How to use your
Endnote Reference Library

Contents   page

1. To set up an Endnote account. (a) Using any browser type www.myendnoteweb.com.
   (b) Sign in **Via your institution**
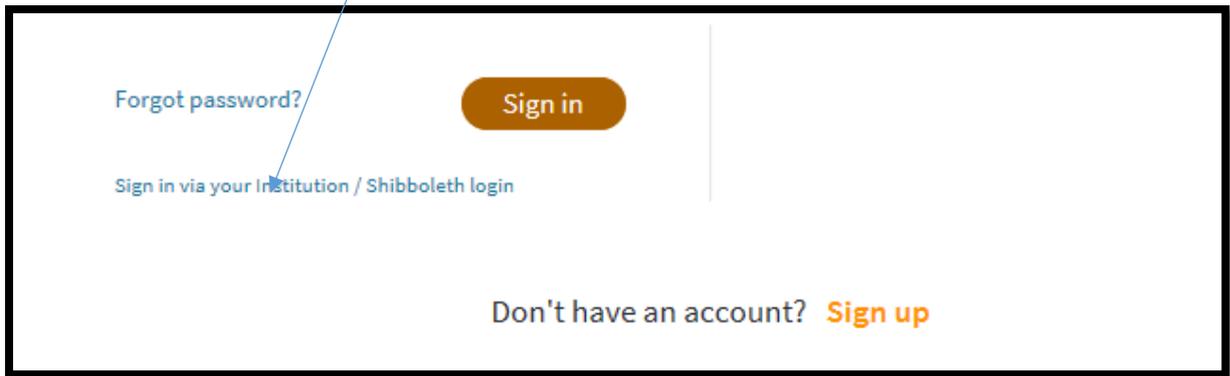
(c) Select **Irish Higher Education and Research** and Go
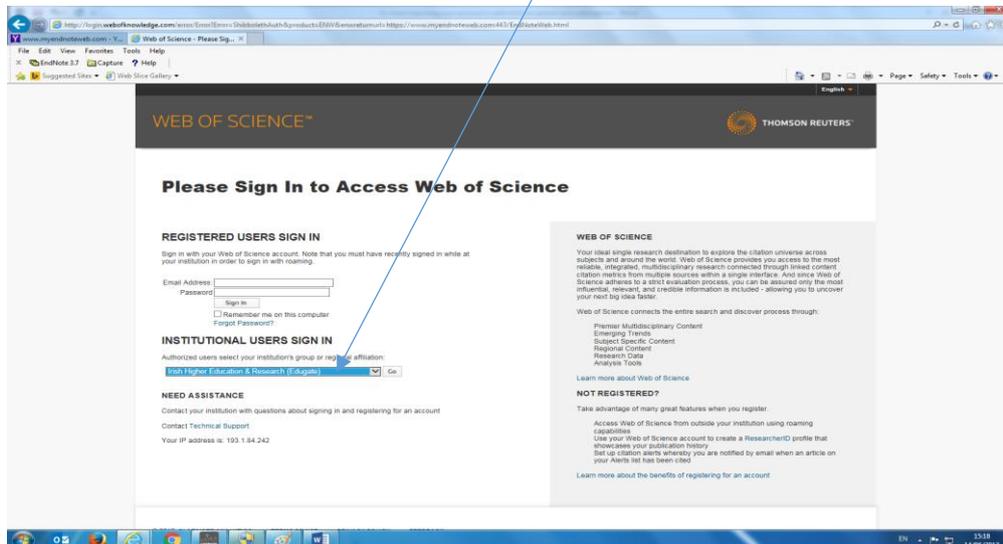
(d) in the search box put **LyIT**
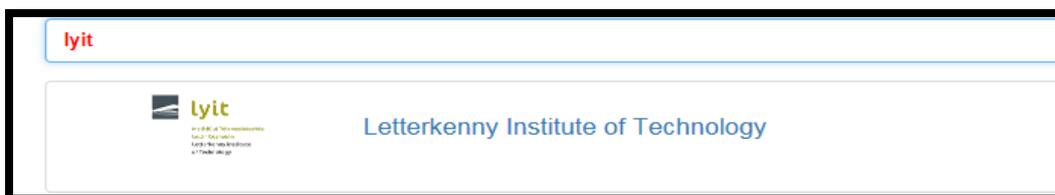
(e) enter username and password that you use to log on to the library PCs. This takes you back to the sign up page. **Sign Up** Fill in the details using your student email and password plus 1 character to set up the account
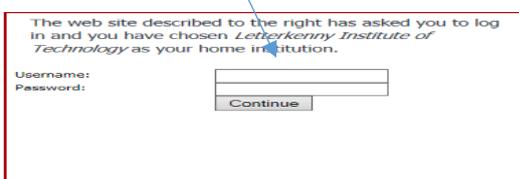
2. The account lasts 365 days and then needs re-validated. To check how long your account is valid click on **options** and **subscription** (see below) days remaining.

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

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

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

HOME DATABASES EXAM PAPERS E-THESIS EBOOKS JOURNALS FIND A BOOK MY LIBRARY ENDNOTE ABOUT US

LyIT Library

ABOUT THE LIBRARY

Search LOLA @ LyIT

More search options

SPECIAL SERVICES «

» STUDY ROOMS (ONCAMPUS ONLY)
» SEARCH THE CATALOGUE
» INTER-LIBRARY LOAN REQUEST
» LYIT BOOK SUPPLIERS' WEBSITES

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

EBSCOhost

New Search | Publications | Company Information | Thesaurus | More ▾

Searching: Business Source Complete | Choose Databases

management styles — Select a Field (optional) ▾ | Search | Create Alert | Clear | ?

AND ▾ — Select a Field (optional) ▾

AND ▾ — Select a Field (optional) ▾ ⊕ ⊖

Basic Search Advanced Search Search History

Detailed Record

PDF Full Text (2.1MB)

◄ Result List | Refine Search ◄ 1 of 11,370 ►

Project **Management** Leadership **Style**: A Team Member Perspective.

Authors: Cunningham, Jennifer[1] jlc387@drexel.edu

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**

541611 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.
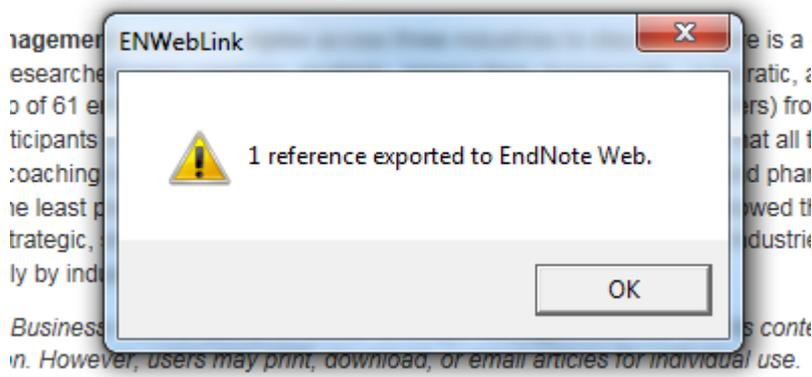
The reference will appear in the Endnote in the unfiled references. Click on the reference and add to a group or create a new group

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.**

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]

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

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   Full-Text @ LyIT
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

✉ Create alert

Click on CITE, then Refman to import into Endnote
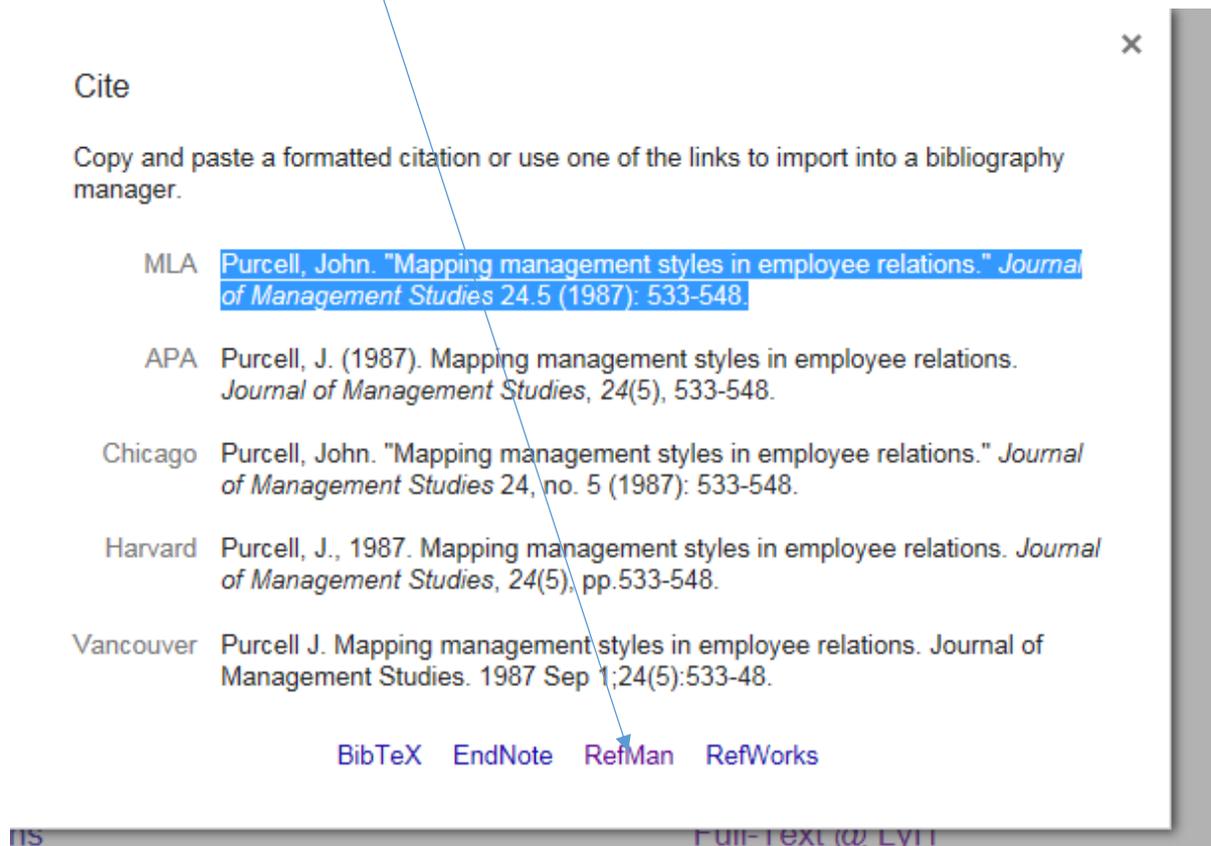
Cite   ✕

Copy and paste a formatted citation or use one of the links to import into a bibliography manager.

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.

          BibTeX   EndNote   RefMan   RefWorks

ns   Full-Text @ LyIT

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)
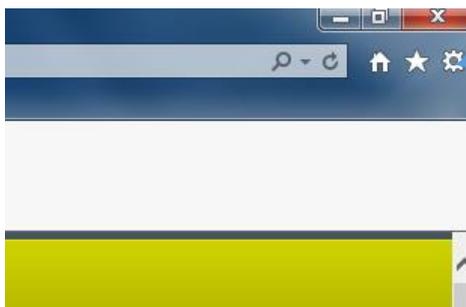
Scroll to internet options. Click on Privacy and turn off Pop-up Blocker and ok
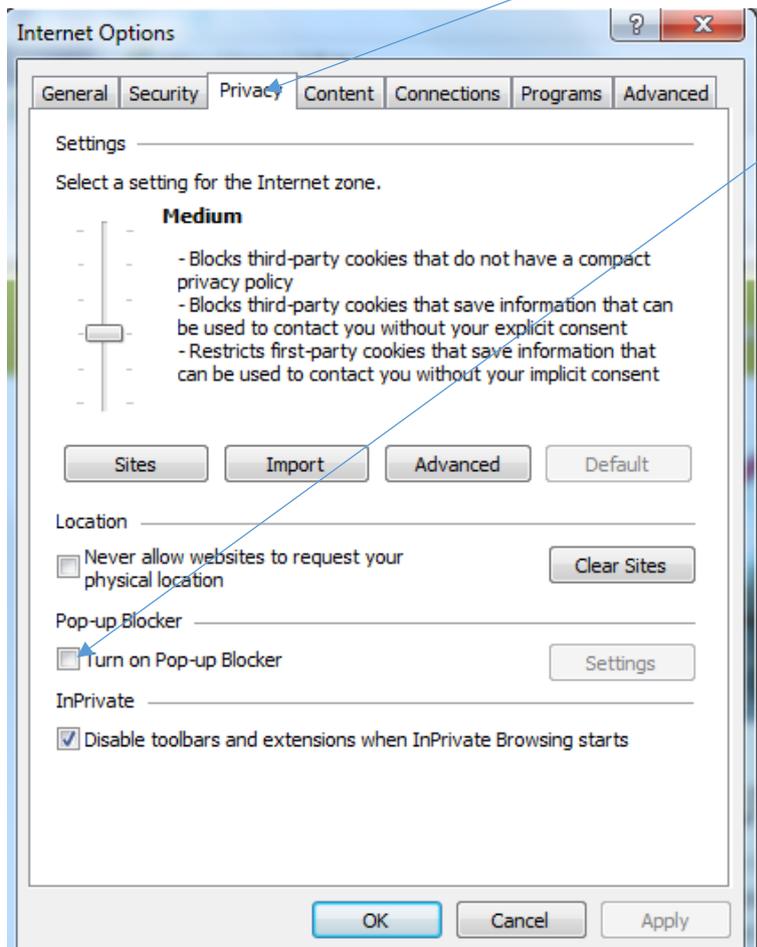
The capture Icon will now be visible top left of screen
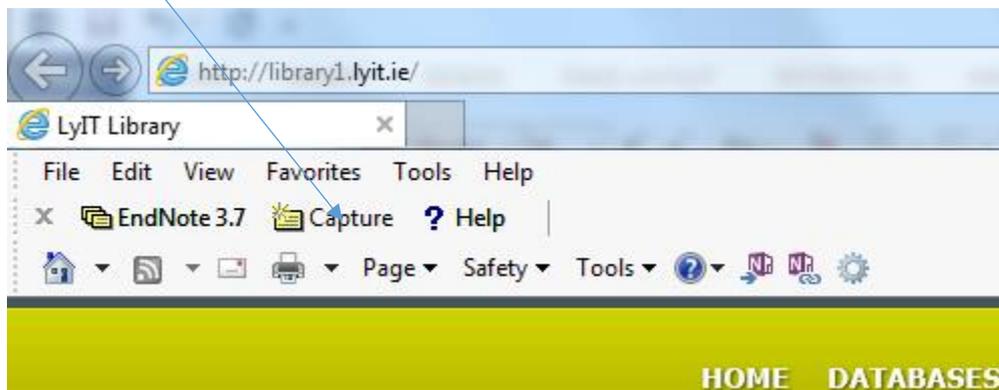
To import an online Report reference from the web click on the Capture icon


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)
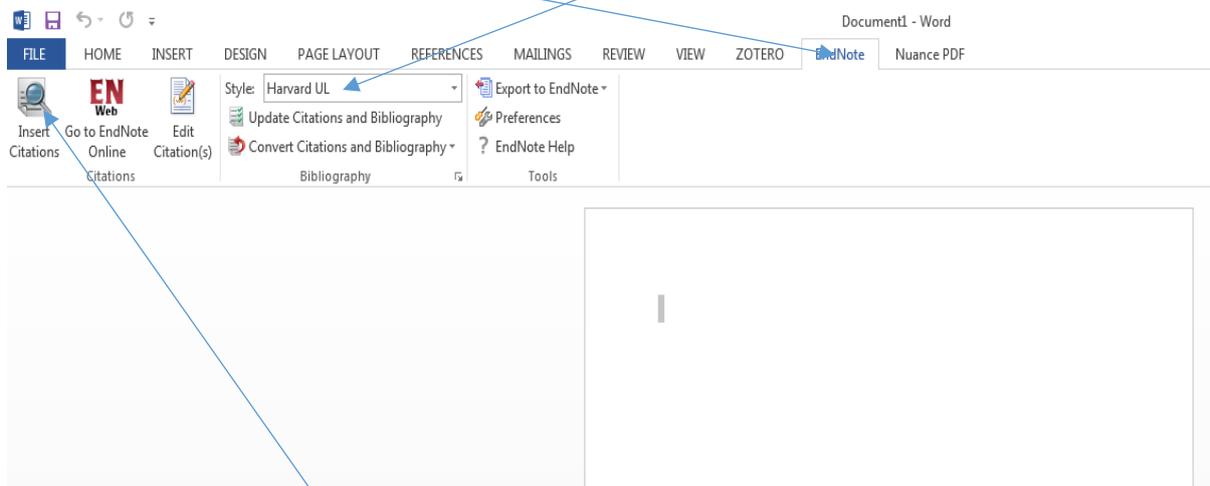
Click on insert citation and type in a word such as Author's name or org. from the citation and hit **Find**
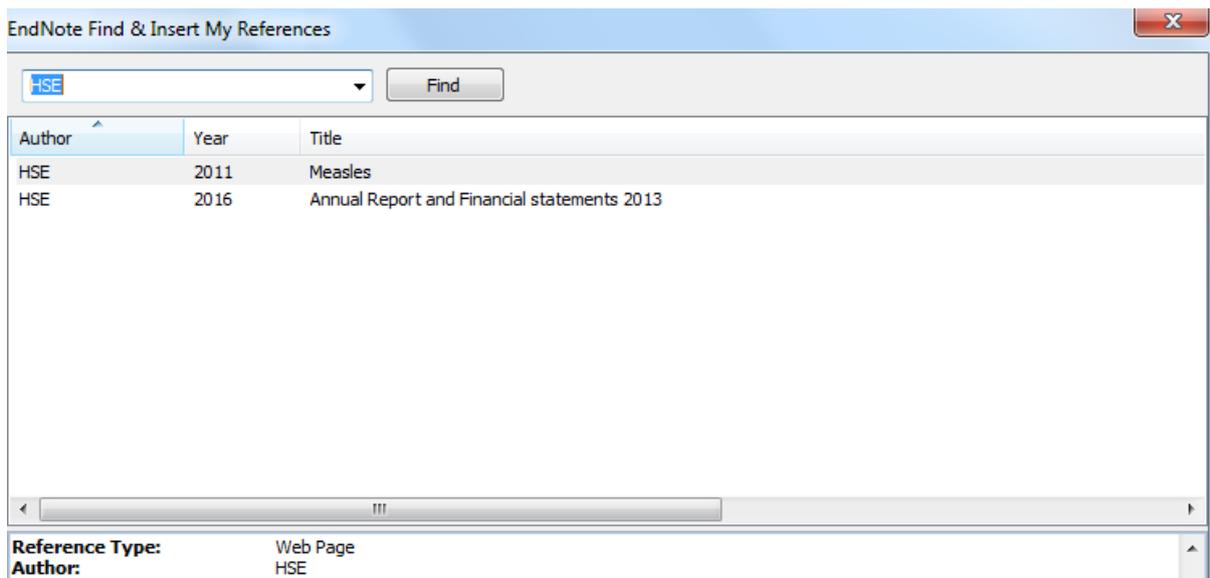
Click insert. Your citation will now be in the word document as follows

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 curser 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.

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.

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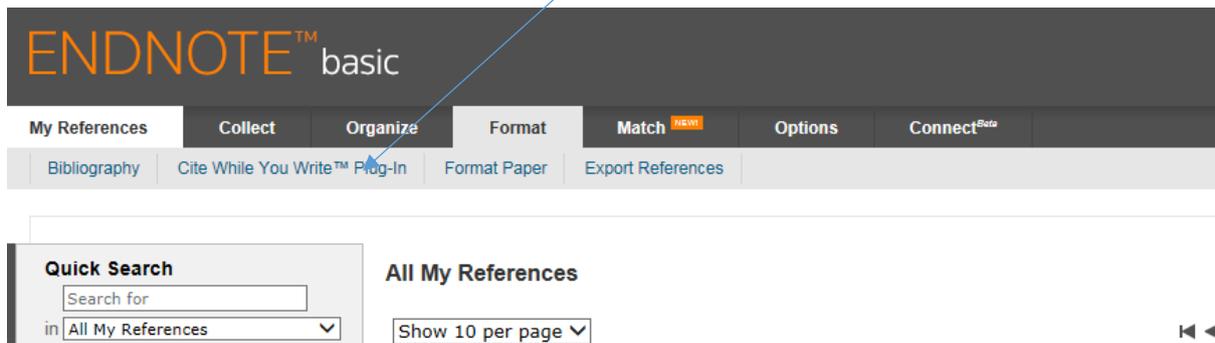
Click on download windows. For PCs   This may take up to 5 minutes. Reboot the computer to refresh the Word programme. Click on Endnote (this should be visible on the top menu bar of a word document) you may be asked for you Endnote log in details. Scroll through the styles to access Harvard UL.

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.**

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