

ARTEXTE

Wikipedia Editing Guide
Art + Feminisme Edit-a-thon
2018



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Before Getting Started

In order to edit and create articles in Wikipedia you must create an account.

(CAUTION)

Your account must be at least 4 days old (96 hours) and you need to have made more than 10 edits in order to create a whole article from scratch. See this [Wikipedia: Your First Article](#) page under “This page in a nutshell.”

Helpful Resources

Video: [How to Edit a Wikipedia Article](#)

[Wikipedia Help: Editing](#)

[Wikipedia: Your First Article](#)

Writing

A Wikipedia article must be based on reliable published sources. If it is not possible to find reliable sources then the page should not be created. See the links below for more information. Wikipedia does not publish [original research](#). When writing one must use a [neutral tone](#) based on verifiable facts, not opinions.

Helpful Resources

[Wikipedia: Identifying Reliable Sources](#)

[Wikipedia: Potentially Unreliable Sources](#)

[Wikipedia: Identifying Reliable Sources](#)

[Wikipedia: Verifiability](#)

[Wikipedia: Citing Sources](#)

Verifiability

When adding references to the article, the Wikipedia community needs to be able to verify that the information is coming from a reliable source that can be easily found in a published source in print or online. [Wikipedia: Verifiability](#)

Reliable Sources

Books

Newspapers

Scholarly articles

Government websites

Unreliable Sources

Blogs

Tabloid newspapers

Social media

[Wikipedia: Potentially Unreliable Sources](#)

(CAUTION)

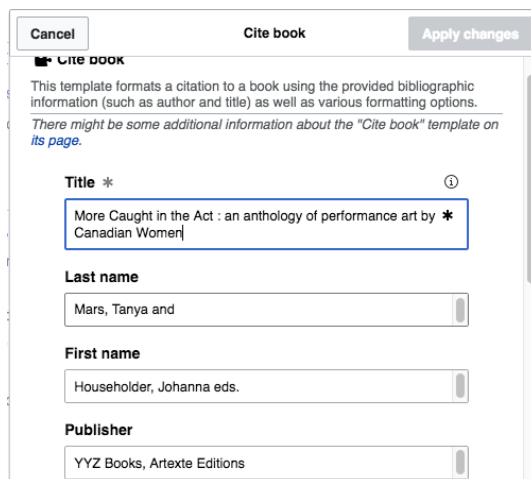
If reliable sources are not used, it is possible that your text will be deleted.

[Wikipedia: Identifying Reliable Sources](#)

Citing

According to [Wikipedia’s Verifiability policy](#), any material that may be challenged, as well as any quotations, require [inline citations](#). See also [Wikipedia: Citing Sources](#).

- 1) Select the word where you want to add a reference.
- 2) Click “Cite” on the toolbar at the top of the page.
- 3) Choose the type of source you are citing from.
- 4) Enter the information in the required fields and a reference will automatically be created.



The image shows a screenshot of the 'Cite book' template in Wikipedia's edit interface. The window has a title bar with 'Cancel', 'Cite book', and 'Apply changes' buttons. Below the title bar, there is a section titled 'Cite book' with a small icon. The text below reads: 'This template formats a citation to a book using the provided bibliographic information (such as author and title) as well as various formatting options. There might be some additional information about the "Cite book" template on its page.' Below this text are four input fields: 'Title *' with a help icon, 'Last name', 'First name', and 'Publisher'. The 'Title *' field contains the text 'More Caught in the Act : an anthology of performance art by * Canadian Women'. The 'Last name' field contains 'Mars, Tanya and'. The 'First name' field contains 'Householder, Johanna eds.'. The 'Publisher' field contains 'YYZ Books, Artexie Editions'.

Getting Started

Gather your sources before you begin writing. Make sure to write clearly and concisely.

Creating an Account

Click on “Create account” located at the top right corner of any page. With an account you can create new pages and upload images. See p. 10 on how to upload images.

1. Create a username and password.

(CAUTION)

It is not advised to use your real name as a username.

If you do not create an account, your IP address will be publicly viewable in the article’s edit history.

If you need to change your username, see the [Wikipedia: Changing Username](#) page.

Providing your email address is not required when creating an account.

I Have an Account

To log into your account click on “Log In” on the top right corner of any Wikipedia page.

Special page

Log in


Username

Password

Keep me logged in (for up to 365 days)

Log In

[Help with logging in](#)
[Forgot your password?](#)


Don't have an account?
[Join Wikipedia](#)

Editing

Helpful Resources

Video: [Wikipedia Editing Basics \(Visual Editor\)](#).

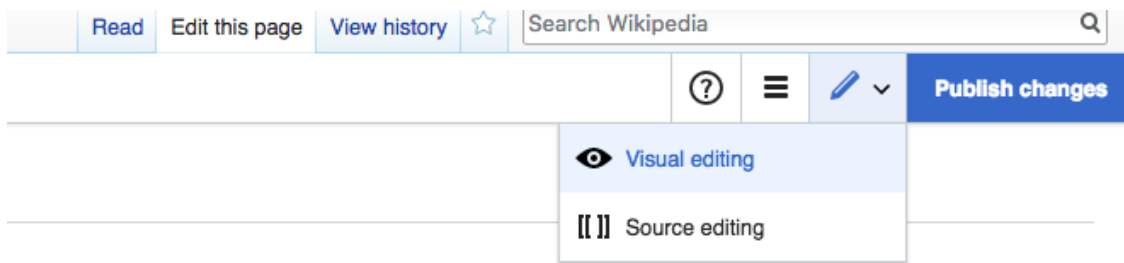
[Wikipedia Article Wizard](#) page.

[Wikipedia Introduction to Editing Guide page \(Visual Editor\)](#) page.

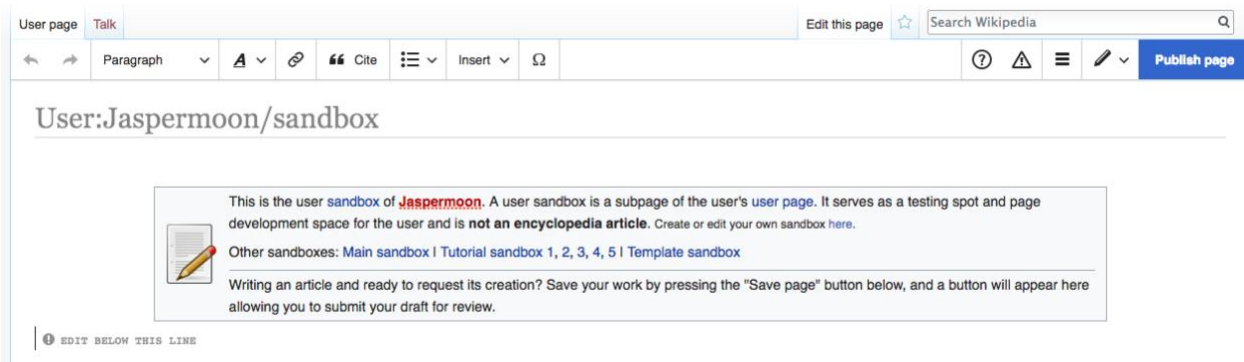
Creating a New Page

Click on “Sandbox” at the top right corner of any Wikipedia page after you have logged into your account.

1. Clicking on “Sandbox” will open up a blank editing page. This is where you can create and work on your Wikipedia article before publishing it on the web.
2. The “Sandbox” tab appears only after you have logged into your account.
3. Select “Visual editing” view.



1. After clicking on “Sandbox” for the first time, you will be prompted by a pop-up window to select either the “Visual editor” or “Source editor” view. “Source editor” view is designed for editing the source code while “Visual editor” resembles a text editing program.
2. You can switch back and forth between the “Visual editor” and “Source editor” view by clicking on the pencil icon on the right side of your editing page.



Editing an Article

1. Click on “Edit this page” or “Edit source” tab above any Wikipedia article you want to edit.
2. This will bring you to the editable text of the original page.

The screenshot shows the Wikipedia editing interface for the article 'Tanya Mars'. At the top, there are tabs for 'Article', 'Talk', 'Read', 'Edit source', and 'View history', along with a search bar. Below the tabs, the article title 'Editing Tanya Mars' is displayed. A warning message states: 'Content that violates any copyrights will be deleted. Encyclopedic content must be verifiable. Work submitted to Wikipedia can be edited, used, and redistributed—by anyone—subject to certain terms and conditions.' Below this, there is a writing toolbar with options like 'Advanced', 'Special characters', 'Help', and 'Cite'. The main editing area contains the following text:


```
'''Tanya Mars''' (born 1948) is a performance and video artist based in [[Toronto]], Ontario, Canada.

{{Infobox artist
| bgcolor          =
| name            = '''Tanya Mars'''
| birth_name      = Tanya Ann Marshall
| birth_date      = 1948
| birth_place     = [[Monroe, Michigan]], [[United States of America]]
| field           = Multidisciplinary performance, video art
| website         = http://tanyamars.com
}}

==Life==
```

 A notification box on the right side of the editing area says: 'You have switched to source editing. You can switch back to visual editing at any time by clicking on this icon.' Below the notification is a checkbox labeled 'Don't show this message again'.

(CAUTION)

3. Some pages may not have an “Edit” or “Edit this page” tab above the article. This is because some Wikipedia entries are locked and cannot be edited.
4. Use the writing toolbar as you would with a word processing program.

Editing Part of an Article

Click on the “Edit” link next to the section heading you want to revise. This allows you to make changes to one section of the article. This way you do not have to open up the whole article.

The screenshot shows the Wikipedia article 'Work' with the 'edit' link next to the section heading. The article text is as follows:

Work [[edit](#)]

Mars was a founder and director of Powerhouse Gallery (*La Centrale*) in Montreal, one of Canada's first feminist art collectives. She went on to edit *Parallelogramme*, an arts journal.^{[3][4]}

During the 1970s and 1980s, Mars was a member and secretary of the Association of National Non-Profit Artist-Run Centres, a national lobby group for artist-run centres (1976-1989).^[5] She is a past president and member of FADO, a non-profit artist-run centre for performance art based in Toronto, Canada.^[5]

Tyranny of Bliss took place in Toronto which had audiences travel by car to 14 tableaux representing the seven heavenly virtues and seven deadly sins.^[6]

With Johanna Householder, Mars co-edited the 2004 anthology *Caught in the Act: An Anthology of Performance Art by Canadian Women*.^[7] A second volume, also co-edited by Mars and Householder, entitled *More Caught in the Act: An Anthology of Performance Art by Canadian Women* was published in 2016.^[8]

Mars' performance work received in-depth treatment in a 2008 critical anthology edited by Paul Couillard.^[9]

Adding Content

You can write content directly into the visual editor or you can copy paste content you already have written elsewhere into the section desired.

Video: [Wikipedia Editing Basics \(Visual Editor\)](#).

Section Headers

To create a section header hit `==` on your keyboard. This creates a horizontal line above which you can type in the name of your header.

To write below the section header hit `enter` on your keyboard. This will allow you to write beneath the horizontal line. The text you write beneath the section header is deemed content of that section.

Table of Contents

To generate a table of contents, you need to create a minimum of 4 section headings and hit “Save changes” or “Publish page” and a table of contents will be automatically generated.

Editing: Final Steps

Saving Changes

Hit the “Publish changes” button, while in the Visual Editor view, on the the top right corner of the page.

Links

You can link to other pages within Wikipedia by clicking on the link icon a the top of the page in your sandbox.

Click on this link for more information on [creating links and Wikilinks](#) in Visual editor view.

Summarize your edits

Hitting the “Publish changes” button will automatically prompt you to add an “Edit Summary.” An edit summary is a simple description of any edits that you made. It is good practice to provide a summary of each edit you make in a Wikipedia article. Maximum 255 characters.

Example: *added a reference, added sections, added excerpt from, added synopsis etc.*

(NOTE)

- i. A history of all edits made to a Wikipedia article is kept under the “View history” tab at the top of any Wikipedia article.

For more information see the [Help: Edit Summary](#) page.

Tanya Mars: Revision history

? Help

[View logs for this page](#)

Search for revisions

From year (and earlier): From month (and earlier): Tag filter:

For any version listed below, click on its date to view it. For more help, see [Help:Page history](#) and [Help:Edit summary](#).

External tools: [Revision history statistics](#) · [Revision history search](#) · [Edits by user](#) · [Number of watchers](#) · [Page view statistics](#) · [Fix dead links](#)

(cur) = difference from current version, (prev) = difference from preceding version, **m** = minor edit, → = section edit, ← = automatic edit summary

[Compare selected revisions](#)

- [\(cur | prev\)](#) [19:48, 8 March 2018](#) [Jaspermoon \(talk | contribs\)](#) **m** . . (5,879 bytes) (+426) . . *(Added publication More Caught in the Act : An Anthology of Performance Art by Canadian Women and citation.)* [\(undo\)](#) *(Tag: Visual edit)*

Artist Pages

Examples

[Raymonde April](#)

[Rita Letendre](#)

[Françoise Sullivan](#)

Template

[Wikipedia: Artist Biography Article Template](#)

An artist page should include the following sections where applicable :

Biography (early life, education and career)

Exhibitions and shows (list of exhibitions and shows)

Works (list of artist’s major works)

Awards (list of awards)

Further reading (publications on the artist)

External links (artist’s website or social media accounts)

References (list of all citations used in the article)

Adding Images

(CAUTION)

In order to upload images you must have a [confirmed account](#). Your account will be automatically be confirmed after you have made 10 edits and four days have passed since your account was created.

Selecting Images

Images used in Wikipedia articles must respect copyright laws. The image must be in one of these four categories in order to use it in a Wikipedia article.

Your own work

Freely licensed

In the public domain

See [Wikipedia: Image Copyright and Licensing](#)

Uploading an Image

Images must be first uploaded to the Wikimedia commons, which is where all Wikipedia images are stored. To upload images visit the [Wikipedia: File Upload Wizard](#).

Helpful Resources

[Wikipedia: Image Use policy](#)

[Wikipedia: Image Copyright and Licensing](#)