Using Bibexcel: obtaining frequency of the number of citations individual words appear in.

Bibexcel can be used to generate a list of single words and the frequency in which they appear, per abstract. Bibexcel can be downloaded from http://www.soc.umu.se/english/research/bibexcel/ A step-by-step process is below.

1) save item in RIS format and save as a txt file. This could be **a file exported from endnote to contain the abstracts (or titles) only**. Select this file from the "view file" menu.

2) Using the menu on the top toolbar, go to MISC>Convert to Dialog> Convert from RIS. This creates a .doc file.

3) In the box **Old tag** [bottom left] , write ER. Select blank separated words in the PREP [Middle box at top]. Click PREP. When prompted click boxes OK, No, Yes. This creates an .out file

4) under frequency distribution [middle left], select "whole string", tick "remove duplicates", tick "Make a new .out file". Click Start. This creates an .oux file

5) click 'view whole file' [bottom right corner]. You will see the numbers on the left hand side refer to the citation number. E.g. if there were 96 citations to start with, the numbering will go up to 96. The words correspond to the words in the citations, with some stopwords removed.

6) **optional** – stemming words: Its possible to cut down the words in Bibexcel to their stems so that entries like strategy and strategic are treated the same. Select the .out/.oux file and do the menu: edit outfiles -> word stemmer English. (Pilkington 2006). This makes a .stm file. Because there will now be duplicates, repeat step 4, to remove duplicates and create another .out file

7) under frequency distribution ensure it states "whole string", and tick sort descending. Ensure no other items in this box are ticked. Click Start. And OK. (ignore what it says in the message)

8) in the list you will see a list of the number of citations that contain a particular word. This can be copied and pasted into Excel if needed.