



User Guidelines for ADEA Listserv Lists

Purpose and Audience:

The American Dental Education Association (ADEA) provides Listserv lists, which are electronic discussion lists designed to facilitate communication among all list subscribers. These lists provide an avenue for the rapid exchange of information, assistance and discussion of professional issues among ADEA's members. Participation in the Listserv lists is limited to ADEA members.

An ADEA Listserv List is:

- NOT MODERATED. Postings to the list are not screened or edited. Please keep messages brief and pertinent.
- BY OWNER. Members interested in joining ADEA Section and SIG lists can request subscription via the ADEA Membership portal. For all other Listserv lists, only the list-owner can add members.
- PRIVATE. Only List subscribers can post to a Listserv list.
- ARCHIVED. Messages sent to a Listserv list are archived.

An ADEA Listserv List is NOT for:

- Commercial advertisements or job placements—ADEA's Listserv lists do not accept advertisements from commercial entities or vacancy positions.
- Surveys or market research—Group polls are acceptable but the Listserv lists should not be used for research and data gathering.

Usage Guidelines

1. Sending messages—To initiate a new discussion or respond to an existing thread, enter the Listserv e-mail address in the To field of your email program. After composing your message, click on "send" and the Listserv will distribute the message to all list members.
2. Include signature—Every message should include a signature containing the sender's full name, affiliation, telephone and e-mail address. Since all postings will appear to be from the Listserv List, recipients don't know who has sent a message unless this information is provided in the message.
3. Only subscribed users can post messages—Messages sent from nonsubscribers are automatically rejected. Messages from subscribed members must be sent from the e-mail address known by the list software, or they cannot be accepted.
4. With certain exceptions (e.g., Gmail), a sender will receive a copy of the email as well as a system-generated delivery notification. The maximum size of a single message, including attachments, is 10 MB.
5. Ensure that an individual message does not inadvertently become a list-wide message—Send personal messages directly to individuals by entering the individual's address in the "to" field.

When communicating with an individual, DO NOT use the "reply" feature of your e-mail system to respond to a message from ADEA's Listserv list. Doing so will send the reply to the entire list, instead of just the individual.

6. Descriptive subject lines—Please use a clear, descriptive subject line. The more descriptive the subject line, the more likely people will read and respond to a posting. Avoid using generic subject lines such as "Help," "Need help," and "Need Info." When responding to a posting, check the subject line to make sure it still reflects the topic at hand, and if needed, enter a new subject line about the new topic. To initiate a new discussion or request, start a new message with an appropriate subject line. Note that LISTSERV **does not** distribute messages with empty subject lines to a mailing list because some users are unable to see the "Subject:" field from the original message.
7. Announcements—Occasional announcements of new online or print resources from a member's organization are appropriate if related to the interests of the Listserv list, as are announcements of conferences, if they are relevant. Questions and discussion initiated by list members about services, placements and position openings regarding jobs already posted on ADEA's website or available on ADEA's print journals are appropriate; this provides a forum for help and recommendations among colleagues on the list. While the link to a position on ADEA's DentEd Jobs page may be appropriate, ads for positions from your institution or others that do not appear on ADEA's electronic or print publications should not be posted.
8. Forwarding messages—Do not forward copies of the information obtained from Listserv Lists to ADEA nonmembers. Messages may be forwarded to select ADEA members if permitted by the original sender. Please delete extraneous lines, but leave enough information to identify the original source. Information from ADEA's Listserv lists may be forwarded to others, but crediting the original sender or ADEA is appreciated.
9. Quality of communication—Messages can be informal and even lighthearted. Avoid jokes, sarcasm, profanity and similar violations of "email etiquette." Please remember that humor in e-mail can easily be misinterpreted. Aim for a concise, focused message. Summarize lengthy material and invite subscribers to contact you for the complete items. Avoid personal exchanges and do not promote commercial products and services. Positive debate about professional matters is welcome on ADEA's Listserv lists. Please be polite while voicing your objections. You may also express your complaints directly to the person responsible. If a member consistently posts inappropriate messages, his or her subscription to the list may be terminated.
10. Disclaimer—For the life of the Listserv, it is understood that the posted opinions are the originators' only and do not necessarily represent the policy, philosophy or practice of ADEA or its various sections. ADEA does not endorse mentioned products or services, nor is ADEA responsible for inaccuracies in posted information.
11. Unsubscribe—To unsubscribe from a Listserv list that is NOT a Section/SIG list, contact the list owner in a separate email with your full name, the e-mail address used for the list, and the full name of the list (e.g., ABCList@listserv.adea.org). Do not email your unsubscribe request to the entire Listserv list.

To unsubscribe from a Section/SIG list, go to [ADEA's Membership portal and update your Listserv subscription preferences](#).