LISTSERV GUIDELINES

Welcome to the SCBWI MD/DE/WV listserv. This is a bulletin board for our news and events, as well as a discussion board for topics relevant to SCBWI and the craft and business of writing for children. We hope you enjoy it!

Please contact list moderator Paula Zeller anytime at PaulaZeller@comcast.net with your questions, comments, suggestions, or concerns.

IMPORTANT ADDRESSES

- Post a message: SCBWI_of_MD-DE-WV@yahoogroups.com
- Subscribe: SCBWI_of_MD-DE-WV-subscribe@yahoogroups.com
- Unsubscribe: SCBWI_of_MD-DE-WV-unsubscribe@yahoogroups.com
- Moderator: PaulaZeller@comcast.net or SCBWI_of_MD-DE-WV-owner@yahoogroups.com

TONE

- The purpose of this listserv is to assist and support one another in our writing lives.
- The written word can seem harsh without a voice or body language to soften the message. Therefore, to prevent unintentionally offending your readers, you might want to 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.
- Help boost your colleagues’ spirits – and your own – by injecting kindness, respect, and tact into your online communications.

CONTENT

- You are welcome to introduce yourself to the group when you join or at any other time.
- This listserv thrives on your good news, accomplishments, and insights.
- You are encouraged to express your views.
- If you have questions related to writing for children, please pose them to the list and take advantage of your colleagues’ expertise and generosity. Likewise, if you know of resources or information relevant to the group, please share.
- Questions or suggestions about chapter programs or policies are always welcome. Please remember that the chapter is run entirely by hardworking, busy volunteers.
- Your comments and contributions are always appreciated.

CRITIQUE GROUPS

- If you would like to join or start a critique group, please send a message to the group. You might want to include whether you are interested in an in-person or online group, or both, and your city/town/state.
HOW TO

- 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. Use the scroll bar to make sure you have seen your entire message before you send it the group.

- Please try to 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 concerned rather than the group, unless you add something that is of interest or value to the group.

- Keep your private messages private. If you simply hit “reply,” your message will go to the entire group. Make sure your intended recipient’s address is in the “To” box. If you don’t see that person’s e-mail address in the original message, double click on the name in the “From” box.

- To make it easier for others to send you private messages, please include your e-mail address as part of your signature in every message you send the group.

- Never post another person’s message to the list without the express permission of the writer.

- To receive fewer e-mails, you may set up your account 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.

PROBLEMS

- Certain issues, such as interpersonal conflicts, are more appropriately addressed offline. In these cases, please communicate directly with the person with whom you have the issue.

- If someone posts a message that you find inappropriate or offensive, please send a message to 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.

- 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 warning. If the violation is severe or the abuse continues, that person will be removed from the list.

- Please contact your Regional Advisor, Mona Kerby, at rkerby@mcdaniel.edu or Assistant Regional Advisor, Lois Szymanski, at szymanski3@verizon.net anytime you have personal problems with the region.