Building a biography: Parts to include

Lead paragraph: is where you summarise key points in a few sentences. The name (in bold) comes first, then any letters (e.g. FRS, OBE), then date of birth (and death) in brackets, followed by a short description of why that person is notable.

Title: usually the name of the person. Sometimes an occupation is included in brackets if there's more than one person with that name.

Infobox: this is a template that helps readers to find key facts at a glance. There are specific infoboxes for different occupations, e.g. infobox scientist. To find an infobox, click *Insert*, then *Template* – then specify what kind. If in doubt, infobox person works for all biographies.

Contents: the table of contents automatically appears when you have 3 or more headings. It is made up of the heading text and you will see it when you press save.
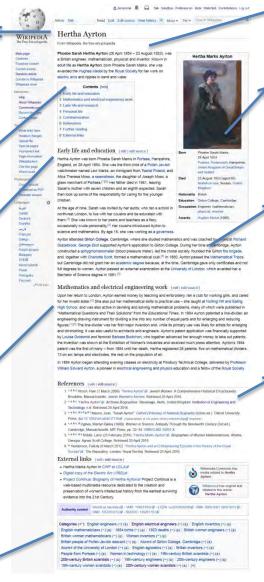
Article text: should be written from a neutral point of view. Steer clear of adjectives that make someone sound either great or terrible, and instead simply report what they did so that readers can see for themselves what sort of person this is/was. Put everything in your own words to avoid plagiarism.

Headings: most biographies are organised chronologically, with headings to divide the information into easily navigable chunks.

Most begin with early life and education, then work, and end with a section on later life/death/commemoration. Click the *Paragraph* button to create headings.

References: articles should be thoroughly referenced (aim for at least 3 references). Reference using the *Cite* button. Wikipedia will help you to automatically generate references or to fill in the blanks on a template. You can also click on existing references to reuse them.

Wikilinks: are blue words that link to other Wikipedia pages and help people to find simpler explanations or further reading. To add, highlight your word and use the button that looks like a chain *Link*.

Remember to link *to* your article from other relevant articles, as well as from it!

At the bottom of your page, create a heading for references, then on a new line add the template {{reflist}} and references will neatly appear at the end of your article.

Categories: are a way that people find pages, like Tags. Putting a person into categories will help others to find them. Be as specific as possible (e.g. "English electrical engineers" rather than just "engineers"). To find categories that you could use, try looking at the categories on the page of another person who did similar work.

Editing Checklist

I have…

- ☐ <u>Created an account</u> & logged in.

- ☐ Decided upon a page to edit or create.
- ☐ Located secondary sources to give me information on the topic.
- ☐ Opened my Sandbox to edit (new pages) or clicked "Edit" (existing pages).
- ☐ Written/improved a <u>lead section</u>, making it clear:
    - ☐ who/what the page's subject is/was and
    - ☐ why they are notable.
- ☐ Added more information (putting everything in my own words)
     e.g. history/context, work/major events, relations/affiliations, legacy, etc.
- ☐ Referenced where I learned that information using the Cite button.
- ☐ Made <u>wikilinks</u> (chain link button) to connect my article up to other articles, and gone to other articles and added links to my page where relevant.
- ☐ Made a References section using a heading and inserting Template reflist.
- ☐ Created an <u>infobox</u> (where needed) by inserting Template infobox.
- ☐ Added <u>categories</u> (by looking at similar pages for ideas on which ones to use!).
- ☐ Written an edit summary & pressed save

When you're finished in your Sandbox, click the big blue **Submit for Review** button (**or email a friendly experienced Wikimedian**) so an experienced editor can look over your page & publish it to turn it into a **live, Google-able Wiki-article**!