### Why write for Wikipedia?

Wikipedia strives to represent “the sum of all human knowledge.” While Wikipedia contains more than 5 million articles, a lot of that human knowledge is still missing or underdeveloped on Wikipedia.

When you’ve written papers in the past, they were likely read by just one person—your instructor. When you write for Wikipedia, you’re writing for an audience of millions.

As a student, you can access knowledge that most people can only dream of. You have your library. You have access to academic journals and textbooks. Writing for Wikipedia makes knowledge available for others to learn from.

You also have your brain. You have the critical thinking skills, and the academic know-how, to help others make sense of the subjects you’re studying.

Imagine the difference your knowledge can make in people’s lives. That’s why we’re asking you to write for Wikipedia.

### Getting started

As you get started, it’s helpful to familiarize yourself with the tools and resources you’ll be using for this assignment.

#### Enroll in your course

Click on the course page link provided by your instructor, and you’ll be prompted to create a Wikipedia account.

#### Complete assigned training modules

Once you create an account and enroll on dashboard.wikiedu.org, you’ll have access to the training library.

A few training modules will be assigned throughout the weeks of your timeline. These are important for you to take.

Other, shorter modules may also be assigned as part of your course timeline. These offer a refresher, or new skills that match the task you’ll do that week. You may be graded on these trainings, so check back often to keep up to date!

#### Consult the Dashboard each week

The Timeline feature on dashboard.wikiedu.org will give you a sense of what you should be working on in any given week.

New training modules and help resources will be made available to you throughout the assignment.

#### Help is available!

Your class will be assigned a Wikipedia Expert. They are paid staff of Wiki Education, ready to help you with expert advice and feedback.

You can request their help through the “Get Help” button.

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This button is visible on dashboard.wikiedu.org and your Wikipedia sandbox. If you’re seeking feedback on your draft, unsure about a message from another Wikipedian, or have any questions at all, push the button. A Wikipedia Expert will be in touch!
What’s the plan?

Here is an outline of the process it takes to write a good Wikipedia article. Each task has its own section in this guide. Complete the associated training modules for more information.

Writing a Wikipedia article, from start to finish

1. Get to know Wikipedia
   Learn how writing for Wikipedia differs from your typical classroom writing assignment. Review the key policies that make Wikipedia work.
   - Online Training: Wikipedia Policies

2. Choose your topic and identify reliable sources
   Select a Wikipedia article related to your course topic that you can expand or create from scratch. Keep in mind you’ll need to cite each sentence you add.
   - Online Training: Evaluating Articles and Sources

3. Write your first draft
   Once you have a few good sources, start drafting your article or contribution. You’ll do this in a “sandbox” on Wikipedia. The online student training will show you how.
   - Online Training: How to Edit

4. Add images
   Pictures and diagrams make your article informative for visual learners. Copyright rules are tricky, so consult the training module before uploading new images. If you found an image on the internet, it probably can’t be used.
   - Online Training: Contributing Images and Media Files

5. Spruce up your work
   Once you’ve written your article, review your formatting to help it look and feel like the rest of Wikipedia.

6. Make your work live
   When you have written a few paragraphs, with citations, you’re ready to go. Post your work to “mainspace,” that is, the Wikipedia article!
   - Online Training: Moving Work Out of the Sandbox

7. Revise based on feedback
   Now that you’re editing live, solicit feedback from classmates. If you receive feedback from other Wikipedians, revise your work and incorporate good advice.
   - Online Exercise: Peer Review

Complete the online, interactive training modules on dashboard.wikiedu.org.

Relevant modules are listed in this guide and are linked from your course page.

1. Get to know Wikipedia

Writing for Wikipedia differs from writing term papers, essays, and other assignments. Here are a few differences to keep in mind.

Neutral point of view

You may be used to persuasive styles of writing. On Wikipedia, you don’t want to persuade. Articles don’t take sides, but describe significant viewpoints published in reliable sources. You want to share facts. Wikipedia lets people interpret those facts for themselves.

No original research

Wikipedia isn’t a place to share original ideas or opinions. Instead, you should summarize what others have published in reliable sources about the topic. Skip the thesis statement! Don’t offer your own conclusions, interpretations, or analyses.

Reliable sources

When people read a Wikipedia article, they want to see where the information comes from. That’s why you have to include citations for anything you write. Good sources have a reputation for fact-checking. That means books published by academic presses, peer-reviewed academic journals, and international newspapers. You should also use sources that represent widely held viewpoints, rather than authors who write to persuade readers to a particular point of view.

Copyright and plagiarism

Everything you write must be in your own words. Changing a few words while maintaining the sentence structure used in a source is still plagiarism.

Conflict of interest

If you have a conflict of interest about a particular topic, avoid editing articles about it. Don’t write about your instructors or workplace, for example.
Choose your topic and identify reliable sources

Depending on your class, you may be assigned an article to develop, or asked to choose one yourself. Choosing a topic for your article, and finding sources that support that topic, is often a cyclical process. You’ll adapt your choice based on what sources you find, and you’ll find more sources as you refine your article topic.

Find good sources

Rather than search online, ask your librarian to help you find good, reliable sources. The best sources are recent published books, textbooks, and peer-reviewed work in academic journals from reliable publishers, written by experts in the field you’re writing about.

When you find 3–5 good sources that address your topic, you’re probably ready to start writing. If you can’t, reassess your selected topic.

What makes a source trustworthy? It’s not about agreeing with it. Think critically, and look for sources that:

• Fact-check and/or publish corrections
• Don’t present some facts and omit others to advance an agenda
• Don’t frame facts with a certain slant

When you’ve settled on the article you want to improve, let your instructor know by adding it to dashboard.wikiedu.org.

Write your first draft

Here’s a small but fully developed article to use as a model. For more ideas, find an article on a similar topic to one you’d like to write, and think about how it’s structured.

Lead section

This is a clear summary of the most important parts of the article. For a short article, your lead may only be a few sentences. It shouldn’t catch the reader’s attention, or explain why the topic is important. Instead, it’s a quick summary of the article in plain language.

Body of the article

Each big idea can have its own heading, information with a strong point of view, and opinion columns. You’ll generally want to avoid blog posts, information with a strong point of view, and opinion columns.

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When you’ve settled on the article you want to improve, let your instructor know by adding it to dashboard.wikiedu.org.

References

After the content comes a section listing the sources used in the article. This should appear automatically.
Here’s why:

- It’s short and to the point, with plain language.
- It cites sources for factual claims. One citation per statement is the minimum expectation.
- It attributes viewpoints to the people who hold them.
- It states a conclusion, but attributes it to a specific source.

Online Training: Wikipedia Policies
Adding images and illustrations to Wikipedia can be tricky. You can’t just grab images you find by doing an image search. Instead, you have to make sure the person who made the image has published it under a free license, such as a Creative Commons Attribution ShareAlike license (CC BY-SA). Even so-called “free” images on websites usually aren’t acceptable.

You can’t use it, even if...

• You don’t see any copyright notice.
• The image is older than the internet.
• The creator has died.
• It’s a publicity shot for a movie, book, album, etc.
• You own a copy of a photo (unless you took it yourself).
• You scanned it from a book.

So, where can you find legitimate photos?

It may seem impossible to find an image you can use on Wikipedia. That’s why Wikimedia Commons, commons.wikimedia.org, is so important! That’s where you can find freely licensed images already approved for use on Wikipedia. If you can’t find something there, try using Openverse to find freely licensed files: wordpress.org/openverse

Options to find freely licensed images:

• Within the Wikipedia editing window, click “Insert,” then “Media,” to get access to all the images on Wikimedia Commons.
• You can look in open-access academic journals, such as those from the Public Library of Science (PLoS), which have useful scientific and medical illustrations.
• You can find photos on Flickr, but they MUST be shared under a CC BY-SA license. From Flickr’s search page, you’ll want to search for “Commercial use & mods allowed,” “No known copyright restrictions,” and “U.S. Government works.”
• You can also use public domain images. Those are images with expired copyrights, and anything created by the U.S. federal government.

When in doubt, ask your Wikipedia Expert by using the “Get Help” button. If you upload an image that doesn’t belong on Wikipedia, it can create a lot of problems for you and the Wikipedia community.

How to add an image to a Wikipedia article

You may not find any images for your Wikipedia article. That’s OK! But if you’ve made an image, chart, or diagram, or found one on Openverse, here’s how to add it to your article. If the image is already on Wikimedia Commons, skip to step 4.

1. Go to commons.wikimedia.org, and click “Upload file.” (Be sure you are logged in.)

   Photo: Jubilee and Munin, Ravens, Tower of London © User:Colin / Wikimedia Commons / CC BY-SA 4.0

5. Save the page. You’re done!

Online Training: Contributing Images and Media Files
Spruce up your work

Adding links to and from your article

One of the great joys of Wikipedia is the interesting links that lead to other compelling articles. Creating wikilinks helps others discover your article.

Creating a wikilink

What might your reader want to learn about to deepen their knowledge of your topic? Once you have a few ideas, go back to your article. Find the first time these ideas are mentioned in the text (not in headers or subtitles, which should never be links). That first in-text mention is the best place to create a wikilink to the article about that idea.

1. To link to another Wikipedia article, choose the “edit” option in the section of your article you want to link from.
2. Highlight the word you want to become a wikilink, and press the link button (🔗) in the editor window.
3. A list will pop up, showing Wikipedia’s related articles for the highlighted word. Select the article you want to link.
4. Click the “Save” button, and enter your edit summary. “Created wikilink” is a fine summary. Click “Save page,” and you’re all done!

Using headings

Use section headings to distinguish important ideas or broad subtopics. Don’t use them as paragraph headers, or to break up the article. Think carefully about the structure of your article before you start writing. As you write about different aspects of a topic, those aspects will guide sensible choices for your headings.

- Headings should never be questions.
- Don’t number your headings or sections.
- Only capitalize the first word of a heading and any proper nouns.
- Don’t keep naming the subject in your headings. For example, an article about Barack Obama might use the heading “Childhood,” not “Barack Obama’s childhood.”

Make your work live

The online training will show you how to find and use your sandbox to draft an article. Once you have a few well-cited sentences in your sandbox, you can create a new article, or bring your work over to an existing article to improve it.

Improving an existing article

If you’ve been developing an improvement to an existing article in your sandbox, you’ll want to be careful when it’s time to make it live. Edit your sandbox and copy just a sentence or two at a time into the existing article, then save the article before copying a little more in. Copying and pasting in small steps makes it less likely you will unintentionally cause an error that may be difficult to fix. Avoid using other text editors like Word or Google Docs; they can cause weird text errors when copied onto Wikipedia.

Creating a new article

1. Go to your sandbox (or wherever you’ve been drafting your article). On the sandbox page (where your article is), look to the right. There is a tab called “More.” Click it, and then click “Move.”
2. Click the box that says User and change it to (Article). Delete all the text in this window and carefully type ONLY your article’s title. Pay attention to punctuation and spelling, because this can be hard to change once you move it.

Using headings

Look at similar topics and choose a title that matches theirs. Don’t use an essay format, or title it with a question. The best title is usually the simplest statement of what your article is about.

1. In the Reason box, choose “Publish page to mainspace” in the dropdown menu.
2. Review your title one last time, and then click on the blue “Move page” button.
3. Now, you can link 1–3 other articles to your article. Find relevant words in other articles, and follow the wikilinks instructions on page 12.
Revise based on feedback

Every article has its own Talk page. Wikipedia is a collaboration of thousands of people, and Talk pages are where they negotiate decisions. You’ll use Talk pages to make suggestions, post sources, and discuss changes with other Wikipedians.

To hold a discussion with other Wikipedians on a Talk page, you’ll need to use wikicode, also known as wiki markup. We’ve provided a guide on the back cover to help you format your text on a Talk page. Remember to end all of your comments with four tildes (~~~~) to sign your name.

What if your work is challenged or removed?

You may find that your work is challenged, or removed outright. If someone has reverted your edit, make sure you read what they said in their edit summary by checking the View history tab of the article. Check to see if they left more information on the article’s Talk page.

Your instructor can see everything you add to Wikipedia, even if other Wikipedians remove it. Don’t worry about your grade, and never ask anyone to stop improving an article because of your grade. Instead, discuss the content respectfully, and work to find a solution you both can live with.

If you ever receive a message you can’t understand, or if you’re not comfortable responding to it yourself (for any reason!) contact your course’s Wikipedia Expert. They’ll get in touch with you.

Etiquette

• Be polite. Remember, it’s difficult to read sarcasm and irony in text.
• Assume good faith. Other editors are trying to improve the project.
• Try to see their point of view, discuss things on the Talk page when you disagree, and find a solution.
• Never simply post deleted content back into the article.
• Discuss article content, not editors. Do not make personal attacks.
# Wiki markup cheatsheet

These examples cover the formatting needed most often when editing Wikipedia articles with wiki markup. You’ll need to use wiki markup to carry on discussions with other Wikipedians on Talk pages.

<table>
<thead>
<tr>
<th>Description</th>
<th>What you type</th>
<th>What you get</th>
</tr>
</thead>
<tbody>
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<td>Italic</td>
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<td>Bold</td>
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</table>
| Section headers | ==Heading text==  
                  !==Sub-heading text===  
                  =====Sub-heading text===== | |
| Link to another Wikipedia page (Internal link) | [[Martin Luther King Jr.]] | Martin Luther King Jr. |
| Internal link with different text | [[Martin Luther King Jr.|MLK]] | MLK |
| Bulleted list | * Wikipedia  
                  * Encyclopædia Britannica | • Wikipedia  
                  • Encyclopædia Britannica |
| Numbered list | # Canada  
                   # United States | 1. Canada  
                      2. United States |
| Image with caption | [[File:Example.jpg|thumb|Caption text]] | |
| Signature and timestamp (for Talk pages) | ~ ~ ~ ~ | Username (talk) 19:50, 15 September 2017 (UTC) |

<table>
<thead>
<tr>
<th>To make a citation</th>
<th>What you type</th>
<th>What you get</th>
</tr>
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<tbody>
<tr>
<td>Insert a citation</td>
<td>Page text. &lt;ref&gt;[<a href="http://example.org">http://example.org</a> Example.org], more text.&lt;/ref&gt;</td>
<td>Page text[1]</td>
</tr>
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<td>Display citation footnotes</td>
<td>&lt;references /&gt;</td>
<td>1. ^ Example.org, 📚 more text.</td>
</tr>
</tbody>
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