

HeinOnline's Law Journal Library

"Cheat Sheet"

This is an overview of using HeinOnline to find law review articles.

For help and advice specific to your research, call 415.422-6773 or contact a research librarian via <http://legalresearch.usfca.edu/ZiefResearchHelp>.

Coverage and Content

The Law Journal Library on HeinOnline supplies exact page images of law review articles. HeinOnline has virtually every U.S. law review and many U.K., Canadian, and Australian journals. HeinOnline goes back to issue 1 of volume 1 of the law reviews it covers—much further than LEXIS or WESTLAW. You can browse the Law Journal Library by alphabetically to see exactly which journals are available.

Access

HeinOnline is available to researchers using USF campus libraries, and to current USF students, faculty, and staff using remote logins.

Log-in

Go to http://www.usfca.edu/Library/databases/Hein_Online/ and select the "Connect to this Database" link.

At the next screen, select the "Law Journal Library" link.

You can also get to HeinOnline via links on the Zief Law Library's "Finding Articles" research guide (<http://legalresearch.usfca.edu/FindingArticles>), and its "Digital Legal Research Collection" page (<http://legalresearch.usfca.edu/ZiefDigitalCollection>).

Finding a Known Citation

If you already have the citation, click on the "Citation" tab on the top of the screen, then click the "Citation Navigator" link. Enter the journal's volume number, journal's title (abbreviated), and the page number of the article in the appropriate textboxes, and click the "Get Citation" button.

HeinOnline will display an image of the page of the journal volume you entered. To browse within this particular journal volume, use the drop-down list of page numbers at the top of the page, use the left or right arrows, also at the top of the page, or click on the "Table of Contents" tab at the top of the screen. To print, see "Printing and Downloading," on the next page.

Searching

To do a search, use the search box at the top of the screen. Or, for more search options — including a helpful template, — click the "Advanced Search" link under the search box.

Once you've run your search, options for refining your search — by date, article type, subjects, journal, country or state of publication — will appear on the left-hand side of the screen.

To revisit searches you ran earlier in your HeinOnline research session, click the "Search History" link under the "Search" tab. To save searches indefinitely, use the MyHein feature described below.

(HeinOnline's full text search engine is powerful, but it may not retrieve all articles that meet your criteria. You might also want to search *Index to Legal Periodicals*, Legal Resource Index/LegalTrac, or the law review collections on WESTLAW and LEXIS.)

For specific searches — author, title, and keyword searches — see the next page.

Specific Searches Useful for Legal Research or Preemption Checking

Author Search — Click the “Advanced Search” link. Enter the author’s name (*e.g.*, **wildman, stephanie**) in the top text box, then select “Author/Creator” from the adjacent pull-down menu.

Title Search — Click the “Advanced Search” link. Enter the title — or a distinctive phrase from the title — in the top text box, then select “Article Title” from the adjacent pull-down menu.

Full Text Word and Phrase Search — There are then a couple of search options for word or phrase searches.

- ♦ The simplest is to enter your search words in the search box at the top of the search page.
- ♦ “Advanced Search” gives you a fill-in-the-blank and pull-down-menu template that helps you look for your search words in the title or text. “Advanced Search” also gives you the option of using “Boolean” AND / OR search operators via pull-down menus.

“Advanced Search” also lets you limit your search to: particular journals; certain types of articles; and specific date ranges.

In all search options, use * to retrieve all forms of a word (*e.g.*, **discrim***). Use ? to retrieve plurals (*e.g.*, **lawyer?**) and variant spellings (*e.g.*, **super?ede**).

Printing and Downloading

To download an entire article, begin by displaying the article you want to print. Then, select the PDF icon just above the article text.

To email an article, click the email icon just above the article text.

For more options, click the “Print/Download Options” icon to the right of the PDF icon. You can choose to download the “current section” (the entire article) or a custom page range. The default is to download exact page images in PDF format. You can also choose to download and print uncorrected OCR (optical character recognition) text.

Saving Searches & Results & Emailing Citations via MyHein

MyHein lets you save search queries and results, and email citations to articles.

To use MyHein, create a free account first. To do this, select “Create an Account” from the “MyHein” menu at the top of the screen.

Once you have a MyHein account, log in to it at the beginning of your HeinOnline research sessions.

To save searches using MyHein, first run the search, then scroll to the bottom the page. Select “MyHein Search Queries” from the “MyHein Bookmarks” pull-down menu, and click the “Save/Email” button. Add a descriptive “tag” to your saved search, then click the “Enter into Research” button.

To “bookmark” articles in a results list for later, click the checkboxes to the left of the citations, then scroll to the bottom of the page. Select “MyHein Bookmarks,” and click the “Save/Email” button. Add a descriptive tag to your bookmarked article, then click the “Enter into Research” button.

To email citations, click the checkbox to the left of the article(s) whose citations you’d like to email. Scroll to the bottom of the page, then select “Email Selected Results” from the “MyHein Bookmarks” pull-down menu. Enter the address you’d like to send the results to, and click the “Email Results” button. The email will have citations to your articles and links to the full text of each article. (If you’re off campus, these links will take you to HeinOnline’s paywall. USF student and faculty can avoid the paywall by changing the beginning of the link from: “[http://www.heinonline.org/...](http://www.heinonline.org/)” to “[http://0-www.heinonline.org.ignacio.usfca.edu/...](http://0-www.heinonline.org.ignacio.usfca.edu/)”)

To view and edit your bookmarked articles and saved searches, click on the “MyHein” tab at the top of the screen, then select either the “Saved Bookmarks” or “Saved Queries” link.