



# Wikipedia Campus Training: Wikipedia Essentials

# Objectives

At the end of this training you will:

- Know how to create your Wikipedia user account and user page.
- Know how to use article discussion pages and user talk pages
- Know editing basics
- Be able to add references
- Be able to upload images

# Setting Up Your User Account

## Create a Wikipedia User Account

Creating your user account on Wikipedia is a good way to start building your profile as a contributing wikipedian. When you create an account, all your edits get assigned to your user name. Your user account provides you an identity that helps you build contacts, become a trusted member of the community, help other contributors, and negotiate roadblocks. As a registered user, you enjoy important features such as Watchlist, which allows you to follow articles that interest you. You also get more options to edit - create new pages, upload images, and rename pages. As your reputation builds, you could earn administrator privileges which are not available for an anonymous contributor.

Did you know that you can edit Wikipedia without logging in or even having a user account? When you edit anonymously, your edits get assigned to your computer IP address. The Wikipedia community tends to distrust edits from an IP address especially if the IP address is from a school or company network since it assumes conflict of interest. Such accounts are frequently blocked for vandalism which affects anonymous contributors on the network.

It is easy get a Wikipedia account:

1. Choose your user name
2. Select your password.
3. Click Create account

Try it!

- Create a Wikipedia user account
- Create your watchlist with your favorite Wikipedia articles
- Study how they grow



Look, I have an account on Wikipedia. Now it's more easy to keep track of how the collaboration with the other users is evolving. I wouldn't for example want someone to put in false facts in the articles that I have

# Setting Up A User Account (Activity)

1. Go to [en.wikipedia.org](https://en.wikipedia.org).
2. Click Log in/create account, located at the top right side of the page.
3. Click on "Create one," next to "Don't have an account?..."
4. Choose your Username.
5. Select your Password.
6. Click Create account.



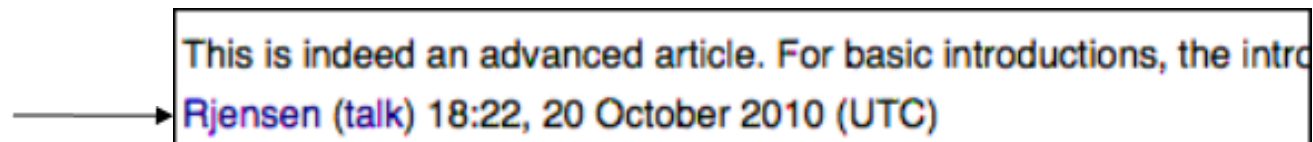
# Creating a User Page (Activity)

1. Click “Start the User:*Username* page”
2. Enter information into the empty text box
3. In the “Edit summary” box on the bottom, enter something like “Creating user page”
4. Click “Save page”


# Discussion pages & Talk pages (Activity)




Signing a message: use four tildes (~ ~ ~ ~)



# Editing

New features  [Log in](#) / [create account](#)

Page [Discussion](#) [Read](#) [Edit](#) [View history](#)  


## Using Wikipedia in higher education

Using Wikipedia as a teaching tool in higher education:

- [Meeting: Using Wikipedia as a Teaching Tool \(May 2010\)](#)
- [Using Wikipedia as a teaching tool in higher education \(Bookshelf\)](#)

Other:

- [Wikipedia student clubs](#)



Video: [Using Wikipedia as a teaching tool in higher education](#) (11 minutes 33 seconds, 47.4 MB)

# Editing (cont.)

## Editing Using Wikipedia in higher education

Warning: You are not logged in.  
Your IP address will be recorded in this page's edit history.

**B** *I* [Advanced](#) [Special characters](#) [Help](#)

```
[[File:Using Wikipedia as a teaching tool in higher education.ogv|thumb|400px|Video: Using Wikipedia as a teaching tool in higher education (11 minutes 33 seconds, 47.4 MB)]]
```

Using Wikipedia as a teaching tool in higher education:

- + [[Meeting: Using Wikipedia as a Teaching Tool]] (May 2010)
- + [[Using Wikipedia as a teaching tool in higher education (Bookshelf)]]

Other:

- + [[Wikipedia student clubs]]

```
[[Category:Target audience higher education!]]
```

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Summary: \_\_\_\_\_

[Save page](#) [Show preview](#) [Show changes](#) [Cancel](#) | [Editing help](#) (opens in new window)

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# Basics of Citing References

==References==  
<references/>

# Citing References

## Public policy

From Wikipedia, the free encyclopedia

*This article is about government action. **Policy**, both public and private, is a broader notion. The article on *public policy doctrine* discusses the use of the phrase "public policy" in legal doctrine.*

**Public policy** can be generally defined as the course of action or inaction taken by **governmental** entities (the decisions of government) with regard to a particular issue or set of issues.<sup>[1]</sup> Other scholars define it as a system of "courses of action, **regulatory** measures, **laws**, and **funding** priorities concerning a given topic promulgated by a governmental entity or its representatives."<sup>[2]</sup> Public policy is commonly embodied "in constitutions, legislative acts, and judicial decisions."<sup>[3]</sup>

In the **United States**, this concept refers not only to the end result of policies, but more broadly to the **decision-making** and **analysis** of governmental decisions. Public policy is also considered an **academic discipline**, as it is studied by professors and students at **public policy schools** of major **universities** throughout the country. The American (United States of America) professional association of public policy practitioners, researchers, scholars, and students is the **Association for Public Policy Analysis and Management**.

### Contents [hide]

- 1 Government actions
- 2 As an academic discipline
- 3 See also
- 4 References**
- 5 External links

## Government actions

[edit]

Shaping public policy is a complex and multifaceted process that involves the interplay of numerous individuals and interest groups competing and collaborating to influence policymakers to act in a particular way. These individuals and groups use a variety of tactics and tools to advance their aims, including advocating their positions publicly, attempting to educate supporters and opponents, and mobilizing allies on a particular issue.<sup>[4]</sup>

In this context, advocacy can be defined as attempting to influence public policy through education, lobbying, or political pressure. Advocacy

This article is part of the  
**Politics series**

### Politics

- List of political topics
- Politics by country
- Politics by subdivision
- Political economy
- Political history
- Political history of the world
- Political philosophy
- Political science
- Political system
  - Communism
  - City-state
  - Dictatorship
  - Directorial
  - Feudalism
  - Monarchy
  - Parliamentary
  - Presidential
  - Semi-presidential
- International relations (theory)
- Political scientists
- Comparative politics

# Citing a Reference (cont.)

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B I  Advanced Special characters Help

Different policy schools tackle policy analysis differently. The [[Harris School of Public Policy Studies]] at the
[[University of Chicago]] has a more quantitative and economics approach to policy, the [[Heinz College]] at [[Carnegie
Mellon]] uses [[computational science|computational]] and [[empirical]] methods, while the [[John F. Kennedy School of
Government]] at [[Harvard University]] and the [[Trent Lott Public Policy Leadership Institute]] at the [[University of
Mississippi]] have a more political science and leadership based approach. The [[Indiana University School of Public and
Environmental Affairs]] provides traditional public policy training with multidisciplinary concentrations available in the
environmental sciences and nonprofit management.{{Citation needed|date=July 2010|this is excellent material, but still needs
sourcing from the various departments}}

==See also==
* [[List of public administration schools]]
* [[Mandate (politics)]]
* [[Overton window]]

==References==
<references/>

==External links==
* [http://www.appam.org/home.asp Association for Public Policy Analysis and Management]
```



## Citing a Reference (cont.)

`<ref>Add your reference here</ref>`

Example:

This is a line of text in an article and I will now insert a reference. `<ref>my reference</ref>`

If space exists here,  
footnote number may be  
affected by line  
wrapping.

# Citing a Reference (cont.)

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B I       ▶ Advanced ▶ Special characters ▶ Help
The definition of policy is 1 a : prudence or wisdom in the management of affairs b : management or procedure based primarily
on material interest 2 a : a definite course or method of action selected from among alternatives and in light of given
conditions to guide and determine present and future decisions b : a high-level overall plan embracing the general goals and
acceptable procedures especially of a governmental body <ref>http://www.merriam-webster.com/dictionary/policy</ref>
==See also==
* [[List of public administration schools]]
* [[Mandate (politics)]]
* [[Overton window]]

==References==
<references/>

==External links==
* [http://www.appam.org/home.asp Association for Public Policy Analysis and Management]
* [http://www.naspaa.org/ National Association of Schools of Public Affairs and Administration]
* [http://www.publicpolicyadvocates.org/ Public Policy Advocates]
* [http://publicadmin.norwich.edu/ Norwich University's Master of Public Administration]

```



# Citing a Reference (cont.)

The definition of policy is 1 a : prudence or wisdom in the management of affairs b : management or procedure based primarily on material interest 2 a : a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions b : a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body <sup>[5]</sup>

- Ideology
- Political campaigning
- Political parties

Politics portal

v · d · e

## See also

- List of public administration schools
- Mandate (politics)
- Overton window

## References

1. <sup>^</sup> Wolf, Robert, "Definitions of Policy Analysis"
2. <sup>^</sup> Kilpatrick, Dean, "Definitions of Public Policy and Law"
3. <sup>^</sup> Schuster II, W. Michael, "For the Greater Good: The Use of Public Policy Considerations in Confirming Chapter 11 Plans of Reorganization"
4. <sup>^</sup> <sup>•</sup> <sup>•</sup> Kilpatrick
5. <sup>^</sup> <http://www.merriam-webster.com/dictionary/policy>

## External links

# Citing a Reference (cont.)

- Online references
  - Website URLs
  - Website Titles/Names
- References not online
  - Newspapers
  - Books
  - Mainstream press
- Wikipedia: Referencing for Beginners
  - [http://en.wikipedia.org/wiki/Wikipedia:Referencing\\_for\\_beginners](http://en.wikipedia.org/wiki/Wikipedia:Referencing_for_beginners)

# refTools citation gadget

- To enable it:
  - My preferences > Gadgets > refTools
- Adds a "cite" button to the editing toolbar
- Automatically formats common types of sources
- Downsides:
  - Less flexible
  - Not easy to do short citations to accompany a bibliography



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