Welcome to VICTORIA, the online discussion forum for Victorian Studies. VICTORIA is a community devoted to the sharing of scholarly information and ideas about all aspects of 19th-century British culture and society. We hope that you'll feel free to introduce yourself to your VICTORIA colleagues and to post any other message of scholarly Victorian interest. You can browse both recent and older postings at https://iulist.indiana.edu/sympa/arc/victoria/

We've appended here the VICTORIA User's Guide, which features tips on list protocol, how to post a message, setting your mail options, etc. Please look through the User's Guide before posting to the list; it would also be a good idea to save this copy for later reference.

If you have any comments or questions about VICTORIA, please contact listowner Patrick Leary at pleary@gmail.com. We're very glad that you've joined us on VICTORIA, and hope that you'll find it a helpful and enjoyable resource.

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VICTORIA User's Guide

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1) "IS THERE A PREFERRED FORMAT TO USE FOR MESSAGES POSTED TO THE LIST (that is, to VICTORIA@indiana.edu)?"

Yes. All VICTORIA messages should be in "plain text." Cutting and pasting text from elsewhere, such as a Word document, can have unfortunate results.

Please DO NOT leave the entire text of the message you're replying to dangling from the end of your message! This wastes an enormous amount of space, and clutters up the list's digests and archives. If your mail system automatically appends the text of the replied-to message to your outgoing reply, please take a moment to delete that text before posting. If you post a message and it never appears, the reason may be that you've forgotten to delete that appended copy of someone else's message.

Finally, please put your name and e-mail address at the end of every posting. This is an important courtesy to your fellow subscribers, as your address may not show up in the header of your message, and some may want to contact you privately. Also take a moment to include a meaningful "Subject" line, so that people can tell at a glance whether your message deals with a topic of interest to them.

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2) "WHAT ABOUT CONTENT, PROTOCOL, AND SO ON?"

The guidelines here on VICTORIA are pretty simple, the most important one being this:

"All postings should be of scholarly Victorian interest."

We interpret this broadly to include queries, information, or ideas about any aspect of British and Irish society and culture during the "long 19th century" (roughly the 1780s to the end of the Great War in 1918), as well as matters specifically pertinent to teaching and research about the period. Our topic area encompasses what literary scholars think of as the Romantic Period, for instance, as well as anything having to do with any outposts of the British Empire during the long 19th century.

Most other rules of thumb flow from that one. Because our topic on VICTORIA is Victorian *Britain*, the history and culture of America, Europe, and elsewhere is only topical for us in a comparative context. Any message directed to just one person is obviously inappropriate (see section 6, below), as are rude or intemperate comments, complaints about other subscribers, postings about contemporary politics or general academic matters ("these students today..."), commercial advertisements (unless for your own scholarly work), and any pleas or petitions or warnings, no matter how well-intended. The 19th century in Britain, and how we learn and teach and write about it, is our only topic on VICTORIA, and a wonderfully varied one it is.

With so much mail on VICTORIA, we all owe it to one another to keep our postings as concise, on-topic, and civil as we can. If you're not sure about the appropriateness of a posting you're thinking of sending, feel free to get in touch with Patrick Leary, the listowner, at pleary@gmail.com, and he'll be glad to advise you.

3) "HELP! HOW DO I HANDLE ALL OF THIS EXTRA E-MAIL?"

Not to worry. The first thing you'll notice after subscribing to VICTORIA, especially if you are new to listservs, is that you're suddenly getting more e-mail than you may be used to. We're all busy people, and email takes up a lot of our time already.

Fortunately, most email programs make it easy to manage list mail, for example by automatically putting all mail from VICTORIA, say, in its own folder until you're ready to read it. If you're unfamiliar with the commands available on your email system, consult your local system-wiz for advice.

You may also want to consider setting your VICTORIA subscription to the DIGESTS option. This option sends all of your VICTORIA mail to you every evening in one long message file, so that it's kept separate from your other e-mail. The disadvantage of DIGESTS is that, because what you get is one long e-mail, you can't choose which individual postings to save or delete; the advantage is that there's less clutter in your

mailbox. Also, to reply to an individual message, you'll have to start from scratch and type the thread title on the Subject line instead of simply choosing "reply" in your email program. To try out DIGESTS, send the command SET VICTORIA DIGESTS to the listserv address: iulist@iulist.indiana.edu. If you later decide you want to go back to regular VICTORIA mail, the command SET VICTORIA MAIL, sent to the same (listserv) address, will do the trick.

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   4)   Managing your subscription.

 VICTORIA@indiana.edu should be used ONLY for messages that you wish to send to all VICTORIA subscribers...all 1500+ of them.

   Commands concerning your VICTORIA subscription, on the other hand, should be sent to the "listserv address," which is iulist@iulist.indiana.edu. For example, send commands to the listserv address when you want to do any of the following things:

   Set your subscription to DIGEST: SET VICTORIA DIGEST
   Cancel your subscription: UNS VICTORIA
   Stop receiving mail temporarily: SET VICTORIA NOMAIL
   Start receiving mail again: SET VICTORIA MAIL

Other commands can be found here: http://kb.iu.edu/data/bbvs.html
  If you have a question about your subscription that you want a human being to read, do not send it to either VICTORIA or LISTSERV. Instead, send it to the "listowner" Patrick Leary, at pleary@gmail.com

   There really is no excuse whatever for sending a "Please unsubscribe me" message to the VICTORIA address, which goes to everyone on the list. Avoid this widely despised tactic at all costs.

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   5) "I'M GOING ON VACATION. CAN I STOP MAIL WHILE I'M AWAY, OR DO I NEED TO UNSUBSCRIBE?"

   You can stop mail temporarily by sending the following message to iulist@iulist.indiana.edu:

        SET VICTORIA NOMAIL   [note that "NOMAIL" is one word]

   When you want mail to start arriving again, send the following message to the same address: SET VICTORIA MAIL

If you're going to be away for more than a week or two, it may be best to unsubscribe for the time being and re-subscribe later. To do this, send the command UNSUB VICTORIA to iulist@iulist.indiana.edu; when you get back, subscribe by sending the command SUB VICTORIA, followed by your name, to the same address.

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6) "WHEN SHOULD I REPLY PRIVATELY RATHER THAN TO VICTORIA?"

   As noted above, VICTORIA is set up so that using "reply" to respond to a query or other posting sends your response to everyone on the list. Frequently, however, you may wish to respond directly to the person who posted the original message; to do this just type in that person's e-mail address on the "To:" line, rather than using "reply." This is particularly appropriate when you are merely asking the original poster for details, for example, or wish to thank someone for answering a question.

   If you can't "get through" to another listmember -- that is, mail sent to them bounces back -- check carefully that you typed the address correctly. If need be, contact the listowner to make sure you've got that person's correct address. Under NO circumstances, however, should you send your private message via VICTORIA.

   Likewise, truly casual remarks ("Thanks, Joe!"), unhelpfully vague suggestions ("dunno, maybe try a Google search?"), witticisms, or complaints should always be sent privately, never to the list as a whole. None of us should ever comment onlist about the appropriateness of another subscriber's posting, or about what should or shouldn't be posted; such discussions are a waste of everyone's time and almost always generate bad feeling. If you have a concern about what someone has posted, or about list policy, contact the listowner privately. With so much mail on VICTORIA, we all need to be careful not to clutter one another's mailboxes with inappropriate postings to the list.

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7) "I'VE BEEN AWAY FOR TWO WEEKS. I'D LIKE TO SEE WHAT I'VE MISSED ON VICTORIA DURING THE TIME I'VE BEEN GONE. IS IT POSSIBLE TO ACCESS PREVIOUS MESSAGES?" [also useful for new subscribers]

  Sure. All VICTORIA messages going back to 1993 have been archived. There's a Web search engine that does a great job of searching for words and phrases, and is very simple to use. Just point your Web browser https://iulist.indiana.edu/sympa/arc/victoria/ and follow the directions.

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8) "HOW CAN I GET A LIST OF ALL THE SUBSCRIBERS ON VICTORIA
AND THEIR E-MAIL ADDRESSES?"

   For the protection of subscribers, we have been obliged to disable the REVIEW
command that once allowed anyone who joined the list to retrieve the roster of
VICTORIA members. If you need to find one or two people, drop a private note to ask
the listowner to look them up for you.

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   That's really all you need to know (rather more, in fact) to get the most from your
VICTORIA subscription. If you have any questions or comments about VICTORIA,
now or in the future, please don't hesitate to drop Patrick Leary a note at
pleary@gmail.com. Thanks for joining us!

Thanks to Joan Korenman of the Women's Studies listserv, WMST-L, whose user's guide
for that list served as a model for the first edition of this guide 'way back in 1993. For
information about other resources for Victorian Studies, visit
http://VictorianResearch.org