AUHE Information Specialists, University of Leeds

Checking for Duplicates Guidance

1. Importing references into EndNote order (to help retain best quality references during removal of duplicates)

1. Medline
2. Embase
3. Medline in process
4. PsycInfo
5. PubMed
6. Cinahl, other Ebsco Databases
7. Web of Science databases
8. Proquest Databases
9. Cochrane Databases
10. CRD
11. Repec
12. HEED
13. Clinical Trials websites

2. Display fields in EndNote - so you can accurately spot duplicates/ false duplicates

- Name of Database
- Author
- Year
- Title
- Journal/Secondary Title
- Volume
- Number
- Pages

3. Edit preferences order, and sorting

Nb: Criteria should be set to 'Ignore spacing and punctuation'

1. **Sort all references in Journal** (blank journals fields could misrepresent duplicates)
   i.   Dup preferences choose: Author – Year – Title – Journal
   ii. Remove any blank journal records (listed at the top) from the potential dups, then DELETE all duplicates (without checking)
2. **Sort on Pages**
   i.   Author – Year – Title – Pages. DELETE without checking

From now on, some checking may help e.g. watch out for false duplicates that arise with blank page numbers.

   ii. Title – Journal – Pages.
   iii. Year – Title – Page
   iv. Title - Page
   v.   Author – Year – Journal – Pages (could pick up some non-duplicates with blank pages, journals…)
3. **Sort on Title**
   i.   Author – Year – Title
4. **Sort on Journal**
   i.   Author – Year – Journal   -But check by eye (page numbers) for false duplicates
   ii. Author - Year - But check by eye (page numbers) for false duplicates
5. **Sort on Title**
   i.   Year - Title (but check page numbers by eye for false duplicates)
   ii. Title - (but check page numbers by eye for false duplicates)
6. **By Eye**
   i.   Sort on Title and make the Title display very wide so you can see the word patterns. Look out for foreign language with brackets in [titles]
   ii. Sort on page numbers particularly those with same starting numbers e.g. 346-348, 346-8