Handling duplicate publication records in Symplectic

Symplectic automatically imports publications from a number of sources as well as allowing publications to be manually entered. This can lead to duplicate records being created for the same publication. Situations which could cause duplication might include:

- A new version of a publication released and accepted by the user, duplicating a previous approved version (This only happens with SCOPUS).
- Another user manually adding you to a paper which already exists from another source.

There are several ways of dealing with these duplicates when they arise:

- Joining the publication records to form a single authoritative version
- Declining the duplicate record
- Hiding the duplicate record

The best way of handling duplicates is to merge them into a single record. The majority of the time the process of merging two records is simple however it is important to note that records from the same source cannot be merged in this way.

Preparing the records

Before attempting to merge the records first make sure that the data sources in the duplicates are unique. Click on the “Data Sources” tab of the duplicate publication and press the button (splits a record) next to the line for the source which is blocking the merge. This will normally be manual entries but other sources, notably Scopus, can also create duplicate records.

Now that the duplicates contain only unique sources it is possible to merge them.

If you have had to separate them you will need to decline the remaining duplicate, see below for details on that process.
Merging records

To merge the records first navigate to your publications list in “My Elements”.

For each of the publications you wish to merge press the button under the title to add them to the workspace. You will see the number on the workspace icon next to the search box increase to reflect the additions. Click the icon next to the search box to go to the workspace.

Click the check box next to the publication type as indicated above. When all the records you wish to merge are selected simply click the “Join the selected publications” button to merge the records. Once you have finished merging click the “Clear the workspace” to finish editing. You can then navigate back to the publication list.

Declining records

Records can be moved from the Approved list to the declined list by pressing the button on their record indicated in orange the first diagram above. They are not deleted and can always be retrieved from your declined list.

Hiding Records

There are some situations where duplicates are legitimate. An example of this might be when an article is split into two sections of a journal and a record is automatically created for each set of page numbers. In these cases you can hide one of them using the button also highlighted in orange in the first diagram above. It will then be shown in Symplectic but not pushed out to other systems such as the publications list on your web profile.