

GLD Mailing list - Etiquette Revised 11/16/2002

Description/Purpose of the List The GLD list is a private mailing list with access restricted to members of the German Language Division (GLD) of the American Translators Association (ATA).

Policy By subscribing to the Mailing list you are confirming that you have read and are agreeing to the terms of the GLD list policy.

The GLD list serves as a forum to share ideas and information of interest to colleagues, to ask for advice/help related to German translation/ interpretation, to suggest new or interesting sources of information including discussions related to technical and computer topics, special events, and other related topics.

Specifically prohibited are discussions of rates and matters related thereto as specified in ATA's Policy Statement of March 25, 1990 (Antitrust statement).

List Etiquette

Cyberspace etiquette shall be observed at all times.

Flaming, spamming, yelling (ALL CAPS), and other inconsiderate behavior will not be tolerated. The listmaster retains the right to unsubscribe members after consulting with the GLD administrator.

No message may be forwarded electronically or otherwise to anyone who is not a subscriber to the GLD list without the originator's permission. In addition, any member forwarding a message should verify the accuracy of the message before posting it to the list.

Copyright: Be safe and assume that all material is copyrighted unless the author explicitly states that the material is in the public domain. Do not forward any copyrighted material to the list without express permission from the copyright owner. If you see an item on the web which you think might be of interest to GLD members, forward the URL ONLY. Do not forward the entire item or article to the list.

Messages are to be sent in ASCII text. Do not send messages with attachments to this list. If the content of your message cannot be contained in the body of your message, offer it to subscribers of the list as a PRIVATE mailing. Members must use their full names when subscribing to the list.

Use the GLD list only if you want to simultaneously reach all subscribers to the GLD list. If you want to respond to only the person who posted something to the list, you should respond with a PRIVATE message to that member's email address.

Do not use the GLD list as a vehicle to vent personal disagreements with other members.

Use 'Reply' when responding to a posted message. This will maintain the thread on a particular topic. Remember that any of your replies to a message will be sent automatically to everyone on the mailing list. If you are a member of other mailing lists, please, make sure that your messages are sent to the intended mailing list.

Include in your replies the relevant part of the message to which you are replying. It is not necessary to repeat all of the original message, but including the relevant section makes it easier to follow threads.

Messages posted on the GLD list are the individual's responsibility. GLD accepts no responsibility for statements made by individual members on the GLD list.

To subscribe to the GLD list:

Email to gldlist-owner@yahoogroups.com in the subject line indicate as a title: Subscribe GLD list

Other titles would be Unsubscribe Comment Suggestion Question Change email address

In the body of the email write your name, email address, and ATA ID. If it is in regard to any other matter indicated by the title detail it here.

Give us a week to process. We want to schedule the maintenance of the list subscriptions. We will try to subscribe you automatically. There might also be a procedure where you will receive a confirmation message and an URL to visit for further options.

In case that you do accidentally try to subscribe to gldlist@yahoogroups.com, you might get a message that tells you that the subscription to the list needs the approval of the Listmaster. We will get automatically a message informing us, that there is a subscription pending for approval. Please do not subscribe to this email list, if you do not belong to the GDL. You only create additional work for us, since we will verify your membership and if we can't confirm it, we won't subscribe you.

If you go to that URL address you will see the GUI of yahoogroups the provider of the email list. The GUI gives you the option to create your own list as well as simply registering for the gldlist. Please note that the demographic survey is optional. If you find it annoying, just don't answer their questions. It is still possible to subscribe without responding to the survey.

If there seem to be problems with your subscription, please contact the current listmaster directly at: jzetsche@internationalwriters.com

You cannot post a message before your subscription has been acknowledged by the webmaster/list administrator.

To change your subscription mode or unsubscribe from the GLD list:

Email to gldlist-owner@yahoogroups.com and write your name and email address in the body plus the subscribe or unsubscribe request. Comments, or suggestions, questions to the listmaster can also be made here.

===== Short form for usage in the subscription confirmation receipt:

Email Program Settings Suggestions:

- Turn off features (like VCards in MSOutlook) that create attachments.
- Avoid sending HTML-formatted messages to lists. (So uncheck the option in your client)
- Send replies either to the sender or the list, but not both. (The automatic hitting of the reply button will sent a message to the list NOT the sender)

Message Content Suggestions:

- Never send unsubscribe commands to the list. (Sent it instead to the listmaster at gldlist-owner@yahoogroups.com)
- Create and maintain descriptive subject lines. (Some people like to scan and select what they read)
- Don't include email attachments unless explicitly allowed. (So please no resumes when responding to a job posting. Sent it to the sender instead.)
- Respect other people's news.

Thanks for helping to keep our mailing list useful and a pleasant place!

Your Listmaster

(C) 2002 GLD