

The SCDM listserv is an online group dialogue among members and others with common interests and experience in special topics. Through e-mail listservs, discussions form around ongoing, focused CDM concerns, with individual subscribers contributing or listening in on news, issues, policies, practices, questions, and solutions in the topic areas.

## **Operating Principles**

- Listservs are driven by member interest and energy.
- Listservs are self-subscribed and are open to both members and non-members.
- Lists are not to be used as marketing forums.

## **Communication Options**

General characteristics of the list include:

- Open, self-subscription to encourage wide involvement of interested professionals
- Fully searchable archives of list postings. Postings to the SCDM listserv are indexed and archived in a searchable format, in keeping with the association's commitment to open sharing of ideas, issues, and practices involving clinical data management.

These participation guidelines are intended to maintain the professional focus and educational value of subscriber interactions. Your observance of them will enhance the quality of the experience for all.

Queries and dialogue should be conducted in a courteous, professional tone.

- List discussions are archived and fully searchable. Before posting a query, you may want to search the group archive to catch up on past discussions.
- We strongly recommend that all postings be signed with the subscriber's name and e-mail address.
- Postings should not be written in all-capital letters or classified as "Important."
- Personal messages should be sent directly to an individual's e-mail address, not to the list.

Remember: When you use the REPLY function, you are replying to the entire list. Check the TO field one more time before you SEND!

## **List Etiquette**

### **Announcements**

Members may occasionally use discussion groups for announcements of noncommercial conferences, publications, and other resources of general interest to other subscribers.

The subject line should clearly identify the topic of the message; the message body should be kept short and should contain contact information for more details.

## **Disclaimer**

The opinions expressed in list discussions are those of individual subscribers and are not necessarily those of their institutions or companies. The Society for Clinical Data Management as an association neither expresses an opinion about nor endorses products or services, and is not responsible for the opinions expressed on any of the discussion list it supports.

## **SCDM Staff Oversight**

Discussions are monitored by SCDM Administrative staff for adherence to the guidelines. Subscribers who operate outside of the guidelines will receive a cautionary notice from SCDM. Individuals who continue to disregard and violate the guidelines may be blocked from subsequent participation.

If you would like to advertise in Data Basics or Data Connections, publications of SCDM, please contact Jean Wenzel at [jwenzel@scdm.org](mailto:jwenzel@scdm.org)

For more information about the SCDM listserv, please contact Tristan Johnson at [tjohnson@scdm.org](mailto:tjohnson@scdm.org).