Welcome to Wikimedia

WIKIMEDIA

GLAM

Join the GLAM-WIKI revolution

I. The World of Wiki

Wikipedia invites you to imagine a world in which **every single human being can freely share in the sum of all knowledge**. Today, hundreds of millions of people read Wikipedia every month, representing a wide diversity of ethnicities, nationalities, ages, socioeconomic conditions, sexual orientations, religions, values and attitudes. And **Wikipedia is now supported by several additional projects**, most notably Wikimedia Commons – the open international media file repository – and Wikisource, a free content library of source texts and translations. These projects, and many others, make up *Wikimedia*. We believe that Wikimedia projects are valuable and important, and we would like you to join us in helping make them even more so. There are many benefits for your institution:

- Welcoming Wikimedians into your organisation can increase its number of users
- Wikimedia activity in the organisation can foster a greater sense of community
- With only one of its projects, Wikipedia, already the 5th most-read website in the world, Wikimedia has the ability to highlight your organisation
- Wikimedia's underlying message of access to information can underscore your organisation's efforts to provide access to patrons
- If your organisation has unique materials, Wikimedians can help reveal knowledge and information about these materials
- Hosting edit-a-thons and workshops can get new patrons into the organisation and utilise your materials.

We'd like you to help Wikimedia because **we believe we share the same mission**. We want to make as much information as possible freely available and accessible for people everywhere around the world, and so do you. We probably share some basic values: **we believe information is powerful**, we believe that access to information will help people lead more informed lives and make better decisions for themselves, and we believe it's important that information be available that's free from commercial considerations, both in its production and dissemination.

We also believe that Wikimedia is enormously influential. Hundreds of millions of people are getting their information from Wikipedia and using resources from other Wikimedia projects, which we believe is itself a good argument for educators getting involved with us. **Your goal is to ensure people have access to high-quality information, and improving Wikimedia is directly in line with that goal.**

ii. The World of Wiki[1]

A Wiki is a website whose users can add, modify or delete its contents via a web browser using simplified mark-up language or rich text editor. These websites are developed collaboratively by a community of users, allowing any user to edit and add content. The Wikimedia Foundation is responsible for the creation of several successful and valuable wiki resources, including:
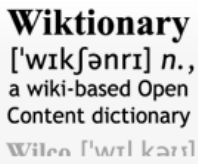

Wikipedia (http://en.wikipedia.org/wiki/Wikipedia) - is a free collaborative, multilingual internet encyclopaedia supported by the non-profit Wikimedia Foundation. Its 20 million articles have been written collaboratively by volunteers around the world. Almost all of its articles can be edited by anyone with access to the site and it has about 100,000 regularly active contributors. As of February 2012, there are editions of Wikipedia in 283 languages. It has become the largest and most popular general reference work on the internet, ranking as the 6th most popular website on internet and having an estimated 365 million. It's estimated that Wikipedia receives 2.7 billion monthly page views from the US alone.

Wikimedia Commons (http://commons.wikimedia.org) – Often shortened to just "Commons", this website is an online repository of free-use images, sounds, videos and other files. The scope of the material uploaded to the site is limited to educational material that is available under a free license. Photographs of your family BBQ are not in the scope! Wikimedia Commons however does have a good collection of historical public domain photos, wildlife and nature photography and images of buildings and architectural features.

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[1] Section "The World of Wiki" derived from Troy Keith's "Wikipedia Training Manual", developed as part of the State Library of Queensland and Wikimedia Australia partnership, 2012

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Wiktionary (http://en.wiktionary.org) – similar to Wikipedia, Wiktionary is a free multilingual internet dictionary with meanings that can be created by anyone. Wiktionary has grown beyond a standard dictionary and now includes a thesaurus, a rhyme guide, phrase books, language statistics and extensive appendices. The site aims to include not only the definition of a word, but also enough information to really understand it. Thus etymologies, pronunciations, sample quotations, synonyms, antonyms and translations are included.

Wikisource (http://en.wikisource.org) – The free library – is a growing free content library of source texts, as well as translations of source texts in any language. Wikisource is material not published by the Wiki project and can be viewed as a library of public domain works.

Wikibooks (http://en.wikibooks.org) – While Wikisource focuses on collecting material published outside of the Wiki projects, Wikibooks is a collection of open content text books, annotated texts, instructional guides, and manuals written by the projects contributors themselves. These materials can be used in a traditional classroom, an accredited or respected institution, a home-school environment, as part of a Wikiversity (http://en.wikiversity.org/wiki/Wikiversity:Main_Page) course or for self-learning.

Other Wikimedia projects include

- **Wikinews** – (http://en.wikinews.org) – News written by Wiki Authors
- **Wikiquote** - (http://en.wikiquote.org) – Quotes
- **Wikiversity** – (http://en.wikiversity.org) – Self learning tools and courses

II. Wikimedia Basics

Contributing to a Wikimedia project like Wikipedia for the first time can be both an exciting and a daunting prospect. Those who are used to exploring Wikipedia as a reader know that some articles can appear lengthy and complex and sometimes even the layout might look a bit complicated. Creating or contributing to an article on Wikipedia, or uploading images onto Wikimedia Commons, can easily seem like a tricky and time consuming process.

Nothing could be further from the truth.

Yes, the Wikimedia knowledge base is massive and complex, but participating in the Wikimedia community can be as simple as adding a link or fixing a typo. You will probably find that a lot of the articles you might want to create already exist, but they are listed as stubs and need more information: adding a few lines is incredibly simple and takes almost no time at all. Plus, contributing can be addictive: once you've made a few tweaks or tidied up some messy grammar, you'll want to do more. You will be contributing to the world's largest and most heavily accessed online knowledge platform; your image or article can reach people around the world who would otherwise never have had access to that information, and there's no need to spend more than 15 minutes at a time doing it (unless, of course, you want to).

i. Creating an account

Creating a Wikimedia account is not necessary to edit articles or contribute to discussion on talk pages, but it is a simple process and one which has many benefits. A user account allows you to **create new articles** on Wikipedia and better contribute to the world's largest encyclopaedia. Not only that, **but by creating an account on any Wikimedia project, you can log in to all Wikimedia sites**.

All you need to register is a user name and password. **You can keep your identity a secret or not** – even your e-mail is optional (though recommended).

Once you create an account, you will have **more control over your Wikimedia settings**. Tabs in the top right corner of your screen now allow you to track your contributions, change your preferences, and monitor your talk page and user page

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(more below). There is also a notification box beside your username: you will receive notifications when somebody posts on your talk page, or interacts with your created articles.

You will also see a link to the **'Watchlist' feature: this feature allows you to follow the revisions** of articles you create or edit, or articles in which you have an interest. Pages you create will automatically be added to your Watchlist, and when you save your edits on any other articles you will see a box just above the 'Save' button offering you the opportunity to watch that page. You will also now see a small star to the left of the search box; clicking this star will add that page to your Watchlist.
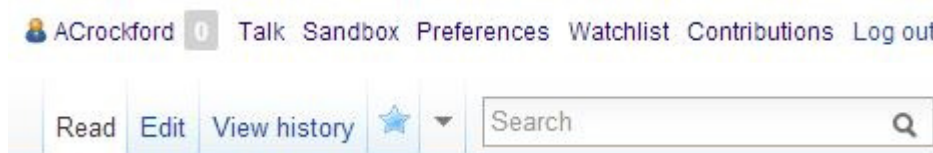
Navigation options when logged in to Wikimedia sites

ii. User pages

Your user page is your opportunity to tell other editors and contributors a bit about yourself, your areas of expertise, topics that you're interested in, your own experience with Wikimedia, and how you might like to contribute in the future. These pages can be whatever length you please, and you are free to keep them very simple. You may wish to practice with Wiki mark-up when creating your user page. There are no expectations for user pages, but **they should reflect your profile as a *Wikimedia contributor*** as much as possible.

Your user page also offers other Wiki users an opportunity to contact you; every page in Wikimedia projects (including your user page) is paired with an easily accessible 'talk' page (see below).

It is important to remember that although your Wikipedia account details will allow you to log in to Wikimedia Commons and other Wikimedia sites, and vice versa, **your user page details do not transfer between sites**. The easiest way to get around this is to provide links to your most developed user page (i.e. your Wikipedia user page) in your user pages on other project sites.

iii. Talk pages

Talk pages offer Wiki contributors the chance to **communicate with each other about article content**, images, formatting, licensing, grammar and syntax, referencing, and anything else that comes up in the course of contributing to Wikimedia.

Many talk pages will have boxes at the top with general information, or even a bar to search archived topics of discussion. These can be helpful if the article is popular and its talk page is very busy. Talk pages are not much different from any other type of online forum, except that they use a more open format.

Toggle between Article and Talk pages using the tabs above the title.

Once four new posts have been left, a table of contents box will automatically appear in the top left corner or the page for easy navigation. Place your comments below the one you are responding to and indent it using a colon. Each colon moves the comment farther to the right, so if the person above you used 3 colons you should use 4.

Every new post should be signed; by simply typing four tildes after your post (~~~~), a signature will automatically be added when you save your changes. This will include your user name (linked to your user page), a link to the talk page associated with your user page, and a timestamp. Remember that **even your own user page has a talk page** linked to it: these pages allow users to get in touch with each other and discuss their contributions.

Talk pages are discussion forums, but it's important to remember that they are **forums for discussing an article or page, not the subject itself**: it's not the place for philosophic or political debate. If this type of conversation arises, you should continue the discussion by moving it to your user talk page or another user's talk page.

iv. Sandbox

The Wikipedia Sandbox is a page designed for testing and experimenting with wiki syntax (also referred to as mark-up). It offers a place to practice editing, or to draft a new article before creating the page itself. Each user page comes with its own sandbox, which can be accessed via a tab in the top right corner of your screen when you are logged in to your account.

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When you are editing in a sandbox, you will notice that the {{user sandbox}} template is included at the top. This notifies any readers that the page is a sandbox, not an article. The page will be live, but the template prevents it from being indexed by search engines.

The Sandbox was created as a place with fewer rules and policies than other pages on Wikipedia, so you don't have to follow the Manual of Style or reach community consensus before making a major change. However, it must not be used for malicious purposes, and policies such as no personal attacks, civility, and copyrights still apply.

v. Page history

Sometimes it can be useful to see what changes you or other users have made to an article, or to view previous versions of an image uploaded to Wikimedia Commons. This is why every editable article on Wikipedia has an associated article history. If you want to see what edits other people have made to an article, click on the **View History**, which is located next to the search bar in the top right corner. This will bring up the revision history for that particular article. Once there, you can

- Click on the date of each revision to see the article as it looked after that revision was made
- Compare an old version with the current version (this is done by clicking **cur**)
- Compare a version with a previous version (this is done by clicking **prev**)
- Compare two specific versions (this is done by selecting the older and newer versions you wish to compare by ticking the button next to each version, and then clicking **compare selected versions**)
- Thank the user who contributed that revision

Minor edits will be marked with an "m" – you can choose to exclude minor edits if you prefer. Each revision will include a signature for the user who made that change, including a link to their user page, their user talk page, and a list of their other contributions; this means that when you contribute to a Wikipedia article, other users will be able to view the same information about your user profile and contribution history, and can contact you by leaving you a message on your talk page.

In the view history page you can also revert, or undo an edit. If, for example if your article has been vandalised or you disagree with another contributor's edit, you would simply enter the **View History** tab, find the version of the article you would like to revert to, and click on the **Undo** button at the end of the listing. This will bring you to a screen comparing the edit with the previous version; remember to review these changes before clicking the **Save As** button at the bottom of the page.

vi. Linking

Internal links

Linking internally within Wikimedia sites is very simple: for instance, to link to a Wikipedia article within another Wikipedia article, you would simply place **two square brackets** around the name of the article you wish to link to (i.e. [[Robert Burns]])

Keep in mind that the **title of the article might not be what you expect**, and you may need to include information to distinguish between similarly named articles. For example, if you wished to link to the article for Robert Burns the Canadian politician rather than Robert Burns the Scottish poet, you would instead type [[Robert Burns (politician)]]

It is best to find the article you wish to link to first so that you **make sure you have the title correct**; incorrect links will appear red, indicating that the page does not exist. If you know the page *does* exist, then you will need to check the link to make sure the spelling and spacing is correct.

You Type	You Get
`[[Main Page]]` `[[Robert Burns]]`	Main Page (hyperlinked) Robert Burns (hyperlinked)

If you are linking to an article **but want the text to read as something other than the article's full name**, you can use a **piped link**: place a pipe following the article name, a single space, and finally the text that you want to appear. The pipe key may be located in different places depending on your keyboard, but many PC keyboards will have the pipe located next to the left-hand shift key. It is marked by two vertical hyphens, and when typed looks like this: |

You type	You get

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`[[Main Page|Different text]]` `[[Robert Burns|The Bard]]`	Different text (hyperlinked) The Bard (hyperlinked to Robert Burns' article)

There is an **additional step for linking between different Wikimedia projects**, but it is a simple one. If you wanted to link to a Wiktionary entry, for example, you would need to use what is called an **_interwiki link_**. Interwiki links use a system of shorthand link labels to refer to articles on different project sites. If you wanted to provide a link to the Wiktionary entry for the word 'bamboozle', you would need to preface the entry with the Wiktionary shorthand, which is [[wikt:]]. So your link would look like this: [[wikt:bamboozle]]

There many prefixes, but the following guide should help with some of the more common prefixes you might need:

Project	Long Form Prefix	Shorthand Prefix
Wikipedia	[[wikipedia:]]	[[w:]]
Wiktionary	[[wiktionary:]]	[[wikt:]]
Wikiquote	[[wikiquote:]]	[[q:]]
Wikimedia Commons	[[commons:]]	[[commons:]]

Prefixes for interlanguage links (links between Wikimedia projects in other languages) are **identified according to the ISO 639-1 language code**.

If you were to link to the French language Wikipedia entry on Robert Burns, you would type [[fr:Robert Burns]] and the link would be **listed in the sidebar**, in a box marked 'other languages', not in the article itself. If you wanted to make an interlanguage link appear in the content of the page, you would **need to include a colon both before _and_ after the language prefix**.

To make our link to the French language Wikipedia entry on Burns appear in the article itself, you would type [[:fr:Robert Burns]]

External links

Linking to external sites can be extremely important, especially when you are referencing article content. It is not too much different to linking internally, but there are one or two distinctions. The first is that external links are placed in between **only a single square bracket**, not a double square bracket as in internal links. So a link to the Guardian's home page would look like this:

[www.theguardian.co.uk]

The second key difference is that **you do not need to use a pipe to change the text that appears in your link**. Remember that when creating an internal link, if you wanted to make a link to [[Robert Burns]] show up in the article as 'Scotland's favourite son', you would use a pipe after the article title, like so:

[[Robert Burns| Scotland's favourite son]].

For an external link the same effect is achieved by **simply leaving a space after the link itself**; be careful of this difference, as **adding a pipe to an external link alters the link itself**, and it may not work. If you wanted to link to the Guardian's home page but have it appear in the article as 'a British national daily newspaper', then your link would look like this:

[www.theguardian.co.uk a British national daily newspaper]

vii. Conflict of interest

"When advancing outside interests is more important to an editor than advancing the aims of Wikipedia, that editor stands in a conflict of interest".

The short version:

1. **Be up-front** about your associations with the subject.
2. **Avoid creating new articles** about yourself or your organization.

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3. **Avoid making controversial edits to articles** related to your associations, or inserting promotional links.
4. **Don't push** people to change their minds about issues relating to your associations.
5. **Ask for help** appropriately.
6. **When in doubt, discuss first on the talk page**, or make a suggestion rather than an edit

A Wikipedia **conflict of interest** (**COI**) is an incompatibility between the aim of Wikipedia, which is to produce a neutral, reliably sourced encyclopaedia, and the aims of an individual editor. COI editing involves contributing to Wikipedia in order to promote your own interests or those of other individuals, companies, or groups. COI editing is strongly discouraged, and if it causes disruption to the encyclopaedia, accounts may be blocked.

For example, it would be a conflict of interest for staff, even the Wikimedian-in-Residence, to make changes to the Wikipedia article for their own institution; although you may not be acting as a representative of the organisation, your position as an employee of that organisation could be said to undermine your neutrality. The regulation aims to prevent businesses and other institutions from spinning Wikipedia articles as a means of promotion; for GLAM organisations this may seem like an unnecessary measure, but it is meant to keep articles as neutral as possible. As you will see below, there are ways to help update or correct erroneous or inaccurate information without editing it yourself.

Subject-matter experts are welcome to contribute to articles in their areas of expertise, so long as they are careful to make sure that their external relationships in that field do not interfere with their primary role on Wikipedia.

Conflict of interest is not simply bias. Beliefs and desires alone do not constitute a conflict of interest. On Wikipedia, a person's beliefs and desires may lead to biased editing, but biased editing can occur without a conflict of interest.

Categories of COI

Paid advocacy, public relations, and marketing:

If you are receiving money or other benefits to edit Wikipedia as a representative of an organization, or if you expect to derive money or other benefits from editing Wikipedia (for example, by being an owner, officer, or stakeholder of an organization), then you are very strongly discouraged from editing Wikipedia in areas where those relationships could reasonably be said to undermine your ability to remain neutral.

Writing about yourself or people you know

You should not create or edit articles about yourself, your family or your close friends. If you or they are notable enough, someone else will create the article. If you have a personal connection to a topic or a person, you are advised to refrain from editing articles directly, and to provide full disclosure of the connection.

Citing yourself

Using material you have written or published is allowed within reason, but only if it is relevant, conforms to the content policies and is not excessive. Citations should be in the third person and should not place undue emphasis on your work. When in doubt, defer to the community's opinion.

Self-promotion

Conflict of interest often presents itself in the form of self-promotion, including advertising links, personal website links, personal or semi-personal photos. Examples include links that point to commercial sites and to personal websites, and biographical material that does not significantly add to the clarity or quality of the article.

Avoiding COI

It is recommended that you **declare any potential conflicts of interest**. The benefits of this are that most editors will appreciate your honesty and may try to help you; you lay the basis for requesting help from others to post material for you, or to review material you wish to post yourself.

Avoid creating any new Wikipedia articles on any subject related to your associations. **If no article exists and you believe one should, you can make a request for someone else to post one** at Wikipedia:Requested articles.

Don't make potentially controversial edits to articles related to your area of close association. Similarly, don't add links, citations, or mentions to other articles that highlight a company or group you may be affiliated with. Instead, **make suggestions on article talk pages** and let others decide whether to implement them. *(You may find it useful to add {{Request edit}} to your note on the talk page to help it draw attention.)*

When involved in any kind of discussion relating to articles in your area of association, **it may be best practice to leave the actual decisions up to others**. Attempts to persuade people to change their minds, beyond presenting an argument and clarifying it in response to questions, could be perceived as pushing.

A few exceptions can be made with regards to editing articles with a potential conflict of interest. Making totally uncontroversial updates like removing typos, correcting or updating simple data, and removing blatant vandalism is fine; for anything else, ask. If you make a mistake it's not the end of the world: most Wikimedia admin abide by the foundation's policy of assuming good faith, and will offer advice.

III. Wikipedia

i. Mission

Wikipedia is a free, volunteer-created encyclopaedia, consisting of articles written in a particular style. Wikipedia is a continuous process with no end. **If you write something good, it could be read all over the world.** It might also be improved or incorporated into new revisions by other editors. Part of the fun and challenge of editing here is watching what happens to your contributions over time.

The Wikipedia community continues to evolve as well. Policies and customs have developed over the years which reflect the experience of thousands of editors who are constantly learning and refining how to create balanced, well-sourced, informative articles, and how to work with others and resolve conflict when it arises. **If you learn about our policies and practices, you will likely be treated with kindness and respect.**

Wikipedia's content is governed by three principal core policies:

Neutral point of view – All Wikipedia articles and other encyclopaedic content must be written from a *neutral point of view*, representing significant views fairly, proportionately and without bias.

Verifiability – Material challenged or likely to be challenged, and all quotations, must be attributed to a reliable, published source. In Wikipedia, **verifiability** means that people reading and editing the encyclopaedia can check that information comes from a reliable source. This is one of your greatest strengths as an NLS staff member: bringing together your access to/knowledge of authoritative resources with a community of interested and enthusiastic contributors can make Wikipedia a more valuable resource.

No original research – All material in Wikipedia must be attributable to a reliable, published source. Articles may not contain any new analysis or synthesis of published material that serves to advance a position not clearly advanced by the sources.

It can take a few days to become comfortable with the basic mechanics of Wikipedia, but once mastered, these skills open up the entire encyclopaedia to you. This section will try to simply explain what you need to know to start contributing and avoid major stumbling blocks. Don't worry if you don't understand everything at first. And don't hesitate to ask questions. As time goes on, you'll learn how to be a great contributor to Wikipedia!

Remember:

- All topics require significant coverage in **independent reliable sources**
- Your role is to inform and **reference**
- Write without bias, as if you neither **like** nor **dislike** the subject
- State **facts** and statistics; don't be vague or general
- Take time to get sources and policy **right** and your content will last
- Work **with** the community and we'll work with you
- **Communicate**, communicate, communicate

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ii. Basic editing and wiki mark-up

Editing in Wikipedia is simple and can be done in one of two ways: First, there is the visual editor: many of the more basic actions, such as bolding and italicising text, can be done as in Word or blogging platforms using formatting buttons at the top of the edit box (see below).
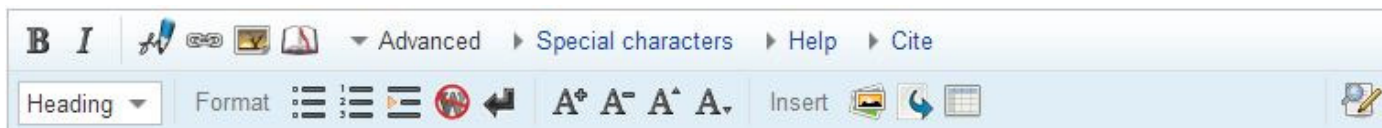
Shortcuts for Wikipedia Editing

The most commonly used buttons on the visual editor toolbar are the **bold** and *italics* buttons. **Bolding** is done by selecting text, then clicking on the '**B**' button to bold it. *Italicizing* is done by selecting text, then clicking on the '*I*' button to italicize it.

On Wikipedia, the names of an article's subject are written in **bold** when they are first mentioned in the article, while *italics* may be used for the names of books, movies, albums, and computer or video game titles. If the first mention of the subject of an article is also a book or movie title, then ***bold italic*** is used.

Articles rely on a system of syntax and keywords known as Wiki mark-up. In your edit box **you will see mark-up appear surrounding the selected text**, rather than seeing the effect (i.e. bold or italicised text),

The visual editor is a good tool for when you are first learning, but as you become more advanced you may prefer to rely increasingly on the second method: typing out Wiki syntax manually. This enables more powerful and complex editing.

If you are interested in trying out some more advanced formatting, you may wish to explore Wikipedia's Manual of Style (http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style). Some of the most common manual tags you might use are:

	You type	**You get**
Italics	`''italics''`	*italics*
Bold	`'''bold'''`	**bold**
Both bold and italics	`'''''both'''''`	***both***

Bulleted List
(Works only at the beginning of lines)
	`* One`
	`** One point one`
	`* Two`
		• One
		  ○ One point one
		• Two

Numbered List
(Works only at the beginning of lines)
	`# One`
	`## One point one`
	`# Two`
		1. One
		  1. One point one
		2. Two

Indentation
 	
(Works only at the beginning of lines; repeat indentation at any line break)
	`no indent (normal)`
	`:first indent`
	`::second indent`
	`:::third indent`
		no indent (normal)
		    first indent
		        second indent
		            third indent

Section headings
(Works only at the beginning of lines)
	`==Level 2==`
	`===Level 3===`
	`====Level 4====`
	`=====Level 5=====`
	`======Level 6======`
	
	`=Level 1=` *is for page titles – do not use*
		Level 2
		Level 3
		Level 4
		Level 5
		Level 6

Table of Contents (TOC) A Table of Contents will automatically be generated when four headings are added to an article, but it can be controlled using markup.	`__FORCETOC__`	Forces the TOC to appear at the normal location regardless of the number of headings.
	`__TOC__`	Forces the TOC to appear at the point where __TOC__ is inserted.
	`__NOTOC__`	Disables the TOC entirely.
Blockquote	`<blockquote> The '''blockquote''' tag will indent both margins when needed instead of the left margin only as the colon does. </blockquote>`	The **blockquote** tag will indent both margins when needed instead of the left margin only as the colon does.
Centre Text *(Note: Wiki mark-up uses American spelling, so you will need to type 'center' when formatting)*	`<div class="center" style="width: auto; margin-left: auto; margin-right: auto;">Centred text</div>`	Centred text
Image with caption	`[[File:Flag of Scotland.png|thumb|Flag of Scotland]]`	Flag of Scotland
Your signature for Talk pages	`~~~~`	Username (talk) 11:06, 26 July 2013 (UTC)
Reference	`<ref>[http://example.org Example.org], additional text.</ref>`	Page text.[1]
Display references (Include at bottom of article)	`<references/>`	Example.org, additional text. ('Example.org' hyperlinked)

iii. Getting started

There are certain key principles to keep in mind as you start contributing to Wikipedia articles:

- **Five pillars**: The foundations of the Wikipedia community are summarized in 5 simple ideas: Wikipedia is an online encyclopaedia; it has a neutral point of view; it is free content that anyone can edit and distribute; all Wikipedians should interact in a respectful and civil manner; and Wikipedia does not have firm rules.

- **Founding principles**: The Wikimedia Foundation is based on important common ideas as well: Neutrality is mandatory; anyone can edit (most) articles without registration; decisions are made through the "wiki process" of discussion; content is freely licensed; and difficult problems can be resolved by an authority.

- **Ignore all rules**: Rules on Wikipedia are not carved in stone. The spirit of the rule trumps the letter of the rule. The common purpose of building an encyclopaedia trumps both.

- **No original research**: Articles may not contain previously unpublished arguments, concepts, data, theories, or any new analysis that advances a position. In other words, you can't make a point that hasn't

already been directly made somewhere else in a reliable source.

- **Neutral point of view**: When writing, try to make a fair representation of the topic as reliable sources describe it. All articles should be balanced to convey the various points of view on a subject.

- **Be bold** in updating pages! No mistake can break Wikipedia, because any edit can be undone. Encourage others to likewise **be bold!** If you find yourself in a disagreement, discuss it on the talk page.

Look for the [edit] button; edit the whole article by clicking the [edit] button in the top right corner of the page; edit individual sections by selecting the [edit] button located next to section headings.

Your first time seeing the source code of an existing article may look strange or even a bit intimidating at first, but don't worry: **just try a few small changes and copy what others do that gets the result you want.** If you want to see a draft of your changes, click [show preview]; otherwise click [save] and your edit will go live.

Articles follow a common format: start with the lead, a few paragraphs summarizing the page. Make the first mention of the page's subject bold. Place the title of sections in level 2 headers, only capitalizing the first word unless it's a proper noun. The last sections can add information such as See also, References, and External links, in that order. Place those sections in level 2 headers as well.

You are welcome to contribute in any way, whether it means correcting spelling or grammar, fixing typos or broken links, adding new content or references, linking or categorising orphaned articles, anything up to creating an article!

Creating a draft article

When creating a new article, it is best to work on your article in process by creating a draft version in your userspace. This will allow you more flexibility; you can work on the article when you have time, without feeling pressured to develop a great article all at once.

Once you have confirmed that the article you wish to create does not exist, and that there is no similar article, you are free to create one. Start by typing "**help:Userspace draft**" into Wikipedia's search box. This will bring you to the Userspace help page.

Type the name of your new article into the "**Create a userspace draft**" text box, and click on the "**Create a userspace draft**" button beneath it to begin. Make sure your spelling is correct, first!

If you need to leave your draft article, you can return to it later by clicking on the "**My Contributions**" tab in the top right corner of the page.

Once you feel that your article is complete, or you are happy to open it up to review and revision by other users, you can submit it to be included on Wikipedia by clicking on the "**Submit**" link in the banner at the top of the page. This will bring you to a page that looks like the edit page, but all of your information will be loaded. You won't need to edit anything, just click "**Save Page**".

You will see a gold box at the bottom of your page informing you that your article is now in "**Review Pending**" stage; other editors will review your article and approve it for publication. The submission might take some time depending on the number of articles to be reviewed and the number of available reviewers, anywhere from a few hours to a few days.

Once your article has been reviewed you will receive a message notification in the top right corner of your page when logged in. If your article is not approved for any reason, you will be given comments and suggested revisions which you can follow to bring your article up to standard before submitting again using the same method.

Using the GLAM article template

GLAM stands for Galleries, Libraries, Archives, and Museums. If you are creating an article about an object, you can use this template so that the formatting corresponds with similar articles. The GLAM Article Template will automatically add headings and an infobox to your draft and article. The template includes an empty infobox to be filled out and detailed suggestions for the content to be placed under each heading. To add the template:

1. **Copy** the following text and paste it into your new subpage: **{{subst:GLAM Article}}**
2. **Save** the page and include a note in the edit summary such as "GLAM template". You'll notice that the page now has new headings.
3. **Edit** your draft again to see the template code. You will see suggestions in brackets like **<!-- this-->**. Do not put your content in between these brackets or it will not appear when you save it. The information in the brackets is just there to remind you what to put where.
4. **Remove** all of the suggestions and brackets (**<!-- content-->**) after you've added your research and filled out the infobox. Only the research, references, and Wiki mark-up that you added should remain (in addition to the headings and infobox).

iv. Categories

Categories help make your article more easily accessible and to identify its relationship to other articles. Categories will appear at the bottom of your article, and all categories are hyperlinked to allow readers to explore related articles. By adding a category tag to an article, a link to that article will automatically appear on the category page.

Categories are formatted like internal links, but the name of the category under which you'd like your article to appear will need to be prefaced with 'Category' and a colon. Categories are typically added at the bottom of the edit box, beneath any references; since the categories don't appear where they are typed, this is not necessary, but it is highly recommended as it prevents confusion.

	You type	**You get**
Categorise an article	`[[Category:Character sets]]`	(Blank) (Category added beneath article)

If you wish to add categories to an existing or completed article, you can simply click on the **(+) button** next to the **Categories** link at the bottom of the article. This will cause a drop down box to appear which will list suggested categories as you type. Select the appropriate category, click, and it will be added to your article.

You can include your article in those categories which are relevant and useful; the article about Mary, Queen of Scots, for example, is included in several categories, including '1542 births', '1587 deaths', '16th-century female rulers', '16th-century Scottish people', 'Executed Scottish women', 'Heirs to the Scottish throne', 'Scottish monarchs', 'Women of the Tudor period', 'and 'Smallpox survivors', among others.

v. Referencing

Wikipedia's verifiability policy requires inline citations for any material likely to be challenged and for all quotations. However, editors are advised to provide citations for all material added to Wikipedia; any un-sourced material risks being challenged or removed. **Each article should use the same citation method throughout**; if an article already has citations, adopt the method in use or ask on the talk page before changing it. Wikipedia primarily uses the following types of citation:

A _full citation_ fully identifies a reliable source and, where applicable, the place in that source (such as a page number) where the information in question can be found. This type of citation is usually given as a footnote, and is the most commonly used citation method in Wikipedia articles.

For example: Rawls, John. _A Theory of Justice._ Harvard University Press, 1971, p. 1.

A _short citation_ is an inline citation that identifies the place in a source where specific information can be found, but without giving full details of the source – these will have been provided in a full bibliographic citation either in an earlier footnote, or in a separate section. This system is used in some articles; the short citations may be given either as footnotes, or as parenthetical references within the text.

For example: Rawls 1971, p. 1.

A _general reference_ is a citation that supports content, but is not linked to any particular piece of material in the article through an inline citation. General references are usually listed at the end of the article in a References section. They are usually found in underdeveloped articles, especially when all article content is supported by a single source. They may also be listed in more developed articles as a supplement to inline citations.

How to cite –formatting

Making a reference citing a printed or online source can be accomplished by using the `<ref>...</ref>` tags. Inside these tags details about the reference are added.

To create a list of citations, create a Level 2 heading for ==References== or ==Notes==. Beneath that, only type the `<references />` tag or the {{reflist}} template. **The footnotes will then automatically be listed under that section heading**.

To create a footnote, place the `<ref>...</ref>` syntax around the source information at the appropriate place in the article text. For example:

```
Justice is a human invention.<ref>Rawls, John. ''A Theory of Justice''.
Harvard University Press, 1971, p. 1.</ref> It is...
```

would be displayed as "Justice is a human invention.[1] It is..."

The reference itself will appear at the bottom of the article in the 'Notes' or 'References' section once you create it.

You can also create links in your citations; you may wish to provide an internal link to an author's Wikipedia article, for example. If you are using an online source, you should provide the external link as well. To do this, enclose the URL and the title in square brackets—**the URL first, then a space, then the title**. For example:

```
Carr A, Ory D (2006). [http://dx.doi.org/10.1371/journal.pmed.0030496

Does HIV cause cardiovascular disease?] ''PLoS Medicine'', 3(11):e496.
```

For multiple use of the same citation or footnote, you can also use the named references feature, choosing a name to identify the citation, and typing `<ref name="name">text of the citation</ref>`. Thereafter, the same footnote may be reused any number of times by typing just `<ref name="name" />`.

Some Wikipedia articles use *short citations*, giving summary information about the source together with a page number, as in `<ref>Smith 2010, p. 1.</ref>`. These are typically listed under a "Notes" section, and linked to *full citations* that give source details in a separate "References" section.

How to cite – style preferences

Wikipedia does not have a single house style, though citations within an article **should be consistent**. Several citation styles exist (APA style, ASA style, MLA style, The Chicago Manual of Style, Author-date referencing, etc.), and any of these styles may be used so long as they are consistent and provide the necessary information.

Although nearly any consistent style may be used, **avoid** all-numeric date formats other than YYYY-MM-DD, because of the ambiguity concerning which number is the month and which the day.

Regardless of citation style used, **it is preferred that all links to online sources include the date of retrieval**. This way, in cases of link rot (where links break over time), readers can still access an archived or cached version of the source.

Editors should not attempt to change an article's established citation style merely on the grounds of personal preference, to make it match other articles, or without first seeking consensus for the change. If the article you are editing is already using a particular citation style, you should follow it; if you believe it is inappropriate for the needs of the article, seek consensus for a change on the talk page.

If there is disagreement about which style is best, defer to the style used by the first major contributor. If you are the first contributor to add citations to an article, you may choose whichever style you prefer.

If your source is not available online, it should be available in reputable libraries, archives, or collections. If a citation without an external link is challenged as unavailable, any of the following is **sufficient to show the material to be reasonably available:** providing an ISBN or OCLC number; linking to an established Wikipedia article about the source (the work, its author, or its publisher); or directly quoting the material on the talk page, briefly and in context.

Online book databases may include Google Books (preview feature) or Amazon ('search inside' feature). Also, **ISBN numbers will automatically link to a book sources page** allowing users to search for that particular text.

Wherever possible, you should include internal links to Wikipedia articles in your citation (for authors, book titles, etc). **It is not necessary to use online sources, but it is preferable.**

There are also templates available for the more common methods of citation (books, journal and newspaper articles, etc); templates allow you to simply input your chosen parameters surrounded by template tags, which will then format your citation for you consistently. For basic citation templates, see Appendix 1: Helpful Templates.

IV. Wikimedia Commons

Wikimedia Commons is a **media file repository** making public domain and freely-licensed educational media content (images, sound and video clips) available to everyone. It is created and maintained by volunteers. Files uploaded to Commons can be embedded on pages of all Wikimedia projects without the need to upload them there.

Unlike traditional media repositories, **Wikimedia Commons is _free_**. Everyone is allowed to copy, use and modify any files here freely as long as they credit the source and author(s) appropriately and release any derived material under the same license.

The Wikimedia Commons database itself and the texts in it are licensed under the Creative Commons Attribution/Share-Alike License. The license conditions of each individual media file can be found on their description page.

i. Uploading content

In order to be able to upload files on Wikimedia Commons, you will need to be logged in; you can log in using the same account you created for Wikipedia.

1. **Please note that uploads to Commons must** be freely licensed, or be in the public domain in both the source country and the United States.
2. For photographs taken in private any identifiable people in them must consent to publication; for some countries and situations this is also true for photographs taken in public.

Before uploading any content read Wikimedia's licensing policy and check that you are allowed to release these files under a Creative Commons Attribution/Share-Alike License.

Once you are sure you can upload your images, and have logged in to Wikimedia Commons, click on the "Upload File" link in the left-hand sidebar. This will take you to the Upload Wizard (see below).

You will be asked to select media files; you can add multiple files at a time, but keep in mind that you will need to provide information for each file individually. Once you have selected a file the upload will begin immediately; you can add more files or, if you are finished, can click on the _"Continue"_ button in the bottom left corner.

The next step requires you to **release the rights to the images that you have uploaded**.

If the files are your own work, you must agree to grant anyone the right to use your files under the Creative Commons Attribution ShareAlike 3.0 license, which states that anyone may use, share, or remix these works, as long as they credit you (the creator) and release any derivative work under the same license.

If the files are not your own work, then you will be required to identify the source of the files, the author, and to explain **why you are sure that you have the right to publish these works**. Valid reasons include:

- *The copyright holder published these works with the right Creative Commons license*

- *The copyright holder published their photos or videos on Flickr with the right license*

- *The copyright has definitely expired in the USA*

- *These works were made by the United States government*

You can also provide copyright information for each file individually while inputting your description, if you have uploaded files with different copyright information.

Once you have released your content, you will be taken to a page where you can include information about your files or images.

You should re-title your image to clearly indicate what it is, but **remember that the title will also be the filename that other users will need to link to your file**, so you don't want it to be too long or difficult. If you use a default filename from your camera someone may accidentally overwrite your image.

Please note: you can't rename an image file yourself once it's been uploaded.

Include a brief description of the file, such as content, or information about the location, filters, date, etc. If you copied the file from another web site, provide a URL in the source field. These fields are not questions: if you don't have or need a value for them, leave them empty!

Add each file to a relevant category or categories; this makes it more likely that other users will find your file. Categories in Wikimedia Commons work slightly differently than in Wikipedia, so you should to read more about them below.

When you have finished, click "**Next**", and you will be taken to a page that lists the code required to embed your file into a Wikipedia article; simply copy and paste! You will also be provided with a URL which will enable you to link to your files from other sites.

ii. Categories in Commons

Generally **files should only be in the most specific category that exists for certain topic**. For example files in "Category:The Eiffel Tower" should not also be in "Category:Paris". This is not to say that an image only belongs in one category; it just means that images should not be in redundant or non-specific categories.

To find appropriate categories, star from a generic category and **narrow your search down to subcategories until you find the category that best fits your file**.

Finding the appropriate category will help you **avoid over-categorization**, or when a file, category or other page is placed in several levels of the same branch in the category tree. If you cannot find a fitting category, you can create it, but this is rarely necessary and you should carefully read up on creating and using categories in the Wikimedia Commons help pages before doing so.

The categories (or galleries) you choose should answer the following questions:

- *What/whom?:* what or whom does the file show? What is the main subject? What are the noteworthy features?
- *Where?:* where was the image taken? What is the location of the subject? What is the location of the camera? This is especially important for pictures of places.
- *When?:* when did the depicted events happen, or when was the image created/taken? This is especially important for historical images, e.g. "Category:Warsaw in September 1939"
- *Who?:* who is the author? This is especially important for works of well-known artists and for historical images, for example "Category:Paintings by Rembrandt".

- *How?:* how does the file (or the image) do that? Specifically:

  ◦ *What view?:* what type of view does the image show?

  ◦ *What colour?*: which is the general colour?

  ◦ *What photography technique?*: If the image uses a specific technique or effect, apply the corresponding category: e.g. "Category:Black and white photographs"
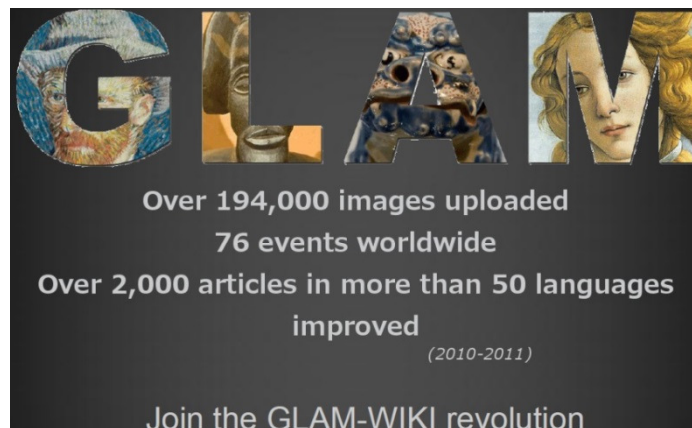
V. Releasing Content

i. Creative Commons licenses

Wikimedia is dedicated to providing educational material that may be freely reproduced. Contributors agree to release their work under the Creative Commons CC-BY-SA license, which requires that any re-use of the work is properly attributed to the source, and that any derivations from that work are released under the same license.

The use of some material may be restricted by issues not related to copyright, or in some cases copyrights may have expired in one country while still applying in another. Wikimedia Commons tries to ensure that any such restrictions are outlined in file descriptions; however, **it is a users' responsibility to ensure that media is used according to the license and violates no applicable law**.

According to the Wikimedia foundation, *reproductions* **may not be copyrighted**; the creator of an image of a picture owns *no* copyright to the resulting digital image. The only relevant copyright is that of the original picture. This has resulted in tension regarding digitised content in the UK, as discussed below; however, at the moment there has been **no defining legal precedent** regarding IPR for digitised reproductions of Public Domain material.

ii. Why an open license?

If you are concerned about releasing content from a collection, consider some of the benefits:

- Uploading your images to Commons **connects them with other information giving them context** and supporting knowledge including translations of information into or from other languages.

- It's a **remarkable opportunity to be part of educating people all over the world.**
  ◦ Allowing people to share, use, combine and even build upon works can have unusual outcomes. A British museum found in 2013 that their £5,000 Van Dyk copy was an original worth around £1,000,000.

- **Low resolution images may even increase interest in higher quality images:** it is possible to release images under a lower resolution to Wikimedia Commons and keep the higher resolution for commercial opportunities.
  ◦ The German Federal Archive released lower-resolution images on Wikimedia Commons which caused sales of their higher-resolution images to triple

- **It increases the visibility of your organisation and your content**: Wikimedia has a much wider audience!
  ◦ The public image library Galleri NOR in Norway discovered that 60-80% of the traffic on its website was coming from images on Wikimedia Commons

Imagine a world in which every single human being can freely share in the sum of all knowledge.
That's our commitment.

Wikipedia and the NPG:

In July 2009, a Wikimedian received an email message from lawyers acting for the National Portrait Gallery (NPG) in London, threatening legal action after he uploaded over 3300 high-resolution images of public domain art works held by the gallery to Wikimedia Commons. The National Portrait Gallery holds thousands of portraits that have fallen into the public domain, but the organization claims copyright on photographs of those portraits.

In the United States—the home of the Wikimedia Foundation—the 1999 case Bridgeman Art Library v. Corel Corp. established that faithful reproductions of public domain images lack the originality required to generate a new copyright.

UK copyright law has traditionally been more tolerant of "sweat of the brow" copyright claims on reproductions of work in the public domain. However, the legal precedents for this approach date from many decades ago, and there is currently no applicable UK precedent, although the question is being actively considered.

Wikimedia's Policy:

Wikimedia's policy is that if the images or other multimedia items are out of copyright then they are legally allowed to be copied and redistributed even if it is the institution's policy for people to ask permission before use. **Claiming rights over reproductions when copyright has expired is referred to by Wikimedians and like-minded people as "copyfraud":** the foundation does not see itself as under any obligation to delete such content. If the original object is still in copyright then you can mark the file for immediate deletion by contacting Wikimedia.

The ideal resolution:

Friction between Wikimedia projects and other online content suppliers is nothing new, and **such disputes are ideally solved amicably without the need for threats of court action.** There also has been a recent increase in the conscious efforts of both the Wikimedia Foundation and global cultural organisations to work together in order to avoid such tensions before they develop.

The New York Public Library has also donated many thousands of images, while an agreement between Wikimedia Germany and the Deutsche Fotothek resulted in 250,000 images being uploaded to Wikimedia Commons in the hopes that the greater diffusion of these images will help to put them in context.

iii. Case studies

Smithsonian Archives of American Art

A Wikipedian developed an e-volunteer program with Wikipedia, attracting 39 participants from around the world. After a behind the scenes tour to learn about the archival process from museum staff, regional Wikipedians participated in an "edit-a-thon" and created new articles using Smithsonian resources.

British Library, featured article

The British Library in London arranged to buy the *St Cuthbert Gospel,* a manuscript dating to about 690, for £9 million, a record price for a manuscript. The existing short article in the English Wikipedia was expanded to a Featured Article, which was displayed on the main page on the day the purchase was announced.

The BL web department and the Senior Curator responsible for the manuscript helped a Wikimedian expand the article, providing resources and advice, including two meetings. The article received some 40,000 views on the day it was on the main page, and receives about 20,000 per year on-going.

Thomas J. Watson Library at the Metropolitan Museum of Art, New York

The Thomas J. Watson Library is the main library of the Metropolitan Museum of Art in New York City. They have digitized over 1,100 books published by the MMA (as of May 2013) available as downloadable PDF files from their website – a massive art history resource. A staff member from the library has been working with Wikipedia, and now over 50% of the over 40,000 views per month received by the library's web pages for these books originate from Wikipedia.

Royal Opera House, London

In June 2013 Wikimedia UK ran a one day edit-a-thon at the Royal Opera House in London for Wikipedians, ballet fans, and Royal Opera House people - including their archivist. The archivist brought collections of press cuttings and other source material and a video of 70s ballet was shown to participants.

One participant wrote that "the pages we enhanced have continued to grow since the event... Not only did we improve online reference material… we were also inviting others to take part." The edit-a-thon resulted in the creation of six new articles on Wikipedia and the significant expansion of six more.

IV. Useful Tips

- **Try to understand why your article or edit was deleted**: Many topics do not meet our inclusion guidelines. Some of the same bad article ideas show up and get deleted frequently in articles for deletion and speedy deletion discussions. Other contributions are often just not neutral or just not well-sourced. In general, finding better, more reliable sources and summarizing them neutrally is almost always the best response.

- **Assume good faith**: Try to consider the person on the other end of the discussion as a thinking, rational being who is trying to positively contribute to Wikipedia. Even if you're convinced that they're an [insert insult of your choice], still pretend that they're acting in good faith. Ninety per cent of the time you'll find that they actually *are* acting in good faith (and the other ten per cent of the time a negative attitude won't help anyway). Be gracious. *Be liberal in what you accept, be conservative in what you do.* Try to accommodate other people's quirks as best you can, while trying to be as polite and straightforward as possible.

- **Join the community**: Find out what's going on in the community. The Community Portal is a good starting place, where you can find on-going community discussions, the weekly Wikipedia newspaper, and plenty of tasks that need work. There are also mailing lists which feature project and organization-wide discussions, and internet relay chat for a variety of topics. New ideas are often put forth at the Village pump.

- **Ask for help**: The Wikipedia community has a wealth of knowledge and you are almost surely not the first person to have a particular question, concern, idea or disagreement. You can ask anyone for help anytime by placing {{help me}} on any talk page along with an explanation of your problem. Great places for assistance are the Teahouse, the Help Desk, and live help chat. Also, check out WP:Questions and WP:FAQ for the most common areas and queries.

  ### *Tips for staff in the cultural or academic sector:*

- If your website has extensive material on particular topics, direct links to the material may be appropriate in related articles. In articles on specific objects in your collection, a link to a specific page should be used. **There can be a limited tolerance for large numbers of items in the "External links" section of any article**, even if all are relevant. On many articles they are kept at a maximum of perhaps four or five.

- Permanent materials that your institution is committed to preserving on the web at a given URL may be linkable to a single appropriate article if they are unique and significant.

  - This uniqueness may be that your institution has the largest collection of information on this subject/item/creator; that you have negotiated a liberal licence for redistribution with the creator; or that these are digital surrogates of your globally unique holdings (novel manuscripts, archival content, etc).

  - It is preferable to upload files to Wikimedia Commons and embed them in the page, where this is not possible they may be linked to. Where there are many potential examples that could be linked to, it is preferable to link to collections of examples.

- **Categories are a sometimes neglected way of linking articles on your institution**.
  - If there are at least four articles on objects from your collection, no one will object if you establish a category to be a member of `Category:Museum collections` or `Category:Manuscripts by collection` etc, or add appropriate articles to an existing category
  - Generally only very large and internationally known institutions should also establish a category in `Category:Categories named after museums` – currently only 20 museums worldwide have these. There are a handful of similar categories in `Category:National libraries`.

- Wikipedia is written for its readers, not for other experts.

- **Significance is related to notability**; all Wikipedia articles should ideally be illustrated with, and linked to, a small number of relevant examples.

- You may contribute content to Wikipedia on a topic in which you have expertise, and find that your revisions are reverted by an editor or administrator. This could be because **the contributions might not be understandable to the average reader, or the contribution may conflict with Wikipedia guidelines**. An experienced editor may have little knowledge of the topic, yet be able to identify a problem with the style used in an article; ideally, the subject expert and the experienced editor would collaborate to develop the article.

- o If no convincing reason was provided in the edit summary that changed your contribution, simply change it back, while providing a detailed edit summary explaining why your change is desirable.
- o In your edit summary, it is helpful to mention a specific error in the text that you are correcting, but it is *not* helpful to comment on the other editor.
- **If your work is removed and/or you are called a vandal/spammer,** it might be because you misunderstood a Wikimedia policy or you have run into a user not familiar with the unique characteristics of a culture sector professional. Wikipedia policies evolve over time and many people aren't up-to-date on the latest changes. Another possibility is that the other user has been down in the trenches fighting serious vandals and you were caught up in what looked like a similar pattern of behaviour.

Appendix 1 – Helpful Templates

Templates often look like text boxes with a different background colour from that of normal text. They are in the **template namespace**, i.e. they are defined in pages with "Template:" in front of the name. For example, if you wanted to insert the disambiguation template into an article, type the template tag {{Disambiguation}} in the wiki page. Every article with that tag in it will display the following text:

This disambiguation page lists articles associated with the same title.
If an internal link led you here, you may wish to change the link to point directly to the intended article.

This technique is known as **transclusion**. Templates can include various parameters, allowing for complex usage. Some templates provide information to help readers, including navigation aids or warnings that content is sub-standard; others can be used as shortcuts to format elements of a Wikipedia article, like references or infoboxes. **Templates that provide information only of service to editors belong on an article's talk page.**

The following is a short list of some templates which you may find handy to use when contributing to Wikipedia. There are many others, and you can make your own if you feel so inclined, but these should prove helpful and offer a good starting point for new users.

Citation Templates

Citation templates can be a great way of easily ensuring consistent formatting across your references, so long as the style doesn't conflict with any citation style already in use in an existing article. A note: you only need to include those parameters that are relevant to the source you are referencing; you don't need to include the "language" parameter or the "series" parameter if you have no information to fill those values.

Template	Parameters	Example: You Type	Example: You Get
Book {{cite book}}	{{cite book | last = | first = | authorlink = *(internal link to author's Wiki article)* | title = | publisher = | series = | volume = | edition = | date = | location = | pages = | language = | url = | doi = | isbn = }}	{{cite book | last 1 = Cordell | first 1 = Bruce R. | first 2 = Jeff | last 2 = Grubb | first 3 = David | last 3 = Noonan | title = [[Manual of the Planes]] | location = Berlin | publisher = [[Wizards of the Coast]] | year = 2001 | pages = 198-203 | month = September | isbn = 0-786918-50-0 }}	Cordell, Bruce R.; Grubb, Jeff; Noonan, David (September 2001). *Manual of the Planes.* Berlin: Wizards of the Coast. pp. 198–203. ISBN 0-786918-50-0.

Journal or Periodical {{cite journal}}	{{cite journal | last = | first = | authorlink = | title = | journal = | volume = | issue = | pages = | publisher = | location = | date = | url = | jstor = | issn = | doi = | id = | accessdate = }}	{{cite journal | last1 = Bailey | first1 = David H. | author1-link = David H. Bailey | last2 = Borwein | first2 = Peter | author2-link = Peter Borwein | last3 = Borwein | first3 = Jonathan M. | author3-link = Jonathan Borwein | title = The Quest for Pi | journal = Mathematical Intelligencer | volume = 19 | issue = 1 | pages = 50-57 | publisher = Springer-Verlag | location = Berlin | date = 25 June 1997 | year = 1997 | url = http://crd.lbl.gov/~dhbailey/... | issn = 0343-6993 | doi = 10.1007/BF03024340 }}	Bailey, David H.; Borwein, Peter; Borwein, Jonathan M. (25 June 1997). "The Quest for Pi". *Mathematical Intelligencer* (Berlin: Springer-Verlag) **19** (1): 50–57. doi:10.1007/BF03024340. ISSN 0343-6993.
Website {{cite web}}	{{cite web | last = | first = | authorlink = | coauthors = | title = | work = | publisher = | date = | url = | doi = | accessdate = | archiveurl = | archivedate = }}	{{cite web | last = Spiegel | first = Rachel | title = Research in the News: Thalidomide | url = http://science-education... | accessdate = 30 April 2006 | archiveurl = http://web.archive... | archivedate = 3 March 2006 }} (Note: Write date as `|date=22 July 2009` or `|date=July 22, 2009`.)	Spiegel, Rachel. "Research in the News: Thalidomide". Archived from the original on 3 March 2006. Retrieved 30 April 2006.

Imagine a world in which every single human being can freely share in the sum of all knowledge.

That's our commitment.

	{{cite news	{{cite news	Andersen, David; Witter, Lameen (17 February
News Article {{cite news}}	{{cite news | last = | first = | coauthors = | title = | newspaper = | location = | pages = | language = | publisher = | date = | url = | accessdate = }}	{{cite news | last = Andersen | first = David | coauthors = Witter, Lameen | title = Former Marine, Go Daddy CEO Talks About His Rise to Success | newspaper = Marine Corps News | date = 17 February 2006 | url = http://www.military.com/Caree... | accessdate = 6 June 2006 }}	Andersen, David; Witter, Lameen (17 February 2006), "Former Marine, Go Daddy CEO Talks About His Rise to Success", *Marine Corps News*, retrieved 2 June 2006

Sister Project Template Messages

Template	What it makes	Where it goes
{{commons|insert media title page here}}	Wikimedia Commons has media related to: *insert media page title here*	• Placed next to the appropriate section, if there is one.
{{wikisource|William Wilson}}	Wikisource has original text related to this article: William Wilson	• Adjoining a body reference to the source or in the External links section
{{wikisource|The Shepherd's Boy and the Wolf|The Boy Who Cried Wolf}}	Wikisource has original text related to this article: The Boy Who Cried Wolf	• Adjoining a body reference to the source or in the External links section
{{wikisource author| James Joyce}}	Wikisource has original works written by or about: *James Joyce*	• External links section of author biographies
{{wiktionary|sophisticated}}	Wiktionary [wik'fənri] n., a wikibased Open Content dictionary. Look up *sophisticated* in Wiktionary, the free dictionary.	• At the top of the page for disambiguation pages • In the External Links section for articles

Maintenance Template Messages

You Type	What it Makes
{{New user article}}	This is an **article recently created by a new user**. More editing may be needed to meet standards, but please be courteous and assume good faith, and consider leaving a constructive message on the creator's talk page if large changes need to be made. This template should be removed once the page has been reviewed by someone other than its creator. If you are the article's creator, you can seek feedback on your new article.
{{In creation}}	**This page is currently in creation** It is a new Wikipedia article developing through collaboration and successive edits. To help avoid edit conflicts and other confusion, the creator asks that **for a short time** this page not be edited unnecessarily, or nominated for deletion during this early stage of development. • Please remove this notice if the page has not been edited for **several hours**. • This page was last edited by Tbhotch (talk | contribs) 52 days ago. *(Purge)*
{{inuse}}	This project page is **actively undergoing a major edit** for a short while. To help avoid edit conflicts, please do not edit this page while this message is displayed. This page was last revised at 18:16, 8 June 2013 (UTC) (52 days ago). Please remove this template if this page hasn't been edited in several hours. If you are the editor who added this template, please be sure to remove it or replace it with {{Underconstruction}} between editing sessions.
{{underconstruction}}	This article or section **is in the process of an expansion or major restructuring.** You are welcome to assist in its construction by editing it as well. If this article or section has not been edited in several days, please remove this template. This template was last edited by John Cline (talk | contribs) 6 months ago. *(Purge)*
{{Multiple issues}} (For articles with 3+ issues)	**This article has multiple issues.** Please help improve it or discuss these issues on the **talk page**.
{{Catimprove}}	This article **needs additional or more specific categories**. Please help out by adding categories to it so that it can be listed with similar articles.

Infobox Templates

An **infobox template** is a panel, usually in the top right of an article next to the lead section, that summarises key features of the page's subject. Infoboxes may also include an image. When adding an image to your infobox template, remember to **use a bare file name, without the File: or Image: prefix or any enclosing [[brackets]])**. For a list of Infobox templates, visit http://en.wikipedia.org/wiki/Wikipedia:List_of_infoboxes

All infobox templates have parameters; to work properly, the parameter values have to be specified when the template is inserted in the page. It is advisable to link to relevant Wiki articles if possible using internal linking [[brackets]].

Type of Template	Basic Parameters	Additional Parameters	Examples

{{Infobox person}}	{{Infobox person
	| name =
	  <include middle initial, if not specified in birth_name>
	| image =
	  <Remember: use bare filename>
	| alt =
	| caption =
	| birth_name =
	| birth_date =
	  <use template {{birth date and age|YYYY/MM/DD}} *if living or* {{birth date|YYYY/MM/DD}} *if dead>*
	| birth_place =
	| death_date =
	  <use {{death date and age|YYYY/MM/DD}} *if birth date known, or* {{death date|YYYY/MM/DD}} *if unknown>*
	| death_place =
	| nationality =
	| other_names =
	| occupation =
	| spouse =
	| partner =
	| children =
	| known_for = }}
		Can include honorific prefixes and suffixes, native name, resting place, monuments, residence, ethnicity, citizenship, education, alma mater, employer or employers, non-employing organizations, agent or agency name, notable works, years active, home town, salary, titles (formal, awarded, job title, etc), successor or predecessor, party or non-party political movement, criminal charges, board memberships, religion, denomination, etc.
		
		Visit http://en.wikipedia.org
		        /wiki/Template:Infobox_person
		for more details on parameter values and {{Infobox person}} specifics.
		
		There are also different styles of infobox person templates tailored to profession which may be preferred	

{{Infobox historical event}}	{{Infobox historical event | Event_Name = | Image_Name = *\<Remember: use bare filename\>* | Imagesize = | Image_Alt = | Image_Caption = | AKA = *\<Alternate name(s) of the event\>* | Participants = | Location = | Date = | Result = }}	Can include dates from non-Gregorian calendars, number of deaths caused, use of a video thumbnail as the infobox image, and a URL to official website, if applicable. Note once again that there are different styles of infobox templates tailored to different types of historical event which may be preferable; visit: http://en.wikipedia.org/wiki/Category: History_and_events_infobox_templates	
{{Infobox film}}	{{Infobox film | name = | image = | film name = | director = | producer = | writer = | screenplay = | starring = | music = | studio = | distributor = | released = | runtime = | country = | budget = | gross = }}	Can include names of story writers, title and author of original work on which the film may be based, narrator, language, image size, caption, alt-text, and border values, and cinematographer; can also include a parameter to stop the film's title from being italicised if necessary. Find more detailed information at: http://en.wikipedia.org/wiki/Template:Infobox_film Note: can separate multiple entries using the {{Plainlist}} template, i.e. {{Plainlist| * [[Esmond Knight]] * [[John Stuart]] }}	*The Blue Squadron* Directed by: George King Produced by: Irving Asher Written by: Brock Williams Starring: Esmond Knight / John Stuart Cinematography: Basil Emmott Distributed by: Warner Brothers-First National Productions / Società Anonima Pittaluga Release date(s): September 1934 Running time: 96 minutes Country: United Kingdom / Italy Language: English
{{Infobox book}}	{{Infobox book | name = | image = | author = | illustrator = | country = | subject = | genre = | publisher = | pub_date = | pages = | isbn = }}	Can include image's size, alt-text, caption, and border values, original title, translator name, illustrator name, cover artist, language, series title and titles that precede or follow in the series, date of publication in English, media type, OCLC number, Dewey Decimal system identification, Library of Congress identification, awards, and Wikisource link. Can also choose not to italicise title or can force italicisation if title is not being automatically italicised. More information can be found at: http://en.wikipedia.org/wiki/Template:Infobox_book	

Appendix 2 – Finding Articles to Create and Edit

Wikipedia is a massive source of information, so it can be difficult to know where to start. Fortunately, there are easy ways of finding out what articles need to be created or need significant edits to be brought up to standard.

See if there is a WikiProject page for a topic that you are interested in.

A WikiProject is a group of contributors who want to work together as a team to improve Wikipedia by focusing on a specific topic area or task. There are currently about 2,000 WikiProjects on the English Wikipedia. Check the Wikipedia:WikiProject_Council/Directory to see what's available.

If you aren't sure where to start, **browse the WikiProject directory for topics related to your interests**. Then look for requested articles or highlighted stub articles that you might be able to contribute to.

A **database of requested articles** can also be found at http://en.wikipedia.org/wiki/Wikipedia:Requested_articles. These requests are broken down into categories according to subject matter, which can also provide a quick means of identifying articles which might relate to the resources that you have access to.

If you can't find any stub articles listed under specific project pages that catch your eye, there is a handy (although expansive) collection of stub categories at http://en.wikipedia.org/wiki/Category:Stub_categories. It lists **over 10,000 subcategories filled with stub articles**. Find something you like and see how you can help!

Appendix 3 – Writing a Great Article

Suppose you want to create a first-rate, or even perfect, Wikipedia article that deserves to be listed among our featured articles (those considered by consensus to be Wikipedia's best articles). Your goal is then to meet the featured article criteria. This section offers a guide to achieving this.

Remember: Wikipedia covers certain kinds of subjects and not others. If the topic is likely to be suitable for an encyclopaedia, go ahead; if you're unsure, you can always ask!

Featured Article Criteria

1. It is—
    a. **well-written:** its prose is engaging, even brilliant, and of a professional standard;
    b. **comprehensive:** it neglects no major facts or details and places the subject in context;
    c. **well-researched**: it is a thorough and representative survey of the relevant literature. Claims are verifiable against high-quality reliable sources and are supported by inline citations where appropriate;
    d. **neutral:** it presents views fairly and without bias; and
    e. **stable:** it is not subject to on-going edit wars and its content does not change significantly from day to day, except in response to the featured article process.
2. It follows the style guidelines, including the provision of—
    a. **a lead**: a concise lead section that summarizes the topic and prepares the reader for the detail in the subsequent sections;
    b. **appropriate structure**: a system of hierarchical section headings and a substantial but not overwhelming table of contents; and
    c. **consistent citations**: where required by criterion 1c, consistently formatted inline citations using either footnotes or Harvard referencing
3. **Media.** It has images and other media, where appropriate, with succinct captions, and acceptable copyright status. Images included follow the image use policy.
4. **Length.** It stays focused on the topic without going into unnecessary detail, and uses summary style.

Research

Articles and books which can be easily verified by other users are preferred. This does not mean that you can't cite print material which is only available in special collections, but it does mean that if someone questions

your source you may have to convince others of its verifiability. In a choice between a print and digital edition of a text or article, it's best to **decide in favour of the digital edition**.

Once you have decided on an encyclopaedic topic, search Wikipedia to find out what related material is already available. That way, you'll know what already exists and can create good links to and from other relevant articles.

A great article has to be verifiable and cite reliable secondary sources which ideally should include books or peer reviewed journal articles. Although some misconceptions of Wikipedia may suggest otherwise, sources with **no** editorial control – Facebook, blogs, web forums, YouTube, fan sites, etc. – are not permitted. **If anyone can post information without anyone else checking that information, it is probably not reliable.**

Extra care should be taken to make sure that articles on **living persons** have reliable sources – articles about living people without reliable sources may be deleted, especially if they include negative or controversial content.

Writing

Start your article with a concise lead section or introduction defining the topic at hand and mentioning the most important points. The reader should be able to get a good overview by only reading the lead, which should be between one and four paragraphs long, depending on the length of the article.

Remember that, although you will be familiar with the subject you are writing about, readers of Wikipedia may not be, so it is important to establish the context of your article's subject early on. For instance, if you are writing an article about a sports event you should mention the sport and, if relevant, any national details.

As you write, make sure to **link to other relevant Wikipedia articles**. In addition, where appropriate, you can add links in other articles back to your article. It is often a good idea to **separate the major sections of your articles** with section headlines. For many topics, a history section is very appropriate, outlining how thinking about the concept evolved over time.

Tip: If different people have different opinions about your topic, characterize that debate from a neutral point of view.

Try to get your spelling right. **Wikipedia does not yet contain a spell checker**, but you can write and spell-check your article first in a word processor or text editor (which is a lot more comfortable than the Wikipedia text-box anyway) and then paste it into your text-box. Another option is an extension (such as ieSpell for Internet Explorer or SpellBound for Mozilla and old versions of Firefox) that can be installed on your web browser.

Keep the article in an encyclopaedic style: add etymology or provenance (when available), look for analogies and eventual comparisons to propose. **Be objective: avoid personal comments** (or turn them into general statements, but only when they coincide), do not use personal forms (*I found that...*). The Wikipedia Manual of Style can help you with specifics, and you can post questions about grammar and syntax preferences at the Wikipedia language and grammar desk.

Tip: Try to avoid using euphemisms.

At the end, you should list the references you used and the best available external links about the topic.

Finishing Touches

Finish the article with a good relevant image or graphic. Many copyright-free image sources are listed on Wikimedia Commons; please do not link to images on other servers. The sizing of images and other issues concerning images in articles are set out in the Manual of Style.

One way to get a good article is to bounce it back and forth between several Wikipedians. Use the *Talk pages* to refine the topic, ask for their confirmations, note their doubts: the composition of a commonly agreed interpretation is the most important ingredient of a serious Wikipedia article.

Remember to create links to your article from related articles and subjects. This includes any redirects your article may need, for instance redirects for other capitalizations of your article title, abbreviations, plural versions, alternative spellings or common misspellings. This helps people find your article and may even help you find a related, already-written article.

- **Fills a gap**; search for existing or related articles on the topic first.

- **Has a great title** so it can be linked to and found easily and follows existing naming conventions.

- **Starts with a clear description** of the subject; the lead introduces and explains the subject and its significance clearly and accurately, without going into excessive detail.

- **Is understandable**; it is clearly expressed for both experts and non-experts in appropriate detail, and thoroughly explores and explains the subject.

- **Is nearly self-contained**; it includes essential information and terminology, and is comprehensible by itself, without requiring significant reading of other articles.

- **Branches out and links in**; it contains wikilinks and sources to other articles and external information; also, editors have found other significant wiki pages which make mention of the topic and linked them to the article.

- **Acknowledges and explores all aspects of the subject**; i.e., it covers every encyclopaedic angle of the subject.

- **Is completely neutral and unbiased**; it has a neutral point of view, presenting competing views on controversies logically and fairly, and pointing out all sides without favouring particular viewpoints. The most factual and accepted views are emphasized, and minority views are given a lower priority; sufficient information and references are provided so that readers can learn more about particular views.

- **Is of an appropriate length**; it is long enough to provide sufficient information, depth, and analysis on its subject, without including unnecessary detail

- **Reflects expert knowledge and is well-documented**; it is grounded in fact and on sound scholarly and logical principles; all facts and opinions are cited from reputable sources (preferably accessible and up-to-date)

- **Is precise and explicit**; it is free of any vague generalities and half-truths

- **Involves original writing but not original research**; it will not violate another's copyright or plagiarize another's work, but its summary of information must still be completely reliably sourced.

- **Is clear yet engaging**; it is written to avoid ambiguity and misunderstanding, using logical structure; it is free of redundant language but is descriptive, with an interesting, encyclopaedic tone

- **Follows standard writing conventions** of modern language, including correct grammar, consistent verb tense, punctuation and spelling.

- **Includes informative, relevant images**—including maps, portraits, artwork, and photographs—that add to a reader's interest or understanding of the text. Each image should have an explanatory caption and ALT text.

- **Is categorized** for better searching and easier grouping.

- **May not exist**: editing may bring an article closer to perfection, but ultimately, perfection means different things to different editors.

Imagine a world in which every single human being can freely share in the sum of all knowledge.
That's our commitment.

Appendix 4 – Adding Images

In your quest for the perfect article, you will no doubt find yourself wanting to add images; you may also have added images to Wikimedia Commons which you want to embed in an existing article. Here's how:

1. Identify or create the article to which you intend to add an image. You may want to try the process of adding images out in a Sandbox if you are not yet comfortable doing so live; in that case, open your User:Sandbox page.

2. Open Wikimedia Commons (http://commons.wikimedia.org) and find an image that you would like to insert using the search box or by going to your "Contributions" tab in the top right corner if you intend to insert an image that you have uploaded. Once you have found the image, open the 'Edit' box in you Wikipedia article.

3. On a new line, either at the top of the article or in the area where you want the image to appear, type the following command with the values appropriately filled:

    [[File:photograph name.jpg|right|thumb|Your caption here|alt=A description for blind users]]

4. Copy the title of the file from Wikimedia Commons over *"photograph name"*; make sure that the file name is exactly the same as the Commons image title, or else the link won't work – this includes the file type, which may not always be .jpg or .png; check to be sure.

5. Replace *"your caption here"* with a caption that explains the relevance of the image to the article; replace *"a description for blind users"* with a few words that would roughly describe the image to a reader who is blind.

6. You can choose to alter the dimensions and alignment of the image if you prefer by editing the code currently marked "right" and "thumb", but in most cases the thumbnail size will be suitable and many images in Wikipedia articles are aligned to the right so it is not necessary.

7. At the bottom of the edit box, there is a text box marked *Edit Summary*; include a brief description of your edits (i.e. Added Image) here.

8. Beneath the edit summary, there are three boxes: *Save Page, Show Preview,* and *Show Changes.* Click on *Show Preview* and make sure that everything has worked properly and that you are happy with the result. If you aren't, the editing box is beneath the previewed article, and you can continue working on your changes. You can click on *Show Preview* as often as you need to, to make sure that you are satisfied with your revisions.

9. When you are happy, save your changes! Congratulations: you've helped improve a Wikipedia article.

Flag of Scotland

Frequently Asked Questions:

Q. *Why do you keep the images in a separate Wiki, wouldn't it be easier if they were in Wikipedia?*
A. We keep most of our images in a separate image library so that they can be available for use in lots of different projects, including the nearly 300 different language versions of Wikipedia. In each language version of Wikipedia you can use files loaded to that wiki and also files loaded to Commons.

Q. *What does* thumb *do?*
A. The *thumb* parameter makes the image thumbnail size rather than full size. We have other options as well, but thumb works as a good default.

Q. *What if I want to include multiple images?*
A. You can either insert individual images interspersed throughout an article, or, if you prefer, you can create a gallery that will display images side-by-side using the following code:

    <gallery>
    file:photograph 1.jpg|Caption 1|alt=A description for blind people
    file:photograph 2.jpg|Caption 2|alt=A description for blind people
    </gallery>

Q. *How do I learn more about adding images?*
A. There is a very handy and clear Picture Tutorial with more detailed information on Wikipedia; you can find it at http://en.wikipedia.org/wiki/Wikipedia:Picture_tutorial

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That's our commitment.

Appendix 5 – Tracking your statistics

It is interesting for any user to track the statistics on articles they have created or made a substantial contribution to, but it is especially useful for GLAM organisations like the NLS as it gives us a clear idea of the kind of reach our knowledge and resources have using Wikimedia as a method of opening access.

To check your statistics, you will need to return to the article itself, either by searching for it on Wikipedia, or finding it through "**My Contributions**". You may even want to keep a list of articles you have created or contributed to on your user page; this will give other editors a sense of what you have done, but also makes it easier to access your articles.

Next, click on the "**View History**" tab in the top right corner of the article, next to the search box. Near the top of the page you will have a link to several statistical reports, such as additional contributions and user edits made to the article. However, those you may find of particular use include:

- Revision history statistics
- Number of watches
- Page view statistics

These tools will give you the best overall sense not only of how many people have viewed your article, but also how other contributors have interacted with it since its creation, and in what ways.

Appendix 6 – Finding help

The more you contribute to Wikipedia, Wikimedia Commons, and other Wikimedia projects, you may very well find yourself quickly outgrowing the information and advice contained in this booklet, and itching to learn how to do more, or you may find that you have specific questions regarding an article you're creating or editing. Fortunately, there are a number of useful help resources on all of Wikimedia's projects; they are maintained actively by a host of editors and administrators, all of whom are happy to help you with any issues or queries.

Wikipedia

- *Wikipedia: Manual of Style* (http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style)
  - The Manual of Style documents Wikipedia's house style. It provides more detailed information to help editors write articles with consistent, clear, and precise language, layout, and formatting.

- *Wikipedia: GLAM/Contribute* (http://en.wikipedia.org/wiki/Wikipedia:GLAM/Contribute)
  - A guide for helping collaborations between galleries, libraries, archives, and museums (GLAM organisations) who wish to contribute to or collaborate with Wikimedia.

- *Wikipedia: Cheatsheet* (http://en.wikipedia.org/wiki/Wikipedia:Cheatsheet)
  - More detailed explanations and directions for Wikitext editing and information about Wiki mark-up

- *Wikipedia: Teahouse* (http://en.wikipedia.org/wiki/Wikipedia:Teahouse)
  - A friendly place to help new editors become accustomed to Wikipedia culture, ask questions, and develop community relations.

- *Wikipedia: Help desk* (http://en.wikipedia.org/wiki/Wikipedia:Help_desk)
  - A page for questions about how to use or edit Wikipedia; you can also search archives and FAQs.

- *Category: Wikipedia how-to* (http://en.wikipedia.org/wiki/Category:Wikipedia_how-to)
  - This category contains how-to guides for various Wikipedia processes and practices; a good source for finding detailed directions for specific questions.

- *Category: Wikipedia guidelines* (http://en.wikipedia.org/wiki/Category:Wikipedia_guidelines)
  - This category contains guidelines, namely the sets of best practices for Wikipedia etiquette that are supported by consensus and should generally be followed.

- *Category: Wikipedia policies* (http://en.wikipedia.org/wiki/Category:Wikipedia_policies)
  - This category contains policies that have a wide acceptance among editors and describe standards that all users should follow. They are often closely related to the five pillars of Wikipedia.

Wikimedia Commons

- *Help: Contents* (http://commons.wikimedia.org/wiki/Help:Contents)
  - This page is an index of all Wikimedia Commons' maintenance and help pages. They contain guidance and information about reading, authoring, and participating in the Commons community. You can also search FAQs

- *Commons: Help desk* (http://commons.wikimedia.org/wiki/Commons:Help_desk)
  - Anyone, from newbie to experienced, can ask a question here. Questions will be replied to here as well.

- *Commons: Village Pump* (http://commons.wikimedia.org/wiki/Commons:Village_pump)
  - This page is used for discussions of the operations, technical issues, and policies of Wikimedia Commons. For old discussions, you can search the archive.

- *Help: Public Domain* (http://commons.wikimedia.org/wiki/Help:Public_domain)
  - This page provides more information about Wikimedia's policy on public domain files, how to determine whether a given work is considered public domain by Wikimedia, and which template tag to use to indicate this fact on a file.

- *Commons: Categories* (http://commons.wikimedia.org/wiki/Commons:Categories)
  - This page gives more detailed information as to the structure, purpose, and use of categories in Wikimedia Commons, as well as advice and a quick guide.