

**WIKIPEDIA**  
*The Free Encyclopedia*



# Smithsonian Employee Workshop

An introduction to Wikipedia and  
Wikimedia Foundation projects for  
cultural institution employees

# Objectives of the Workshop

1. To provide you with critical information about Wikipedia.
2. To teach you some basics of editing Wikipedia.
3. To teach you how to communicate on Wikipedia, for example to ask for help.

# A note about terminology

*At Wikipedia, all of the following mean the same thing:*

- Contributor
- Editor
- Participant
- User
- Volunteer
- Wikipedian

# Outline of the workshop

1. Introduction to Wikipedia and Wikimedia
2. Getting around Wikipedia
3. Conflict of Interest
4. Editing Wikipedia

# 1. Wikimedia and Wikipedia

What are they?

# The Wikimedia Foundation

A non-profit organization dedicated to free knowledge projects including Wikipedia and:

- Wikimedia Commons
- Wiktionary
- Wikisource
- Wikiquote
- Wikispecies

What does the Foundation do?

- Provides technical and logistical support for the various projects, including hosting servers
- Plus fundraising, legal support and (increasingly) outreach to potential editors and content contributors.

The Foundation does not supervise or manage the editing process. That's entirely done by volunteers.

# What Wikipedia is:

- A Free and Open encyclopedia
  - Not censored
  - Content does not "belong" to anyone
  - Everything is released under a Creative Commons License
- How much content?
  - Over 260 languages, the largest being English, German and French
  - Over 12 million articles, nearly 3.4 million articles in English
  - On the Wikimedia Commons, over 7 million media files, mostly images
- How many contributors?
  - ~110,000 contributed last month on the English Wikipedia
  - ~20,000 very active contributors (10 edits or more per month) on the English Wikipedia

# Five Pillars of Wikipedia

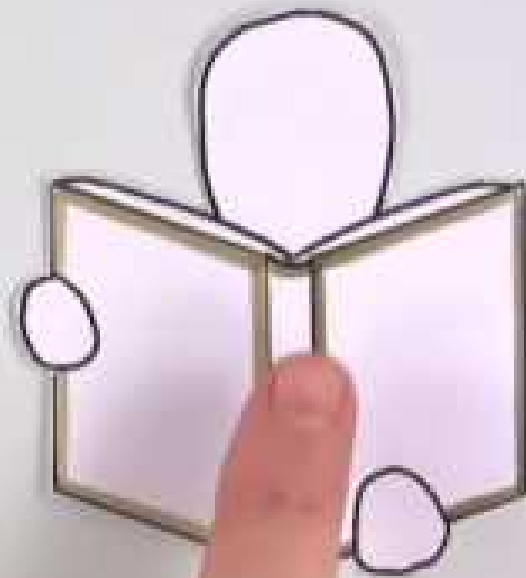
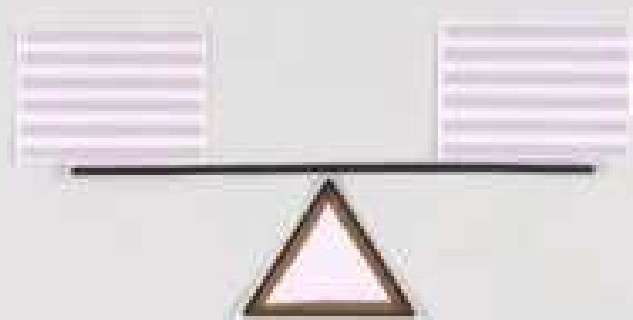


Image from [http://commons.wikimedia.org/wiki/File:Bridge\\_pillars.jpg](http://commons.wikimedia.org/wiki/File:Bridge_pillars.jpg)

- Wikipedia is an encyclopedia.
- Wikipedia has a neutral point of view.
- Wikipedia is free content.
- Wikipedians should interact in a respectful and civil manner.
- Wikipedia does not have firm rules other than these five general principles.



# How do we decide what goes in Wikipedia?



# Quality Control on Wikipedia

- Standards of inclusion (lots of rules)
- Filtering built into the software for flagging and blocking
- Bots identify and revert obvious vandalism
- [Recent changes](#) and [New Articles](#) patrolling, [Watchlists](#), and other tools
- People reading and editing articles

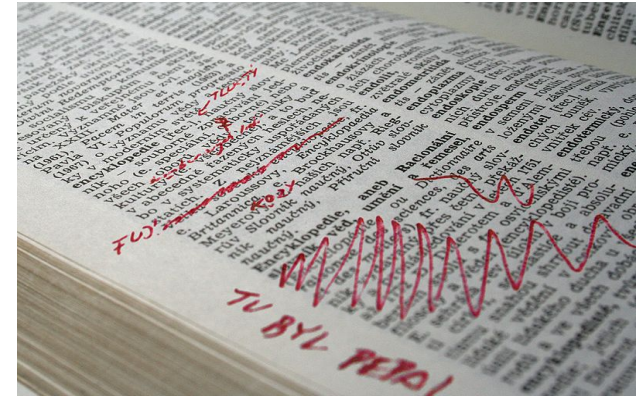


Image from [http://commons.wikimedia.org/wiki/File:Vandalism\\_cs.jpg](http://commons.wikimedia.org/wiki/File:Vandalism_cs.jpg)

# Challenges for Wikipedia

- Accurate additions; keeping current; stability; edit wars/[WP:OWNership](#)
- Fairness; [WP:COI](#)
- Poorly covered areas: History, traditional humanities fields
- Uneven depth in even fairly well-covered areas
- Lack of footnotes (citations)
- Systematic bias

## 2. Getting around Wikipedia

Go to [http://en.wikipedia.org/wiki/Wikipedia:GLAM/SI/Events/Workshop\\_outline#Navigating\\_Wikipedia](http://en.wikipedia.org/wiki/Wikipedia:GLAM/SI/Events/Workshop_outline#Navigating_Wikipedia).  
[28](#)Wikipedia:  
[Researching with Wikipedia](#).  
[29](#) and follow click through

# 3. Conflict of Interest

- **"Where advancing outside interests is more important to an editor than advancing the aims of Wikipedia, that editor stands in a conflict of interest."** (from [[WP:COI]])
- You should not:
  - Write or edit articles with the intention of creating a better public image for yourself, your organization, etc.
  - Write or edit articles in which you have a significant interest in keeping negative or positive information in or out of the article.

# Conflict of interest (continued)

- How should SI employees behave to comply with WP:COI?
  - You should declare (on your user page) that a potential conflict of interest exists, and that you will follow the WP:COI guidelines.
  - You should:
    - Use acceptable sources (see [[WP:RS]]) to add information to articles, limiting yourself to only information that is found in such sources.
    - Not add or edit any article about SI or any organizational part of SI.

# Example of Conflict of Interest Statement on a User Page

I, *[[User:Example]]*, am an employee of the Smithsonian Institution, a cultural institution per *[[WP:GLAM]]*. I accept the editing conditions specified at that page. I will not make any edits that would not be beneficial to the goals of Wikipedia. I will uphold the community policies laid down by WP:GLAM. My main edits for the Smithsonian Institution will consist of the following activities:

- *Activity 1*
- *Activity 2*

I will modify my editing behavior based on problems cited by other editors or if my editing conflicts with other Wikipedia guidelines. I ask that other editors do not hesitate to contact me, via my user talk page, if I appear to be going against this declaration. *Signature* (~~~~)

# 4. Editing Wikipedia

Do exercises at [http://en.wikipedia.org/wiki/Wikipedia:GLAM/SI/Events/Workshop\\_outline#Getting\\_started](http://en.wikipedia.org/wiki/Wikipedia:GLAM/SI/Events/Workshop_outline#Getting_started)