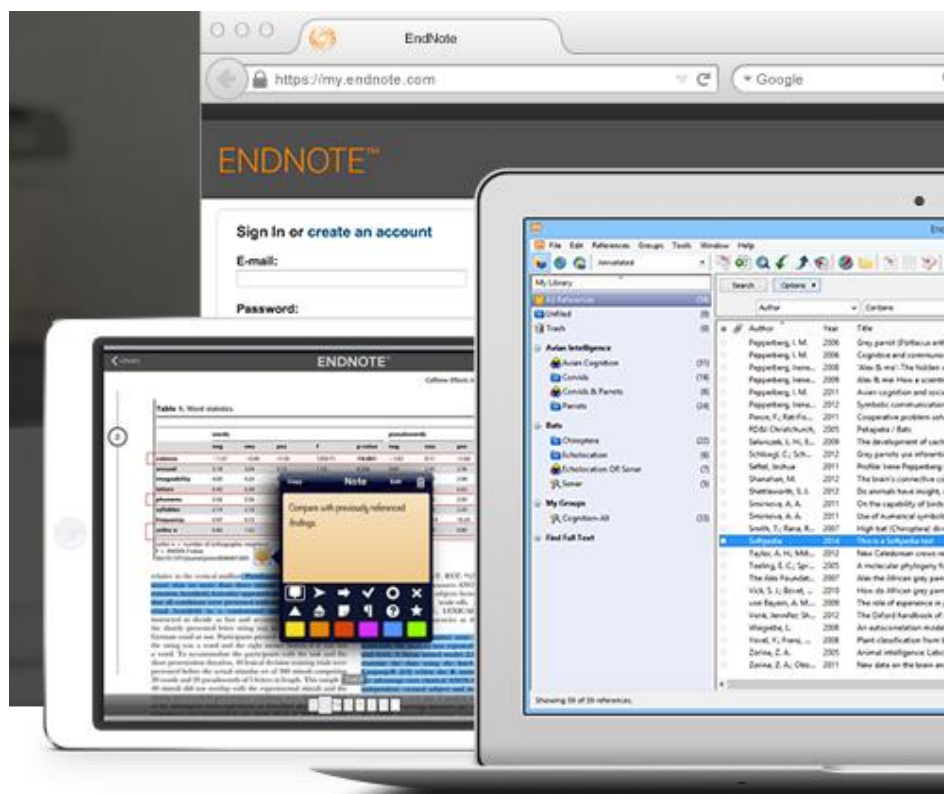


How to use your Endnote Reference Library

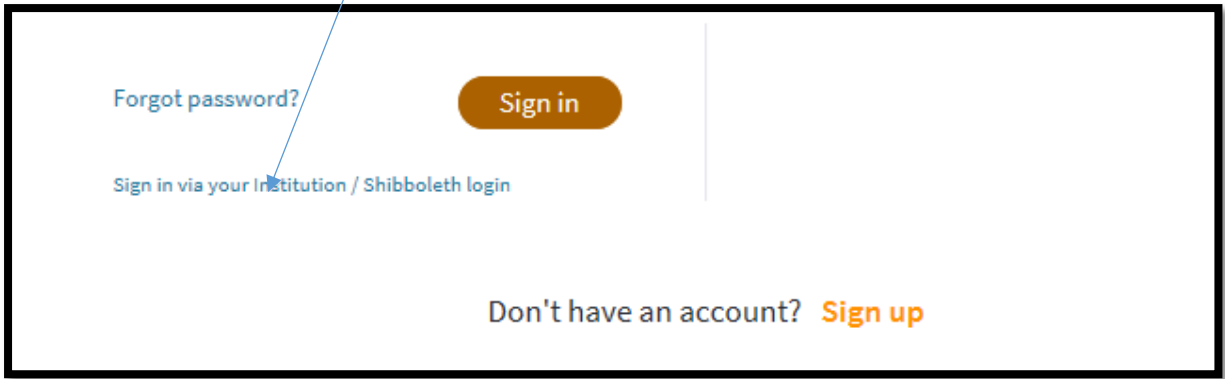


APRIL 18, 2016

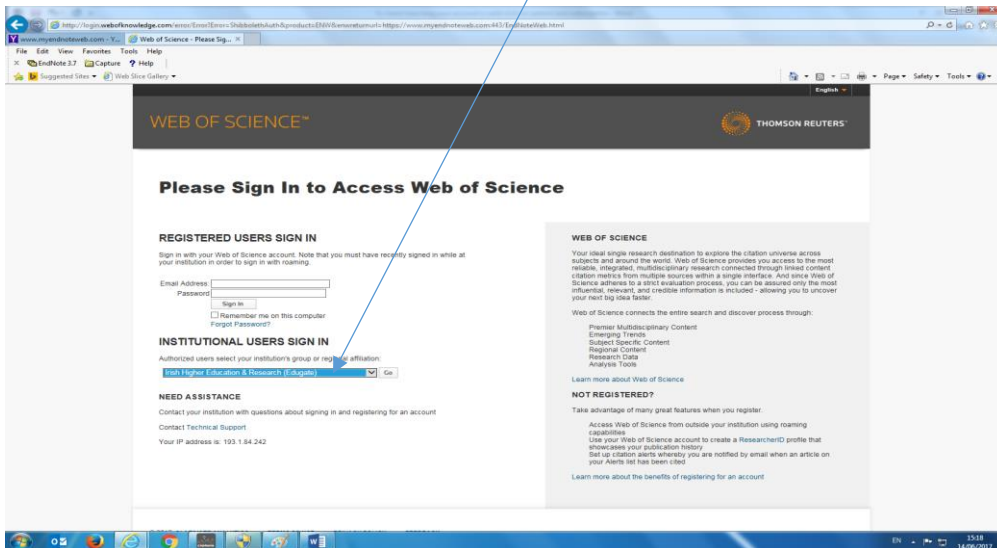
LYIT
Library

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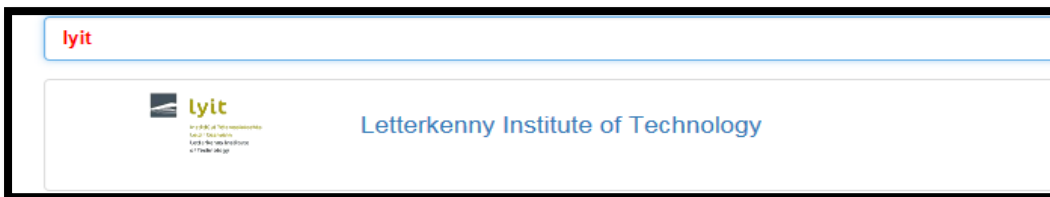
1. To set up an Endnote account. (a) Using any browser type www.myendnoteweb.com.
(b) Sign in **Via your institution**



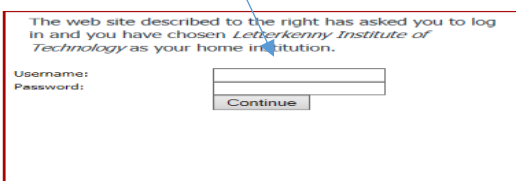
- (c) Select **Irish Higher Education and Research and Go**



- (d) in the search box put **lyit**



- (e) enter username and password that you use to log on to the library PCs. This takes you back to the sign up page. **Sign Up** Fill in the details using your student email and password plus 1 character to set up the account



2. The account lasts 365 days and then needs re-validated. To check how long your account is valid click on **options** and **subscription** (see below) days remaining.

Account	Status	Days Remaining	Expiration Date	To Reactivate
Web of Science™	Roaming Expired	0	23 May 2017	Please login from your institution
EndNote Web	Active			

To validate the account simply **sign in via the institution** and follow the instructions above. Enter you Endnote email address and password and your account is back up

EndNote

Sign in

Email address
Please enter a valid email address.

Password

Forgot password?

Sign in

Sign in via your Institution / Shibboleth login

OR

Sign in with Facebook

Sign in with LinkedIn

Don't have an account? Sign up

By signing in you acknowledge and agree to our Terms of Use and Privacy Statement.

Having trouble with sign-in? Please contact Customer Support.

3.Importing citations from LYIT EBSCO Suite of Databases to Endnote

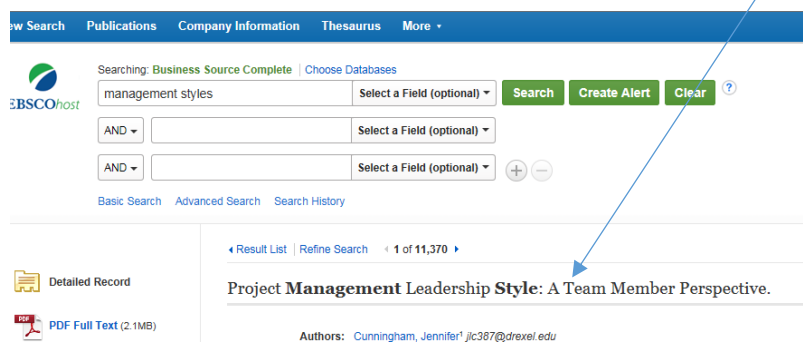
Open another browser alongside Endnote. Type in <http://library1.lyit.ie>



Click into databases and select from the School or department.

EBSCO Suite (for example)

Type in you search in the search box. Click on the title of the article



in the tool bar along right side of article click on export

- Tools** >>
- Add to folder
 - Print
 - E-mail
 - Save
 - Cite
 - Export
 - Create Note
 - Permalink
 - Share

Export Manager Save E-mail

Number of items to be saved: 1

Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, E
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EndNote Web
- Direct Export to EasyBib

Save Cancel

export is defaulted in RIS format so click on save. In the box below click on either to prompt Endnote email and password

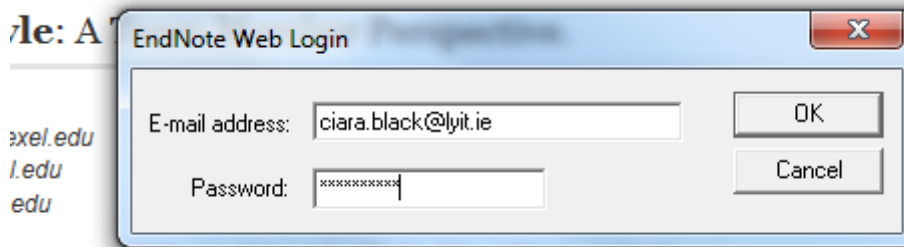
04 10 11 Administrative management and General management Consulting Services

Ab

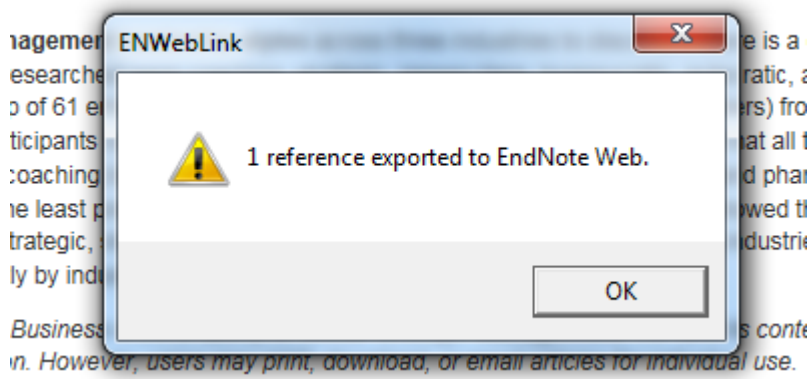
Do you want to open or save **delivery.ris** (4.06 KB) from **0-web.b.ebscohost.com.acpmil08web.ancheim.ie?**

Open Save

Enter your Endnote email address and password in the box below and click ok. 1 reference exported and click ok.



General Management Consulting Services



The reference will appear in the Endnote in the unfiled references. Click on the reference and add to a group or create a new group

4. Citation from the Emerald Five Collection database Type in you search in the search box. Click on the title of the article and **Download citation.**



A self-determination theory perspective on customer participation in service development

Article Options and Tools

View: **Abstract** | PDF

References (52)

Add to Marked List | **Download Citation** | Track Citations | Reprints & Permissions

Author(s): Jon Engström (Department of Management and Engineering, Linköping University, Linköping, Sweden) Mattias Elg (Department of Management and Engineering, Linköping University, Linköping, Sweden AND HELIX VINN Excellence Centre, Linköping University, Linköping, Sweden)

Citation: Jon Engström , Mattias Elg , (2015) "A self-determination theory perspective on customer participation in service development", Journal of Services Marketing, Vol. 29 Iss: 6/7, pp.511 - 521

DOI: <http://dx.doi.org.acpmil08web.ancheim.ie/10.1108/JSM-01-2015-0053>

Downloaded: The fulltext of this document has been downloaded 744 times since 2015

Download citation(s)

If you have the appropriate software installed, you can download article click on download.

Format

- RIS (ProCite, Reference Manager)
- EndNote
- BibTex
- Medlars
- RefWorks

Direct import

[Tips on citation download](#)

Download article citation data for:

keep the default setting on RIS and click here and open. Enter endnote email address as with the reference from EBSCO and the reference will appear in Endnote unfiled references.

5. Citations from Google Scholar



management styles

Articles (include patents) Case law

[CITATION] Business leadership and culture: National **management styles** in the global economy
B Bjerke - 1999 - Edward Elgar Publishing
Cited by 190 Related articles Cite Save More

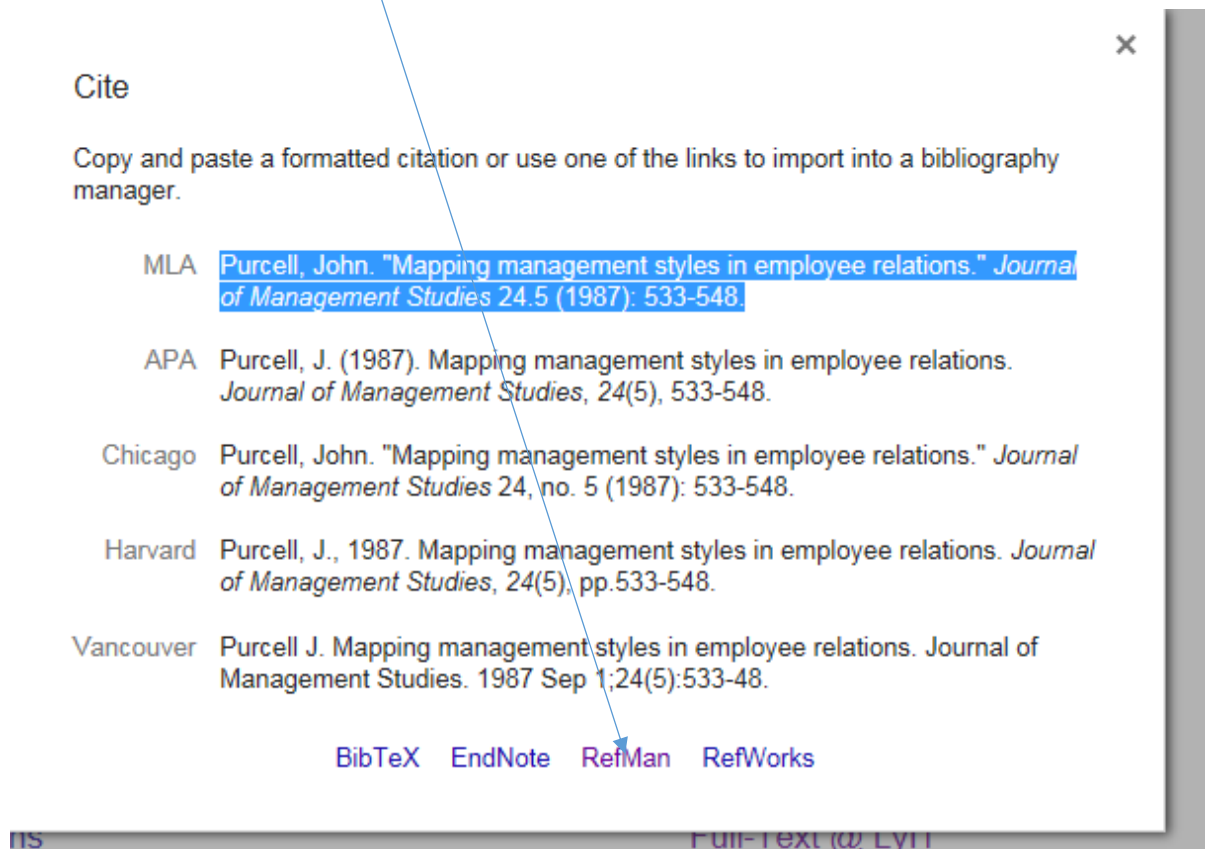
Mapping **management styles** in employee relations

J Purcell - Journal of **Management Studies**, 1987 - Wiley Online Library
ABSTRACT In an attempt to clarify the meaning of **management** style in employee relations and go beyond the limitations of the frames of reference debate, two dimensions of style are identified. Individualism refers to the extent to which personnel policies are focused on the ...
Cited by 191 Related articles Cite Save More

Full-Text @ LyIT

Create alert

Click on CITE, then Refman to import into Endnote



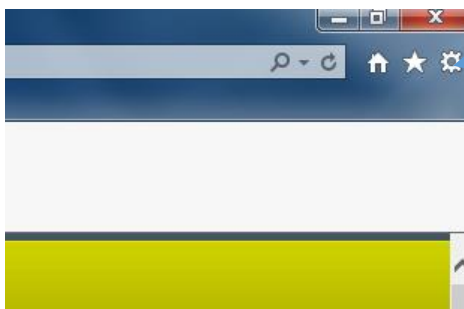
The screenshot shows a 'Cite' dialog box with a close button (X) in the top right corner. The main text reads: 'Copy and paste a formatted citation or use one of the links to import into a bibliography manager.' Below this, several citation styles are listed with their corresponding formatted citations:

- MLA** Purcell, John. "Mapping management styles in employee relations." *Journal of Management Studies* 24.5 (1987): 533-548.
- APA** Purcell, J. (1987). Mapping management styles in employee relations. *Journal of Management Studies*, 24(5), 533-548.
- Chicago** Purcell, John. "Mapping management styles in employee relations." *Journal of Management Studies* 24, no. 5 (1987): 533-548.
- Harvard** Purcell, J., 1987. Mapping management styles in employee relations. *Journal of Management Studies*, 24(5), pp.533-548.
- Vancouver** Purcell J. Mapping management styles in employee relations. *Journal of Management Studies*. 1987 Sep 1;24(5):533-48.

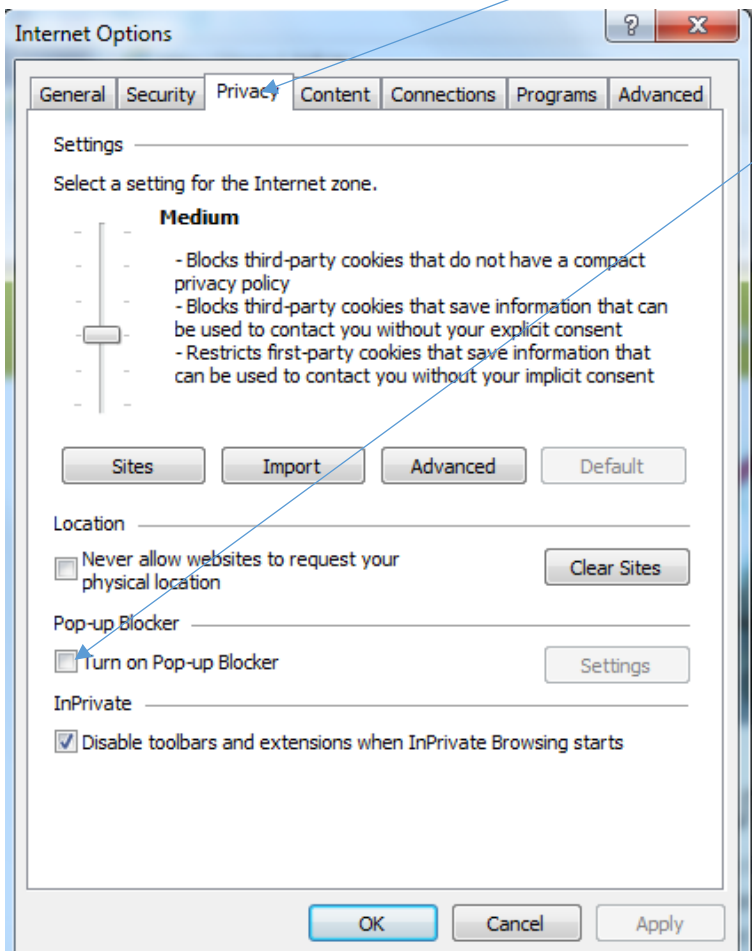
At the bottom of the dialog box, there are five buttons: BibTeX, EndNote, RefMan, and RefWorks. A blue arrow points from the 'CITE' text in the previous section to the 'RefMan' button. The 'RefMan' button is highlighted with a blue background.

6. Citations from webpages

Ensure you have opened on an Internet Explorer browser. You will need the capture icon which should be top left of your screen. To enable this click on the wheel (top right)



Scroll to internet options. Click on Privacy and turn off Pop-up Blocker and ok



The capture icon will now be visible top left of screen



To import an online Report reference from the web click on the Capture icon

Health Service Executive
Annual Report and Financial Statements 2013

EndNote - Internet Explorer
http://www.myendnoteweb.com/EndNoteWeb.html?func=editCap&WNToolbar=off&charset=&captureID=Vw5ZB.

Capture New Reference
Save To my.endnote.com EndNote

Bibliographic Fields | Optional Fields

Groups: Add or remove

Bibliographic Fields: At least one of the fields must be filled out.

Reference Type: Web Page

Author: HSE
Use format Last Name, First name. Enter each name on a new line.

Title: Annual Report and Financial statements 2013

Year: 2016

Series Editor:

Series Title:

Place Published:

Publisher:

Access Year:

Access Date: 13/04/2016

Description:

Edition:

Fill in these fields:

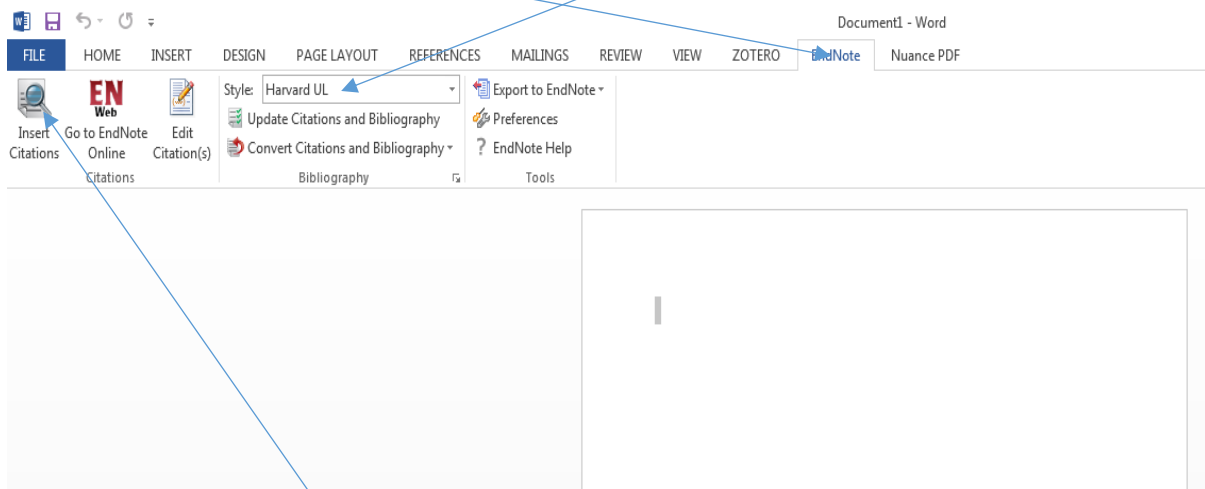
Author is the government body or corporation

Enter title of the report

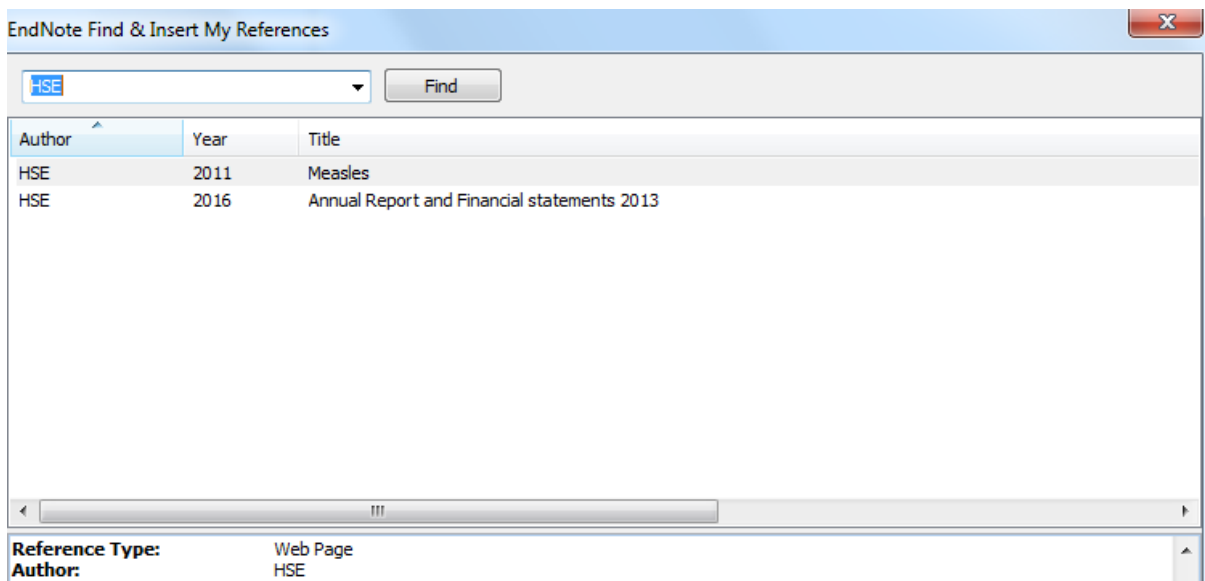
Access date and save

Refer to the Cite It Right Manual to ensure other web references such as Newspaper articles are captured correctly.

7. Transferring references onto a word doc. Open a word doc. Click on **ENDNOTE on the toolbar and ensure style is **Harvard UL**. (if Endnote is not on the toolbar see point 7. below)**



Click on insert citation and type in a word such as Author's name or org. from the citation and hit **Find**



Click insert. Your citation will now be in the word document as follows

ASSIGNMENT

Governance Arrangements with the Non-Statutory Sector

The HSE provided funding of €3.477bn to non-statutory agencies to deliver health and personal social services.

- Acute Voluntary Hospitals €1.813bn (52%)
- Non-Acute Agencies €1.664bn (48%)

In total, 2,616 agencies were funded, with over 4,234 separate funding arrangements in place. Nine agencies accounted for over 51% of the funding and ninety agencies accounted for over 90% of the funding.

- 100% of hospital agencies (16) had both Part 1 and 2 Schedules of a Service Agreement in place at the end of 2013.
- Nearly 94% of non-acute agencies had both Part 1 and 2 Schedules of a Service Agreement in place at the end of 2013.

Additional measures were introduced between the Boards of Section 38 agencies and the HSE to strengthen governance arrangements.

Given the level of investment by the State in services provided by the non-statutory sector, the Health Service has from the 1st January 2014 enhanced its governance framework with each Section 38 Provider. This means that each Section 38 agency will be required annually to furnish the Executive with a Compliance Statement. This Compliance Statement will be completed by the Board of the agency, having reviewed the compliance of their organisation in respect of the previous financial year, with specific requirements set out in their Service Arrangement. As part of the Compliance Statement process, Section 38 agencies are also required to adopt and implement a set of core governance standards for their organisation. (HSE 2016)

INSERT PAGE BREAK HERE|

HSE (2016) *Annual Report and Financial statements 2013* [online], available:

<http://www.hse.ie/eng/services/publications/corporate/annualrpt2013.pdf> [accessed 13/04/2016].

Insert a page break between the assignment and the reference below it to start running the bibliography on a separate page. All further references in the bibliography will run in alphabetical order as the citations are added to the text.

Adding a page number to a citation. Put the cursor inside the brackets of the In-text citation and after the date e.g. (HSE 2016). Click on Edit Citation and in the suffix section enter the following ,p. 123 and click insert. More than one page should read as follows ,pp. 123-124

8. Referencing a Hard Copy Book. In your Endnote click on Collect then Online search.

The screenshot shows the Endnote basic interface. At the top, there is a 'ResearcherID' field and the 'ENDNOTE™ basic' logo. Below the logo is a navigation bar with tabs: 'My References', 'Collect', 'Organize', 'Format', 'Match NEW!', 'Options', and 'Connect^{Basic}'. Under the 'Collect' tab, there are sub-tabs: 'Online Search', 'New Reference', and 'Import References'. On the left side, there is a 'Quick Search' panel with a search box, a dropdown menu for 'in' (set to 'All My References'), and a 'Search' button. Below the search panel is a 'My References' section showing 'All My References (53)', '[Unfiled] (1)', 'Quick List (0)', and 'Trash (85) Empty'. The main area shows a list of references under the heading '[Unfiled]'. The list has columns for 'Author', 'Year', and 'Title'. One reference is visible: Fulcher, Merlin, 2016, 'Ark Putney Academy by Hawkins' Architects Journal'. There are buttons for 'Add to group...', 'Copy To Quick List', and 'Delete'.

Scroll to British Library Catalogue and connect. Search using Keyword, author or Title. Retrieve the search and click on the book title. Ensuring it is the year and edition that you are referencing. Click on the title and add to group, or create new group.

Online Search Results

British Library 1 - 10 of 37 results

(Coogan, Tim Pat) in Any Field

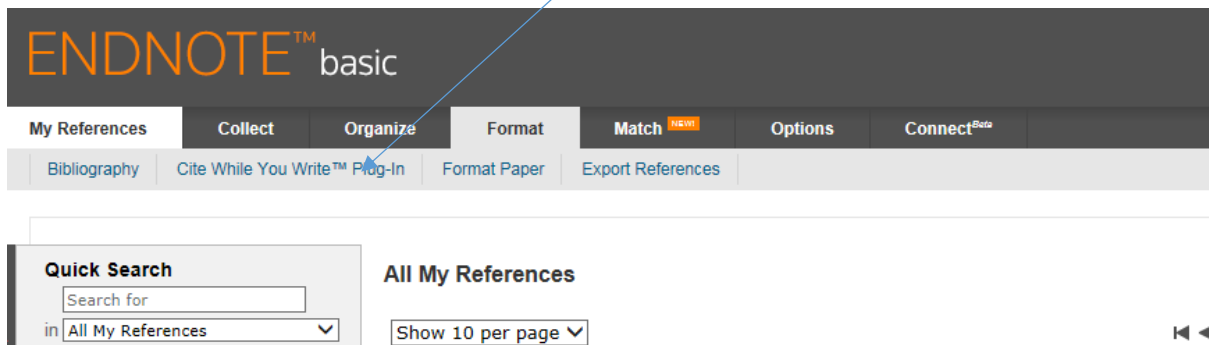
The screenshot shows the online search results for 'Coogan, Tim Pat'. At the top, there is a 'Show 10 per page' dropdown and navigation buttons for 'Page 1 of 4' and 'Go'. The results are displayed in a table with columns for 'Author', 'Year', and 'Title'. The first row is selected, and a context menu is open over the 'Add to group...' option. The context menu includes options: 'Add to group...', 'battle of the Somme', 'education', 'endnote and zotero citations', 'Rising books', '[Unfiled]', 'New group', 'Groups Shared by Others', and 'HigherEducation'. The table shows the following results:

Author	Year	Title
Coogan, Tim Pat	2007	The famine plot : England's role in Ireland's greatest tragedy
Collins, Jude		Whose past is it anyway? : the Ulster Covenant, the Easter Ri
Coogan, Tim Pat		The famine plot : England's role in Ireland's greatest tragedy
Coogan, Tim Pat		A memoir
Murphy, Michael A.	2007	Gerry Fitt : a political chameleon
Coogan, Tim Pat	2005	1916 : the Easter Rising
Coogan, Tim Pat	1986	Ireland and the arts
Coogan, Tim Pat	1980	Ira
Anderson, Chris	2002	The Billy boy : the life and death of LVF leader Billy Wright
Coogan, Tim Pat	1993	De Valera : long fellow, long shadow

9. Cite while you Write plug in

If after you have setup an Endnote account and still cannot access Endnote in your Word Document follow the steps below to insert the **Cite While You Write plugin**.

Log into your Endnote account. Click on Format, then **Cite While you write plug in**



Click on download windows. For PCs This may take up to 5 minutes. Reboot the computer to refresh the Word programme. Click on Endnote (this should be visible on the top menu bar of a word document) you may be asked for you Endnote log in details. Scroll through the styles to access Harvard UL.

10.Groups

All references come into the **unfiled** in Endnote. You must click **unfiled** to find the latest reference. To add the reference to a **group**, or **create a new group** or **delete**, click on the reference tick box, **add to a group** or **create new group** or **delete**.

The screenshot displays the EndNote software interface. On the left, there is a 'Quick Search' sidebar with a search box and a dropdown menu set to 'All My References'. Below this is a 'My References' section showing 'All My References (58)', including '[Unfiled] (0)', 'Quick List (0)', and 'Trash (94) Empty'. Under 'My Groups', there are several groups listed with their respective counts: 'assignment (4)', 'battle of the Somme (14)', 'education (6)', 'endnote and zotero citations (8)', and 'Rising books (25)'. At the bottom of the sidebar, 'Groups Shared by Others' includes 'HigherEducation (27)'. The main area is titled 'All My References' and shows a list of references. The first reference is selected, and a context menu is open over it, listing options: 'Add to group...', 'assignment', 'battle of the Somme', 'education', 'endnote and zotero citations', 'Rising books', and 'New group'. The 'Add to group...' option is highlighted. The reference list has columns for 'Author' and 'Title'. The detailed view on the right shows the title 'the Best of Connolly', the date it was added to the library (15 Jan 2016), and the last updated date (15 Jan 2016). Below this, there are two more references: 'Encyclopedia of Social Media and Politics Reference Reviews' (added 16 May 2016, last updated 16 May 2016) and 'Combined Irish Regiments - Infantry Divisions, 1914-18.' (added 24 Feb 2016, last updated 24 Feb 2016). Each reference has an 'Online Link' and a 'Go to URL' button.

11. Learning outcomes

- To become familiar with the Harvard UL Referencing style.
- To be able to reference all media types including databases, journals, books and websites.
- To be able to use the 'Cite While you Write' referencing model to produce citations and bibliographies as part of the research and paper writing process.
- To store and manage the references in one user friendly library