



Welcome to the Women on Wikipedia Edit-a-thon!

Thank you for participating today! Your contributions will help improve the representation of women on Wikipedia.

Basic Steps for Participation: (links to sections in the guide)

1. [Create a Wikipedia Account](#) (optional)
2. [Add username to dashboard](#) (optional)
3. [Learn to edit](#)
 - a. [Adding an Infobox](#)
 - b. [Adding a Further Reading entry](#)
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1. Create a Wikipedia Account

While you do not need to create an account to edit Wikipedia, having one allows you to track your contributions, "watch" articles of interest, and take ownership of your work.

If you prefer not to have an account, your IP address will be automatically recorded for edits.

Step 1: Open Wikipedia's English-language homepage: <https://en.wikipedia.org> and click "Create account" at the top right corner of the page.

Step 2: Choose your username and password. Think carefully about your username and password:

- Your username will be tied to each edit that you make and is publicly-visible in a page's edit history
- Your password should be strong and unique for optimum security
- Note: You do not need to provide an email address (it will never be publicly displayed), but an email address is helpful for potential password recovery in the future

Step 3: Explore features. Once you have an account, you can take advantage of features like your user profile, user sandbox, and personal watchlist...and you can track your contributions!

2. Contribute username to dashboard

Please share your Wikipedia username with us on our Wiki Users survey:

<https://bit.ly/WikiUsers2022>

Doing so will allow us to track our collective contributions at this year's event. Contributions will appear on our event dashboard: [2022 Women on Wikipedia Dashboard](#)

3. Learn to Edit:

Learning resources:

- [Introduction to Wikipedia](#): Introduction to all things Wikipedia, from Wikipedia
- Editors: use one of Wikipedia's two editors (produce same end product, different look)
 - [Learn the Visual Editor](#)
 - [Learn the Source Editor](#) (uses HTML-like language Wiki Markup)
 - Examples in this guide use the Source Editor format
- [Wiki markup cheatsheet](#) (PDF): use this for reference as you edit
- [Wikipedia Manual of Style](#): use this for formatting questions
- [Five Pillars of Wikipedia](#): information about the fundamental principles of Wikipedia
- Editing Resources from Art+Feminism: <http://bit.ly/EditingResources>

Training videos:


- [Training videos](#): mix of Wikipedia training videos on YouTube compiled by RIT Libraries

Editing: Adding an Infobox:

An **infobox** provides a summary of information about a person for quick reference. Infoboxes can be easily made by collecting the vital information from the entry itself (e.g. name or birthdate).

Step 1: Click the "Edit" tab at the top of your entry to add a section.

Step 2: The infobox should be added to the top of the entry's content, but below any system message templates like {{cleanup}}, {{spacing}}, {{notability}}, and so on.

<p>Mary S. Anthony</p>  <p>Portrait of Mary S. Anthony that was used in the <i>The Life and Work of Susan B. Anthony</i></p> <table border="0"> <tr> <td>Born</td> <td>Mary Stafford Anthony April 2, 1827 Battenville, New York</td> </tr> <tr> <td>Died</td> <td>February 5, 1907 (aged 79) Rochester, New York</td> </tr> <tr> <td>Resting place</td> <td>Mount Hope Cemetery, Rochester</td> </tr> </table> <p style="text-align: center;">Signature <i>Mary S. Anthony</i></p>	Born	Mary Stafford Anthony April 2, 1827 Battenville, New York	Died	February 5, 1907 (aged 79) Rochester, New York	Resting place	Mount Hope Cemetery, Rochester	<p>Sample Infobox:</p> <pre> {{Infobox person name = Mary S. Anthony image = Mary S. Anthony.png caption = Portrait of Mary S. Anthony that was used in the ''The Life and Work of Susan B. Anthony'' birth_name = Mary Stafford Anthony birth_date = {{Birth date 1827 04 02}} birth_place = [[Battenville, New York]] death_date = {{Death date and age 1907 02 05 1827 04 02}} death_place = [[Rochester, New York]] resting_place = [[Mount Hope Cemetery, Rochester]] signature = Mary S. Anthony Signa- ture.png}} </pre>
Born	Mary Stafford Anthony April 2, 1827 Battenville, New York						
Died	February 5, 1907 (aged 79) Rochester, New York						
Resting place	Mount Hope Cemetery, Rochester						

Step 3: Copy in the infobox template with standard fields provided by Wikipedia (view at <http://bit.ly/wiki-infobox> and provided below). (Text in <!-- --> brackets are comments to guide you. They will not appear on the public page.)

Standard Infobox template: (copy entire section, including both sets of {{{}})

```

{{{Infobox person
| name           = <!-- use common name/article title -->
| image          = <!-- filename only, no "File:" or "Image:"
prefix, and no enclosing [[brackets]] -->
| alt            = <!-- descriptive text for use by speech synthesis
(text-to-speech) software -->
| caption        =
| birth_name     = <!-- only use if different from name -->
| birth_date     = <!-- {{Birth date and age|YYYY|MM|DD}} for living
people supply only the year with {{Birth year and age|YYYY}} unless
the exact date is already widely published, as per [[WP:DOB]]. For
people who have died, use {{Birth date|YYYY|MM|DD}}. -->
| birth_place    =
| death_date     = <!-- {{Death date and age|YYYY|MM|DD|YYYY|MM|DD}}
(DEATH date then BIRTH date) -->
| death_place    =
| nationality     =

```

```
| other_names      =  
| occupation      =  
| years_active    =  
| known_for       =  
| notable_works   =  
}}
```

Step 4: Follow formatting and fill in whichever fields you can, pulling from the existing page and research resources. Fields left blank will not appear on the published page, so you don't need to worry about filling them all in.

Add other fields to the infobox from the full list here: <http://bit.ly/wiki-infobox>

Consider adding "wikilinks" to other pages on Wikipedia by enclosing information in the infobox in square brackets: [[Battenville, New York]] in the sample infobox.

Special Formatting for Dates:

Date fields are formatted slightly differently than text fields in infoboxes. Here are the most common formats:

Birth Date for a Living Person:

```
| birth_date = {{birth date and age|YYYY|MM|DD}}
```

Death Date:

```
| death_date = {{Death date and age|YYYY|MM|DD|YYYY|MM|DD}} (death date and then birth date)
```

Birth Date for a Deceased Person:

```
| birth_date = {{Birth date|YYYY|MM|DD}}
```

Editing: Adding Further Reading Entries

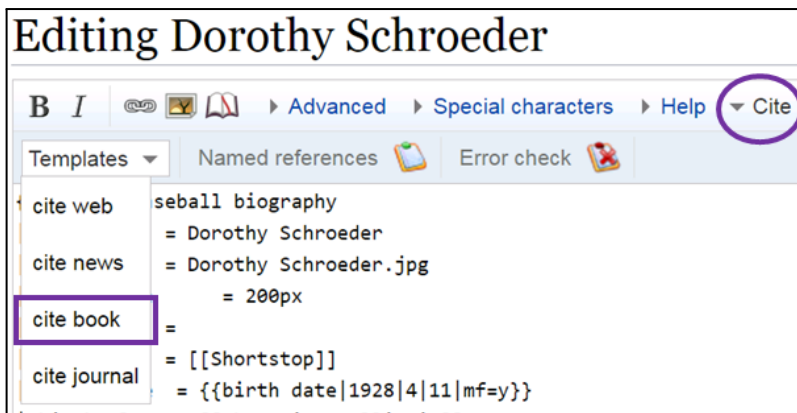
Further Reading sections offer additional resources people can look at to find information about the page's subject. These are not resources used on the page ("References"), but offer new or complimentary information. Adding resources to a Further Reading section is a great way to make simple and useful changes to a page.

Step 1: See if your entry has a "Further Reading" or "Bibliography" section with sources *about* your topic.

If yes, scroll down to that section and click "Edit Section" to the right of the section heading. Go to Step 2.

If no, click the "Edit" tab at the top of your entry to add a section. Then, scroll down the page's content and add your new section under the ==References== section of the entry.

Example: ==Further Reading==



Step 2: Add an * to bullet your entry; Click "Cite" then "Cite Book" to add a new book entry (or a different template for other source types).

Step 3: Enter as much information about the source as you can. It's okay to leave fields blank!

Step 4: Remove the <ref>...</ref> tags around your citation. Leaving these tags will add this source to the numbered list in the References section.

Step 5: Click "Show Preview" to confirm that your entry displays properly. Then, write an "Edit Summary" and click "Save Changes" to go live!

Sample Further Reading Source Code:

```
==Further Reading==

*[[cite book|last1=Layne|first1=Margaret|title=Women in engineering: Pioneers and trailblazers|date=2009|publisher=ASCE Press|location=Reston, Va.|isbn=9780784472354]]
```

Editing: Adding Categories

What are Wikipedia categories?

Users apply categories to Wikipedia articles to summarize the content of the page and to help other people locate similar entries. A category can be the profession of the person depicted in the article, the hometown of that person, the historical period, etc. Articles can

have multiple categories and more categories makes articles easier to find by others, so add generously!

Examples: People from Rochester, NY | American Poets | Pathology | Astrophysics

Step 1: Click the "edit" tab at the top of your entry.

Step 2: Scroll to the bottom of your entry and locate the categories. **Note: categories appear only in the source editor (not the visual editor).**

Step 3: Look through the categories listed on your page and consider what areas are not represented. Read through the content of the article page to pull out information to use for new categories like birth place, profession, or place of residence.

To consider: If an article has a woman-themed category (e.g. 20th-century American women artists), add the gender neutral version of that category (20th-century American artists).

Step 4: Search existing Wikipedia categories to be sure you link to an existing category name.

Search all Wikipedia Categories: <http://bit.ly/WikiCategories>

Step 5: Use your search results to identify a category name. Follow the source code format to add a new category to your entry:

```
[[Category: American graffiti artists]]
```

Sample Categories Source Code:

```
{{DEFAULTSORT:Thomas, Alma}}
[[Category:1891 births]]
[[Category:1978 deaths]]
[[Category:Abstract expressionist artists]]
[[Category:African-American artists]]
[[Category:American artists]]
[[Category:People from Columbus, Georgia]]
[[Category:Artists from Washington, D.C.]]
[[Category:Artists from Georgia (U.S. state)]]
[[Category:20th-century American women artists]]
```

4. Choose an article:

Make changes others on Wikipedia have compiled:

- [Women in Red](#): comprehensive index of red links (link to nothing) representing pages about women on Wikipedia.
- [Wikipedia:WikiProject Women](#): this project seeks to improve biographies of women on Wikipedia. Click on Affiliations of this project (History, Artists, Scientists, etc.) to find thematic articles and suggestions for edits
- [Women-related WikiProjects](#): Browse this page for WikiProjects related to women of a variety of themes. These projects compile relevant pages and often have suggested edits or pages that need attention.
- Lists of stub (short, incomplete) articles:
(sampling of links here. Browse other themed projects by clicking "Back to table" and using the search box)
 - [Women Artists](#)
 - [Women in Music](#)
 - [Women's History](#)
 - [Women Scientists](#)
 - [Women's sport articles](#)
- [Wikipedia Task Center](#): beginner-friendly list of types of edits to make on Wikipedia, with links to tutorials and relevant pages to edit (note: this resource is not women-specific)

Make edits we've compiled:

The Women on Wikipedia Edit-a-thon Team has compiled lists of articles that need editing.

View the spreadsheet of edits at <http://bit.ly/wow22-edits>.

Tasks include:

- [Info Box Needed](#) (Quick)
- [Content Needed](#) (More Involved)
- [Article Needed](#) (Most Involved)

Please mark item(s) complete on the spreadsheet as you finish them.

Need a place to start?

Use our **interactive decision tool** to help you navigate the process of finding and/or making edits. It will ask you questions and contains links to resources you can use to get started.

<http://library.rit.edu/women/wikipedia.html>

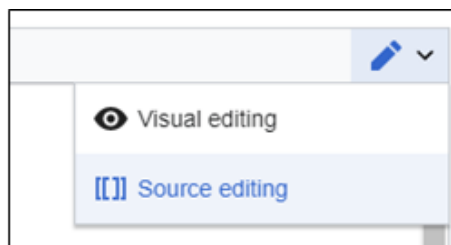
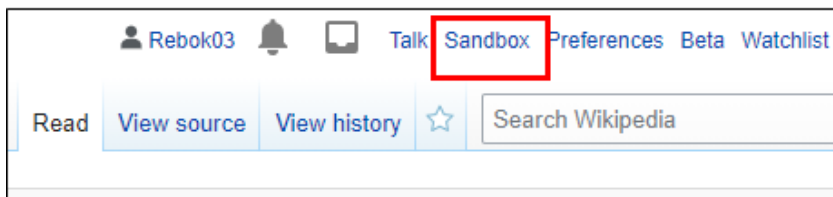
5. Research:

Use the web links and databases on the event's research guide to find information to add to your Wikipedia articles. Resources and suggestions are located on the Research Resources page (<https://infoguides.rit.edu/WomenWikiRIT/research>).

Please note some resources are restricted to RIT affiliated use. If you have questions about how to access any resources, please ask a volunteer.

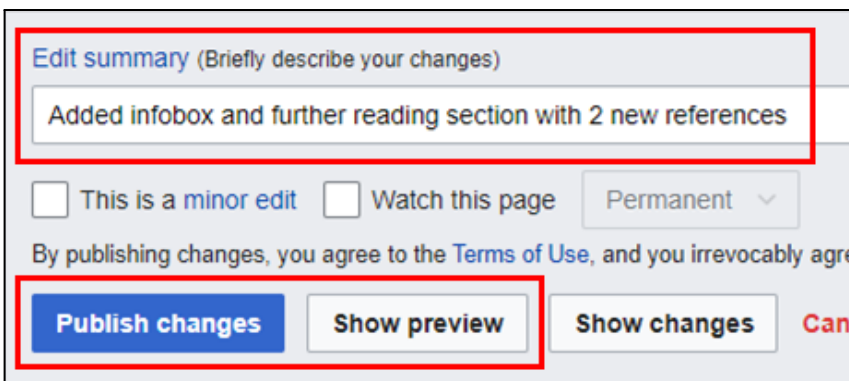
6. Start Editing:

Click 'edit' at the top of the article page to start editing. You can also use your Sandbox (link at the very top of the page) to test your edits and then copy them to the main article. The Sandbox will only appear if you have a Wikipedia account.



You can switch between Wikipedia's two editors (visual or source) using the pencil icon on the right side of the article page. All editing examples in this guide use the source editor.

Make sure you **SAVE YOUR EDITS** and include short edit summaries about the edits you made in the box at the bottom of the page.



Edit summary: describe changes you made; helps other editors

Show preview: preview your edits before committing changes (but you still have to publish)

Publish changes: enacts the changes you made. Want to correct something? No problem—edit it again!

7. Other suggested edits:

- **Improve pronouns:** Are the pronouns she/her used frequently in the entry? If so, change them to the last name of the person and make any necessary changes to the grammar of the sentence.
- **Use surnames:** After the first sentence introducing the subject, articles should refer to them by surname; the first name should only be used to distinguish between people with the same last name when others are mentioned in the article.
- **Male is not the default:** Avoid labeling a woman as a female doctor or female politician in text or category labels, unless her gender is explicitly relevant. If a woman is included in a category for "American Women Poets" she should also be listed in the gender neutral "American Poets".
- **Add additional biographical information or references.** See the [Research Resources tab](#) of the RIT Libraries research guide for resource suggestions.
- **Add or improve Infoboxes:**
 - Avoid listing physical characteristics in the Infobox, as well as the subject's spouse unless he or she is otherwise notable.
 - If you remove information from an entry, note the change in the "Edit Summary" along with "as per WP:WAW" (e.g. Removed spouse as per WP:WAW)
- **Link to other articles on Wikipedia**
- **Look at other Wikipedia pages to see what sections they have that you can easily add for your page(s)**
- **General language improvements:**
 - Edit text for clarity or make copy edits
 - Use gender neutral nouns for professions.
 - Do not refer to women as girls or ladies.
 - Do not refer to humans as man or mankind.
 - Avoid the generic *he* pronoun. Use "he or she," "him or her," or rewrite the sentence to use the plural "their" to remove the pronoun completely.
- **Discussing Relationships:**
 - Use "A is married to B" instead of "A is the wife of B."
 - Avoid: Jones was born in 1969 to Matthew Jones and his wife, Mary.
 - If the article is linked to a man, consider going to that page to make sure there is a link back (i.e. Wikilink).

- Try to focus on a woman's own notable roles or accomplishments before discussing her relationships.

For more information search for "WP:WAW" in the Wikipedia search bar.