

Broadcasting A/V Data Wikipedia Editing Workflows and Resources

Related documentation:

- Enhancement priorities and work plan

This document serves as a framework for creating and editing Wikipedia articles for people and organizations which appear in the [Broadcasting A/V Data](#) project. It provides step-by-step workflows for identifying entities which are good candidates for new or updated Wikipedia articles and the editing process, as well as additional resources for editing on Wikipedia as a GLAM organization. In particular, the resources section highlights some important Wikipedia policy considerations, such as source usage, copying text, and making your GLAM role clear to other Wikipedia editors. Some parts of this document are broadly useful to other organizations, while others are very specific to the BAVD project and its subject matter.

Workflow

Pre-work analysis

For marking possible edits:

- Use this [Airtable view](#)—shows entities that already have Wikipedia URLs sorted by number of programs linked to the entity
 - This presumes that a high # of programs = significance, which is not always the case but might indicate researchability
 - Also shows Enhancement groups which might indicate curatorial importance based on factors other than numbers (See "Enhancement priorities and work plan" workflow document)
- Things to check on before marking pages to edit in Airtable:
 - Is the current article short/thin? (Would it be a significant improvement if we spent time researching and writing additional content?)
 - Stub categories that might help:
 - https://en.wikipedia.org/wiki/Category:American_radio_people_stubs
 - https://en.wikipedia.org/wiki/Category:United_States_radio_station_stubs
 - Is the page protected such that we cannot edit it? (See Wikipedia policy info [here](#))
 - Is it likely that there are good secondary sources available to describe the entity and write the article edits? (See info on sources [here](#))
 - Are there already some flags/boxes on the page indicating it is missing citations, needs fleshing out, etc.? If so, this makes it an even better candidate for editing as it is a requested improvement to the article.

- If an entity is a good candidate for edits to an existing page, add tag "Proposed to edit" to the field "Crit-Wikipedia"
 - Add additional tags indicating what kinds of edits the article is a candidate for

For marking possible new articles to create:

- Use this [Airtable view](#)—shows entities that don't have a Wikipedia URL sorted by number of programs linked to entity (and shows Enhancement groups, as above)
- Things to check on before marking articles to write in Airtable:
 - Does it meet the notability requirements for Wikipedia? (See guide [here](#))
 - Will we be able to write about it without doing [original research](#)? (e.g., using secondary sources—there is small amount of flexibility here, but we still need mostly secondary sources)
 - Are we prepared to wait a few months for this article to get reviewed and published? (See [Articles for creation](#) page—at some point this may no longer apply, but we may have to use this process to start)
- If an entity is a good candidate for creating a new Wikipedia article, add tag "Proposed to create" to the field "Crit-Wikipedia"

Editing

- Start a new Google doc in the Google Drive folder with the following title "EDIT [title of article exactly as it appears]" (remove any parentheses in the article title)
 - This is where you will organize research, make notes, draft sections, etc.
- Before you start editing a page (or researching edits), it may be a good idea to quickly review the edit history and talk pages for the article. These can be found at the top of the page by clicking "View history" and "Talk". These pages might give you some insights into how long the page has gone unedited, as well as any changes that were discussed and accepted or rejected. This will help you make useful edits, and reduce the chance that you reproduce a change that has already been reverted for a good reason.
- Begin identifying sources that you might use to make edits. This could be new secondary sources, existing secondary sources, primary sources (in certain contexts), or collections to be added as a link.
 - If no sources can be found, then the edits may be canceled and the Crit-Wikipedia status in Airtable updated to "Will not create/edit" (to indicate that edits were already attempted).
- Good kind of edits to make:
 - Adding citations (to articles that have a general references section but no in-text citations—use the sources from references to add citations, as they are usually what was used to write the article)
 - Adding sources (to articles that are totally unsourced material)
 - Adding links to relevant primary sources/archival collections as part of external links/further reading sections
 - Inserting sentences with additional relevant biographical information based on existing or newly located secondary sources

- Correcting typos, formatting errors, etc. (within guidelines—don't totally reformat a references section if it is just different from what you'd usually see)
- When the edit research is done, change the Airtable status to "Queued to edit", indicating that there is completed research ready to be actually implemented on Wikipedia.
- Make the edits on Wikipedia. Refer to appropriate guidance on how to format things like links to archival collections in particular. See [this general guide](#) for details on the editing interface, and [this GLAM-specific guide](#) for adding collections links to articles.
- As you're editing, especially if you are adding many links and citations, you may find it useful to use the source editor and open the side-by-side preview to review what you're doing and ensure the citations are appearing correctly.
- Make sure to mark "Watch this page" before saving the edits so that the page is added to your watchlist. (Alternatively, you can enable this site-wide for pages you create and edit in the watchlist tab of your user preferences.)
- Publish the edits, then update the Airtable status to "Edit complete".
- Move the Google Doc with the edit notes to the "Complete" folder.

Creating

- If desired, start a new Google doc in the Google Drive folder with the following title "NEW [title of article exactly as it appears]"
 - This is where you will organize research, make notes, draft sections, etc.
 - Note that this is also where you can copy and paste chunks of text from other sources for easy reference, since on your public article draft in your Wikipedia account you cannot put copy-pasted text from other sources.
 - Since the article you will create on Wikipedia will be a draft first, you can also skip this step and just draft on Wikipedia, especially if the article will be a stub/uses few sources.
- Change the status of the "Crit-Wikipedia" field in Airtable to "Queued to create"
- Use the "Click here to start a new article" button on the [Articles for creation](#) page.
 - This will help you generate a draft article that is publicly-accessible by other editors, but not published to the main Wikipedia article base.
 - You can leave this article in draft form as long as you need, though after 6 months with no editing it could be deleted.
- On the Article Wizard page, click "Next" and then "Next" again. Then click "I'm not connected to the subject".
- Enter the article name, then create the draft.
 - When creating the article name, first search your desired name to see if another article with that exact title already exists. If so, you'll need a parenthetical or something else to disambiguate the name, such as "Karl Schmidt (broadcaster)".
- Begin drafting your article, taking care to cite published, neutral references that back up the notability of the topic of the article.
 - The article does not need to be long, but it probably should cite more than 1 source in order to have a chance of getting accepted.

- You can save your article while writing it by clicking the "Publish" button below the article draft. This does NOT publish the article as a completed article, but rather, publishes the draft to the drafts area of Wikipedia. It will not be reviewed until you submit it for review. However, your in-progress draft CAN still be read and edited by others, so it is best to keep notes and such in the separate Google doc.
- When you're finished with your article, click on the button in the box at the top of the article draft to submit it for review. As part of this process, you will have the opportunity to indicate what project tags to add to your article. If it is a biography, add the biography tag, and then for all articles, add 1-4 total appropriate thematic tags.
 - For example, radio broadcaster Marion Watson has the tags "Biography", "Radio", and "Women".
 - This will encourage reviewers who work on those thematic areas to come review your article, which may also increase the speed with which it gets reviewed.
 - The review process may take several months, though you may continue to edit the draft during this time. There is a large article backlog to be reviewed.
- After submitting for review, go to the draft article and click on "Download as PDF", then add the PDF to the Drafts submitted folder on Google Drive. This is to have a record of what you wrote and submitted, in case the draft is deleted or substantially altered.
- Change the status of the "Crit-Wikipedia" field in Airtable to "Submitted for review"
- After the article has been accepted, be sure to add the Wikipedia sitelink to the corresponding Wikidata item for the article you just created. This will trigger the inverse to happen automatically.
 - To do this, go to the Wikidata item for the thing described by the article (e.g., the Wikidata item for "Feminist Radio Network") and scroll to the Wikipedia section at the bottom. Specify the wiki as "en", and then type the name of the article in the next box (this should be a search that will pop up the name of the article you just created).
- If accepted, change the status of "Crit-Wikipedia" to "Create complete". If declined, change the status to "Declined" and if you plan to edit and resubmit the article, add the tag "Queued to edit" as well.
- Once accepted, you will also want to make sure that your new article isn't an "orphan" in Wikipedia terms, meaning that you should make sure other Wikipedia articles link to yours if at all possible.
 - See instructions here for [how to approach de-orphaning](#).
 - The easiest way to find quick opportunities to de-orphan is to go to Google and search: `site:en.wikipedia.org "[NAME OF ARTICLE]"` (retain quotation marks, and replace [NAME OF ARTICLE] with the article title).
 - This will turn up everywhere on English Wikipedia that your article title appears, including non-article pages, like category lists.
 - Scroll through the results to find any actual Wikipedia articles that use your article title, and after you've ensured they refer to the same thing/person, you can edit that article to turn the mention of your article into a blue link/wikilink.

- You can also look at the articles that you linked to from your article, and see if it is appropriate for those articles to mention yours. (This is not always the case, especially when what you have linked to from your article are much broader topics.)
- If your article is declined, review the reasons why and see if you can make meaningful edits that address the issue, then re-submit it for review. Different reviewers are different, so a second look could result in a different outcome, especially if you were able to address the issue.

Policies and resources

Sources

Wikipedia has a very strict policy about not using your own original research to write an article, and about using existing secondary sources to write articles. There are some limited cases in which we can use primary sources to provide statements of fact (e.g., the NAEB papers might be useful here), but the bulk of the article must be sourced from secondary sources. See the [No original research](#) policy.

Copyright/plagiarism

Regardless of whether we wrote the text on another website (e.g., SNAC or the BAVD site, it is still not permitted to copy that text directly over to Wikipedia. We can write it differently, but not copy it or just slightly change it. This also applies to text that we might in other contexts be able to use word-for-word, such as finding aid biographical/historical notes that are exactly reproduced on SNAC. See guide [here](#).

Conflict of interest

It is both good and required on Wikipedia to disclose that we are editing as part of our professional role as UMD/MITH employees. Following UMD Libraries' policy on this, your user page should have a bio that explains who you are and what you are doing on Wikipedia. For example, your name, where you work, why you are editing Wikipedia, and a conflict of interest statement saying that you will abide by Wikipedia's policies, that UMD's educational mission is aligned with Wikipedia's best interests, etc. It is also a good idea in our case to clarify that we are largely editing articles related to educational radio people and organizations.

General notes and links

Editing existing articles to flesh them out and add links to archival collections is going to be our best bet for this project, given that the resources we want to help surface are primary in nature, and entire articles can't be written on the basis of primary sources (and there are notability concerns if only primary sources exist).

Helpful links:

- GLAM-Wiki homepage: <https://en.wikipedia.org/wiki/Wikipedia:GLAM>

- GLAM-Wiki getting started guide:
https://en.wikipedia.org/wiki/Wikipedia:GLAM/Getting_started
- An additional guide for adding collections links to Wikipedia:
https://en.wikipedia.org/wiki/Wikipedia:The_Wikipedia_Library/Cultural_Professionals
- Citing archival material (incl. finding aids):
https://en.wikipedia.org/wiki/Help:Archival_material
- Updating citations/references guidelines:
https://en.wikipedia.org/wiki/Wikipedia:Citing_sources#Variation_in_citation_methods
- Citing multiple pages from the same book:
https://en.wikipedia.org/wiki/Help:References_and_page_numbers
- Footnotes: <https://en.wikipedia.org/wiki/Help:Footnotes>
- Adding the reflist: <https://en.wikipedia.org/wiki/Template:Reflist>
- Everything on Wikipedia edited through the [Remixing Archival Metadata Project](https://en.wikipedia.org/wiki/Wikipedia_talk:Tools/RAMP_editor):
https://en.wikipedia.org/wiki/Wikipedia_talk:Tools/RAMP_editor
- Repairing link rot: https://en.wikipedia.org/wiki/Wikipedia:Link_rot
- Editing cheatsheet: <https://en.wikipedia.org/wiki/Help:Cheatsheet>

Stats

Numbers (from BAVD):

- 345 of 721 Crit-Index authorities have a Wikipedia article, 376 do NOT
 - 345 with article is out of 715 with Wikidata match (215 created as part of BAVD)—if it has a Wikidata item, the appropriate article would be connected to it
- 16 of our 376 without a Wikipedia article have more than 100 programs across the 4 collections
- 48 of our 376 without a Wikipedia article overlap more than 1 collection

Numbers (from Airwaves):

- Crucial: 49 with no Wikipedia URL/75 with a URL (~39% without)
 - Corp. Body: 20 without/64 with
 - Person: 29 without/11 with
- Somewhat: 108 without/136 with (~44% without)
 - Corp. Body: 23 without/116 with
 - Person: 85 without/20 with
- Mild: 63 without/197 with (~24% without)
 - Corp. Body: 1 without/25 with
 - Person: 62 without/172 with
- From entities with Wikidata matches overall: 301 without, 700 with (30% without)
- In BAVD: 52 without/102 with (33% without)