



CoP Net Etiquette Guidelines

1. 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.
2. Only add a message to the threaded discussion when it contains information from which everyone can benefit. Individual comments should be sent through the CoP e-mail.
3. Warn of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."
4. Include a greeting such as *Hi, Hello, Good Morning, Dear John*, etc. just as you would in regular conversations. Beginning with your demands or questions without a greeting can seem rude.
5. When you request information or ask for help, be sure to use *please* and *thank you*.
6. AVOID USING ALL UPPERCASE LETTERS, which can be perceived as shouting.
7. Spell check messages and proofread them for errors before sending. You want the recipient to focus on the message, not the grammar.
8. Do include correct punctuation but try to avoid excessive punctuation!!! Are several exclamation points or question marks really necessary to convey a message??????
9. Read over a message before sending it and ask yourself what your reaction would be if you received it. Keep in mind that it's difficult to convey the tone of a message without face-to-face communication.
10. Keep messages brief and to the point. However, don't be so short that the message sounds terse. When you find that a message is becoming lengthy, that's the time to privately e-mail the person.
11. When replying to a message, edit down the original message to include just the part to which you are replying.
12. Never just forward email without a comment as to why you are forwarding it to the recipient. Let the recipient know if you are expecting a comment or review, if there is a specific issue you want them to address, what action is required by them, etc.

13. End your message with *Thank you, Sincerely, Take it easy*, etc. then sign your name or include an automatic signature.
14. In discussion threads, use your name that matches your member profile so members can reach you.
15. In discussion threads, limit text language and abbreviations making sure it is readable to other members.
16. When posting threads, you should be candid and objective. Remember, that though this is a private, professional community, members are part of other organizations and associations and this information might be shared. Think about how this information might reflect on you. Also, AHIMA is accountable for the information and if offensive, it will be removed. You are not allowed to endorse products or services.
17. Please be sure you are aware of the Terms and Conditions of Use found as a link on the bottom of each page. Ramifications of violating the Terms and Conditions of Use include having your discussion or materials removed from the community and if you have three violations, you will lose privileges in all members only sites for 60 days.
18. Remember from the Terms and Conditions of Use – “the Members and/or users of this Web site are expected to act in a professional manner and refrain from inappropriate language, defamation, dispersing spam (unsolicited bulk e-mail) or slander, libel or be pejorative of an individual or company, and act in a manner open and tolerant of other's opinions. This policy is out there to protect individuals and the association.”
19. Respect each other – Respect all members and their opinions. If you disagree, do so in a civil, professional, respectful manner. Also agree to disagree. Members are from diverse backgrounds and will have differing opinions. This is part of the AHIMA Code of Ethics including Principle IX - Respect the inherent dignity and worth of every person.

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