

WEBSITE GUIDELINES

3 types of Guidelines

1. Postings & Comments Guidelines – for News & Events, Collab Blog, Wiki, Photo Maki
2. Submission/Uploading Guidelines – for File Spot, Wiki, Photo Maki, Think Again
3. Downloading Guidelines – for File Spot and Think Again

Posting Comments Guidelines

The Code:

1. **Be kind.** We encourage everyone to participate and want to create a platform that is respectful of diversity in perspective. Everyone's thoughts (whether for or against an argument/topic/comment) are welcome. Any type of personal attacks, abuse, threats, etc will not be tolerated. We aim to comment on the content, not the person behind it.
2. **Keeping on topic.** Relevant comments related to the topics or news events are the kind of posts that are desirable. Posts that are too far off topic or significantly disruptive to the flow of the discussion will be removed to help keep us on topic.
3. **No soliciting.** Solicitation, advertising, SPAM, or anything of that nature will be removed. You are all welcome in advance for our vigilance. Let us know if we miss something.
4. **It's not just what we say but how we say it.** Vulgar language or masked vulgarity or language that is overly hostile or offensive will be removed.
5. **Keep things legit.** Obvious, but we'll state it anyway. Promotion of illegal activities on our website is not allowed. Posts of any type of this nature will be removed.
6. **Personal Information.** Think about it before posting personal information in *public* forums. You may receive unwanted solicitation.

7. **If we miss something, please let us know.** If you come across a post that isn't aligned with these guidelines, please let us know in an email support@triplehelixinstitute.org.

General Suggestions:

1. **Using efficient topic titles.** When creating a topic title, it is helpful to be informative and specific so as to attract the most relevant comments and replies.
2. **For clarity, add whitespace.** It helps to add a little space when writing a long post. Use 'Enter' for long thoughts and paragraphs.
3. **Consider slang and jargon.** We are working across sectors, disciplines and cultures. If you are going to use idiosyncratic language, you might want to provide further explanation in order to ensure that your thoughts are well understood.
4. **Preview first.** It is easy to make errors so we provide a preview option for you that allows you to review your posts for typos, jargon etc. prior to posting

Uploading/Downloading Guidelines

The Code:

1. **Don't hit back button.** Refrain from clicking on the back button during upload as it disrupts the system. If uploading is taking too long, your file may be too big and you should consider making it smaller. If downloading is taking a long time, check the file size. You will have to give allowance for larger files. Smaller files are easier for a system to manage.
2. **File rights.** Upload only files that you have a right to upload. That would be your own files or anything that falls in public domain. When in doubt, check it out.
3. **No soliciting.** Solicitation, advertisements, SPAM, or anything of that nature will not be approved. Everyone appreciates this part of the code.
4. **It's not just what we say but how we say it.** Vulgar language or masked vulgarity or language that is overly hostile or offensive will be removed.

5. **Personal Information.** Think about it before posting personal information in *public* forums. You may receive unwanted solicitation.

General Suggestions:

1. **Be complete.** Make sure to fill in all fields that are required in order to avoid having to re-enter information.
2. **Be descriptive.** The Description field will help find your file when using the Search function. So it makes sense to use words that are easily associated with your file.
3. **Choose an appropriate file name.** Your file name will appear when listed in the files page, so choose a name that suits what your file is about.
4. **Efficient file size.** There is a file size limit of 100mb, but if the file size can be decreased without compromising quality then please consider making the change. . This will shorten the upload and download time.