Wikithon Quick Guide 2025



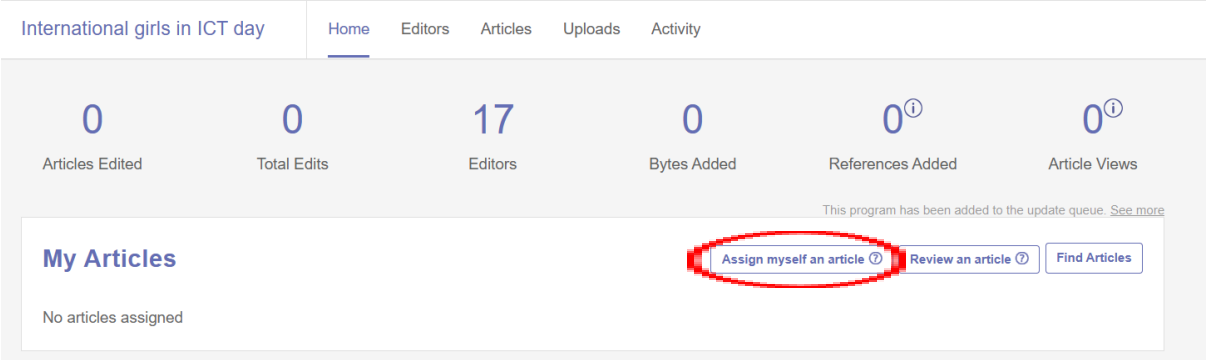

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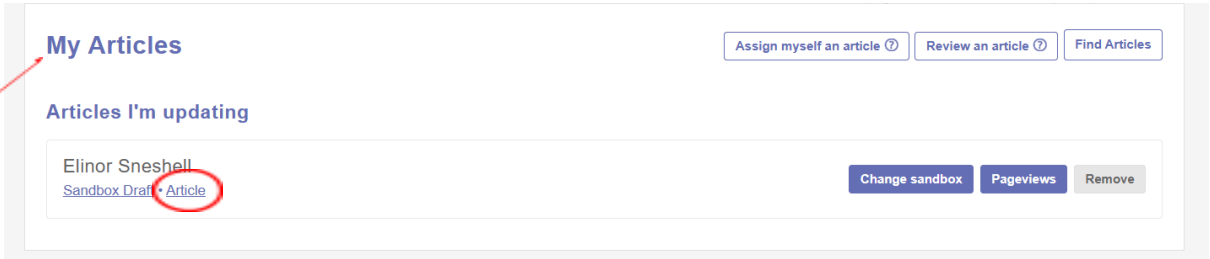
OPTION 1: Editing an existing article

To start editing an article, first you have to **choose a subject.** In our Excel, you can find hundreds of pages that are insufficient and need additional information. **Pick a name and change the color code to orange**. Check the sources we have already provided for you in the excel and research for extra information. You can start collecting information via a personal draft in word.

Don't forget to assign the article to your account via the event dashboard. You do this by surfing to the homepage of the dashboard and selecting 'assign myself an article'. To edit an existing article, you continue with 'Search Wikipedia for an article', after which you enter the name of your subject in the search bar. Here, you can also choose the language of the wikipedia page you are looking for. You will then be able to select the page and assign it to yourself.



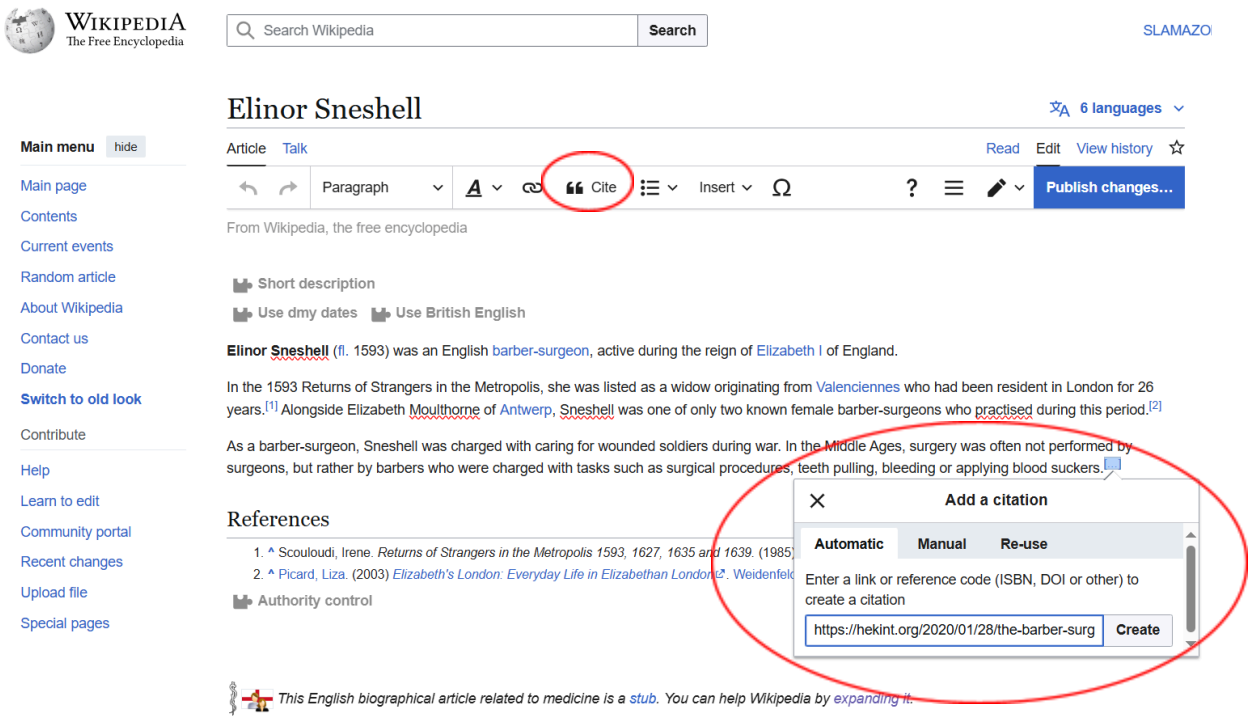
If all goes well, you can now find that article under 'my articles' on the homepage of the dashboard. To start editing, select the link to the article in the dashboard homepage. You are now redirected to the article on Wikipedia.



On the top right of the page, you find the button 'edit'. Click on this to start editing.



You will be redirected to an editing page that is quite intuitive. You can directly **add the text you have written** and make use of paragraphs, links or citations by using the top menu. **Don't forget to add references** to all of your information. To do this, select the referenced paragraph and click on 'cite'. You can now enter the link to your reference and Wikipedia will automatically create the reference for you. Proofread it and edit where necessary. Once you add it, the reference will automatically be added to the bottom of the page in the reference list.



Once you are finished editing, click on 'Publish Changes'.



You will be asked to provide a quick summary about what you have changed. Add it and click publish again. Your page will now be reviewed by Wikipedia and hopefully published.

When you're done, don't forget to **change the color code in the Excel to green. Your contribution should automatically be counted in the dashboard.**

OPTION 2: Translating an article

Many of the articles on Wikipedia are only available in English. A great way to boost female presence is to translate those articles into other languages.

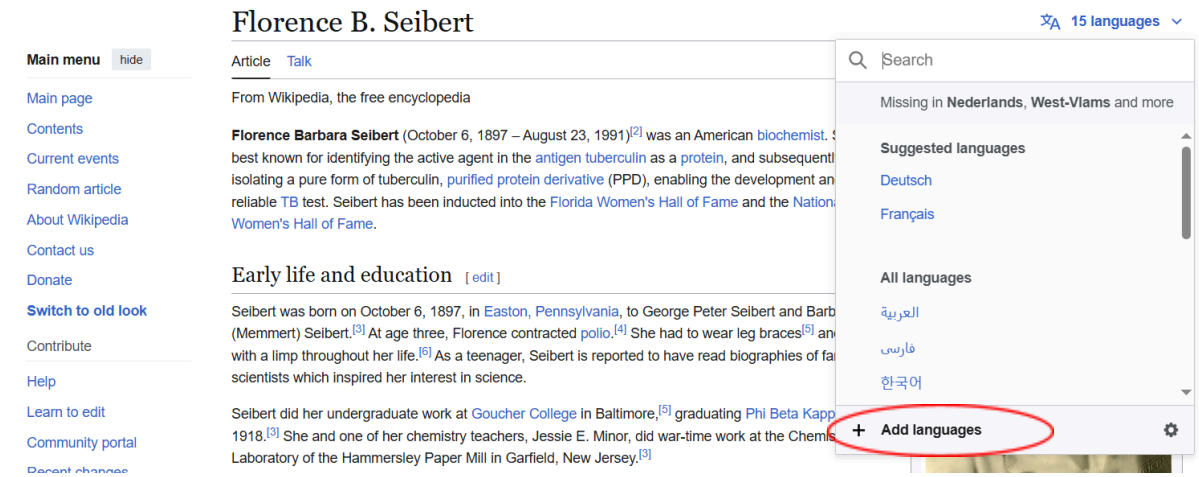
To do this, first **choose a subject** in our Excel that is unavailable in your language, but available in others. **Pick a name and change the color code to orange**.

Don't forget to assign the article to your account via the event dashboard. You do this by surfing to the homepage of dashboard and selecting 'assign myself an article'. As this article does not yet exist in your language, simply add the name of the subject and click on 'assign'. If all goes well, you can now find that article under 'my articles' on the homepage of the dashboard. **! Do not forget to change to the wikipedia page of your language.**

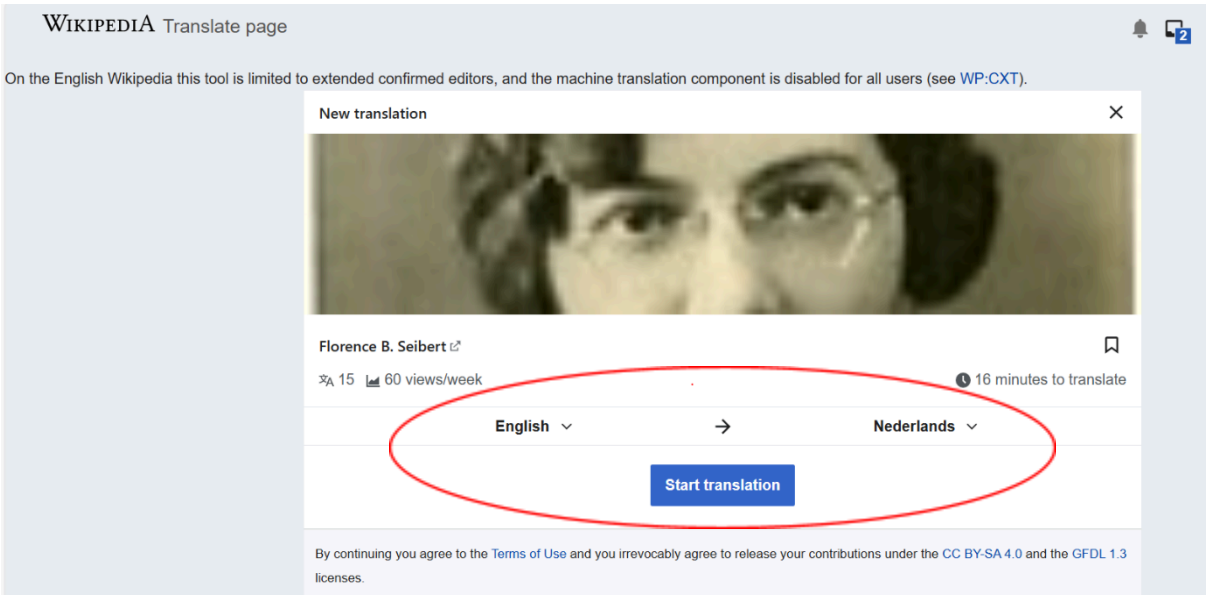
Translating an article on Wikipedia is made easy by their translating technology. Surf to your chosen Wikipedia page. For this quick guide, we have selected Florence Seibert. Her Wikipedia page is quite elaborate in English but does not exist in Dutch. Click on the **top right button 'languages'** to see all translations and to start yours.



Click on '**add languages**' and select '**Translate this page**' to launch the translation application.



You will now be redirected to the starting page of your translation. Here, you can select your languages. For our example, we chose a translation from English to Dutch. Please feel free to add any language you are proficient in and click on ‘Start Translation’.



You will now be launched into the Wikipedia Translate Page. On the left side of your screen, you will find the original article in English. On the right side of your screen, you will add the translation. To facilitate the process, you can translate the article into your chosen language with the help of Google Translate. Simply hover your mouse on the blank side of the screen, right next to an existing paragraph. A button ‘add translation ‘will appear. Click on it, and Wikipedia will give you a basis for the translation, including all links and references.

Specific design elements such as boxes or images can be edited by using the editing panel on the right side of your screen. Once you are done with the translation, hit ‘publish’ in the top right corner. **Not all paragraphs need to be translated, so you can start with basic information.**

Watch out! Automatic translations are a starting point. You have to proofread and rewrite the article in your own words in order for it to get published. If the article contains too much automated translation, it will be refused.



When you're done, don't forget to **change the color code in the Excel to green. Your article should automatically be counted in the dashboard.**

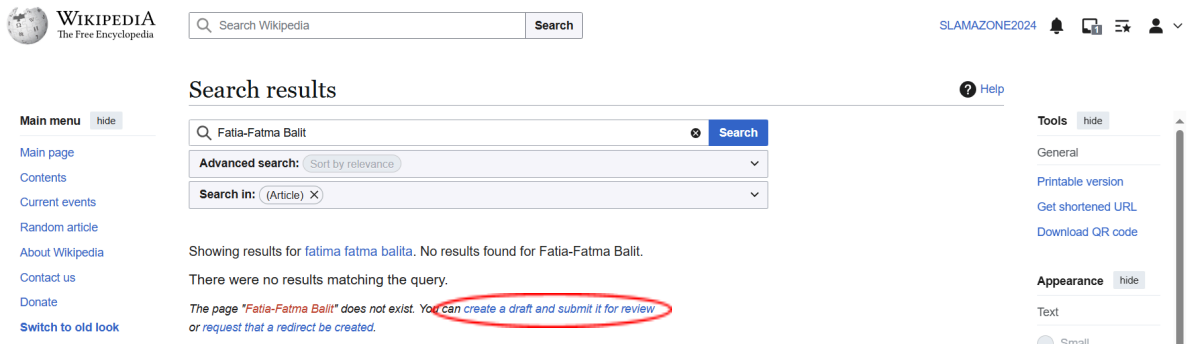
OPTION 3: Creating your own article

The final option to contribute to our 2025 wikithon is to create a whole new article. This option is only necessary if the page you want to make is not available in any language. Please be advised that this is the most complicated option and will require the most work.

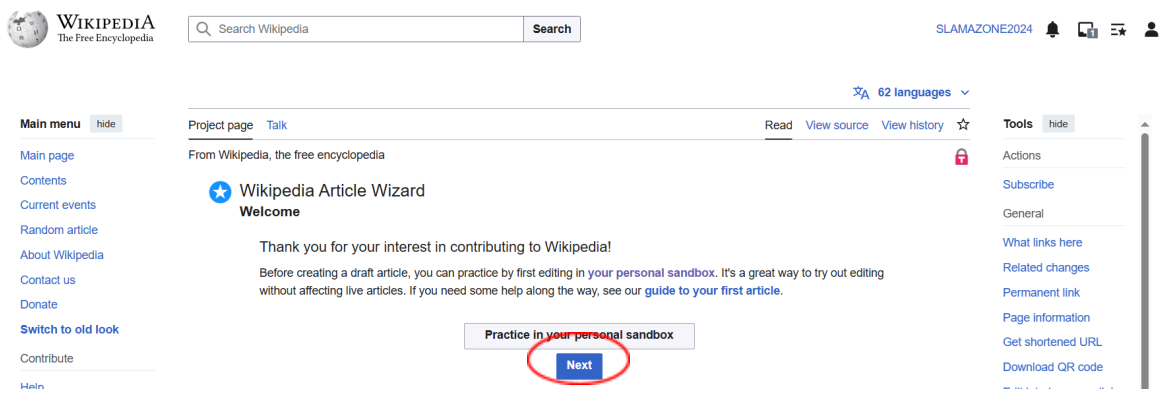
To start editing an article, first you have to **choose a subject**. In our Excel, you can find a list of wiki pages that do not exist yet. **Double-check that they are also not available in other languages.** You can also choose your own subject, but do not forget that **you cannot choose someone you have personal relations with**. Check the sources we have already provided for you in the excel and/or research for extra information. You can **start writing an article via a personal draft in word.** In this draft, work with plain text (no formatting) and references at the bottom (so no in-line references).

Don't forget to assign the article to your account via the event dashboard. You do this by surfing to the homepage of dashboard and selecting 'assign myself an article'. As this article does not yet exist, simply add the name of the subject and click on 'assign'. If all goes well, you can now find that article under 'my articles' on the homepage of the dashboard. **! Do not forget to change to the wikipedia page of your language.**

For the sake of this quick guide, we want to create an article about Fatia-Fatma Balit, a French woman working in finance. To create a new article, we search the name of the subject in Wikipedia. As expected, we will get the notification that this page does not exist yet. To start creating the page, we click on **'create a draft and submit it for review'**.

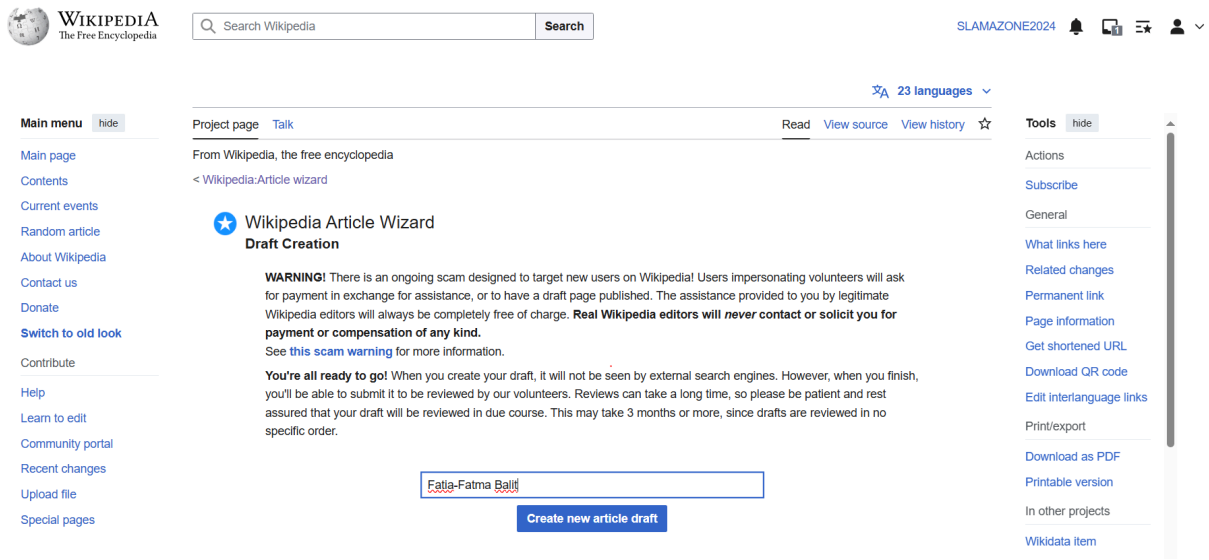


If this is your first Wikipedia article, Wikipedia will suggest that you first try out the editing in your personal sandbox. If you want some more practice, don't hesitate to try it out. In this quick guide, we will immediately start the editing by clicking 'next'.



Wikipedia will now guide you through the rules of creating an article (referencing, plagiarism, etc.). Read them carefully and click ‘next’ to continue.

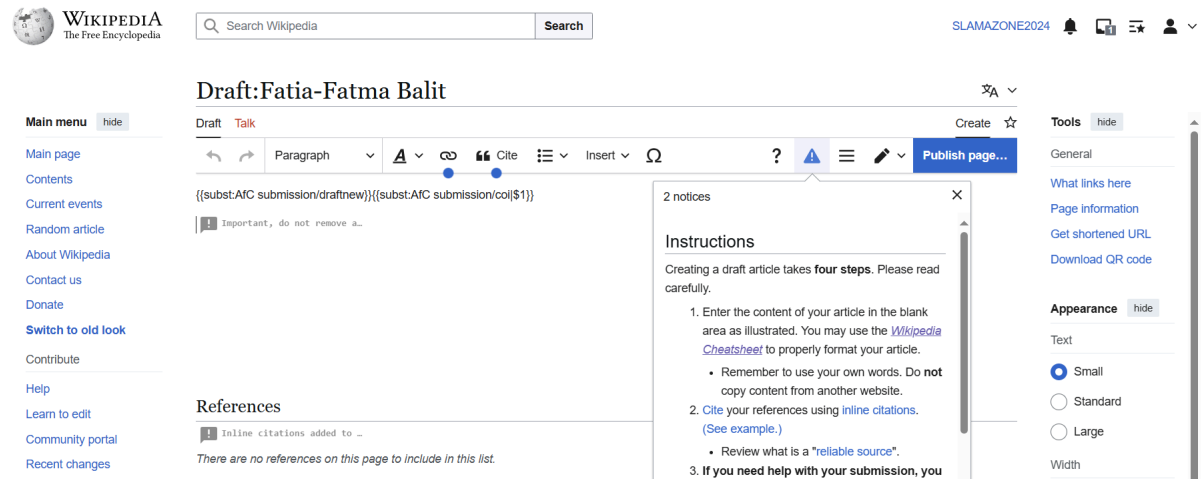
You will now be asked to give your draft a name. In general, this is the name of the person or project you are writing about. Fill it in and click ‘create new article draft’.



You are now in the editing space. You can paste the draft from your word article into this space and start working on the lay-out. Use the top menu to create paragraphs, in-text citations and links towards other pages. A useful tool is the **Wikipedia Cheatsheet**, which can be found by clicking the link in the information box.

You can also use coding to structure the article, as explained by Wikipedia before starting on your draft.

Once your article is ready, click on ‘publish page’. Your page will now be reviewed by Wikipedia and hopefully published very soon!



When you’re done, don’t forget to **change the color code in the Excel to green. Your article should automatically be counted on the dashboard.**