

NETIQUETTE:

SOME RULES ON HOW TO USE THE ITI FRENCH NETWORK FORUM

The forum

The French Network forum is part of Groups.io, where it is called 'ITI-FrenchNet'. It can be found here:

<https://iti-frenchnet.groups.io/g/main>

Hereafter we will refer to it as 'the forum'.

Basic rules

- The forum is not moderated so its messages are not vetted before they are posted.
- Please always remain civil and courteous, even if you disagree with the author of a post.
- This is a professional forum for translators. Discussion of political issues and contentious general topics have no place here.
- Any personal exchanges should be taken off forum and addressed directly to the person concerned.
- Be careful not to divulge any information about other members of the network.
- The ITI Code of Professional Conduct (to be found [here](#)) applies to the forums as well as to our professional behaviour in general.
- Anyone found to be persistently flouting the above guidelines will receive a warning and may be subject to a temporary ban.

Hashtags for email headings

Please use one of the following set of hashtags at the start of the subject line of your message (e.g. #agency FauxAmis in Vesoul).

#admin	reserved for network announcements from the committee
#advice	for general advice
#agency	for enquiries about agencies (please include the agency's name in the subject line)
#event	for information about upcoming events
#jobs	for posting information about jobs
#ot	'off-topic', to use (sparingly) when you are going off-topic

#term	for terminological questions; follow with a brief description of the query and the language or language combination (eg #term chocolate in Swahili)
#thanks	for thanking a member of the group for their contribution

Other guidelines

- To start a new thread, address your message (using the hashtags above) to main@ITI-FrenchNet.groups.io.
- Be careful to open a new thread for new topics (rather than just reply to unrelated messages).
- Identify yourself clearly, preferably with an email signature.
- Keep posts concise.
- When replying to a post, try to delete all the history thread from your reply, except for the original message.
- If you think the information contained in a post may be of interest to members of another ITI forum, please obtain the permission of the author before forwarding the message.
- For more guidance on Groups.io, home of the forum, please go to the Groups.io [Help Centre](#).