EndNote – Removing Duplicates

Duplicate Preferences
EndNote typically identifies possible duplicates by comparing the Author (and first initial), Year, Title and Reference Type fields and ignores punctuation.

You can add additional criteria to give a closer match.

1. Click Edit and select Preferences.

2. Tick the criteria you wish to include in the matching process.

Be aware that potential duplicates can be missed if too many criteria are specified e.g. one record may give the full journal title whereas another gives the abbreviated title.

Automatically Delete Duplicates on Import
References imported from a particular database may include duplicates (e.g. there may be references to early online only version as well as print versions of an article).

If you wish to delete duplicates when you import the references tick the Automatically discard duplicates option in the preferences (see image above).

Find and Delete Duplicates

⚠️ Caution:
This method of de-duplicating deletes unwanted records completely from your EndNote Library. It is an excellent method when you are sure you don’t want the duplicates e.g. getting rid of duplicates from a single database search.

However, if you have copied records from a number of other groups e.g. from different database results to form a final aggregated set of references, any deleted references will disappear from your original database group and from All References as well as from the aggregated group.

1. Select the Group Set or Group in which you wish to delete the duplicates.

2. Click the References menu and select Find Duplicates.
3. Review the duplicates which are shown side by side. EndNote highlights fields with potential differences in blue.

![Screenshot of EndNote's Compare function](image)

**Check the record number in case you are deleting a reference already cited in a paper.**

**The oldest record is shown on the left.**

4. Decide whether to keep or delete the records
   - Click **Keep This Record** to save that reference and delete other one.
   - Click **Skip** to leave both references in the library, intact.
   - Click **Cancel** to stop the Duplicate References operation.

5. The deleted references will appear in the **Trash** group.

![Screenshot of EndNote's Trash group](image)

Right click to **Empty Trash** when you are sure you wish to remove them completely from your Library.