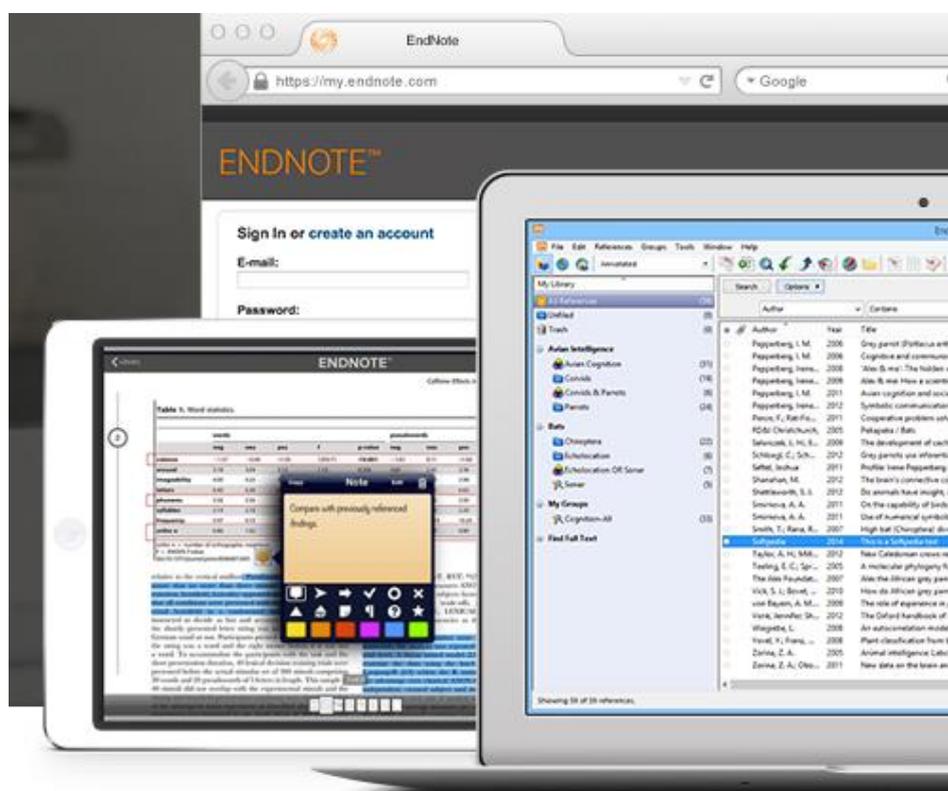


# How to use your Endnote Reference Library

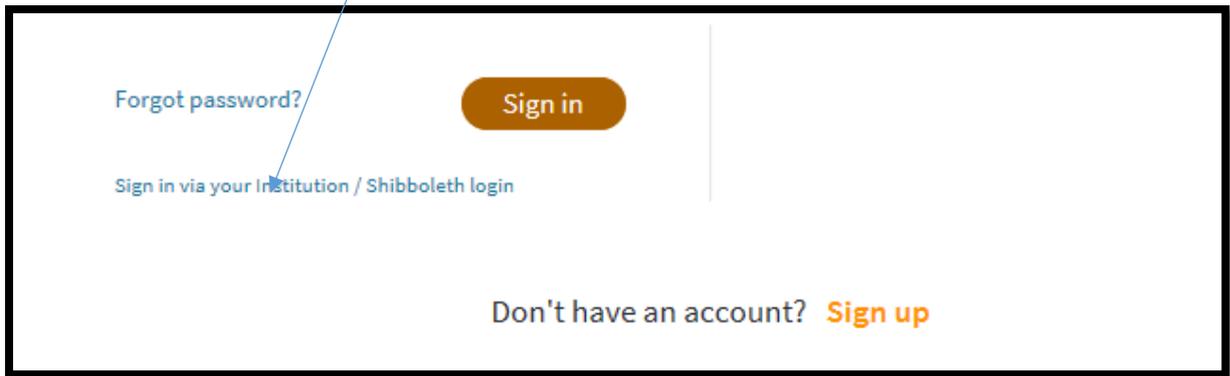


APRIL 18, 2016

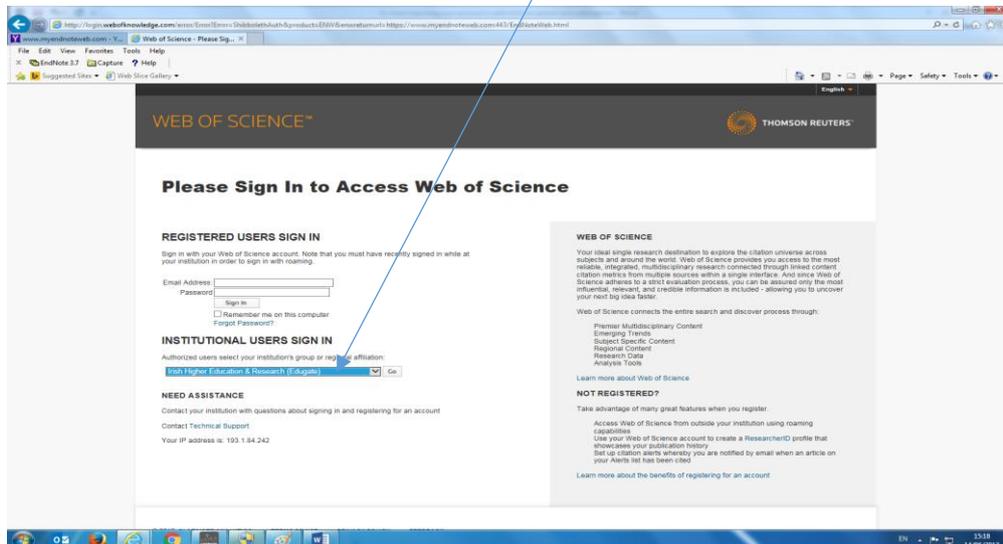
LYIT  
Library

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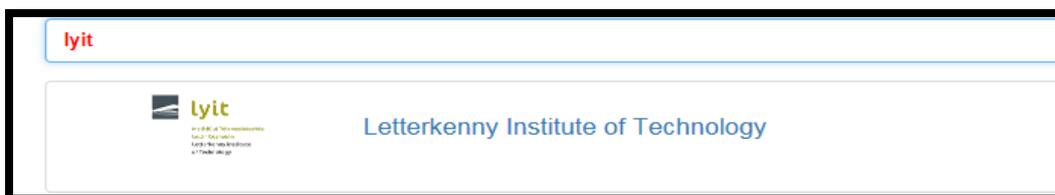
1. To set up an Endnote account. (a) Using any browser type [www.myendnoteweb.com](http://www.myendnoteweb.com).  
(b) Sign in **Via your institution**



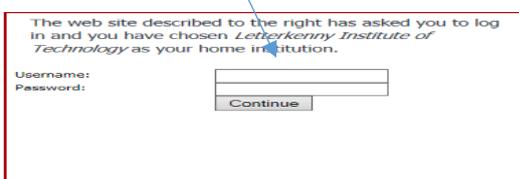
- (c) Select **Irish Higher Education and Research and Go**



- (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

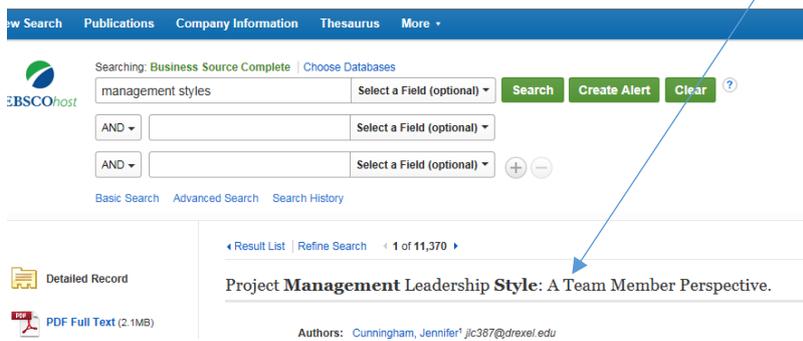
Open another browser alongside Endnote. Type in <http://library1.lyit.ie>



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

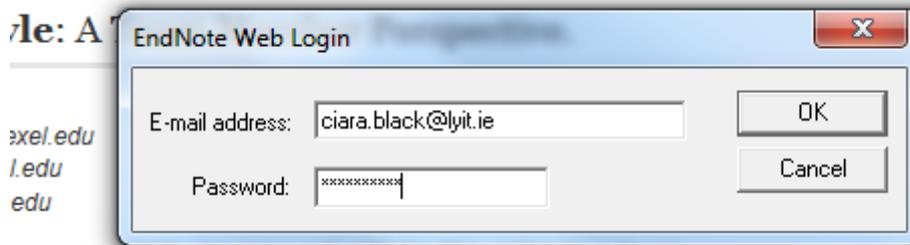
export is defaulted in RIS format so click on save. In the box below click on either to prompt Endnote email and password

04 10 11 Administrative management and General management Consulting Services

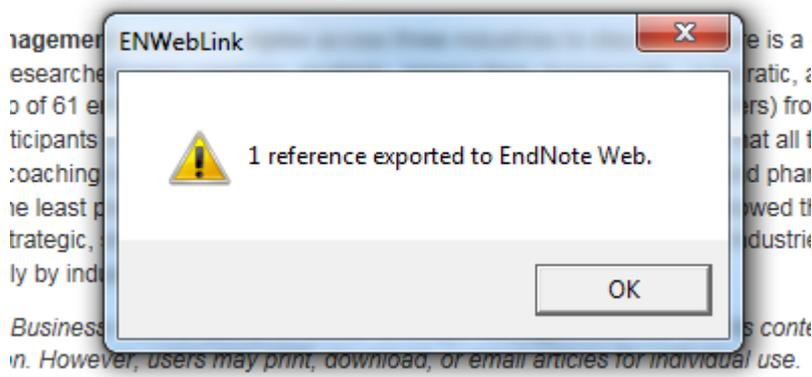
Ab

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

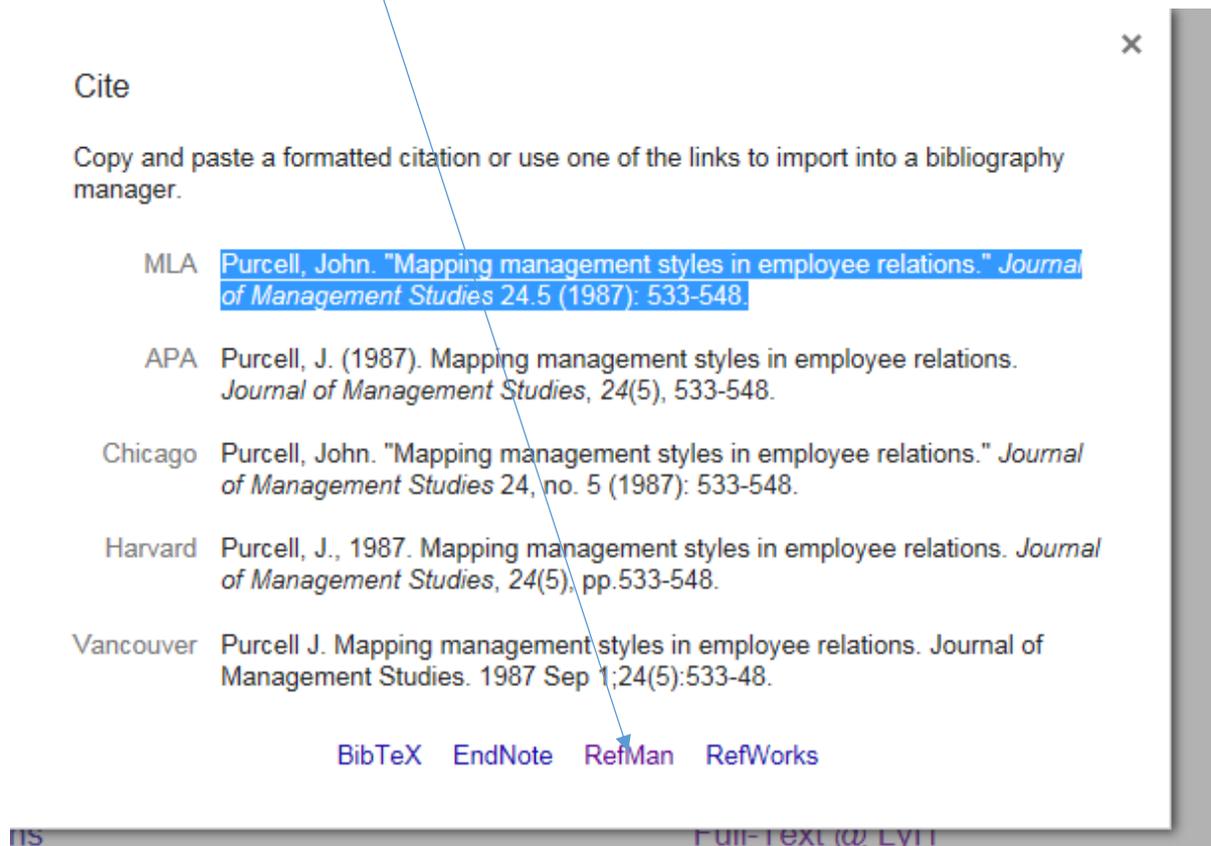
Mapping **management styles** in employee relations

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



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.

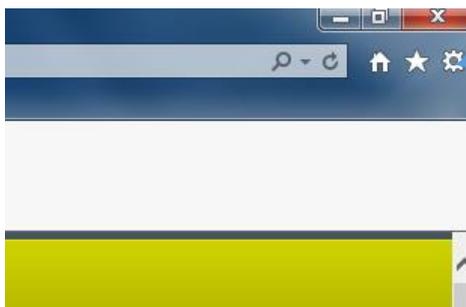
Harvard Purcell, J., 1987. Mapping management styles in employee relations. *Journal of Management Studies*, 24(5), pp.533-548.

Vancouver Purcell J. Mapping management styles in employee relations. *Journal of Management Studies*. 1987 Sep 1;24(5):533-48.

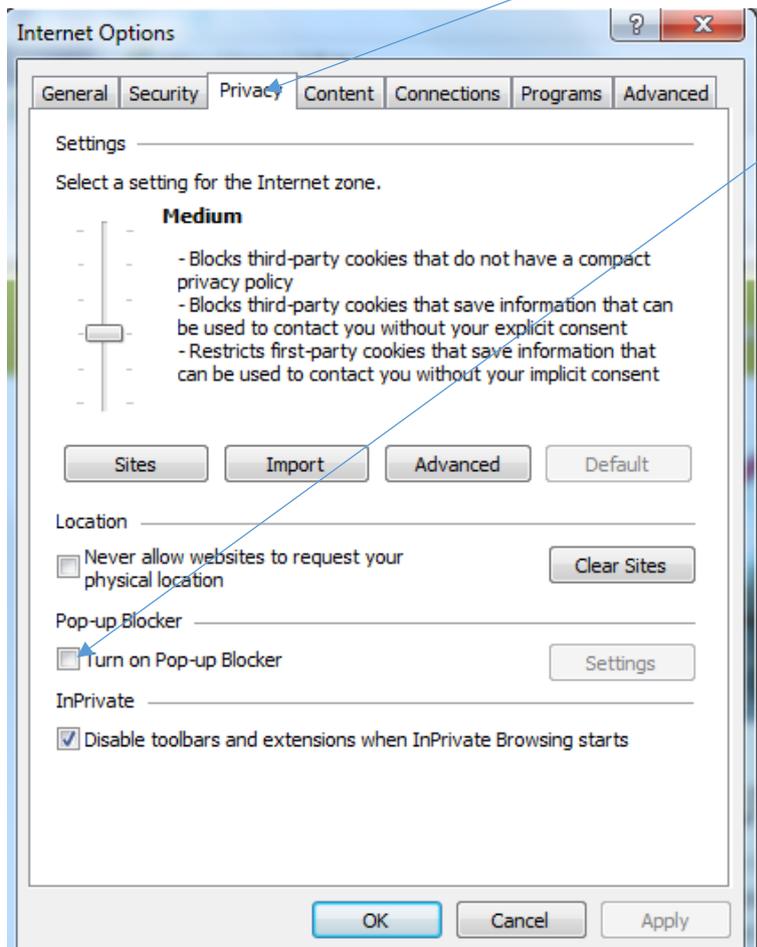
BibTeX EndNote **RefMan** RefWorks

## 6. Citations from webpages

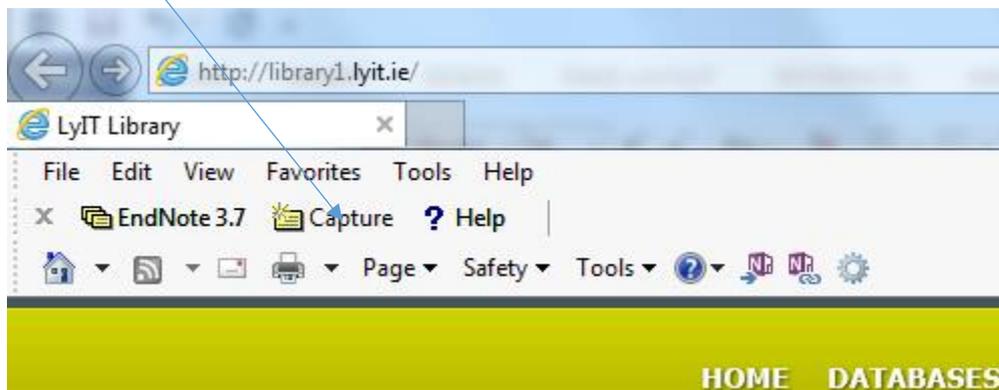
Ensure you have opened on an Internet Explorer browser. You will need the capture icon which should be top left of your screen. To enable this click on the wheel (top right)



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:

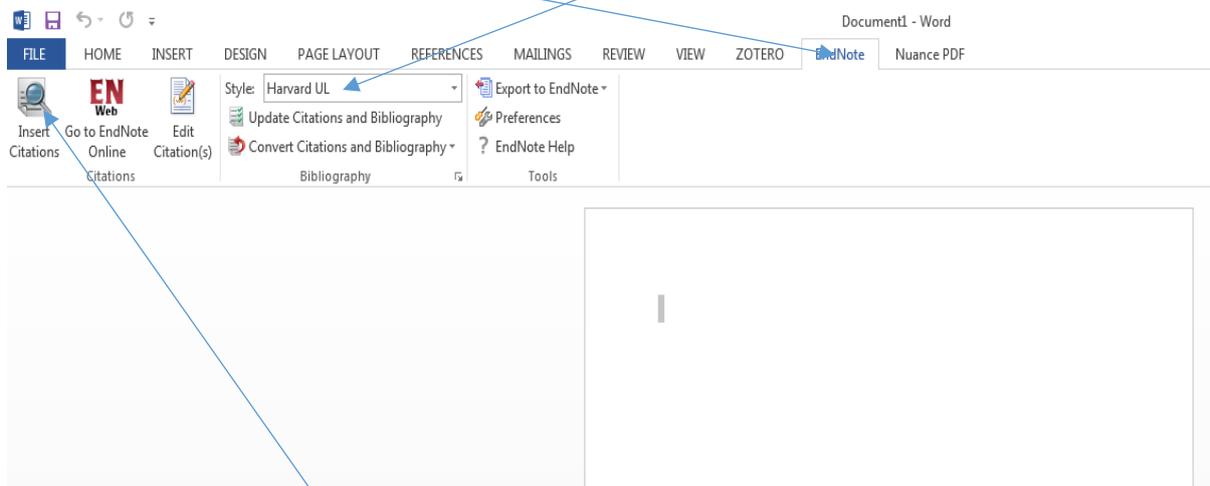
Author is the government body or corporation

Enter title of the report

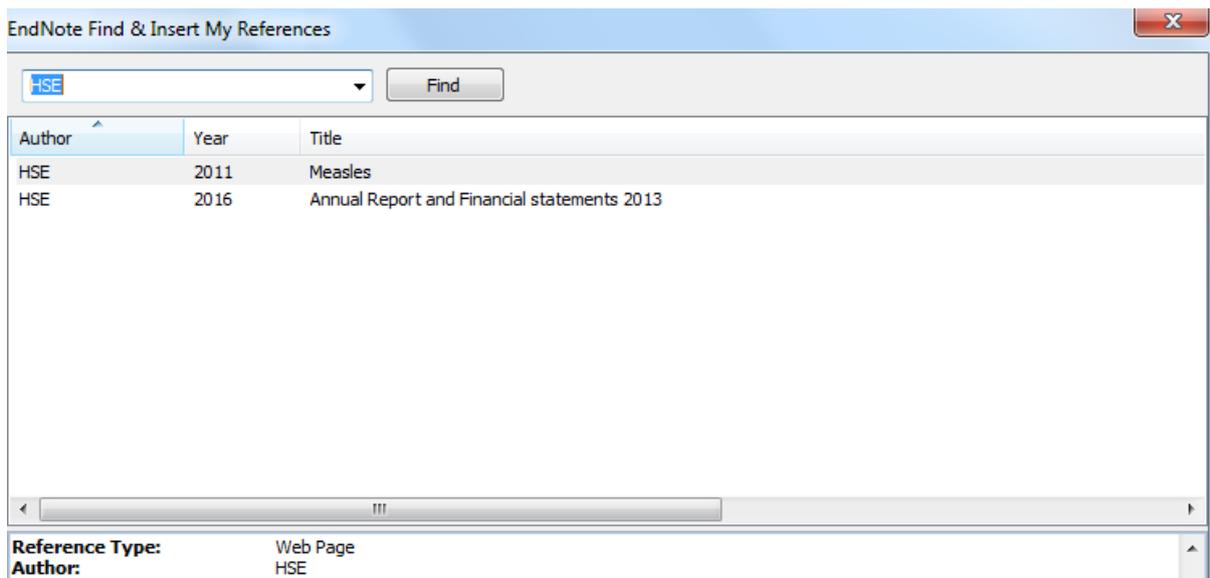
Access date and save

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.

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

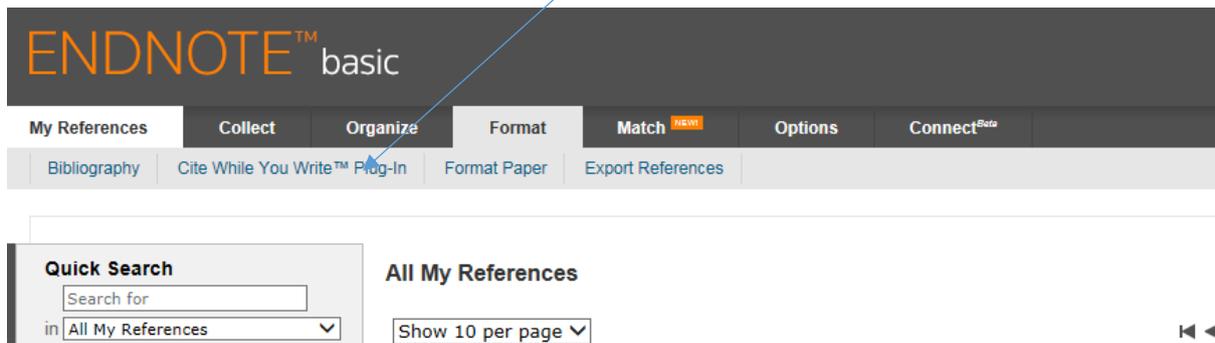
(Coogan, Tim Pat) in Any Field

Author	Year	Title
<input type="checkbox"/> Coogan, Tim Pat		The famine plot : England's role in Ireland's greatest tragedy
<input type="checkbox"/> Collins, Jude		Whose past is it anyway? : the Ulster Covenant, the Easter Ri
<input type="checkbox"/> Coogan, Tim Pat		The famine plot : England's role in Ireland's greatest tragedy
<input type="checkbox"/> Coogan, Tim Pat		A memoir
<input type="checkbox"/> Murphy, Michael A.	2007	Gerry Fitt : a political chameleon
<input type="checkbox"/> Coogan, Tim Pat	2005	1916 : the Easter Rising
<input checked="" type="checkbox"/> Coogan, Tim Pat	1986	Ireland and the arts
<input type="checkbox"/> Coogan, Tim Pat	1980	Ira
<input type="checkbox"/> Anderson, Chris	2002	The Billy boy : the life and death of LVF leader Billy Wright
<input type="checkbox"/> 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' sidebar showing a list of groups: 'assignment (4)', 'battle of the Somme (14)', 'education (6)', 'endnote and zotero citations (8)', 'Rising books (25)', and 'Groups Shared by Others' including 'HigherEducation (27)'. The main area is titled 'All My References' and shows a list of references. The first reference is 'the Best of Connolly', which is selected. A context menu is open over this reference, with the 'Add to group...' option highlighted. The menu also lists 'assignment', 'battle of the Somme', 'education', 'endnote and zotero citations', 'Rising books', 'New group', and 'Groups Shared by Others' (HigherEducation). The second reference is 'Encyclopedia of Social Media and Politics Reference Reviews' and the third is 'Combined Irish Regiments - Infantry Divisions, 1914-18.'. The interface includes navigation controls at the top right, showing 'Page 1 of 6' and 'Go' buttons.

## 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