

ORCA Forum Guidelines and Code of Conduct
(v.1 – November 2017)

Thank you for participating in the ORCA online community. You can use the ORCA Forum to ask questions and get answers from the community about archaeological field or lab methods, to get help identifying artifacts or features, to share ideas and discuss archaeological problems, or to find colleagues with similar interests. Users may also make non-commercial announcements about conferences, publications, or fieldwork opportunities. The ORCA Forum is a great medium to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation about Colorado archaeology. The ORCA Forum is open to all registered users, including professional archaeologists, avocationalists, educators, and students.

These participation guidelines are designed to ensure a positive and productive experience for all members of the online community. By joining this group, you agree that you have read and will follow the rules and guidelines listed here.

Guidelines and Code of Conduct

- **Stick to the topic.** Please stay on the thread's topic when replying to an existing thread. If you don't see an open thread about something you'd like to discuss, please open a new thread.
- **Use unambiguous phrases or statements to open new threads.** Clarity will help other forum members provide timely and constructive comments.
- **Spread the word.** Encourage colleagues and others seeking help to visit the forum to find solutions to their problems or just to chat about topics of interest.
- **Keep it civil.** Debate and disagreements on points of substance are okay, but personal attacks, hate speech, petty bickering, trolling, and thread hijacking are not tolerated. By choosing to be civil, you make the discussion better for everyone involved.
- **Be helpful and supportive.** We're all here to learn, so please be constructive when providing feedback. Harassing, threatening, or intimidating other users will not be tolerated.
- **Do not post commercial comments.** You may post self-promotional links for books or articles you have written, but do not post comments about or advertisements for commercial services. Instead, contact people directly with information about products or services you believe may be of use to them.
- **Do not discuss prices, salaries, benefits, fees, specific business transactions, or individual companies.** In particular, do not defame, disparage, or criticize any person or company.
- **Do not disclose specific site location information.** Also be careful not to disclose proprietary, confidential, or legally privileged information.
- **No cross-posting.** Posting the same message to more than one thread is considered spamming.
- **Use normal English.** Don't use uppercase for your titles or in the body of your post; it comes across as shouting and is not necessary. Also avoid text message abbreviations.
- **Be honest about your identity.** ORCA Forum users need not reveal their real names; however, users must stick to a single persona. The deceptive use of multiple accounts, especially in a single thread, is prohibited. The use of secondary accounts to circumvent a forum ban is also prohibited.

- **Do not post a private debate with another user.** Please resolve private issues outside the public forum.
- **Avoid signatures, especially those that include a link to another site.** Signatures incorporate unnecessary text that is repeated after each post you make.
- **Please refrain from posting images larger than 800x600 ppi (about 500KB).** This is considerate to members with slow internet speeds, and keeps the forum looking tidy.
- **Remember that the ORCA Forum is publicly accessible.** If you choose to post contact information for yourself be aware that it will be available to all users. Users may include public school students or people with

limited knowledge of archaeology. Please be considerate of all users.

The ORCA Forum is semi-moderated.

Users are responsible for their behavior and the content of their posts. However, to maintain an environment that encourages both civil and fruitful dialogue, Paleocultural Research Group (PCRG) reserves the right to suspend or terminate users who violate these rules. PCRG also reserves the right to actively monitor the online group for inappropriate postings and to undertake editorial control of postings. The ORCA Forum is provided as a service of PCRG and PCRG is not responsible for the opinions and information posted by third-party users.