

# **Mailing List Guidelines**

**Shakthi Kannan**

**Version 1.3**

**October 2009**

**GNU Free Documentation License**

**[shakthimaan@gmail.com](mailto:shakthimaan@gmail.com)**

**[shakthimaan.com](http://shakthimaan.com)**

# Use a meaningful subject line

Person X	Re:
Person Y	[none]
Person Z	(no subject)

Use [OT] for off-topic discussions.

# Write in full

“ur lec is very usefull to as,thank u for ur lec by me and my friends,plz provide knowlodge support to as.”

- Don't send e-mail as an SMS message.
- Grammar doesn't matter.
- Always do spell check.

# Write in full

~~“ur lec is very usefull to as.thank u for ur lec by me and my friends,plz provide knowlodge support to as.”~~

- Don't send e-mail as an SMS message.
- Grammar doesn't matter.
- Always do spell check.

“Your lecture is very useful to us, thank you for your lecture by me and my friends, please provide knowledge support to us.”

# Why so many dots?

“ i am a fresh computer science enggr from madurai,i saw ur website and interest in linux.....

really i am proud of ur dedication....

keep in touch

urs

friendly”

# Why so many dots?

~~“ i am a fresh computer science enggr from  
madurai, i saw ur website and interest in  
linux.....  
really i am proud of ur dedication....  
keep in touch  
urs  
friendly”~~

“I am a fresh computer science engineer  
from Madurai. I saw your website and  
interest in Linux. Really I am proud of your  
dedication. Keep in touch.  
Yours friendly,”

# **CAPS means shouting**

**WRITING E-MAIL MESSAGES IN ALL CAPS  
MEANS THAT YOU ARE SHOUTING OR  
YELLING!**

# No top posting

Hi,

Sure. Check this example (Observing Time Application Form):

<http://irtfweb.ifa.hawaii.edu/observing/applicationForms.php>

Bar Foo

--- Foo Bar<foo.bar at gmail.com> wrote:

> could design good

> application forms using tex

> CTAN doesn't seem to give me anything.

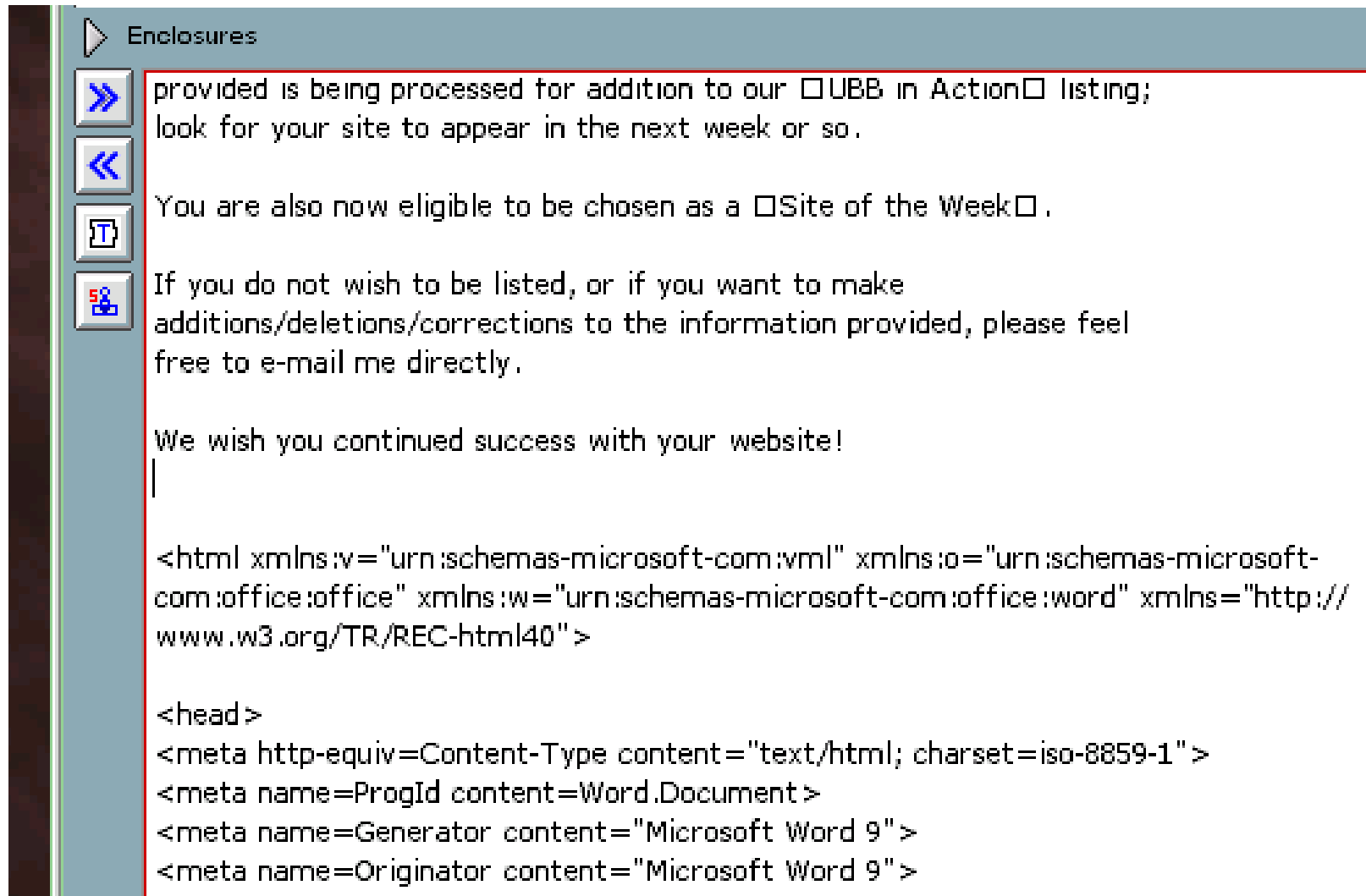
# Use interleaved, trimmed posting

```
Hi,  
  
--- Foo Bar<foo.bar at gmail.com> wrote:  
> could design good  
> application forms using tex  
  
Sure.  
  
> CTAN doesn't seem to give me anything.  
  
Check this example (Observing Time Application Form):  
http://irtfweb.ifa.hawaii.edu/observing/applicationForms.p  
hp  
  
Bar Foo
```

# No over-quoting

```
On 28/03/07, foo b <foo b at gmail.com> wrote:
>
> On 3/27/07, bar f <bar f at gmail.com> wrote:
> >
> > No..i didnt installed it ...
> >
> > > >
> > > > Can any one kindly help me to start the ssh
service.
> > > >
> > > > FYI: Here is /etc/ssh/ssh_config file content
```

# No HTML messages



Source: <http://www.birdhouse.org/etc/evilmail.png>

Use plain text formatting, no RTF.

# No attachments

Attachments to e-mails  
sent to mailing lists  
is  
**BAD**

# Don't send social networking site / birthday invites

Foo [ilugc] Foo has Tagged you! :)

Bar [ilugc] Bar wants to share sites with you...

# No disclaimers from mails sent to mailing lists

DISCLAIMER: The information contained in this message is intended only and solely for the addressed individual or entity indicated in this message and for the exclusive use of the said addressed individual or entity indicated in this message (or responsible for delivery of the message to such person) and may contain legally privileged and confidential information belonging to CompanyName. It must not be printed, read, copied, disclosed, forwarded, distributed or used (in whatsoever manner) by any person other than the addressee. Unauthorized use, disclosure or copying is strictly prohibited and may constitute unlawful act and can possibly attract legal action, civil and/or criminal. The contents of this message need not necessarily reflect or endorse the views of CompanyName on any subject matter. Any action taken or omitted to be taken based on this message is entirely at your risk and neither the originator of this message nor CompanyName takes any responsibility or liability towards the same. Opinions, conclusions and any other information contained in this message that do not relate to the official business of CompanyName shall be understood as neither given nor endorsed by CompanyName or any affiliate of CompanyName. If you have received this message in error, you should destroy this message and may please notify the sender by e-mail. Thank you.

# Indigestible Digest mode mistakes

Person X

[Ilugc] Re: ilugc Digest, Vol 35, Issue 8

Change the subject line!

# Indigestible Digest

## mode mistakes

hey foo,

Try the IBM T60 or the Compaq ones with turion-64's or any intel core/core 2 based processors. Almost all the ones I have seen run great.

Regards,

Bar

On Sun, 2007-04-08 at 12:00 +0530, ilugc-request at ae.iitm.ac.in wrote:

- > Send ilugc mailing list submissions to
- >   ilugc at ae.iitm.ac.in
- >
- > To subscribe or unsubscribe via the World Wide Web, visit
- >   <http://www.ae.iitm.ac.in/mailman/listinfo/ilugc>
- > or, via email, send a message with subject or body 'help' to
- >   ilugc-request at ae.iitm.ac.in
- >
- > You can reach the person managing the list at
- >   ilugc-owner at ae.iitm.ac.in
- >
- > When replying, please edit your Subject line so it is more specific
- > than "Re: Contents of ilugc digest..."
- > -----

>  
> Message: 1  
> Date: Sat, 7 Apr 2007 12:34:59 +0530  
> From: " ?. ???? ?????? " <foo at gmail.com>  
> Subject: Re: [Ilugc] flash player problem  
> To: ILUG-C <ilugc at ae.iitm.ac.in>  
> Message-ID:  
> <e3dcb5360704070004sc7ddd8ag313aefb492cdf47f at mail.gmail.com>  
> Content-Type: text/plain; charset=UTF-8; format=flowed  
>  
> On 4/6/07, foo <foo at gmail.com> wrote:  
> >  
> > I have installed flash player for linux. But, i cannot load any flash  
> > "stuff" in firefox.  
>  
>  
> which OS are u using? normally when a plugin isn't available, firefox does  
> show them on the top of the browser instructing to install the missing  
> plugin. a button "Install Missing Plugin" should also be generally  
> displayed. clicking on it will search for the plugin (in this case its  
> flash) and it will be installed most of the cases. re-starting firefox  
> should make the plugin installed, functional.  
>  
> If your OS is Ubuntu +, then from the terminal install the flash plugin in  
> Multiverse repository,  
>  
> \$ sudo apt-get install flashplugin-nonfree  
>  
> this should help on re-starting the browser...  
> .  
>  
> -----

> Message: 2  
> Date: Sat, 7 Apr 2007 20:25:55 +0530  
> From: "foo" <foo at gmail.com>  
> Subject: Re: [Ilugc] Asterisk hardware  
> To: ILUG-C <ilugc at ae.iitm.ac.in>  
> Message-ID:  
> <3b020fee0704070755n36d841c6t2bfba61d21454cba at mail.gmail.com>  
> Content-Type: text/plain; charset=ISO-8859-1; format=flowed  
>  
> On 4/7/07, foo <mail-lists at foo.org> wrote:  
> >  
> > > On 4/6/07, foo <foo at gmail.com> wrote:  
> > > >  
> > > > Does anyone know where can I get hardware related to Asterisk in  
> > Ritchie  
> > > > St.  
> > > > Or what should I ask for if I go blind folded.  
> >  
> > if you just need 1 line, you can always use a voice modem card, works at  
> > decent'ish quality  
> >  
>  
> I just need 1 line at least for now to test things. I don't really know I  
> can use a regular modem. How should I configure this, just like any FXO  
> card? are there any document available?  
>  
> --

>  
> Message: 3  
> Date: Sat, 7 Apr 2007 22:32:31 +0530  
> From: foo <foo at gmail.com>  
> Subject: [Ilugc] Forcing dpkg to ask for changed conffile questions in  
> case of a reinstall  
> To: ILUG-C <ilugc at ae.iitm.ac.in>  
> Message-ID:  
> <9a9bfc170704071002o1caf5b77g19bf54ccb3648473 at mail.gmail.com>  
> Content-Type: text/plain; charset=ISO-8859-1; format=flowed  
>  
> Hi!  
>  
> When a package is upgraded and a configuration file changes as a  
> result, dpkg usually asks the user whether the new conf file should be  
> installed if it has local changes. Is it possible to make it ask this  
> question even when dpkg is just reinstalling the same version? I know  
> its possible to unpack the .deb file and replace/diff manually but  
> would like to know if this is possible...  
>  
> it moves on...  
>  
> --  
> One of the main causes of the fall of the Roman Empire  
> was that, lacking zero, they had no way to indicate  
> successful termination of their C programs.  
>   
-- Robert Firth  
>  
>  
> -----

> Message: 4  
> Date: Sun, 08 Apr 2007 05:10:34 +0530  
> From: foo <foo at yahoo.co.in>  
> Subject: [Ilugc] Compatible Laptop for Linux  
> To: ilugc at ae.iitm.ac.in  
> Message-ID: <1175989235.5048.2.camel at ubuntu-desktop>  
> Content-Type: text/plain  
>  
> Hi list  
> I have my eyes set on getting a laptop. So i would welcome suggestions  
> on which one to go for keeping in mind the Linux compatibility issues  
> with the minimum number of tweaks.  
>  
> Regards  
>  
Foo

> Message: 5  
> Date: Sun, 8 Apr 2007 11:17:45 +0530  
> From: Foo <foo at gmail.com>  
> Subject: [Ilugc] Gaim is now Pidgin!  
> To: ILUG-C <ilugc at ae.iitm.ac.in>  
> Message-ID:  
> <9a9bfc170704072247k749b88f1h58c87b08a6a748a5 at mail.gmail.com>  
> Content-Type: text/plain; charset=ISO-8859-1; format=flowed  
>  
> looks like they had to change their name because of AOL's tantrums...

```
> Message: 4
> Date: Sun, 08 Apr 2007 05:10:34 +0530
> From: foo <foo at yahoo.co.in>
> Subject: [Ilugc] Compatible Laptop for Linux
> To: ilugc at ae.iitm.ac.in
> Message-ID: <1175989235.5048.2.camel at ubuntu-desktop>
> Content-Type: text/plain
>
> Hi list
> I have my eyes set on getting a laptop. So i would welcome suggestions
> on which one to go for keeping in mind the Linux compatibility issues
> with the minimum number of tweaks.
>
> Regards
>
> Foo
```

# Erase irrelevant text!

# Use search engines before posting queries

Mailing list discussions  
are archived.

Example:

<http://www.ae.iitm.ac.in/pipermail/ilugc/>

# References

- ILUG-C guidelines:  
<http://demo.ilugc.org.in/reportfull/4/>.
- Debian Community Guidelines:  
<http://people.debian.org/~enrico/dcg/>.
- Netiquette Guidelines. RFC 1855:  
<http://rfc.net/rfc1855.html>.
- How To Ask Questions The Smart Way:  
<http://www.catb.org/~esr/faqs/smart-questions.html>