

Wikipedia



WIKIPEDIA
The Free Encyclopedia

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 idas 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 his students not to use Wikipedia because everyone can edit it- but every lecturer in the world uses it to prepare his 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

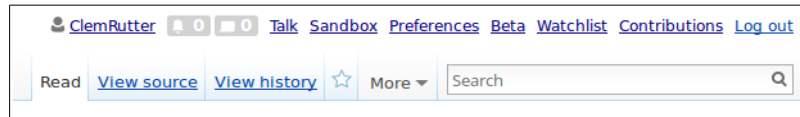
A wikipedia edit has three parts

- **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

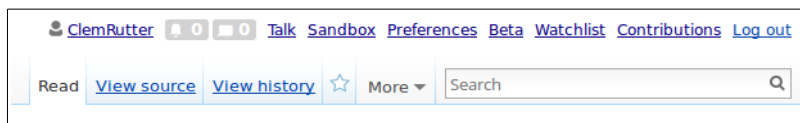
Wikipedia is another web application, so registering and logging on is similar to all other sites.

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.

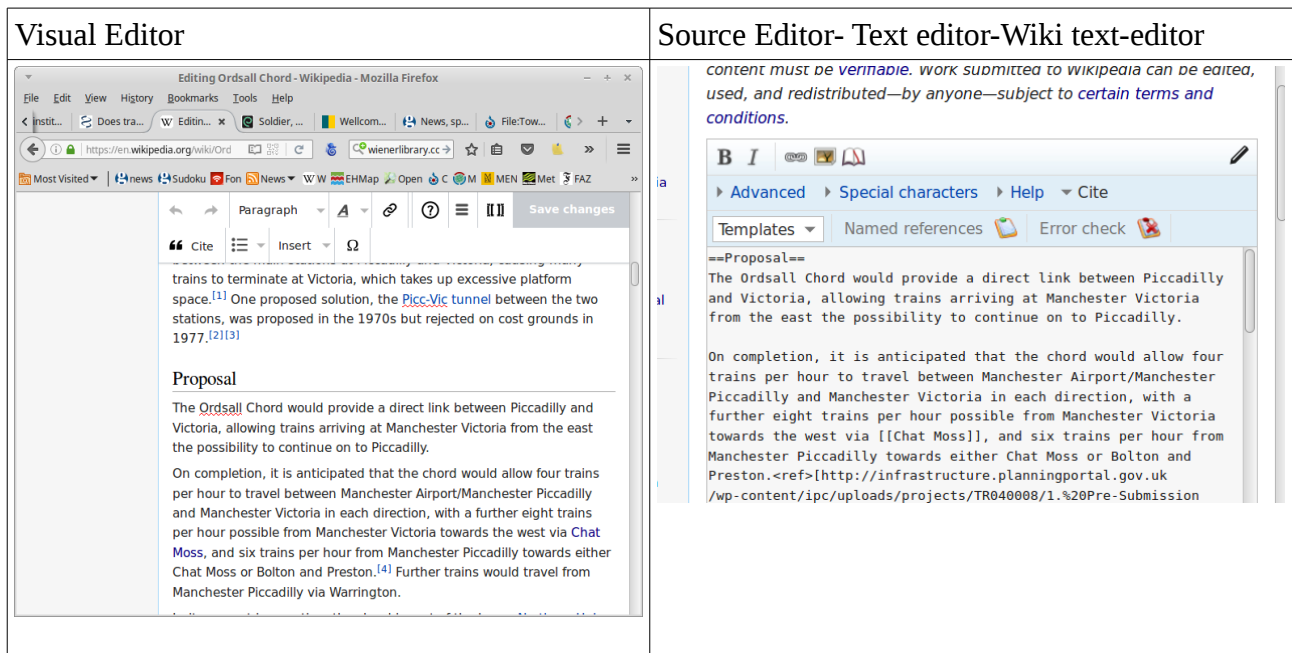
Log on, look at the screen.

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



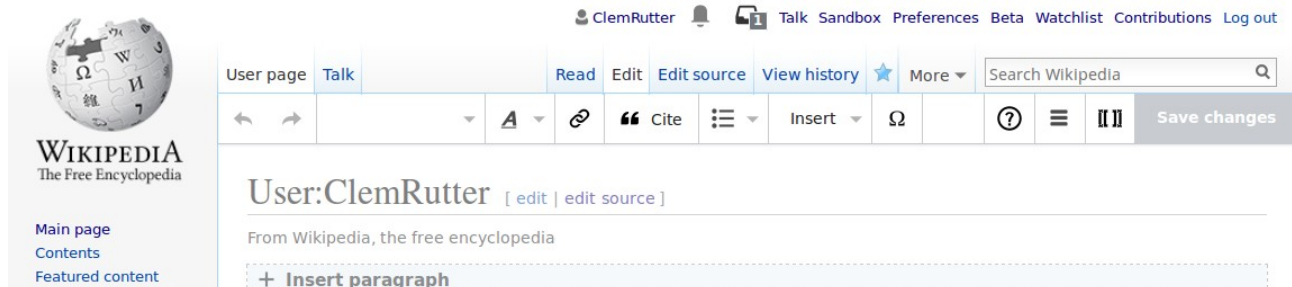
3 Editing

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.



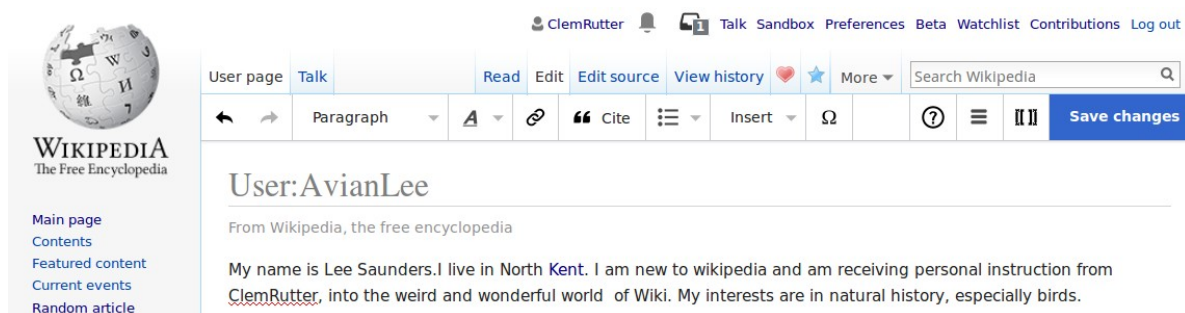
4 Visual Editor: Your user page

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 a serious new contributor.



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

Resume editing **Save your changes** **Save changes**

Edit summary (Briefly describe your changes)

Describe what you changed

This is a **minor edit** **Watch this page** 255

By saving changes, you agree to the [Terms of Use](#), and you irrevocably agree to release your contribution under the [CC BY-SA 3.0 License](#) and the [GFDL](#). You agree that a hyperlink or URL is sufficient attribution under the Creative Commons license.

Review your changes

In the edit summary write:

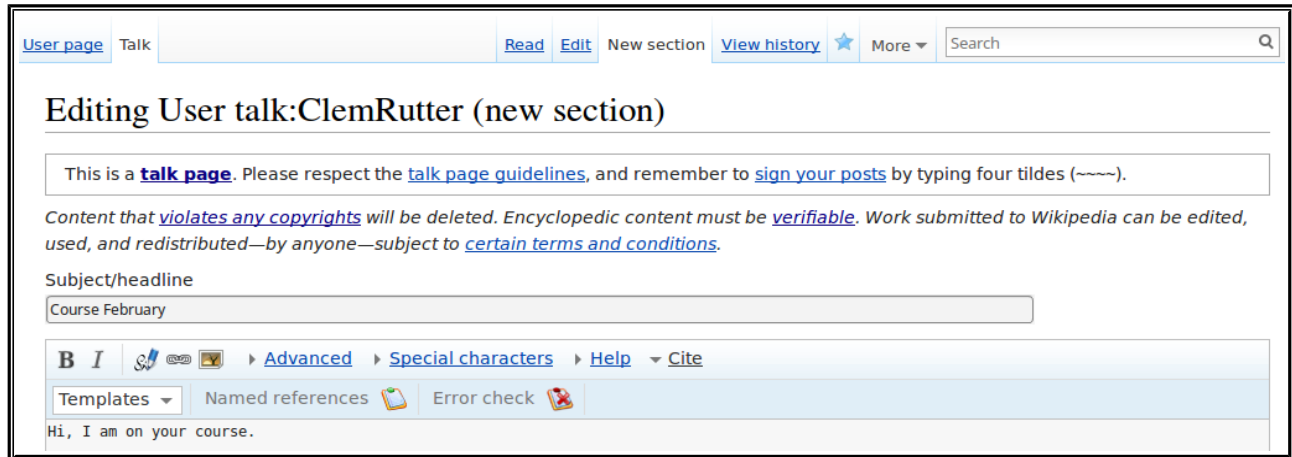
Describe what you changed Starting a new page introducing myself.

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.

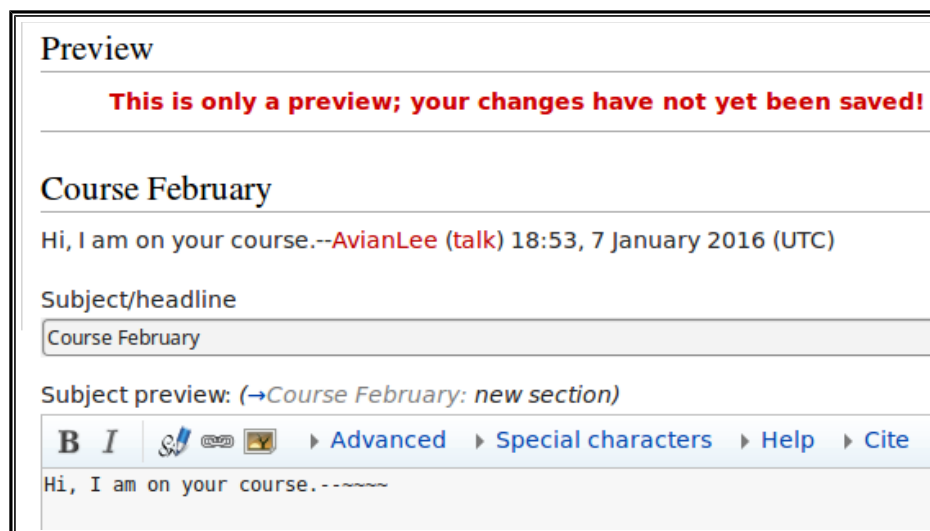
This time you must use the **wiki source (wikitext) editor**.



The screenshot shows the Wikipedia talk page editor for User talk:ClemRutter. At the top, there are navigation links: "User page", "Talk", "Read", "Edit", "New section", "View history", "More", and a search box. The main heading is "Editing User talk:ClemRutter (new section)". Below this is a text area with a warning: "This is a **talk page**. Please respect the [talk page guidelines](#), and remember to [sign your posts](#) by typing four tildes (~~~~). Content that [violates any copyrights](#) will be deleted. Encyclopedic content must be [verifiable](#). Work submitted to Wikipedia can be edited, used, and redistributed—by anyone—subject to [certain terms and conditions](#)." Below the warning is a "Subject/headline" field containing "Course February". A toolbar includes "B", "I", a link icon, a link icon, a link icon, "Advanced", "Special characters", "Help", and "Cite". Below the toolbar are "Templates", "Named references", and "Error check". The text area contains "Hi, I am on your course."

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



The screenshot shows the preview of the talk page. At the top is the heading "Preview". Below it is a red warning: "This is only a preview; your changes have not yet been saved!". The main heading is "Course February". Below this is the text "Hi, I am on your course.--AvianLee (talk) 18:53, 7 January 2016 (UTC)". Below the text is the "Subject/headline" field containing "Course February". Below the field is the "Subject preview: (→Course February: new section)". A toolbar includes "B", "I", a link icon, a link icon, a link icon, "Advanced", "Special characters", "Help", and "Cite". Below the toolbar is the text "Hi, I am on your course.~~~~".

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 the grey haired deletionists are far more cautious. 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 subject's work would be independent- one written by the subject or the subject's 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 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?

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

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}}
```

Wikipedia'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 American 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 -->

Manual of Style (MoS)

Search the MoS

Content [hide]
Accessibility · Biographies · Disambiguation pages · Hidden text · Infoboxes · Linking · Self-references · Words to watch

Formatting [hide]
Abbreviations · Capitalization · Dates and numbers · Pronunciation · Proper names · Spelling · Text formatting · Titles

Images [hide]
Captions · Galleries · Icons · Images

Layout [hide]
Layout · Lead section · Tables · Trivia sections

Lists [hide]
Embedded lists · Lists · Lists of works · Road junctions · Stand-alone lists

Legal [show]

By topic area [show]

Related guidelines [show]

Overview · Directory · Tips

V · T · E

Wikipedia guidelines

Guidelines list · Policies list

Behavioral guidelines
Assume good faith · Conflict of interest · Courtesy vanishing · Disruptive editing · Don't bite the newbies · Don't edit to make a point · Etiquette · Don't game the system · User pages · Other behavioral guidelines · WMF friendly space policy

Discussion guidelines
Talk page guidelines · Signatures

Content guidelines
Citing sources · Identifying reliable sources (medicine) · Fringe theories · Notability · Non-free content · Offensive material · Don't copy long texts · Don't create hoaxes · Patent nonsense · External links · Other content guidelines

Editing guidelines
Article size · Be bold · Edit summary · Shortcuts · Understandability · Other editing guidelines

Organization guidelines
Categories, lists, templates · Categorization · Disambiguation · Subpages

Style guidelines
Manual of Style (contents · lists · tables)

Deletion guidelines
Deletion process · Speedy keep · Deletion guidelines for administrators

Other guideline categories
Naming conventions · Notability

V · T · E

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

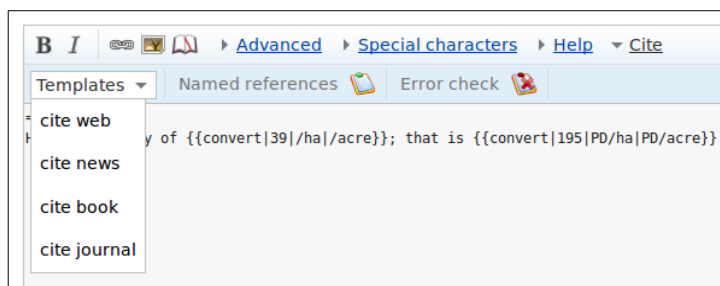
```
Put in what you know- along with a reference to show where you can see that fact.
==See also==
==References==
;Notes
{{reflist}}
;Bibliography
==External links==
```

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 of 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 referring 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

The image shows two overlapping screenshots of the 'Add a citation' dialog box. The top screenshot shows the 'Automatic' tab with a text input field containing 'e.g. http://www.example.com'. The bottom screenshot shows the 'Manual' tab with a list of citation types: Website, News, Basic form, Book, and Journal. The 'Journal' option is highlighted.

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|what you want it to say]]**.

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

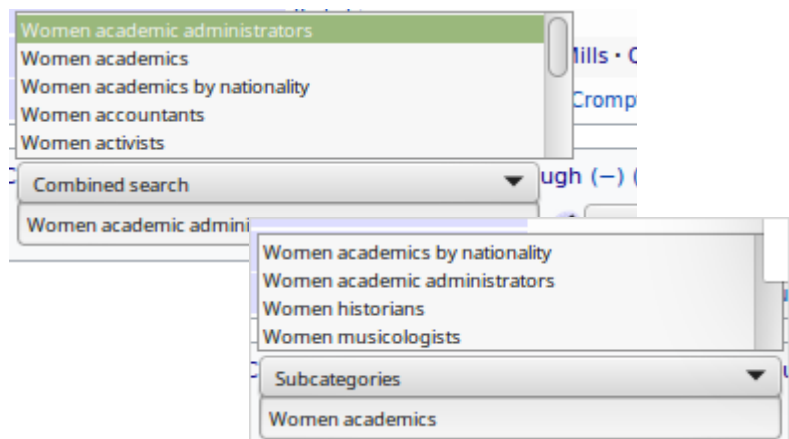
[[Image:frog 8124.jpg|thumb|180px|alt=Frog in water|what you want the caption to say]]

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 .

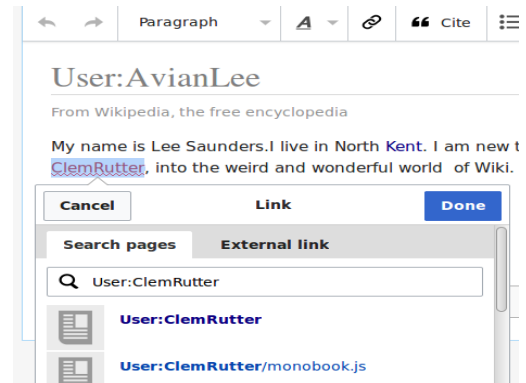
Extra categories can be added later. Using the new category widgets at the bottom of the page



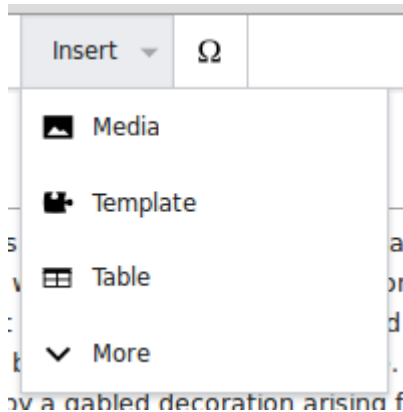
9 Using in Visual Editor

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.




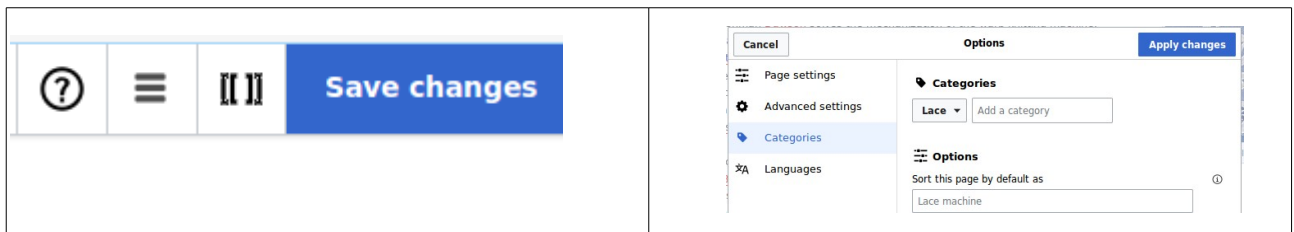
9.2 Inserting images – in Visual Editor



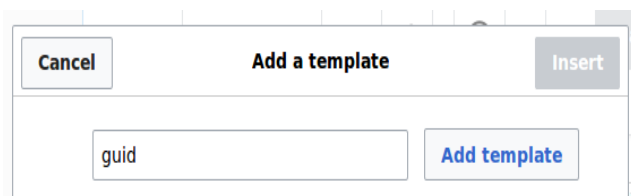
Select the Media option

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

<pre>''italic'' '''bold''' ''''bold and italic''''</pre>	<p>Italic</p> <p>bold</p> <p>bold and italic</p>	<p><i>Italic</i></p> <p>bold</p> <p><i>bold and italic</i></p>						
<pre>==heading 1== ===subheading 2=== ====subsub 3==== =====level 4=====</pre>	<p>Headings in different sizes</p>	<p>Heading 1</p> <p>subheading 2</p> <p>Subsub 3</p> <p>level 4</p>						
<pre>[[Marie Curie]] [[Marie Curie Marie Skłodowska Curie]]</pre>	<p>Wikilink to another page</p> <p>-wikilink showing different text</p>	<p>Marie Curie</p> <p>Marie Skłodowska Curie</p>						
<pre>[http://www.test.org] [http://www.test.org Wow]</pre>	<p>External link</p> <p>Link with description</p>	<p>http://www.test.org</p> <p><u>Wow</u></p>						
<pre>[[Category:Test]]</pre>	<p>Add article to category “Test”</p>							
<pre>* one * two * three</pre>	<p>Bullet list</p>	<ul style="list-style-type: none"> • one • two • three 						
<pre># one # two # three</pre>	<p>Numbered list</p>	<ol style="list-style-type: none"> 1. one 2. two 3. three 						
<pre>[[File:File.jpg thumb caption]] [[File:File.jpg thumb left caption]] [[File:File.jpg thumb upright caption]] [[File:File.jpg caption]]</pre>	<p>Thumbnail image (normal)</p> <p>Thumbnail image aligned left with caption</p> <p>Tall thumbnail with caption</p> <p>Image fullsize with caption</p>							
<pre>[[File:File.ogg]]</pre>	<p>Include a sound file</p>							
<pre>{ class= "wikidata" !header1 !! header2 - row1 cell1 row1 cell2 - row2 cell1 cell2 }</pre>	<p>Table with two columns, a header row and two normal rows.</p> <p>Each cell can have class= “..” or style=“..” before it.</p>	<table border="1"> <thead> <tr> <th>header1</th> <th>header2</th> </tr> </thead> <tbody> <tr> <td>row1 cell1</td> <td>row1 cell2</td> </tr> <tr> <td>row2 cell1</td> <td>cell2</td> </tr> </tbody> </table>	header1	header2	row1 cell1	row1 cell2	row2 cell1	cell2
header1	header2							
row1 cell1	row1 cell2							
row2 cell1	cell2							

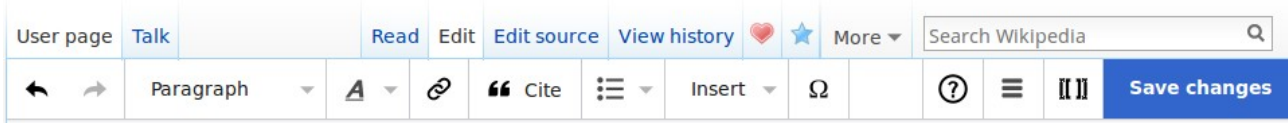
10.1 More mark-up

#REDIRECT [[Other article]]	Redirect to another article	
----	horizontal line	
<pre><s></s> <sup></sup> <sub></sub> <code></code> <pre></pre> <blockquote></blockquote> {{#tag:ref group="nb" name=""}} {{Reflist}} <references /> <includeonly></includeonly> <noinclude></noinclude> {{DEFAULTSORT:}} <nowiki></nowiki> <!-- → </pre>	<p>raw html (webpage) tags</p> <p>our reference system</p> <p>for writing instruction- and examples on a talk page</p>	

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



<p>Paragraph</p> <ul style="list-style-type: none"> ✓ Paragraph Ctrl+0 Heading Ctrl+2 Sub-heading 1 Ctrl+3 Sub-heading 2 Ctrl+4 Sub-heading 3 Ctrl+5 Sub-heading 4 Ctrl+6 Preformatted Ctrl+7 Block quote Ctrl+8 Page title Ctrl+1 	<p>Text formatting</p> <ul style="list-style-type: none"> B Bold Ctrl+B <i>I</i> Italic Ctrl+I x¹ Superscript Ctrl+. x₁ Subscript Ctrl+, S Strikethrough Ctrl+Shift+5 { } Computer code Ctrl+Shift+6 <u>U</u> Underline Ctrl+U ⌘ Language ⌘ Big ⌘ Small ⊘ Clear styling Ctrl+\, Ctrl+M 	<p>Insert</p> <ul style="list-style-type: none"> Media Template Table Comment Hieroglyphs Code block Musical notation Your signature Gallery Formula Graph References list Fewer
<p>Indentation and Bulleted list</p> <ul style="list-style-type: none"> Bullet list Numbered list Decrease indentation Shift+Tab, Ctrl+[Increase indentation Tab, Ctrl+]] 	<p>Save changes</p> <p>Help Options Wikitext Save</p>	<p>Switch to wikitext</p>
<p>Special Characters</p>		<p>Options Including adding a category</p>

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.

A useful user page: **[[User:Moonraker]]** with lots of links

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