



Decriminalize Sex Work

## FIRST Listserv Etiquette

### Courtesy Guidelines

- Always remember that you're interacting with people so be mindful of what you write; never write anything you wouldn't say to someone directly.
- Never stoop to personal attacks; if you wouldn't say it in a crowded room for all to hear, don't write it in a message.
- Write only public (never private) messages; lists are a public forum, personal comments or criticisms should be sent directly to the person, not the entire list.
- When you are replying to a message, note to whom or on what subject you are replying. It helps the Moderator and readers.
- If your reply isn't of interest to everyone, email the specific person(s) to whom your reply is directed.
- Sign your posting, including brief contact information. Use the signature that you've set up in your email or simply type in the information at the end of your note.

### Content Guidelines

- Stick to the purpose of the listserv; the more topic-specific the contributions are, the more useful the list is for everyone.
- Make the subject line descriptive; "change in meeting location" is more useful than "hello".
- As far as possible, be brief and to the point.
- Unless solicited, avoid sending 'I agree' or 'me too'-isms messages.
- If you're writing to announce something specific to a particular city (e.g., a job or an event), include the city in the subject line.
- Never type the whole message in capitals, it's the equivalent of shouting.
- When you are replying to another email, edit the original message in your replies leaving just a few lines to help readers recall the topic you're addressing. Always avoid sending the entire previous message(s).
- Never send chain letters, spam, flames (an abusive message about another person), or solicitations.

### Format Guidelines

- The less formatting the better; many members will be using the site to read messages. Some people could be using plain text email readers that can't handle fancy formatting. Plain text is always best, avoid including graphics, charts, and images.
- Always proofread and edit your message before you press the send button. Poor spelling, grammar, and punctuation can create confusion.
- Attachments are allowed, but please keep them under 1 meg in size.
- When forwarding a message to someone outside the list, please remove the original header information.