Wikipedia

Women in Red

Cambridge

Clem Rutter

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1 Welcome to Wikipedia

Wikipedia is used by everyone on this planet-- and several more too.

Everyone can edit wikipedia. Every edit is monitored to some extent. Every edit is saved- so you can rollback if something goes very wrong. Every article has a talkpage where ideas can be discussed, and a edit history page-where you can find links to each edit and each editor.

Every lecturer in the world tells their students not to use Wikipedia because everyone can edit it-
but every lecturer in the world uses it to prepare their lectures and course notes.

Wikipedia is fun- and the social life is good too.

Wikipedia is the product-

Wikimedia is the organisation/legal entity-

Mediawiki is the software.

2 A wikipedia edit

A wikipedia edit has three parts

- **Writing an interesting fact**

- **Saying where that fact can be found (a reference)**

- **Leaving an edit summary to tell your co-writers what you have just done**

A wikipedia article can be as simple as you like (a stub), or a major piece of referenced writing.

You are seriously advised to look at similar articles before you start.

2.1 Managing the edits

All editors have a **watchlist** so we know immediately that an edit has been made- who made it- and what the differences are. All editors have a **contribution list**- which gives us quick links to the articles we are editing. We are also given a **sandbox** where we can try out ideas or even draft new articles.
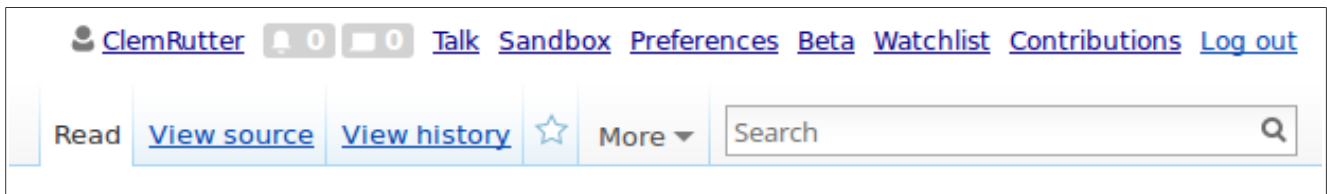
A group of volunteers monitors all new articles- they look for who has made the edit, how many edits they have made before, and try to find out a bit about the editor. They look for links and references. If the tentative new article looks dodgy then they just delete it.

This is a bear trap for new editors-so it is best to create a little history and street-cred before attempting your first new article.

2.2 Registering

Wikipedia is another web application, so registering and logging on is similar to all other sites.

Choose a user name- try to be a bit serious here. If you want to remain anonymous- and have no other ideas. Try a street name where you have lived- followed by a number say a bus route. Password don't need to be too secure- there's no money involved here.

> You are now a wikipedian.

> Log on, look at the screen.

> Look at the top- there is your name, - two icons and seven options.
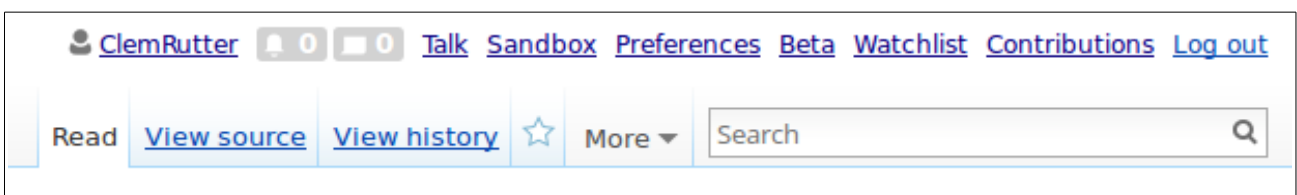
3 Editing

Wikipedia gives you the choice of two editors. One is similar to Google docs and can be used to write the articles. The second is a text-editor, that can be used anywhere. It requires you to use a simple markup code- but experienced editors have used it for years, and will automatically use it if you ask them for help. We need both.
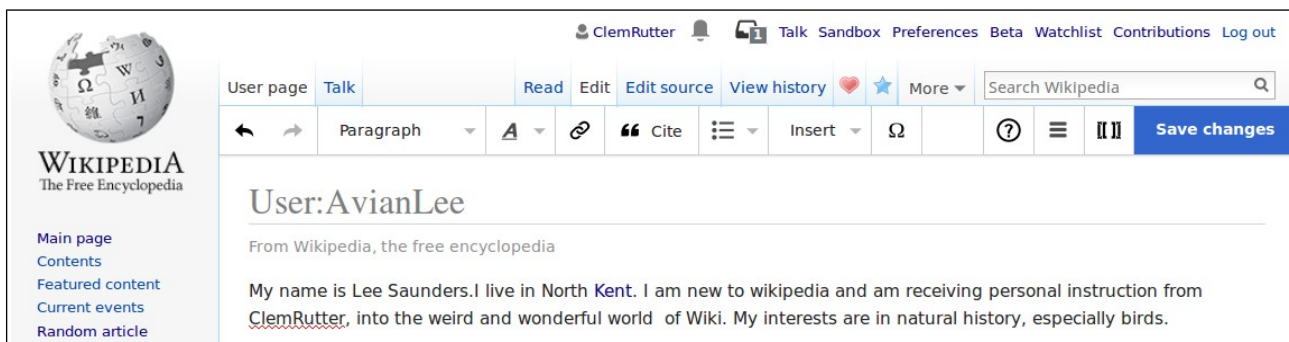
Visual Editor	Source Editor- Text editor-Wiki text-editor
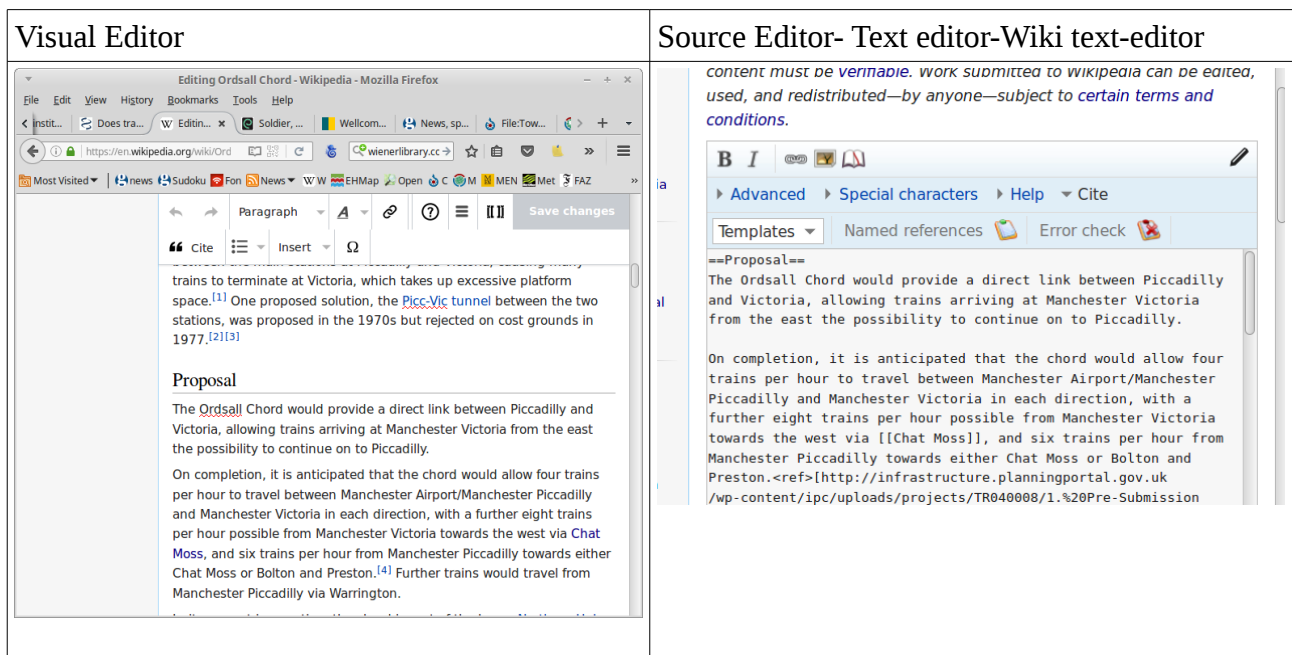
4 Visual Editor: Your user page

We will use the **Visual Editor.** Your user page is yours- click on your name- then click on Edit.
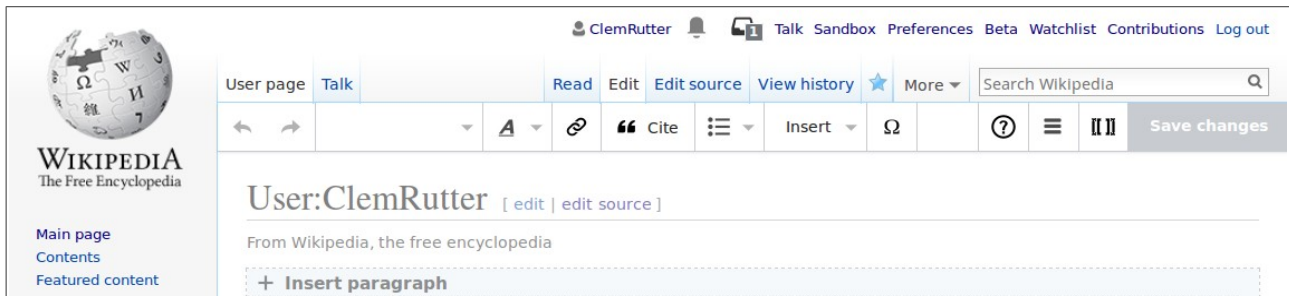
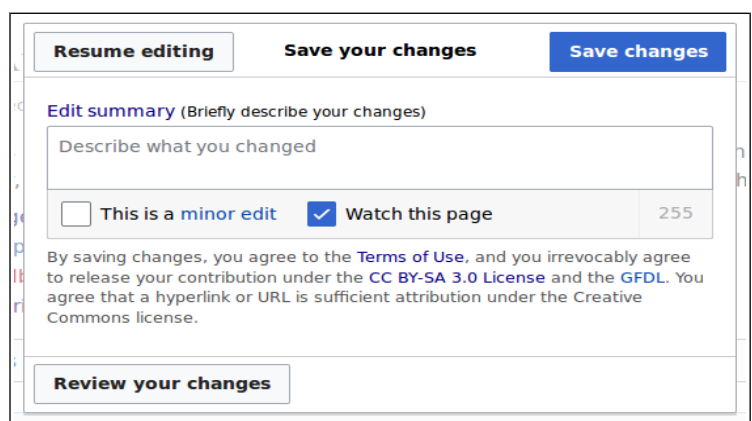The visual editor will (eventually) load.   Click + Insert paragraph and start typing.

Quite simply this will tell the vandal patrol that you are are a serious new contributor.

This is a user page so you don't need to add a reference!   Save changes
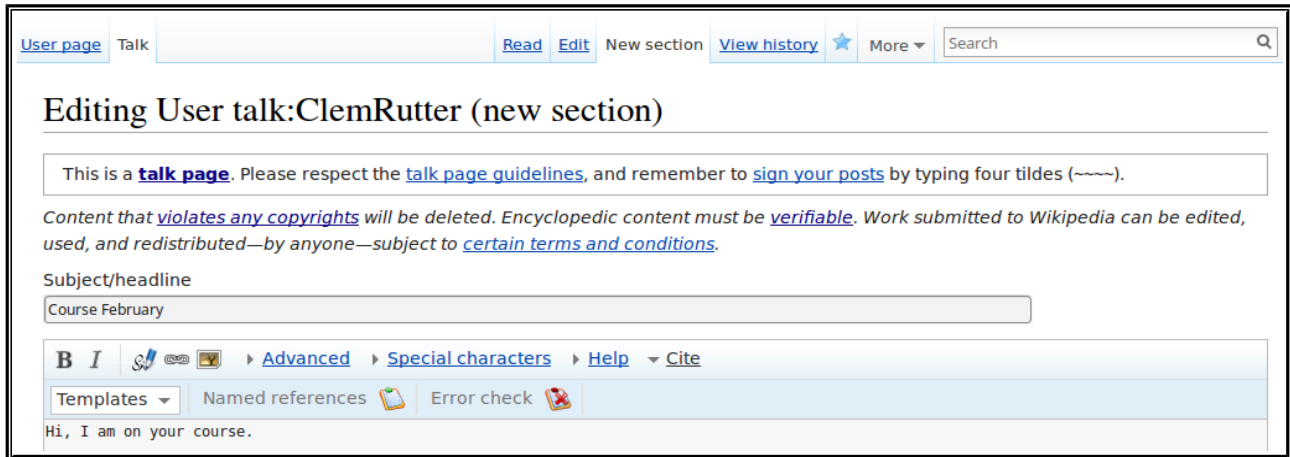

In the edit summary write:

Describe what you changed Starting a new page introducing myself.

Save changes   That's the process. We have a User page . And we can tweak it later

5 Source editor: Talk to me

Type into the search box:- `User talk:ClemRutter`. Select New section and write me a message.
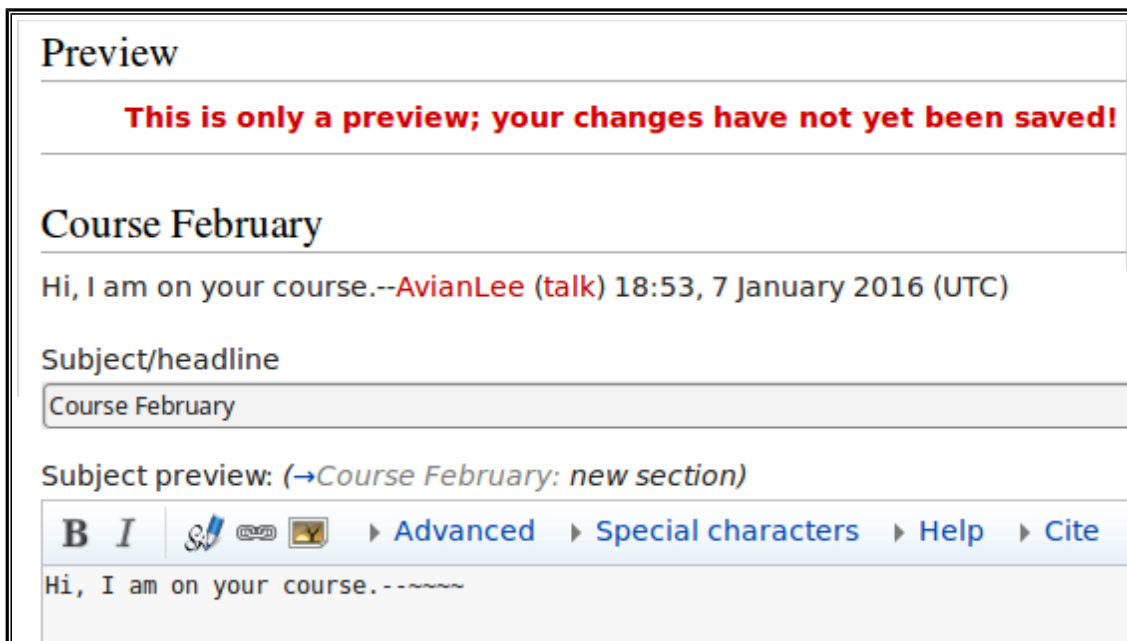
This time you must use the **wiki source (wikitext) editor.**

At this point I won't have a clue who has written it, so click on the pencil and a little wikicode is added. Yes, four tildes.

Preview it (down at the bottom) then save it. I now have your user name so I can write back

Save. That is the process and your user name has appeared.

6 Tweaking the user page- source editor then visual

Click on your user name- click on source edit- type this,

```
{{guideline list}}
```

Click Preview, and then click save. You have copied in (transcluded) a list of useful links. That is a **template**. You call a template by using the squiggly brackets.

Onto visual editor. In visual think you want to insert a template. Click on Insert. Click on Template. Type in its name and save. It gives you a nonsense message- ignore it and save. It works the second time.

This it really is easier in source edit

Click again on your user name to get to page - click on source edit- type this,

```
[[User:XXXXXX]]
[[User talk:XXXXXX]]
[[User:XXXXXX/Sandbox]]
[[Special:Contributions/XXXXXXXX]]
```

Click Preview,it is all bunched up, try adding an extra line between them and they will align, preview and then try the three changes below. Previewing each time

```
:[[User:XXXXXX]]
:[[User talk:XXXXXX]]
:[[User:XXXXXX/Sandbox]]
:[[Special:Contributions/XXXXXXXX]]
```

Colons: This shows you how to indent the line.

```
*[[User:XXXXXX]]
*[[User talk:XXXXXX]]
*[[User:XXXXXX/Sandbox]]
*[[Special:Contributions/XXXXXXXX]]
```

Stars: Give you bullet points.

The | (pipe) character: The bit before the pipe gives us the link address and the bit after the pipe is what the reader sees.

```
*[[User:XXXXXX|This page]]
*[[User talk:XXXXXX|My talk page]]
*[[User:XXXXXX/Sandbox|My sandbox]]
*[[Special:Contributions/XXXXXX|My contributions]]
```

In the edit summary write- adding links, preview and save. We now have a useful user page.

7 Wikipedia rules and Wikipedia has rules

Wikipedia has an awesome collection of policies and rules. Wikipedia has Help pages, Talk pages and Draft Space. Each user has a sandbox where they can work-up ideas without worrying too much about getting it wrong.

7.1 Choosing your topic- WP:GNG- Notability

For historical reasons each new article has to be notable- the inclusionists amongst us are very tolerant- but other editors are far more caution. This is what we need to consider **[[WP:GNG]]**. So before we start we check if:-

The subject has received **significant coverage** in **reliable sources** that are **independent of the subject.**

- **"Significant coverage"** addresses the topic directly and in detail, so that no original research is needed to extract the content. Significant coverage is more than a trivial mention, but it does not need to be the main topic of the source material.
  - The book-length history of the subject is obviously. A passing reference as a co-writer just isn't. We will always be somewhere in-between.
  - To be safe I look for two sources.
- **"Reliable"** means the sources need editorial integrity. Generally broadsheet newspapers, and peer reviewed academic journals are, and tabloids and most local newspapers are not. There are guidelines **[[WP:RS]]** the reliable source guideline. The source may be in any language providing one copy is available somewhere. Sources may encompass published works in all forms and media, and in any language.
- **"Sources"** should be secondary sources, as those are the most objective. There is no fixed number of sources stated but multiple sources are generally expected. Multiple publications from the same author or organization are usually regarded as a single source.
- **"Independent of the subject"** excludes works produced by the article's subject or someone affiliated with it. This is a tricky one as the employer- usually the university would not be considered independent. Articles in the professional journal describing the subjects work would be independent- one written by the subject or the subjects colleagues would not be. Advertising, press releases, autobiographies, and the subject's website are never considered independent.

Significant coverage in reliable sources **[[WP:RS]]** creates an assumption, not a guarantee, that a subject should be have an article. It may be better to include them as a paragraph in another article.

If she passes that test- we write the article. Each fact in the article does need 'one' reference to say where we found it, but we don't have to apply the notability test in full- particularly non-independent primary sources are often good enough

7.2 BLP- Biography of Living Persons

Writing about living persons needs special sensitivity and care and Wikipedia's lawyer have thought long and hard how we should do it. **[[WP:BLP]]** writes it out in full.

- Presumption in favour of privacy

- Neutral point of view **(NPOV)**

- Verifiability **(V)**
- No original research **(NOR)**

-

We must get the article *right*. Be very firm about the use of high-quality sources. All quotations and any material **challenged or likely to be challenged** must be supported by an inline citation to a reliable, published source.

Contentious material about living persons (or, in some cases, recently deceased) that is unsourced or poorly sourced—whether the material is negative, positive, neutral, or just questionable—should be **removed immediately and without waiting for discussion**.

A long authoritative discussion can be read at **Wikipedia:Biographies of living persons** or **[[WP:BLP]]**

So what should we consider?

Writing style	Reliable sources
Tone	Challenged or likely to be challenged
Balance	Avoid misuse of primary sources
Non aggressive	Avoid self-published sources
	Using the subject as a self-published source
Privacy issues	Avoid gossip and feedback loops
Avoid victimization	*Remove contentious material that is unsourced or poorly sourced*
Privacy issues for.Public figures	
Privacy of personal information and using primary sources	Balance in Further reading, External links, and See also
Privacy for people who are relatively unknown	
Privacy for subjects notable only for one event	
Privacy for people accused of crime	
Privacy of names	

7.3 MOS- Manual of Style

It comes as no surprise that we have one. [[WP:MOS]] will take you there. I have added these two links to my user page so I can find them easily

```
{{Style}}
{{guideline list}}
```

Wikpedia's Manual of style is based on The Harvard |Manual, and the Guardian Manual of style, which both are derived from Fowler's Modern English Usage.

Being bold:

Just write the way you normally write- and that will be close enough. A wikignome will come along and knock it into shape for you later.

You may write using Anerican English, Oxford spelling or Cambridge Standard British English- but you must be consistent within an article.

```
{{Use British English}}
{{Use dmy dates}}
```

These tags are often put at the top of the article to make things clear.

There seems to be a current trend to over-hyphenate. No doubt it is *well meaning*, but will soon become *well-meaning* before resolving itself as *wellmeaning!*.

Remember a wikipedia edit is:

- **an interesting fact**

- **a solid reference**

- **an edit summary.**

If unsure you can write: New facts on Peppa -pls help MOS.

Or put a similar comment in the text <!--   pls help that this complies with MOS -->

8 Writing an article

This is why we are here. You will already have a title, and a couple of books or webpages you can use for references. On your user page there are links to a plethora of advice pages so:

```
```

- **Jump straight in or do a draft in your sandbox.**

- **Put in some references.** - we just say where others can find the facts

- **Get someone to check it**- just send me message on my talk page

- **Transfer it to main space**-Use the {{subst:submit}} code.

```
```

8.1 A look at the page structure.

Every article has different headings we can be very flexible. [

A normal biography page will contain:

```
<!-- A summary called the lead →-->
==History==
===Early life===
===Working life===
===Legacy===
==Works==
==Exhibitions==
==See also==
==References==
;Footnotes
{{notelist}}
;Notes
{{reflist}}
;Bibliography
==External links==
[[Category:Artists from Greater Manchester]]
[[Category:Articles written at the XXXXX editathon]]
```

But we can start with almost no sections

```
Put in what you know- along with a reference to show where you can see that fact.
==See also==
==References==
;Notes
{{reflist}}
;Bibliography
==External links==
```

8.2 Type in the facts

Type in the facts under the headings you have created. This takes time. You can do this bit off-line in notepad or gedit while commuting and copy and paste it into the editor when you are ready. As always Preview, tidy up a bit and save.

8.3 Inserting references

We need a reference for each paragraph. At the top or the editor there is a link cite which opens a new bar.
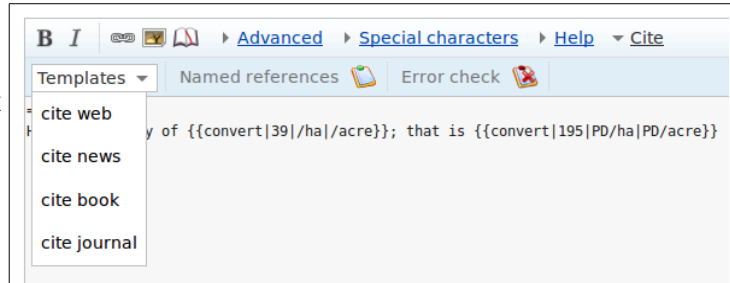
Books:

Click on the template and select book. Just fill in the boxes- if you can fill in ISBN first you save yourself a lot of typing.Preview and if it works great, if not, get someone else to fix it.

Collections of essays:

If you are refering to an essay within a book. Select Cite journal.

If you are referencing medical articles select cite journal. You see the template and immediately paste in the DOI or PMID. It will fill in all the rest and you can save and move on to the next one.

Information signs:

If you want to cite an interpretive panel in a museum there is a template called {{cite sign}}. You will have to type this in directly. Here is an example.

```
<ref>
{{Cite sign
|title=The Underwater Archaeology Centre |url=
|date=2006
|medium=Plaque outside museum
|publisher=The Hampshire and Wight Trust for Maritime Archaeology
|location=[[Fort Victoria (Isle of Wight)|Fort Victoria]] }}
</ref>
```

8.4 Inserting references in Visual Editor

At the moment it does not autofill from ISBNs!

Reusing citations you have already typed in is a matter of clicking an item in the list.

Any reference is better than none-- if uncertain write as much as you can in comment brackets instead example **<!-- in preface of Fowlers third edition, but no printed in the fourth** →

To see the references at the bottom of the page. Put the code

{{reflist}} or if you want two columns **{{reflist|30em}}**

8.5 Inserting links- wikilinks

Think of the reader- what links they may want. Go through the text converting

…..words to **[[words]]** or to   **[[an article name|words]]**.

Putting in a raw link is allowed in the External links section- but nowhere else. It uses a single square bracket.

[an website address (URL)   what you want it to say]. There is no pipe!

8.6 Inserting images

Think of the reader- the image should be relevant.

[[Image:frog 8124.jpg|thumb|what you want the caption to say]]. or

[[Image:frog 8124.jpg|thumb|upright|What you want the caption to say]].

You can set its size or how you want it positioned- but please **don't.** A tablet user or a mobile phone will have a different sized screen and formatting just confuses.

[[Image:frog 8124.jpg|thumb|180px|what you want the caption to say]]

Putting in some alt-text for screen readers is a good idea

[[Image:frog 8124.jpg|thumb|180px|alt=Frog in water|what you want the caption to say]]

8.7 Inserting categories

Choose one from a similar article. The code is: **[[Category:Textile machinery]]**

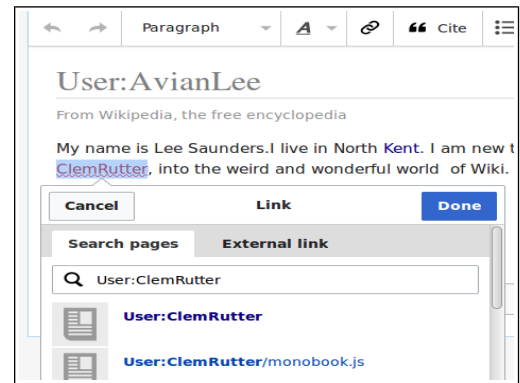If you are at a Wikipedia event you will be given a category name to include .

Extra categories can be added later, by using the new category widgets at the bottom of the page
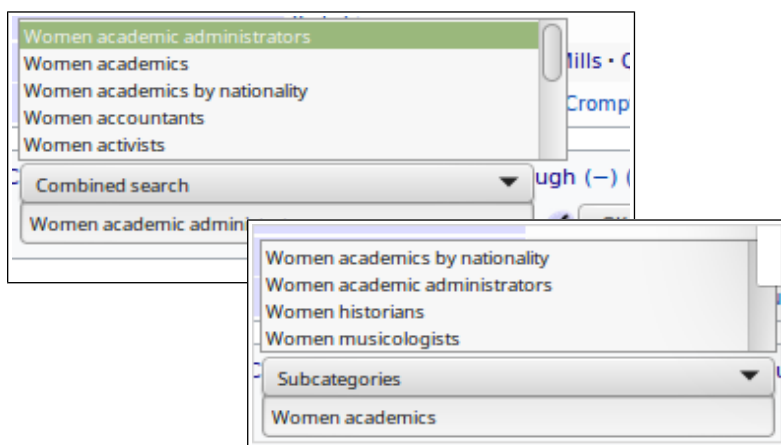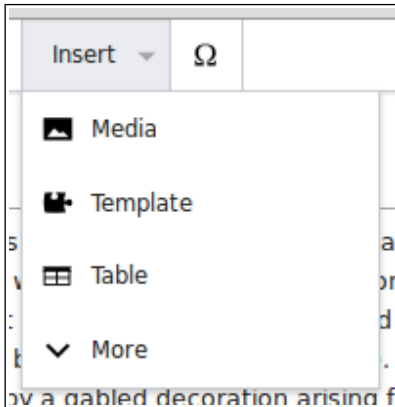
9 Using in Visual Editor

9.1 Inserting links- in Visual Editor

This is a dream- highlight the word and click on the chain icon . A box opens giving you suggestions.

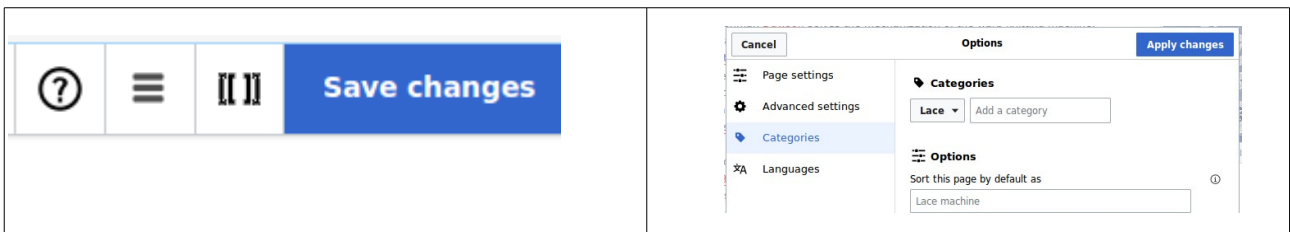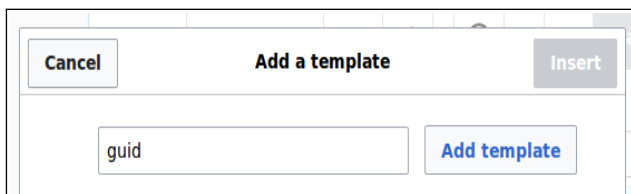## 9.2 Inserting images – in Visual Editor

Select the Media option

9.3 Inserting categories- in visual editor

Not obvious- but look for the Options Icon ☰ – and link through categories. Predictive texting will help you find the spelling used.

9.4 Inserting templates- in Visual Editor

This is a dream to use. It will help you find the template name, then list the fields you are allowed to fill in.

10 Wiki-markup cheat sheet

Markup	Description	Result

`''italic''`
 	
`'''bold'''`
 	
`'''''bold and italic'''''`
	Italic
	
	bold
	
	bold and italic
		Italic
		
		bold
		
		bold and italic

`==heading 1==`
`===subheading 2===`
`====subsub 3====`
`=====level 4=====`
	Headings in different sizes	## Heading 1
		### subheading 2
		#### *Subsub 3*
		##### level 4

`[[Marie Curie]]`
`[[Marie Curie|Marie Skłodowska Curie]]`
	Wikilink to another page
	-wikilink showing different text
		`Marie Curie`
		
		`Marie Skłodowska Curie`

`[http://www.test.org ]` `[http://www.test.org Wow]`	External link Link with description	*http://www.test.org* *Wow*
`[[Category:Test]]`	Add article to category "Test"	

`* one`
`* two`
`* three`
	Bullet list	• one
		• two
		• three

`# one`
`# two`
`# three`
	Numbered list	1. one
		2. two
		3. three

`[[File:File.jpg|thumb|caption]]`
 	
`[[File:File.jpg|thumb|left|caption]]`
 	
`[[File:File.jpg|thumb|upright|caption]]`
 	
`[[File:File.jpg|caption]]`
	Thumbnail image (normal)
	
	Thumbnail image aligned left with caption
	
	Tall thumbnail with caption
	
	Image fullsize with caption	

`[[File:File.ogg]]`	Include a sound file	

`{| class= "wikidata"`
`!header1 !! header2`
`|-`
`|row1 cell1`
`|row1 cell2`
`|-`
`|row2 cell1 || cell2`
`|}`
	Table with two columns, a header row and two normal rows.
	
	Each cell can have class= ".."| or style=".." before it.
		header1 / header2 table:
		header1 | header2
		row1 cell1 | row1 cell2
		row2 cell1 | cell2

10.1   More mark-up

`#REDIRECT [[Other article]]`	Redirect to another article	
`----`	horizontal line	

`<s></s>`
`<sup></sup>`
`<sub></sub>`
`<code></code>`
`<pre></pre>`
`<blockquote></blockquote>`
	raw html (webpage) tags	

`{{#tag:ref||group="nb"`
`|name=""}}`
`{{Reflist}}`
`<references />`
	our reference system	

`<includeonly></includeonly>`
`<noinclude></noinclude>`
`{{DEFAULTSORT:}}`
`<nowiki></nowiki>`
`<!-- →`
`<span class="plainlinks">`
`</span>`
	for writing instruction- and examples on a talk page	

11 Policies and guidelines

WP:3RR	Three Revert Rule
WP:AFC	Articles For Creation
WP:AFD	Articles For Deletion
WP:AGF	Assume Good Faith
WP:AN	Administrator's Noticeboard
WP:AP	Arbitration Policy
WP:BOT	Bots
WP:BCRAT	Bureaucrats
WP:CIVIL	Civility
WP:D	Disambiguation
WP:DEL	Deletion Policy
WP:NEW	New user log
WP:NOR	No Original Research
WP:NOT	What Wikipedia is not
WP:NPA	No Personal Attacks
WP:NPOV	Neutral Point Of View
WP:PD	Public Domain
WP:PN	Patent Nonsense
WP:PROD	Proposed Deletion
WP:SELF	Avoid self-references
WP:V	Verifiability
WP:VAND	Vandalism
WP:VIE	Voting Is Evil

12 Visual editor map
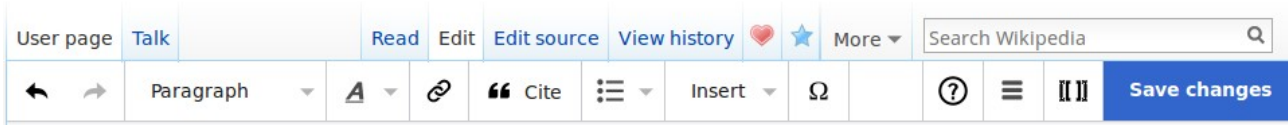
Indentation and Bulleted list

Help
Options
Wikitext
Save

Options
Including adding a category

Special Characters

13 Submitting

So the article has been checked and you want to make it into a real page. There are three methods:

- At the top of the draft page or sandbox page, type

```
{{subst:submit}}
==Title of page==
```

  and it will (eventually) be done for you)

- Go to the search box and type in the **new articles title.** There will be no page- and Wikipedia will invite you to create one. Click the link and you have a blank canvas. You can safely copy the contents of your sandbox and paste it in and preview, tidy a little and save.

- The better method is to put a link to the imaginary page into some other page, preview and save. It will give you an ugly **redlink**. Click the link and you have a blank canvas. You can safely copy the contents of your sandbox and paste it in and preview, tidy a little and save.

Have fun, and you can start to improve other articles, look at other tricks and add more to your page.

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and extended for

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