

# CAPE Community of Practice

## Listserv Guidelines & Etiquette



Last updated February 22, 2023

The CAPE CoP listserv allows members to communicate with the group as a whole via email. All emails sent to this moderated listserv [cape-cop@lists.uvic.ca](mailto:cape-cop@lists.uvic.ca) are reviewed by the CAPE CoP Coordinator prior to circulation to all members. Once approved, the email is sent to all subscribed CAPE CoP members.

### Guidelines

The CAPE CoP listserv is intended for **alcohol policy-related** information that could benefit **most members**. Some examples could include:

- asking questions about alcohol policies
- seeking recommendations about tools/resources that other members have used or created
- sharing details of relevant research, resources, learning opportunities or events (not industry funded)

The CAPE CoP listserv is for knowledge sharing purposes only, **not for commercial or business use**. Listserv emails **must not** include solicitation, promotion, or sales of commercial products\* or services, nor provide information, materials, products, or services in exchange for compensation of any kind, nor be used for posting job descriptions/position vacancies. Relevant alcohol policy related job postings may be submitted to [capecopcoord@uvic.ca](mailto:capecopcoord@uvic.ca) for inclusion in the "Other upcoming opportunities/events" section of regular listserv communications sent by the CAPE CoP Coordinator.

\*a member advising of publication of a professional book related to alcohol policy, in their capacity as an author, may not be subject to this restriction.

If you are not sure whether your email is suitable for the listserv, feel free to reach out to us directly at [capecopcoord@uvic.ca](mailto:capecopcoord@uvic.ca) for guidance.

### Etiquette

- ✓ Only send a message to the listserv that contains information that can benefit most members
- ✓ Include a concise, clear, descriptive subject line
- ✓ Include your name, affiliation and location in your message so that members know who the communication is from (e.g. signature line)
- ✓ Use plain text only where possible. A maximum length of 300 words is suggested.
- ✓ Avoid including images in the email body. If possible, include a link rather than an attachment. If including attachments, PDF file format is preferred. Limit on email size is maximum 10MB.
- ✓ If sending information that is not your original work or ideas, please name and/or link to the source
- ✓ If your reply provides specific information in response to a question that may only be relevant to the initial sender, please send your response directly to that member only. Do this by clicking the 'forward' option in your e-mail application and then type or cut-and-paste the e-mail address of that individual only
- ✓ If your email is in French, consider including an English translation of the text below the French so that more members will be able to engage with the message. Support with translation can be provided by contacting the CAPE CoP coordinators.

Questions or comments? Email: [capecopcoord@uvic.ca](mailto:capecopcoord@uvic.ca) or visit the [CAPE CoP website](#)