

### *Some Rules of Email Etiquette*

The basis of the article can be found on Wikipedia.org, under the topic of Internet Etiquette. Fru Ellisif of Endless Hills, has edited this article and added to it to provide some guidelines for Aethelmearc Chatelaines in their cyber-chatelaining.

- [Top posting](#) is generally accepted to a much greater degree, especially for business use. Compared to Usenet, the smaller audience and more reliable delivery method means the flow of conversation is often clear. \*\*\*Top posting is when you write your reply to an email above the original message.
- A business/work e-mail account should not be used for personal correspondence. Since e-mails from a business account are considered official company communications, they may be monitored.
- If the original message was sent to multiple recipients, one should only reply to users for whom your message is pertinent.
- One should ask first before sending large attachments, unless the recipient requests attachments (for example, a newcomer might request a copy of the “Forward into the Past” PDF).
- For mailing list administrators, including instructions for unsubscribing at the bottom of messages is considered good form.
- One should not use all UPPERCASE letters in an email. Uppercase letters imply shouting and may be considered rude.
- Subject lines are critical to proper email etiquette. A subject line should include a pertinent few words summarizing the subject of the email.
- When one replies to emails, they should always make certain the subject line of the email is still relevant to the reply.
- Everyone is asked to re-read and edit their email carefully before sending. The spelling, grammar, and capitalization should be checked. One should not be afraid about re-writing entire paragraphs. Typing in all capital letters usually denotes screaming or yelling, and this should be avoided. To convey emphasis in a less drastic manner, one may use these effects: ***\*bold\****, */italics/*, and underline. When posting humorous or sarcastic comments, it is conventional to append an [emoticon](#), but it is suggested that emoticons should not be overused. \*\*\*An emoticon is a little graphic, sometimes animated, that is of a smiley or other cartoon graphic, that people use to try and convey a mood or emotion for their words.
- Email content should be universally accessible. Not all computers are up to date and thus, in general email should not contain non-standard extensions.
- Religious beliefs, political stances, or other strong opinions are inappropriate for inclusion when sending email to newcomers, where that is not a topic, even as signature

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