The Wikipedia Editing Startup Guide

Emory Libraries Wikipedia Group

Est. 2016

New editors can get additional help and resources at the Wikipedia Teahouse

Wikipedia Principles and Values

Guidelines for editing

Wikipedia is written from a ***neutral point of view***.

Wikipedia is a social and interactive platform. Treat all Wikipedia users with respect and civility.

Wikipedia is not: an indiscriminate collection of information; a publisher of original thought; a soapbox or means of promotion.

Wikipedia's Five Pillars: http://bit.ly/TheFivePillars

Guidelines handout: http://bit.ly/GuidelinesHelp

10 Simple Rules to Editing Wikipedia: http://bit.ly/Wiki10Rules

Style Manual: https://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style

Choosing a subject

Notability: has the subject received "significant coverage in reliable sources"?

Conflict of interest: editors should avoid editing material about family, friends, colleagues or employers.

Material should be **verifiable**: any statement that could potentially be challenged, and all quotations, should have a citation.

More info on conflict of interest: http://bit.ly/WikiCOIGuide

Sourcing your article

Wikipedia articles should be based on **reliable, published sources.** (Mainstream newspapers, books and articles published by respected publishing houses, online, print, non-English are OK)

Be **wary** of self-published sources such as personal websites, social media posts, self-published memoirs and press releases.

More info on finding reliable sources: http://bit.ly/WikiSources

The Art of Editing Wikipedia

Learning to edit

Check out this complete guide to the visual editor: http://bit.ly/VisualEditorGuide

Use your SANDBOX to make practice edits and then move them to the target article.

Use the Be Bold Challenge to practice: http://bit.ly/BeBoldWikipedia

PDF of VisualEditor handout: http://bit.ly/VisualEditorHelp

Adding citations

Place your cursor where you want to insert the citation, and choose the CITE button.

Add the URL or ISBN of your source. The details will auto-fill! If not, you can insert them manually, and Wikipedia will format them correctly for you.

Paraphrasing

Rewrite all content **in your own words**, and add a citation to the original source.

Direct quotes should be clear – and have a citation.

Creating Drafts of a New Page

When you create a new article, it's good to create a Draft if you will be working on it for awhile and don't want others to edit it. (They technically still could, but it is rare that someone would be searching for a Draft page.)

To create a new draft, go to this page: https://en.wikipedia.org/wiki/Wikipedia:Drafts

Scroll down to the text box and create a new draft. Give it the name you would give the published article.

RECOMMENDED: Editors may also optionally submit drafts for review via the articles for creation process by adding the code {{subst:submit}} to the top of the draft page.

When the Draft has been reviewed and any necessary changes made, you can change the Draft to a published Article: Select the Move tab at the top and choose (Article) from the drop-down menu.

Talk Pages

Talk pages are where you can talk to other editors and they can talk to you.

Every Wikipedia user has a personal Talk page for their profile.

Every Wikipedia article has a Talk page where editors can discuss its content.

You need to use wiki markup to write on Talk pages (they do not use the visual editor).

Wiki Markup Basics (for Talk pages):

To start a new topic on the Talk page: == New Topic ==

To leave your signature: ~~~~

To link to a Wiki page: [[Name of article|Text (if different from name of article]]

To ask for help: {{Help me}}

More wiki markup: https://en.wikipedia.org/wiki/Help:Cheatsheet