

SCBWI_of_MD-DE-WV LISTSERV GUIDELINES

This listserv – for SCBWI members only – is a bulletin board for news and events, a discussion board for topics relevant to the craft and business of writing and illustrating for children, and a source of help and support for one another.

We welcome your participation and ask that you follow some simple guidelines. Three of the most important are summarized below.

- **Stick to the subject** (information about writing/illustrating for children that is relevant to SCBWI members).
- When you reply, **include only the relevant part of a previous post**.
- Although we encourage members to share writing kudos and disappointments, **please reply personally** to these, not to the listserv, unless your message includes something of general interest or value to the group.

A special note to new members: We suggest you read messages for a few days before you post. Just as each real-time community has certain customs and conventions, so do online communities. Then introduce yourself and feel free to jump in with your comments and ideas. We are eager to hear from you! ☺

GUIDELINES

Tone

- The writing life can be difficult, lonely, and disappointing at times. Help boost your colleagues' spirit by **injecting kindness** into your online communications.
- The written word can seem harsh without a voice or body language to soften the message. Therefore, to prevent unintentionally offending your readers, **re-read your message before sending**. As the message reader, **give the writer the benefit of the doubt** and do not assume he/she meant to offend.

Content

- **Your comments and input are always encouraged and appreciated.**
- Please post your **good news, accomplishments, and insights**.
- You are welcome to **introduce yourself** to the group when you join or at any other time.
- If you have **questions related to writing or illustrating for children**, please take advantage of your colleagues' expertise and generosity. Likewise, if you know of a **resource or information** relevant to the group, please share.
- **Questions or suggestions about chapter programs or policies** are always welcome.

How To

- **If someone sends you a private e-mail, never post it to the list unless you have the express permission of the writer.**
- **Please include in your reply only the essential portions of the original message** to which you are responding. Otherwise, your posting can become unmanageable for recipients – especially those who receive messages in digest format. If your e-mail is set to include the original message in your response e-mail, either change your settings or remember to go through the message you are sending and delete all extraneous text and headers. Leave only that specific news or comment to which you are referring.
- **Please make your subject line relevant** to the content of your message. This is especially important if you replying to a digest posting (for example, replace “Digest Number 100” with “Question about workshop”).
- Most of us get way too much e-mail. **Please send messages such as “me too” and “congratulations” to the individual rather than the group**, unless you add something that is of interest or value to the group.
- **To respond to a list member privately, forward the message to her/his e-mail address.** If you simply reply to a listserv message, you will send your response for all to see. (An easy way to check is to look at the “To” box after you hit “Reply;” if it says “SCBWI_of_MD-DE-WV,” the message will go to the group.) If the sender’s address is not in the original message, you can find it by clicking on the sender’s name in the “From” box of the message.
- To make it easier for others to reply to you privately, **please include your e-mail address in the body of every message.**
- **To receive fewer e-mails, you may set your account up to receive posts in digest form.** This will direct the server to send you one e-mail daily with the posts of the past 24 hours. If you need help with this, please contact PaulaZeller@comcast.net.
- **Don’t post virus warnings.**
- **Don’t send attachments;** they will be deleted by the server.
- **If you’re unsure about a post,** first run it by the listserv moderator (PaulaZeller@comcast.net).

Critique Groups

- If you would like to join or start a critique group, please send a message to the listserv.

- Include in your message whether you are interested in in-person or online groups, or both, and your city/town/state.

Problems

- **If someone posts a message that you find inappropriate or offensive, please send a message to listserv moderator PaulaZeller@comcast.net.** She will follow up with you directly and will contact the original poster (if necessary) without revealing your identity, unless you request otherwise. All of these contacts will be done off-list.
- In the rare instance that a member abuses listserv privileges (for example, making personal attacks or using offensive language), the moderator will send that person a private (off-list) warning. If the violation is severe or the abuse continues, that person will be removed from the list.
- Contact the listserv moderator at PaulaZeller@comcast.net with any **questions, comments, or concerns** about this listserv.
- Please contact your **Regional Advisor, Mona Kerby**, at rkerby@mcdaniel.edu if you have any concerns that are not resolved by the moderator.

IMPORTANT ADDRESSES

- To post a message: SCBWI_of_MD-DE-WV@yahoogroups.com
- To subscribe: SCBWI_of_MD-DE-WV-subscribe@yahoogroups.com
- To unsubscribe: SCBWI_of_MD-DE-WV-unsubscribe@yahoogroups.com
- To contact moderator: PaulaZeller@comcast.net or SCBWI_of_MD-DE-WV-owner@yahoogroups.com