Merging duplicate publications to a single record

Symplectic Elements (SE) automatically imports publications from a variety of different sources in addition to allowing the creation of a manual record in the system. This can lead to duplicate records being created and claimed for the same publication.

1. What is merging?
1.1 A publication record in Symplectic is a collection of data about a publication from one or more data sources e.g. Scopus, PubMed or a manual data source (manual record).

1.2 Merging combines data sources from two records into a single record with one Publication ID and title which it will keep from one of the records.

1.3 Symplectic can merge two records at a time. If you have more than three records to be merged you will need to do this as two merges.

2. Preparation for merging
2.1 Log in to SE at https://oxris.ox.ac.uk/

2.2 View your claimed publications: from the Menu tab select Manage - Publications
You can filter by title to help you identify a particular duplicate you are aware of, or sort by title (A to Z) to identify duplicates.

2.3 Before merging duplicate records, **make sure that the records are in fact true duplicates** by checking item type, volume/edition, DOI and other publication information. For example conference papers, articles or book chapters may have the same title. Likewise annuals or new editions may have the same title.

2.4 Place all records to be merged in the ‘Workspace’. You can do this by clicking on the workspace icon on the publication record on the My Publications listing:

You can also click on the Add to Workspace link and icon from the publication record itself:

2.5 As you add items to the workspace, you will note that a count will appear in the black header of the screen as below.

2.6 Select the workspace ‘bookmark’ symbol (as above) to navigate to your workspace.
3. Merging records

3.1 Once in the Workspace, tick the records you wish to merge or ‘Select all’.

3.2 Click ‘Join’ icon.

3.3 If one or none of your items have deposits already made, the duplicate records will now be merged into a single item.

3.4 If two items have a deposit already made, you will see the following screen asking which deposit you wish to keep (see below). Use the ‘arrows’ icon to select which to keep. You will lose the deposit file and metadata (first deposit date) of the one you delete so it is important to be sure you are deleting the correct one.

If at all unsure, or think that deleting one deposit with its data may be problematic, please contact the Helpdesk, symplectic@admin.ox.ac.uk.
3.5 Navigate back to your claimed publications and locate the single item for the joined duplicates. Select the title of the item to expand details.

3.6 If you wish to select one data source as ‘preferred’ you have this option – click on ‘Set as Preferred record’.

4. Error Message – ‘overlapping sources’
The following message appears in the data sources in the records to be merged overlap and are not unique:

To resolve this you will need to remove one of the overlapping sources by separating or splitting it from one of the records and deleting it.

4.1 Click on the Data Sources tab of the duplicate publications and identify which of the data sources are overlapping or duplicates.
4.2 When you have identified the duplicate source which is preventing the merge, click the button (‘Split this record’) next to it. This will create a new record with only that source on and allow the merge of the other two records to continue.

4.3 You will of course then need to reject the resulting publication with the single duplicate data source. The record will now exist in your claimed list (“Mine” tab). Selecting the red cross symbol will reject this publication from your claimed list. This is not deleted but moved to the “Not mine” tab, where it can be added back if done in error.

5. Hiding a record
There may be instances where the duplicate record is genuine and rather than merging the records it is more appropriate to claim both and hide one of them from your profile.

5.1 You can hide a publication by selecting the icon. The hidden record will display with grey diagonal lines. The publication will be shown in SE but not shared with other systems such as the publications list on your department webpage.

6. Further help and support
User guides for commons tasks, and FAQs, are available at the Research Support Symplectic web pages:

https://researchsupport.admin.ox.ac.uk/reporting/symplectic/help

If you require any further assistance please contact the Symplectic Elements at Oxford Helpdesk at symplectic@admin.ox.ac.uk.

Updated 16 November 2017 (for version 5.2)