Removing Duplicates: Zotero

Systematic Reviews & PRISMA

- You need to keep track of the number of articles in your citation manager both **before** and **after** you remove duplicates

1. **Drag & drop all articles from your ”Total Articles from all Databases” and ”Total Articles from Other Sources” folders into a new empty folder called ”Total Articles Identified”**

2. **Make a note of the total number before duplicates are merged**

   - Add this number to your PRISMA diagram under ”Total Articles Identified”
   - Once you merge duplicates, you can record the new number in the PRISMA diagram under ”Number of records after duplicates removed”

3. **De-duplicate manually**
   - Click on the **Creator** column at the top of the middle pane to sort the “Total Articles Identified” folder by author name. You can see the duplicates are grouped together, since they have the same author.

   - Drag & drop all references from the “Total Articles Identified” folder into a new empty folder called “De-Duplicated”. Within the De-Duplicated folder, right click each duplicate item and select “Remove item from collection” so that only one copy remains. Record the new number in the PRISMA diagram under "Number of records after duplicates removed".

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Available in an alternative format on request.