**Best practices**

\* Disclose your affiliation with **[[your institution name]]** on your Wikipedia user page before editing. (The user page can be found in the top right corner of any Wikipedia page and can be edited like a regular article).

\* If you edit articles about **[[your institution name]]** as an institution, other Wikipedia users may perceive a Conflict of Interest. Simple factual changes (e.g.: personnel updates or outdated statistics) may likely be made without raising eyebrows, but more substantive changes should be proposed with a critical eye towards a potential Conflict of Interest. Such articles should be edited using appropriate discussion pages, and encouraging feedback from other Wikipedia editors.

\* Additions to articles must be verifiable. This means that independent media or academic secondary sources should be cited whenever possible. Where **[[your institution name]]** -published literature or web pages represent original scholarship, they may be cited, but they must go along with an additional verifiable source to back up this information.

\* When editing articles, always maintain the impartial voice. You are writing an encyclopedia, not speaking for **[[your institution name]].**