Checking for Duplicates

You only need one copy of a reference in your account. It easy to get rid of any duplicated references.

- From the ‘View’ pull-down menu, select ‘Duplicates’

There are two ways to find duplicate references.

  o ‘Exact Duplicates’ – this checks for exact matches based upon the Author Names, Title, and Publication Year.
  o ‘Close Duplicates’ – this looks at a combination of Author Names, Title, and Year of Publication. It may result in references that are not exact matches.

The system will automatically tick one of the duplicate references for deletion.

Click on the X (red cross) along the menu bar to delete all the selected references.

**Tip!** Check – if any ticked references have already been added to a folder (the reference will be deleted from that folder when it has been deleted).