



# **Wikipedia Campus Training: Wikipedia Literacy**

Slide: Wikipedia Campus Ambassador Training

Purpose:

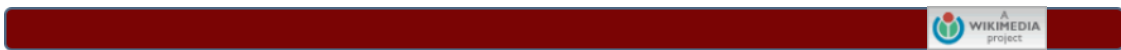
- Title slide to open presentation (should be visible when learners enter the room)



## Objectives

At the end of this training you will:

- Be able to navigate the user interface
- Know the anatomy of an article
- Understand watchlists and discussion norms
- Know how to review articles
- Understand disagreements, arguments, and edit wars
- Understand what a WikiProject is



Slide: Objectives

Purpose:

- Review objectives

Timing: 2 minutes

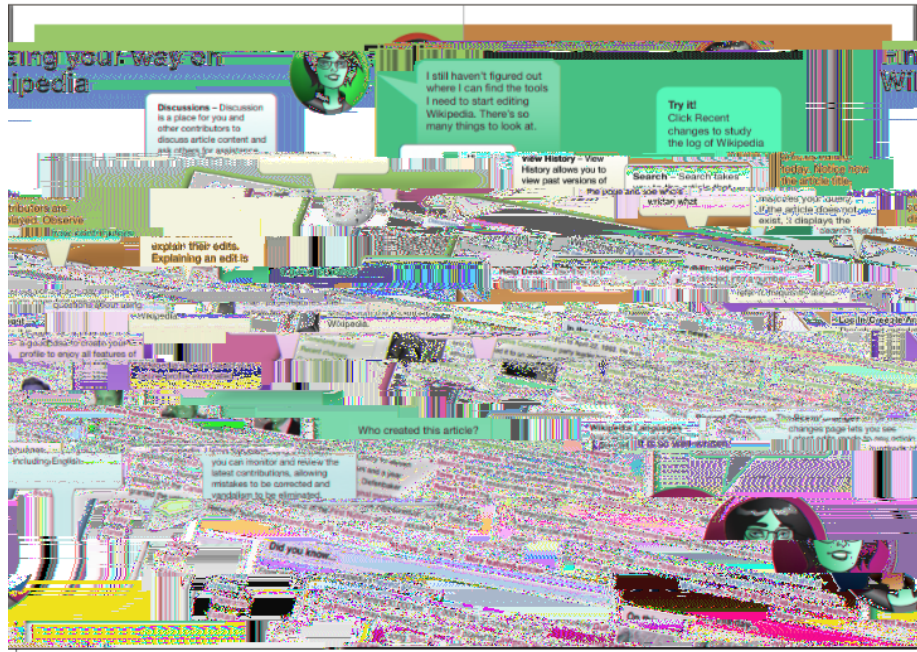
Facilitation Notes/Talking Points:

Do:

- Review objectives



# User Interface



Slide: User Interface

Purpose:

- Transition to a new topic.

Timing: 1 minute



## User Interface (cont.)

● <http://en.wikipedia.org>



Slide: User Interface

Purpose:

Show the different areas and functions of the Wikipedia user interface.

Timing: 10 minutes

### Facilitation Notes/Talking Points:

Click to the main page of Wikipedia and walk through where students can find each of the pieces you're talking about.

Say:

Well, the first area that is highlighted here on the interface is the Log/in and Create Account, which we are all familiar with at this point. Make sure you access this area, not only to sign up, but to build your online profile.

The next item to note is that we are on the Main page, which is the default when you enter a Wikipedia topic. The main page is divided into a number of sections and each day the Main page features one article from the millions on Wikipedia.

Next to the Main Page tab is the Discussion tab, which appears on each article and takes you to the Discussion page.

Discussion is a place for you and other contributors to plan article structure, discuss and build consensus on article content, and ask for help from one another.

Also in the top navigation area you have the Search functionality.

Search takes you to the article that matches your query. If the article does not exist, it displays the articles in which the word(s) appears.

Next to Search you find View History, which allows you to view and compare past versions of the page. You can also find out 'who wrote what' concerning the articles on Wikipedia.

Let's move to the left side navigation where you will find Languages. Remember Wikipedia is available in more than 270 languages and is still growing!

Also in the left hand options you'll find Interaction, which contains Recent Changes and Help

Recent changes allows you to view edits made to all Wikipedia articles in chronological order. This feature lets you monitor and review the latest contributions to an article, which helps catch mistakes and vandalism.

Help provides assistance to learn more about how Wikipedia works by asking questions or referring to FAQs.

Here you'll find a variety of help topics such as using Wikipedia, your account settings, policies and guidelines, and discussing proposals with the Wikipedia community. It's a good idea to go here and look around to find out what is available to you concerning all things 'Wikipedia'.

Are there any questions?



## Anatomy of an Article



Slide: Anatomy of an Article

Purpose:

- Illustrate the anatomy (parts) that make up a Wikipedia article.

Timing: 1 minute

Facilitation Notes/Talking Points:

Say:

- Now we're going to move into the Technical How-to section of the course that will show you the basics of working within an article.



Lead  
Sections  
Notes/  
References  
External Links  
Images



### Purpose:

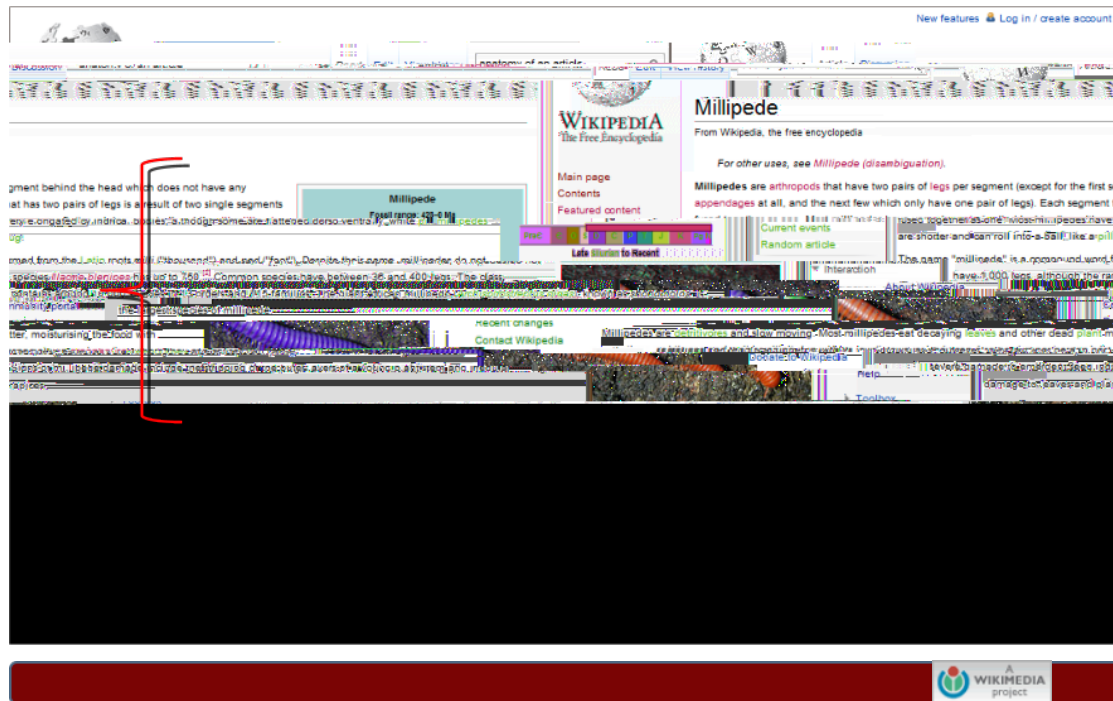
- Timing: 1 minute

Say:

- A Wikipedia article consists of the following parts:
  - Lead
  - Sections
  - External Links
  - References
  - Images w/captions
  - Let's take a look at each of these parts and how they are constructed
- [Click mouse]



# Anatomy of an Article – Lead



Slide: Anatomy of an Article – Lead

Purpose:

- Present the lead of an article, what it contains, and how it is formatted.

Timing: 2 minutes

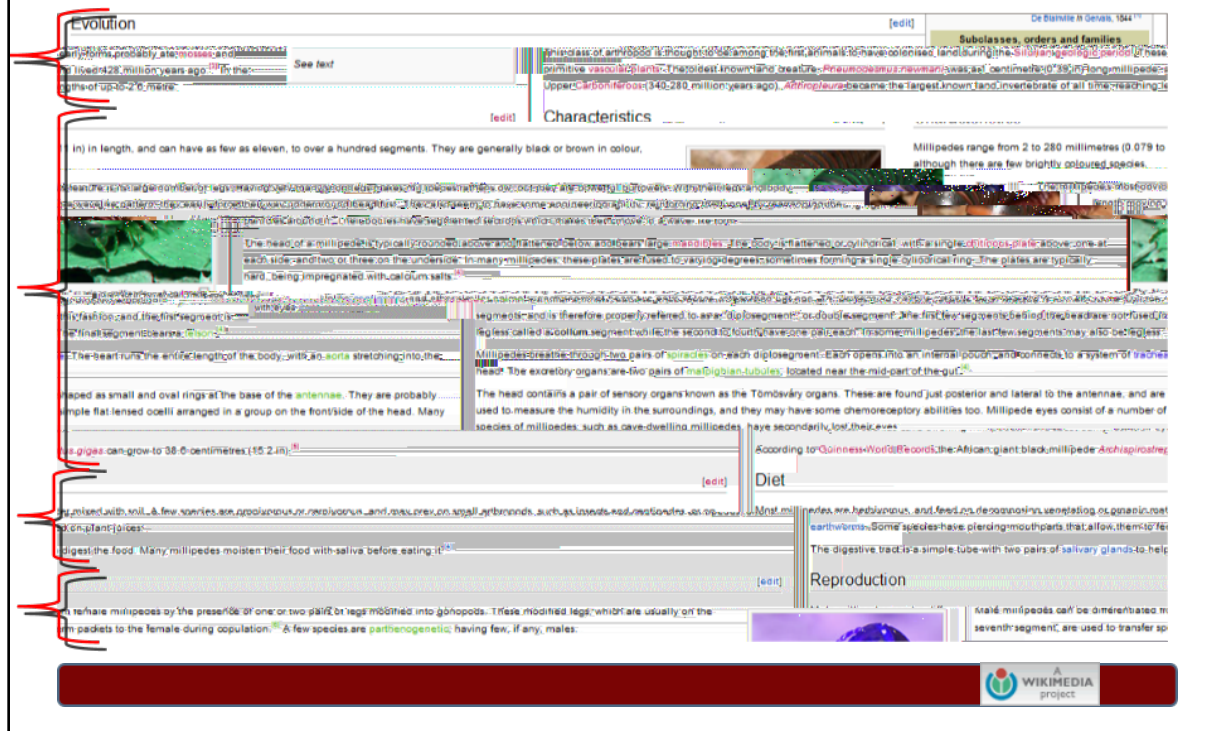
Facilitation Notes/Talking Points:

Say:

- The lead section of a Wikipedia article is the section before the table of contents and first heading.
- The lead serves both as an introduction to the article and as a summary of the important aspects of the subject of the article.
- The lead should be able to stand alone as a concise overview of the article by defining the topic, establishing context, explaining why the subject is interesting or notable, and summarizing the most important points—including any notable controversies.
- The lead should contain no more than four paragraphs, should be carefully sourced as appropriate, and should be written in a clear, accessible style to invite a reading of the full article. [Click mouse]



# Anatomy of an Article – Sections



## Slide: Anatomy of an Article – Sections

### Purpose:

- Present the sections of an article, what they contain, and how they are formatted.

Timing: 2 minutes

### Facilitation Notes/Talking Points:

#### Say:

- A page can and should be divided into sections that are introduced with headings.
- For each page with more than three section headings, a table of contents (TOC) is automatically generated.
- Sections usually consist of paragraphs of running prose.
- Bullet points should be minimized in the body of the article, if they are used at all; however, a bulleted list may be useful to break up what would otherwise be a large, grey mass of text, particularly if the topic requires significant effort on the part of readers.
- In the circumstance of short paragraphs and single sentences, it may be preferable to use bullet points.
- Between paragraphs—as between sections—there should be only a single blank line. [Click mouse]



[illegible]

- These sections present (1) citations that verify the information in the article, and (2) explanatory notes that would be awkward in the body text.
- Some articles divide this type of information into two or more separate sections; others combine it into a single section.
- The title choices of this section, in diminishing order of popularity, are "References", "Notes", "Footnotes", or "Works Cited".
- The title should be plural even if it lists only a single item. [Click mouse]



# Anatomy of an Article – External Links

**References** [edit]

1. "Diplopoda DeBlainville in Gervais, 1844 (Class)". *SystTaxi*. Universität Ulm, Ruhr-Universität Bochum. Retrieved 2007-08-15.
2. "Most leggy millipede rediscovered". BBC News. 2006-06-08.
3. "Fossil millipede found to be oldest land creature". CNN (from Reuters). 27 January 2004.
4. Baines, Robert D. (1982). *Invertebrate Zoology*. Philadelphia, PA: Holt-Saunders International. pp. 816–825. ISBN 0-03-055747-5.
5. "Natural World - Creepy Crawlies - Largest Millipede". Guinness World Records.
6. "A. Minelli (2005). "Non-systemic metamorphosis: millipede gonopods as a model system". *Ricerca Italiana*.

**External links**

- Data related to *Diplopoda* at Wikispecies
- Diplopoda Taxonomy Site

**Taxonomic classification** [hide]

Kingdom: *Animalia* → Phylum: *Arthropoda* → Class: *Myriapoda* → Order: *Diplopoda* → Suborder: *Chilopoda* → Family: *Chilopodidae* → Genus: *Chilopoda* → Species: *Chilopoda*

## Slide: Anatomy of an Article – External Links

### Purpose:

- Present the external links of an article, what they contain, and how they are formatted.

Timing: 1 minute

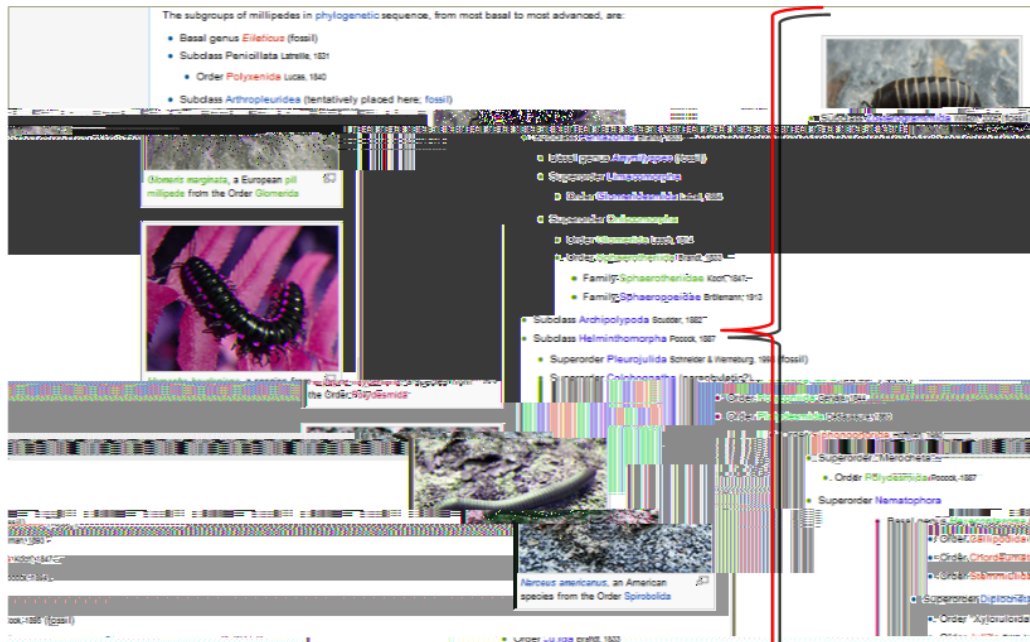
### Facilitation Notes/Talking Points:

#### Say:

- The External Links section is a bulleted list of recommended relevant websites, each accompanied by a short description.
- These hyperlinks normally should not appear in the article's body text, nor should they appear in this section if they already appear in the References or Notes section.
- "External links" should be plural, even if it lists only a single item.
- This section may be substituted by a "Further reading" section. [Click mouse]



# Anatomy of an Article – Images



Slide: Anatomy of an Article – Images

Purpose:

- Present the images of an article, what they contain, and how they are formatted.

Timing: 3 minutes

Facilitation Notes/Talking Points:

Say:

- You should always be watchful not to overwhelm an article with images by adding more just because you can.
- Unless clearly better or more appropriate images are available, the existing images in the article should be left in place.
- Images should ideally be spread evenly within the article, and relevant to the sections they are located in.
- All images should also have an explicative caption.
- It is a good idea to try to maintain visual coherence by aligning the sizes of images and templates on a given page.
- When placing images, be careful not to stack too many of them within the lead, or within a single section to avoid bunching up several section edit links in some browsers.
- Generally, if there are so many images in a section that they strip down into the next section at 1024×768 screen resolution, that probably means either that the section is too short, or that there are too many images.
- If an article has many images—so many, in fact, that they lengthen the page beyond the length of the text itself—you can use a gallery.
- Another solution might be to create a page or category combining all of them at Wikimedia Commons and use a relevant template to link to it, so that further images are readily found and available when the article is expanded.
- Are there any questions?



## Wikipedia: Manual of Style

[http://en.wikipedia.org/wiki/Wikipedia:Manual\\_of\\_Style](http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style)

- Yes, Wikipedia has a manual of style (a very detailed one). But don't be afraid to make an edit without consulting the Manual of Style!
- Consult articles on similar topics to find how to do specific formatting or style
- It's okay to copy and paste formatting



Slide: Wikipedia: Manual of Style

Purpose:

- Introduce the Manual of Style and give an overview of what can be found here.

Timing: 2 minutes

Facilitation Notes/Talking Points:

Say:

- The Manual of Style is a style guide for Wikipedia articles that encourages editors to follow consistent usage and formatting.
- Please take a look at the Manual of Style for any questions you have about style.
- Read the bullet points.

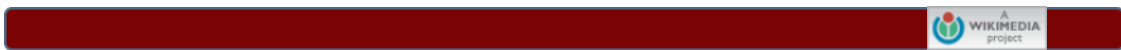
Emphasize:

- Students should not feel they need to consult the Manual of Style before they can edit Wikipedia! They should refer to the Manual of Style sometime during the academic term to make sure their writing aligns with Wikipedia's guidelines, but the best way to learn how to write for Wikipedia is to just start doing it!



## Watchlists and discussion norms

- Allows you to easily see if any changes have been made to pages you care about
- <http://en.wikipedia.org/wiki/Special:Watchlist>



Slide: Watchlists

Purpose:

- Give an overview on watchlists

Timing: 2 minutes

### Facilitation Notes/Talking Points:

You should be logged in to your user account, which will have the articles you added to your Watchlist in preparation for the training added. We suggest watching 20-30 articles, including several popularly edited ones, so when you pull up your watchlist, students will see a lot of activity.

Say:

Wikipedians add articles to their "Watchlist" so there is one central place to see what changes have been made.

This is my watchlist. As you can see, I'm interested in seeing any changes to these articles. My watchlist shows me when an article has been updated, by whom, and allows me to click on the "diff" link to easily see what that person changed. (Do this with an article on your watchlist).

I encourage you to add articles related to your topic to your watchlist, by clicking the star near the search box, so you can track the activity on Wikipedia about your topic. You can always access your watchlist when you're logged in by clicking "My watchlist" at the top of the page.



## Article Selection: What to Do

- Choose a topic that is well established in the discipline, but only weakly represented on Wikipedia. The best choice is a topic where a lot of literature is available, but isn't covered extensively on Wikipedia.
- Gravitate toward "stub" and "start" class articles. These articles have only 1-2 paragraphs of information and are in need of expansion.
- Before creating a new article, spend 15-20 minutes searching related topics on Wikipedia to make sure your topic isn't already covered. Often, an article may already exist under another name or as a subsection of a broader article.



Slide: Article Selection

Purpose:

- Discuss how the student can select a good article for this assignment; what they should look for that can be improved.

Timing: 15 minutes

Facilitation Notes/Talking Points:

Say:

You can choose to start a new article or expand an existing article. Either way, choose a topic where there are a lot of available sources (scholarly journal articles, newspaper and magazine articles, books), but the coverage on Wikipedia is sparse.

If you're expanding an existing article, try to choose a stub or start class article. These articles have only a sentence or a couple of paragraphs of information on Wikipedia.

You can also create a new article. Before you do this, however, it's critical to ensure your topic isn't covered elsewhere, either under a different name or in a subsection of a broader article. Spend 15-20 minutes researching related fields; add these articles to your watchlist as you go. If your topic doesn't exist anywhere, you'll have these related articles readily available when you're finished and want to link your article from them.



## Article Selection: What to Avoid

- Trying to improve articles on very broad topics (e.g. *Law* )
- Trying to improve articles on topics that are highly controversial, e.g. *Gay Marriage* , *Abortion* , *Supreme Court* , etc. (Note: start a sub-article instead)
- Working on articles that are already of high quality on Wikipedia
- Working on something only sparsely covered by literature
- Starting articles with titles that imply an essay-like approach, e.g. *The Effect of the Terrorist Attacks on the US Economy* instead of *September 11*



Slide: Article Selection

Purpose:

- Discuss how the student can select a good article for this assignment; what they shouldn't choose

Timing: 5 minutes

Facilitation Notes/Talking Points:

Say:

Here's what not to do when choosing your article.

Rather than picking a topic like law, pick a particular Act that Congress passed.

If an article is already good enough that you can't see how to improve it much, it's best to find a different topic.

Rather than writing on Abortion, write on a recent court case that has implications for abortion law.

If there's only a few blog posts about your topic, the sourcing isn't good enough for a Wikipedia article.

You're writing an encyclopedia article, NOT an essay. So don't analyze at all -- report facts. Write a history of the subprime mortgage crisis, not an analytical essay about it.



# Article Selection

What makes a good article?

- Structure
  - Lead section
  - Body
  - Appendices and footnotes
- Content
  - Comprehensiveness—*D* ?
  - Sourcing—*A* ?
  - Neutrality—*I* ?
  - Readability—*I* ?
  - Formatting—*D* *W* ? *M* *S* ?
  - Illustrations—*I* ?
- Community
  - Discussion page offers forum for agreeing on structure and content



Slide: Article Selection

Purpose:

- Discuss the features of what makes a good article.
- Discuss how the student can select a good article for this assignment; what they should look for that can be improved.

Timing: 15 minutes

Facilitation Notes/Talking Points:

Say:

- So, now let's look at what makes a good article so you can select an appropriate one for your assignment.
- The three important elements of a good article are Structure, Content and Community.

Do:

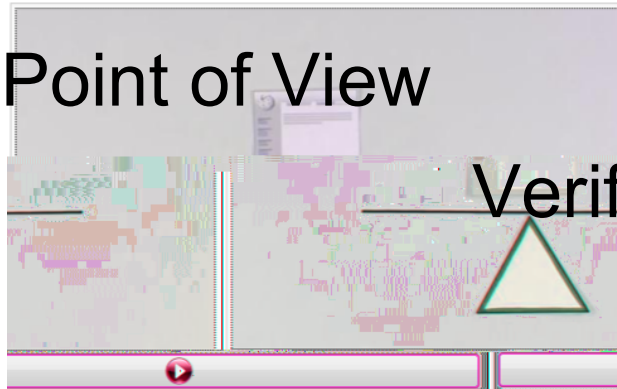
- Discuss these elements, what they contain and the importance of them.



Let's talk...

# Neutral Point of View

## Verification



<http://www.youtube.com/watch?v=Fa0Nmv9qsd8>



Slide: Neutral Point of View Video

Purpose:

- Discuss what it means to write from a neutral point of view and watch the video.

Video Link:

- <http://www.youtube.com/watch?v=Fa0Nmv9qsd8>

Timing: 10 - 15 minutes

Facilitation Notes/Talking Points:

Say:

- Before we watch a short video, let's talk about Neutral Point of View and Verification.

Discuss:

First let's talk about neutral point of view and why is it important for Wikipedia

- Who can give us an example of statements that do NOT have a neutral point of view (ask two-three people to provide non-NPOV statements)
- What are some of the challenges of writing with a NPOV? (e.g., Opinions, biases, differing perspectives, balanced perspective, weighted perspective, etc)

What is Verification?

- What is the difference between Verification and "Truth and Fact"?
- Would you say Wikipedia is designed around truth, fact, or verification? And why?

(NOTE: Wikipedia recognizes that many topics may have competing points of view in regards to the truth or facts being presented. Verification of credible sources allow multiple sides of a topic to be presented)

Say:

1. Let's watch a quick video on writing for Wikipedia



## Creating New Articles

- Get off to a good start with:
  - Summary of the topic
  - Reason why the topic is notable
  - Reference to a credible source about the topic
- Create your own workspace or 'sandbox' (instructions on this later)
- Find another Wikipedia editor to help contribute



Slide: Protecting New Articles

Purpose:

- Discuss how to create new articles and protect them from deletion.

Timing: 15 minutes

Facilitation Notes/Talking Points:

Do:

- Review the bullets on the slide within the context of a personal experience.

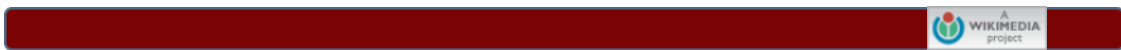
**Note:** O

. / , .



## Life of an Article

- Begins as “stub”
  - Summary of the topic
  - Statement telling why the topic is important
  - Source outside Wikipedia confirming the existence and importance of the topic (a credible publication or website).
  - At this point, start writing on Wikipedia.
- Matures to a more detailed article that captures various perspectives
  - Historical (for example, "in 1923, new factors...")
  - Global (for example, "in Europe, this was viewed as...")
- Reaches a level where it is well-written, sourced and comprehensive



Slide: Life of an Article

Purpose:

- Show the stages of a Wikipedia article as it evolves.

Timing: 15 minutes

Facilitation Notes/Talking Points:

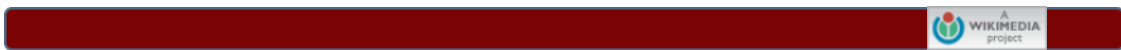
Do:

- Review and discuss the bullets on the slide.
- **Key point: Explain that unlike a traditional classroom paper, they should be writing all of their content on Wikipedia first. Once they've created the stub, they should be adding additional paragraphs on to Wikipedia, not into their sandboxes or into a Word document. This gives the community a chance to collaborate with students and offer suggestions along the way. In other words, it's encouraged to have a only half-completed article up on Wikipedia!**
- Some students may be creating the article from scratch; others may be picking it up in the middle of the article evolution.



## Life of an Article: Example

- Begins as “stub”
  - [http://en.wikipedia.org/w/index.php?title=Food\\_Quality\\_Protection\\_Act&oldid=385275448](http://en.wikipedia.org/w/index.php?title=Food_Quality_Protection_Act&oldid=385275448)
- Matures to a more detailed article that captures various perspectives
  - [http://en.wikipedia.org/w/index.php?title=Food\\_Quality\\_Protection\\_Act&oldid=391937184](http://en.wikipedia.org/w/index.php?title=Food_Quality_Protection_Act&oldid=391937184)
- Reaches a level where it is well-written, sourced and comprehensive
  - [http://en.wikipedia.org/wiki/Food\\_Quality\\_Protection\\_Act](http://en.wikipedia.org/wiki/Food_Quality_Protection_Act)



Slide: Life of an Article

Purpose:

- Show an article before and after a student from a previous term worked on

Timing: 2 minutes

Facilitation Notes/Talking Points:

Here's one example of how a student from fall 2010 improved an article on the Food Quality Protection Act.

<<CLICK FIRST LINK>>

When the student started, the article was a stub -- it had a very short introduction and then a list of requirements.

<<CLICK SECOND LINK>>

Midway through, the student had added narrative sections, an image, and fleshed out the content somewhat, but the list remained.

<<CLICK THIRD LINK>>

By the end, the list had been replaced by a full narrative and an infobox had been added.

This type of improvement is what we're expecting you to do as well.



## Disagreements, Arguments, and Edit Wars

- The Wikipedia community is critical to the success of the project
  - Editing articles
  - Ensuring consistency and accuracy
- Assume Good Faith = core principle
- But disagreements and arguments do arise
- Edit War: 2 editors reverting each others' edits
- When someone reverts you, discuss it on the talk page
- If that doesn't work, talk with your course's Online Ambassador for advice on resolving the disagreement



Slide: Community

Purpose:

- Explain what to expect when working with the Wikipedia community

Timing: 5 minutes

### Facilitation Notes/Talking Points:

Talking Points:

The community makes Wikipedia a better place -- we edit articles, help each other out, and try to ensure consistency and accuracy across Wikipedia. Everyone has the same goal of working toward the creation of the best encyclopedia possible.

A core principle of Wikipedia is Assume Good Faith. That means that you should always assume that people are contributing in good faith -- that if they are reverting your edit or making changes to what you've written, they're doing so because they believe it's the best thing for the encyclopedia, not because they're trying to personally attack you.

Making sure you follow good etiquette when posting comments/receiving comments. We'll talk about this more later, but it's important to engage people and respond to questions/concerns via on-wiki communication. And don't take constructive criticism personally.

Even with Assuming Good Faith, disagreements and arguments do arise. Ideally, these are worked out using facts (not personal attacks) on the discussion page of the article. That's why it's so important to be watching your watchlist and responding to peoples' comments frequently.

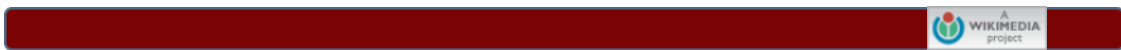
When communication breaks down, an "edit war" can emerge. In an edit war, two editors will be reverting each others' edits-- for example, over a disputed fact. If someone reverts your edit, and you disagree with the change, the first thing to do is start a discussion about it on the talk page. Work with the other editor to find a way to move forward that you can both agree with. on the content and the sources, rather than the other person.

If discussion breaks down and you can't resolve the disagreement, work with your mentor to find a solution. Sometimes this will involve getting a third opinion from a knowledgeable editor, sometimes, in the case of disruptive editing, an administrator may need to intervene. But if you assume good faith and treat other editors with respect, it will almost never come to that.



## What are WikiProjects?

- A WikiProject is a group of editors with a common interest, usually a specific subject area.
- WikiProjects identify relevant articles by add "WikiProject banners" to article talk pages.
- WikiProjects vary widely in how active and effective they are. Some active projects can offer help, advice and support for classes working in their area. For inactive projects, the list of members can be useful for finding editors who might want to help individually.
- Find related WikiProjects for your topic and reach out to them! Online Ambassadors can help you with this.



Slide: WikiProjects

Purpose:

- Introduce students to WikiProjects

Timing: 10 minutes

Facilitation Notes/Talking Points:

Go over the bullet points on the slide.





**Thank you!**



Slide: Thank You

Purpose:

- Thank the learners and conclude the session.

Timing: 1 minute