In some fields of academic work, it is usual to divide the bibliography (the list of references cited) into two or more categories. For example, historians may list primary sources separately from secondary sources, or social scientists may list their interviews separately from research references.

This categorisation is arranged in the document. An existing ordinary bibliography can be converted into a categorised one, or you may prefer to work with the categories from the start.

There is no need to edit the references in your EndNote library: these changes are made in the individual document.

Step 1 – Citations

Insert citations among the text or in footnotes, according to your usual practice.

Learn more about how to do this in the IT Learning Centre course "<u>Referencing: EndNote – Quick</u> <u>start</u>".



Step 2 - Output style and bibliography

Apply a suitable output style, such as Harvard, Vancouver or Chicago. All the citations are then formatted, and a single bibliography is built. Initially, references may be sorted alphabetically by first author name, or in the order they appear in your text, or by some other sort order that is set in the output style definition.

Learn more about output styles in the IT Learning Centre course "<u>Referencing: EndNote – Quick</u> <u>start</u>".



Step 3 – Set up the Required Categories

In the EndNote tab of the Ribbon, click Categorize References and choose Configure Categories.

_						
+ Category Headings			Search References	Search References ~ Find		
References All References in Bibliogra (13 Uncategorized References (13 Category Headings (13 Primary Sources (0) Secondary Sources (0) Other Sources (0)		Year	Title	Reference Type There are no references to show in this view.	Category	
	۲			OK Cancel	Help	

Some category headings are already available in the left-hand panel – for example Primary Sources and Secondary Sources. If you need other categories, use the + button and type the headings you need. Drag and drop the category headings into a suitable order.

Step 4 – Assign Each Citation to a Category

Click **All References** in the left-hand panel of the Categories dialog. The references cited in this document are listed in the main panel. Drag each reference under its appropriate category heading.

+ Category Headings				Search References	✓ Eind	
All References in Bibli (13) A Uncategorized Refere (6) B Category Headings B Primary Sources (4) B Secondary Sources (3) B R R R A	Authôr Year Abd el-H 1988 Bloch 1959 Blunt 1990 Breathnach 1978 Burke 1973 Fisher 1972 Fraser 1959		Title Incidentally found small pituitary Some aspects of the radiological a An evaluation of the distinction of Ultrasound and the monitoring of Cushing's disease. Treatment by p A method for measuring faecal ch Needle implantation of yttrium se	Journal Article Journal Article Journal Article	Category Primary Sources Secondary Sources Primary Sources Secondary Sources	
	Reference T Author: Year: Title:	lybe:	Journal Article Blunt, S. B. Sandler, L. M. Burrin, J. M. Joplin, G. F. 1990 An evaluation of the distinction of ec	topic and pituitary ACTH dependent	Cushina's syndrome	

Step 5 – Re-format the Bibliography Into Categories

and choose Group References by

In the **EndNote** tab of the Ribbon, click **Categorize** References ~ **Categories**. The bibliography is rebuilt, using the categories.



Any references which you did not assign to a category will be listed at the end, as Uncategorized References.