

CTG Mailing List Guidelines

The following document is provided to all new members of the CTG Mailing List. Please keep these guidelines for future reference.

About the CTG Mailing List

The CTG Mailing List provides a peer review forum for prospective CTG research proposals and study protocols. It is also used to disseminate information about CTG activities, provide a network of support for the CTG community and facilitate the management and conduct of CTG research.

The CTG Mailing List is audited annually to protect its integrity.

This is strictly a closed list. It is not open to commercial enterprise and access is restricted to individuals working publically in the field of intensive care medicine and research in Australia and New Zealand.

How to use the CTG Mailing List

Subscribing and unsubscribing

To subscribe to the List send a blank (no title or body text) email addressed to:
ctg_list-subscribe@anzics.com.au

You will automatically be sent a confirmation message to verify your current position and place of employment. You will be added to the List following approval of your application by the List moderator.

To unsubscribe send a blank email addressed to:
ctg_list-unsubscribe@anzics.com.au

Sending messages to the List

To send or post a message to the whole CTG Mailing List, send your messages to ctg_list@anzics.com.au. If you send subscribe or unsubscribe commands to this address the moderator will not action them.

Replying to messages privately

When you reply to a message, it will be posted to the whole group by default. Each email will contain the address of the sender. To send a private reply, use the Forward facility in your email and copy the sender's email address into the To: section of the message.

List Commands

Commands you may use with this list include:

ctg_list@anzics.com.au

Once you are a member they can send email to this address. Your message will be sent to all the members of the Mailing List.

ctg_list-index@anzics.com.au

Returns the list of subjects from the last 100 messages sent to the List.

ctg_list-index.55_150@anzics.com.au

Returns a specific range of message subjects (e.g.: 55 to 150)

ctg_list-get@anzics.com.au

Returns the full text of the last 10 messages.

ctg_list-get.77@anzics.com.au

Returns the full text of a specific message (e.g.: 77)

Appropriate use of the CTG Mailing List

The following guidelines are in place to ensure that all contributions to the CTG Mailing List are relevant to CTG activities and intensive care research, are professional and constructive and comply with recognised email etiquette.

The CTG Mailing List is to be used for the purpose of discussing CTG activities and research related matters only. Use of the List by external research bodies (e.g. international groups) is by prior approval of the CTG Executive only.

The content of all messages posted to the CTG Mailing List is to remain strictly confidential. The List is often used to disseminate draft study protocols and unpublished research. If confidentiality is not maintained we will be unable to continue to utilise this valuable method of communication.

Please do...

- Keep message content professional and courteous. Academic debate is strongly encouraged, however inflammatory, insulting or excessively negative comments will not be tolerated.
- Keep the content of your message relevant to the Mailing List context.
- Ensure every message adds constructively to the List discussion.
- Ensure that the subject line of your message matches its content (i.e. by using the 'Reply' button). If you are taking an existing discussion off on a new tangent, please make sure the subject line reflects the change in the direction of the discussion.
- Include only the relevant text from the original message.
- Avoid overly long messages as they can cause congestion in the system.
- Include your name and email address in your message so that you can be seen to be taking responsibility for the content of your email and so that others can respond to you privately if inclined.
- Avoid sending attachments greater than 1MB. Large attachments can cause major delays and are often automatically rejected by Health Service security applications.
- Remember that some email clients are unable to view HTML content.
- Include "http://" when referencing a website.

Please don't ...

- Send any chain letters or any other type of "pass it on" email to the List.
- Include any foul or obscene language in any message sent to the List.
- Send viruses or virus warnings to the List.
- Send spam (junk mail), commercial advertising or copyright violations to the List.
- Send private information or private replies to the whole group. Ensure that a private message is not going to the whole group before pushing the send button.
- Forward private emails to the List. It is accepted practice to copy part of a message that has appeared on the List, but it is not permitted to copy or forward part or all of a message that someone sent to you off-list.
- Include information from another source in your message without acknowledge that source.

If you have any problems with the content or management of the CTG Mailing List, please don't hesitate to email the List Moderator at ctg@anzics.com.au or call +61 3 9340 3455.