

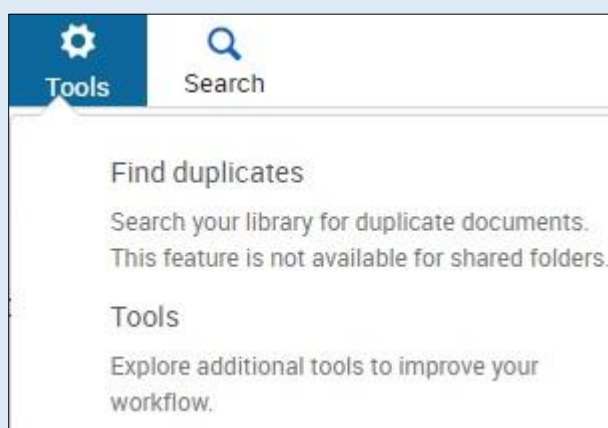
Finding duplicates

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.

Find duplicate references

- All references in 'Criminal justice (1)'
- All references in 'All Documents'

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'.

Find duplicate references ✕

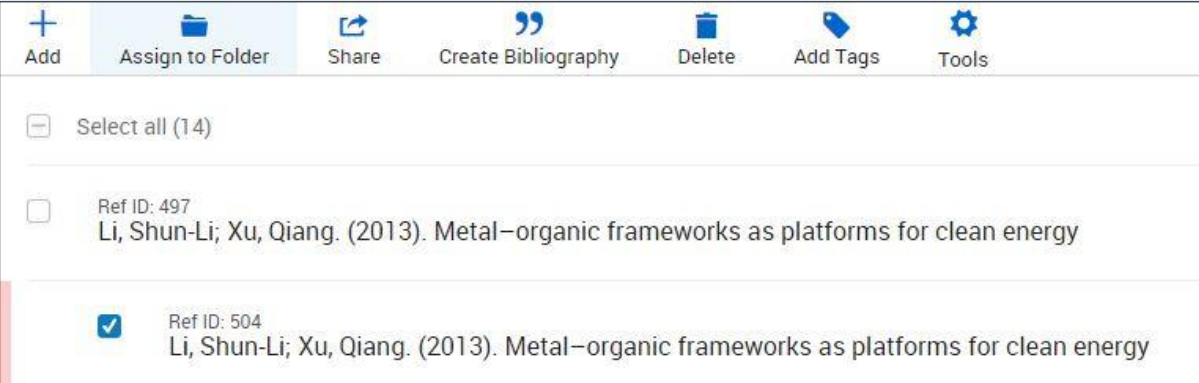
Exact Match ▼

- Exact Match**
- Close Match
- "Legacy" Close Match

reference. The data must match exactly. RefWorks ignores the case of letters and numbers and the order of author names. We also match elements that appear empty (e.g. 2009 and Jan 2009 in date would still match)

Find Duplicates

RefWorks will then show you any duplicate references and you will be able to delete those you do not wish to keep.



The screenshot shows the RefWorks interface with a toolbar at the top containing icons for Add, Assign to Folder, Share, Create Bibliography, Delete, Add Tags, and Tools. Below the toolbar, there is a list of references. The first item is a summary row with a minus icon and the text "Select all (14)". The second item is a reference entry with an unchecked checkbox, "Ref ID: 497", and the text "Li, Shun-Li; Xu, Qiang. (2013). Metal-organic frameworks as platforms for clean energy". The third item is a duplicate reference entry with a checked checkbox, "Ref ID: 504", and the text "Li, Shun-Li; Xu, Qiang. (2013). Metal-organic frameworks as platforms for clean energy".

Icon	Text
	Add
	Assign to Folder
	Share
	Create Bibliography
	Delete
	Add Tags
	Tools
	Select all (14)
<input type="checkbox"/>	Ref ID: 497 Li, Shun-Li; Xu, Qiang. (2013). Metal-organic frameworks as platforms for clean energy
<input checked="" type="checkbox"/>	Ref ID: 504 Li, Shun-Li; Xu, Qiang. (2013). Metal-organic frameworks as platforms for clean energy