Uploading London Historic Maps to Wikimedia Commons and Wikidata: a primer

Before you begin:

1. Select a map from the London Historic Maps – Metadata Spreadsheet. Choose a map you'd like to work on that has not yet been claimed or completed, and add "claimed" as the value of the Wikimedia Editing Status row for this map.
2. Use the link in the "jpg_download_link" column to download the image of the map you've chosen to your computer.
3. Create an account / log into Wikimedia Commons and Wikidata

Part 1: Upload image to Wikimedia Commons:

Note: for all of these steps, replace any values found within angle brackets (< >) with data from the corresponding column in the London Historic Maps – Metadata Spreadsheet, based on the headers found in Row 2.

1. On Main Page, click "Upload" button
2. Follow the steps in the Upload Wizard:
   a. On the Learn page, click "Next"
   b. On the Upload page, upload the image you downloaded in step 1.
   c. On the Release Rights page, enter the following information:
      i. "This file is not my own work"
      ii. Source: "This map was digitized on <creation_date> by the Western Libraries Map and Data Centre at [https://en.wikipedia.org/wiki/University_of_Western_Ontario Western University] For details about the original, visit the [<ext_link> library's catalogue]".
      iii. Author: list all of the author data from <author1_fname> through to <author2_lname>, including all columns in between, in order. Place commas between separate authors. If no author data exists for the map you're uploading, enter "unknown" for now.
      iv. For why you have the right to publish this work: "The copyright has definitely expired in the USA" > "First published before 1924 and the author deceased more than 70 years ago".
   d. On the Describe page, enter the following information:
      i. Image title: <title>
      ii. Caption:
      iii. Date work was created or first published: <publication date>
      iv. Category: "Maps of London, Ontario"

e. On the Add Data page, enter the following information:
  i. Items portrayed in this file: "Q92561" --- then "Mark as prominent"
f. On the Use page, copy the hyperlink to a notepad document for use on future steps.

Part 2: Add item London Historic Maps Collection gallery page

1. Click "Edit" tab.
2. Between the <gallery></gallery> element tags, add your map with "<filename>|<title> (<year>)", where:
   a. <filename> = The text that appears at the top of the image page you created in Part 1, which should start with "File:"
   b. <title> = The title field from the page you created in Part 1
   c. <year> = just the year from the date field from the page you created in part 1.
3. In the Edit Summary field, describe what you just did in brief, eg: "added an additional image to the gallery".

Part 3: Adding item to Wikidata

Note: for all of these steps, replace any values found within angle brackets (< >) with data from the corresponding column in the London Historic Maps – Metadata Spreadsheet, based on the headers found in Row 2.

1. On main menu, choose "Create a new item"
2. Input the following information, then click "Create"
   a. Label: <title>
   b. Description:
3. For each of these items, click "add statement", then add the property and value shown below--- you can search either by text or use the item codes (which start with Q). Skip any properties for which you do not have a value. Once the statement is added, click "Publish" to save it. For properties with multiple values, publish one value at a time, and click "add value" to enter the next value.

Property (item ID)	What this property means	Value to enter
instance of (P31)	This is the map type.	General map (Q1501880) or any subclass of (P279) geographic map (Q4006) or manuscript (Q87167).
Title (P1476)	Title of the map	<title>
Image (P18)	Link to the image of the map you uploaded to Wikimedia Commons	Title of the Wikimedia Commons page, with "file:" removed from it.

		Note: You need to have completed Part 1 for this to work.
inception (P571)	Creation date of a map original, different from the time depicted or print/reprint date.	<publication_date>
language of work or name (P407)	Language is used in the map's text	English (Q1860)
creator (P170) or possible creator (P1779) or author name string (P2093)	Person who made this map. Use possible creator if the certainty of the creator is not known. Use author name string if wikidata items don't exist for the authors, and there isn't enough useful information about the authors to be worth creating one.	From the <authorx_xname> fields, if they exist. Enter a separate statement for each author.
sub-property Object has role (P3831)	Use "add qualifier" on a creator, possible creator, or author name string to add the role that the creator had in producing the map, if known.	engraver (Q329439), illustrator (Q644687), land surveyor (Q294126), etc---check <comments> to see if any of this information has been included with this map.
Publisher (P123)	Organisation who originally printed the map.	<publisher>
Place of publication (p291)	City in which publisher was based	<publisher_location>
depicts (P180)	key features depicted in the map	Try values in <map_theme> and <keywords> that are depicted in the map---use any for which you can find appropriate wikidata items.
coordinate location (P625)	Geographic latitude and longitude coordinates for what this map depicts	"<latitude>,<longitude>"

Country (P17)	Country depicted by this map	Canada (Q16)
Located in the administrative territorial entity (P131)	The administrative territory (city, state, country, etc) that this map depicts	London (Q92561)
Width (P2049)	Horizontal length of the entity	second number from <physical_size>. In the 'unit (optional)' box, put "centimetre"
Height (P2048)	Vertical length of the entity	First number from <physical_size>. In the 'unit (optional)' box, put "centimetre"
Official website (P856)	The public-facing URL in our IR for this map.	<calc_url>
License (P275)	The copyright licence of this entity	Public domain (Q19652)
Commons gallery (P935)	A gallery in Wikimedia Commons to which this photo belongs. Creates a link between the Wikidata page and Wikimedia Commons.	"London Historic Maps Collection"
Commons category (P373)	A category in Wikimedia Commons to which this photo belongs. Creates a link between the Wikidata page and Wikimedia Commons.	"Maps of London, Ontario"
Part of the series (P179)	Map series or collection of which this map is a part.	Find in <comments>
sub-property series ordinal (P1545)	If map is a part of a series and its place in the series is known, enter it here	Find in <comments>

based on (P144)	If this map is a reproduction of an earlier map which is also an item in Wikidata, you can link them with this field	Find in <comments>

4. Before moving on to the next part, make a note of the item number of your page, which starts with Q and is in parenthesis next to the Wikidata page title.

Part 4: Adding WikiData references to Wikimedia Commons

1. Return to the original Wikimedia Commons file you created using the hyperlink you copied in step f of part 1, or by ctrl+clicking on the image you added to the Wikidata page from Part 3.
2. Click the "edit" button next to Summary
3. You should see a screen containing markdown code (with a lot of curly braces). If you don't, use the button in the top right corner of the text editor to change from Visual Editing to Source Editing.
4. In the source editor, replace the word "Information" on line 2 with "Map"
5. Below this line, add any of the following lines for which you have information. Note: In this section, anywhere that it says, <qid>, use the Wikidata item ID for your map's Wikidata entry, which you made a note of in step 4 of Part 3. Be sure to enter the lines exactly as they're shown here, aside from replacing <qid>.

```
|wikidata title = <qid>
|title = {{#statements:title|from=<qid>}}
|date = {{#statements:date|from=<qid>}}
|location = {{#statements:P131|from=<qid>}}
|publication place = {{#statements:P291|from=<qid>}}
|publisher = {{#statements:publisher|from=<qid>}}
|institution = University of Western Ontario
```

6. (Optional) After adding these fields, you can optionally add additional metadata based on what was added to Wikidata or other information you know about this map. Add these in the same format as the fields from step 5, based on the Wikimedia Commons Map Template fields.
7. When you're done adding metadata to the Wikimedia Commons page, click Preview to make sure there are no errors in your code. If you don't see any obvious format issues, briefly describe what you did in the edit summary, eg: "added links to wikidata item", and then click "Publish changes".

Cleanup

After finishing all four parts, go back into the London Historic Maps – Metadata Spreadsheet, and change the "Wikimedia Editing Status" value for the map you've been working on from "claimed" to "completed"