

# NETIQUETTE

## FOR ONLINE DISCUSSIONS



### RULE OF THUMB

If you wouldn't do or say anything in real life, don't do it online either.

#### 1 BE RESPECTFUL

**Do:** Respect diversity. Respect opinions that differ from your own. Politely critique a position, but not the person, when you feel the need to disagree.

**Avoid:** Offensive language, derogatory comments, and jokes directed at religious beliefs, disabilities, and age.

#### 3 BE PROFESSIONAL

**Do:** Read everything in the discussion thread before replying. Stay on topic. Make the effort to be clear and to articulate your point. Check your spelling and grammar before posting.

**Avoid:** Writing in "texting" language. Using all capital letters, rants, profanity, or participating in hostile interactions.

#### 2 BE POLITE

**Do:** Address others by name or appropriate title. Be mindful of your tone as written words can be easily misinterpreted without the support of facial expression and tone of voice.

**Avoid:** Sarcasm, swearing, or language that would be considered rude or argumentative.

#### 4 BE SCHOLARLY

**Do:** Credit the ideas of others. Cite and link to scholarly resources.

**Avoid:** Misinform others when you may not know the answer. If you are not 100% sure about something, clearly state that you do not have all of the information.