Finding duplicates

RefWorks offer the functionality to search your references for duplicate entries. This might happen if you import the same reference on multiple occasions.

If you do not remove the duplicate reference it will appear in your bibliography twice, so it is important to remove additional entries.

How to find duplicate references
To find and remove any duplicates click the ‘Tools’ button and choose Find duplicates.

If you are in ‘All references’, RefWorks will automatically search for duplicates in all of your references. If you are in one of your folders when you click ‘Find duplicates’, you will be asked whether you would like to find duplicates in all references or in a single folder.
Next, decide whether to search for exact match, close match or ‘legacy’ close match:

- Exact match - for exact duplicate references.
- Close match - for similar duplicate references.
- “Legacy” close match - uses an algorithm from the previous version of RefWorks, which works best for English surnames and short titles.

Click ‘Find duplicates’.
RefWorks will then show you any duplicate references and you will be able to delete those you do not wish to keep.