



National Association of Judiciary Interpreters & Translators  
2002 Summit Blvd ▪ Suite 300 ▪ Atlanta, GA 30319  
Tel: 404-566-4705 ▪ Fax: 404-566-2301 ▪ [www.najit.org](http://www.najit.org)

## NAJIT LISTSERV USER INSTRUCTIONS

### OPTING OUT OF THE LISTSERV

To facilitate the work of our volunteers who will manage the listserv, all NAJIT members will be automatically enrolled. To opt out, or unsubscribe, click on the link [URL] at the end (footer) of each message. It reads: "To unsubscribe click here: [URL is provided.]"

### CONTRIBUTING TO THE LISTSERV (posting a message or replying to one)

To contribute to the listserv, do one of the following:

1. Hit reply to a message, or
2. Send a new message or thread to the listserv addressed to [najitlistserv@lyris.dundee.net](mailto:najitlistserv@lyris.dundee.net).

### DELIVERY OPTIONS

You can manage how messages are received via email. Your options are:

1. **Mail:** Messages are sent as they are contributed (this is the default setting).
2. **Digest:** One message with all contributions for that day.
3. **Mimedigest:** One message with a link to each of the contributions for that day.
4. **Index:** One message with only the subject lines for the contributions for that day
5. **Nomail:** No mail from the listserv, but not unsubscribing.

To change your distribution settings, send an empty email (one with no contents or subject line) to the corresponding address. **Note: You must send the email from the email address that is subscribed to the listserv.**

1. **Mail:** [mail-najitlistserv@lyris-mb.dundee.net](mailto:mail-najitlistserv@lyris-mb.dundee.net)
2. **Digest:** [digest-najitlistserv@lyris-mb.dundee.net](mailto:digest-najitlistserv@lyris-mb.dundee.net)
3. **Mimedigest:** [mimedigest-najitlistserv@lyris-mb.dundee.net](mailto:mimedigest-najitlistserv@lyris-mb.dundee.net)
4. **Index:** [index-najitlistserv@lyris-mb.dundee.net](mailto:index-najitlistserv@lyris-mb.dundee.net)
5. **Nomail:** [nomail-najitlistserv@lyris-mb.dundee.net](mailto:nomail-najitlistserv@lyris-mb.dundee.net)

The listserv will automatically change your delivery option.

### ACCESSING ARCHIVES

The archive of messages exchanged (forum), can be accessed via the following link: <https://slm-lyris-mb.dundee.net/read/?forum=najitlistserv>



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### RE-SUBSCRIBING TO THE LISTSERV

If you opted out of the listserv and wish to re-subscribe, send an email to [subscribe-najitlistserv@lyris-mb.dundee.net](mailto:subscribe-najitlistserv@lyris-mb.dundee.net).

You will receive an email with a link to confirm your request. The listserv administrators will receive a notification to add you. Your subscription will not go into effect until a list administrator approves your subscription.

### MODERATORS

The listserv will be moderated by Christina Courtright and Bethany Korp, who served in this capacity on the old listserv.

## **NAJIT LISTSERV GUIDELINES**

The Listserv is a FREE service provided to NAJIT members (Active, Associate, Student, Honorary and Life). By joining this listserv, you agree to follow the guidelines given below. We welcome your participation and thank you for participating in the NAJIT Member Listserv. You must be a NAJIT member and Listserv subscriber to post messages. The opinions expressed in this listserv are those of the authors only. NAJIT assumes no liability with regard to the content of messages, which are personal statements.

### FORMAT ISSUES

1. In order to ensure that interpreters and translators in all languages are welcome, postings are requested to be written in English.
2. The subject line is very important for managing a listserv. Write your subject line carefully so that it describes the content. Please use headers to indicate the content of your message:
3. SPANISH: if you have a Spanish-language question
4. RUSSIAN, MANDARIN ETC: if you have a question in a language other than Spanish
5. FOR INFORMATION: if you are providing information that might be of interest
6. EVENT: if you wish to announce a forthcoming event
7. QUESTION: if you have a question
8. Use *reply* only when you truly wish to speak to everyone on the listserv. If your message is meant for only one person, use your *forward* function to send it directly to him or her. This is one of the biggest problems that listservs encounter—the *reply* button is used when the



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content isn't intended for all. If you would like to simply say "thank you" to an individual, please forward your reply directly to them.

9. If you are replying to an earlier message, quote only the relevant portions, not the entire content of the earlier message(s). This will avoid long repeats and tiresome repetitions.
10. When asking for a terminology question, please provide context so that you can obtain a quick and effective reply.
11. Attachments are automatically stripped out by the listserv because they may carry viruses and sometimes cannot be opened by all. If you have an attachment you would like to share, send an email offering to provide it privately.

### CONTENT ISSUES

1. This listserv is intended for discussion and exchange of information on interpreting and translation issues. Do not send other content to this list. Examples of unwelcome content include warnings of viruses, chain letters, myths, hoaxes, urban legends, or statements on political issues not related to the profession. It is acceptable, however, to point out an obvious scam targeting our profession, as a warning to others.
2. This listserv is a benefit of your NAJIT membership. Messages should not be forwarded to recipients outside of the NAJIT membership without the permission of the sender.
3. Please be mindful of authors' copyright. Assume that material is copyrighted, and seek permission to reproduce it, unless you are certain that the content is in the public domain.
4. We request that no jokes be posted to this listserv.
5. Listserv subscribers may post news articles of interest, provided they are relevant to the interpreting and translating fields. When posting such articles, please make sure that the article is indeed relevant to language, the interpreting and translating field. Listserv subscribers agree to refrain from posting articles on political views or any other issues not related to the professions of interpreting or translating.
6. Listserv subscribers are reminded that sometimes other subscribers may not read or follow proper guidelines and that each individual should keep in mind when posting, that emails may not always be kept confidential. Listserv subscribers agree to refrain from posting confidential information on the Listserv.

### COURTESY ISSUES

1. The rules of cyber-courtesy are widely known, but they are repeated here for clarity. Flaming (attacking another person with emotional violence) and spamming (sending floods of useless messages) are not allowed on this listserv.
2. NAJIT welcomes any member who wishes to participate in this listserv and requests all members to respect the views of others, even when they disagree. A genuinely welcome atmosphere is sometimes hard to maintain, because feelings on interpreting issues can run deep.



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Nevertheless, a truly open forum requires that all members be allowed to express their views without being attacked for them.

3. Please be advised that anyone engaging in obnoxious or offensive listserv communication will have privileges suspended. Writing in all capital letters is sometimes perceived as shouting and is strongly discouraged.
4. As this is a professional listserv that is read by individuals from diverse backgrounds, please write in full sentences using a professional tone, without colloquial abbreviations, excessive punctuation or emojis.
5. Questions and/or comments specifically relating to NAJIT governance should be directed to the appropriate NAJIT representative and not posted on the Listserv. Contact us if you have a question or comment.

### MANAGEMENT ISSUES

1. Messages posted to this list are not reviewed in advance.
2. NAJIT offers this list as a service to its members as a benefit of their membership. The opinions expressed are entirely those of the individuals writing, and NAJIT bears no responsibility for them.
3. The volunteer administrators of this list are available to assist you or to answer questions pertaining to the list. In order to respect the volunteers' time, please try to solve a problem by following the web-based instructions first. But if that doesn't work, feel free to turn to them.
4. The administrators will warn participants who violate these guidelines and, if the warning is ignored, will remove violators from the list.

### OTHER ISSUES

1. By subscribing to this list, you agree to abide by legislation against spam.
2. NAJIT fully abides by all aspects of anti-trust legislation. This listserv may not be used to discuss rates of pay, charges for services, or reliability or performance of agencies, companies, or colleagues.
3. Listserv subscribers agree to refrain from using the names of specific individuals, specific government entities or specific companies on the Listserv. References to such entities should be kept as general in nature as possible to avoid any potential liabilities.
4. Conferences organized by non-profit organizations may be announced on this listserv.
5. This Listserv may not be used for advertising or promotion of products or services of for-profit entities. Such advertisement, job posting, event posting, etc., by for-profit entities, must be done on the NAJIT website. Please contact us for additional information about posting on the NAJIT website.