

Deduplication in EndNote

Step 1: General advice

1. EndNote 20: See University Library of Leeds video: Checking for duplicates (<https://bit.ly/3roiZsv>)
More information on: <https://library.leeds.ac.uk/info/1403/endnote/223/add-references-and-full-text/5>

EndNote up to X9: Watch the video tutorial “Endnote: Finding Duplicates” for EndNote (Welch Medical Library) on https://www.youtube.com/watch?v=u8vUfw_6o2w

2. **Load Medline Ovid records into EndNote first.** Endnote keeps the duplicate record that was first loaded into the EndNote library. Medline records tend to be better quality than other records.

3. Suggested **order of importing references** (according to most complete meta-data):

1. Medline (Ovid)
2. Embase (Ovid)
3. PsycInfo (Ovid)
4. Eric (Ovid)
5. Embase.com
6. PubMed
7. CINAHL, other EBSCO databases
8. Web of Science
9. Scopus
10. ProQuest databases
11. Cochrane Reviews
12. Cochrane CENTRAL
13. Lilacs
14. Global Index Medicus
15. African Index Medicus
16. SciELO
17. ClinicalTrials.gov
18. WHO ICTRP
19. Dimensions
20. Epistemonikos
21. Google Scholar

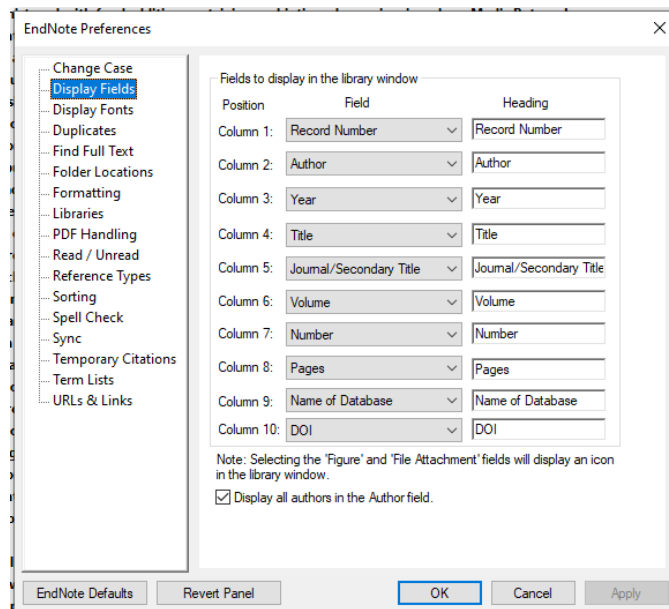
Step 2: Set display fields preferences

4. Go to **Edit > Preferences > Display Fields.**

Select

Record Number
Author
Year
Title
Journal/Secondary Title
Volume
Number
Pages
Name of Database
DOI

Click **Apply** and **OK**.



Step 3: Select criteria for duplicates checking settings

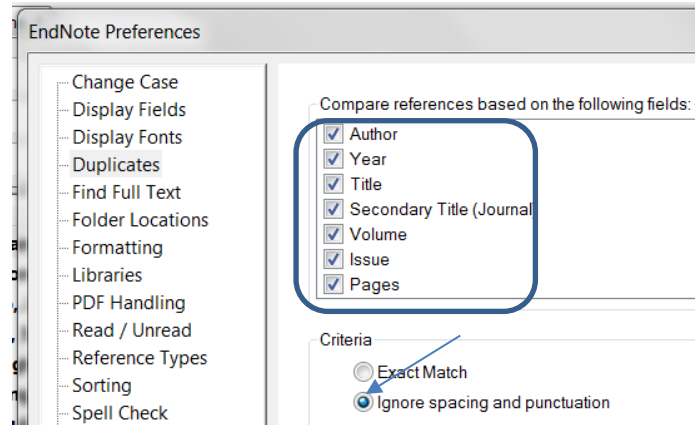
5. Go to **Edit > Preferences > Duplicates**.

Check that **all fields from Author to Pages are ticked** (unfortunately it is not possible to tick DOI, but it makes the detection of duplicates much easier in the steps where you have to check references by eye).

Be careful that **Ignore spacing and punctuation** is selected.

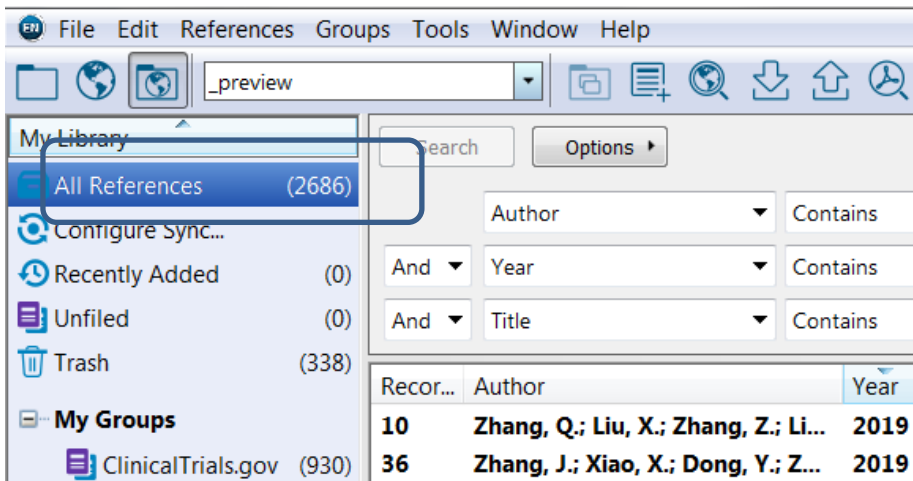
Click **Apply** and **OK**.

Now you are ready for deduplication.



Step 4: Remove duplicates

6. **Important:** Make sure **All References** are selected in your Endnote library.



7. Select **References** from the top menu bar > **Find Duplicates**.
8. A **new window appears (Find Duplicates dialog box)**, which you can close by clicking on **Cancel**. Now you see the whole list with blue-white patterns.
9. With a **right mouse click** select **Move references to Trash**.
10. Note: The default EndNote duplicate check identifies approximately 1/4 of the duplicates. To find **all duplicates**, select **different combinations** (see below) **and** then run "Find Duplicates" (step 1 has already been described above):

Edit preference order

1.	Author – Year – Title – Journal - Volume – Issue – Pages	DELETE without checking
2.	Year – Title – Journal - Volume – Issue – Pages	DELETE without checking
3.	Author – Year – Journal - Volume – Pages	Some checking might be helpful, watch out for false duplicates that arise with blank page numbers
4.	Year – Title – Journal – Volume – Issue	Check by eye page numbers/DOI for false duplicates
5.	Author – Year – Title – Volume – Issue	Check by eye page numbers/DOI for false duplicates
6.	Year – Title – Volume – Issue	Check by eye page numbers/DOI for false duplicates
7.	Year – Title – Volume (make the Titles display very wide so you can see the word patterns)	Check by eye page numbers/DOI for false duplicates.
8.	Year – Title – Issue (make Title display very wide so you can see the word patterns, especially when Issues is missing)	Check by eye page numbers/DOI for false duplicates.
9.	Author – Year – Volume – Issue	Check manually for false duplicates (Nct). If there are too many of them, omit this step.
10.	Year - Title – Journal	Check for DOI, author names, pages
11.	Year - Title	Check for DOI, author names, journal titles, pages
12.	Title (make the Titles and Journal display very wide so you can see the word patterns)	Check for DOI, same journal titles; Look out for foreign language with brackets in [titles]

In the end, **sorting the whole library (Title column)** and checking by eye will detect further duplicates, but sometimes it's too much of an effort. **If you do**, it helps to check through the **journal** names and the **DOI** column.