WIKIPEDIA
The Free Encyclopedia

Guidelines for anyone who would like to contribute to Wikipedia

Share your knowledge with others in the world's most comprehensive encyclopedia!

en.wikipedia.org

"Imagine a world in which every single person on the planet is given free access to the sum of all human knowledge. That's what we're doing."
Wikipedia founder Jimmy Wales

WIKIPEDIA – A WIKIMEDIA PROJECT

> Wikipedia is the most comprehensive community-created collection of open knowledge in nearly 300 languages. The English-language edition alone comprises well over five million items – with hundreds more being added every day.

The content of Wikipedia is compiled, prepared, and made available by volunteers, and anyone can use it.

Additional Wikimedia projects that are being organized by volunteers all over the world include the Wiktionary dictionary, the Wikidata knowledge database, the media archive Wikimedia Commons, and the Wikisource collection of source material. The strength of the Wikimedia projects therefore lies in the volunteerism of people of all ages and backgrounds. Millions of people benefit everyday from their commitment.

The Wikimedia Foundation based in San Francisco, California (USA) operates numerous Wikimedia projects. Today, there are also 100 Wikimedia groups and organizations that support the work and goals of the Wikimedia Foundation.

The growing importance of the Wikimedia projects has motivated their contributors around the world to found their own Wikimedia organizations – so-called affiliates. These include 37 Chapters (supporting the Wikimedia projects in a specified geographical area), 1 thematic organization (supporting the Wikimedia projects in a specified focal area), and more than 80 user groups (simpler, less formal groups). A number of affiliates share language-communities, e.g. Chinese, English, Spanish, Arabic, and German. The Wikimedia affiliates operate in very different contexts; some have paid staff, most are run by volunteers. What is common to all is that they work to strengthen and support their communities, and build partnerships with local institutions and organizations to free content and increase awareness about free knowledge.

Knowledge is good. Free knowledge is better.
Wikipedia, the free encyclopedia, is one-of-a-kind and incredibly easy to use. These guidelines explain how you can become actively involved and make your own contributions to the encyclopedia.

All you need is Internet access, a Web browser or the official and free Wikipedia app, an enthusiasm for knowledge, and to enjoy writing or editing.

As a common working basis, an open license (the so-called "Creative Commons Attribution Share-Alike") governs the further use of Wikipedia content. This means that anyone can use, distribute, and change it as long as the source is linked to or cited and modified versions of the content are again only released under the above-mentioned license.

> Join the world's largest encyclopedia and share your knowledge with the Wikipedia community and the world. You'll also be helping to make free access to knowledge something that is expected everywhere!

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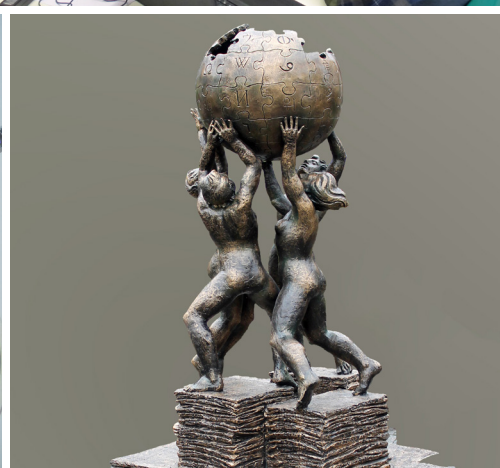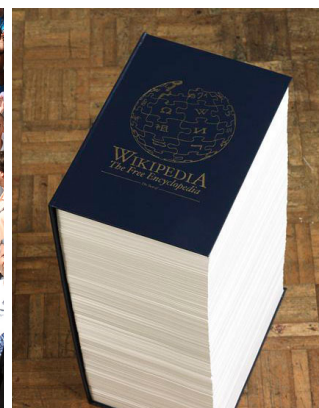
EDITING PAGES

First steps
No additional software is required to change or supplement content in Wikipedia. You can edit a page of the encyclopedia directly in your browser – regardless of the operating system or the type and version of your browser. This is made possible by "MediaWiki",a software that operates in the background of the online encyclopedia.

You've come across a misspelling in a Wikipedia article? Get to work! You can immediately make corrections, without any technical knowledge, in three easy steps:

1. At the top of every editable page, you will find the "Edit" link. If you click on it, a window will open that allows you to select "Switch to the visual editor" to open it.
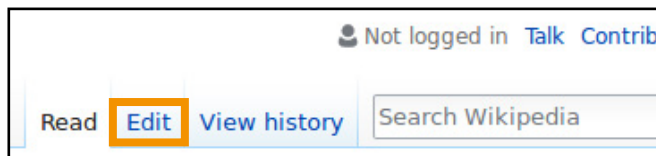

2. You can now make your changes in the text editor.

3. When you're done, click "Publish changes" at the top right of the page. A dialog window then opens up where you should indicate what you did under "Edit summary." Spelling corrections e.g. would be "misspelling" or "typo." Finally, go "Publish changes" again to publish your edit.
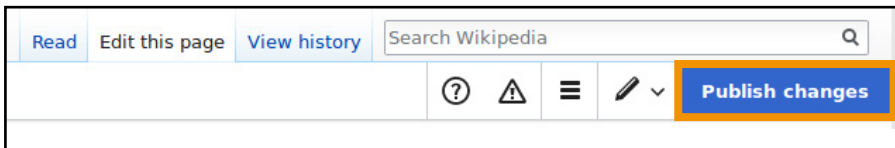
FORMATTING TEXT

The menu bar of the text editor provides several options for formatting texts and articles. You can make typographical changes, insert special characters, create lists and tables, embed media files, and more.
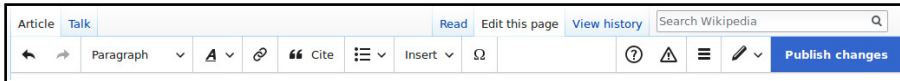
If you are familiar with Wiki markup, you can also directly modify the source code of the article by clicking on the link "Edit" and then "Start editing." Basic knowledge of Wiki markup can be helpful anyway, since contributions on the article talk pages and the Wikipedia project pages can only be made at present by means of "Edit source".

When formatting articles in Wikipedia, some general rules of thumb apply which can be viewed at:
en.wikipedia.org/wiki/WP:MOS

Tips on how to make your articles look good can be found at:
en.wikipedia.org/wiki/WP:TPA

A detailed user manual with all formatting options located here:
mediawiki.org/wiki/Help:VisualEditor/User_guide

"I write for Wikipedia, because I learn something new everyday."

SDKmac

WRITING ARTICLES

Now that you've learned the basics to working in Wikipedia, you're ready to get involved. Contribute to existing articles where you think it's necessary or even start an article of your own.

Please bear in mind the following points:

Choice of subject
In some cases, the unfilled gaps in Wikipedia are still quite large. Choose a topic that interests you or get inspired by clicking through the list of desired articles sorted by subject:
en.wikipedia.org/wiki/WP:Requested_articles

All contributions should be of general interest and meet Wikipedia's criteria for relevance:
en.wikipedia.org/wiki/WP:Notability

You can also translate articles that are only found in other languages:
en.wikipedia.org/wiki/WP:Translation

Style
In contrast to condensed lexicon entries, a Wikipedia article should consist of at least several full sentences. Please note: You should write factually, neutrally, and coherently. You can find tips for writing in Wikipedia at:
en.wikipedia.org/wiki/WP:WBA
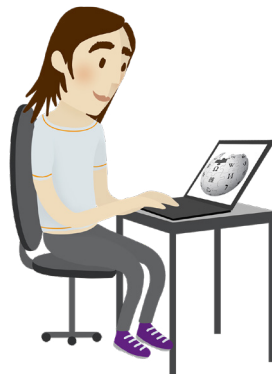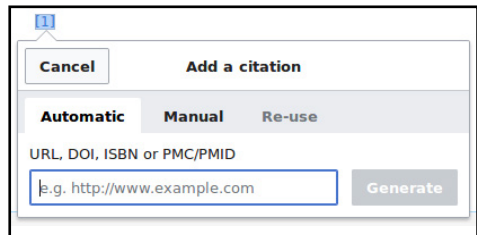
Citing sources and copyright

In Wikipedia articles, sources must be specified from reliable publications so that all the presented information can be retraced and checked when in doubt. Of course, you should put together all recorded content yourself or it should be free of copyright violations.

We recommend first preparing your new article in a separate document and then publishing it in Wikipedia in its entirety. This way, you will not run the risk of having your article deleted right at the start before you've finished. Moreover, you'll have enough time to improve the article's particulars before it is ready for all to see.

Sources can be inserted by clicking on the "Cite"- button (❝ Cite) Here, a dialogue window opens up. The citations are automatically generated by inserting a link or by entering the corresponding information manually.

More information on working with sources can be found at:
en.wikipedia.org/wiki/WP:V

> To eliminate conflicts of interest, you should avoid presenting your own point of view or those of your company or organization.

To publish your own article and to keep your articles and edits in the page history from appearing with a publicly accessible IP address and instead with your name or pseudonym, you should create a free user account. A user account also allows you to communicate with others in Wikipedia more easily and to keep track of selected pages.
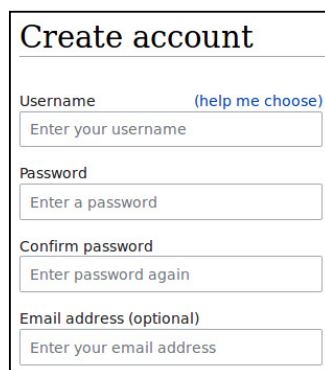
1. The link "Create account" is located on the top right of the page.

2. Enter your information on the following page. Choose your future username – this can be a pseudonym or your real name – and a password. Entering your e-mail address is optional, but recommended. By providing your e-mail address, you'll be able to reset your password if you forget it and to receive e-mails from other Wikipedians.

3. There is a captcha before registering to ensure that only people, not automated programs, can create user accounts. Enter the word from the image into the text box below (in the example "ringroast") and then go to "Create your account."

Using your Wikipedia user account, you can easily log into any of the other Wikimedia projects without having to register again.

Have you found a topic and gathered enough material for an article? Maybe you've already saved a first draft on your hard drive? Then log in with your account and make a new page in Wikipedia in just four easy steps:

**1.** Enter the title of the article in the Wikipedia search tool at the top right and hit enter.

2. If the article does not yet exist, you'll receive a page of search results. There you should click on the red link with the chosen name of your article.
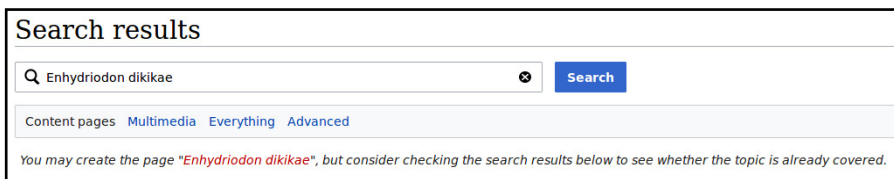
3. An empty text box then opens up. With a click on the pen-symbol on the top right you can switch to the VisualEditor, where you can insert your article and format it as needed using the toolbar located above.
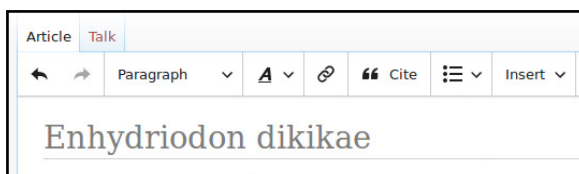
4. You then only need to click on "Publish page" in the top right. This opens a dialog box with additional information and input options. Publish your article by clicking "Publish page" once again.
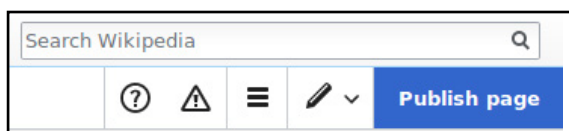
STRUCTURING ARTICLES

Headings and table of contents

Subheadings facilitate reading, especially when it comes to longer texts. Headings can be creating by clicking the "Paragraph" button in the menu bar. The presentation of the table of contents is formatted automatically: If an article includes more than three headlines, a table of contents normally appears after the introduction. These can be used to navigate directly to the article's individual sections.

Links to other articles

In Wikipedia, you should place links in your text to other articles (using 🔗 in the text editor in the menu bar) for obtaining further information on related topics. The software displays links to key words that still do not have an article in **red** and all other links in **blue**. A red link, incidentally, can also be understood as a desire for the creation of an article that does not yet exist. If you feel you're up to it,click on the link and write the article yourself.
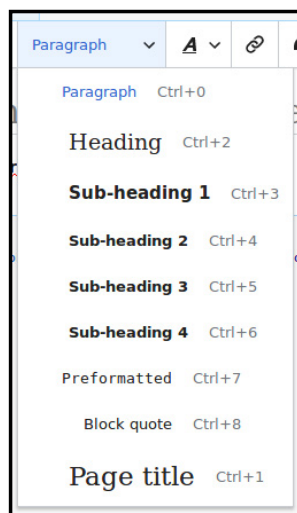
General advice on the structural, grammatical, and stylistic composition of good articles can be found at:
en.wikipedia.org/wiki/WP:WBA

MONITORING CHANGES

What if you accidentally wrote something that doesn't make sense or even deleted an entire article? Don't worry – Wikipedia is an open project. This means that not only are the contents freely accessible, but also that everyone can re-trace any changes that have been made. Directly below the article, there is a reference to the last edit. All the details are listed on a separate changes page. In this way, the software keeps a detailed record of all activities. It is therefore possible to rectify an unwanted change quickly and easily.

Version history

Each article has a revision history, which can be accessed above the article via the link "View history". There you will find all previous versions of the article with their creation date, editor, and editing comments (provided that a comment was left when the page was saved). Versions can be compared and reset if necessary.

All information on the version history can be found at:
en.wikipedia.org/wiki/WP:VE

If you are registered, it is possible in the version history to publicly "thank" others for their individual edits using the corresponding link at the end of a line.

Watchlist

If you are registered, you can display a convenient overview of changes to individually selected pages and their respective talk pages by means of the watchlist. If you want to put a page on your private watchlist, you only need to click on the star (☆) that appears on top right of every page. You can remove a page from your watchlist page again in the same way.

More information on the watchlist can be found at:
en.wikipedia.org/wiki/H:WL

Pending changes

To be visible to everyone, changes from new or unregistered users must first be checked by regular Wikipedia contributors and then marked as a newly reviewed version. This is to prevent the display of obvious vandalism.

You can receive reviewing privileges when certain preconditions are met. Every administrator can manually assign or revoke reviewer rights.

The requirements that must be met so that you can review versions yourself are described at:
en.wikipedia.org/wiki/WP:RPC

As a registered user, you get your own personal user page, where you can introduce yourself and your activities in Wikipedia. For more information, go here: **en.wikipedia.org/wiki/WP:UP**

For instance, you'll receive a short message at the very top of a page if a message was left behind on your talk page; you were mentioned on any other talk page; someone thanked you for your edits; or your user rights were manually changed.
The bell icon ( ) notifies you of important messages, whereas the tray icon ( ) displays brief notifications.

If you would like to leave a message for another person, you can write it directly on his or her personal talk page. The talk page is linked in the version history of an article or through the person's signature in current article discussions. On the personal talk page, you can select "New section" to enter your text. Bear in mind that the communication on talk pages is public.

For the sake of transparency, sign posts by clicking on the signature icon ( ) in the editing toolbar above the text box of the editing window.

Alternatively, you can send the person an e-mail if you have both already provided your e-mail addresses. This feature can also be found on the personal page of the contributor you want to contact, specifically in the "Tools" in the left sidebar under the link "Email this user". Your e-mail address is then forwarded to your contact.

EDITING WIKIPEDIA WITH YOUR SMARTPHONE

With an Internet connection and the no-cost, ad-free "Wikipedia Mobile" app for Android and iOS, you can read as well as edit Wikipedia whenever and wherever you like. It is a good idea to first create a free user account. Most articles, though, can be edited without registering. You'll need an Android device version 2.3.3 or later and access to Google Play or an iPhone, iPod touch, or an iPad version 6.0 or later and access to iTunes.
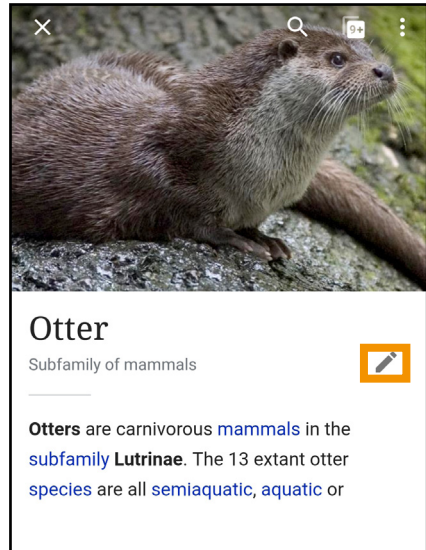
App for iPhone

App for Android

How can articles (e.g. typos) in Wikipedia be improved with the app?

1. Open an article and click the pen icon (🖉) to make changes directly on the page.

2. This then opens the source-code editor. Make your changes there and click on „Next" button.

3. Describe how you improved the page and publish your changes by clicking the "Save" button

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More information on Wikipedia mobile access can be found at: **en.wikipedia.org/wiki/WP:MOBILE**

"I write for Wikipedia, because it is the easiest way to share my knowledge with the world."

Gereon Kalkuhl

Through the Adopt-a-user program, new contributors can find their own contact who volunteers to help them get started.

To participate in the Adopt-a-user program, you must first create a "User account" (see p. 8).

After you have successfully registered, you can alert a mentor by integrating the text {{subst:dated|adoptme}} into your personal page.
You find your personal page by clicking on your User name in the navigation bar at the top of the page.

Besides this, you can search for a desired mentor. All experienced Wikipedia contributors who participate in the program introduce themselves in a list in Wikipedia (see below for the address). Click on the button beneath the related image to indicate on your user page that you would like the contributor to mentor you.

All information on the mentor program and the list of mentors can be found at:
en.wikipedia.org/wiki/WP:AAU

The Wikimedia Foundation and local Wikimedia chapters support volunteers in the production, collection, and distribution of open content. It promotes both big ideas and small, established events and new ones, unique one-time actions, and longer-term group projects.

Grants for Individuals

The Wikimedia Foundation offers reimbursement for travel costs and entrance fees. There is also a grant program for projects under $ 2,000 and a program for new ideas and experiments. Check out their website for details on the application process.

Grants for groups & Organizations

Other than Individual Grants, the Wikimedia Foundation also has Grant programs for groups of individuals, Wikimedia affiliates, and non-profit organizations.

Lokal Grants

Many local Wikimedia chapters support volunteers in Wikimedia projects. For example by providing Grants to cover travel or research expenses. Which chapter can help you mostly depends on where you live. You can find an overview over all local chapters and their Grant schemes following this link: **meta.wikimedia.org/wiki/Grants#To_Wikimedia_volunteers**
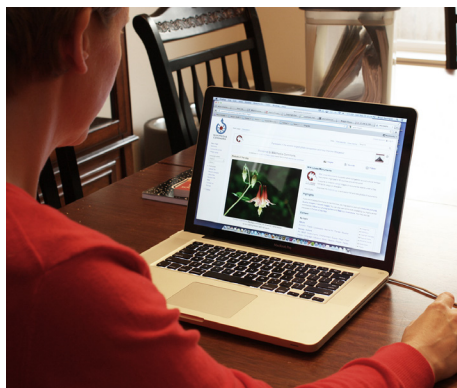
> The entire support program can be found under:
> **meta.wikimedia.org/wiki/Grants:Start**

Introduction

The introduction to Wikipedia helps people get started and is aimed at anyone who would like to become an active contributor:
en.wikipedia.org/wiki/WP:Introduction

In the tutorial, you learn step by step the most important basics for participating in Wikipedia:
en.wikipedia.org/wiki/WP:T

A page that provides assistance with the most common questions about Wikipedia is located here:
en.wikipedia.org/wiki/Help:Contents

Questions

The FAQ, which are divided up over several pages, contain answers to frequently asked questions about Wikipedia:
en.wikipedia.org/wiki/WP:FAQ

Here you can ask questions about working in Wikipedia that are not answered in the FAQ:
en.wikipedia.org/wiki/WP:HD

Questions about Wikipedia can be sent to us by e-mail. All relevant e-mail-addresses can be found here:
en.wikipedia.org/wiki/WP:Contact_us

LICENSE INFORMATION

Additional flyers and brochures can be found at:
www.wikimedia.de/wiki/Informationsmaterial

Donate now – for open content!
You would like to support Wikipedia and the other Wikimedia projects? Wikimedia Deutschland is delighted to receive contributions of any size.
Donate to:
Wikimedia Fördergesellschaft
IBAN: DE33100205000001194700
https://spenden.wikimedia.de