

## Netiquette in mailing lists

### Registrations and deregistrations

- **Log in and out properly!**  
Always send SUBSCRIBE and UNSUBSCRIBE e-mails only to the specified address. Some software is so "intelligent" to filter out corresponding e-mails from normal mailing list traffic, but not everyone. It is your responsibility to learn how a mailing list works.
- **Keep the registration confirmation!**  
Unsubscribe from the mailing list. It contains references to the mailing list and a list of all available commands (including unsubscribe commands).
- **Log out if you do not read for a long time!**  
Unsubscribe from mailing lists if you cannot empty your mailbox for a long time. Many mailing lists have the option "NOMAIL" instead of "UNSUBSCRIBE" for temporary shutdowns, consult the registration confirmation for the exact commands.
- **Deactivate acknowledgements of receipt in your mailbox!**  
Acknowledgements of receipt, non-delivery messages and automatic e-mail answerers (e.g. for holiday notifications) are currently neither completely standardized nor completely compatible with other systems in Internet e-mail traffic. Appropriately marked mails can therefore trigger high mail traffic in mailing lists under certain circumstances, because a mailing list basically forwards everything, possibly also your holiday notification. In short: Do not use the above functions.

### Getting Started

- **Get to know the mailing list first!**  
First read only the articles for one or two months before you write contributions yourself. This is the best way to get to know the culture, current topics of discussion and the common polite form of the group. It also can't hurt if you briefly introduce yourself in an email immediately after subscribing to the mailing list.
- **Only very few write, most read!**  
In everything you write, you should always keep in mind that a mailing list may have many more readers than writers and you do not necessarily know all the readers. It may well happen that the person you are targeting on a mailing list may also have subscribed to the mailing list and is reading along.
- **System Administrator is not responsible for the contributions of others!**  
Do not blame the system administrator for the behavior of forum users; he usually only provides the resources.
- **Everyone speaks for themselves!**  
You should always assume that individuals speak for themselves and your statements do not necessarily reflect the opinion of their organization, unless explicitly emphasized.
- **Friend and foe read along!**  
Keep in mind that your posts may be read by a large audience. This may include your current or future employer. Be careful with what you write, because there are usually considerably more readers than writers on a mailing list.



- **What you send is sent!**

In general, it is not possible to retrieve submitted posts from a mailing list. Even if accumulated posts are not yet published in the list, it is very difficult for the system administrator to delete individual posts. Therefore, be clear about what you are sending to a mailing list.

## Addressing

- **Pay attention to the reply address when replying!**

Be careful if you want to reply directly to an author on individual mailing list posts by e-mail: Some posts are addressed in such a way that replies of all kinds are sent to the sender and to the mailing list at the same time ! They would then send a possibly personal opinion to a larger audience and possibly embarrass them.

- **Sorry if a posting was addressed incorrectly!**

If you notice that an e-mail that was actually addressed to a person has accidentally gone to a mailing list, apologize to the actual recipient and to the mailing list.

- **Sorry if a post accidentally went to multiple mailing lists!**

If you have sent an e-mail to several mailing lists at the same time, you should immediately indicate this in the respective lists (separately from each other!) and apologize for this "cross-posting".

## Content

- **Keep it short!**

Contributions should be kept short and hit the nail on the head. Stay with the subject of the subject line, do not fade and do not send e-mails or forum posts in which you address spelling and expression errors from other contributors. This would stamp you, more clearly than any other deed, as the beginning of the matter.

- **Insert quotes in answers!**

When replying to a published post, you should summarize the question(s) from the original post at the beginning of your post , or alternatively insert enough text from the original post to provide context. This ensures that the reader also understands what you are responding to. But don't just attach the complete original post!

- **No commercial advertising!**

While advertising is welcome on some mailing lists, it is hated on others. This is another example of why they should know the audience before you write posts yourself. Unsolicited advertising with different subject lines is in most cases the guarantee that you will receive tons of Flames.

## External shape

- **Observe conventions for postings!**

If conventions about the design of subject lines are common in a mailing list, you should keep them in mind. Many mailing lists are archived and relevant subject lines are of great use.

- **Avoid ASCII graphics!**

Note that many users read your post in proportional font; Diagrams or graphics created in non-proportional font (typewriter) are hardly recognizable.



- **Maximum 72 characters per line!**

You should write a maximum of 72 characters per line and end each line with a line break. If necessary, set up e-mail programs so that a text is automatically wrapped in column 65 at the latest for outgoing e-mails.

- **No HTML in postings!**

Write posts as natively as possible, i.e. not HTML-formatted. Many older and alternative e-mail programs cannot interpret HTML-formatted posts. Please also make sure to set up your news client so that it sends messages only in text format and not possibly additionally in HTML.

- **Insert signature!**

Make sure your outgoing posts include your signature. This guarantees that even users with mail programs that do not display the mail box (and thus also the return address) by default, know who a posting is from and can reach you by e-mail.

- **Do not attach files!**

Do not send files to mailing lists if there are publicly available download locations (e.g. download on a website) for the corresponding files. Also note that many readers use completely different operating systems than they do and therefore sent programs would be completely useless for them. It is best to announce a sending of files a few days in advance.

## **Forwarders**

- **Inquire if the mailing list is private!**

Some mailing lists are private. Only send posts if you are invited. Do not post to such mailing lists to a larger audience outside the mailing list.

## **Reaction**

- **Clarify personal discrepancies by e-mail!**

Resolve personal disagreements with another participant on a mailing list by email, not through the forum. If you debate with a person via e-mail about points that might also be in the interest of the forum, you can always write them later as a collective post.

- **No Flames!**

Don't get involved in flame wars. Do not reply to "hot" posts by e-mail or forum post. If in doubt, sleep one night over your answer, the next morning your view of the incident usually looks quite different.

- **No counterfeits or manipulations!**

Falsifications and manipulations of posts rarely find the approval of others when they are detected and are usually a sure means of quickly making yourself unpopular.