Dealing with Duplicates in RefWorks

⚠️ Caution: if you ‘Delete’ a reference by clicking the red cross ✗ this will delete the reference completely from your database including all folders it might appear in.

The alternative option is to use ‘Remove from Folder’ 🗑️. This option will remove the reference from the folder you are working on but will leave it in ‘All References’ and any other folders you have copied it to.

⚠️ Don’t forget: for a Systematic Review you may need to keep a record of the number of references removed.

‘Delete’ Duplicates from Each Database Searched

When you export references from a database e.g. PubMed, Cinahl, Psycinfo etc. it may include duplicates. Decide whether you wish to ‘delete’ these duplicates with one of the following two options.

1. **Delete Duplicates at Import**

You will see an option to deal with duplicates when you import references to RefWorks. This might be the best time to deal with them.

![Import References](image)

2. **Delete from an Individual Database Folder**

If you did not delete the duplicates at import and still wish to get rid of them:

1. Click the Organise & Share Folders tab

![References](image)

2. Find the folder for your database search and click the ‘folder’ button on the right.

3. Select **Find Duplicates** and choose **Exact Duplicates in this Folder**.
4. RefWorks will have ticked some references to recommend deletion/removal. This is usually the last reference to be imported and will have a higher Ref ID number.

**Do not automatically accept RefWorks recommendation.** Scrutinise the references and select those you wish to delete e.g. poorer quality references.

5. Use the red cross to delete the selected duplicates one page at a time.

6. Once you have deleted the ‘exact duplicates’, repeat this process for **Close Duplicates in this Folder**.

   Scrutinise these references even more carefully before deletion to make sure they are indeed duplicates.

### Removing References from Your Overall Results

### Creating a Combined Reference List

Once you have deleted the duplicates from your individual database folders (if you chose to do that) create a combined reference list and remove the references that are duplicated between databases.

1. Create a new folder with an appropriate name e.g. Combined References
2. To copy the contents of each database into the combined references folder, click on a database folder to display the references, select All in List and drag the All in
List button across to your Combined References folder. Repeat for all your databases.

‘Removing’ Duplicates from the Combined Reference List

1. Follow steps 1-3 above for Deleting duplicates from database folders i.e.:
   a. Click the Organise & Share tab
   b. Click the folder button to the right of your Combined References folder
   c. Select Find Duplicates and choose Exact Duplicates

2. Check the duplicates to select those to be ‘removed’ e.g. you may prefer to keep references from your most important databases, or those with most detail etc.

3. Click the Remove from Folder button (NOT the red cross) to remove duplicates from your combined list.

   ![Image of Remove from Folder button]

4. Repeat these steps for Close Duplicates

   **WARNING**

   Do not use the red delete cross to remove references from your combined references list. The red cross deletes selected references completely from RefWorks regardless of how many folders it is copied to. By deleting a reference from your combined references list it will also disappear from your database folder and all references folder.