

Wikipedia Manual



WIKIPEDIA
The Free Encyclopedia

Newspeak House Strengthening an article



Clem Rutter
13 May 2016

o0-00-0o

Table of Contents

1.Wikipedia, Wikimedia,-Mediawiki.....	4
2.Opening a page.....	5
The editor.....	6
3.Which facts to include.....	7
Adding simple text or correcting.....	7
Putting in links- [[square brackets]].....	7
Putting in templates – {{squiggly brackets}}.....	7
4..Talk pages - the first edit.....	8
5.User page-creating a page.....	9
Starting a new page.....	9
Practising wikicode.....	9
6.Create a new page.....	10
7.A look at the page structure.....	10
8.Adding a reference.....	11
9.A look at tables.....	12
Using tables.....	12
Applying style to individual cells.....	13
A larger table.....	13
Inserting an image.....	15
A look at the convert templates.....	15
10.References the ultimate aim.....	16
11.Inserting a simple reference.....	17
12.Inserting a drop down box reference.....	18
13.Inserting references that link with a bibliography.....	19
14.Using sfn efn type references.....	20
15. At the foot of the page.....	21
A look at graphs.....	22
See also.....	22
A look at Line charts.....	23

A wikipedia edit has three parts

- **Writing an interesting fact** (the text)
- **Saying where that fact can be found** (a reference)
- **Leaving an edit summary** (edit summary)
to tell your co-writers what you have just done

1. Wikipedia, Wikimedia,-Mediawiki

Wikipedia is the product- **Wikimedia** is the organisation/legal entity-**Mediawiki** is the software.

A wikipedia article can be quite simple (a stub), or a major piece of referenced writing. The aim is to continually improve, verify each fact, and write a rock solid reference.

Each user has a **talk page**, where lively discussions take place- and error messages are posted.

- [\[\[User talk:ClemRutter\]\]](#)

Is a users talk page.

- [\[\[High Force\]\]](#) is an article it has the talk page [\[\[Talk:High Force\]\]](#)

Each page has a **page history**, displaying the edit summaries with the **editors name** , (linking to his contributions)- and a **(diff)** showing the changes. Every version of that article can be recreated- nothing is ever lost, but it is the newest version that the reader sees.

Any page can be added to you personal **watch list** by clicking the star icon above the editor. You are notified when anyone edits that page. Every edit is watch and monitored to some extent- by bots and other users.

Quality

Every article is eventually rated for quality and importance. The criteria are here .The scale goes :

- FA Featured articles
- GA Good articles
- B
- C
- Start
- Stub
- Unclassified

For further help:

[\[\[Wikipedia:Version 1.0 Editorial Team/Assessment\]\]](#)

2. Opening a page.

A wikipedian needs to master referencing and to be able to edit tables as well as a myriad other little things.

Most of the tasks are done using the editor and the tools you find dotted around the page.

The screen shows you the your name, - two icons and seven options. These relate to you.

Underneath are the tabs relevant to the target page.



The wikilinks relevant to yourself are shown on the top.

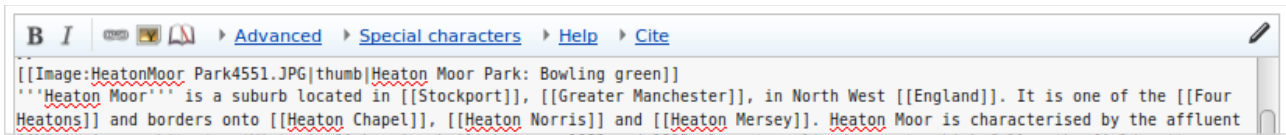
Your name	your user page
Icon- notification icon	
Icon- you have a message on your talk page icon	
Your talk page	this is where you get to talk about problems
Your sandbox	this is where you build up your text
Your preferences	The defaults are usually fine- but do change a couple in the editor section
Beta	Investigate later
Watchlist	Important part of the monitoring system
Contributions	Gives links back to pages you have edited
Log-out	

The tabs relevant to the page are shown below.

Articles	(selected)
Talk	
Read	(selected)
Edit source	
View history	This tells you who is working on the page and when and is a useful forensic tool.
Bookmark star	This adds this page to your watch list
More	Move page and Google translate on
Search box.	Directly type in name of target article.

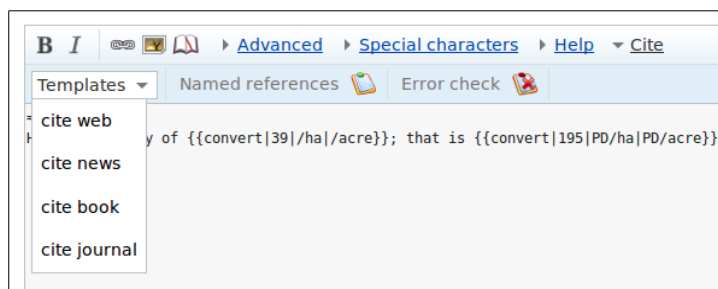
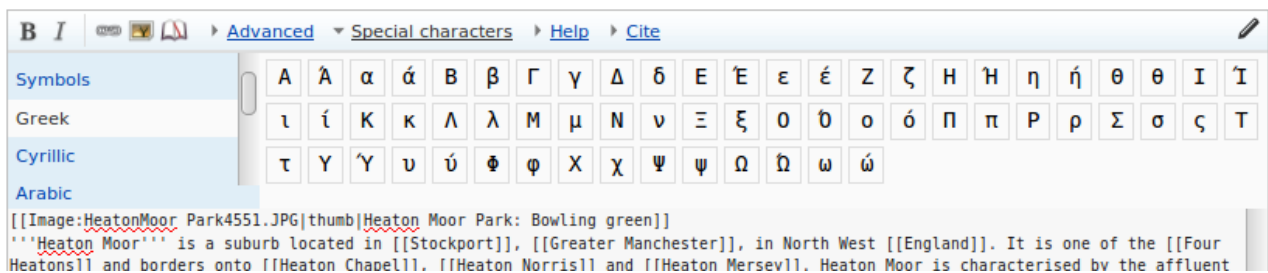
The editor

There are four tabs at the top of the editor- with none selected-we have a simple edit bar



The first gives us some **advanced** controls-The grid on the right can be useful to start a table.

The second, **special characters** come in handy. There are submenus that are task related..



The third, **Help**, is a the crib sheet is good for everything except references. Where it is dated.



The fourth is essential It is the **cite** tab. It writes the references correctly in the wiki-preferred standard format.

Finally you can set another toolbar under the edit window. I advise you do that now

- Goto **Preferences>Gadgets>** section editing- check **CharInsert**.

3. Which facts to include

Wikipedia is an encyclopedia so all the text should be written in an encyclopedic style. We write from a **neutral point of view** `[[WP:NPOV]]`

we don't violate copyright or plagiarise. We don't accept any cut& pasted text –`[[WP:COPYVIO]]` even if we ourselves have written the text that has been used on another charity site.

All facts should be **notable and referenced from verifiable secondary sources**.

The Guardian, Times, and Independent are reliable, as are the features in most local newspapers. Government and EU Commission sites are accepted for facts, but not about themselves. Raw minutes or clauses from a treaty should be discussed first on the talk page. Blogspots are not accepted- unpublished dissertations are not accepted unless they are deposited in a notable library.

We **don't publish our own work**. `[[WP:OR]]` The source paper where a scientific discovery is announced is a primary source so not accepted, a professional journal reporting that paper is a secondary source so is accepted. Foreign language text may be accepted. We don't repeat opinion, but can accept a fully cited quote expressing that opinion.

We don't edit when we have a **conflict of interest** `[[WP:COI]]`, if we are not sure we declare it on the talk page and ask for help. We **don't try to push products** or companies. `[[WP:SPAM]]`.

Common sense really.

Adding simple text or correcting.

The process is simple, you **open the editor**, **make the changes**, **add the references** and give a short **edit summary**.

Putting in links- `[[square brackets]]`

Wiki links are made by putting a word in square brackets. Links are good- overlinking every common word is bad. Think of the reader- what links may they need. Go through the text converting words to `[[an article name]]` or to `[[| what you want it to say]]`. I check first whether the article exists by typing the name in the search box.

Direct links to an external website are deprecated. You only ever add them to the section called `==External links==` If you must, use a single square bracket `[url(webname) | what you want it to say]`

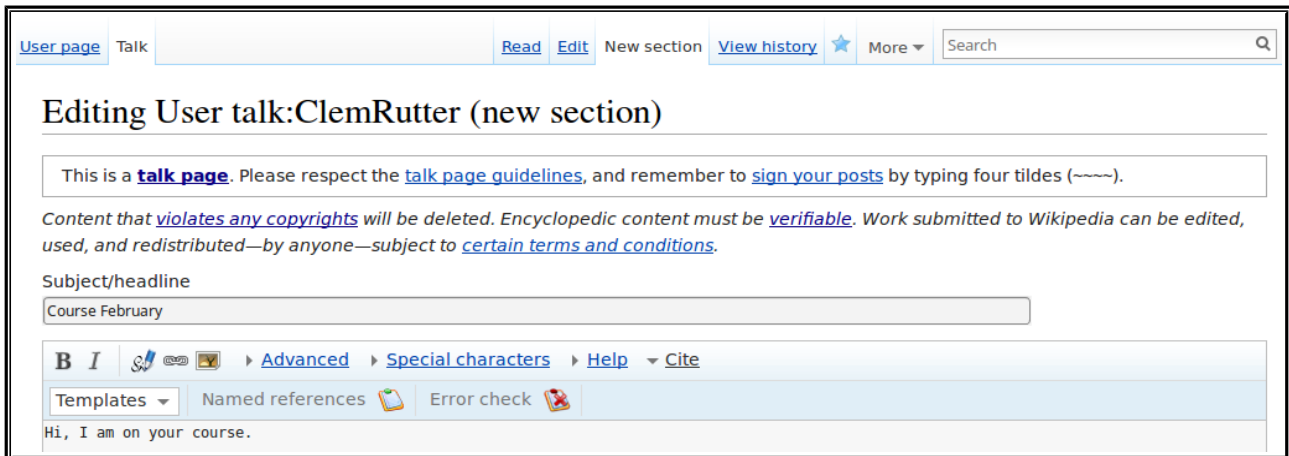
Putting in templates – `{{squiggly brackets}}`

This is wikipedia's way of including a piece of code. To find out all about it you rewrite it with `tl` in front of its name, and press preview. `{{squiggly brackets}}` becomes `{{tl|squiggly brackets}}`. An example of a template is `{{convert|304.2|mi|km}}`.

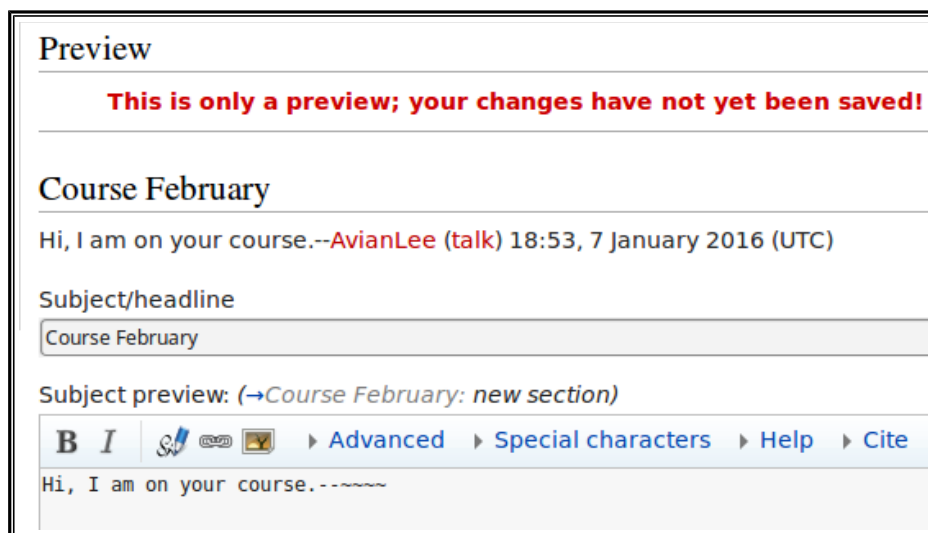
4. .Talk pages - the first edit

A lot of behind the scenes work goes on a talk page. Articles have a talk page. You have your own personal user page, and attached to it is a user talk page

Type into the search box:- **User talk:ClemRutter**. Select new section and write me a message.



- On talk pages you must sign your edit so click on the pencil and a little wikicode is added. Yes, four tildes. You don't sign articles.
- Preview it (down at the bottom) then save it. You have made your first edit. I now have your user name so I can write back.



If you want another user to be notified of the message. Include a piece of wikicode:-
{{ping|Avian Lee}}.

5. User page-creating a page.

Your user page is yours. Editing it can be an exercise in creativity. Editing it will start you using wiki code, and leave useful links to help pages and a manual of style.

Starting a new page

Click on your name (red link) at the top of the page- click on edit (open the editor)- type this,

```
My name is XXXXXX, I live in South Lancashire. I am new to wikipedia and am following a
booklet by [[User:ClemRutter]] at the [[Wikipedia:Meetup/UK EU edit-a-thon]].
My interests are in the field of XXXXXX, I hope today to start an article on YYYYYY.
```

In the edit summary write:

```
Starting a new page introducing myself.
```

Click preview, and then click save. This is a user page not a talk page so you don't add a reference! You have created your first wikipedia page. Your user name is now blue because the page exists. We are going to add two useful templates. When the software finds a template, it replaces it with some existing text or code. Templates are enclosed in squiggly brackets- Wiki links use square brackets.

Click on your user name- click on edit- type this,

```
{{guideline list}}
{{style}}
```

Click Preview, and then click save. You have copied in (transcluded) a list of useful links.

Practising wikicode

Click again on your user name- click on edit- type this, this gives four links to pages on your site

```
[[User:XXXXXX]]
[[User talk:XXXXXX]]
[[User:XXXXXX/Sandbox]]
[[Special:Contributions/XXXXXXX]]
```

Click preview,.it is all bunched up, try adding an extra line between them and they will align, preview and then try the three changes below. Previewing each time

```
: [[User:XXXXXX]]
: [[User talk:XXXXXX]]
* [[User:XXXXXX/Sandbox]]
* [[Special:Contributions/XXXXXXX]]
```

The first two shows you how to indent the line. The next two gives you bullet points

This edit is important as it introduces the |(pipe) character. The bit before the pipe gives us the link address and the bit after the pipe is what the reader sees.

```
* [[User:XXXXXX|This page]]
* [[User talk:XXXXXX|My talk page]]
* [[User:XXXXXX/Sandbox|My sandbox]]
* [[Special:Contributions/XXXXXX|My contributions]]
```

In the edit summary write- **adding links**, preview and save.

6. Create a new page

The easiest way is to start with a redlink on any page- or make one on your user page. Click on the red link- and it will open the create page dialog. Add a few words, preview and save. In the edit summary type 'New Page'. The link is now blue and the page created.

7. A look at the page structure.

A normal biography page will contain:

```
<!-- A summary called the lede or lead. This is the bit most likely to be cut and pasted
verbatim by the news media. Also it is easy to grab with a data-scaping program -->
<!--This goes before the first heading-->
==History==
===Early life===
===Working life===
===Legacy===
==Works==
==Exhibitions==
==See also==
==References==
;Footnotes
{{notelist}}
;Notes
{{reflist}}
;Bibliography
==External links==
[[Category:Artists from Greater Manchester]]
[[Category:Articles written at the XXXX editathon]]
```

But we can start with almost no sections. Focus a moment on the tail end and see how we organise our housekeeping.

```
Put in what you know- along with a reference
to show where you can see that fact.

==See also==
==References==
;Footnotes
{{notelist}}
;Notes
{{reflist}}
;Bibliography
==External links==
[[Category:Artists]]
[[Category:Articles]]
```

See also: [see:](#)

- list of large council estates in the UK
- Public housing in the United Kingdom
- New Towns in the United Kingdom

References: [edit:](#)

1. see: Home 2015.	5. " " " Sturge 2003.	6. " " " UWE 2006. Section 4.	12. Barnes, William (20 January 2009). John English, ed. "The Future of Council Housing". <i>Journal of Social Policy</i> (London, Croom Helm) 12 (001): 264. doi:10.1017/S0047279400012954.
2. " " " Housing in Wolverhampton 2012. 2.	6. Paragola, Andrea; Savva, Neve (2013). "ENTRY #11174".	9. UWE 2007.	
3. " " " Housing in Wolverhampton 2012. 2.	7. " " " UWE 2006. Section 3.	10. " Design of Homes 2010.	
4. " " " National Museum of Wales 2007.		11. " Regions Ninteenth Report 2002.	

Bibliography

- Calow, Dennis (2007). *Home Sweet Home: A century of Leicester housing 1814-2014*. Leicester: University of Leicester Special collections online. Retrieved 7 October 2013.
- John M. "A History of Council Housing in Wolverhampton". geograph. Retrieved 18 November 2015.
- Hanley, Lynsey (2012). *Estates: an intimate history*. Orono, Orono. ISBN 9781847087027.
- Kenneth, John. "Case Study/Progress Estate". *Atlas Home: A History of the South East London Suburbs*. University of Greenwich. Retrieved 18 November 2015.
- Parkinson-Bailey, John J. (2000). *Manchester: an Architectural History*. Manchester: Manchester University Press. ISBN 0-7130-3406-3.
- "Select Committees on Transport, Local Government and the Regions: Nineteenth Report". www.parliament.the-stationery-office.co.uk. Select Committee on Transport, Local Government and the Regions. Retrieved 31 January 2016. "licences under Open Government Licence"
- Parsons, Martin (1993). "A case of nostalgia". *Rise magazine*. Retrieved 2010-01-02.
- Sturge, Matthew (2003-10-11). "The century makers: 1945". London: The Telegraph. Retrieved 2010-03-02.
- "The History of Council Housing". *The History of Council Housing*. University of the West of England. Retrieved 19 November 2015.
- "A permanent home for a temporary house - the preb at 55 Paparo". National Museum of Wales. 2007. Retrieved 2010-01-02.
- Homes for Robby and Tomorow: more on the Parker Morris standards. 18 December 2010. Retrieved 7 May 2016.

External links: [edit:](#)

- "Shed Housing" *W*. by David Kynaston, 71:56. 2 February 2007.
- BBC NEWS. "Council home for sale at £500,000".
- Website of the campaign to "Defend Council Housing" against privatisation.
- Social Housing Law Association.
- Council house exchange# Describing how mutual exchange schemes operate.
- Harold Hill: A Region's history of Recollections of former and current residents of the Harold Hill council estate.

Wikimedia Commons has media related to Council housing in England.

Large or notable council housing estates in the United Kingdom

Categories (4-7): House types (–) (2) | Public housing in the United Kingdom (–) (2) | Housing in the United Kingdom (–) (2) | Housing estates in London (–) (2) | (4)

[[Council house]] (as of May 2016) is an article that follows most of this structure.

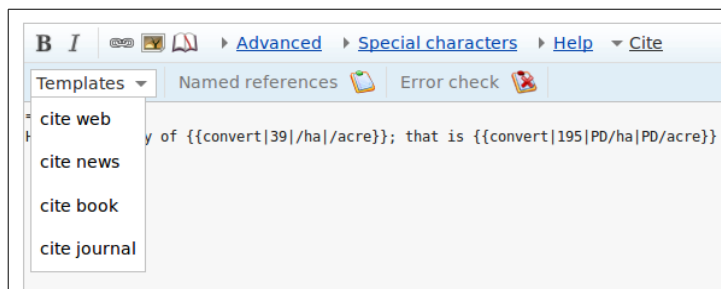
Articles with no sections

Sometimes you must rescue an article with no sections- in effect all the text is in the lead. The lead is meant to be a simple summary of the article, usually under 4 paragraphs long. The lead will be sufficient for other users (ie the BBC) to do a quick 'copy' when a news story breaks.

When starting on a big improvement- write a lead sentence, and the line **==Context==**. Under this section you can start to rewrite the article, with the headings suggested.

8. Adding a reference

This is crucial to the task. For our purposes all reference need to contain the access date. Many references need to be checked and updated to the modern style.



Anew reference

And there are four templates to help us.

- Click on the point in the text where the reference needs to be inserted.
- At the top of the editor there is a link 'Cite' which opens a new bar- the 'refBar'
- Click on **Templates** and select book. Just fill in the boxes-

A screenshot of a 'Book citation' form. The form has a title bar that says 'Book citation' and a close button 'x'. The form contains several input fields arranged in two columns. The left column includes: 'Last name', 'Title', 'Publisher', 'ISBN' (with a magnifying glass icon), 'Pages?', 'URL' (with a magnifying glass icon), 'Ref?', and 'Ref name'. The right column includes: 'First name' (with a green plus icon), 'Date', 'Location', 'Page?' (with a magnifying glass icon), 'Edition', 'Access date' (with a calendar icon), and 'Ref group'. At the bottom of the form, there are five buttons: 'Insert', 'Show/hide extra fields', 'Preview', 'Cancel', and 'Reset form'.

if you can fill in **ISBN** first you will save yourself a lot of typing. Insert and preview- if it works great, if not, get someone else to fix it.

- You can leave most boxes blank. In the Ref? Box type the letters **harv**. Trust me, it will be used to establish a link.
- There are more fields that you might want to use Show/hide extra fields
- Give the reference a short name- this becomes a marker. (eg: *per2011*)

Reusing a reference

- The next time you use the same reference- you use the abbreviated reference `<ref name=per2011/>`

Raw code

You can type in the raw code, here is model of **cite web**, **cite news** and a broader link **citation**.

```
<ref name="Young"> {{cite web|last1=Youngs|first1=Ian|title=BBC Sound of 2016: Blossoms|url=http://www.bbc.co.uk/news/entertainment-arts-35167399|website=[[BBC News Online|BBC News]]|accessdate=23 January 2016}}</ref>

<ref name="ss15">{{cite news |url=http://www.nwcf1.com/news-articles.php?id=4201|title=Stockport Sports|first=Ian|last=Templeman|publisher=nwcf1.com |date=2 March 2015 |accessdate=2 March 2015}}</ref>

<ref name="link">{{citation |url=http://www.stockport.gov.uk/services/communitypeopleliving/aboutstockport/twintowns |title=Twin Towns and Link Areas |publisher=Stockport.gov.uk |accessdate=1 April 2013}}</ref>
```

9. A look at tables

Using tables

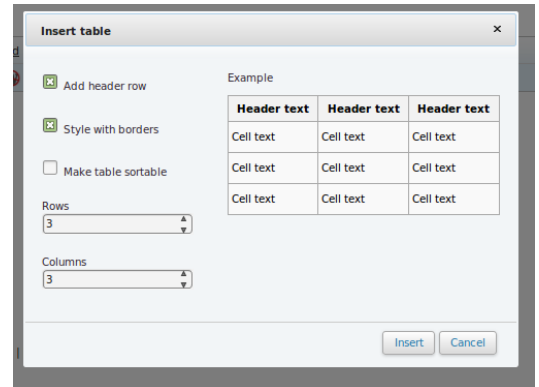
```

{| 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"

```

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

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

```

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

Table editing is fiddly and requires a lot of time. It is simpler to just adapt someone else's work.

Further help

See: [[Help:Table]]

Applying style to individual cells

```
{| 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
| style="background-color:red;" | 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 2b	row 2 third cell 3
Row 3 cell A	Row 3 cell B	Row 3 cell C

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

A larger table

No one suggests that you should ever create a table as complex as this but you will encounter it on older pages- and will need to add data. The advice is to copy the line above the point you need to insert- and then edit in you new data.

[[Freedom of movement for workers in the European Union]] gives a real example of complex markup. It uses css-styles.

Establishment of rights of nationals of each member state to work in each member state

The citizens of → can be employed in ↓ starting ↴	European Union members																								Other EEA members					The citizens of → can be employed in ↓ starting ↴			
	Portugal	Spain	Italy	Greece	France	Germany	Austria	Belgium	Netherlands	Luxembourg	Denmark	Finland	Ireland	United Kingdom	Sweden	Cyprus	Malta	Estonia	Latvia	Lithuania	Poland	Hungary	Czech Republic	Slovakia	Slovenia	Bulgaria	Romania	Croatia	Norway		Iceland	Liechtenstein	Switzerland
Portugal		1986	1986	1986	1986	1986	1994	1986	1986	1986	1994	1986	1986	1994	2004	2004	2006	2006	2006	2006	2006	2006	2006	2006	2006	2009	2009	2013	1994	1994	1995	2004	Portugal
Spain	1986		1986	1986	1986	1986	1994	1986	1986	1986	1994	1986	1986	1994	2004	2004	2006	2006	2006	2006	2006	2006	2006	2006	2006	2009	2014	2015	1994	1994	1995	2004	Spain
Italy	1986	1986			1981	1958	1958	1994	1958	1958	1973	1994	1973	1973	1994	2004	2004	2006	2006	2006	2006	2006	2006	2006	2006	2012	2012	2015	1994	1994	1995	2004	Italy
Greece	1986	1986	1981			1981	1981	1994	1981	1981	1981	1994	1981	1981	1994	2004	2004	2006	2006	2006	2006	2006	2006	2006	2006	2009	2009	2015	1994	1994	1995	2004	Greece
France	1986	1986	1958	1981		1958	1994	1958	1958	1958	1973	1994	1973	1973	1994	2004	2004	2008	2008	2008	2008	2008	2008	2008	2008	2014	2014	2015	1994	1994	1995	2004	France
Germany	1986	1986	1958	1981		1958	1994	1958	1958	1958	1973	1994	1973	1973	1994	2004	2004	2011	2011	2011	2011	2011	2011	2011	2011	2014	2014	2015	1994	1994	1995	2004	Germany
Austria	1994	1994	1994	1994	1994	1994			1994	1994	1994	1994	1994	1994	1994	2004	2004	2011	2011	2011	2011	2011	2011	2011	2011	2014	2014	(2018)	1994	1994	1995	2004	Austria
Belgium	1986	1986	1958	1981		1958	1994	1958	1958	1958	1973	1994	1973	1973	1994	2004	2004	2009	2009	2009	2009	2009	2009	2009	2009	2014	2014	2015	1994	1994	1995	2004	Belgium

Its code is shown below.

```
{| class="toccolours collapsible" border="1" cellpadding="1" cellspacing="0" style="border-collapse:collapse; text-align:center; font-size:smaller"
|+ align="top" style="caption-side:top" | '''Establishment of rights of nationals of each member state to work in each member state'''
|-
! rowspan="2" | The citizens of → can be [[employed]] in ↓ <br/> starting ↴
! colspan="24" | [[European Union]] members
! colspan="5" | Other [[European Economic Area|EEA]] <br/> members
! rowspan="2" style="vertical-align:bottom" | [[Image:ESCSwitzerland.svg|15px|Switzerland]]
! rowspan="2" | The citizens of → can be [[employed]] in ↓ <br/> starting ↴
|-
! [[Image:ESCPortugal.svg|15px|Portugal]]
! [[Image:ESCSpain.svg|15px|Spain]]
```

The code is the same as the simple code but with extra conditions. (attributes)

- {| starts the table – but adds a lot of detail on how the cells are to be formatted.
- |+ is the title but has a style statement inserted before the text-align
- |– is a new row,
- ! is the first column header- but uses rowspan and colspan to make boxes merge.
- |– is a new row
- !– is the list of countries written vertically. But actually these are small images of the countries name- with the exception of Liechtenstein which is real text rotated -90deg.

```
! [[Image:ESCIceland.svg|15px|Iceland]]
! style="vertical-align:bottom"| <div style="{rotate|-90}" width:1em; font-size:12px; font-weight:lighter">Liechtenstein</div>
```

Now come the normal cells- each preceded by a style statement.

```
|–
| style="text-align:left"| [[Portugal]]
| style="background:darkgrey"|
| style="background:lightgreen"| 1986
| style="background:yellowgreen"| 2007
```

Croatia ^{[7][8][9]}	2013	2015	2015	2015	2015	2015	(2018)	2015	(2018)	2015	2013	2013	2013	(2018)	2013	2013	2013	2013	2013	2013	2013	(2018)	2013	2013		2014	2015	(2018)	(2016)	Croatia					
Norway	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1954	1994	1994	1954	2004	2004	2006	2006	2006	2006	2006	2006	2006	2006	2012	2012	2014	1954	1995	2004	Norway			
Iceland	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1994	1954	2004	2004	2006	2006	2006	2006	2006	2006	2006	2012	2012	2015	1954	1995	2004	Iceland			
Liechtenstein	1995	1995	1995	1995	1995	1995	1995	1995	1995	1995	1995	1995	1995	1995	1995	2004	2004	2011	2011	2011	2011	2011	2011	2011	2011	2011	2014	2014	(2018)	1995	1995	2005	Liechtenstein		
Switzerland ^[6]	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2011	2011	2011	2011	2011	2011	2011	2011	2011	2014	(2016)	(2016)	(2016)	2007	2007	2005	Switzerland

no restriction on freedom of movement of workers or restrictions expired as of 2015; year of lifting of restrictions
 restricted movement of workers; expected date for lifting of the restrictions is 1 July 2018 for Croatia; 2+3+0
 restricted movement of workers; 2+3+2 or no date yet decided; Citizens of Bulgaria, Croatia and Romania subject to restrictions, expected to be lifted on 1 June 2016.
 Liechtenstein imposes a permanent quota for all EEA citizens.^[6]
 no restriction on freedom of movement of workers or restrictions expired as of 2014; year of initial lifting of restrictions; *Swiss popular initiative "Against mass immigration"* is scheduled to impose permanent quotas on residence/work permits for citizens of all EEA countries except Liechtenstein, starting from 2017 at the latest.

At the bottom of the table comes the legend- explaining the colours **{{legend}}**, and an extended foot note **{{efn}}** that will be picked up by the **{{notelist}}** template.

```
|–
| colspan="38" style="text-align: left;" |
| {{legend|lightgreen|no restriction on freedom of movement of workers or restrictions expired as of 2015; year of lifting of restrictions}}
| {{legend|orange|restricted movement of workers; expected date for lifting of the restrictions is 1 July 2018 for Croatia; 2+3+0}}
| {{legend|orchid|restricted movement of workers; 2+3+2 or no date yet decided; Citizens of Bulgaria, Croatia and Romania subject to restrictions, expected to be lifted on 1 June 2016.}}{{efn|name=Swissnote}}
```

Discussion

When using css styling, colours are defined using predefined colour names such as orchid, teal, cyan, poppy. You can also use a **#rrggbb** code using **00-to-ff**. You will see both.

When using css styling we use American spelling: the background is **background-color**, and the text is just **color**.

Further help

See: **[[Help:Table]]**
[[Help:Cascading Style Sheets]]

Inserting an image

First find your image, and embed it in the page with `[[File:XXXX.jpg|thumb|Wonderful caption]].`

Try to avoid telling it where to go, and its preferred size, `[[File:XXXX.jpg|thumb|left|360px|caption]]` as this looks silly on a mobile phone.

Many graphs we use are image files that have been made elsewhere. Here the caption can get a bit hairy as we need to include a legend.

Look at this image from the `[[Schengen agreement]]` page and see how the colours are explained using a `{{legend}}` template such as `{{legend|#4B0082|non-EU member states with an open border}}.`

It is bunched up because you are not allowed line breaks.

```
[[File:Schengen Area participation.svg|thumb|{{legend|#0088cc|
EU member states participating}} {{legend|#ffff00|EU member
states not participating but obliged to join}} {{legend|
#ff6666|EU member states with an opt-out}} {{legend|#7CFC00|
non-EU member states participating}} {{legend|#FFA500|non-EU
member states de facto participating}} {{legend|#4B0082|non-EU
member states with an open border}}]]
```



A look at the convert templates

Convert that will convert any unit to its metric equivalent (displaying both).

Type `{{tl|convert}}`, preview and hit the link. This gives the full details of its power and the units it accepts.

```
{{convert|{{950|acre|ha}}--{{convert|627|ft|m|0}}
```

It will do straight units but it also does divisors:

```
{{convert|21.2 |/acre|/ha}}
```

We can get it to do simple maths:

```
{{convert|{{#expr: 218/11 round 1}}|/acre|/ha}}
```

These show as:

950 acres (380 ha)-- 627 feet (191 m)
It will do straight units but it also does divisors.: 21.2 per acre (52/ha)
We can get it to do simple maths: 19.8 per acre (49/ha)

10. References the ultimate aim

front only by footpaths. This has created areas with poor surveillance, particularly over car parking at the rear, which have become the focus of crime. In Skelemersdale, tenants are calling for their Radburn style housing to be remodelled so that defensible space is created with parking close to their homes and a reduction in general use areas which give rise to anti-social behaviour.^[11]

Historical statistics on housing construction [edit]

Dwellings completed by local authorities, New Towns, and Scottish Housing Association, 1945-80 (thousands)^[12]

Dwellings completed 1945-80

Year [show] **England and Wales** **Scotland**

See also [edit]

- List of large council estates in the UK
- Public housing in the United Kingdom
- New Towns in the United Kingdom

References [edit]

- ↑ Ideal Homes 2015
- ↑ Housing in Wolverhampton 2012. 2.
- ↑ Housing in Wolverhampton 2012. 3.
- ↑ National Museum of Wales 2007.
- ↑ Sturges 2003.
- ↑ Paragidis, Andreas; Savva, Navia (2015). "ENTRY #411" ‡.
- ↑ UWE 2008, Section 3.
- ↑ UWE 2006, Section 4.
- ↑ UWE 2007.
- ↑ Design of Homes 2010.
- ↑ Regions Nineteenth Report 2002.
- ↑ Barnes, William (20 January 2009). John English, ed. "The Future of Council Housing". *Journal of Social Policy* (London: Croom Helm) **12** (2): 268. doi:10.1017/S0047279400012691 ‡.

Bibliography

- Calow, Dennis (2007). *Home Sweet Home: A century of Leicester housing 1814-1914* ‡. Leicester: University of Leicester:Special Collections online. Retrieved 7 October 2015.
- John M. "A History of Council Housing in Wolverhampton" ‡. geograph. Retrieved 18 November 2015.
- Harley, Lynsey (2012). *Estates : an intimate history*. Granta: Granta. ISBN 9781847087027.
- Kennett, John. "Case Study:Progress Estate" ‡. Ideal Homes -A History of the South East London. Retrieved 18 November 2015.
- Parkinson-Bailey, John J. (2009). *Manchester: an Architectural History*. Manchester: Manchester University Press. ISBN 0-7190-5606-3.
- "Select Committee on Transport, Local Government and the Regions Nineteenth Report" ‡. www.parliament.the-stationery-office.co.uk: Select Committee on Transport, Local Government and the Regions. Retrieved 31 January 2016. "licensed under Open Government Licence"
- Pawley, Martin (1993). "A dose of morphine" ‡. Frieze magazine. Retrieved 2010-03-03.

Wi-Fi network connection 'MyPlace' active: MyPlace

We wish the the user to see a number in the text, that either

- Links to the footnote which in turn links to the full reference in the bibliography
- Links to the footnote which contains the full reference.

We wish for a reference that is generated by the four reference templates.

We require a full reference and older articles rarely do that.

A full reference often has a link to a website (known as the url)

If the reference does all that it is good, but we might change it to make the page consistent

Some references are just broken and need to be replaced or fixed

Code sample

This is the code that generated the references above

In the code- the first reference links to the reflist, and the second is displayed in full in the reflist.

```
gave rise to anti-social behaviour.{{sfn|Regions Nineteenth Report|2002}}
===Historical statistics on housing construction===
Dwellings completed by local authorities, New Towns, and Scottish Housing Association, 1945-80 (thousands)<ref>{{cite journal|last1=Barnes|first1=William|editor=John English |title=The Future of Council Housing|publisher= Croom Helm|location= London|journal=Journal of Social Policy|date=20 January 2009|volume=12|issue=02|pages=268|doi=10.1017/S0047279400012691|accessdate=11 May 2016}}</ref>
```

Then below is the **reflist** section in 30em columns- and the full reference, it links to

```
==References==
{{Reflist|30em}}
;Bibliography

* {{cite web|title=Select Committee on Transport, Local Government and the Regions Nineteenth Report|url=http://www.parliament.the-stationery-office.co.uk/pa/cm200102/cmselect/cmtlgr/603/60304.htm|website=www.parliament.the-stationery-office.co.uk|publisher=Select Committee on Transport, Local Government and the Regions|accessdate=31 January 2016|ref={{sfnref|Regions Nineteenth Report|2002}}|archivedate=2002|quote=licensed under Open Government Licence}}
```


11. 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}}`.

In-line link

```
<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"/>
```

Reference section

This will display in the `{{reflist}}` as

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

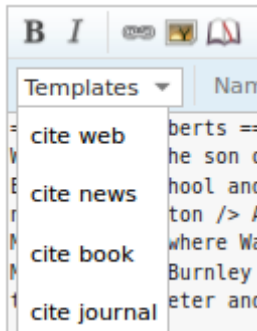
Discussion

The old style used `<references/>` instead of `{{reflist}}`, but that cannot be formatted into two columns.

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.

12. 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**.

Book citation

Last name First name

Title Date

Publisher Location

ISBN Page?

Pages? Edition

URL Access date

Ref?

Ref name Ref group

Insert Show/hide extra fields Preview Cancel 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).

With a book, life can be made a lot simpler by typing in the ISBN first and selecting autofill. This feature can be a bit shaky. With a journal you can do the same with the doi.

Book citation

Last name First name

Title Date

Publisher Location

ISBN Page?

Pages? Edition

URL Access date

Ref?

Author Author's article?

Editor's last Editor's first

Editor's article Archive URL

Archive date Language

Format Chapter

Quote

Ref name Ref group

Insert Show/hide extra fields Preview Cancel Reset form

13. Inserting references that link with a bibliography.

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>{{harv|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

All the cite references must show the field **ref=harv** to say they are expecting a link to land there.

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. **harvnb** stands for Harvard, but no brackets

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, but many acceptable references need to be challenged too.

Some show blatant political bias some have been exposed by more recent publications. It is good to debate their value on the article talk page.

If you are using the same references in a batch of similar article it is useful to keep a copy on your User page. I have created a subpage `[[User:ClemRutter/Citations]]` where I copy this stuff.

And how did I create a subpage? I typed a link to this page on my user page- `[[User:ClemRutter]]` and saved it. It showed as a red link. I clicked on the red link- and it opened on the create page dialog. I typed in a few words, previewed and saved. The link was now blue and the page created.

14. 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}}
{{sfn|Sawyer|2012|loc= Section 6}}
{{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 than one text in a year- add on 'a', 'b', 'c' etc.

loc= freetext is used to give a location in an unpagged work.

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}}`.

To make linked references when using the `{{sfn}}` method- add the parameter `|ref={{sfnref|freetext|freenumber}}`. If using the editor tool-add this after the date in date box. e.g. `2009|ref={{sfnref|freetext|freenumber}}`

This allows you to `{{sfn|freetext|freenumber|p=xx}}`

15. At the foot of the page

In an ideal world the bottom of the page includes these sections. There are many choices however, here are four possible scenarios

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

We need the template `{{reflist}}` to display all our references. We need `{{notelist}}` to display footnotes. (the ones created by `{{efn}}`)

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.

- We put `[[Category:XXXX]]` in External links.
- We put the navboxes in External links

A formatting issue:

`===Notes===` creates a subsection that appears in the Table of Contents (TOC) while the **semi-colon** (;) as in `;Notes` does not it just gives a pleasant highlight: both look the same to the reader. Both can be used- its your call.

Further help

Add these templates to your user page- they give you all the links.

```

{{Style}}
{{guideline list}}
{{-}}
{{Wikipedia principles|state=collapsed}}
{{Wikipedia policies and guidelines|state=collapsed}}

```

A look at graphs

Bar chart- see `{{bar chart}}`

Example with comments [\[edit \]](#)

Annual revenue passenger statistics

Year	Passengers	(% change from prior year)
2003-04	110,649	(+17.8%)
2004-05	130,429	(+17.9%)
2005-06	138,547	(+6.2%)
2006-07	138,844	(+0.2%)
2007-08	149,544	(+7.7%)
2008-09	148,435	(-0.7%)
2009-10	168,147	(+13.3%)

```
{{Bar chart
| title      = Annual [[revenue passenger]] statistics
| label_type = Year
| data_type  = Passengers (% change from prior year)
| data_max   = 170,000
| label3     = 2003-04 | data3 = 110,649 | comment3 = +17.8%
| label4     = 2004-05 | data4 = 130,429 | comment4 = +17.9%
| label5     = 2005-06 | data5 = 138,547 | comment5 = +6.2%
| label6     = 2006-07 | data6 = 138,844 | comment6 = +0.2%
| label7     = 2007-08 | data7 = 149,544 | comment7 = +7.7%
| label8     = 2008-09 | data8 = 148,435 | comment8 = -0.7%
| label9     = 2009-10 | data9 = 168,147 | comment9 = +13.3%
}}
```

See also

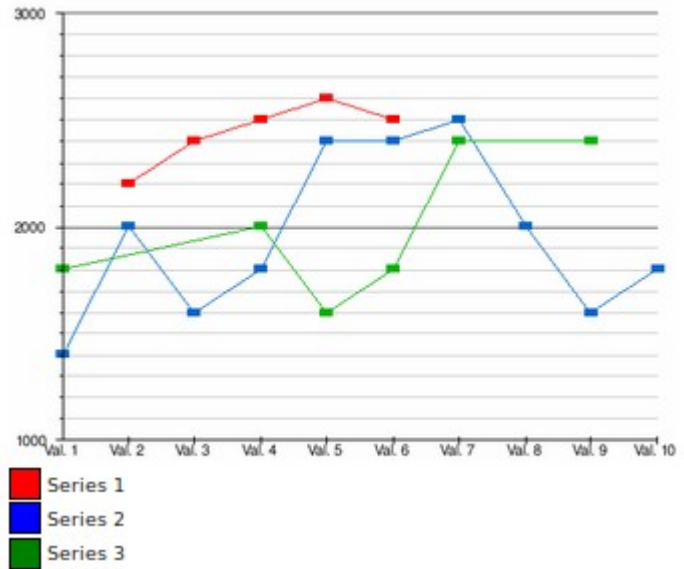
- [\[\[Wikipedia:Graphs and charts\]\]](#)
- [\[\[Wikipedia:How to create charts for Wikipedia articles\]\]](#)
- [\[\[Template:Graph:Chart\]\]](#) or `{{t| Graph:Chart}}`
- `{{Bar chart}}` 4 data series (columns) 25 values
- `{{Bar box}}`, shows bar chart with a text column after the bar-it uses
- `{{bar percent}}` and `{{bar pixel}}`
- `{{Bartable}}` adds a composition bar within a wikipable
- `{{Composition bar}}` for 1 data item between 0 and 100
- `{{Pie chart}}`, shows upto 15 pie wedges in a circular [pie chart](#)
- `{{Brick chart}}`, 9 blocks- shows brick segments in a rectangular "pie chart"- useful for seats in a council
- `{{Vertical bar chart}}` 20 bars- with legend
- `{{Line chart}}` 10 data series- 25 values
- `{{Timeline}}` three box linkb

A look at Line charts

see `{{line chart}}`

To see the code investigate the

`{{t1| line chart}}`



```

{{Line chart
| color_background = white
| width = 500
| height = 350
| padding_left = 40
| padding_right = 15
| padding_top = 10
| padding_bottom = 20
| number_of_series = 3
| number_of_x-values = 10
| label_x1 = Val. 1 | label_x2 = Val. 2 | label_x3 = Val. 3 | label_x4 = Val. 4 | label_x5 = Val.
5
| label_x6 = Val. 6 | label_x7 = Val. 7 | label_x8 = Val. 8 | label_x9 = Val. 9 | label_x10 =
Val. 10
| y_max = 3000
| y_min = 1000
| scale = yes
| interval_primary_scale = 1000
| interval_secondary_scale = 100
| S01V02 = 2200 | S01V03 = 2400 | S01V04 = 2500 | S01V05 = 2600 | S01V06 = 2500
| S02V01 = 1400 | S02V02 = 2000 | S02V03 = 1600 | S02V04 = 1800 | S02V05 = 2400
| S02V06 = 2400 | S02V07 = 2500 | S02V08 = 2000 | S02V09 = 1600 | S02V10 = 1800
| S03V01 = 1800 | S03V04 = 2000 | S03V05 = 1600 | S03V06 = 1800 | S03V07 = 2400
| S03V09 = 2400
| points = yes
}}
{{legend|red|Series 1}}
{{legend|blue|Series 2}}
{{legend|green|Series 3}}

```

Gallery

	<p>Quantity of stuff</p> <table border="1"> <thead> <tr> <th>kinds of stuff</th> <th>pcs.</th> </tr> </thead> <tbody> <tr><td>Foobar</td><td>33,213</td></tr> <tr><td>Barfoo</td><td>123,123</td></tr> <tr><td>Bazbar</td><td>210,121</td></tr> <tr><td>Barfoobaz</td><td>12,854</td></tr> </tbody> </table> <p>Some stuff displayed by quantity.</p> <p>A standard vertical bar graph</p>	kinds of stuff	pcs.	Foobar	33,213	Barfoo	123,123	Bazbar	210,121	Barfoobaz	12,854		<p>70 / 100</p> <p>70% of women with breast cancer have no known risk factors</p>
kinds of stuff	pcs.												
Foobar	33,213												
Barfoo	123,123												
Bazbar	210,121												
Barfoobaz	12,854												

This booklet was produced by
the Wikimedia Community
for a
Full Fact edit-a-thon
on 14^h May 2016.

The text and images are released under terms of the Creative Commons License CC-BY-SA 3.0
which may be found at <http://creativecommons.org/licenses/by-sa/3.0/>

The Wikimedia logos remain under copyright.

The Alpaca on the cover resided in Jesmond Dene in 2014.

Version 1.0