

10 COMMANDMENTS OF NETIQUETTE

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Email etiquette — called “Netiquette” — keeps communications clear and appreciated. Here are the 10 commandments.

1. THOU SHALT CONTRIBUTE IDEAS, THOUGHTS, & DISCOVERIES.

“Speling” and “gramar” ain’t important. What counts is contributing. If you care more about my spelling and my grammar than you do about me, e-mail someone else. Teams work because members share. “It is more blessed to give than to receive.” “Take-only” members alienate “givers”, causing them to exclude thee from future alms-giving. This is a network of peers. We are all “experts”; each in our own field of expertise. It is that expertise we bring to others and which we freely exchange.

2. THOU SHALT CREDIT AUTHORSHIP.

Thou shalt ensure that the Subject line is short and concise, summarizing the topic being discussed. Thou shalt place thy *real name* at the end of e-mail lest friends not recognize thy authorship. Your signature block should include your name and may include a phone number or your e-mail address. Use anonymous authorship in newsgroups lest some Godless Babylonian add your name to his spam list. Focus on one subject per message and always include a pertinent subject. Keep paragraphs/messages short and to the point. Check sources & stories to avoid hoaxes. When quoting someone, delete what isn’t directly related to your reply. Cite all quotes, references and sources. Respect copyright and license agreements.

3. THOU SHALT NOT SPAM.

Sending uninvited advertisements and non-related discourses is both unwelcome and unworthy of a good person. The purpose of email is to share; not to advertise one’s own products, services or prowess.

4. THOU SHALT NOT TYPE ALL CAPS.

Unless thou truly screams at people continually, it is not wise to capitalize. Capitalize words to highlight an important point or to distinguish a title or

heading. CAPITALIZING WHOLE WORDS, THAT ARE NOT EMPHASIZED OR IN TITLES, IS SHOUTING!

5. THOU SHALT NOT FLAME.

Unless some Godless Philistine should vilify thee as a Biblical donkey, antagonistic criticism and curses have no place in pleasant dialog between friends. Do not attempt to hide flaming with a smile. "Profanity is the crutch of the intellectual cripple." Never send anything you would mind seeing on the evening news.

6. THOU SHALT KEEP THY BOXES CLUTTER-CLEAN.

Lest your cache be brimful and your pace slowed to that of the lowly turtle, maintain minimal files. Delete old messages lest thou amass enormous and unmanageable trivia. Check your Sent and Deleted boxes too.

7. THOU SHALT MANAGE THY ADDRESS BOOK.

Avoid suffering the curse of scrolling eternally through out-of-date locales. Remove travelers who have not communicated with thee in six months.

8. THOU SHALT KEEP THY PASSWORD SACRED & SECRET.

Thou shalt not reply to people who tell thee they work for thy Internet Service Provider and beseech of thee thy password, but you will report them to your Internet Service Provider. System administrators who must access your account for maintenance or to correct problems have full privileges to your account.

9. THOU SHALT LIMIT E-MAIL ACCOUNTS.

Thou shalt have no more e-mail accounts than thou sorely needs. Two is probably the most thou can manage without overloading your noise-filled skull.

10. HONOR THY FATHER & THY MOTHER.

Hook them on e-mail, so they don't belabor thee with endless telephone conversations. As important, share the adventures of e-mail and the Worldwide Web with family and friends. Adding friends expands our "family" beyond the probable to the possible; creating a wider foundation of learning, sharing, and exploring.