

GUIDELINES FOR POSTING TO THE WOODHAVEN WIKI

PAGE

TITLE

PLACE OF BUSINESS: business name (ex: [Scaturro](#)); further classification can be done with tags or listing in a specific directory (ex: [Grocery](#)).

BUILDING: name of building (if applicable) instead of address (ex: [The Wyckoff Building](#)).

HISTORIC EVENT: make title as succinct as possible. Details can be given in the article (ex: [Murder of Professor Kotkov](#)).

HISTORIC SITE: Most common name by which it is known (ex: [Clark's Woods](#)). Details and alternate names can be given in the article.

IMAGES

At least one image should be used for each article, if possible.

PLACEMENT: A one or two sentence description should come first, explaining the article. Images should be centered (ex: [Acapulco Bar & Restaurant](#)). To center an image, first place it in the article, then hit the

style button () in the edit menu and in the "Alignment" drop-down menu, choose "Center."

"USED TO BE": if images exist for the site where the subject of the article is located but before the subject was established, display these images **below** the present-day image. Accompany historical images with brief captions of what was there before (ex: [Beauty Wonder](#)).

SIZE: No specific uniform size, but image should be no wider than the page width, preferably with border. Size of image should be dictated by level of detail necessary to depict: if just a picture of a current place of business the image does not need to be large (ex: [Acapulco Bar & Restaurant](#)) but something with higher detail like a historical image or illustration can be larger (ex: [Centreville Racetrack](#)).



highlighted image for resizing

Image size is easily changed when editing in Wikispaces Visual Editor (the default mode when you are editing) by clicking on the image (it will become highlighted) and moving one of the boxes on the border.

Corner boxes change height and width, boxes in the middle of lines change that dimension (box on either side of the image changes width, box on top or bottom of image changes height).

LAYOUT OF PAGE

Start with a brief one or two sentence description of the subject. Next should come a current image if you have one. After that, you have two choices: if you have more to say about the subject, include more information with images as applicable. Or, if you have historical information about the site where the subject is (such as businesses that used to be there), share this with appropriate images (ex: [Beauty Island 2000 Inc.](#)).

GIVING CREDIT TO YOUR SOURCES

Do you own the rights to the images and information you are putting in a wiki article? Great! You can note this at the bottom of your article if you want (ex: "all content provided by Leigh Wilkinson"), or just say nothing and this will be assumed. If however you are using someone else's images or words you need to mention this. You will notice that the majority of images in this wiki are owned by Project Woodhaven, and this is clearly seen by the stamp on each of these images.



This clearly marks that the image belongs to Project Woodhaven. If the image you are using doesn't have this information included already, use a caption below the image to indicate the photographer. For example, look at the picture below.



"Forest Park Bridle Path" by Joe Shlabotnik. 2007 [source](#)

It was taken in 2007, and it is interesting because it is of a sign that is no longer there on the Forest Park Bridle Path. Since this picture came from the photo sharing site [Flickr](#), I have included the URL along with the name of the photographer. This image is licensed under Creative Commons, which means you can

use it as long as you give credit. To learn more about the different Creative Commons licenses, you can go to their [website](#). This is useful information if you plan on using someone else's stuff.

Likewise, if you are posting information that came from someone else's research, be sure to give that person credit. For instance, at the bottom of the page include a line saying "research provided by Ed Wendell" or if it is from a book or website give that information as well. Here are a couple examples.

BOOK

Source: Stankowski, Barbara Willemann. *Old Woodhaven*. Queens Historical Society, 1978.

WEBSITE

Source: "Queens Community Rallies to Demand That Neir's Tavern Get Landmark Status." Long Island Exchange, April 25, 2016. <https://www.longislandexchange.com/press-releases/queens-community-rallies-to-demand-that-neirs-tavern-get-landmark-status/>

These don't need to be textbook citations like you would include on a scholarly paper, just enough so users can see where you're getting your information from. If you do want inspiration from scholarly citation guidelines, you can check out [OWL at Purdue](#). (Note: this link goes to the format usually used in scholarly history citations, but there are other methods of citing sources)

ORGANIZATION

LINKS

INTERNAL: If linking to another page within the Wiki, place cursor where you want the link to be. Go to the editing menu, hit the "Link" button.

Link Text: what it will say on the page when you're done editing

Page Name: the name of other page you are linking to (drop down search window will automatically open).

Link to Anchor: leave unchecked

Use this to link pages to appropriate directories (ex: [China Star Trading Corp.](#)) or to direct users to related topics (ex: [Haven Photo](#)).

EXTERNAL: Same as internal, but when you open the link menu while editing, make sure you change selection on the left from "page or file" to "web address" (ex: [1st Century Realty](#)).

TAGS

To add a tag to a page, click on the ellipsis on the upper right corner of a page. Click on “Tags” and then “edit.”

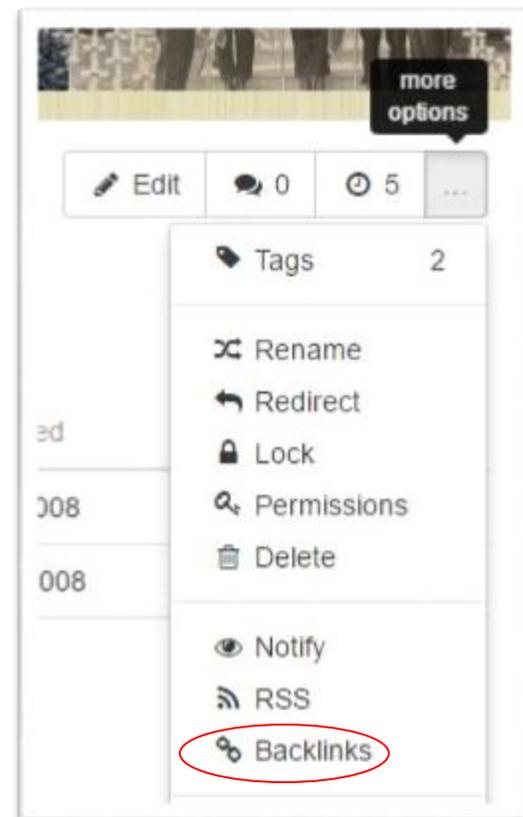


Start typing in a tag name. If a tag doesn't exist by that name, there will be a (0) next to it. If you want to add the tag, click the highlighted text.

If possible, stick to tags that exist. If you are unsure of what tags to apply to the page, a good place to look is the “Backlinks” page to see if it is housed in any existing directory.

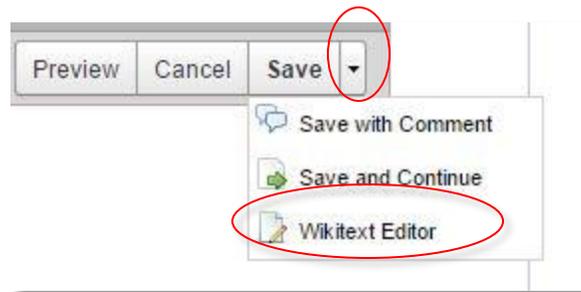
If you must add a new tag, try to make it specific enough to be useful but broad enough to be used more than once. For example, “Fire Station” is specific enough to use as a tag, but it is only useful as a tag if there is more than one fire station in Woodhaven.

These tags are a useful navigation tool for our users. If a user likes the article they are reading, they can look at the tags for that page. If one of the tags pertains to some element of the page they just enjoyed ([history](#), for instance, or the [type of business](#)), they can click on the tag to find out if there are other related pages that will also interest them.



WIKISPACES HELP

Wikispaces makes adding pages and editing existing pages super easy, especially with their default WYSIWYG (“what you see is what you get”) Visual Editor. If you would prefer to work in wikitext ([and here's how](#)), start by hitting Edit as you normally would. Then, from the drop down menu to the right of the Save button choose “Wikitext editor.”



editing with wikitext

Wikispaces has its own extensive [help center](#) which will likely prove very useful to you, particularly the articles on [creating a new page](#) and [editing a page](#). You should also check out their [FAQ](#) page.

PLEASE NOTE: Before editing a page that you did not create, please first check with Ed Wendell at projectwoodhaven@aol.com before making any changes.