Netiquette for COEHD Listserv

When Sending a Message

1. DO use a descriptive subject header that summarizes clearly the content of the message.

2. DO read the original message and ensuing string of messages before responding.

3. If your posting is only of interest to a specific person or group, limit the distribution to that area.

4. DO NOT use all upper case; this looks as if you were shouting.

5. DO NOT post messages to promote sale or distribution of products or services of any kind.

When Responding to a Message

1. DO NOT send a response to a message with the "reply" command, that makes the system automatically send a copy of your message to every participant of the list ("one-to-many"). If your message is intended for the person who posted the original message ("one-to-one") you should contact that person directly via his/her e-mail.

2. DO NOT send messages with little content, such as "I agree!", to the entire list. Send this type of reply, or any personal response to the sender of the original posting.

3. DO NOT send messages with personal responses to the group.

4. DO NOT be critical of other's queries posted to the list. Send a private message and make constructive suggestions, if appropriate. If you should find yourself in a controversy with one person send your responses via e-mail rather than continue to send messages to the list. If you are debating a point on which the group might have some interest, you may summarize for them later.

5. DO NOT post comments that do not add anything to the discussion. Contribute new information; do not go in circles by making comments to the comments.