# Contributing to Wikipedia



A guide to improving content on the online encyclopedia

I've been a Wikipedian since 2004. I contribute because I like helping to create a free, reliable reference work for the entire world. I'm happy to help you learn how to contribute, too, so you can add your knowledge and make Wikipedia better.



DRAFT: 12 DEC 13

Imagine a world in which every single human being can freely share in the sum of all knowledge. That's our commitment.



This is the vision for Wikipedia and the other Wikimedia projects, which volunteers from around the world have been building since 2001. Bringing together the sum of all human

knowledge requires the knowledge of many humans — including yours!

# What's included here:

This guide will walk you through how to contribute to Wikipedia, so the knowledge you have can be freely shared with others. You will find:

What Wikipedia is and how it works

How to navigate Wikipedia

How you can contribute to Wikipedia

Important policies that keep Wikipedia reliable

How to edit Wikipedia with the VisualEditor and using wiki markup

A step-by-step guide to adding content

Etiquette for interacting with other contributors

# What is Wikipedia?

Wikipedia is one of the largest collaborative projects in history. With millions of articles and in hundreds of languages, Wikipedia is read by hundreds of millions of people on a regular basis.

A lot of content already exists on Wikipedia, but many important topics have poor coverage and some have no article at all. Wikipedia relies on contributors like you to keep information current, expand short "stub" articles, and create new articles on topics not already covered in your language Wikipedia. Contributions you make to Wikipedia can enlighten hundreds, thousands, or even millions of people worldwide.

When you make an edit to Wikipedia, you're joining a community of hundreds of thousands of people — Wikipedians — who have freely contributed their knowledge to Wikipedia.

WP:STATS Q

Want to see up-to-date statistics about Wikipedia? Type WP:STATS into the search bar as pictured above. The text WP:STATS is what's known on Wikipedia as a shortcut. You can type shortcuts like this into the search bar to pull up specific pages. In this brochure, we designate shortcuts as | shortcut WP:STATS

What you contribute to Wikipedia is free content and becomes part of the commons. It may be edited and reused by others under a free license.



# **Navigating Wikipedia pages**

As you get started, it's helpful to familiarize yourself with the interface and how to navigate Wikipedia pages.

### Talk

Each article has a corresponding Talk page where contributors can leave comments and suggestions, discuss changes, and ask for help from one another.



The Free Encyclopedia

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### **Featured content**

Here you can find some of the best work on Wikipedia: articles, photographs, and other content that meet the community's highest standards.

### Help

The Help pages, just like the articles, are written by Wikipedia contributors.

### Community portal

The community portal lets you explore what's going on across Wikipedia, from news to collaborations to policy discussions.

### Toolbox

This section has useful tools for getting more information about a page and its history.

## Languages

These are the other language versions of Wikipedia — out of more than 280 — that have an article on the same topic.

### Language settings

These settings allow you to change the language used for menus and select your keyboard layout.

# Encyclopedia

Talk

Article

From Wikipedia, the free encyclopedia

This article is about the type of reference wor

An encyclopedia (also spelled encyclopaedia a type of reference work - a compendium holdin information from either all branches of knowledge branch of knowledge.[2] Encyclopedias are divid entries, which are usually accessed alphabetical Encyclopedia entries are longer and more detaile dictionaries.[3] Generally speaking, unlike diction focus on linguistic information about words, ency focus on factual information to cover the thing or article name stands.[4][5][6][7]

Encyclopedias have existed for around 2,000 ye existence, Naturalis Historia, was written in ca. A Elder. The modern encyclopedia evolved out of the 17th century. Historically, some encyclopedia one volume, but some, such as the Encyclopæd world's largest Enciclopedia universal ilustrada e encyclopedias, such as Wikipedia, are electronic

The word encyclopedia comes from the Koine G education": enkyklios (ἑγκύκλιος), meaning "cir "education, rearing of a child";[10] it was reduced the phrase literally translates as "complete instru

> Indeed, the purpose of an encyclopedia is general system to the men with whom we preceding centuries will not become usels instructed, will at the same time become r rendered a service to the human race in t

-Diderot<sup>[12]</sup>

Ö

Bân-lâm-gú

Basa Banyumasan

Башкортса

Беларуская

Беларуская (тарашкевіца)

भोजपुरी

Български

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2.1 Ancient times

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2.4 18th-19th centuries 2.5 20th century

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3 Etymology

### Edit

Many readers never notice the Edit button, but it's the most important part of any Wikipedia article. Click the Edit button at the top to edit the whole article, or click one of the inline links to edit a particular section.

### View history

The history of a Wikipedia article includes every contribution since it was created. You can see who changed what when, and compare any two versions side-by-side.

Create account & Log in

Q

Read

Edit

View history

WP:STATS

k. For other uses, see Encyclopedia (disambiguation).

or **encyclopædia**)<sup>[1]</sup> is a summary of or a particular ed into articles or ly by article name.[3] ed than those in most ary entries, which clopedia articles concept for which the

ars; the oldest still in D 77 by Pliny the dictionaries around s were contained in a Britannica or the



Brockhaus Enzyklopädie

uropeo-americana, became huge multi-volume works. Some modern and are often freely available.

reek ἐγκύκλιος παιδεία,<sup>[8]</sup> transliterated *enkyklios paideia*, meaning "general cular, recurrent, required regularly, general"<sup>[9]</sup> + *paideia* (παιδεία), meaning to a single word due to an error<sup>[11]</sup> by copyists of Latin manuscripts. Together, ction" or "complete knowledge".

to collect knowledge disseminated around the globe; to set forth its live, and transmit it to those who will come after us, so that the work of ess to the centuries to come; and so that our offspring, becoming better nore virtuous and happy, and that we should not die without having ne future years to come.

### Create account

If you haven't done so yet, create your account. With an account, you can keep track of your contributions, create a personal userpage, and receive notifications when other contributors reply to you or build on what you've done.

### Search

Find articles by name, or find pages that include your search terms. You can also enter shortcuts to bring up specific pages that we reference throughout this brochure. A useful one is | shortcut | WP:HELP

# **Contributing**

Volunteers contribute in more ways than one. Here are examples of what it takes to make Wikipedia happen.

welcome newcomers and answer their questions



copy edit articles



upload photographs and illustrate articles





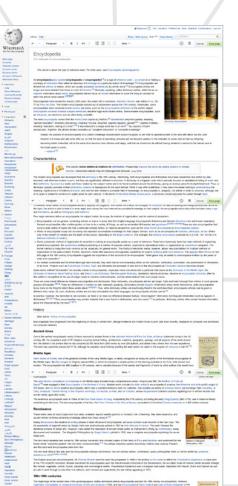
monitor new articles and recent edits



discuss Wikipedia policies and help resolve disputes



review articles and make suggestions for improvement





develop the free, open source software that runs Wikipedia



add new text and references



assign students to edit Wikipedia or help student editors learn the basics through the Wikipedia Education Program

# Preparing to edit

Anyone can edit Wikipedia, but there are some basic rules. Here are some of the most important ones to follow as you start editing:

### Neutral point of view

Everything on Wikipedia must be written from a neutral point of view. Articles must not take sides, but instead should describe — accurately and without bias — all the significant viewpoints on the topic published in reliable sources. Argumentation or advocacy does not belong in Wikipedia articles.

### No original research

Simply put, Wikipedia is not a place to publish original ideas. Rather, you should summarize what others have published in reliable sources about the topic. Articles may not contain any new analysis, and they should not synthesize published materials to reach broader conclusions beyond what the individual sources say.

### Copyright and plagiarism

Since all contributions are freely licensed, no editor owns any article; all of your contributions can and will be edited and redistributed. Except for brief quotations, copying content from copyrighted sources onto Wikipedia is not allowed. Whether direct copying or close paraphrasing, plagiarism and copyright violation are disruptive and time-consuming for volunteers to clean up. It's important that all content you contribute to Wikipedia is written in your own words. (Public domain and freely licensed content may also be added to Wikipedia as long as it is properly attributed.)

### Reliable sources

Information in Wikipedia needs to be verifiable, based on reliable published sources. You should add citations to the sources you use, so that others can check for themselves. The most reliable sources for Wikipedia are third-party sources with a reputation for fact-checking, such as books published by academic presses, peer-reviewed academic journals, and international newspapers. You should be using sources that represent significant viewpoints, rather than one-off studies or fringe work. Try to find the best and most reliable sources available on the topic.

### Conflict of interest

If you have a conflict of interest about a particular topic — such as an employer or an organization you are a part of — you should avoid editing articles about it.

We've developed these policies and principles over the years so we can be sure that Wikipedia is as reliable and useful as possible.



# **Editing with the VisualEditor**

With VisualEditor, you can see what your changes will look like as you edit, so you can focus on the content. Just click on the parts you want to change and start editing.

### **Editing toolbar**

In edit mode, the toolbar lets you add formatting, references, images, and special page elements called templates (such as the infoboxes at the beginning of many articles). When you are finished editing, press the "Save page" button.

### Lead section

The first sentence provides a definition of the topic, and the lead section goes on to summarize the key points covered in the article. This is the only section without a heading.

### **Images**

Freely licensed images and other media files can be added to Wikipedia articles from Wikimedia Commons.

### Citations

Inline citations in the body of the article are used to show where the information in each part of the text came from. The citation details appear as footnotes at the end.

### Template

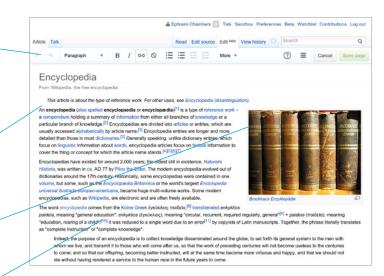
Reusable pieces called templates are used to format information in standard ways, and to insert things like the banners that alert readers to problems with an article.

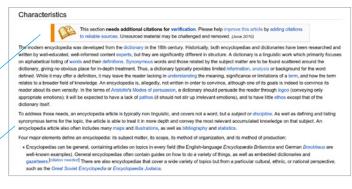
### Body of the article

Headings — and sometimes sub-headings — break the article up into sections, and are used to generate the table of contents. Each section usually covers some significant aspect of the topic, so that readers can jump right to the information they are looking for.

### **Appendices and footnotes**

After the main body of an article comes sections with additional information, such as related Wikipedia articles ("See also"), footnotes with details on the sources used ("References"), and a list of other websites readers could turn to for more information ("External links").







# **Editing with wiki markup**

Wiki markup is the original form of editing Wikipedia articles (and on some browsers, it will be the only form available). It gives you precise control over the content and appearance of the page, once you understand how it works. Some of the underlying wiki markup for an article is pictured below. See how many of the corresponding elements you can find in the VisualEditor illustration.

- [[File:Brockhaus Lexikon.jpg|thumb|300px|"[[Brockhaus Enzyklopādie]]"]]
- 2 An '''encyclopedia''' (also spelled '''encyclopaedia''' or an ''encyclopedia'' (also spelled ''encyclopaedia'' or
  ''encyclopadia'') is a type of [[reference work]] - a [[compendium]]
  holding a summary of [[information]] from either all branches of
  [[knowledge]] or a particular branch of knowledge.ref>"Encyclopedia" in
  Glossary of Library Terms. Riverside City College, Digital Library/
  Learning Resource Center. Accessed 2007-11-17./ref> Encyclopedias are
  divided into [[article (publishing)|article]]s or entries, which are

- Encyclopedias have existed for around 2,000 years; the oldest still in existence, '[[Naturalis Historia]]', was written ca. AD 77 by [[Pliny the Elder]]. The modern encyclopedia evolved out of dictionaries around the 17th century. Historically, some encyclopedias were contained in one [[volume]], but some, such as the ''[[Encyclopedia Britannica]]'' or the world's largest ''[[Enciclopedia universal ilustrada europeo-americana]]'', became huge multi-volume works. Some modern encyclopedias. americana])'', became huge multi-volume works. Some modern encyclopedias, such as [[Wikipedia]], are electronic and are often freely available.
- ==Characteristics==

The modern encyclopedia was developed from the [[dictionary]] in the 18th century. Historically, both encyclopedias and dictionaries have been researched and written by well-educated, well-informed content [[expert]]s, but they are significantly different in structure. A dictionary is a linguistic work which primarily focuses on alphabetical

Four major elements define an encyclopedia: its subject matter, its scope, its method of organization, and its method of production:
\* Encyclopedias can be general, containing articles on topics in every field (the English-language ''Encyclopedia Britannica'' and German ''[[Brockhaus Enzyklopadie|Brockhaus]]' are well-known examples). General encyclopedias often contain guides on how to do a variety of things, as well as embedded dictionaries and [[gazetteer]]s.{{citation needed}}

==Notes== <references />

==External links==

\*[http://www.hti.umich.edu/cgi/t/text/text-idx? 

- [http://www.1911encyclopedia.org/ ''Encyclopædia Britannica''], 11th ed., 1911, at the LoveToKi
- [Category:Encyclopedias]] [[Category:Reference works]]

For more wiki markup help, see the Wiki Markup Cheatsheet on page 15 or visit a reference page | shortcut | WP:MARKUP

### Image

Double square brackets around the title of a photo from Wikimedia Commons will insert the image. Pipes separate optional parameters to control how the image is displayed. The most common way is with two parameters: the word "thumb" to use the standard thumbnail format, and a descriptive caption that appears beneath the image.

[[File:Example.jpg|thumb|caption]]

Three single quotation marks before and after a string of text will make that text bold. Bold is usually used for the subject of an article in the first sentence.

'''bold text'''

### Citation

Opening and closing ref tags are used to cite a source. An automatically-numbered superscript will appear at the location of the ref tags, and the content will appear as a footnote in the references

<ref> citation text </ref>

### Internal link

Double square brackets around a term create a link to the article of that name. Adding a pipe and another string of text before the closing square brackets changes the link text.

[[article title|text]]

### Italic

Two single quotation marks begin and end a segment of italic text.

''italic text''

### 6 Heading

A pair of double equals signs mark a line as a heading. Triple equals signs make a sub-heading. ==Heading==

### Template

Double braces are used for templates, which are reusable page elements that serve a wide variety of purposes. The first thing after the opening braces is the name of the template. Pipes separate the parameters, which are additional inputs for some templates that can change the way the template works or the information it displays. {{template name|parameter}}

### 8 References

The references tag, or an equivalent template, sets the location where the footnotes show up typically in a "Notes" or "References" section near the end.

<references />

### **External link**

A single square bracket, followed by a url, a space, label text, and a closing square bracket makes a normal hyperlink. Typically, these are not used in the body of an article, only in footnotes or an "External links" section.

[http://www.example.com text]

### Category

At the end of an article, double square brackets around a string that starts with Category: adds an article to the specified category. Categories are used to organize Wikipedia articles into related

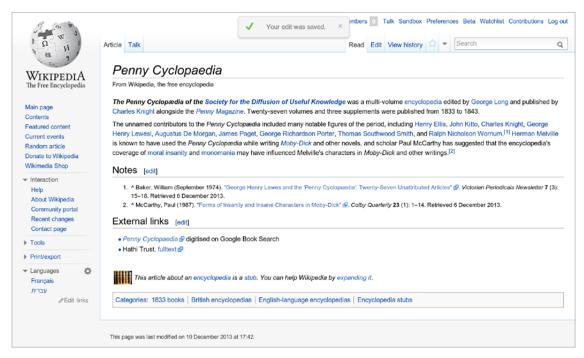
[[Category:Something]]

# Adding content, step by step

These images show how the edits made by user:Ephraim Chambers added new information to the article on Penny Cyclopaedia.



The article before editing by Ephraim...



...and the article after he saved his changes.

This image shows what Ephraim added and the markup he used. Follow these steps and you too can add content to a Wikipedia article.

Step 1: Pick a topic you want to write more about

Step 2: Find a reliable source that covers the topic better than the current Wikipedia article.

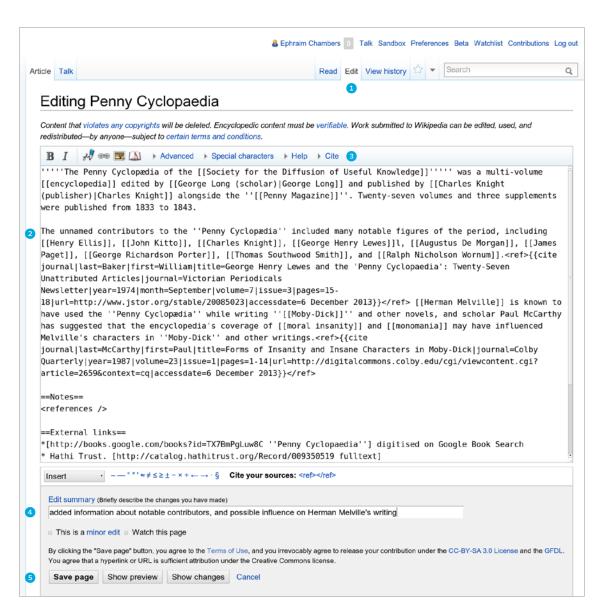
Step 3: Now comes the fun part. Click the Edit button! 1

Step 4: Add some of what is missing. Using the source you've found, summarize the information you want to add in your own words. 2

Step 5: At the end of your new block of text, add a reference. In the edit toolbar — whether you're using wiki markup or the VisualEditor — you can click the 'reference' icon to cite your source.

Step 7: In the 'edit summary' field, add a brief description of what you've done in your edit. (With the VisualEditor, you'll be prompted for an edit summary after you click Save page.) The edit summary helps other editors understand what you are doing.

Step 6: Now it's time to save your changes. Be sure to click Save page. 5



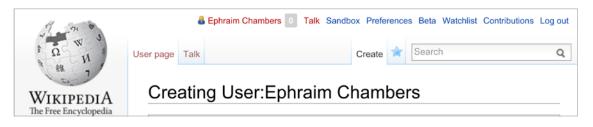
Don't worry. If you make a mistake, you can always make more changes or restore a previous version of the article.

# **User pages and Talk pages**

Wikipedia has other types of pages beyond articles. As you start editing, you might also want to create your User page to let others get to know you a little bit.

At the top right (if you are logged in) you will see your username, which you can click to reach your user page. Links to pages that do not exist — such as your user page if you have not created it yet — are colored red, instead of the typical blue.





If you click the Create button on one of these pages, you can start from a blank page. A user page is a place to write a little bit about yourself, to give other contributors an idea of who you are and what you're interested in. You can share as much or as little as you like.

When you Save the page, your red link will turn blue!



You also have a User Talk page, where other contributors can leave messages for you. If you want to contact another contributor, you can navigate to their Talk page and leave a message at the bottom.

You should sign your messages on Talk pages; clicking the Signature button in the edit toolbar will insert four tildes ( $\sim\sim\sim\sim$ ), the special wiki markup for inserting your username along with the date and time of your message.

# Interacting with the community

Every article has its own Talk page, too. These Talk pages can be used to make suggestions, post new sources, point out problems, and discuss changes that contributors disagree about.

The article claims that the Greek word is εγκυκλοπαίοεια it seems to me that it should be ενκυκλοπαίοεια. Also, ενκυκλοπαίοεια would never mean "general." It means "in a circle." How can this mean "general"?Lestrade (talk) 23:55, 20 April 2011 (UTC)Lestrade

It doesn't mean "well rounded education" either, that would be "eùcyclopedia" [ἐὐκυκλοπαιδεία]. "v" = "n" and "ὑ" = "u."Lestrade (talk) 03:13, 22 April 2011 (UTC)Lestrade

- a) When the prefix  $\epsilon \nu$  combines with a word beginning in  $\kappa$ , it regularly becomes  $\epsilon \gamma$ .
- b) The original Greek phrase was εγκύκλιος παιδεία, "'encyclical education', the circle of arts and sciences considered by the Greeks as essential to a liberal education" (OED). See the Liddell and Scott definition III.3. of οf εγκύκλιος 'general education, prior to professional studies'. The current writeup is a bit confusing; I will work on it. --Macrakis (talk) 18:38, 16 March 2012 (UTC)

### Nationalistic bias [edit]

I think this article is affected by a nationalistic bias, particularly in two sentences.

Firstly there was written that sir Browne's work was the first to be titled encyclopedia. This information was evidently incorrect, since Aventinus and Skalić used this title before. Likely, Browne was the first one in English. So I added the words "in English". However, I have no source about that.

Secondly, the article says that Harris was the first one to write an alphabetical encylopedia. That, too, is incorrect. In fact, it's evident that also Moréri, Furetière and Bayle's works were alphabetical (not to mention Etymologiae or Suida) and theirs, too, like Harris', were specialistic dictionaries more than true encylopedias. So, also in this case I think that Harris was the first in English.

The reason why I'm so angry about the nationalistic bias in this article is that it's been translated in many other languages, so that these deceitful informations have been spread throughout the wikipedias. Lele giannoni (talk) 10:43, 13 May 2012 (UTC)

### Unresolved link [edit]

What makes a scholarly encyclopedia? is broken and now points to the general Duke library website [[5] @], rather than to http://www.lib.duke.edu/lilly/artsearch/guides/discussion%20guides/scholarlyencycl.htm @ Robertekraut (talk) 20:40, 30 July 2012 (UTC)

### Vandalism revert [edit]

Undid several of the latest revisions because of vandalism



One important guideline for community discussions on Wikipedia is to be respectful and civil. Even if you get into disagreements, you should *assume good faith* on the part of other contributors. They almost always have the same goal you do — to make Wikipedia better. Keep the discussions focused on content, rather than making them about individual contributors.

Look, a new Notification! These let you know when someone mentions your username, thanks you for an edit, or leaves a message on your User Talk page.



# **Evaluating Wikipedia article quality**

The quality of Wikipedia articles varies widely; many are very good, but some lack depth and clarity, contain bias, or are out of date. In general, high-quality articles have these elements:

- a lead section that gives an easy-to-understand overview,
- · a clear structure,
- balanced coverage,
- neutral content, and
- reliable sources.

Additional information about article quality is available by consulting the "Evaluating Wikipedia" brochure (see below).

# Additional resources



# Evaluating Wikipedia: Tracing the evolution and evaluating the quality of articles

How articles evolve, elements of good quality articles, and signs of poor quality articles are all covered in this guide.

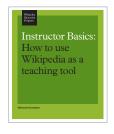
http://education.wikimedia.org/evaluating



# Illustrating Wikipedia: A guide to contributing content to Wikimedia Commons

A companion guide covering Wikimedia Commons, the media repository for images used on Wikipedia. The brochure covers what Wikimedia Commons is, how to upload files, how to use files, and the basics of free licenses.

http://education.wikimedia.org/illustrating



# Instructor Basics: How to use Wikipedia as a teaching tool

This brochure offers best practices for educators looking to assign students to contribute to Wikipedia as part of their course curriculum.

http://education.wikimedia.org/instructorbasics

# Wiki markup cheatsheet

These examples cover the formatting needed most often when editing Wikipedia articles with wiki markup. For more help, see | shortcut | WP:MARKUP |

Instructions	What you type	What you get
Italic	''italic text''	italic text
Bold	'''bold text'''	bold text
Section headers	==Heading Text==	Heading Text
	===Heading Text===	<b>Heading Text</b>
	====Heading Text====	Heading Text
Link to another Wikipedia article (Internal link)	[[Denis Diderot]]	Denis Diderot
Link to another displayed title	[[Denis Diderot Diderot]]	Diderot
Link to another Wikipedia article (External link)	[http://loc.gov Library of Congress website]	Library of Congress website
Bulleted list	* Wikipedia * Encyclopédie	<ul><li>Wikipedia</li><li>Encyclopédie</li></ul>
Numbered list	<pre># List item A-B # List item C-D</pre>	1. List item A-B 2. List item C-D
Image with caption	[[File:Example.jpg thumb Caption text]]	R B G
Your signature for Discussion page	~~~~	Username (talk) 19:50, 11 December 2013 (UTC)
Reference	<pre><ref>[http://example.org Example. org], additional text.</ref></pre>	Page text. <sup>[1]</sup>
Display references	<references></references>	Example.org, additional text.

# Glossary

### edit summarv

A brief explanation of an edit to a Wikipedia page, which helps other contributors follow the development an article and understand the intention of the edit.

### free license

A public copyright license that ensures the freedom to use and study a work, to make and redistribute copies of it, to make changes and improvements, and to distribute derivative works, by any person for any purpose. Wikipedia — and each individual contribution to it — uses the Creative Commons Attribution-ShareAlike license, which is a free license. See | shortcut | WP:CC-BY-SA | to learn more.

### history

The record of a Wikipedia page, accessible through the View history tab, that shows every edit made. Any two versions can be compared to see the specific differences (known as a *diff*), and previous versions can be restored.

### infobox

A box summarizing key information about a topic that is often included at the top of an article. Infoboxes are a common type of *template*.

### markun

The special code used to format a Wikipedia page. See the cheatsheet (page 15) for the basics, or go to | shortcut [H:MARKUP] for more detail.

### parameter

A bit of text, separated from other bits with a pipe character (|), that is used to control how images, templates and other wiki markup appear on a page.

### stub

A short, undeveloped article with plenty of room for expansion. Adding content to stubs is a good way for new contributors to get started.

### Talk page

The discussion space for an article or other Wikipedia page, where you can talk about the contents of the page with other contributors.

### template

A way of automatically including the contents of one page within another. For instructions on using them, see  $\mid$  *shortcut*  $\mid H:T \mid$ 

### User page

The personal page of an individual contributor, which begins with "User:" followed by their username. Wikipedians can use their User pages to share information about themselves and their interests, list the articles they have worked on or want to work on, and much more.

### Wikimedia Commons

The media repository for Wikipedia and many other wikis, where you can contribute freely licensed photos, diagrams, videos, and other media files for illustrating Wikipedia.

### Wikipedian

Someone who helps build Wikipedia. Common synonyms include contributor, user, editor, and community member.

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For more information, please see our Trademark Policy page, http://wikimediafoundation.org/wiki/Trademark\_Policy.

For other questions about our licensing terms or trademark policy, please email legal@wikimedia.org