**Systematic Reviews**

A question that occurs frequently is how do I know when I have enough articles? It is a good idea to define in advance your stop search criteria. Normally this would be apparent when your search yields start bringing up more and more duplicates. Leedy and Ormrod (2005) suggested one common rule of thumb is that the search is near completion when one discovers that new articles only introduce familiar arguments, methodologies, findings, authors, and studies. So, if you are reading a new article, and get the feeling that you have seen it, or something similar, before, you may be near the end of your search. Another approach is that you cannot uncover any new concepts. This latter approach requires that you do a content analysis of your literature repository from time to time to see if any new concepts are being introduced.

You can inspect many EdD and PhD dissertations through ProQuest and see that a systematic literature review may involve capturing several thousand articles and then screening them down to between 100 and 400 keeper articles for review.

If you know when to stop through content analysis, this segues into what is the fastest, easiest approach to content analysis? Cirilab Knowledge Map will do a content analysis on several hundred articles in a few minutes, the results of which can be selected and dropped onto a new Docear mind map and then quickly and easily fine tuned. I am happy to walk you through this process. Another approach is sequencing using Crawdad Desktop. This only takes a few minutes, so, if you do not have the software and do not wish to purchase it and get familiar with it, I can offer sequencing, providing you share a Google Drive folder with me, that contains the articles you wish to analyze, as plain text files.

**Converting PDFs into Plain Text Files**

If you have Adobe Acrobat Pro, you can open your PDF and then Save as, Other, Plain text. Then you need to open your plain text file and clean it up. This means removing everything except the body of the text, including the abstract, title, keywords, references, footnotes, headers and footers. This may sound painful, but it is a worthwhile investment of your time and energy, since there are many more things we can do with text files that will serve your dissertation process well. Make sure you name your file as FirstAuthorYear.txt, for example, AbendrothGraven2013.txt or Chan2009.txt

Then, place all these cleaned plain text files in a Google Drive folder, share it with me, email me to let me know it is available and I can turn it around very quickly (usually).

**Other Ways to Convert PDFs to Plain Text**<http://www.pdf-online.com/osa/extract.aspx?o=annots>

<http://www.a-pdf.com/text/index.htm>

if you open a PDF in Foxit reader (free) you can export to .txt files

Leedy, P. D., & Ormrod, J. E. (2005). *Practical research: Planning and design* (8th ed.). Upper Saddle River, NJ: Prentice Hall.