Removing duplicate references in EndNote

There are several ways to remove duplicate records from EndNote. This manual provides an overview of some quick options. Often at the end some duplicate records will remain in your EndNote library.

A more extensive manual is the 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

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
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.