

## Tips for Success

**Netiquette** is another word etiquette for communicating online. The following is a list of guidelines that can help you communicate effectively and efficiently.

1. Remember you are communicating with another human being. When we communicate electronically we don't see clues such as facial expressions or tone of voice. It is easy to forget that there is a human behind the computer screen. Don't say post anything online that you would not say face-to-face.
2. Do not use objectionable, sexist or racist language.
3. Respect other people's time. Keep your communications on topic and to the point.
4. Use the subject line to accurately reflect the contents of your communications.
5. Do not use all CAPS to highlight a point. All caps means you are shouting. \*Astericks\* around a word can help to make a stronger point.
6. Respect intellectual property. Cite references when using the materials or ideas of others.
7. Never assume that your electronic communications are private. Don't post anything you would not want to see on the front page of the daily paper.
8. Be careful when using humor and sarcasm. Without visual clues, your humor may be viewed as criticism. Use emoticons to express humor and prevent misunderstandings. :=) :=(
9. Be aware of cultural differences. Be sensitive to all cultures.
10. Sign all your posts with your correct name.