



LISTSERVE RULES AND ETIQUETTE

RULES

By subscribing to a list, you agree to abide by the following rules. Please note, PNAIS reserves the right to remove any member(s) of a list that violate these rules.

- Personal attacks, threats or posting of illegal materials are not allowed
- Sending messages that promote an individual's own consulting services is not permitted
- Inappropriate posting of copyrighted material is forbidden
- Sending messages that may lead to price fixing, boycotts or illegally restrict free trade are not permitted. Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business or other conduct intended to illegally restricting free trade.
- Users follow the advice or content obtained from the list at their own risk. PNAIS does not actively monitor the site for inappropriate postings and does not undertake editorial control of postings. However, in the event that any inappropriate posting is brought to our attention, PNAIS will take appropriate action.

GUIDELINES

The following are some guiding principles for making the PNAIS mailing lists more productive.

- State the topic of your message clearly in the subject line of the e.mail. This allows other users to respond more effectively, as well as to allow clearer message archiving
- Include your name, affiliation, location and e.mail address with each message
- Search the archives of the list before asking a question or opening a new topic, as the topic may already have been discussed.
- When replying to a message, it is important that you direct your reply to the proper person or group of users you intend your response to go to.
 - When you simply reply to a listserve message, the whole list will receive your reply. If the original message required you to reply to the list, or if you wished your comments to be seen by the list, then simply use the reply option.
 - If you wish to reply to the originator of the message, make note of the email address of the sender and generate a new message to that specific user with your comments or reply.
 - If an individual replies to the entire list by accident, members should not add to the problem by responding with a public reprimand to the person who posted in error. Members who truly want to help new users to reply properly should themselves address those messages privately to the individual who originally mis-posted.
 - Users should not send personal or RSVP messages across the listserve.
- When generating a reply, users should delete the original message, or just leave segments of the original message, which are being specifically replied to.
- If you send a message in all capital letters it is assumed that the user sending the message is "shouting." This can be offensive to the recipient.