



Prevent-Connect Email List (listserv) Guidelines

PreventConnect's moderated email list, Prevent-Connect, is a forum to discuss the newest violence against women prevention efforts. The audience for this email group is people and organizations committed to developing, implementing, evaluating, researching and improving the prevention of sexual assault and relationship violence.

As a moderated email list, messages are reviewed before being posted. Prevent-Connect Moderators use the following criteria to determine if a message is posted. Moderators do not edit the body of an email (except to add or correct URLs), but may change the subject line for clarity. Any other moderator changes will be marked with "[MODERATOR NOTE:]"

Only members of Prevent-Connect may post messages to the email list. Prevent-Connect uses Yahoo Groups to manage its email list.

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Subject Guidelines

- **Subjects should be related to the prevention of sexual assault and relationship violence.** Prevent- Connect is dedicated to prevention topics. Other issues will be referred to other email lists or resources. Topics related to intervention, treatment, screening, or the criminal justice system are generally not posted.
 - **Topic areas** include sexual assault, relationship violence, and stalking across the lifespan including child sexual abuse. Sexual assault and relationship violence is interpreted to include issues linked to a continuum of gendered violence, links to oppressions, and the environments, social norms and cultural systems that contribute to violence.

- **Prevention** includes all of the various theoretical types of prevention (primary, secondary, tertiary, selected, indicated, etc). The focus of the list is on primary prevention – efforts to prevent sexual assault and relationship violence before it starts.
- **Topics include, but are not limited to:**
 - Prevention Materials (Video, DVDs, Curricula, Books, etc.)
 - Prevention Campaigns and Efforts
 - Media Advocacy efforts
 - Trainings for prevention activities
 - Prevention strategies, approaches, theories, including those at the community- and societal-level of the socioecological model
- **Resources.** Messages may highlight resources (web sites, books, curricula, DVDs, etc) that pertain to sexual assault and relationship violence prevention. The message should be more than a marketing notice. It is best to share some insight about the resource mentioned; otherwise, messages may not be posted.
- **Data & Statistics.** Information related to sexual assault and relationship violence data and statistics is acceptable.
- **News Stories.** News accounts related to sexual assault and relationship violence prevention are permitted. Please include the URL for the actual news story.
- **Research.** Research that is relevant to sexual assault and relationship violence prevention efforts can be shared. Include a citation or URL to access the materials. Copyrighted materials cannot be distributed without permission.
- **Job Listings.** Job posting are acceptable for sexual assault and relationship violence *prevention-related* positions only. Since many Prevent-Connect email list members do not receive attachments, provide a URL to the job listing or place information in the body of the message.

Messages Not Permitted

- **No Personal Attacks.** Messages that personally attack an individual are not acceptable. Participants are encouraged to challenge ideas and concepts in a respectful manner.
- **No Personal Responses.** Personal responses are not posted. Replying to emails from the list will send your response to the entire list. Send your personal messages to the original sender by using your e-mail application's forwarding option and typing or cutting-and-pasting the e-mail address of the individual to whom you want to respond.
- **No "Include me" Messages.** Messages such as "thanks for the information," "please send me a copy too," or personal messages to individuals are not posted.
- **No Lobbying.** Messages that encourage lobbying for specific legislation or advocating for specific political candidates are not permitted. However, providing information on legislation related to prevention of sexual assault and relationship violence, without advocating specific action, is acceptable.
- **No Soliciting.** Solicitations for funds for individual agencies are not permitted. Announcements for funding-raising events are acceptable only if the event is described as an example of serving a sexual assault and/or relationship violence prevention function beyond fundraising.
- **No Volunteer Training Announcements.** Volunteer training announcements for local sexual assault and relationship violence agencies are not permitted. Professional training announcements related to sexual assault and relationship violence prevention that are open to the public are acceptable.
- **No Duplicate Messages:** Multiple messages with the same information will not be posted. The moderator may add a marked Moderator Note informing others that many people submitted the same information.

Message Guidelines

- **Signature.** Include a signature tag on all messages. Include your name, affiliation, location, and email address. In-signature solicitations that otherwise violate these guidelines may be removed by the moderators.
- **Subject Line.** State concisely and clearly the specific topic of your email in the subject line. This allows members to respond more appropriately to your posting, and makes it easier for members to search the archives by subject. If you use the email application's reply option to respond to a different message or create a new thread, make sure to change the subject line to indicate which posting you are responding to.
- **Avoid Attachments.** Since many Prevent-Connect email list members do not receive attachments, keep the key points in the text of the actual messages and avoid sending attachments. If possible, provide a URL to the full documents. Materials can be posted to the "Files" section of Prevent-Connect at Yahoo! Groups.
- **Do Not Include Previous Message in Reply.** If necessary, include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.

Sharing Guidelines

- **Acceptable to forward** resources, links to other web sites, and other materials published elsewhere.
- **Seek permission** to forward posts with personal comments.
- **PreventConnect Wiki Project:** PreventConnect staff add information and resources discussed in Prevent-Connect Email list to the PreventConnect Wiki Project at <http://wiki.preventconnect.org/>.
 - Contributors to the Wiki are restricted to people with experience in sexual assault and relationship violence prevention. Prevent-Connect Email List members can send suggested materials for the PreventConnect Wiki to info@preventconnect.org.

Contact Information

Prevent-Connect uses Yahoo Groups. If you have any questions about these guidelines, please contact the Prevent-Connect Moderator (Ashleigh Klein-Jimenez, 916-446-2520 x 313 aklein@calcasa.org).

PreventConnect: <http://www.PreventConnect.org>

Prevent-Connect listserv Page: <http://www.preventconnect.org/email/>

Yahoo Groups Page: <http://groups.yahoo.com/group/Prevent-Connect/>

Post message: Prevent-Connect@yahoogroups.com

Subscribe: Prevent-Connect-subscribe@yahoogroups.com

Unsubscribe: Prevent-Connect-unsubscribe@yahoogroups.com

List owner: Prevent-Connect-owner@yahoogroups.com



Prevent-Connect is managed by PreventConnect, a national project of the [California Coalition Against Sexual Assault](#) (CALCASA). CALCASA's participation is supported with funding from the [Centers for Disease Control and Prevention](#) (CDC). The views and information provided on Prevent-Connect do not necessarily represent the official views of the U.S. government, CDC, or CALCASA.