

# Netiquette Guidelines

## Netiquette

So, you're probably wondering, "What exactly is netiquette and how does it apply to me?" Very simply, there are social "rules" that everyone needs to follow. The way we act and express ourselves is important to establishing our image; to our employer, fellow co-workers, instructors and classmates. Since we cannot see or hear each other in our online classes, our written communication is the primary means by which we demonstrate our professionalism.

General rules of courtesy are even more important online than face to face. Without facial expressions and voice tones, it is very easy to misinterpret what someone means to say. Always respond to your instructor and classmates with respect, consideration, and compassion. Do not express anger or frustration when you're upset. This is called "**flaming**" in the online classroom. Instead, walk away from the computer and give the situation some time and thought. Never use **vulgarity**. Expressions of bigotry toward race, ethnicity, gender, age, orientation, social class, or religion, whether direct or indirect are unacceptable. Never badger or provoke someone. Do not insult people, or call them names. These are the most important principles of Netiquette.

Here are some other Netiquette basics:

- **Never type IN ALL CAPS.** Typing in all caps indicates that you are shouting. If there is a word you want to \*emphasize,\* use the asterisk notation.
- **Re-read your posting or email before submitting or sending it.** Make sure that it is clear, understandable, and free of spelling and grammar errors. It is considered disrespectful to post sloppy work, or send someone sloppy email.
- **Be brief, concise, and to the point.** For your Main Postings, 'short' is not the goal, completeness is. However, when you can be complete and save words at the same time, it shows more expertise than rambling does. This shows respect for others' time.
- **Be appreciative of others' work.** You can learn something from everyone. Even if you think they are wrong you can still learn something from them.

Here are some Web sites to learn more about Netiquette:

1. <http://net.educause.edu/apps/er/review/reviewarticles/29558.html>
2. <http://www.albion.com/netiquette/corerules.html>
3. <http://www.csub.edu/Webservices/Resources/netiquette.shtml>
4. <http://www.library.yale.edu/training/netiquette/>