呢份嘅指引維基編者建立同埋整理類。呢樣指引唔係正式政策，但好多維基編者都接受。請自由改呢頁，不過如果想大改，之前請先傾下。

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點樣整新類

Creating a category is as simple as adding a link to a category that doesn't yet exist. For instance, to create the “fluffy creatures” category, you would edit an article and enter \[[Category:Fluffy creatures]\] the same way as adding it to any other category. The Category:Fluffy creatures will automatically be created when the edit is saved.

起名

Categories follow the same general naming conventions as articles, for example do not capitalize regular nouns. For specific conventions related to categories, see Wikipedia:Naming conventions (categories). Whatever categories you add, make sure they do not implicitly violate the neutral point of view policy. If the nature of something is in dispute (like whether or not it's fictional or scientific or whatever), you may want to avoid labelling it or mark the categorization as disputed. Most categorizations are pretty straightforward, though.

郁手之前查吓先

Before creating a category, look to see if one already exists. The best way to do this is to first add the category to your article but preview before saving. If the category appears in blue at the bottom of the page, the category already exists. If it is in red, then you will be creating a new category. Check the capitalization of the category name. For any red categories, you should look for categories with similar names before creating a new category. One way to do this is to think of the parent category for the new category. Search for it and then look at the subcategories in the parent. You may find that a category already exists that is similar to the one you are thinking about creating.

You may see some inconsistencies when first creating the category: it may alternate between appearing empty and appearing with your first additions. It will probably correct itself in a few minutes. Note that, although "uncreated" categories will correctly list articles that have been assigned to them, the category page itself does not exist until it is manually created. The easiest way to create the category page is to follow the red category link from your article and create a new category page with a parent category and a category description as explained in the next section.

點樣整子類

Create subcategory pages by putting the name of the parent category on a category page that you would like to be the subcategory. Child categories (subcategories) are created by putting [[Category:parent_category_name]] on the lower-level category pages. For example, on a (sub)category page called Category:Roses you put [[Category:Flowers]], Roses becomes a subcategory of Flowers.

When writing the description for a category try to give it at least two parent categories. For example, Category:British writers should be in both Category:Writers by nationality and Category:British people. A few categories do only merely subdivide their parent category, but unless the parent category has many potential articles under it, or many potential subdivisions, if you can't think of a second parent category it might be a better idea to fold your smaller category into the parent.

點樣刪一個分類

Please refer to Wikipedia:Categories for discussion

點樣改一類個名

Please refer to Wikipedia:Categories for discussion

整理類

Please refer to Wikipedia:Categories for discussion
When there are more than 200 entries in a category, only 200 are displayed on the screen and users have to click through multiple screens to see all the entries. To make it easy to navigate, add a TOC (table of contents). TOCs are added by typing:

\{\{CategoryTOC\}\} - which adds a complete TOC (Top, 0 - 9, A-Z)
\{\{CatAZ\}\} - which adds a TOC without numbers. This is for categories with members that only start with letters.

When a given category gets crowded, also consider making several subcategories. Group similar articles together in a meaningful and useful way that will make it easy for readers to navigate later. Remember that several subcategorization schemes can coexist (for example, if Category:Software gets too big, you don't have to choose between subdividing it by function or subdividing it by platform, you can simultaneously subdivide it in both ways).

**Grouping categories**

A set of related categories often forms a hierarchy or a nexus. This can take several different forms, all of which are welcome and encouraged:

- A taxonomic grouping. For example, Category:South Asian countries is part of a geographical hierarchy Category:Academic disciplines catalogs divisions between fields of study
- A functional grouping. Examples: Category:Ancient Rome, Category:World War II, and Category:Commercial item transport and distribution. These bring together articles and subcategories from different fields or taxonomies (history, war, culture, people, companies, industries, technologies) that have an interesting common thread.
- Hybrid forms. For example, Category:Art is both part of the taxonomy of Category:Academia and a cross-reference point for lots of things that have little in common except that they have something to do with art.
- Offshoot forms. For example, Category:Film stubs contains subcategories of Category:Comedy film stubs for comedy films, and Category:Drama film stubs for drama films.

**其他要求**

### 計劃(Wikipedia:) 空間名

Categories relating to the Wikipedia namespace should be added only to the talk page of articles. For example, tags suggesting the article needs work would be placed on the talk page as they are relevant to editors and not an aid to browsing in the way ordinary categories are.

### 用戶空間名

Categories relating to the User namespace should be added only to Wikipedia-specific categories. Users should not add their user pages to article namespace categories such as Category:People or other subcategories, Category:Biologists etc, which are reserved for pages in the article namespace. However, it is appropriate to add a user page to Wikipedia-specific categories such as Category:Wikipedians or other similar subcategories such as Category:Wikipedian musicians. (See also m:Help:Category for guidelines on category "pollution").

If you copy an article to your user namespace (for example, as a temporary draft or in response to an edit war) you should decategorize it in one of the following ways, (where foobar is the category name):

1. [[:Category:foobar]], note the extra : before Category
2. {{cl|foobar}}, see {{cl}}
3. {{ccl|foobar}}, see {{ccl}}
4. {{lcs|foobar}}, see {{lcs}}
Image namespace
See categorizing images

Keep cats out of the sandbox
Categories should not be put on articles that you are working on in the sandbox, nor on any page that you are using as a sandbox (such as an article draft that you are writing in a subpage of your userspace). In such cases you can add <nowiki> before the categories and </nowiki> following them, so that they will display without creating category listings. When the draft becomes an actual article you can remove the markup.

連去分類嘅拎
You can create a link to a category page without adding the page to that category by using a colon before the word Category. Example: [[:Category:Automotive technologies]] appears as Category:Automotive technologies

Redirected categories
Although it is possible to attempt to redirect categories by adding a line such as #REDIRECT [[:Category:Automotive technologies]] to a category, it is not generally recommended because of limitations in the mediawiki software. Categories "redirected" in this way do not prevent the addition of articles to the redirected category. Articles added to the "redirected" category do not show up as in the target category. Until these issues are addressed (in future versions of the software), #REDIRECT should not be added to category pages.

"Soft" redirects for categories can be created using {{分類彈去}}. A bot traverses categories redirected in this manner moving articles out of the redirected category into the target category, see Template talk:Category redirect

Category sorting
Contrary to some expectations, text after a pipe ("|") in a category link is not used in place of the category text. Rather, this text is used as the sort key on the category page itself. However, again contrary to expectations, that sort text is not displayed. One common application is to ignore "The" in article names, so [[Category:Rock and Roll Hall of Fame inductees|Beatles, The]] will make "The Beatles" list under B rather than T in the category.

As another example, the Category:Three-digit Interstate Highways uses this property to sort secondary interstates by their primary. That is, the category link in the article for Interstate 190 (Illinois) is [[Category:Three-digit Interstate Highways|90-1 Illinois]]. This causes "Interstate 190 (Illinois)" to be listed right after "Interstate 189" and right before "Interstate 290 (Massachusetts)" under the heading "9" in the category page.

This feature is very useful for categories in which:

- the entries are people, in which case sorting by last name is preferable (example: Category: Presidents of the United States).
- variations in the naming of entries causes inconsistent sorting (example: list of counties in Nebraska List of counties in Montana, but List of Nevada counties in Category: Lists of U.S. counties).
- the logical sort order is not alphabetical (example: individual month articles in year categories such as Category: 2004, using e.g. the sort key "2004-04" for April).

Using this method to sort category entries is sometimes informally referred to as the pipe trick. However, this use of the pipe character is very different from the original Wikimedia pipe trick which allows one to easily hide parenthetical disambiguation in links.
It is possible to force an article or subcategory to the top of the list by using a non-alphanumeric character as the first after the pipe. For example, using [[Category:Ford| Ford Motor Company]] (note the space) or [[Category:Ford|*Ford
Motor Company]] would force that article to be displayed before all the others. Many editors feel that the space character produces the best aesthetic appearance when the category is displayed. Using a space or asterisk after the pipe is the customary way to categorize an article in a category with the same name, indicating that the article is the main topic article for that specific category. For an example, see Category:Suspension bridges. Using {{Catmore}} may be preferable - no consensus has been established yet. To list at the end (after z) of a category, the sort key ~ can be used [[Category:Polyhedra|~Polyhedra
templates]].

Other specifics:

- For more detailed guidelines about sorting names of people, see Wikipedia:Categorization of people#Ordering names in a category.
- Don't start the category sort key with a lower case letter unless you want to create a separate caption with that lower case letter in the category (note that the first lower case letter caption starts only after the last upper case letter caption).
- When trying to sort with numbers (e.g. wikipedia:Naming conventions (pieces of music)) don't forget to add an extra zero when more than 9 entries in the category are expected; and a second extra zero when more than 99, etc...: [[Category:Symphonies by Joseph Haydn|Symphony 13]]- [[Category:Symphonies by Joseph Haydn|Symphony 013]] (he wrote 108 symphonies). Categories sort by the first character leaving out the preceding zero would cause 10 to be sorted before 2.
- Ordinals often have to be converted to Arabic numerals: e.g.Pope John IX [[Category:Popes|John 09]] (+ zero added, there are XXIII popes with the name John).
- Don't forget to convert letters with diacritics, or non-standard letters to the nearest standard letters (that is: "standard in English, at the time Wikipedia is written), examples:
  - Diacritics are omitted: e.g.Étretat: [[Category:Communes of Seine-Maritime|Etretat]], orÁ: [[Category:Municipalities of Norway|Al]].
  - Ligatures are separated: e.g.Æsir: [[Category:Norse mythology|Aesir]].
  - Sometimes which is appropriate depends on the language e.g.:
    - From the Bruno K. Öijer article: [[Category:Living people|Oijer Bruno K.]]. From the Ötzi the Iceman article: [[Category:Mummies|Oetzi the Iceman]] (in this case the German umlaut on the O is expanded to an "e" - preferably only omit the diacritic, without applying foreign rules that could make collation seem illogical in English: [[Category:Mummies|Otzi the Iceman]].
    - From the Arne Åhman article: [[Category:Swedish athletes|Ahman, Arne]]. From the åke Åberg article: [[Category:Swedish film directors|Aaberg, Lasse]] (Contrary to the previous example the "Å" is here expanded to "Aa" - again, better to only omit the diacritic, to avoid collation confusion on English: [[Category:Swedish film directors|Aberg, Lasse]].

See also wikipedia:naming conventions (numbers and dates)#Articles on other standard time periods

In categories which are years, such as Category:2004 special sorting guidelines apply:

- Entries should generally be sorted by topic, so the article 2004 in film, for example, would contain the category reference [[Category:2004|Film]] while 2004 Canadian budget would contain the reference [[Category:2004|Canadian budget]] List of religious leaders in 2004 would contain [[Category:2004|Religious leaders]].
- The article about the year itself, 2004, should be sorted first among all articles by using [[Category:2004|*]].
- Articles for individual months, such as October 2004, should be sorted chronologically in the first section on the category page, in this case using [[Category:2004|*2004-10]].

Interlanguage links to categories
Interlanguage links work just as they do for regular articles; [[:de:Kategorie:Mathematik]] in Category:Mathematics connects to the German counterpart. This can be a useful way to compare coverage, or to look for articles in need of interlanguage links. Note that the different languages may have adopted different standards and practices for categorization, so a given category might not exist in other languages.

架生

- Pearle can be used to automatically move articles from one category to another, get dumps of the category trees, and accomplish some other useful category-related tasks.

Current projects

See: Wikipedia:Categorization projects (current)

Known category-related bugs

Please report new category-related bugs on bugzilla and list them below.

(Bugs higher than 1775 have not been checked)

Redirects

- Redirects do not work properly with Categories duplicate
- Categories need piping feature to list by alternative name (to show redirects next to the articles they redirect to in categories, when appropriate)
- Redirect to category page doesn’t work! fixed!
- Problem categorizing redirects
- Would like the ability to list an article under multiple names in its categories! duplicate
- Category tag on redirect pages does not work! fixed!

Special:Categories

- Special:Categories: Add the number of articles in the category! fixed!
- Link to Special:Categories should be customisable
- Special:Categories should be paged by letter like Special:Allpages
- Special:Categories don’t display categories with no article! fixed!

大類

- Dealing with large categories
- On paged categories, article totals and subcat totals are incorrect
- Subcategory paging is not separate from article paging
- Table of contents for Categories

Updating problems

- Slow deletion of members from categories
- Changes to links in a template do not update 'links', 'categorylinks', etc for pages including it

General

- Images inappropriately added to categories fixed
- Category and interwiki tags produce ugly whitespace fixed
- Add anchor tags to the headers used on category pages
- Special:Recentchangeslinked for particular categories fixed
- Characters in category names
- Uncategorized pages report speedup hack
- Categories need to be structured by namespace
- Categories link at bottom of article points to wrong place fixed
- Feature request: Special random category page fixed
- Ability to filter user contributions by time (e.g. “January 2003”) or category
- Different new page text for each namespace (enhancement) (the text you get for completely and partly empty category pages, category talk pages, etc.) fixed
- Pluralization in listing totals fixed
- Syntax such that a (template) page can be un-categorized, but still categorize pages transcluding it fixed
- Feature request: “newest changes” display for categories, “start from” ... input mask fixed
- Syntax to transclude a page without the containing page inheriting categories, interlanguage links fixed
- Category page listings have unbalanced columns
- Automatic edit summary for categorizing pages
- RSS feed for category updates
- Whitelist doesn't work correctly for categories
- Feature request: boolean search in categories
- Page move updates categories with sorting tweak
- Unstable categories (non-ASCII characters) invalid
- New page created, db lag, result in double entries in categories fixed
- Category page missing on edit page fixed
- Feature request: Category reverse sort by date
- Subpages don't work in Help_talk: and Category_talk: fixed
- Korean wikipedia’s categories need new sectioning scheme
- Ability to watch all articles in a category
- Can’t edit the history versions of the categories!
- Request: parameters in categories

**参閲**

**Browsing categories**

- Wikipedia:Browse - A large navigation page that includes links to high-level categories
- Category Tree browser at the Toolserver; javascript category browser
- Cat Scan
- Special:Categories - Lists all existing categories alphabetically
- Category:Categories - List of top-level categories. Requires this category be defined on the top of a tree.
- Category:Fundamental - Fundamental knowledge categories.

**維修**

- Wikipedia:Categories for discussion
- Special:Uncategorizedpages
- Special:Uncategorizedimages
- Special:Uncategorizedcategories
- Category:Orphaned categories - Category for categories that need reparenting.
- Special:Unusedcategories
- Special:Wantedcategories
- Special:Mostlinkedcategories

**Other**
- Help:Category
- Wikipedia:Category
- Wikipedia:Categorization FAQ
- m:Categorization requirements (original guidelines for category proposals and implementations)
- Category:Knowledge representation- Material related to concept categorization.
- Wikipedia:Category math feature proposal
- s:EB1911:Classified table of contents — Introduction (Wikisource) Technique of categorization for the 1911 Britannica
- Wikipedia:Categorization/Gender, race and sexuality
- Wikipedia:Categories, lists, and series boxes


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