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)

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:
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)

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):

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:

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).

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.

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.
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).

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):

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”.

![Image showing the search and download interface](image-url)
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!