Removing duplicate references in EndNote

There are several ways to remove duplicate records from EndNote. This manual is a simple manual. Often at the end some duplicate records will remain in your EndNote library. Another manual is a manual developed by the Medical Library of the Erasmus MC. That manual is a bit more complex, but in the end will result in less duplicate records.

Option A

1. Open the Library

2. Click in the Title box

   ![EndNote interface with the Title box highlighted]

   The records will be sorted in alphabetical order.

3. Delete the duplicate records one by one by selecting a title and use the ‘Delete’ button.

This option is rather time consuming.

Option B

1. Open the Library

2. Choose which fields must be compared.
   Choose Edit > Preferences > Duplicates

   ![EndNote Preferences window with options for comparing references]

   Choose the fields you want to use for comparison. The default is to compare by Author and Year, but you can add other fields if necessary.
3. Select for the first round for example these fields:
   Author / Year / Title / Volume / Pages

4. Click Apply and click OK.

5. In the Library: click All References

6. Choose References > Find Duplicates
   This screen will show.

7. Click Cancel
   Then you will see this screen

8. Click the scroll bar once or click with the middle mouse button on one of the records marked in gray. The records marked in gray will turn blue.
9. The blue records are, in most cases, double.

Scan the records to see if they are indeed double.
Scroll downwards to check all records.
If all the records are duplicates, you can delete them by using the ‘Delete’ button (on the keyboard)

10. Repeat steps 3 to 9. Each time with less fields to compare, until all the duplicates are deleted.

Round 2: Author / Year / Title / Volume
Round 3: Author / Year / Title
Round 4: Year / Title [Take extra care with scanning!]
Round 5: Title / Pages [Take extra care with scanning!]

11. After the 5 deduplication rounds duplicate records may still be present in your Library.
Sort the remaining records by title and screen these manually for double records.

The deleted records won’t disappear totally, but will be saved in your Trash, unless you answer the question ‘Empty Trash?’ with OK.