



AOMLISTS.PACE.EDU

AOM LISTSERV Rules and Etiquette

The Board of Governors adopted the following guidelines for all listservs associated with the Academy of Management.

Listserver Rules:

If you join or use one of the listservers hosted by or associated with the Academy of Management, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium.

As with any community, there are guidelines governing behavior on the listservers. For instance, violating antitrust regulations, libeling others, selling, and marketing are not permissible. Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact the list manager noted in your welcome instructions. The Academy of Management reserves the right to deny, suspend or terminate subscriptions for any reason. In addition, the Academy of Management reserves the right to suspend or terminate its hosting service for any lists which violate these rules or etiquette.

- ◆ Do not collect names or email addresses, also known as "harvesting", to be used for contacting any list subscriber outside of the list server.
- ◆ Do extend the same professional courtesies in your electronic communication as you would in non-electronic exchanges.
- ◆ Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- ◆ Do not post commercial messages or solicitations of any kind whether on behalf of an individual or entity.
- ◆ Do not send repetitive messages. The cyberspace term for this unacceptable practice is spamming.
- ◆ Exercise professional judgment in your comments. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- ◆ All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- ◆ Do not post anything in a message that you would not want the world to see or that you would not want anyone to know came from you. Please carefully note all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the list. Remember that list participants have the right to reproduce postings to this list.
- ◆ Send messages only to the most appropriate list(s)
- ◆ Do not use the list to campaign for candidates in Academy of Management elections. Campaigning on behalf of candidates, by any means, is inconsistent with the society's professional norms.

Disclaimer and legal rules

The Academy of Management provides hosting for these listservers and accepts no responsibility for the opinions and information posted on this site by others. The Academy of Management disclaims all warranties with regard to information posted on this site, whether posted by the Academy of Management or any third party; this disclaimer includes all implied warranties. In no event shall the Academy be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from the performance of the site or any information posted on this site.

- ◆ Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials.
- ◆ Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the

copyright owner.

- ◆ Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or implicitly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.

The Academy of Management does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the Academy's attention, the Academy will take appropriate action.

The Academy of Management reserves the right to terminate access to any user or list manager who does not abide by these guidelines.

Etiquette

- ◆ Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- ◆ State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- ◆ Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- ◆ Only send a message to the entire list when it contains information that everyone can benefit from.
- ◆ Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- ◆ Do not send administrative messages; such as remove me from the list, through the listserver. Instead, use the Web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- ◆ Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

About List Managers, a.k.a. "Owners"

Mailing lists are administered by one or more managers, referred to in listserver jargon as "owners." The term owner is not used in the traditional sense of the word but simply conveys responsibility for operation of the list. List owners can set a wide range of subscription and posting policies and also have the option of moderating all messages submitted to the list. The privileges and responsibilities of "ownership" include:

- ◆ Deciding who can and can't subscribe to the list
- ◆ Adding or removing subscribers
- ◆ Approving or rejecting subscription and unsubscription requests
- ◆ Deciding who can and can't post messages to the list.
- ◆ Approving or rejecting posted messages
- ◆ Editing submitted messages before they are posted
- ◆ Creating long and short descriptions of the mailing list
- ◆ Creating welcome and farewell messages
- ◆ Setting the available delivery options
- ◆ Setting a schedule for digest activities
- ◆ Setting rules for access to the subscriber list
- ◆ Setting text to be added before and after the body of all posted messages
- ◆ Specifying e-mail headers to be added or removed from posted messages.

List ownership is a privileged standing and should be undertaken responsibly and in keeping with professional norms. Just as users agree to follow the rules and guidelines for listservers, so too should the list owner when partaking in the discussion.



LIST SERVE Details and Application

1.) Choose a name for your list (LINGUISTICS-DEPT, XYZ-L, etc.)

The name should be descriptive, but specific. Generic names such as JAZZ-L or INDIA are likely to be taken already. Many lists have a name ending in -L, as a convention, but this is not a requirement. Do not include a hostname (@XYZ.COM) in the list name.

List Name:

2.) Enter a short "title" for your list

The title should be a short description of the purpose of your list, and must fit on one line. A good title could be *"The coffee lovers' list"* or *"The works of Jack Pianist"*.

List Title:

Default Security Policy for AOM Lists is as follows:

HIGH SECURITY: The policy creates a private discussion list with replies going to the list. It will normally have private archives, and only subscribers may send mail to it. Only list owners may review the list of subscribers.

This template has a medium security validation scheme which requires a password or "OK" validation for "protected" commands (the next security level requires "OK" validation for every command, and such lists may not be managed from the web interface as password authentication is not accepted). Every post needs to be approved by its poster, which prevents forgery attempts.

Academy of Management Hosted List Questionnaire

1. **Who is the target audience?**
2. **What will the list name be?**
3. **Who will manage the list (please provide email address)?**
4. **Who will co-manage the list (please provide email address)?**
5. **What is the purpose of the list?**
6. **Have any division(s) or interest group(s) sponsored the list?**
7. **How will this list be beneficial to Academy members?**
8. **Is there already a list serving this purpose?**
9. **How will people be notified of the new list's existence?**
10. **Who can subscribe?**
11. **Please acknowledge that you have read the AOM Policy on Electronic Communication.**