

# Researching with PKULaw: Tips for Getting Started

## 1. Access

If you're off campus use this link and your GUID:

<https://www-pkulaw-com.ezproxy.lib.gla.ac.uk/>

## 2. User guides

You can find the Chinese user guide here:

<https://www-pkulaw-com.ezproxy.lib.gla.ac.uk/helps/70.html>

or at the top of the homepage:



You can find an English version of the user guide here:

<https://www.pkulaw.com/helps/118.html#feature-2-1-2>

And an intro video here:

<https://www.pkulaw.com/helps/118.html#video>

For quick tips on search symbols, expressions and syntax (e.g. &, or, “”) in Chinese and English see this link: <http://en.pkulaw.cn/SearchTips.aspx>

## 3. Getting Started

### Choose where to search (in the dropdown menu):

First, make sure you're in the right place (for policy research you'll most likely want 法律法规)



Now you can search in title (标题)



## Search in full text (全文)

The screenshot shows the search interface for '法律法规' (Laws and Regulations). The search bar contains '全文' (Full Text) and '社会组织' (Social Organizations). The search results are categorized into various types of documents, with a blue arrow pointing to the '全文' (Full Text) category. The results include: 中央法规(4334), 地方法规(64544), 立法资料(655), 立法计划(162), 中外条约(36), 外国法规(5), 澳门法规(10), 台湾法规(1), 法律动态(1974).

## Search in “document serial ID code” (发文字号)

The screenshot shows the search interface for '法律法规' (Laws and Regulations). The search bar contains '发文字号' (Document Serial ID Code) and '中办' (Central Office). The search results are categorized into various types of documents, with a red box highlighting the '发文字号' (Document Serial ID Code) category. The results include: 中央法规(218), 地方法规(64544), 立法资料(655), 立法计划(162), 中外条约(36), 外国法规(5), 澳门法规(10), 台湾法规(1), 法律动态(1974).

This might be useful to you if you are searching for documents issued by a specific issuing body (each ministry/agency/sub-agency has a discrete code, e.g. see rules on this in 《党政机关公文处理工作条例》【Party and government agency official document handling work regulations】).

Note the difference in data retrieved in examples above in “title” and “full text” (examples are marked with arrows above). A “full text” search will give you much broader, less focused data.

## How broad does your search need to be?

You might want to search in full text to capture a broader set of data or to explore what’s there.

Take the “social organisations” (社会组织) examples above. If I search in “title” (标题) I might find policies that are closely related to my interest. But I might miss something vital. A “full text” search can help me check this. Searching “full text” will probably retrieve lots of data that is of little relevance so you’ll need to sort through your results. Here, the information on the left-hand side of your screen is super helpful.

## Categorised Results

Results are automatically categorised to help you get an overall picture and sort through them:

The screenshot shows the search results page for '法律法规' (Laws and Regulations). The search bar contains '发文字号' (Document Serial ID Code) and '中办' (Central Office). The search results are categorized into various types of documents, with a red box highlighting the '发文字号' (Document Serial ID Code) category. The results include: 中央法规(218), 地方法规(64544), 立法资料(655), 立法计划(162), 中外条约(36), 外国法规(5), 澳门法规(10), 台湾法规(1), 法律动态(1974).

The sidebar on the left shows filters for '效力级别' (Effect Level), '发布部门' (Issuing Department), and '时效性' (Effectiveness). The '效力级别' filter is expanded, showing: 行政法规 (4), 司法解释 (1), 部门规章 (2), 党内法规 (211). The '发布部门' filter is expanded, showing: 全国人大常委会 (1), 最高人民法院 (1), 国务院各机构 (189), 中央军委委员会 (11), 党中央部门机构 (215), 其他机构 (1). The '时效性' filter is expanded, showing: 现行有效 (203).

The main content area shows a list of results. The first result is '2. 中共中央办公厅、国务院办公厅印发《关于开展承担行政职能事业单位改革试点的指导意见》的通知'. The second result is '3. 中共中央办公厅、国务院办公厅关于做好党政机关执行人民法院生效判决和裁定工作的若干意见'. The third result is '4. 中共中央办公厅、国务院办公厅关于继续冻结非农业建设项目占用耕地的通知'.

- **Categorised by “level of authority” (效力级别)** this tells me if the retrieved data are laws, administrative regulations, departmental rules, Party regulations etc.

e.g. if I look at my categorised results for the above “full text” search I can see that there are 88 laws:

I can then either a) skim read the titles of these 88 laws or b) use the other categorisations at the left-hand side of the screen to narrow down further.

- **Categorised by “issuing body” (发布部门)**

Click on the + symbol to get a detailed list of all ministries etc. that issued your documents.

- **Categorised by “status” (时效性)** (i.e. is it effective, expired, revised, not yet effective etc.)

- **Categorised by the year of issuance (发布年份):**

A sample of the text of each document retrieved is shown in the right-hand column. This can help give a quick sense of relevance.

In this way I might find the most relevant documents to my own interests through a search offering a potentially broader set of retrieved documents than if I were to simply rely on an in “title” search. You can explore these functions to make your search as comprehensive, explorative, or narrow as you need, based on your needs. To explore a policy field, you can spend some time on different searches and using these functions to see who (issuing body) has issued what kinds of documents (level of authority) and when (year).

#### 4. Search within your retrieved data

Take the original “full text” search on social organisations (社会组织) above. Now I want to know how many of these documents have “public benefit” (公益) in their titles.

I *first* click “search in results” (结果中检索)

Then make sure the dropdown box shows “in title” (标题)

I type in my new search term (公益) and again click “new search” (新检索)



I find out of all 4,334 retrieved documents at the central level with “social organisation” in text, 87 have “public benefit” in the title; of the 54,000+ retrieved local documents, 564 have “public benefit” in the title, and so on.

#### 5. On searching in English

There is a lot of English language content but it is significantly limited compared to the Chinese. This means the English version can’t be used in the same way as the Chinese (e.g. for reliable systematic, comprehensive searches).

Inconsistency in translation of terms and spelling (e.g. US or UK spelling) will create some hurdles in searching but being aware of this can help you still find the data you need. The “fuzzy” (模糊) search function can be useful in this respect:



### Functions and Tips for Getting More Out of PKULaw

#### Familiarise yourself with “Advanced Search”

Once you’ve had a go with the basic functions above, try out the “advanced search” function at the top right-hand corner of the search window. This is often the best way to search systematically for data.



The list along the top will determine where you're searching. Select what you need before entering search terms (e.g. 中央法规 for central documents; 地方法规 for local, and so on)

中央法规 地方法规 立法资料 立法计划 中外条约 外国法规 香港法规 澳门法规 台湾法规 法律动态 合同范本 法律文书

标题  全文

发布部门  发文字号

批准部门  批准日期  -

发布日期  -  实施日期  -

时效性 全部 效力级别 全部

专题 全部 法规类别

(法宝引证码)检索

You can start out by trying searches with “title” or “full text” and adding search criteria for “issue date” (发布日期) keeping the “全部” (all) default settings.

**Function 1) Save your Search:** Remember you can save your search criteria using the 保存检索条件 tab shown at the bottom of the picture above.

### Function 2) Evolution of Policy/Legislation 法律变迁

This function enables us to see how policies and legislation have changed over time. It can be super useful.

See the example below from a search for “social group” (社会团体) in “title.” I can scroll through the items retrieved and see that under some (not all) will have a tab: “本法变迁.” Click this tab and see what it pulls up.



It pulls up a box giving a clear picture of how this regulation has evolved (it was first issued in 1989, amended in 1998, and amended again in 2016):

The screenshot shows a search result for '社会团体登记管理条例(2016修订)'. A sidebar on the left, titled '效力级别', contains a section '编注与对照版(2篇)' with three items: '社会团体登记管理条例(1998-2016编注版)', '社会团体登记管理条例(1989-1998对照版)' (highlighted with a red box), and '社会团体登记管理条例(2016修订)(2016修订正本)'. Below this is '历年文本(3篇)' and '修改决定与修正案(1篇)'.

You'll also often find “comparative versions” (对照版) which enable you to see the provisions of each version side by side helping you to compare the texts in detail:

The screenshot shows a detailed view of the 'Regulations on the Management of Social Groups' (社会团体登记管理条例) comparing the 1989 and 1998 versions. The interface includes a search bar with '关键词' and buttons for '下载', '打印', '转发', '大', and '小'. A table compares the two versions side-by-side.

社会团体登记管理条例 【发布日期】 19891025 【实施日期】 19891025	社会团体登记管理条例(1998) 【发布日期】 19981025 【实施日期】 19981025
第一章 总则	第一章 总则
第一条 为保障公民的结社自由,保障社会团体的合法权益,加强对社会团体的管理,发挥社会团体在社会主义建设中的积极作用,制定本条例。	第一条 为了保障公民的结社自由,维护社会团体的合法权益,加强对社会团体的登记管理,促进社会主义物质文明、精神文明建设,制定本条例。
第二条 在中华人民共和国境内组织的协会、学会、联合会、研究会、基金会、联谊会、促进会、商会等社会团体,均应依照本条例的规定申请登记。社会团体经核准登记	

### Function 3) 引用统计 Citation

This function lets you see how a document has been cited in other documents. You can see who (including issuing bodies and localities) has issued a document citing your original document; how many documents cite it; and what types of documents cite it. From this you can begin to build an understanding of how one policy links to others and where it sits within a network.

You can find the tab “引用统计” under some but not all documents (some are not cited by others).

6. 党政领导干部生态环境损害责任追究办法(试行) English 操作 ▾

现行有效 / 2015.08.17发布 / 2015.08.09实施

法宝词云: 党政领导干部 生态环境损害 责任追究 试行

相关案例 相关论文 **引用统计**

Click on this tab and it will show you 1) how many central documents cite the original document; 2) how many local documents cite it, etc.

Click through to see the data itself (i.e. the documents that cite your original) and their categorisations showing level of authority, issuing body, status etc.

党政领导干部生态环境损害责任追究办法(试行)

引用全篇 仅引用标题 引用各条 引用单条 选择条数 ▾ 条款合计 ▾ 款项合计 ▾ 项目合计 ▾

法律法规: **中央法规 (26)** 地方法规 (553) 法规解读 (2)

司法案例: 案例与裁判文书 (15)

法学期刊: 法学期刊文章 (66)

律所实务: 文章 (3)

In my example above, I can click on the tab showing 26 中央法规 and pull up the picture below. This shows me that, for e.g., 23 of the central documents citing my original document (Measures on Accountability of Party and Government Leading Cadres for Ecological/Environmental Damage [for trial implementation]) were issued by ministries or agencies under the State Council; three were issued by Party departments, and so on (remember one document can have multiple issuing bodies). I can then click through to see the full list of specific issuing bodies, or look at individual documents that cite my original.

效力级别

- 部门规章 (22)
- 党内法规 (3)
- 行业规定 (1)

发布部门

- 国务院各机构 (23)**
- 国务院办公厅 (2)
- 各部 (15)
  - 科学技术部 (1)
  - 财政部 (1)
  - 国土资源部(已撤销) (1)
  - 农业部(已撤销) (3)
  - 交通运输部 (1)
  - 环境保护部(已撤销) (7)
  - 自然资源部 (4)
- 各委 (3)
- 各局 (6)
- 党中央部门机构 (3)
- 其他机构 (2)

标题 ▾ 请输入检索内容 切换图表

全选 共26篇 批量下载 ...

**部门规章 (22)** 更多

1. 自然资源部办公厅关于完善早发现早制止严查处工作机制的意见 操作 ▾

现行有效 / 自然资办发〔2021〕33号 / 2021.04.01发布 / 2021.04.01实施

法宝词云: 自然资源 工作机制

对违法占用耕地问题较为突出的地区,要提请其上级党委和政府领导进行约谈;对符合《党政领导干部生态环境损害责任追究办法(试行)》和《违反土地管理规定行为处分办法》等问责规定的地区,尤其是新增乱占耕地 (命中1次)

2. 自然资源部办公厅关于开展2021年卫片执法工作的通知 操作 ▾

现行有效 / 自然资办发〔2021〕29号 / 2021.03.23发布 / 2021.03.23实施

法宝词云: 自然资源 执法工作

政策,不再执行(调整后的问责标准计算方法见附件2)。经评估后,对情节严重、存在《党政领导干部生态环境损害责任追究办法(试行)》《违反土地管理规定行为处分办法》等规定情形的地区,要按照干部管理权限, (命中1次)

3. 自然资源部办公厅关于开展2020年卫片执法工作的通知 操作 ▾

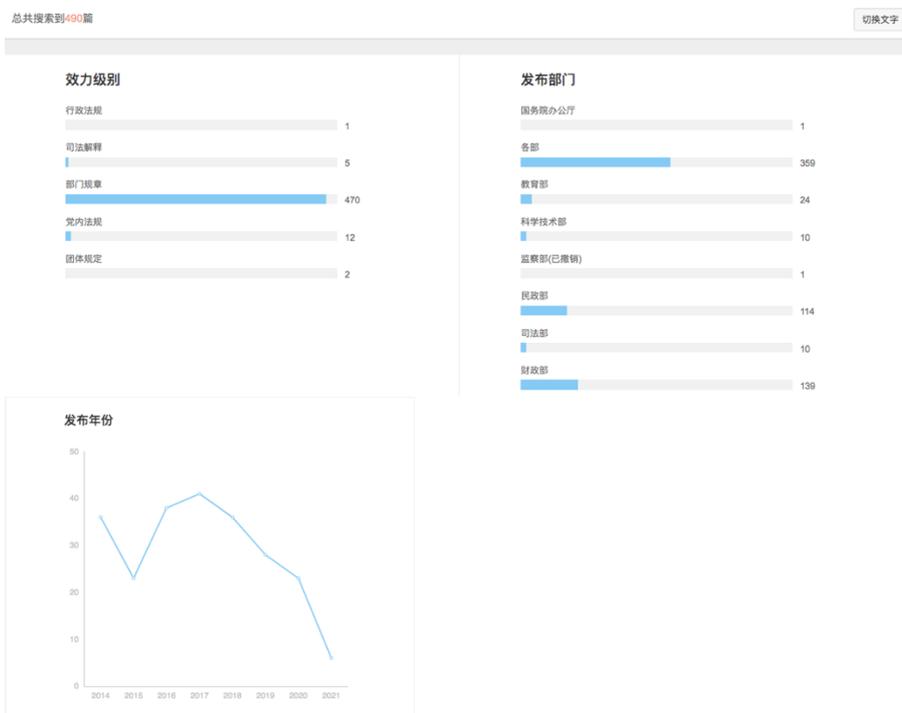
现行有效 / 自然资办发〔2020〕10号 / 2020.02.21发布 / 2020.02.21实施

## Function 4) Quick Data Visualisation

If you want a quick visual to help you get a clearer picture of a policy topic you can generate this through the database (or through excel—which the database can help with too). Below, see where to find “turn data into chart” (切换图表)

The screenshot shows the '法律法规' (Laws and Regulations) section of a database. The search criteria are '标题: 公益' (Title: Public Benefit). The results are categorized by '效力级别' (Effectiveness Level) and '排序: 相关性' (Sorting: Relevance). A red box highlights the '切换图表' (Switch to Chart) button in the top right corner of the results area.

Here you can get a ‘picture’ of the composition of legislation and policy (in terms of legislative authority, 效力级别); of the issuing bodies most active on this issue; and of spikes and troughs or other trends over the years in policy on this issue (bearing in mind terminology may have changed). Below are examples based on central regulations with “public benefit” (公益) in title:



## Function 5) Quickly Collating Data into an Excel Spreadsheet or Bulk Downloading

There is a great function enabling you to quickly collect basic information on data in an Excel spreadsheet. Just follow these steps (the functions are sometimes updated but this will give you a good idea of how to do it):

Step 1) Carry out your search.

Step 2) Pay attention to the type of document shown on the left (e.g. in the picture below I'm choosing "departmental rules" 部门规章). Now look on the right for "more" (更多):

法律法规

标题 | 社会组织

新检索 结果中检索 高级检索 智能检索

同义词 | 精确 | 模糊 | 同篇 | 同条 | 同段 | 同句 | 法规变迁 法宝联想 公报索引 法宝引证码

法律法规 司法案例 65 法学期刊 1 律所实务 20 专题参考 61 English 108 检察文书 61 行政处罚

中央法规(222) 地方法规(2197) 立法资料(17) 澳门法规(1) 法律动态(108) 合同范本(1) 法律文书(2) 境外法律信息资源指引<sup>NEW</sup>

首页 > 法律法规 > 中央法规 本库说明

检索条件: 标题: 社会组织

清空 保存 分享

全选 共223篇 批量下载 ... 分组: 效力级别 - 排序: ↓ 相关度 - 切换图表

部门规章 (196) 更多

1. 社会组织信用信息管理办法 English

现行有效 / 中华人民共和国民政部令第60号 / 2018.01.24发布 / 2018.01.24实施

法宝词云: 社会组织 信用信息

Step 3) "more" will give you the option of showing as many as 100 documents per page. If you have retrieved a large number of documents, this will help speed up the next steps so select "100 条/页".

检索条件: 标题: 社会组织 效力级别: 部门规章

清空 保存 分享

全选 共196篇 批量下载 ... 分组: 效力级别 - 排序: ↓ 相关度 - 10 条/页 - 切换图表

1. 社会组织信用信息管理办法 English

现行有效 / 中华人民共和国民政部令第60号 / 2018.01.24发布 / 2018.01.24实施

法宝词云: 社会组织 信用信息

相关案例 相关论文 引用统计

2. 社会组织登记管理机关行政处罚程序规定 English

现行有效 / 中华人民共和国民政部令第44号 / 2012.08.03发布 / 2012.10.01实施

法宝词云: 社会组织 行政处罚程序

相关案例 相关论文 引用统计

3. 社会组织评估管理办法 English

现行有效 / 中华人民共和国民政部令第39号 / 2010.12.27发布 / 2011.03.01实施

法宝词云: 社会组织

相关论文 引用统计

10 条/页  
20 条/页  
50 条/页  
100 条/页

Step 4) Find and select “select all” (全选) so each box is blue with a tick:



Step 5) Now you're ready to find “download in bulk” (批量下载). Select “Excel” and “confirm” (确定) to generate an Excel spreadsheet of up to 100 documents at once (if you find more, you can quickly generate several spreadsheets and merge them manually).



Finally, a quick tip on this function: if you want to download a lot of documents at once you can also do that in the above way. In the past we've found often downloading 10 Word versions at a time works best.

There's a lot you can do with this database—not just collecting data but also exploring whole policy fields or specific issues. It's worth spending some time digging around and trying out different search options and functions. Hope this helps to get you started!