

## Contents

Welcome to the SIG listservs of the Academy of Consultation-Liaison Psychiatry (ACLP) .....	1
Listserv Rules and Etiquette .....	1
Who can join an Academy listserv?.....	2
How to post to a listserv .....	2
Unsubscribing .....	3
Replying to a message.....	3
Sharing documents .....	3
Security .....	3
Archives .....	3
Format Guidelines.....	4
Compatibility.....	4
AOL/Yahoo .....	4
Gmail.....	4
I'm not receiving SIG emails; my colleagues and I at the same institution are not receiving SIG emails.....	4
Still have questions? .....	5
The Legal Stuff .....	5

## Welcome to the SIG listservs of the Academy of Consultation-Liaison Psychiatry (ACLP)

Thank you for being part of the Academy's online community. To ensure the best possible experience for all community members, we have established some basic guidelines for participation.

To preserve a climate that encourages both civil and fruitful dialogue, the Academy reserves the right to delete posts or terminate accounts for subscribers who violate these rules without advance notice or right of appeal.

## Listserv Rules and Etiquette

- Lists work best when intelligent people bring fresh knowledge and ideas to the discussion. New ideas can stimulate discussion, but trivial or inane comments often kill it. Write thoughtful things and everyone will benefit from the list.
- No job postings please. Instead, post jobs in the Academy's Career Center, <https://aclp-jobs.careerwebsite.com/>, where postings by members are free and which reaches C-L psychiatrists whether or not they are a member of the Academy.
- Don't attack others. Listserv discussions are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Don't post commercial messages. While you might feel sure that symposium you're working hard on would be attractive to other C-L Psychiatrists, our listservs are not the place to post flyers or encourage customers.
- Listserv emails should not contain promotional material, special offers, job offers, product announcements, or solicitation for services. The Academy reserves the right to remove such messages and potentially ban sources of those solicitations.
- Do not, under any circumstances, post personally identifiable patient information. You have a duty to protect the privacy of patients and the Academy cannot and does not guarantee that postings to our listservs are completely confidential or secure.
- Use caution when discussing products. Information posted on any platform is available for all to see, and comments are subject to libel, slander, and antitrust laws.

- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited and may be removed.
- Do not post anything that you would not want the world to see or that you would not want anyone to know came from you. The Academy cannot and does not guarantee that postings to our listservs are confidential or secure.
- Be courteous. Please ask participants for permission to republish their words elsewhere (especially if elsewhere would be a publicly viewable setting).
- Don't clutter the list with 'I agree' or 'me too' or 'same here' or 'thank you' messages.
- Stick to the purpose of the list; the more topic-specific the contributions are, the more useful the list is for everyone. Make the subject line descriptive; "liver donor transplant problems" is more useful than "hello". Be brief, professional, clear, and logical. Vague subject lines (or no subject lines) are likely to be ignored or deleted.
- Don't forward virus alerts, chain letters, spam, solicitations, or flames (an abusive message about another person).

#### Who can join an Academy listserv?

Only ACLP members may join SIGs and SIG listservs. Please visit the SIG-dedicated pages on the Academy website for details on SIG joining requirements: <https://www.clpsychiatry.org/sigs/>, or simply edit your Academy profile via the Academy website.

#### How to post to a listserv

Send an email to the listserv email as noted below, but you must already be subscribed to a SIG to post to it.

The email associated with your Academy member profile is that to which emails are sent and received. As our listservs are private to subscribers, the SIG software performs email matching as a means of subscriber verification and will automatically reject emails it cannot confirm.

Need to change your email? Academy members log-on to your profile at the Academy website: <https://www.clpsychiatry.org/>. Non-members: please email the executive office at [info@CLpsychiatry.org](mailto:info@CLpsychiatry.org) and we will modify your subscription email for you. Sorry, even though you may store multiple emails with your Academy profile only your primary email can be used for your listserv subscription.

Email changes are not instant but post to the listserv around midnight US Eastern Time each night.

SIG name	listserv email
Addiction & Toxicology	addiction@list.clpsychiatry.org
Bioethics	bioethics@list.clpsychiatry.org
Burn & Trauma Injury	burn-trauma@list.clpsychiatry.org
Collaborative & Integrated Care	cic@list.clpsychiatry.org
Community-Based CLP Physician Practice Issues	comm-practice@list.clpsychiatry.org
Early Career Psychiatrists	ecp@list.clpsychiatry.org
Emergency Psychiatry	em-psych@list.clpsychiatry.org

SIG name	listserv email
Geriatric Psychiatry	g-psych@list.clpsychiatry.org
Hispano-American C-L Psychiatry	hispanoamerican@list.clpsychiatry.org
HIV/AIDS Psychiatry	hiv-aids@list.clpsychiatry.org
Integrative Medicine (Complementary & Alternative Medicine)	int-med@list.clpsychiatry.org
Medicine & Psychiatry	med-psych@list.clpsychiatry.org
Military & Veterans	veterans@list.clpsychiatry.org
Neuropsychiatry	neuro-psych@list.clpsychiatry.org
Palliative Medicine & Psycho-oncology	pall-onc@list.clpsychiatry.org
Pediatric C-L Psychiatry	pediatrics@list.clpsychiatry.org
Psychological Considerations	psychthera@list.clpsychiatry.org
Quality & Safety	quality@list.clpsychiatry.org
Research	research@list.clpsychiatry.org
Transplant Psychiatry	transplant@list.clpsychiatry.org
Women's Health	womenshealth@list.clpsychiatry.org

### Unsubscribing

Unsubscribe from a SIG via your Academy member profile or notify the executive office at info Changes take 24 hours to post. Sorry, you cannot unsubscribe by posting an unsubscribe request to the listserv.

### Replying to a message

'Reply' to correspond only with an email author; 'Reply All' will copy the listserv and be shared with all subscribers. Personal comments should be sent directly to the person, not the entire list.

Delete the original message in your replies, or just a leave a few lines to recall the topic you're addressing, but you do not need to include the entire message(s).

### Sharing documents

You can email commonly used documents (MS-Office files, such as Word, Excel, PowerPoint), PDFs, and some image files, up to 3MB in size. The size restriction is to prevent our server from being overloaded if someone accidentally sends an overly large file.

### Security

The Academy operates a virus scanner for all emails and attachments but, as no system is perfect, please exercise care when receiving an attachment through the list. We recommend you download any attachment to your hard drive and run a virus scan on it before opening it.

### Archives

Go to <https://list.clpsychiatry.org/>, and then click on the link on the right side of the page for the list you are looking to view. From there, you will need to login: this will send you a one-time use link to your email. You will see all of the Lists you are a member of, be able to manage their subscriptions, email frequency, and view/search the archives.

### Format Guidelines

The less formatting the better; many different email clients will be used to read list postings. Some of those could be plain text email readers that struggle with formatting.

### **Compatibility**

The enormous variety of email readers means we are unable to guarantee you will be able to read listserv postings on your preferred device. Our limited testing suggests that, if your service or device is running its very latest version, most individuals will be able to receive, read and reply to listserv postings. If your preferred device is proving uncooperative, please try another device, software or app.

### **AOL/Yahoo**

Due to email handling policies enabled by AOL and Yahoo, emails from these addresses may behave in unexpected ways, including emails not being processed correctly by the listserv; emails being uncontrollably deleted or discarded; messages displaying incorrectly; causing distribution problems with the list; causing disruption to other users; or interfering with list email distribution. We strongly encourage AOL and Yahoo customers to use a different email if you have one available. See earlier text in this FAQ for directions on how to change your email. Non-Academy members: please email the Academy executive office at [info@clpsychiatry.org](mailto:info@clpsychiatry.org) and we will modify your subscription email for you.

The Academy reserves the right to arbitrarily and without notice unsubscribe AOL and Yahoo users from any or all Academy lists if these addresses are found to be causing a detrimental experience for other users.

### **Gmail**

As a "decluttering" measure on your behalf, Gmail automatically discards your copy of any email you send to a list, rationalizing that your "sent" copy already constitutes the information you need and classifying the list email as a superfluous identical copy. This behavior cannot be changed and is documented by Google here: <https://support.google.com/a/answer/1703601?hl=en>

You will receive any replies to your email sent to the list.

### **I'm not receiving SIG emails; my colleagues and I at the same institution are not receiving SIG emails.**

Check your email program spam folder and white list/make safe the domain list.clpsychiatry.org.

If you are still not receiving SIG emails, or continue to have problems, please speak with your email provider, or your employer's or institution's IT department.

### **Still have questions?**

Please contact the Academy executive office at [info@clpsychiatry.org](mailto:info@clpsychiatry.org)

### **The Legal Stuff**

SIG listservs are provided as a service of the Academy of Consultation-Liaison Psychiatry (ACLP). ACLP is not responsible for the opinions and information posted to these listservs by subscribers. ACLP disclaims all warranties regarding information posted to the listservs, whether posted by ACLP or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall ACLP be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted via our listservs.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any

information or other material protected by copyright without the permission of the copyright owner. In addition, by posting material, you grant to ACLP and the members of this community the nonexclusive, world-wide, transferable right and license to display, copy, publish, distribute, transmit, print, and use such information or other material in any way and in any medium, including but not limited to print or electronic form.

Content should not be posted if it encourages or facilitates members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Content that encourages or facilitates an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers. ACLP does not actively monitor the listservs for inappropriate postings and does not on its own undertake editorial control of postings. However, if any inappropriate posting is brought to ACLP's attention, ACLP will take all appropriate action.

ACLP reserves the right to block any subscribers who do not abide by these guidelines.

ACLP's privacy policy is located here: <https://www.clpsychiatry.org/privacy-policy/>