Guidelines for Posting to the Elk Community List

To ensure the best possible experience for all list participants:

Please do:

- Keep it brief
- Compose in plain text
- Stick to the intended list topics
- Write a concise and descriptive subject line
- Be courteous and avoid creating contention
- Identify yourself; no anonymous postings
- Avoid repetitive posts
- Send a message to the entire list when it contains information that benefits everyone
- Remember that you are not obligated to respond to every message
- Edit your reply to delete or quote only enough of the previous email to place your comment in context
- Direct personal replies to specific individuals rather than to the entire list, such as "Thanks," "Hope all is well," "I would like more information," "Yes," "Me, too"
- Unsubscribe if you'll be gone for more than a week
- Send a private message to the sender of an email that offends you instead of the entire list

Please don't:

- Invite the entire list to join your social networking sites
- Add long signatures and disclaimers
- Cross-post or copy to multiples lists
- Use ALL CAPITALS; it looks like you're shouting
- "Flame," challenge or attack individuals on the list; instead, settle a conflict by private email messages
- Send meaningless messages with no content, such as "I agree!"
- Use the list as a personal blog
- Start a new subject by replying or an old message; instead, start a new thread

Absolutely don't:

- Promote or engage in political or campaign activities
- Distribute chain letters, spam, jokes, petitions for signatures, calls to action
- Send attachments or embed graphics; instead include a link to a web page where the information can be viewed
- Use the Bcc field
- Use auto-responders or auto-replies