Wiki-editing guide for Lost Plays Database contributors

Creating a new entry (brief instructions)

1. Click the article template tab (button) at the top of the page.
2. Enter the title of the play that you are about to prepare an entry for. The title should place definite and indefinite articles **at the end**, not the beginning, so as to facilitate alphabetical sorting (e.g. *New World's Tragedy, The*). Check how the play is listed in the contents pages if unsure (i.e. under 'Play Titles', 'Years', 'Dramatists', or 'Auspices').
3. A template will have been generated for you now. Replace the sample text (which has been entered in angular brackets) with the information you have prepared. Guidelines for each subsection appear below.
4. To ensure the lost play you are writing about appears on the contents pages for the relevant auspices, you must add a 'category tag'. E.g. If it's an Admiral's Men play at the Rose, you would add the following: [[category:Admiral's]] [[category:Rose]] (Look at the Auspices contents pages to find the appropriate names). These tags can be placed anywhere in the entry, as they will automatically appear as links down the bottom of the page anyway.
5. Make sure you save your changes before navigating away from this page!

Formatting

For formatting, note that there are two options. The ordinary toolbar enables you to use bold, italics, etc. If you launch the Rich Editor, you will also have access to superscript and other features. But using the Rich Editor will alter the way you view your entry-in-progress; some users may find it easier. It will conceal the wiki mark-up language tags though (this may bother other users). You can switch back and forth between Rich Editor and regular view easily.

This Wikipedia page may also be of assistance:
http://en.wikipedia.org/wiki/Wikipedia:WikiProject_User_Page_Help/Do-It-Yourself/Formatting_Text#Text_formatting

Guidelines

Long sections / subheadings

If a section contains a wealth of information (e.g. Henslowe proves particularly rich for a given play, or it is possible to include a synopsis of a conjectured source), try to divide the section into subsections (e.g. divide **Historical Records** into **Performance Records (*Henslowe's Diary*)**, **Payments to Playwrights (*Henslowe's Diary*)**, **Payments for Properties (*Henslowe's Diary*)**, and **Henslowe Papers**, as relevant/applicable. After listing the conjectured sources or surveying scholarship on probable sources, the **Sources** section might be subdivided into **Synopsis** of the main text or subheadings for each possible source).

The basic subheadings of an entry (as generated by the template) are formatted with two equals signs on either side of the title, e.g.
 ==Historical Records==
To create a subheading within this section, use the next level down on the heading scale, e.g. three equals signs:
===Performance Records (*Henslowe's Diary*)===

Redirecting plays known by variant titles

When creating an entry for a play known by multiple titles or variants, best practice is to also create 'redirect' pages of the variant names which redirect the user to the entry you've created.
        You may start a new page with the name you want to direct from. You can also use an existing page that you are making inactive using the "edit" tab at the top of that page. In either case, you will be inserting the following code at the very first text position of the Edit window for the page:

#REDIRECT [[pagename]]
(where pagename is the name of the destination page)

You should use the 'preview' button below the Edit window, or Alt-P, to check that you have entered the correct destination page name. The preview page will not look like the resulting redirect page, it will look like a numbered list, with the destination page in blue:
1. REDIRECT pagename

If the pagename as you typed it is not a valid page, it will show in red. Until there is a valid destination page, you should not make the redirect.

SO, you would begin by entering the full name in the template, e.g. *The Late Murder in Whitechapel, or Keep the Widow Waking*. When you have finished creating your entry for that play, return to the template and create a new entry for *Keep the Widow Waking*, and the only text it contains will be #REDIRECT [[The Late Murder in Whitechapel, or Keep the Widow Waking]] Repeat as necessary for any other known titles (e.g. *The Late Murder in Whitechapel*, and even simply *Late Murder in Whitechapel* without the initial 'The').

Cross-referencing other lost plays in the database

If you mention another lost play, it is helpful to link to its entry. To do this, enclose the other play's page title in double square brackets, e.g.

[[New World's Tragedy]]

If the entry for that play has a name which differs slightly from the title you wish to write (perhaps you are using a common title or an abbreviated title, but the play's entry uses a longer version?), you can do the following:

[[Conquest of the West Indies|The Conquest of the West Indies]]

In this example, the play's entry is simply 'Conquest of the West Indies', but you want to include the definite article at the beginning of the title. Including the pipe | followed by the text as you want it to appear will conceal the entry's title and only display the title you nominate.

Links to sections in the same entry

If you want to link to another section (e.g. For What It's Worth) in the same entry, use "[[#For What It's Worth | For What It's Worth]]".

External links

Use single square brackets for external links. e.g.
[http://purl.org/emls]

If you want to have a name appear instead of the URL, type the address followed by a space and the name you want to appear:
[http://purl.org/emls EMLS]

Useful tags

Indented quotations can be formatted by using <blockquote> before the text and </blockquote> after the text.

Hanging indents/paragraphs (useful for Works Cited where a long entry runs onto a second line, which you'll want indented to offset it from the next entry) can be formatted by using the following code around your works cited text:

<div style="padding-left: 2em; text-indent: -2em"> your works cited text </div>

Superscript can be added by placing ^{before the text and} after it.

Formatting Henslowe

The layout of entries in Henslowe's diary poses the greatest formatting difficulty for wiki entries, but it is not too great a problem. Have your data ready in Excel. if the Henslowe information consists of date, play title, and takings, you will need three columns (one for each). If you leave a column blank between these, you can adjust the spacing of the final product more easily. i.e. Column 1: date, Column 2: blank, Column 3: play title, Column 4: blank, Column 5: takings.

- Use the excel-to-wiki converter found at http://excel2wiki.net/
- Untick the box that says 'format header' (you don't want to format header).
- Copy your data from excel into the big empty box and hit 'submit query'.
- Copy the output generated, and paste it into your wiki entry. (This only works when the Rich Editor is disabled, which is the default mode).

Need help?

Any questions? Email David: mcinnisd@unimelb.edu.au