

Wikipedia



WIKIPEDIA
The Free Encyclopedia

Clitheroe Castle



Intermediate Editing Notes

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1 Welcome back to Wikipedia

Wikipedia is used by everyone with a computer on this planet-- and several more too.

Everyone can edit wikipedia.

Every lecturer in the world tells his students not to use Wikipedia because everyone can edit it- but every lecturer in the world uses it to prepare his lectures and course notes.

Wikipedia is fun- and the social life is good too.

Wikipedia is the product- Wikimedia is the organisation/legal entity There are many ways of editing Wikipedia- these pages show you one way, and all of them are a personal preference.

2 Article structure

Think of a typical wikipedia article.

```
{{infobox}}
```

The lede section where the rest of the article is summarised

```
==Context==
```

```
==History==
```

```
==Description==
```

```
==Location==
```

```
==See also==
```

```
==References==
```

```
{{notelist|}}
```

```
{{reflist|}}
```

```
===Further reading===
```

```
==External links==
```

```
{{commons|commonslink}}
```

```
{{navbox template}}
```

Discussion

The choice of headings is extremely variable. Look at similar articles for inspiration. As quick rule of thumb, the articles are assessed on the talk page.

Look for C, B, GA (good article), A class and FA (featured). Or use your gut instinct.

See: [[House sparrow]] : this is a Good Article

See: [[Pendle Witches]] : this is a Featured Article (one of the best)

Further help

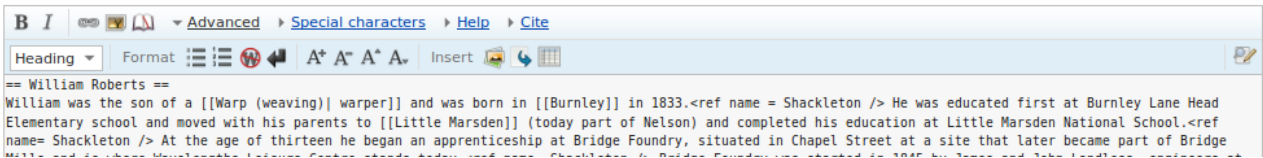
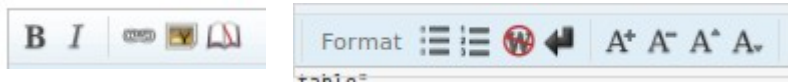
See: [[WP:MOS]]: This is the Wikipedia manual of style- it gives the final answer.

See: [[WP:UKTOWNS]]: this page is written by a project group, with advice on UK settlement articles. There are similar pages for other interests.

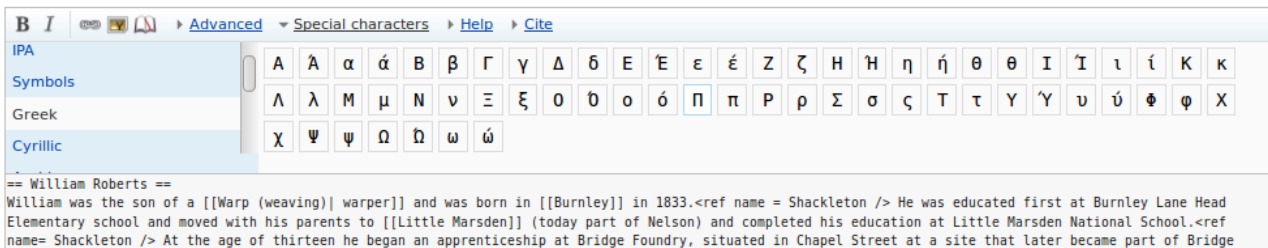
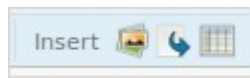


3 Look again at the editor

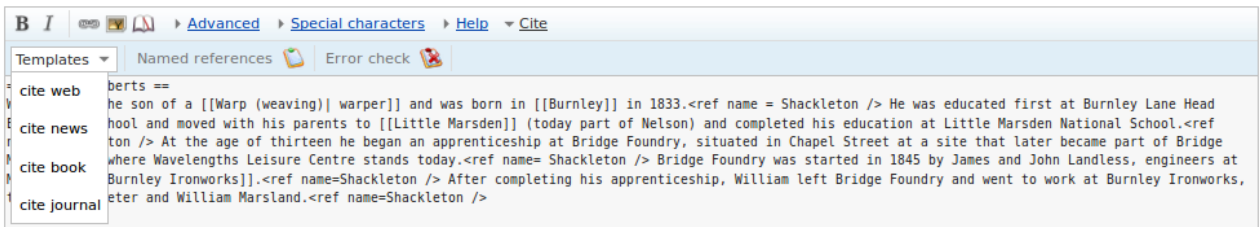
The editor does all the obvious things-- and a lot of other things.



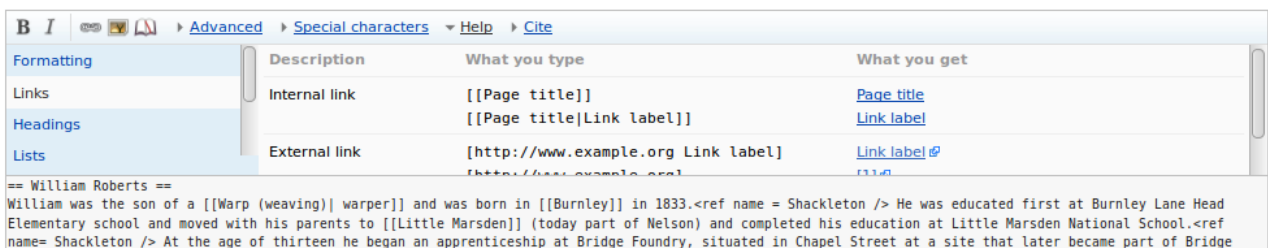
The **Advanced** link opens and closes the second bar. Note the three icons after the word insert- they mean **insert pictures** , **redirect** and **insert a table**.



The **Special characters** link gives a click list of other alphabets and more

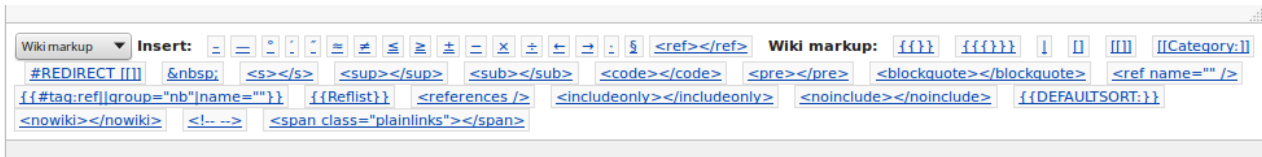


Cite gives us the templates we need for references.

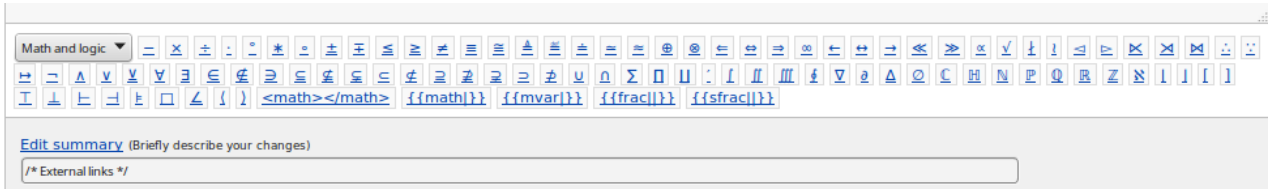


Help gives us a list of all the mark-up codes

Look at the bottom



This can be changed to give maths symbols and many more



Discussion

Tip: When editing, open a text file (with **gedit** or **notepad**) which you call **scratchpad**- you can copy and paste stuff here that you might need later. Other Wikipedians open another tab on the browser- and keep their sandbox open there.

Further help

Add wikilinks

Wikilinks are written between `[[..]]` brackets.

can be found in `[[Beamish museum]]`

if you want different wording in the link- type the pagename then a pipe and your text.

The `[[European robin| redbreast]]` was standing on his `[[Reliant Robin|car]]`

Add some useful templates

Templates are written with sqiggly brackets- a bit like a Word Macro

```
{{convert|26.2|mi|km}}
{{coord|54.89|-1.66|region:GB_type:landmark|display:inline,title}}
```

Trying out wiki code

Open your sandbox in another browser tab, and practise there

4 Using tables

```
{| class="wikitable"
|+ The table's caption
! Header 1
! Header 2
! Header 3
|-
| row 1 first cell
| row 1 second cell
| row 1 third cell
|-
| row 2 first cell 1
| row 2 second cell 2
| row 2 third cell 3
|-
| Row 3 cell A || Row 3 cell B || Row 3 cell C
|}
```

The table's caption

Header 1	Header 2	Header 3
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

Discussion

Note how the header lines use a '!' exclamation mark!

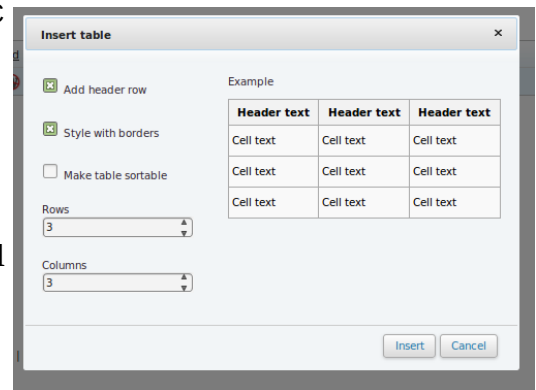
There is a button on the Advanced Toolbar that copies a small table into the text which you then customise.

You can allow sorting using the word sortable

```
{| class="wikitable sortable"
```

You can add a touch of *style* to your table by editing the first line.

```
{|style="width: 80%; margin-top: 8px; font-size: +1.1em; margin-left: auto;
margin-right: auto; background-color:#cedff2; padding: 20px; border-radius:
9px;"
|-- etc
```



or

The table's caption

Header 1	Header 2	Header 3
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

```
|style="background-color:red;" | row 2 second cell 2
```

applies this to individual cells- this is advanced wikipedia editing using something called css

Go easy on this feature. Wikipedia has a house style, and many pages are viewed on phones and Android tablets where the layout is entirely different.

Further help

See: [\[\[Help:Table\]\]](#)

The table's caption

Header 1	Header 2	Header 3
row 1 first cell	row 1 second cell	row 1 third cell
row 2 first cell 1	row 2 second cell 2b	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

5 Using images



The basic tag for an image is

```
[[File:Beamish museum.jpg|thumb|Entrance to museum  
caption text]]  
[[File:Machinery at Chatham Dockyard 3.jpg|thumb|left|upright|Hammer caption ]]
```



You can set the width but please don't.

```
[[File:EnsdorfDampfhammer.jpg|thumb|center|360px| Caption ]]
```

Finding an image

Most images are stored on Wikimedia Commons. Click on any image to go there. Now look for your image.

Discussion

You can choose whether your image is

center|left|right

and exactly how wide you want it to be.

360px

This is a pain- it looks great on your screen but is **terrible** on a mobile phone or a tablet

Please only include images that illustrate some point in the article- not just because you have found one with similar name.

You may have a camera full of images for your article then these must be uploaded to Wikimedia Commons first -see a separate page.

Further help

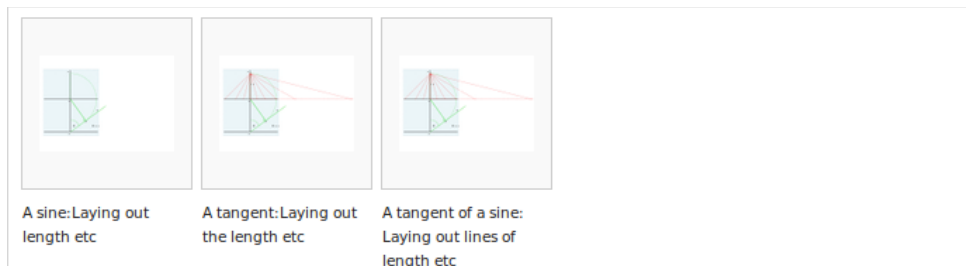
See: [\[\[WP:IMAGESYNTAX\]\]](#)

See: [\[\[Wikipedia:Picture tutorial\]\]](#)

Using Galleries

Group pictures together in a row. The key words are `<gallery></gallery>`

Example



The markup

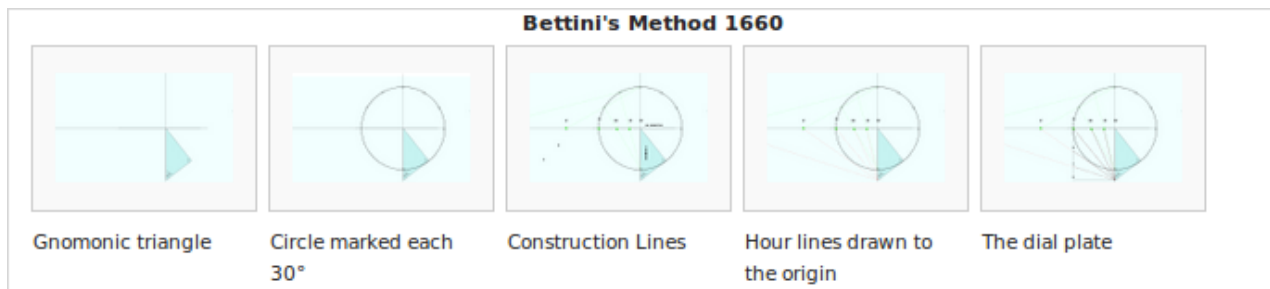
```
<gallery>
File:Dürer method (1525)-(2).svg|A sine:Laying out length etc
File:Dürer method (1525)-(3).svg|A tangent:Laying out the length etc
File:Dürer method (1525)-(3).svg|A tangent of a sine: Laying out lines of
length etc
</gallery>
```

Discussion

That is the basic gallery, but you can add titles (known as the gallery-captions), footers and colour by changing the `<gallery>` tag.

```
<gallery mode=packed heights=150px style="text-align:left" caption="Sample gallery">
```

Example



Markup

```
<gallery caption="Bettini's Method 1660" heights=80px>
File:Bettini(1660)-(1).svg|Gnomonic triangle
File:Bettini(1660)-(2).svg|Circle marked each 30°
File:Bettini(1660)-(3).svg|Construction Lines
File:Bettini(1660)-(4).svg|Hour lines drawn to the origin
File:Bettini(1660)-(5).svg|The dial plate
</gallery>
```

Further help

See: **Help:Gallery tag** Many extra idea such as width control, titles and footers.

[#The Image Gallery](https://en.wikibooks.org/wiki/Editing_Wikitext/Pictures/Images_in_Containers) (on line) A wikibooks essay on galleries and images in tables.

See: **Template:Gallery** All the hidden parameters for the second (template) version.

6 Using math (sic)

Example

The equation of an ellipse whose major and minor axes coincide with the Cartesian axes is: $\left(\frac{x}{a}\right)^2 + \left(\frac{y}{b}\right)^2 = 1$. This can be explained as follows:

$$x = a \cos \theta.$$
$$y = b \sin \theta.$$

Sample markup

The equation of an ellipse whose major and minor axes coincide with the Cartesian axes is: `$\left(\frac{x}{a}\right)^2 + \left(\frac{y}{b}\right)^2 = 1.$`

This can be explained as follows:

`${x} = {a}\cos\theta.$`

`${y} = {b}\sin\theta.$`

Discussion

Publishers and printers use a special markup language when setting maths- this has rolled over into HTML and wikimarkup- and is wrapped in the HTML `$$` tags. It is called TEX: pronounced to rhyme with hi-tech.

It can be a bit fiddly to get it right.

This is essential for setting maths but can be quite handy for just setting the occasional Greek letters.

Syntax

Trig `\sin` `\cos` `\tan` `\cotan`

Greek `\alpha` `\gamma` `\Gamma` `\phi` `\pi` `\theta`

Fractions and brackets `\frac` `\left(` `\right)` `\left[` `\left\{` `^2`

Further help

See: `[[Help:Math]]`

Using pie charts

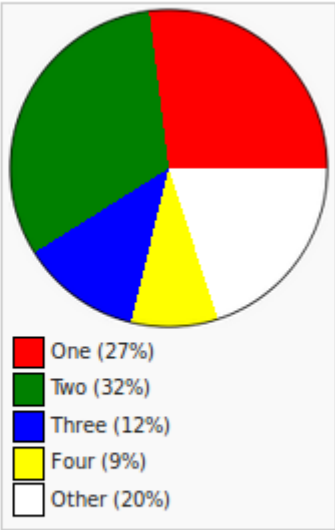
Pie chart [\[edit\]](#)

`{{Pie chart}}` is an *experimental* graph-drawing template that produces a [pie chart](#) 200 pixels wide in the article.

Setting the `other` parameter to `yes` will pad the chart so that the values total to 100.

This example was created by typing the following code:

```
{{Pie chart
|other = yes
|value1 = 27
|label1 = One
|value2 = 32
|label2 = Two
|value3 = 12
|label3 = Three
|value4 = 9
|label4 = Four}}
```



Label	Value	Percentage
One	27	27%
Two	32	32%
Three	12	12%
Four	9	9%
Other	20	20%

Up to nine wedges can be included.

Further help

See: [\[\[Wikipedia:Graphs and charts\]\]](#)

7 Using templates

Templates are wonderful things- they start with two `{{` squiggly brackets- then comes its name, a `|` pipe character, and the fields (or parameters).

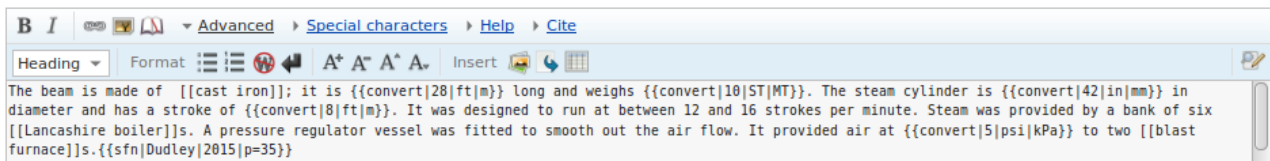
Some fields [**Unnamed parameters**] are recognised by their position, others [**Named parameters**] need a *dictionary pair* (a *name* then an `=`, then the *value*).

Templates write (transclude) a block of text onto the page- but can do hidden things as well, like copy in graphics, clever formatting and complicated arithmetic. Here two of the most common are used.

Example

The beam is made of `[[cast iron]]`; it is `{{convert|28|ft|m}}` long and weighs `{{convert|10|ST|MT}}`. The steam cylinder is `{{convert|42|in|mm}}` in diameter and has a stroke of `{{convert|8|ft|m}}`. It was designed to run at between 12 and 16 strokes per minute. Steam was provided by a bank of six `[[Lancashire boiler]]`s. A pressure regulator vessel was fitted to smooth out the air flow. It provided air at `{{convert|5|psi|kPa}}` to two `[[blast furnace]]`s.`{{sfn|Dudley|2015|p=35}}`

The beam is made of [cast iron](#); it is 28 feet (8.5 m) long and weighs 10 short tons (9.1 t). The steam cylinder is 42 inches (1,100 mm) in diameter and has a stroke of 8 feet (2.4 m). It was designed to run at between 12 and 16 strokes per minute. Steam was provided by a bank of six [Lancashire boilers](#). A pressure regulator vessel was fitted to smooth out the air flow. It provided air at 5 pounds per square inch (34 kPa) to two [blast furnaces](#).^[1]



Discussion

Templates just selectively write the prepared text which can contain markers to include one of the parameters. The `{{convert|5|psi|kPa}}` template above includes some computer code that does some maths. Some templates provide links, images and formatting. Two common template families are the Infoboxes and Navboxes.

Further help

See: [\[\[Help:Templates\]\]](#)

To get the documentation about individual templates, type `Template:name` in the search box.

See: [Template:Convert](#)

See [Template:Sfn](#)

See [Template:SfnRef](#)

Using a infobox

```
{{Infobox Historic Site
| name =Gawthorpe Hall
| image =Gawthorpe new.jpg
| caption =Gawthorpe Hall from the front
| locmapin =United Kingdom Borough of Burnley
| latitude =53.8027
| longitude =-2.2948
| location = [[Padiham]], [[Borough of Burnley|Burnley]],
[[Lancashire]],<br /> BB12 8UA
| area =
| built =
| architect =
| architecture =
| governing_body =
| designation1 =Grade I Listed Building
| designation1_offname = Gawthorpe Hall and surrounding
balustrade
| designation1_date = 1 April 1953
| designation1_number = {{English Heritage List entry|
num=1237626|short=y|ps=none}}
}}
```

Discussion

All the parameters here take the form of dictionary pairs. (name=value).
Blanks are not printed.

There are many types of infobox for objects, settlements, buildings: each follows the same form. **The top line is -double squiggly brackets- Infobox Name**, then all the others are the dictionary pairs that the editor writes in. If it is blank nothing is rendered.

The template here is the **Infobox for Historic buildings**. The first dictionary pair is **name =Gawthorpe Hall** . This is not a special box for this building, the building details are the just the contents of the box- and the infobox processes them to produce (render) the panel you can see. Try what happens by changing a few.

Three points:

- This could all be written on one line- the '|' pipe character acts as the separator, the line-break is superfluous!
- Seeing a parameter-name **designation1** = suggests that we can add a **designation2** =..., Look below for a complete list
- in **designation1_number** = {{English Heritage List entry|num=1237626|short=y|ps=none}} we have embedded another template.

Further help

See : [[Template:Infobox Historic Site]]. [[Category:Infoboxes]]

Gawthorpe Hall



Gawthorpe Hall from the front


Location [Padiham, Burnley, Lancashire, BB12 8UA](#)


Coordinates [53.8027°N 2.2948°W](#)

Listed Building - Grade I

Official name: Gawthorpe Hall and surrounding balustrade

Designated 1 April 1953

Reference no. [1237626](#) 



Location of Gawthorpe Hall in the Borough of Burnley

Using a navbox

Adding one to your page

Navboxes always are the last thing on a page before the categories. To keep them from remaining open, add “|state=autocollapse”

```

==External links==
{{commons category|Gillows of Lancaster and London}}
{{City of Lancaster}}
{{Judges' Lodgings, Lancaster |state=autocollapse}}


```

Images of the result

This is how it looks closed

External links

- "Bankruptcy of a customer" (PDF), *Gazette* (London), 1870.



Wikimedia Commons has media related to *William Roberts of Nelson stationary steam engines*.

V · I · E	Lancashire cotton	[show]
V · I · E	Culture and infrastructure of the Borough of Pendle	[show]

This is how it looks open

External links [edit]



Wikimedia Commons has media related to *Gillows of Lancaster and London*.

V · I · E	Culture and infrastructure of the City of Lancaster	[show]
V · I · E	Judges' Lodgings, Lancaster	[hide]
Artists	George Romney · Armand Guillaumin	
Gillow collection	Organisations	Gillows · Waring & Gillow · Gillow archives
	People	Robert Gillow · Richard Gillow · Bruce James Talbert · Francis Dowbiggin
	Objects	Lady's Workbox, 1808 · Chamber Barrel Organ
Museum of childhood	Lenci dolls · Simon & Halbig	
Lancashire history	Pendle witches · Abraham Rawlinson	
Building's history	People	Thomas Covell · Thomas Cole · Robert de Holland
Lancaster City Museum Custom House, Lancaster · Ashton Memorial		

Categories (+): Furniture companies of England (-) (±) | Companies based in Lancaster (-) (±) | (+)

Adding your page to an existing navbox

This essentially involves clicking on the 'E' icon and locating the right line and typing in the link. This just a part of the process.

```

{{Navbox
|name      = Judges' Lodgings, Lar
|state     = {{{state|autocollapse
|title     = [[Judges' Lodgings, L
|titleclass = fn org
|bodyclass = hlist vcard
|image     =
|above     =
|group1 = Artists
|list1 =
* [[George Romney (painter)|George Romney]]
* [[Armand Guillaumin]]
|group2 = <!-- group merged, leave blank for now -->
|list2 =
|group4 = Gillow collection
|list4 = {{Navbox subgroup
|group1 = Organisations
|list1 =
* [[Gillows]]
* [[Waring & Gillow]]
* [[Gillow archives]]
|group2 = People
|list2 =
* [[Robert Gillow]]
* [[Richard Gillow]]
* [[Bruce James Talbert]]
* Francis Dowbiggin
|group3 = Objects
|list3 =
* [[Lady's Workbox, 1808]]
* [[John Langshaw|Chamber Barrel Organ]]
}}
|group5 = Museum of childhood
|list5 =
* [[Lenci dolls]]
* [[Simon & Halbig]]
<!-- |group7 = Paintings & drawings
|list7 = {{Navbox subgroup
|group1 = [[Joseph Wright of Derby
|list1 =
* ''[[Richard Arkwright]]''
* ''[[A Philosopher Lecturing on the Orrery|Orrery]]''
* ''[[Vesuvius in Eruption (W)
-->
|group10 = Lancashire history
|list10 =

```

A simple group
group1 is its name containing the title
Artists
In the associated **list1** we find
* [[George Romney (painter)|George Romney]]
* [[Armand Guillaumin]]

Comment using
<!-- -->
A blank list- **list2**

This group4 contains the Gillow collection
But
The associated **list4** contains a navbox
subgroup.
This has three subgroups with titles
Organisations, People, Objects
showing
* [[Gillows]] * [[Waring & Gillow]] * [[Gillow archives]]
-
* [[Robert Gillow]]* [[Richard Gillow]]
* [[Bruce James Talbert]] * Francis Dowbiggin
-
* [[Lady's Workbox, 1808]]
* [[John Langshaw|Chamber Barrel Organ]]

A simple group with 2
items in the list

This group has been
commented out, using
<!-- -->

```

* [[Pendle witches]]
* [[Abraham Rawlinson]]
|group11= Building's history
|list11 = {{Navbox subgroup
| group1 = Organisations
| list1 =
| group2 = People
| list2 =
* [[Thomas Covell]]
* [[Thomas Cole (Lancaster)|Thomas Cole]]
* [[Robert de Holland, 1st Baron Holand|Robert de Holland]]
}}
|below =
* '''[[Lancaster City Museum]] [[Custom House, Lancaster]]
* '''[[Ashton Memorial]]'''
}}<noinclude>
{{collapsible option}}
[[Category:United Kingdom buildings and structures templates]]
</noinclude>

```

An empty sublist

The footer

<div style="display: flex; justify-content: space-between;"> V · T · E Culture and infrastructure of the City of Lancaster [show] </div>	
<div style="display: flex; justify-content: space-between;"> V · T · E Judges' Lodgings, Lancaster [hide] </div>	
Artists	George Romney · Armand Guillaumin
Gillow collection	Organisations Gillows · Waring & Gillow · Gillow archives
	People Robert Gillow · Richard Gillow · Bruce James Talbert · Francis Dowbiggin
	Objects Lady's Workbox, 1808 · Chamber Barrel Organ
Museum of childhood	Lenci dolls · Simon & Halbig
Lancashire history	Pendle witches · Abraham Rawlinson
Building's history	People Thomas Covell · Thomas Cole · Robert de Holland
Lancaster City Museum Custom House, Lancaster · Ashton Memorial	

Discussion

Often we place a navigation box at the bottom of an article that provides links to similar articles. These are hidden (rolled up into a coloured bar). It has three links **V**, **T**, **E** (View|Talk|Edit)

When a navbox is closed there is a button [show]- which will turn to [hide] on display.

Cloning a new navbox

Starting from scratch is a mugs game- copy and paste the template below onto you sandbox and change all the entries so it matches your date. When you think you have got it – copy and paste it back into a new template page and view the results. It has the prefix **Template:**, so this one is **Template:Judges' Lodgings, Lancaster**, and access it with **{{Judges' Lodgings, Lancaster}}**. Just to read it **[[Template:Judges' Lodgings, Lancaster]]**.

Further help

There are full details of how to use the Navbox suite of Templates at **[[Template:Navbox]]**. An advanced time consuming task.

Using geotags

```
{{coord|54.032|-0.593|display=title}}
{{coord|54.032|-0.593|display=inline}}
{{coord|54.032|-0.593|display=inline,title}}
```

Discussion

When we don't have an infobox we use the coordinates tag , **coord**. Remember all latitudes to the west take a minus sign.

It is possible to write a **coord** tag using degrees/minutes/seconds format which you may see.

```
{{Coord|34|1|27.37|N|116|9|29.88|W|display=inline,title}}
```

Wikipedia commons geotags

On commons the tag uses the word location- this is because it tags the location of the photographer while on wikipedia it is the object.

```
{{location |51.3921|0.5256}} : an example from Kent.
```

```
{{Location withheld}} for sensitive locations.
```

You can add a heading or write it in old money. Remember that most of the UK is west of Greenwich so you need a minus sign.

```
{{Location |53.409130|-2.164381|heading:225}} : an example from Stockport.
```

```
{{Location|34|1|27.37|N|116|9|29.88|W|heading:225}} : an example from overseas.
```

Further help

A useful tool is **Google maps**- or http://thuejk.dk/wiki_maps.html though is a bit shake for the western hemisphere in Commons.

The purists use **OpenStreetMap** to find coordinates.

```
https://www.openstreetmap.org/?mlat=53.4143&mlon=-2.1457&zoom=15#map=15/53.4143/-2.1457
```

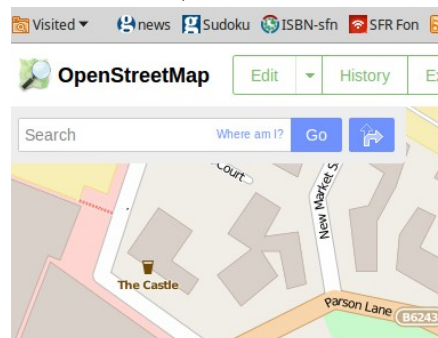
is in Stockport.

OpenStreetMap tool

Goto any article or image, click on the co-ordinates-select OpenStreetMap. You will get one of two screens depending on your past editing. (You need the one with the search bar.)

* A raw map with no search bar: on this Click on **OpenStreetMap** at the bottom right corner- you now toggle to the map you need

* A map with a search bar: At the top left corner, there is some text in the search bar : *Where am I?*, This gives the values for the centre of the map, which you can cut and paste.



8 Using categories

[Categories](#) [\(+\)](#): [Manufacturing companies of England](#) [\(-\)](#) [\(±\)](#) | [Steam engine manufacturers](#) [\(-\)](#) [\(±\)](#) | [1862 establishments in England](#) [\(-\)](#) [\(±\)](#) | [1959 disestablishments in England](#) [\(-\)](#) [\(±\)](#) | [Millwrights](#) [\(-\)](#) [\(±\)](#) | [Defunct engineering companies of England](#) [\(-\)](#) [\(±\)](#) | [Nelson, Lancashire](#) [\(-\)](#) [\(±\)](#) | [Companies based in Lancashire](#) [\(-\)](#) [\(±\)](#) | [\(+\)](#)

Discussion

Really a simple task. Sometime the box above is added automatically- but you can type the category in manually and change it you get it wrong. Type: **[[Category: Lancashire]]** for example. There is some order in this chaos, wikignomes are constantly trying to rationalise the categories.

Categories in Commons

You will use these to find the images you need, when you have passed up and down the tree and found the relevant folder, you can paste the name onto the Wikipedia page using

{{commons|Shops in Clitheroe}} etc.

Further help

9 Inserting a simple reference

Context

Every thing we write has to have a given reference, and a space at the bottom of the page to display it. Better a poor reference than none is the rule- but there are many ways that we add a reference and many ways we format the bottom of the page so they are displayed. Often we are adding to a page so we have no choice about the display method- but if we are writing a new page we must ensure that somewhere there is the template **{{reflist}}**.

Example

```
<ref>George Serle, Dialling, 1653, p=17</ref>
```

The first time the reference is used.

```
<ref name="GS 19">George Serle, Dialling, 1653, p=19</ref>
```

Further use,

```
<ref name="GS 19"/>
```

Subsequent use.

```
<ref name="GS 19"/>
```

This will display in the **{{reflist}}** bit as

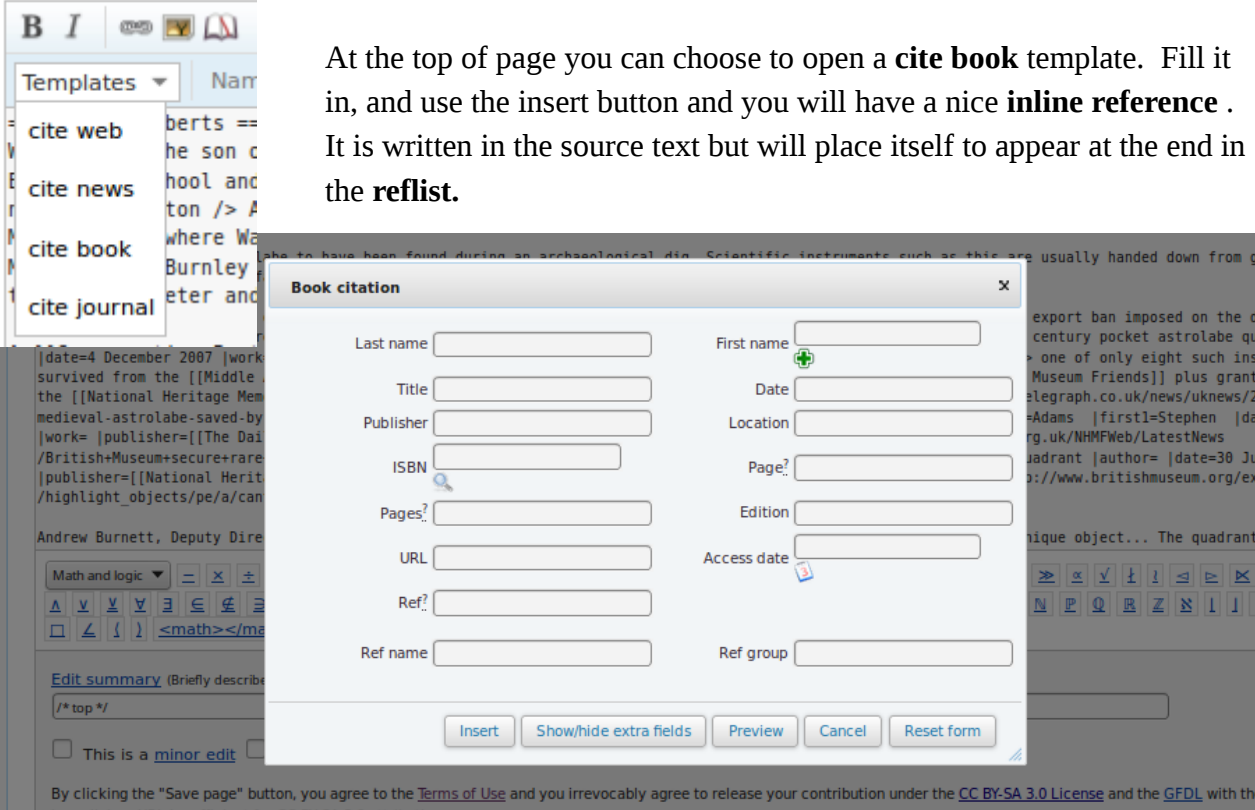
1. George Serle, Dialling, 1653, p=17
2. a, b, c George Serle, Dialling, 1653, p=19

Discussion

Further help

See the next few pages- this is so important that editors have added many ways that achieve the same result. Rule of thumb: Anything is better than nothing- wikipedia is co-operative, do the best you can and other editors will clean up the mistakes.

Inserting a drop down box reference



At the top of page you can choose to open a **cite book** template. Fill it in, and use the insert button and you will have a nice **inline reference** . It is written in the source text but will place itself to appear at the end in the **reflist**.

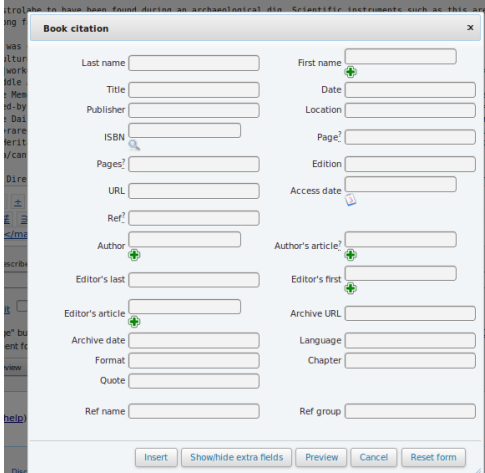
The image shows a web editor interface. On the left, a 'Templates' dropdown menu is open, listing 'cite web', 'cite news', 'cite book', and 'cite journal'. The 'cite book' option is highlighted. In the background, a 'Book citation' form is visible with fields for: Last name, First name, Title, Date, Publisher, Location, ISBN, Page?, Pages?, Edition, URL, Access date, Ref?, Ref name, and Ref group. At the bottom of the form are buttons for 'Insert', 'Show/hide extra fields', 'Preview', 'Cancel', and 'Reset form'.

Discussion

Those are the common fields: fill in as many as you can.

There are more fields – just click the Show more fields button (second button).

Life can be made a lot simpler by typing in the ISBN first and selecting autofill. This feature can be a bit shaky.



This screenshot shows the 'Book citation' form with the 'Show/hide extra fields' button clicked. The form now displays a larger set of input fields, including: Author, Author's article?, Editor's last, Editor's first, Editor's article?, Archive URL, Archive date, Language, Format, Chapter, Quote, Ref name, and Ref group. The 'Insert' button is highlighted at the bottom.

Further help

10 Inserting a bibliography type reference

Context

There are two bits to do here.

1. Add an inline link.
2. Add the full reference at the bottom in the bibliography

In-line link

```
<ref name=R1921>{{harvnb|Roberts|1921}}</ref>
```

or use

```
{{sfn|Roberts|1921}} (Read more on the next page.)
```

At the bottom in the bibliography

```
*{{citation |url=http://oneguyfrombarlick.co.uk/viewtopic.php?t=7259|title=
Arthur Robert's Engine List|publisher=One guy from Barlick-Book Transcription|
last=Roberts|first=A S|year=1921|work=Arthur Roberts Black Book.|
accessdate=2009-01-11|ref=harv}}
```

or use a dropdown template (see previous page)- strip out the `<ref></ref>` brackets- and put a '*' in front

Discussion

The top example is how we used to do it in the olden days- and some of us still do!

Academics will be familiar with this Harvard style referencing, and will have used it in writing dissertations.

We judge the quality of the article by the quality of the references. Some things we find on line like fanzines and blogs are not accepted.

Further help

Using sfn efn type references

In the text

Pure joy, sfn (short footnotes).

```
{{sfn|Gregory|1903}}
{{sfn|Sawyer|2012|p=33}}
{{sfn|Sawyer|2012a|p=36}}
{{efn|During the revolution, the months were give alternative names}}
```

At the end- in references and bibliography

```
==References==
;Notes
{{notelist}}
;Footnotes
{{reflist|2}}
==Bibliography==
*{{cite journal|name=Sawyer| ... |ref=harv}}
```

Discussion

To make the items in the bibliography, use the editor cite templates, then erase the `<ref>` and `</ref>` but add by hand a field `|ref=harv` usually after the `|year=`. This will make the link.

When the author has published more that one text in a year- add on 'a', 'b', 'c' etc.

We separate the notes from the footnotes at this point. The **efn** (extended footnotes) will go in a separate section, in a `{{notelist}}`The **sfn** (short footnotes) go in the `{{reflist|2}}`.

`{{reflist|2}}` means it will arrange itself in two columns `{{reflist|30em}}` does the same but is mobile phone friendly.

Sometimes we have no author but still wish to make a link- `|ref={{sfnRef|Guardian|4}}` will provide a link that we can cite as `{{sfn|Guardian|4}}`.

Further help

There are other ways to lay out your end sections as described next.

At the foot of the page

In an ideal world the bottom of the page includes these sections. There are many choices however!

We need the template `{{reflist}}` to display all our references. We need `{{notelist}}` to display footnotes.

Simple version	Alternative	Full version	Full version alternative
<pre> ==See also== ==References== {{reflist}} ==External links== </pre>	<pre> ==See also== ==References== <references/> ==External links== </pre>	<pre> ==See also== ==References== ;Footnotes {{notelist}} ;Notes {{reflist}} ;Bibliography ;Further reading ==External links== </pre>	<pre> ==See also== ==References== ===Footnotes=== {{notelist}} ===Notes=== {{reflist}} ===Bibliography=== ===Further reading=== ==External links== </pre>

Discussion

The **See also** section is used for links to **similar wikipedia articles**, and when included, it is always positioned **above** the references.

The **External links** section goes at the end and contains links to non-wikipedia articles, using the single bracket format.

The `===Notes===` creates a subsection that appears in the Table of Contents (TOC) while the **semi-colon (;)** as in `;Notes` just gives a pleasant highlight. Both can be used- its your call.

Further help

11 Uploading an image

Discussion

Commons will not accept an image without knowing the author, the copyright status and the source. Images are far more useful if they have a meaningful name, a full description, the date and a geotag. They should be put in one or more categories so people can find them.

You must verify that you own copyright (a cut and paste from another website is a big no-no), describe how you are releasing your copyright, give link to you as the author and provide a description including a geotag where possible- and say what categories this may fit into- yes that is a lot - to help there is a link to the **Upload Files** methods on the left side bar.

Permitted file types: png, gif, jpg, jpeg, tiff, tif, xcf, mid, ogg, ogv, svg, djvu, oga, flac, wav, webm.

File description

Destination filename: Name of the file at Commons after the upload. Use a descriptive file name (tips).

Original source: Where does this file come from? ([more](#))

Author(s): Who created this file? Also, if it shows some artwork, who created that?

Date of the work: Date of creation and/or first publication of the work ("YYYY-MM-DD" format).

Description: English

Other versions:

Permission: If this is not your own file, or the work was already published elsewhere, use {{OTRS pending|month=September|day=8|year=2015}} and send permission by [e-mail](#). The field can also be used for specialized [license tags](#).

Additional info: Use for geolocation tags and other specialized information (such as {{consent}} for images of identifiable living people).

Licensing: None selected (add a license tag in the permission field above, or this file will be deleted)

Categories: (+) Click (+) to add categories.

This is a quick route for single files found at <https://commons.wikimedia.org/wiki/Special:Upload>

Further help

You are spoilt for choice- find a method you enjoy and bookmark it.

See: <https://commons.wikimedia.org/wiki/Special:UploadWizard> for a hand holding version. Found on Commons.

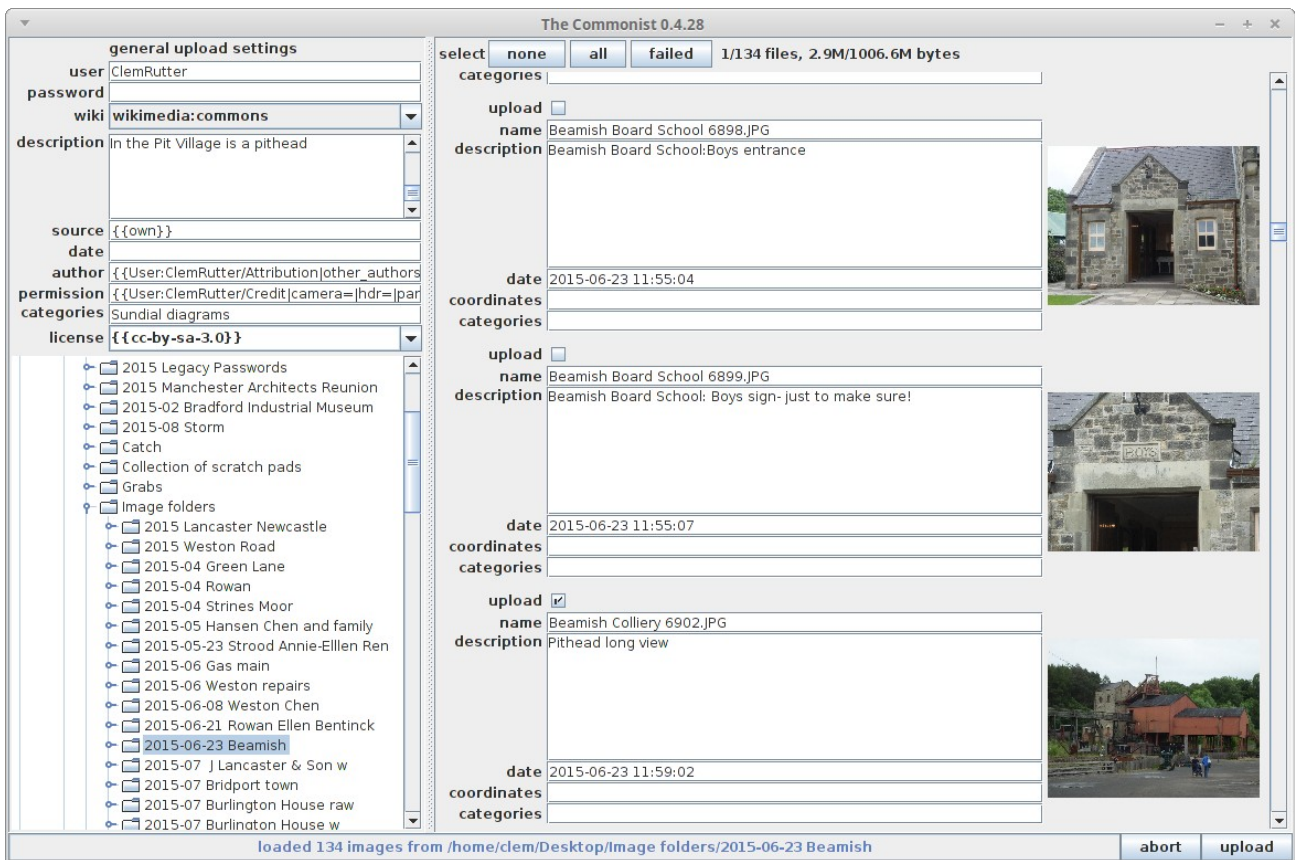
Or see: <https://commons.wikimedia.org/wiki/Commons:Upload>

12 Uploading many images

There are two very useful programs you can use. You must install these programs on your own PC. These help you to fill in the essential fields. Commons will not accept an image without knowing the author, the copyright status and the source. Images are far more useful if they have a meaningful name, a full description, the date and a geotag. They should be put in one or more categories so people can find them.

Commonist

This program must be downloaded and installed before you can use it



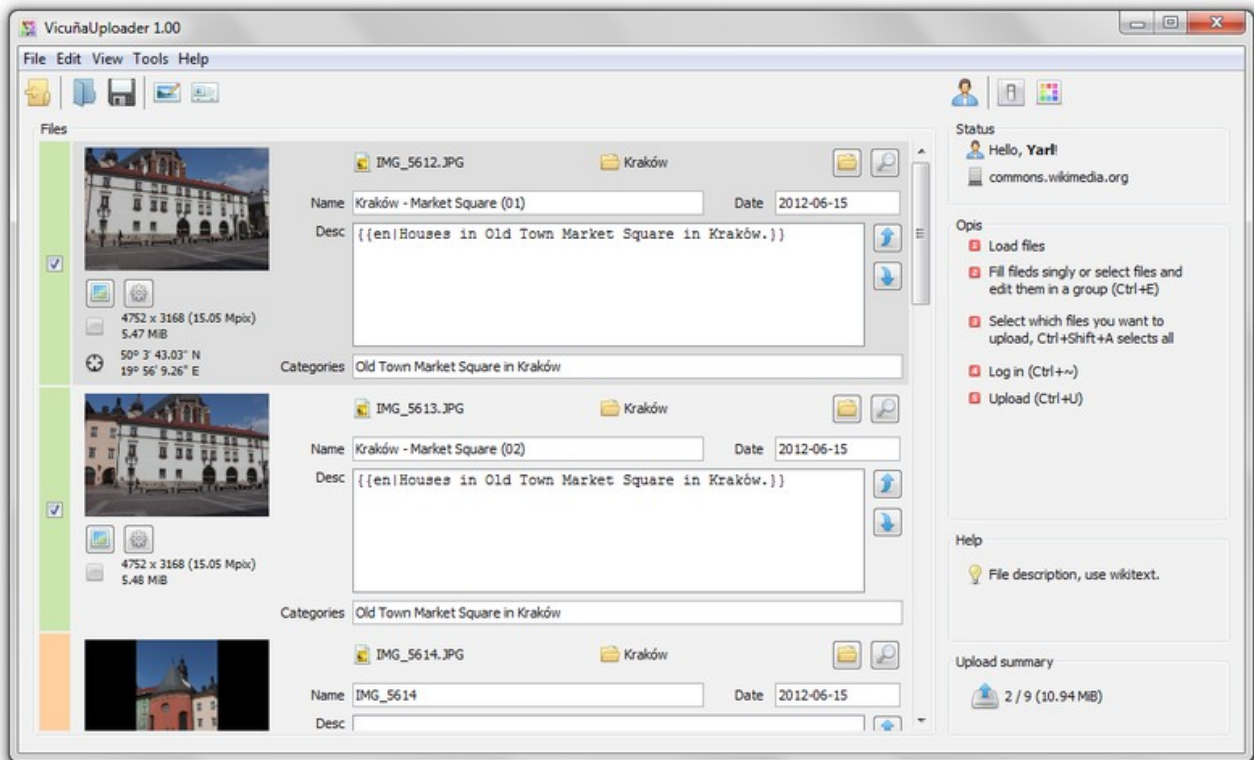
In the left column you put all the details you must provide (and a panel to find the source folder).

- User**
- Password**
- Target wikipedia**
- Description: Text that is common to all the files in the upload.**
- Obligatory legal licensing information**

source	{{own}}
date	
author	er:ClemRutter/Attribution other_authors=}}
permission	ino= pd= gimp= museum= svg= inkscape}}}
categories	Sundial diagrams
license	{{cc-by-sa-3.0}}

And on the right are the details that specific to individual files.

VicunaUploader



This is a java program which one downloads from <http://yarl.github.io/vicuna/>

Discussion

There are other tools available- on Android see:

<https://github.com/michiel1972/shareWithCommons>

Further help

See: [\[\[Commons:Upload tools\]\]](#)

13 Writing templates

For a full description see: [\[\[Help:Templates\]\]](#) **Items on this page are being changed.**

Wikipedia (transcludes) includes anypage we wrap in squiggly brackets- `{{`, but goes to anypage we wrap in square brackets `[[`. To write a template we just write a short article and place it on our own `User:MyName/template`, or when experimenting, `User:MyName/sandbox`

We have used templates, and are used to the pattern- with a name then parameters separated by the pipe character, `|`.

```
{{ User:MyName/sandbox|51.50|0.0352|date=1652|decl=26.5|name=Stirrup|type=Vertical}}
```

Now we must write one.

Parameter Example

```
'''This {{{type}}} [[sundial]], which we find at latitude {{{1}}}. longitude {{{2}}} was laid out according to the {{{name}}} method which was published in {{{date}}}.'''
```

Displays as

This Vertical [[sundial]], which we find at latitude 51.50. longitude 0.0352 was laid out according to the Stirrup method which was published in 1652.

Discussion

The key to writing this template is the words wrapped in triple squiggly brackets. The unnamed parameters are called by their position `{{{1}}}` and `{{{2}}}` etc, and the named parameters are called by their name- `{{{decl}}}` and `{{{name}}}` etc. When displayed, all we see is the contents neatly dropped into place.

Default values, if a parameter is missing it can make a mess of the text- so there is a way to substitute a default value. It is placed after a pipe- for instance `{{{name|very clever}}}`.

Parameter with default example

```
'''This {{{type}}} [[sundial]], which we find at latitude {{{1}}}. longitude {{{2}}} was laid out according to the {{{name|very clever}}}, method which was published in {{{date|}}}.'''
```

```
{{ User:MyName/sandbox|51.50|0.0352|date=1652|decl=26.5|type=Vertical}}
```

Displays as

This Vertical [[sundial]], which we find at latitude 51.50. longitude 0.0352 was laid out according to the very clever method which was published in 1652.

Conditionals

See: [\[\[Help:Templates\]\]](#)

Theses are the **if- then- else** construct and **switch** statement found in all programming languages.

`{{#ifeq: word-1 |word-2| True text| false text }}` is the model, word-1 can be text or the display from a parameter.

Conditional Example

```
'''This {{{type}}} [[sundial]], which we find at latitude {{{1}}}. longitude {{{2}}} was laid out according to the {{{name|very clever }}} method{{#ifeq: {{{date|none }}}|none|.}, which was published in {{{date}}}.'''
```

```
{{ User:MyName/sandbox|51.50|0.0352|name=Stirrup|date=1652|decl=26.5|type=Vertical}}
{{ User:MyName/sandbox|51.50|0.0352|name=Stirrup|decl=26.5|type=Vertical}}
```

Displays as

*This Vertical *[[sundial]]*, which we find at latitude 51.50. longitude 0.0352 was laid out according to the Stirrup method, which was published in 1652.*

*This Vertical *[[sundial]]*, which we find at latitude 51.50. longitude 0.0352 was laid out according to the Stirrup method.*

Discussion

The switch – allows a parameter to be compare with multiple options, each case has targetted text as in the camera example below

Templates are very powerful when combined with tables as in the example below- as we can add style- such as borders and colours.

Switch and table with style example

```
{|style="width: 80%; margin-top: 8px; font-size: +1.1em; margin-left: auto; margin-right: auto; background-color:#cedff2; padding: 20px; border-radius: 9px;"|
|-
| {{#ifeq:{{{pd|no}}}|old|This image is in the Public Domain.|This image is licensed under a {{w|Creative Commons}} Attribution-Share Alike licence }}|
|{{#switch: {{{camera}}}|
| HS50 = This image was taken using a {{w|Fujifilm FinePix HS50 EXR}} bridge camera. [[Category:Photos by Clem Rutter using a Fujifilm FinePix HS50 EXR|{{PAGENAME}}]]
| F610 = This image was taken using a Fujifilm F610 compact camera. [[Category:Photos by Clem Rutter using a Fujifilm F610|{{PAGENAME}}]]
| A920 = This image was taken using a Fujifilm A920 compact camera. [[Category:Photos by Clem Rutter using a Fujifilm A920|{{PAGENAME}}]]
| [[Category:Photos by ClemRutter|{{PAGENAME}}]]
}}|
|}
```

Further help

See: **[[Help:Templates]]**

To get the documentation about individual templates, type Template:name in the search box.

See: **Template:Convert.** ,**Template:Sfn**,**Template:SfnRef**

See:User boxes

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