

Deduplication in Endnote

Step 1: General advice

1. Watch the video tutorial “Endnote: Finding Duplicates” (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. **Order of importing references** (according to Leeds Institute of Health Sciences, Univ. Leeds, January 2019):
 1. Medline Ovid
 2. Embase
 3. PsycInfo
 4. PubMed
 5. Cinahl (and other EbscoHost databases)
 6. Web of Science
 7. Proquest databases
 8. Google Scholar
 9. Clinical Trials websites (clinicaltrials.gov, WHO ICTRP)

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

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

EndNote Preferences

Position	Field	Heading
Column 1:	Record Number	Record Number
Column 2:	Author	Author
Column 3:	Year	Year
Column 4:	Title	Title
Column 5:	Journal/Secondary Title	Journal/Secondary Title
Column 6:	Volume	Volume
Column 7:	Number	Number
Column 8:	Pages	Pages
Column 9:	Name of Database	Name of Database
Column 10:	[Do not display]	

Note: Selecting the 'Figure' and 'File Attachment' fields will display an icon in the library window.

Display all authors in the Author field.

EndNote Defaults Revert Panel OK Cancel Apply

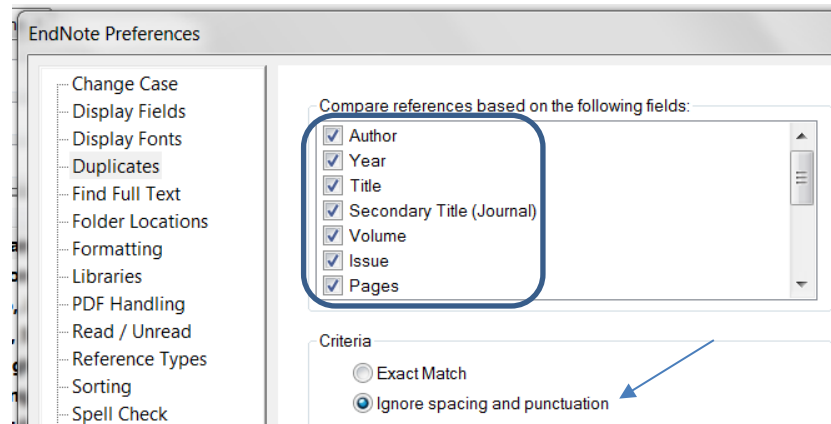
Step 3: Select criteria for duplicates checking settings

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

Check that **all fields from Author to Pages** are ticked.

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

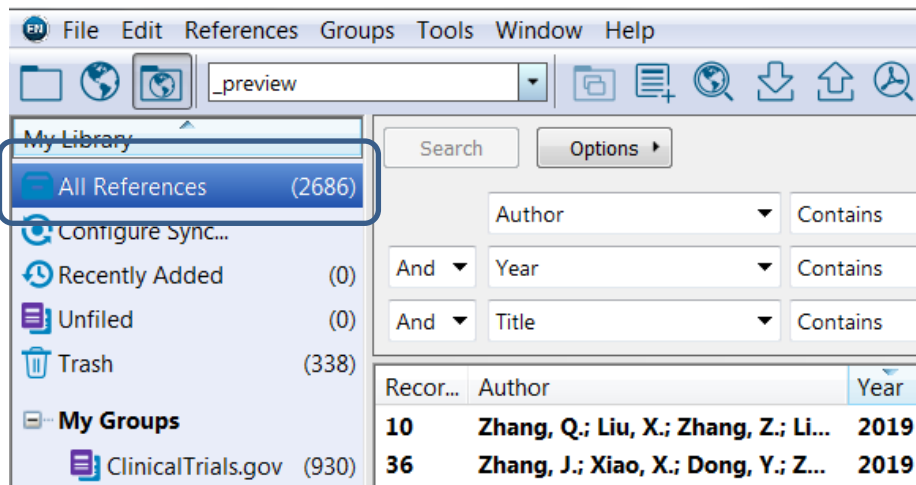
Click **Apply** and **OK**.



Now you are ready for deduplication.

Step 4: Remove duplicates

6. **Important:** Make sure **All References** is 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 half of the duplicates. **To find all duplicates, change the duplicate checking settings as follows (step 1 has already been described above):**

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 for false duplicates
5.	Author – Year – Title – Volume – Issue	Check by eye page numbers for false duplicates
6.	Year – Title – Volume – Issue	Check by eye page numbers 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 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 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 author names and pages
11.	Year - Title	Check for author names, journal titles, pages
12.	Title (make the Titles and Journal display very wide so you can see the word patterns)	Check for same journal titles; Look out for foreign language with brackets in [titles]