



General information

- BAALMail is a contact service provided for all BAAL members.
- Any BAAL member is able to post to the list, and all BAAL members signed up to BAALMail will receive the email.
- Non-members are also able to post to the list, but the message has to be moderated (approved) before it is distributed.
- BAAL members can opt out of BAALMail by sending a message to **admin@baal.org.uk**.
- BAALMail is a public forum and a representation of the BAAL membership to the World. You should be aware of your own reputation and the reputation of BAAL when posting.
- Because of the open nature of the list, it is important that we all adopt a responsible attitude to the list and do not post frivolously.

A non-exhaustive list of acceptable posts

- Requests for information, support and research assistance for applied linguistics projects; respondents should reply to the author and not to the list.
- Information and news about applied linguistics, and conferences likely to be of interest to applied linguists.
- Members can post job announcements, course announcements and book announcements of interest to applied linguists.
- Other institutions can post job announcements, but they will be moderated.
- SIG events should not be advertised on BAALmail until a budget has been approved by the BAAL Treasurer and BAAL SIG Coordinator.

While most BAALMail users have broadband, some of our members live in parts of the country, or other countries, where it is not available. For this reason ...

- Messages should be kept short – it is better to have a short message with a link to a web page or pdf;
- Attachments should be avoided – they are often rejected by the list spam engine, anyway;
- If you must have an attachment, make sure it is a pdf and not a Word doc.

Types of messages to be avoided

- Announcements about non-linguistics matters;
- Gossip, and discussions of a non-professional nature.

Keeping it civil: the three-stage email

- Write the email you want to send;
- Delete it;
- Write the email you should send.

Please remember:

It's an email list – it will generate emails. (*Gurdeep Mattu*)