

CoPS LISTSERV Etiquette

LISTSERVES promote the free flow of ideas and the presentation of alternative viewpoints. However, the discussions can sometimes become lively. To help keep the list operating smoothly, please read the following standard recommendations on LISTSERV etiquette and adhere to them when sending and responding to messages:

1. Include a short but specific title in the subject line in each posting. If you reply to a message but change the topic, change the subject line entry. This makes it easier for subscribers to store messages by topic if they choose to do so.
2. Include a short signature. Sign your full name at the bottom of the posting and include affiliation(s) and e-mail address. Some members may receive their e-mail messages with the header information stripped away and are thus unable to determine the author of a particular posting.
3. Provide context. Every posting should begin with a clear introduction to the topic or reference a previous posting.
4. Make sure the posting will be of interest to the entire list. If the message is relevant to just one person, send it to that individual privately. Avoid sending "Me too!", "Welcome", "Congratulations" or other singular-worded posts. These messages should be sent to the individual, not the entire list.
5. Avoid sending large files. Use URLs or hyperlinks when possible. Some members have a small inbox size and if the attachment is large enough, it can exceed the size limit and the e-mail will bounce.
6. Keep messages brief and write clearly and carefully. Do not use bold or italic text styles or text colors in list messages. Some readers will be unable to see them. Note that the use of all uppercase letters is considered SHOUTING and will often be regarded as rude.
7. Do not leave a request for assistance "hanging." People spend a lot of time reviewing and responding to e-mails. Let the list know when you have received enough help or when the issue has been resolved. Post the answer if appropriate.