How to compile your data to use in Mappr

The software requires the data to be formatted as a **csv file**. You can compile such a file by inserting your data into an excel sheet and then use the save as function and select csv-UTF-8 comma delimited as the output format in the field below the document name when you save the file.

You will need to **compile two files**:

- An **edgelist** that contains the directed relations in you cognitive map (and some supplemental information)
- A **nodelist** that contains information about the concepts in your cognitive map (with some supplemental information).

You can compile these lists in excel and then save as a csv file. The software can assist you in compiling the nodelist from an edgelist. It is important to use the <u>exact same writing</u> (capitals, spaces etc) for the concepts or meta-information each time these appear in the lists.

An **edgelist** lists all the relations in a cognitive map below each other in separate rows. <u>Presently edges that are the same need to be aggregated in the edgelist before uploading</u> with the number of times the relation appears noted in column 4 (weight) to get an accurate visualization of the CM.

1) Column 1 ("from") contains the cause-concept. This field is mandatory.
2) Column 2 ("to") contains the effect-concept. This field is mandatory.
3) Column 3 ("edge_value") contain a number (1, 0, -1) indicating whether the relation is positive (1), negative (-1) or non-existent (0). This field is mandatory.
4) Column 4 ("weight") contains the number of times the (exact same) relation appears in your data. If you leave this field empty, by default the weight will be 1. This field is optional.
5) Further columns may contain meta-data about the source from which the edgelist was derived, like the name or date of the source-material. This information will not be used for the analysis but will be retained in the output of the analysis, so it may be used later on for identification and filtering of the results of the analysis. These fields are optional.

A **nodelist** includes all unique concepts that appear in the edgelist below each other in separate rows. The software can help you generate the first concept of a nodelist with all these concepts included. You can then use this to fill in the remaining columns in excel:

1) Column 1 ("node_name") contains the names of all the concepts in the edgelist. You can compile this in excel or have this list generated by the Mappr software. This field is mandatory.
2) Column 2 ("node_value") contains the intrinsic value of the node-concept represented as a number. If left empty, the concept is seen to be positive or neutral; if a concept is intrinsically negative, fill in -1. It is advisable to use the 'negative' category sparsely. This field is optional.
3) Column 3 ("paradigms") contains information about whether the concept is associated to a (policy) paradigm or not (see Van Esch & Snellens 2023). There can only be two paradigms and these are treated as rivalling (like Keynesianism and Ordoliberalism). Each cell can only contain the name of 1 of the paradigms. If left empty the concept is seen as not associated with either paradigm. This field is optional.

4) Column 4 ("instruments") contains information about whether the concept refers to a type of (policy) instrument or not (see Van Esch & Snellens 2023). You distinguish as many different instruments as you like, but each cell can only contain the name of 1 type of instrument. If left empty the concept is seen as not associated with either paradigm. This field is optional. This column can also be used for categorizing your concepts in other ways (as theme's for instance).