal
- 2. if it is published online or in print
- 3. which database holds the journal
- 4. which volumes/years are held.

Watch Finding the full-text of a particular journal article (YouTube, 2m56s)



One or more interactive elements has been excluded from this version of the text. You can view them online here: https://uq.pressbooks.pub/legal-research-essentials/?p=93#oembed-2

SEARCH FOR ARTICLES BY SUBJECT

One of the most efficient ways you can search for journal articles by topic or keyword is to use a database. Databases are high quality and subject-specific online collections. Using a database over a more general search tool, like Google or Library Search has several advantages as they are:

- subject-specific
- may offer a greater range of search functions
- generally contain a smaller number of items
- will generally contain more scholarly material.

Where to find journal databases

The UQ Library Legal Research Guide lists the primary journal databases for law. For databases on specific disciplines or jurisdictions see the complete list of law subject guides.

Informit

Several useful databases are available on the Informit platform, including AGIS Plus Text, APAFT and CINCH.

- AGIS Plus Text (Attorney-Generals Information Service) indexes the majority of Australian legal journals. AGIS Plus Text is a comprehensive index of Australian legal journals, providing coverage across over 140 peer-reviewed law journals from Australia, New Zealand and across the Asia Pacific region.
- **APAFT** (Australian Public Affairs Full Text) contains journals about Australia's political, economic and social affairs.
- **CINCH** is an Australian criminology database and includes information on crime and the criminal justice system.

Watch Simple search and key facets (YouTube, 3m54s)

Westlaw

The various Westlaw platforms contain Australian and foreign law journal articles.

- Westlaw AU includes Australian journals published by Thomson Reuters
- Westlaw UK contains journals from the United Kingdom and Europe.

The primary WestLaw platform contains the largest collection of journals and includes the World Journals database. World Journals provides perhaps the most comprehensive range of international and foreign law journals.

Watch Getting started with WestLaw Australia (Westlaw, 6m5s)

HeinOnline

HeinOnline contains journal articles from a range of jurisdictions, including Australia, the United States, Europe and other countries. It provides comprehensive coverage of many historical journals.

Watch How to search HeinOnline (YouTube, 6m40s)

Lexis+

The Lexis+ platform contains Australian and foreign law journal articles. Make sure you are using the Lexis+ Australia platform for Commonwealth and state material. The US Research platform contains US and international journal articles and includes the Law Reviews & Journals database.

OTHER SOURCES

Law reform materials

Each jurisdiction in Australia has a Law Reform Commission. The function of the Commission in each state is to review and reform the law. For example, in Queensland, the *Law Reform Commission Act 1968* (Qld) s 10 states:

The function of the Commission shall be to take and keep under review all the law applicable to the State with a view to its systematic development and reform, including in particular—

- (a) the codification of such law
- (b) the elimination of anomalies
- (c) the repeal of obsolete and unnecessary enactments
- (d) the reduction of the number of separate enactments
- (e) generally the simplification and modernisation of the law.

Law reform committees undertake reviews, research and consultation. Each Commission has a website that provides the most recent law reform reports and papers. The AustLII website also contains an Australasian Law Reform Library. In certain circumstances, law reform materials along with the relevant parliamentary documents may be used to help interpret legislation.

Further information and links can be found on the legislation tab of the UQ Library Legal Research Guide.

Example of law reform in action

The recommendations found in Report No. 76 by the Queensland Law Reform Commission — *Review of Termination of Pregnancy Laws* —were tabled in Parliament in June 2018, and used to formulate the *Termination of Pregnancy Act 2018* (Qld).

Non-legal materials

Depending on your assignment topic, your research may be enhanced by using non-legal sources. You may find supporting data or information in other fields, for example in the fields of criminology, statistics or health science.

News

News articles and media report on and discuss the latest legal developments. Access news articles on the UQ Library Legal Research Guide via the News tab, news websites and archives such as Google news and TROVE digitised newspapers.

Company and Industry Information

Use company reports and industry profiles to locate information on the legal industry, law firms and legal practice. This type of business and financial information also provides background information on clients and competitors. See the UQ Library Company and information guide for more information.

Statistics

Statistical data can help you learn more about geographic regions and the current economic and social climate. There are a number of Australian and international government and non-profit organisations that collect economic, industry, and population data and make it freely available online. For example, the Australian Bureau of Statistics, Organisation for Economic Co-operation and Development and the World Bank. UQ Library has a statistics guide that will help to find reference resources, books, journal articles, census data and websites related to study of statistics.

Policy documents

Public policy documents such as reports, discussion papers and working papers may refer to key legislation and statistical data and provide valuable background on matters relating to justice, social issues, international relations, government regulation and more. Find policy documents on government and non-profit organisation websites, or browse the Analysis & Policy Observatory (APO) subject listings.

REVIEW QUIZ - SECONDARY SOURCES

Check your secondary sources research knowledge

Take the below review quiz to test your understanding of the content covered in this section.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=97#h5p-19

PART III CASE LAW

WHAT IS CASE LAW?

A case, often referred to as a decision or judgment, is a written record of a judge or judges reasoning or decision-making applied to a particular dispute. When deciding cases, judges interpret legislation and apply the doctrine of precedent (*stare decisis*), which means the court must follow the decisions reached by a higher court in the same jurisdiction. For this reason, case law has precedential value and is sometimes known as common law or judge-made law.

Case law is a primary source of law in Australia.

Anatomy of a case

Understanding the different parts of a case is helpful for case law research. At the very top of the decision, you will find information about the case, including the:

- party names
- court
- judge/s
- hearing date/s.

Headnote

The headnote of the decision contains catchwords and a summary of the case. It is not officially part of the judgment. Catchwords are keywords and phrases separated by dashes, summarising the legal principles and legislation discussed in the case. The summary provides a short description of the matter and outlines the key rulings of the case.

The figure below shows the key parts of a case.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=46#h5p-25

Judgment

The start of the judgment proper is usually indicated by the Judge's surname (e.g. Stanley J: ...). Each judgment will generally include:

- the procedural history of the case
- statement of facts
- relevant legal issues and legal principles
- conclusion
- order.

Learning how to undertake a case analysis and distinguish the *ratio decidendi* (UQ login required) is a core skill in legal studies.

Do not be tempted to read and quote only from the headnote rather than the full decision. It is important to note that the headnote is written by a law reporter and not by a judge. Therefore, it is not considered to be part of the judgment.

HOW CASES ARE PUBLISHED

It is helpful to know how judgments are published in Australia when undertaking research in case law.

Which courts produce written decisions?

Not all courts produce written decisions. Generally speaking, most federal courts will produce and publish written decisions. In state court hierarchies, superior courts (Supreme Courts and Courts of Appeal) and intermediate courts (District Courts or County Courts) will also produce and publish written decisions. However, matters heard in the Magistrates or Local Courts will rarely lead to a written decision.

Jury trials do not necessarily result in a written decision. However, following the accused pleading guilty, or the jury finding the accused guilty at trial, there will be a sentencing hearing. Some **sentencing remarks** are made available to the public.

Unreported and reported judgments

Almost all decisions, except those that are suppressed on the grounds of privacy or public interest, are initially published online on court websites or on AustLII as **unreported judgments**. From 1992 onwards, Australian courts adopted a standardised system of citation for unreported judgments known as 'medium neutral citation'.

Of those, judgments deemed to be significant are reported and published in law reports series. These are called **reported judgments** or **reported decisions**. To be reported, a judgment should do one or more of the following:

- raise significant points of law
- introduce a new principle of law
- significantly modify an existing principle of law
- settle a question of law
- apply an established principle in a new area
- define or interpret legislation or legal terms or be particularly instructive.

Authorised reports

All Australian jurisdictions have a set of official or 'authorised' law reports. These are listed in Table 5

below. Judgments published in authorised reports are checked by a Judge (or Judge's associate) prior to publication.

Watch Why Authorised Reports Matter! (YouTube 2m27s)

Which version of the judgment should be used?

It is possible that a decision has been published multiple times. First, in unreported format, then sometimes in an unauthorised law report series, and finally in an authorised law report series. *Commonwealth v Tasmania*, an important case about the balance of powers between the Commonwealth and the states, exists in unreported format and was reported (published) in the *Commonwealth Law Reports, Australian Law Reports*, and *Australian Law Journal Reports*. Reports found in the unauthorised report series and the medium neutral citation are referred to as parallel citations.

Table 4: Parallel citations for a case

Commonwealth v Tasmania	[1983] HCA 21	Unreported (medium neutral citation)
	(1983) 158 CLR 1	Authorised law report series
	(1983) 46 ALR 625	Unauthorised law report series
	(1983) 57 ALJR 450	Unauthorised law report series

Whether citing a case in your assignment or using it in court, it is important to always use the authorised version of the case where possible. The fourth edition of the Australian Guide to Legal Citation recommends this in Rule 2.2.2. A number of courts have formalised this preference by issuing practice directions.

Australia – Current list of Authorised Reports

Table 5: Current list of Authorised reports in Australia

Court	Law report abbreviation	Full title
High Court of Australia	CLR	Commonwealth Law Reports
Federal Court of Australia	FCR	Federal Court Reports
Supreme Court of the Australian Capital Territory	ACTLR	Australian Capital Territory Law Reports (2007-onwards)
Supreme Court of New South Wales	NSWLR	New South Wales Law Reports (1971-onwards)
Supreme Court of the Northern Territory	NTLR	Northern Territory Law Reports (1991-onwards)
Supreme Court of Queensland	QR (formerly Qd R)	Queensland Reports (1959-onwards)
Supreme Court of South Australia	SASR	South Australian State Reports (1921-onwards)
Supreme Court of Tasmania	Tas R	Tasmanian Reports (1979-onwards)
Supreme Court of Victoria	VR	Victorian Reports (1957-onwards)
Supreme Court of Western Australia	WAR	Western Australian Reports (1960-onwards)

United Kingdom – Authorised Reports

Table 6: Authorised reports in the United Kingdom

Court	Law report abbreviation	Full title
Supreme Court House of Lords Privy Council	AC	Law Reports, Appeal Cases
High Court (Chancery Division)	Ch	Law Reports, Chancery Division
High Court (Family Division)	Fam	Law Reports, Family Division
High Court (Probate, Divorce and Admiralty Division)	P	Law Reports, Probate
High Court (Queen's Bench Division)	QB	Law Reports, Queen's Bench

CITING A CASE

Case citations

Case citations or references abbreviate the key information relating to a case and its publication details. Understanding the parts of a case citation will help to find the case online or in a printed library collection.

Reported citations

Below are the parts of a citation for the reported judgment, Jaensch v Coffey (1984) 155 CLR 549.

Table 7: Reported citations

Party names	Year published	Volume number	Law report series	Starting page number
Jaensch v Coffey	(1984)	155	CLR	549

Unreported citations

Unreported judgments use a medium neutral citation. Below is the same judgment cited in an unreported format.

Table 8: Unreported citations

Party names	Year heard	Court Abbreviation	Judgment number
Jaensch v Coffey	[1984]	HCA	52

Both citation styles abbreviate either the law report series or the court name. Abbreviations are used extensively in law and used for law reports, law courts, law journals and commonly used legal terms. There are specialist resources for looking up abbreviations:

- Cardiff Index to Legal Abbreviations (UK and Intl)
- CaseBase (Aus)
- Bieber's Dictionary of Legal Abbreviations (USA)

You can also use the A-Z list on the UQ Library Legal Research Guide to look up case abbreviations.

How to talk about a case

When citing cases verbally, some elements of a case citation need to be pronounced differently than they would appear in written form. For instance, in Australia the v between the party names is not pronounced; use *Against* for criminal matters or *And* for civil cases. For example:

- The Queen Against Stubbs
- Haug And Jupiters

Instead of pronouncing the R in criminal matters, use *The King* or *The Crown*.

Use 'In the matter of' instead of Re.

Make sure to provide the full citation

In advocacy or most situations, use the full citation the first time the authority is referred to. With subsequent citations, simply indicate the party names and pinpoint reference as needed.

For example, when verbally citing *R v Stubbs* (2009) 228 FLR 221:

- First instance: "The Queen against Stubbs, reported in 2009 at volume two hundred and twenty-eight of the Federal Law Reports at page 221."
- Second instance: "The Queen against Stubbs..."

FINDING A CASE

Finding a known case

The known case approach relies on having some details about the case—either the case citation, the judge's name, the date of hearing, or some other combination of details.

If there is a known case citation, locating the decision will be straightforward. You can use the A-Z list on the UQ Library Legal Research Guide to:

- 1. locate the law report abbreviation
- 2. select the correct law report series
- 3. use a database or the print copy in your library

Watch Find a case (YouTube 3m41s)



One or more interactive elements has been excluded from this version of the text. You can view them online here: https://uq.pressbooks.pub/legal-research-essentials/?p=52#oembed-1

Secondary Sources

Secondary sources such as legal encyclopaedias, books, articles, and looseleaf/commentary are often the best place to start when looking for case law. Important cases and the key points of law will be discussed and referred to by experts.

Keyword searching

Searching for cases by subject or topic can be difficult. It is almost always more efficient to identify relevant cases via secondary sources. The options below are a few different ways to search using keywords.

Catchwords and summary search

One of the most effective keyword searches you can try is the Catchwords/summary (Lexis+) or

Synopsis/digest (Westlaw Australia) search. By searching this field, you will receive a smaller number of more relevant results.

The **catchwords** are a series of keywords and phrases, separated by dashes, added to the headnote of the case by the law reporter. The purpose is to quickly describe the subject matter of the case, including relevant legislation and provisions. See these example catchwords from *Cronin v Hamilton* [1958] Qd R 24:

```
Criminal law — Justices — Assault — Circumstances of aggravation — Punishment — Forms of conviction — Evidence — Sexual offences — Corroboration — The Criminal Code, ss. 19(8), 341-345 — The Justices Act, 1886 to 1949, s. 211.
```

The **summary** briefly summarises the matter and outlines the key rulings of the case. Most legal databases will allow the user to refine their search to just these fields.

Full-text searching

A full-text search looks for keywords across the entire text of the case. This is the broadest type of search and will not only receive the largest number of results of all the searches, but possibly also the highest number of irrelevant results. Each database has a specific help section that gives tips to the user on how to search effectively. Consider using Boolean operators, proximity searching, and placing limitations to get the best results.

Legislation and provision

Many legal databases allow you to search for cases that consider a particular Act/Regulation and section. The instructions below show you how to achieve this using the Advanced Search function, but you can obtain similar results using proximity searching (e.g. "Crimes Act 1958" w/s 25) in the full-text search box.

In Lexis+:

- 1. Select Advanced Search and AU Cases
- 2. In the **Legislation Title** field, enter the Act title
- 3. In the **Provision Number** field, enter the section number (you do not need to add an "s").

In Westlaw Australia:

- 1. Select the Cases link, then Advanced Search
- 2. In the Legislation Cited (title) field, add the Act title
- 3. In the **Legislation Cited (Provision)** field, add the section number (you do not need to add an "s").

Consider re-ranking any results you have so that decisions from higher courts are at the top of your results.

Watch Finding cases and secondary materials referring legislation on Westlaw Australia (Westlaw, 1m24s)

Words and phrases judicially considered

Searching the words and phrases judicially considered field will find decisions where judges have discussed or defined particular words and phrases.

USING CASE CITATORS

The main role of a **case citator** is to provide extra information about cases. In Australian legal databases, any judgment of a superior court will have a citator record that includes information about the:

- status of the case
- publication and citation details
- litigation history whether the case has gone on appeal and been subsequently affirmed or reversed
- subsequent judicial treatment how later judges have treated the decision
- consideration of earlier cases
- secondary sources that cite the case
- legislation considered by the case.

Always check case citators to understand the case.

Accessing the citator document

CaseBase (Lexis+)

If you search for *Patrick Stevedores Operations No 2 Pty Ltd v Maritime Union of Australia (No 3)* (1998) 195 CLR 1, on the Lexis+ platform you will be able to access the citator via the CaseBase link in your search results.

Watch Explore CaseBase Citator (YouTube, 2m40s) Watch How to find paraph levels citations of a case (YouTube, 3m01s)

Westlaw Australia

If you search the same case on the Westlaw Australia platform you will be able to access the citator information with the record (KeyCite).

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Screenshot of the KeyCite information for Patrick Stevedores Operations No 2 Pty Ltd v Maritime Union of Australia (1998) 195 CLR 1 from Westlaw Australia. Reproduced with permission. Copyright held by Thomson Reuters.

Watch Finding cases citing another on a point of law in Westlaw Australia (Thompson Reuters, 2m1s)

Watch Westlaw Australia KeyCite (Thompson Reuters, 2m58s)

USING CITATORS TO SEE JUDICIAL CONSIDERATION

Always determine whether a case is considered good law. A citator, with its system of flags, symbols, and annotations, will provide extra information about the litigation history of a case, as well as how the case has been treated by subsequent decisions.

Check the flag or signal

In the citator record for a case, look for the **symbol** or **flag** appearing next to the party names. The symbol will give an indication of the status of the case.

Red



A **red flag or symbol** indicates the decision has been reversed on appeal, or subsequently disapproved or overruled on at least one point of law.

Yellow



A **yellow flag or symbol** indicates the decision has subsequently been distinguished, explained, not followed. It may have some negative history but has not been reversed or overruled.

Green



A **green symbol** indicates the decision has been applied, approved, followed, affirmed or upheld. In Westlaw Australia, an **enclosed H symbol** indicates the decision has been appealed or has some litigation history, but has not received direct or negative indirect treatment. In Westlaw Australia, an **enclosed C symbol** indicates the decision has been subsequently considered with no direct or negative treatment indicated.

Neutral The **neutral symbol** indicates the decision has been considered or cited.

The flag or signal will give limited information about the status of the case, so always look at the case annotations as well. **Annotations** are single word descriptors that indicate the litigation history of the case, as well as how the case has been treated in subsequent judgments.

Check the litigation history

The **litigation history** section of the citator outlines the path of the legal dispute through the appellate hierarchy. This may directly affect the reliability of the case.

Reversed (Red)



Used where the decision has been overturned on appeal.

Varied (Yellow)



Used where a case on appeal is only partially affirmed or reversed.

Affirmed (Green)



Used where the decision has been upheld on appeal.

Subsequent judicial consideration

The doctrine of precedent means that judges are not only bound by decisions of higher courts in the same court hierarchy but very often consider decisions of those lower in the same hierarchy, or decisions produced outside of the hierarchy altogether.

A citator record will provide you with an overview of the subsequent judicial consideration of your case:

- CaseBase (Lexis+) Cases referring to this case
- Westlaw Australia Cases citing (KeyCite)

Watch Understanding KeyCite flags in Westlaw Australia (Thompson Reuters, 2m3s)

The most common annotations used to describe the subsequent judicial treatment of a judgment are described below:

Used when a case is merely referred to but not discussed in any detail.

Referred

REVIEW QUIZ - CASE LAW

Check your case law research knowledge

Take the below review quiz to test your understanding of the content covered in this section.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=60#h5p-16

PART IV LEGISLATION

INTRODUCTION TO LEGISLATIVE **RESEARCH**

In Australia, the law is made in our courts by Judges (case law) and by legislation made under the authority of Parliament.

This module will focus on:

- developing an understanding of the legislative process
- identifying parliamentary documents useful for interpreting legislation
- finding sources of legislative law.

LEGISLATIVE PROCESS

It is important to understand how legislation is made. This knowledge will assist you in research tasks such as:

- tracking proposed legislation prior to enactment
- locating parliamentary documents needed in statutory interpretation.

Queensland legislative process

The passage of a Bill through parliament is similar in most common law jurisdictions. One noteworthy difference is that the Queensland Parliament has a unicameral (or one chamber) system as it abolished its Legislative Council in 1922. The diagram below reflects the typical passage of a Bill through the Queensland Parliament rather than the legislative process of a parliament with two houses.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=66#h5p-24

The passage of a Bill through Parliament is similar in most common law jurisdictions. In Queensland, the process is as follows:

- introduced to Parliament by the Minister responsible
- read for the first time explanatory speech
- proceeds to Committee stage (optional) consideration and report from the relevant committee
- read for a second time
- moves to consideration in detail Bill considered clause by clause (amendments can be made at this time)
- read for the third time agreed to
- considered by another house (in bicameral parliaments)
- receives Royal Assent and is enacted.

Read more about Queensland's parliamentary process in the Queensland Legislation Handbook or Queensland Parliament's Factsheet 3.6 (PDF, 269KB).

Commonwealth legislative process

The Parliament of Australia's Infosheet 7 Making Laws describes how bills are proposed, considered and passed at a federal level.

Law-making explains the law-making process in the Australian Parliament.

PARLIAMENTARY DOCUMENTS

Several important documents are produced during the law-making process including the Bill, the explanatory note or memorandum, and the explanatory or second reading speech.

Bills

Some of the most significant documents produced by Parliament are Bills. A Bill is a proposed Act and the principal means by which government policy becomes law. Nowadays, the majority of Bills are drafted by the Office of the Parliamentary Counsel and then debated and considered in detail in Parliament before they are passed and become law.

Bills have **clauses** instead of sections or provisions. They are usually introduced by the government of the day, however, non-government Bills may be introduced in the form of **Private Members' Bills**. According to *House of Representatives Practice*, Private Members' Bills often "relate to matters of social and/or moral significance, such as euthenasia and superannuation entitlements of same-sex couples".

Extrinsic material

Interpretive materials such as explanatory memoranda or notes and parliamentary speeches are useful when researching the intent of the legislation and fleshing out the purpose and finer details of statutes. These materials are referred to as **extrinsic material** because although they are aids in statutory interpretation, they are not part of the Act.

Explanatory note or memorandum

The **explanatory note** or **memorandum** describes the purpose of the Bill and provides explanation of each clause in plain English. These memoranda or notes can be useful in interpreting legislation. They may also be used by courts when considering legislation. The Queensland Parliament refer to these documents as explanatory notes, however, most common law jurisdictions use the term explanatory memoranda.

Historical explanatory memoranda

Not all Bills will have an associated explanatory statement (particularly older Bills). For more information

see Was there an EM?: Explanatory Memoranda and Explanatory Statements in the Commonwealth Parliament or Appendix Two: Explanatory Memoranda in the states and territories.

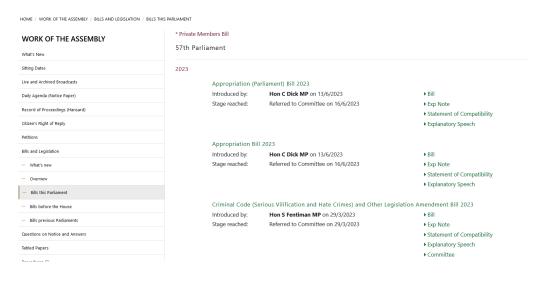
Parliamentary speeches

A Bill will generally be the subject of several parliamentary speeches, the most significant of which is the **explanatory speech** given by the Minister in charge of the Bill. In Queensland, the explanatory speech takes place at the first reading of the Bill. In most other jurisdictions this speech is referred to as a second reading speech because it occurs on the second reading of the Bill.

In this speech, the Minister outlines the policy behind the Bill and what it seeks to achieve. These speeches can help you understand why a Bill has been introduced.

Accessing parliamentary documents

Most common law jurisdictions have a parliamentary website that you can use to access a full range of parliamentary documents. The Queensland Parliament website conveniently allows you to access the Bill, explanatory speech and explanatory note in the same place. It also indicates the process of the Bill through Parliament.



Work of the Assembly, Bills this Parliament, Queensland Parliament. Sourced from the Queensland **Parliament** website 19 June 2023. For the latest information, please go to https://www.parli ament.qld.gov.au/. Shared under a Creative Commons Attribution-NonC ommercial-NoDeri vs 3.0 Australia Licence.

For more guidance on finding parliamentary documents read our guide on parliamentary and government information.

ACTS

Acts are laws formally passed by Parliament that have received royal assent by the Crown. Royal Assent is granted on behalf of the Crown by the Governor or Governor-General. Sometimes Acts are referred to as Statutes.

Anatomy of an Act

The structure of most Acts is consistent across jurisdictions, starting with a preliminary section, and separated into parts, divisions, and sections. As an example, the image below shows the preliminary part of the printed copy of the *Jobs Queensland Act 2015* (Qld).



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=70#h5p-17

The preliminary section of an Act generally follows the format set out in the example and provides useful information about the Act. It will often have a **definitions** or **interpretations** section.

Jurisdiction — this will be readily apparent on the front page of the Act.

Act number — most Parliaments have a numbering system based on the calendar year. This Act is the 23rd Act of 2015.

Long title — although you would not generally cite a modern Act by its long title, they can be helpful for the purposes of statutory interpretation as they explain the Act's purpose.

Short title — this is the name of the Act together with the year it was passed

Commencement date — Usually found in section 2 and provides information about when the Act commences. This is discussed in greater detail below.

Date of Royal Assent — this is generally published on the title page of the Act when it is passed.

Commencement

Acts will not come into force until the commencement date or 'date of operation'. Sometimes different

sections of an Act commence at different times. Knowing how to check whether an Act has commenced is an important legislative research skill.

Commencement information is often found in the Act itself, under s 2. However, this could be a general statement rather than a specific date, stating that the Act will commence:

- upon receiving Royal Assent from the Governor or Governor-General
- on a specified date
- date to be proclaimed (in the future)
- in relation to another piece of legislation
- the default date of 28 days after receiving Royal Assent.

One of the easiest ways to locate the commencement date is to look at the **Endnotes** or **Notes** section of the latest version of the Act.

For Queensland legislation, refer to 'Legislative History' from the Office of the Queensland Parliamentary Counsel (OQPC) to view the commencement and other important information.

Download and watch What is the legislative history? (MP4, 12MB)

Currency

Acts may be changed by amending Acts passed by Parliament. When a version of an Act is produced that incorporates these changes it is referred to in various ways including:

- version
- reprint
- consolidation
- compilation

It is important to know how up-to-date an Act is when you are using it. Check for a date on the front page of the Act that claims:

- 'This compilation was prepared on...'
- 'Current as at...'

If some time has passed since the compilation was prepared, amendments might have been made to the Act that have not yet been incorporated into the version to which you are referring.

Acts as passed or **Numbered Acts** are Acts in their original form. That is, as they were passed by Parliament.

Amending Act is a statute that alters the operation of an earlier Act through substituting, inserting, omitting or repealing elements of the Act.

Reprint or **Compilation** incorporates all amendments to the Numbered Act.

Consolidating Act is a statute that combines all the Acts in force relating to a particular subject area.

Repealed or **Ceased Acts** are no longer enforced as law.

SUBORDINATE LEGISLATION

Subordinate legislation is sometimes referred to as delegated legislation because, even though it is authorised by an Act of Parliament, it is made by a body outside Parliament.

Confusingly, this type of legislation is referred to in different ways on legislative websites, including:

- subsidiary legislation
- legislative instruments
- statutory instruments
- regulations
- subordinate legislation
- delegated legislation.

Find subordinate legislation on:

- OQPC SL as made
- Federal Register of Legislation Legislative instruments

FINDING QUEENSLAND LEGISLATION

Queensland legislation by the Office of Queensland Parliamentary Counsel provides access to official Acts and subordinate legislation. The website can be searched or browsed to find legislation.

If unsure about the title of the legislation you are after, secondary resources can help you to identify key legislation:

- textbooks
- looseleaf services (commentary)
- · legal encyclopaedias
- journal articles.

Finding current Acts

To find the most current version of an Act, look for In force legislation. Browse alphabetically if you know the title of the Act or choose the year it came into force.

Finding point-in-time Acts

The ability to find Acts as they looked at a particular point in time is an important skill. Using Queensland legislation Acts as passed, you can generally access reprints or historical versions from 1991 onwards.

For historical point-in-time research prior to 1991, access Queensland Statute Reprints, or look for printed consolidations in the Library's collection.

Download and watch How do I use the timeline to find historical reprints? (MP4, 17MB)

Finding historical Acts

There are a number of historical legislation databases, the chief one being Queensland Law, which contains:

- The Public Acts of Queensland 1828-1936
- Queensland Commencement Legislation
- Letters Patent Establishing Boundaries for Queensland
- Queensland Criminal Code 1879-1899.

The Queensland Historical Acts in AustLII is also a valuable database.

FINDING COMMONWEALTH LEGISLATION

The Federal Register of Legislation provides access to authorised Commonwealth Acts and subordinate legislation.

Finding current Acts

To find current Acts on the Federal Register of Legislation when browsing, make sure **In force** is selected from the **Browse for** drop-down menu. Then navigate alphabetically to the title of the Act you would like to find.

To search for a current Act make sure **In force** is selected from the top heading, add the title of the Act and **Filter by collection > Act**.

Check that there is a **Latest version** label on the Act to make sure you are looking at the most up to date version.



Telecommunicatio ns Act 1997 (Cth). Based on content from the Federal Reaister of Legislation at 11 March 2024. For the latest information on Australian Government law please go to https://www.legisl ation.gov.au. Shared under a Creative Commons Attribution 4.0 International (the CC BY 4.0 licence).

Finding point-in-time Acts

The Federal Register of Legislation provides access to historical versions (or reprints) of the Act. Select All versions from an Act's homepage to see historical reprints.



Telecommunicatio *ns Act 1997* (Cth) 'All versions'. Based on content from the Federal Register of Legislation at 11 March 2024. For the latest information on Australian Government law please go to https://www.legisl ation.gov.au. Shared under a Creative Commons Attribution 4.0 International (the CC BY 4.0 licence).

The **All versions** table includes the dates during which a reprint was effective.

All versions					
☑ Hide possible future amendments					
Effective date ▼ ▼	Comp. ▼	Includes amendments			
11 Oct 2023	(C109)	Telecommunications Legislation Amendment (Information Disclosure, National Interest and Other Measures) Act 2023	¥		
21 Sep 2023 - 10 Oct 2023	(C108)	Inspector-General of Intelligence and Security and Other Legislation Amendment (Modernisation) Act 2023	<u>*</u>		
01 Jul 2023 - 20 Sep 2023	(C107)	National Anti-Corruption Commission (Consequential and Transitional Provisions) Act 2022	Ŧ		
12 Apr 2023 - 30 Jun 2023	(C106)	Telecommunications Legislation Amendment (Information Disclosure, National Interest and Other Measures) Act 2023	Ŧ		
01 Jan 2023 - 11 Apr 2023	(C105)	Telstra Corporation and Other Legislation Amendment Act 2021	Ŧ		
02 Jun 2022 - 31 Dec 2022	(C104)	Offshore Electricity Infrastructure (Consequential Amendments) Act 2021	Ŧ		
23 Jan 2022 - 01 Jun 2022	(C103)	Online Safety (Transitional Provisions and Consequential Amendments). Act 2021	Ŧ		
14 Dec 2021 - 22 Jan 2022	(C102)	Telstra Corporation and Other Legislation Amendment Act 2021	Ŧ		

Telecommunicatio ns Act 1997 (Cth) table of versions (also known as reprints). Based on content from the Federal Register of Legislation at 11 March 2024. For the latest information on Australian Government law please go to https://www.legisl ation.gov.au. Shared under a Creative Commons Attribution 4.0 International (the CC BY 4.0 licence).

Historical Acts

Allyarajana

Find Acts that are no longer in force by searching within Acts, No longer in force.

TRACKING CHANGES IN LEGISLATION

Abbreviations

It can be valuable to understand how an Act has changed over time. Most Acts indicate these changes using a system of abbreviations.

Table 9: Abbreviations and their meanings

Abbreviation	Meaning
ad	added
amd (or am)	amended
ins	inserted
om	omitted
renum	renumbered
rep	repealed

How to track changes

Traditionally, these abbreviations have been used to indicate changes to an Act in the **Endnotes** or **Notes** section found at the back of the Act. For Commonwealth Acts, for instance, turn to the Endnotes 4 — Amendment history.

The Amendment history for Section 69P of the Family Law Act 1975 (Cth) is:

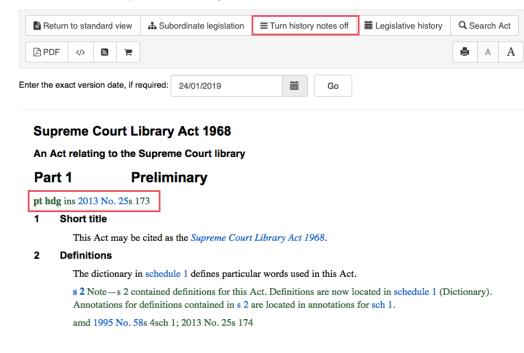
```
s69P.....ad. No. 167, 1995; am. No 98, 2005.
```

This information tells you that:

- Section 69P was added in 1995 and amended in 2005
- The Act number and year of assent of the amending legislation.

For a fuller picture of the amendments, find the amending Act (Family Law Amendment Act 2005 No. 98, 2005) using the information provided.

Some websites incorporate the amendment information in a more accessible way. For instance, the Queensland legislation website allows users to use an option to **Turn history notes on** to see the amendment history while viewing the Act.



Supreme Court Library Act 1968 (Qld). Sourced from the Office of the Queensland Parliamentary Counsel website at 20 June 2023. For the latest information, please go to https://www.oqpc .qld.qov.au. Shared under a Creative Commons Attribution 4.0 International License.

Download and watch How do I find the history notes for a reprint? (MP4 12.5MB)

REVIEW QUIZ - LEGISLATION

Check your legislation research knowledge

Take the below review quiz to test your understanding of the content covered in this section.



An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://uq.pressbooks.pub/legal-research-essentials/?p=82#h5p-18

VERSIONING HISTORY

This page provides a record of changes made to this guide after publication. Each set of edits is acknowledged with a 0.1 increase in the version number. The downloadable export files available for this guide reflect the most recent version.

Version	Date	Details
1.0	X 2023	This guide is first published on the UQ Pressbooks Platform
1.1	X 2023	This guide is adapted for students at The University of Queensland
1.2		