

SCBWI C YAHOO LIST GUIDELINES

Membership in this list is open to members of SCBWI ONLY.

BASIC LIST ETIQUETTE

Sign all posting with your full name

Limit your e-mail signature to three lines, i.e., **your full name, your website address or blog and your most recent publication.**

- Any posting of a **PRODUCT, SERVICE OR FEE-BASED EVENT** must be approved prior to posting.

Contact the Regional Advisor at carolinasATscbwi.org

- Book fairs, signing and bookstore events may be posted. Limit to location, date and a link if available.

- Postings must be relevant to the purpose of the list, professional and must demonstrate respect for all other members and their opinions.

- While we want to hear **Good News**, please keep personal promotion to a minimum.

- You may alert list members to new posts on your personal blog on **Blog Wednesday.**

Put the URL in the subject line so members know it is a blog posting.

- You may not solicit for-profit personal business opportunities.

- Contests, vetted by the poster, and appropriate to the purpose of this list may be posted. Limit the information to the following three sentences

- 1) Name the contest and whether or not there is a fee involved.
- 2) Provide a contact, you or someone else, for questions and concerns.
- 3) If you do **NOT** have personal knowledge, say so!
- You may post to ask for info, but please be upfront about your knowledge or lack of knowledge.

- No negative comments should be made about any member of SCBWI or any publishing professional or, indeed, anyone else.

- Use normal punctuation, capitalization. Using all caps means you're shouting and is considered rude.

- Avoid sensitive topics such as religion and politics. All discourse should be civil in tone.

- Personal messages should be sent to the individual involved, **not the list.**

- DO NOT send automatic status updates to the list.

- You may not harvest email addresses from this list for the purpose of mass e-mailings and spamming is prohibited.

HANDLING MESSAGES

- Use the subject line, and if the subject has changed, change the subject line too.

- When replying to a message, delete everything except the part that you're replying to.

- When replying to an e-mail in which the sender has asked to be contacted OFF-LIST, confirm the appropriate email address prior to sending.

- Members should not share messages from this list without the original writer's permission.

- Do not forward or paste to the listserv any messages unless you have the original writer's permission.

- If you send an off-topic message to the list please use the abbreviation "OT" (for "off-topic") in the subject line, as in "OT: Agent for adult books."

This forum provides the opportunity for discussion about the art and craft of writing, illustrating and publishing through SCBWI-recognized publishing outlets and communication about national, international and regional events.

Membership is at the discretion of the Regional Advisor and the Assistant Regional Advisor of SCBWI Carolinas and may be revoked at any time.

Updated 5/1/15
SCBWI Carolinas