

Guidelines for the Washington State Oral Health Coalition List Serve May 2007

1. Raising and discussing (between stakeholders, decision makers, and the public) the broad, state, regional, and national oral health issues as it affects Washington State, including: Universal access to oral health care, rights and responsibilities of individuals to participate on decisions affecting their own oral health, creative approaches to oral health issues, evidence based oral health strategies, value and strength of the current dental delivery systems and accomplishing our mission through partnerships, teamwork and continuous improvement that are community-based, preventive and culturally appropriate. The focus is on improving the public's oral health as important as the health of individuals.
2. Sharing meeting agendas, minutes, handouts, and general management of the Washington State Oral Health Coalition.
3. Providing notices of all local, regional, and national meetings and conferences of interest to professionals involved in improving the health of Washington State residents. Postings should include dates, places, themes, fees, etc. If possible, program descriptions, keynote topics, etc. should be given, as well as assessments and summaries.
4. Offering succinct summaries of new articles, books, essays, and other writings on oral health, perhaps with comments for discussion. Please give full documentation. Remember to respect 'fair use' copyright laws. Please do not post whole articles.
5. Carrying out brief surveys of facts, trends, opinions, perspectives, where a regional sample is wanted and time is short.
6. Assisting professionals in the field of dental public health by serving as a place for them to ask questions and receive counsel and perspective from more experienced and/or informed colleagues when the resources at hand are inadequate.
7. Listing job openings in the field.
8. Suggesting even more dental listservs to your colleagues.

GENERAL ETIQUETTE/APPROPRIATE USE

1. Be nice to one another. Email messages often come across more bluntly than their senders intend. Avoid sarcasm, which is even more easily misunderstood. Be aware of your "tone". Bear in mind that your posting will go to a very wide audience, representing many different languages and social, cultural, religious and ethnic sentiments. Most list participants will know you only by the words they see on their screens. What kind of impression do you want to make?

2. Remember that every time you send a posting you are -- in essence -- forcing hundreds of your very busy colleagues to download and spend their time determining the initial worth of your message to them. Respect the time and other resources of your colleagues. When replying to WSOHC email messages the reply-to or reply-to-all icon will result in your message being sent to the entire coalition. You must cut and paste or manually address email to individual senders in our current email system.

3. The primary purpose of the WSOHC list serve is information sharing and professional discourse among the WSOHC memberships of Washington State. Advertising is NOT permitted on the list.

4. Notices of job openings are welcome. However, postings of personal resumes or job search queries are not allowed.

5. It is not professionally appropriate to carry on detailed, judgmental discussions about individuals, programs, institutions, etc. on a public network such as the WSOHC list. In addition such discussions cannot be permitted for legal reasons.

6. Never send anything by email that you would not be willing to see published on the front page of your local newspaper or in a professional journal. Remember that email is not private or secure and can easily be copied or forwarded to others - even after you have deleted it from your email account.

7. Stay on topic. Do not post messages that are not directly related to your work in oral health.

8. All replies to list postings should be sent to the original poster and NOT back to the entire WSOHC list, unless otherwise requested (e.g. as in the case of suggested general or forum discussions). In the list serve system we use, you must cut and paste the recipient's address into your reply. If you use the reply-to button...everyone on the list will see your comments.

9. Do not use the WSOHC listserv network for messages intended for an individual receiver.

10. Remember that using ALL CAPS or **all bolded text** is the Internet equivalent of YELLING! Mix cases as in standard English style. Uppercase text should only be used occasionally, if needed for STRONG EMPHASIS. More often than not, it is better to use the asterisk key to *emphasize* key points.

11. If the responses you receive are of general interest, consider posting a summary to the list. When summarizing, include sufficient information about the question originally posed to make the information meaningful to your colleagues.

12. Do not forward personal email received from others to the listserv without the sender's express permission and do not use directly, or attribute, any quotes that you may receive.

13. While nearly all requests for information and professional guidance are appropriate and encouraged uses of the WSOHC list, it is suggested that you first consult the other sources of information that are readily available to you--e.g. standard guides and references, the World Wide Web, etc.--before posting to the WSOHC list.

A FINAL WORD...

1. Periodic reminders about the WSOHC list guidelines and instructions on how to use the list will be sent to all subscribers.

2. Please be aware that WSOHC executive committee members reserve the right in their sole discretion to remove subscribers from the list.

Thank you for helping keep the WSOHC list a valuable professional tool by following the guidelines listed above!