WIKIMEDIA
FRANCE

SHEET 1 : SOURCES AND REFERENCES

Objectives :
- Knowing how to add sources to a Wikipedia page.
- Knowing how to look for reliable sources to add to an article.

Adding sources is essential on Wikipedia, to ensure that all information is verifiable.
In short: the criterion that determines whether a piece of information can be added to Wikipedia is not whether it is true or false, but whether it is attributable to a verifiable publication.

I/ Where can I look for reliable sources to add to my article?

To add sources to my article, I can, for example, search on **Gallica** (gallica.bnf.fr), the **British Library website** (bl.uk), the **Internet Archive website** (archive.org), the **Deutsche Digitale Bibliothek website** (deutsche-digitale-bibliothek.de)... The websites of **national libraries** are excellent resources for finding reliable sources.

Reference books are also important sources for improving an article. Among them are, for example, the **New Grove Dictionary of Music and Musicians**, dictionaries or encyclopedias like **the Encyclopedia Britannica**...

Wikipedia has conditional free access to several sources through the wikipedialibrary.wmflabs.org. You can find sources like **JSTOR**, **The MIT Press**, **The World Bank**...

II/ How to insert a source in Wikipedia?

To insert a source in the English Wikipedia via the **visual editor**, you have to place your cursor at the place where you want to add the reference. Then click on the **"Cite"** button at the top of the page. A box will open at the cursor position. Simply add the link in the box and it will insert the reference directly. To validate the addition of the reference, simply click on **" Insert "** and it will be automatically added to the article.

✕   **Add a citation**

| **Automatic** | Manual | Re-use |

URL, DOI, ISBN, PMC/PMID, QID, title, or citation

e.g. http://www.example.com   Generate

SHEET 2 : HOW TO DETERMINE A WIKILINK ?

Objectives :
- Knowing how to use Wikilinks and create them.
- Knowing when to add a Wikilink.

A **wikilink** is a link from an article to another article, internal to Wikipedia. With wikilinks, it is possible to navigate between articles.
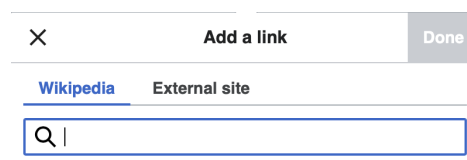
I/ Check that a link can be created.

To check if a wikilink can be created, you have to use the search bar, to check if there is an article to which the link could lead. If the article exists, the wikilink will be in blue. If it does not exist, the wikilink will be in red.

The interest of wikilinks in an article is to create a network between different articles. It is therefore necessary to add wikilinks in each article, but it is also necessary to take care not to saturate an article with links, so as not to make it unreadable. It is therefore necessary to choose wisely which links should be added.

II/ Create a wikilink.

To create a **wikilink**, highlight the term(s) that will form the link, then click on the **"Link"** icon. A box will appear; just enter the name of the article to which the link will lead.

SHEET 3 : NOTABILITY GUIDELINES

Objectives :
- Be able to decide whether a given topic warrants its own article.

A topic is presumed to be suitable for a stand-alone article or list when it has received significant coverage in reliable sources that are independent of the subject.

- **"Presumed"** means that significant coverage in reliable sources creates an assumption, not a guarantee, that a subject merits its own article. A more in-depth discussion might conclude that the topic actually should not have a stand-alone article—perhaps because it violates what Wikipedia is not, particularly the rule that Wikipedia is not an indiscriminate collection of information.

- **"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.

- **"Reliable"** means that sources need editorial integrity to allow verifiable evaluation of notability, per the reliable source guideline. Sources may encompass published works in all forms and media, and in any language. Availability of secondary sources covering the subject is a good test for notability.

- **"Sources"** should be secondary sources, as those provide the most objective evidence of notability. There is no fixed number of sources required since sources vary in quality and depth of coverage, but multiple sources are generally expected. Sources do not have to be available online or written in English. Multiple publications from the same author or organization are usually regarded as a single source for the purposes of establishing notability.

- **"Independent of the subject"** excludes works produced by the article's subject or someone affiliated with it. For example, advertising, press releases, autobiographies, and the subject's website are not considered independent.

If a topic does not meet these criteria but still has some verifiable facts, it might be useful to discuss it within another article.[1]

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[1] https://en.wikipedia.org/wiki/Wikipedia:Notability

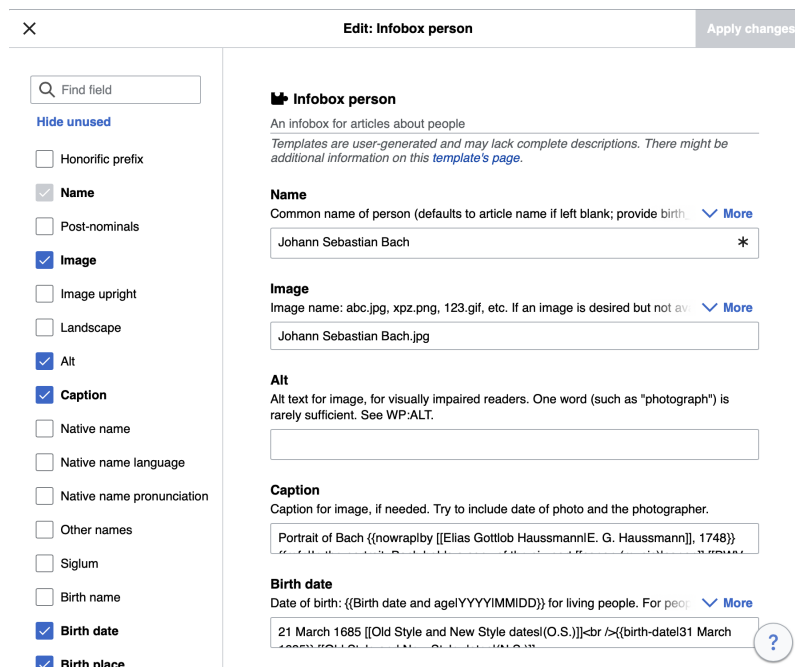# SHEET 4 : INFOBOXES

Objectives :
- Be able to edit an infobox in an article
- Be able to create an infobox in an article

I/ What is an infobox?

An infobox is an insert at the beginning of the article that is a summary of the information developed in the article. However, in the English wikipedia, you have to search for a consensus for every utilization of an infobox, which can be long (and boring).

II/ How can I make an infobox?

You have to insert the code {{infobox}} or a derivative like {{infobox person}}. Then you have to fill in with the information that is in the body of the article. It's easier to fill it with the viewer edit than the code edit.

SHEET 5 : EXTERNAL LINKS

Objectives :
- Adding external links in an article
- Knowing what link to add

Wikipedia articles may include external links, links to web pages outside Wikipedia. External links normally should not be placed in the body of an article. All external links must conform to certain formatting restrictions.

There are several things that should be considered when adding an external link.

- Is the site content accessible to the reader?
- Is the site content proper in the context of the article (useful, tasteful, informative, factual, etc.)?
- Is the link functioning and likely to remain functional?

Each link should be considered on its merits. As the number of external links in an article grows longer, assessment should become stricter. When in doubt about the appropriateness of adding new links, make a suggestion on the article's talkpage and discuss with other editors.

More informations : https://en.wikipedia.org/wiki/Wikipedia:External_links
(Type "WP:EL" in the search bar)

SHEET 6 : ADD AN IMAGE

Objectives :

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Before you upload an image, make sure that the image falls in one of the four categories:

- **Own work:** You own all rights to the image, usually meaning that you created it entirely yourself. In case of a photograph or screenshot, you must also own the copyright for all copyright-protected items (e.g. statue or app) that appear in it (example, see below for details).
- **Freely licensed**: You can prove that the copyright holder has released the image under an acceptable free license (example, see below for details). Note that images that are licensed for use only on Wikipedia, or only for non-commercial or educational use, or under a license that doesn't allow for the creation of modified/derived works, are unsuitable. Important note: just because you did not have to pay money for the image does not mean that it is "free content" or acceptable for use on Wikipedia. The vast majority of images on the internet are copyrighted and cannot be used here – even if there is not a copyright notice, it is automatically copyrighted from the moment of creation. When in doubt, do not upload copyrighted images.
- **Public domain:** You can prove that the image is in the public domain, i.e. free of all copyrights (example, see below for details).
- **Fair use/non-free:** You believe that the image meets the special conditions for non-free content, which exceptionally allow the use of unlicensed material, and you can provide an explicit non-free use rationale explaining why and how you intend to use it (example, see below for details).[2]

Several actions on the English Wikipedia (such as article creation [or adding an image]) are restricted to user accounts that are at least 4 days old and have made at least 10 edits. Users who meet these requirements are considered part of the pseudo-group autoconfirmed. The conditions for autoconfirmed status are checked every time a user attempts to perform a restricted action; if they are met, permission is granted automatically by the MediaWiki software.[3]

Find all the information about adding an image in this short video:
https://en.wikipedia.org/wiki/File:Editing_basics_-_Uploading_and_adding_images.webm

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[2] https://en.wikipedia.org/wiki/Wikipedia:Image_use_policy
[3] https://en.wikipedia.org/wiki/Wikipedia:User_access_levels#Autoconfirmed_users