



Guide 5: Troubleshooting

As a new Wikipedia contributor, you may encounter challenges in creating and maintaining Wikipedia pages. Some may arise due to inexperience and others relate to Wikipedia's well documented systemic gender bias, which the WikiD project (and many other initiatives) seek to address.

This guide provides an insight into, and solutions for, some of the common issues faced by new contributors when writing and editing articles on women architects.

● **Further reading and links**

- **Wikipedia: Wikiproject Countering systemic bias**
Information about the forms of systemic bias that exist within the Wikipedia community.
https://en.wikipedia.org/wiki/Wikipedia:WikiProject_Countering_systemic_bias#Selection_based_on_gender_bias
- **Wikipedia: The missing manual**
A useful guide that explains many common issues encountered on Wikipedia
https://en.wikipedia.org/wiki/Help:Wikipedia:_The_Missing_Manual
- **Wikipedia: Deletion policy**
This page explains when deletion is acceptable
https://en.wikipedia.org/wiki/Wikipedia:Deletion_policy
- **Wikipedia: Identifying Reliable Sources**
http://en.wikipedia.org/wiki/Wikipedia:Identifying_reliable_sources
- **Wikipedia Glossary**
A full list of all Wikipedia abbreviations
<https://en.wikipedia.org/wiki/Wikipedia:Glossary>
- **Wikipedia Using Talk Pages**
https://en.wikipedia.org/wiki/Help:Using_talk_pages

Deleted pages

There are three ways that Wikipedia articles can be removed:

1. Speedy deletion

Speedy deletion is the immediate removal of an article by a Wikipedia administrator. This occurs when a page is considered so inappropriate for Wikipedia that it would not survive the typical deletion review process.

2. Proposed deletion

Any editor can propose that an article be deleted if they believe that it does not meet Wikipedia's criteria. Once proposed, an administrator can delete the page within seven days if no objections to the proposed deletion are received.

3. Deletion discussion

After being proposed for removal, a deletion discussion may be used to garner community consensus as to whether a page should be deleted. These are open for seven days and the outcome is based on the arguments proposed by discussion participants, not the number of supporters or opponents.

1. Avoiding deletion

To avoid deletion we recommend that you:

- Choose an appropriate subject. ● *See Guide 2: [Selecting and researching a topic/subject](#).*
- Ensure the notability of your subject is indisputable. If your article is about a living person, Wikipedia suggests that you ensure it is supported by at least one reference from a reliable source. Based on the identified systematic bias, we recommend that you aim to cite at least three reliable sources. Notability can present problems when significant women have been left out of the historic record. This is not easy to address – think creatively about where you might find sources, or consider correcting the omission through publication in other media (for example, on Parlour) before writing a Wikipedia entry.

● See **Guide 3: Writing an Entry** for tips on writing in relation to these criteria.

- Work on your draft article offline in Word, or similar, before copying and pasting the text into a draft article page. This will ensure that all of your original text is preserved in the event that the article is significantly edited or deleted by other editors or administrators.
- Undertake edits on other pages before participating in deletion discussions. The more experience a contributor has on Wikipedia, the more favourably their comments will be received by the administrators.

2. Contesting deletion

If you have followed the above suggestions and your page has still been removed through speedy deletion you can take the following steps:

- Ask another Wikipedia editor to contest the deletion within the article's talk page using the {{hang on}} tag. (Anyone except an article's creator can contest deletion here.) Please see [Talk Pages \(below\)](#) for an overview of the role of Talk Pages within the Wikipedia community and advice on how to use them appropriately and effectively.
- If contributing to the deletion discussions fails to prevent the removal of the contested pages, you can appeal the closure through the [Deletion Review process](#).

● Refer to [Wikipedia: Deletion Policy](#)
[Wikipedia: Guide to Deletion](#)

Flagged pages

Wikipedia editors can take one of two actions after identifying issues within existing pages. If the problem is simple, they may rectify it themselves. Alternatively, they may tag the articles as requiring a clean up.

A tagged article may become at risk of deletion if the issue is not rectified.

Below is an overview of some common types of tags and what to do if your article is flagged as having issues. (This list of tags is not exhaustive.)

3. 'This article is an orphan'

This means that no other Wikipedia pages link to this article. Actions for fixing:

1. **Find** Search Wikipedia for related pages by typing the article name in quotation marks in the search bar. Or type the name of the tagged article into Edward Betts' [Linking Tool](#) to find linking opportunities (http://edwardbetts.com/find_link/)
2. **Link** Once other pages are identified, edit the text to insert a relevant link to the orphaned article. When saving the change, use the following edit summary: "Adding link to orphaned article, WikiProject Orphanage: [\[\[Wikipedia:ORPHAN|You can help!\]\]](#)"
3. **Remove** Once at least one article links to the orphaned page, edit the page to remove the orphan tag. When saving the change, use the following edit summary: "Successfully de-orphaned! WikiProject Orphanage: [\[\[Wikipedia:ORPHAN|You can help!\]\]](#)"
4. **Review** On the right hand side of the page under 'Tools', click 'What links here'. The page that you've just linked to your orphan article should now be listed here.

● Refer to [Wikipedia: Orphan](#)

4. 'This article has no links to other Wikipedia articles'

The page does not refer to any other Wikipedia pages. Actions for fixing:

1. **Find** Look for other articles that may provide further understanding of content in your article.
2. **Link** Once other pages are identified, ensure the text of the contested article contains a relevant mention to the supporting article, before inserting brackets as follows: [[article title]]; or if the exact words aren't within your text: [[article title | alternative phrase]].
3. **Remove** Once the contested article links to at least one other Wikipedia page, edit the page to remove the tag.

• Refer to *Wikipedia: Manual of Style/Linking*

5. 'This article relies largely or entirely upon a single source' 'This article does not cite any references or sources'

The page requires additional reliable sources. Actions for fixing:

1. **Find** Refer to Wikipedia's Guidelines on reliable sources before selecting additional sources to reference. • See *Guide 2: Selecting and Researching a Topic* for suggestions of suitable references and useful resources.
2. **Cite** Use the cite tool (in the visual editor) or manually insert the citation (using wikitext) within the article.
3. **Remove** Once the contested article links is supported by at least three reliable sources, edit the page to remove the tag.

• Refer to *Wikipedia: Identifying Reliable Sources*

6. The neutrality of this article is disputed' or 'reads like a CV/advertisement'

The page is not written in an encyclopaedic tone or may contain biased content.

Actions for fixing:

1. **Reflect** Is this article about you, your organisation or a close friend? If you think a conflict of interest exists, please refer to *Wikipedia: Conflict of Interest* to see if it is appropriate for you to be editing the page and any disclosure requirements
2. **Review** After reading the Tone and Style section of • *Guide 3: Writing an entry* read the existing text to identify and rewrite problematic text.
3. **Remove** Once the text has been corrected, edit the page to remove the tag.

• Refer to *Wikipedia: Neutral Point of View*

For further information about other clean up issues click on the hyperlinks within the tag message.

Vandalised pages

Unfortunately vandalism is common on Wikipedia.

7. Reverting vandalism

If your pages has suffered significant unsubstantiated edits do the following:

- **Open** Click 'view history' to open the list of article versions.
- **Compare** To see the differences between the current and previous versions of the article, select the circle in front of the two articles and click 'compare selected revisions'.
- **Assess** Give the editor the benefit of doubt. Unless it is an obvious instance of vandalism, treat the change as a content dispute rather than vandalism.

- If positive changes have been made since the vandalism, do not progress with the step below as it will erase both the good and bad edits. Instead either manually edit the vandalism from the page or refer to Wikipedia: [The Missing Manual](#) to find out how to undo individual edits.
- **Revert** To restore an old edit click on the timestamp to view the older version (which will have a red warning at the top). Click 'edit this page' (which will display a second warning) and in the edit summary type 'rv', shorthand for reverting vandalism, and click save.
- Refer to *Wikipedia: The Missing Manual – Who did what: Page histories and reverting*

Talk pages

Whether you are contesting the retention of an article in a deletion discussion, or recording notes on edits made to an existing page, you will need to use a talk page to communicate with other contributors. There are two types of Wikipedia talk pages:

1. Standard talk pages

These are pages connected to articles that are used to discuss edits, issues or suggestions based on that page.

2. User talk pages

User talk pages are for more general discussion between editors and can be used to directly message the talk pages owner.

The important distinction between a user and a standard talk page is that by posting in the former, the owner of that page will receive notification of that post. In contrast, they will only receive a notification of standard talk page posts if they are following that particular page, which is quite often not the case.

8. Communicating with other editors

Whether you are contesting the proposed deletion of a page, interacting with an individual who has delivered a personal attack or discussing page improvements with an editor who tagged your page as requiring a clean up, you should abide by the following:

- **Focus** Keep your comments focused on the edits not the editor, and assume good faith.
- **Support** Controversial claims can be made but they should be supported by sources to prevent them appearing as negative statements. For example, if an editor states that your subject isn't notable, counter their argument with evidence.

If you believe you have received a personal attack:

- **Wait** Only respond once you have had time to consider the comments and can devise a suitable, unemotional and factual response.
- **Research** Not sure if comments are inappropriate or how you should respond? The following user essays may help: ['Avoid personal remarks'](https://en.wikipedia.org/wiki/Wikipedia:Avoid_personal_remarks) (https://en.wikipedia.org/wiki/Wikipedia:Avoid_personal_remarks) ['No angry mastodons'](https://en.wikipedia.org/wiki/Wikipedia:No_angry_mastodons) (https://en.wikipedia.org/wiki/Wikipedia:No_angry_mastodons) ['Staying cool when the editing gets hot'](https://en.wikipedia.org/wiki/Wikipedia:Staying_cool_when_the_editing_gets_hot) (https://en.wikipedia.org/wiki/Wikipedia:Staying_cool_when_the_editing_gets_hot).
- **Get help** Seek advice from experienced editors [Editor assistance](https://en.wikipedia.org/wiki/Wikipedia:Editor_assistance) (https://en.wikipedia.org/wiki/Wikipedia:Editor_assistance) or [Wikiquote alerts](https://en.wikipedia.org/wiki/Wikipedia:Wikiquote_alerts) (https://en.wikipedia.org/wiki/Wikipedia:Wikiquote_alerts)
- **Don't fight back** If an inappropriate comment has been made that is against Wikipedia's 'civility' or 'no personal attacks' policy, your aim should be to have that editor change their behaviour or be removed. Responding in kind may result in your expulsion and the continued

inappropriate behaviour of editors. In some cases, it may be best to not respond at all.

- **Respond on talk pages** If a behaviour-based conflict has arisen on a project page, a response should only be posted on the respective editor's talk page. Project talk pages should only relate to article content.
- **Report** If you believe the user should be issued a formal warning, see 'posting the warning' for information on when, when not and how to report an editor. [Refer to *Wikipedia: The Missing Manual – Dealing with Vandalism and Spam: Posting the warning*](#)
- **Reconsider** If the offender claims that the issued warning isn't justified, don't argue. Administrators will determine whether their actions are inappropriate. If you change your mind, you can 'strike-through' your comments. [Refer to *Wikipedia: The Missing Manual – Collaborating with others*](#)

- **Comment structure** Comments should be indented for clear formatting. To do this simply add a colon (:) in front of your comment. If you are responding to a comment that is already indented with a colon (:), you will add two colons (::). In some pages, comments are marked with an asterisk instead of a colon, which creates a dot point in front of the colon. If this is the case, follow the same rule using an asterisk (*) instead of a colon (:).
- **Signing off** You should sign and date your contributions. To do this, simply type four tildes (~~~~) at the end of your comment. [Refer to *Wikipedia: Using Talk Pages*](#)
- **Monitoring** If the comments are added to a project talk page, or another user's talk page, you will not be automatically notified of responses. To enable an alert when another user responds to your comments, click the star to watch/unwatch the talk page.

9. Accessing the talk pages

Access the talk pages as follows

- Click the talk tab at the top of the page. Unlike editing articles, there is no visual editor for talk pages so you must use manual formatting and wikitext.

10. Talk page formatting

It is important to follow the following formatting requirements.

- **Where to write** Some talk pages can contain many different conversation threads. If you are starting a new conversation that doesn't relate to any of the existing content on the page, click the "+" or "new section" tab to add a new section (rather than clicking on the "edit this page" button). This will start a new section at the bottom of the page. This also works for some project pages and notice boards.