

The anatomy of a Wikipedia page

Title is usually the person's name but may also include their occupation in brackets if there is more than one person with the same name

The **lead paragraph** includes the name (in bold) followed by letters, date of birth & death (in brackets), then a short desc. of why the person is notable

The **infobox** summaries key facts at a glance. You can insert these using a template: "Infobox person" works for all bios but there are also specific infoboxes for different occupations

Most bios are organised chronologically with **headings**

Every statement needs a reference and **in-line citation**

Blue **wikilinks** to other Wikipedia pages help to improve a page and its connectivity for people exploring a topic

Each article has a **reference list**, just like you would have for any academic paper. Ideally a bio will have at least 3 references

Categories are one way people find pages. To discover categories that you could use, try looking at similar pages

Talk is where Wikipedians discuss articles and what should appear on the page

Your **Userpage** is how you introduce yourself to other Wikipedians. Tell them a little about yourself & your editing interests

Check your **notifications** here

Watchlist is like your Wikipedia favourites. It helps you monitor pages you're interested in

Under your profile dropdown menu:

- Your personal **Talk** page is where people can leave you messages
- **Sandbox** is a space for you to practice and work on material until you're ready for everyone to see it
- **Contributions** is where you can see everything you've done on Wikipedia

The screenshot shows the Wikipedia article for Anne Kelso. Annotations include:

- A green box around the title "Anne Kelso" with an arrow pointing to the text "Title is usually the person's name...".
- A green box around the lead paragraph with an arrow pointing to "The lead paragraph includes the name...".
- A green box around the infobox with an arrow pointing to "The infobox summarizes key facts...".
- A green box around the "Education and career" heading with an arrow pointing to "Most bios are organised chronologically...".
- A green box around an in-line citation with an arrow pointing to "Every statement needs a reference...".
- A green box around blue wikilinks in the text with an arrow pointing to "Blue wikilinks to other Wikipedia pages...".
- A green box around the reference list with an arrow pointing to "Each article has a reference list...".
- A green box around the categories at the bottom with an arrow pointing to "Categories are one way people find pages...".
- A green box around the "Edit" button with an arrow pointing to "Edit is how you make changes to a page...".
- A green box around the "Edit source" button with an arrow pointing to "Edit source is the traditional method of editing Wikipedia...".
- A green box around the "View history" button with an arrow pointing to "View history is how you see every edit...".
- A green box around the star button with an arrow pointing to "The star button is how you add pages to your watchlist...".
- A green box around the "Talk" link in the top navigation with an arrow pointing to "Talk is where Wikipedians discuss articles...".
- A green box around the "Userpage" link in the top navigation with an arrow pointing to "Your Userpage is how you introduce yourself...".
- A green box around the "Notifications" bell icon with an arrow pointing to "Check your notifications here".
- A green box around the "Watchlist" icon with an arrow pointing to "Watchlist is like your Wikipedia favourites...".
- A green box around the profile dropdown menu with an arrow pointing to "Under your profile dropdown menu...".

Edit is how you make changes to a page. Edit will take you to the Visual Editor, which is like using Microsoft Word

Edit source is the traditional method of editing Wikipedia. It uses Wiki markup, using punctuation like `[[square brackets]]` and pipes `|` to transform text into links and headings

View history is how you see every edit that has been made to page since it was created. Here you can thank people for making helpful edits and compare different versions of the article to see what has been changed

The **star button** is how you add pages to your watchlist