



AESS Listserver Posting Guidelines

Developed by the AESS Board of Directors.

The AESS listserv is a service of the Association for Environmental Studies and Sciences. Membership on the list is open to anyone and does not require paid membership in AESS (though we encourage list members who enjoy the perks of the list to become AESS members by going to the AESS website [here](#)). The purpose of the AESS list is to share information, facilitate open discussion and dialogue, and build community in environmental studies and sciences.

The list is currently unmoderated. We do ask you to adhere to the guidelines, which are designed to ensure everyone feels respected and welcomed and enjoys equally the benefits of the list, while minimizing unwanted traffic on the list. Subscribers who do not comply with the guidelines will be contacted by the list administrator to explain the circumstances and/or issue a warning. Repeated violations of the guidelines will result in removal from the list. These guidelines will always be available on the AESS website ([here](#)) in case you need to refer to them. The guidelines are as follows:

1. Environmental studies and sciences (ESS) are broadly inclusive and the subjects welcome on the AESS list reflect the diversity of its membership: educators, researchers, artists, policymakers, and many others. That being said, we expect subscribers to keep contributions to the list on-topic, within the aegis of ESS, broadly interpreted. The list exists to support ESS and the ESS community.
2. Discussions are encouraged and should be substantive, respectful, and relevant to a broad range of subscribers. If a response is highly specific and not relevant to a broad audience, please respond directly to the person posting.
3. Sexism, racism, or any other disrespectful trolling behavior will not be tolerated in any form and will result in immediate removal from the list. (Thankfully, this has never occurred!)
4. Strive for clarity: make sure that your subject line reflects the content of your message. This is especially important if you receive the digest format. If you respond to a message within the digest, you must change the subject line to reflect the content of your message. Otherwise, it will reflect the daily digest heading.
5. Avoid duplication: prior to posting, subscribers with questions, reports, or other documents should check the AESS list archive ([here](#)) to be sure the item was not already posted. (The AESS archive is fully searchable.) This is also especially important if you receive the digest format, as others may have already posted before the digest is delivered to you.

6. Please don't ask the list administrator to post messages on your behalf; he is not your administrative assistant. This is not meant to be snarky, but Rich Wallace, AESS list administrator, is a full-time faculty member in an academic department at a small liberal arts college, and he does not have the time to respond to every request he receives to post messages on other's behalf. To subscribe to the list and post a message yourself, please go [here](#) and look on the right side of the page for the "subscribe or unsubscribe" link.
7. Before posting a request for information, do your homework. Please avoid posting requests for information that are so general as to be easily fulfilled through a search of your home library's databases. Once you have exhausted your own research capabilities, it is ok to call upon the members of the list for additional assistance. There are exceptions to this rule, including requests for information on preferred textbooks, methods, pedagogical tools, etc., but on balance please do everything you can to avoid using the list members as your research assistants.
8. Responses to requests for information should be sent off-list, directly to the person who originally requested the info. If responses are deemed relevant and worthwhile by the original requestor, they should post compiled responses on a one-time basis back to the list.
9. Events and job listings should be relevant to a reasonable number and range of subscribers. Organizations with frequent announcements are encouraged to compile announcements into a single email, in order to minimize volume.
10. This is a non-commercial list, meaning no sales or marketing emails are allowed, with the following exceptions: list members may promote their own books, films, art installations, etc., within reason, and as long as the promotion is useful to a reasonable number and range of subscribers. There are gray areas here that we see from time to time, including advertisements for graduate programs and online ESS courses. The best rule of thumb is to ask of each promotional email you wish to send to the list whether it reflects the sort of content that you would like to receive from the list, and whether you want that email's content to reflect your participation in the list. Remember that the list is an interactive community, not simply a means of disbursing information.
11. Following on the point above, the list will continue to welcome job ads. We have received requests to create a second list solely for job ads, but at the present time we don't have the staffing to administer two lists.
12. Fundraising of any sort is forbidden on the AESS list. This includes direct appeals for support, recruitment to join a Kickstarter or other campaign, encouragement to vote for a particular candidate in a competition with a financial prize, etc.
13. Attachments/large files: the list supports attachments, but please avoid sending excessively large postings and/or attachments (over 3MB), so as not to fill up subscribers' inboxes.
14. About unsubscribing: at the bottom of each email you receive is the statement "To unsubscribe from the AESS list, click the following link:" followed by a long URL. That link is personalized to the recipient. This means that, in every message you receive from the list, there is at the *very bottom* of the email, a link that you can use to unsubscribe with a single click. *However*, when you reply to the list, anyone who receives your email can click on that link and unsubscribe you. Several times a year, people are unwittingly and unwillingly unsubscribed this way. There are

two ways around this: delete the link at the bottom of your email before you reply to or forward a message generated by the list, or (if you are trying to unsubscribe yourself) only click the link at the very bottom of the message you received.

The AESS Board of Directors reserves the right to modify these guidelines at any time—though, in the interests of supporting and promoting our community, we are not likely to do so without first discussing it with the members of the AESS list.

If at any time you have concerns or questions about these rules, or any aspect of list activity, please don't hesitate to contact Rich Wallace, AESS list administrator, at rwallace@ursinus.edu.

(The AESS Board of Directors wishes to express its gratitude to the Hawaii Food Policy Council, whose listserver guidelines meaningfully and substantively informed ours, and from whom some of our guidelines language is borrowed.)