



WikiGender.org

User Guide



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1. What is Wikigender.org?

Wikigender.org is your online resource for information on gender equality. This innovative website aims to gather experts and the general public with one clear objective: sharing knowledge on issues related to gender equality for a better understanding of the situation of women around the world.

2. What is a “wiki”?

Wikigender.org uses a specific technology (a “wiki”) that allows users to easily build, edit and link web pages. Think of a “wiki” as a large black board, where (authorised) users are given chalk and sponges to start writing up whatever they think is important to others, or to edit already existing articles as they deem necessary. This technology is emblematic of the Web 2.0, where content is generated by the users.

3. A first look on Wikigender.org features

In a “wiki”, information is organised into “articles”. These can be edited or new articles can be added by registered users, without going through an external webmaster.

How to find articles on Wikigender?

Search for it. Type the keyword(s) you are looking for in the search field on the left.

Article of the week. The main page features a new article every week.

Category. Click on the name of a category to see all articles related to it.

Index. You can see a complete list of articles by clicking on the index of articles.

Links. Pages and articles are linked by hyperlinks. A blue link takes you to an existing article. Red ones are “wanted articles”. Why don’t create it?

Don’t have an account yet? Create one; it’s simple!

Everybody can access the information on Wikigender.org. However, you need to be registered in order to edit or create an article. Creating an account is easy:

- click on the link “[log in/create account](#)”
- choose a User ID and password and provide your email address and name.

Already have an account? Log in

- click on the link “[Log in / create account](#)”
- fill in the form with your username and password to log in.



Once logged in, a toolbar will be displayed on the top right of the page:



First is your username. Then you'll see:

- “my talk” to keep track of all your comments on the Discussion pages (see below).
- “my preferences” to allow you to modify your name, email address, password and alerts preferences.
- “my watchlist” to track changes on any article/page you are interested in. You can add an article to your watchlist by clicking the “Watch”-tab on any page/article you are reading.
- “my contributions” to list all contributions you have made so far and to track changes that have been done by other users.
- “log out” before you leave Wikigender.org.

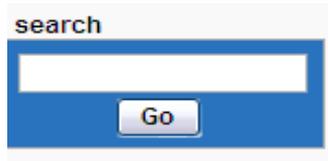
Menu on the Left

Here are some useful links:

Navigation	
Main page	Wherever you are, this link drives you to the Homepage.
About Wikigender	Find out more about this initiative by clicking on “About Wikigender”
Random page	Don't know where to start? Let the “wiki” choose for you.
Contact	Question, comments, suggestions? Contact us here
Disclaimer	Some legal information.
Help	Encountering a problem? Find help here.

Community Portal	
Events Calendar	This section is your place to advertise and find events related to gender equality.
Community portal	This “chat room” allows you to bring specific topics to the attention of the Wikigender Community. It promotes open discussions on issues that may be interesting to all users of Wikigender.
New pages	Find the latest creations on Wikigender
Most wanted pages	Articles that do not exist yet and are waiting for your input.

Search box



Search within titles and articles for specific keywords. The “Go” button drives you directly to the page with the exact name you entered in the search field. If the article does not exist yet, you have the option to create it.

Toolbox	
Recent changes	Track the most recent changes to the wiki on this page.
What links here	All pages with a link to the current page displayed
Upload file	Only images can be uploaded.
Special pages	Find a list of interesting statistics and information on Wikigender
Printable version	To facilitate printing

4. How can you participate?

- Finding and reading an article

Are you an expert on Gender Equality in Angola? What does Wikigender.org tell you about it?

Use the search field which is on the left hand side of the page.



If your search is unsuccessful, this is the perfect occasion to create a new article on “Gender Equality in Angola” by clicking on the link “You can [create this page](#)” and start sharing your knowledge with the community.

If your search returns some results, improve what is already online by modifying the article or adding new information.

- Editing an article

Log in or - if you haven’t already done so - create an account (see above). Only registered users can edit articles. Others can just read what is on Wikigender.org.

To start editing a page on Wikigender, open or create an article and then simply click the “Edit”-tab on the top.

[edit this page](#)

An editor box will open containing the editable code from which the server produces the finished page.

- Type your changes

Type your text in the textbox as if it was a word document. A tool bar (see below) helps you to bring your articles into shape.



- Summarise your changes

Write a short note that summarised your input (e.g. what did you do and why). You may use shorthand to describe your changes as described in the edit summary legend.

Please note that all contributions to Wikigender.org may be edited, altered, or removed by other contributors. If you don't want your writing to be edited mercilessly, then don't submit it here.

You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource (see [Project:Copyrights](#) for details). **DO NOT SUBMIT COPYRIGHTED WORK WITHOUT PERMISSION!**

Summary:

This is a minor edit Watch this page

[Editing help \(opens in new window\)](#)

- Preview the new page before saving

When you have finished editing an article, click “Show preview” to see how your changes will look on Wikigender before making them permanent. Repeat the “edit/preview” process until you are satisfied with the outcome, then click “Save page” and your changes will be immediately applied to the article.

5. The toolbar functionalities:

An **edit toolbar** is displayed in the edit box. More advanced users may also use basic wiki markup (described in the next section) to do simple formatting and link content to other articles, which adds to the value of your contribution.



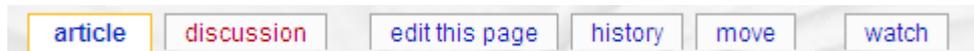
You can format existing text by highlighting the section you want to format and clicking the relevant button on the toolbar. If you click a button without selecting any text, sample text will be inserted at the cursor's position.

Icon	Function	What it shows when editing	What it shows on the page
	Bold or strong emphasis	"abc"	abc
	Italic or emphasis	"abc"	<i>abc</i>
	Internal link	[[abc]]	abc (if the link exists) abc (if the page is “wanted”)
	External link	[abc.com]	
	Section heading	== abc ==	abc
	Insert image	[[Image:abc.jpg]]	
	Insert media	[[Media:abc.ogg]]	Media:abc.ogg
	Ignore wiki formatting	<nowiki>abc "" [[Bold text]] "</nowiki>	abc "" [[Bold text]] ""
	Sign talk comments (with time stamp)	~~~~~	

6. Other tabs



If you are logged into Wikigender as a registered user, you will find six tabs on top of each page:



- “Article” is selected by default to display an article in a regular read mode
- “Discussion” lets you bring specific questions/comment related to the article you’re reading to the attention of the Wikigender Community
- “Edit this page” lets you edit the page – see above
- “History” allows you to see previous versions of the article
- “Move” lets you rename a page, moving all of its history to the new name. The old title will become a redirect page to the new title.
- “Watch” adds the current page to your watchlist. Future changes to this page and its associated Talk/Discussion page will be listed here, and the page will appear bold in the list of recent changes. If you want to remove the page from your watchlist, click "Unwatch" in the sidebar.

7. Policies and conventions

Wikigender is not a final product, but a continuous process to improve the knowledge on gender equality. All previous versions of an article and even deletions are recorded, so anything you do here remains an accessible part of Wikigender, available for future reference. But don't be anxious! When editing, keep following guidelines in mind and you will soon find yourself making effective contributions to the project.

The primary objective of Wikigender is to share knowledge on gender equality and to distil this knowledge into high-quality articles. Since Wikigender does not impose any official structure to control the quality of articles, it is paramount that the Wikigender community follows its own rules, procedures and values, which continue to evolve. Some of these values are informal and you will learn them from observing, asking, or being informed by other community members. Some are formal (and their page titles are preceded by "Wikigender.org:"). Some of these rules and procedures are really important and mostly follow common sense about respecting how Wikigender works and what it tries to do. Others reflect the accumulated experience of editors who are constantly learning and refining core values, which help us avoid or resolve conflicts over content, and which guide us in our constant effort to improve articles.

If you follow these guidelines, you will likely be treated with kindness and respect. As you gain experience, you might learn of additional style guides, handy ways to do things etc. But don't worry too much if you don't understand at first. Someone will clean up after you, and, as time passes by, you will learn the subtleties of how to be a great community member of Wikigender!

There is no strict set of rules. Instead, there is a set of policies and guidelines, the latter of which you can choose to follow. Should you see somebody do things that are plainly not in accordance



with these guidelines, “be gracious” with them if there doing still serves the objective of the Wikigender project. In many cases, well-informed and well-intentioned editors need to sort out among themselves the most appropriate way to improve the article they are working on.

Many people get started on Wikigender because they are reading an article and they notice an omission, a factual error, or a typo. If you know how to make edits and changes, go ahead, and if you add or change information to an article, please include references, because all unreferenced material is subject to removal. But if you are not sure what to do, go to the talk/discussion page associated with the article, hit the "+" tab, and make a comment on what you think needs to be changed. Remember to please end your comment with four tildes like this ~~~~, which will sign and timestamp your comment.

Wikigender articles generally contain links to other articles. Blue (or purple, if you have already visited them) links represent pages that do exist. Red links (or tan, if you have already visited them) point to pages that do not yet exist, or have been deleted. Whoever created these links thought that an article on the topic should be included in Wikigender. If not many people agreed with these suggestions, the links may have been removed. It is also possible that a spelling error was made, or that they did not know the correct name for an existing page on the same (or a more general) topic. In this case, you could fix the link, and/or create a redirect page. If you decide there should be an article at the other end of the link, please start writing it!

In addition to searching for red links in articles, you can look at a list of wanted pages, and pick one to which you could make a contribution. Make sure that you submit information which is relevant to the specific purpose of the wiki, or your content might be deleted. You can always use the talk pages to ask questions or check to see if your idea will be accepted. Please make note of the copyright and source information.

Make a list of everything you know. Do not include things that are not verifiable or not supposed to be covered by Wikigender. Then, find the proper places to write about the items that remain on your list. In order to integrate this new content to articles that already exist on Wikigender, click on "What links here" to also modify similar pages.

Wikigender.org was created by the OECD Development Centre but neither the Development Centre nor any other part of the OECD is responsible for the messages that are portrait therein. In order to make Wikigender a useful information resource, we advise you to stick to following rules:

- A. **Neutral point of view.** Write articles from a neutral point of view. This is a fundamental principle of Wikigender.org, which allows us to make a fair representation of the world around us. Even if material is verifiable, it is still important to put it into a balanced and representative form so that it conveys a fair impression of the views of the many significant viewpoints on a subject.
- B. **Verifiability.** Articles should contain only material that has been published by reliable sources. Editors should cite reliable sources for any material that is challenged or likely to be challenged; otherwise it may be removed by another community member.
- C. **No original research.** Articles may not contain previously unpublished arguments, concepts, data, or theories; or any new analysis or synthesis of published arguments, concepts, data, or theories that serves to advance a position.



Safe behaviours

The intent of these guidelines is to provide a safe set of rules. Follow these behaviours avoid any potential problems from the start.

Be bold in updating pages. Go ahead, it's a wiki!

Encourage others, including those who disagree with you, to share their knowledge

Be civil to other users at all times.

When in doubt, take it to the talk page before doing actual changes to existing articles. Mutual respect is the guiding principle of Wikigender and, although everyone knows that their writing may be edited mercilessly, it is easier to accept changes if the reasons for them are discussed beforehand.

Clear edit summaries and transparent explanations are highly appreciated. Other editors, including yourself, need to understand your actions. Please state what you changed and why. If the explanation is too long, elucidate on the discussion page. It is a fundamental principle of Wikigender that all registered users can edit articles, so there are a lot of changes to watch.

Assume good faith; in other words, try to consider that the person on the other end of the discussion is a thinking, rational being who is trying to positively contribute to Wikigender. If you really can't stand an edit to your article, revert once, with an edit summary stating something like "(rv) I disagree strongly, I'll explain why in talk." and immediately take the issue to talk.

Be gracious: Be liberal in what you accept, be conservative in what you do. Try to accommodate other people's quirks the best you can, and try to be as polite, solid and straightforward as possible yourself.

Signing. Sign on talk pages (using ~~~~ which gets replaced by your username and timestamp when you hit submit), but don't sign on main space articles.

Use the Show preview button; it prevents cluttering up the page-history.

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