

/spɛltɔk/

SPELLTalk PROFESSIONAL DISCUSSION GROUP



Connecting professionals around the world
for discussion of current research
and evidence-based best practices in literacy.

You are a member of an international online network of professionals dedicated to improving literacy through discussion of current research and evidence-based best practices. Please take a moment to review and save this important information about using the SPELLTalk listserv.

Last updated 10.28.2022

Posting a Message / Starting a New Thread

To begin a new thread of discussion, send an email to spelltalk@lists.learningbydesign.com. When posting a message to the listserv, **you must send your email from the same email address that is registered with SPELLTalk**, otherwise we won't receive it.

Please **use a specific Subject: line**. This makes it easier for members to follow threads in discussion and easier to search the SPELLTalk archives for specific information. "Evidence-based methods for developing orthographic representations to increase reading fluency" is a great example of a specific Subject: line. Something like, "Need advice" is too vague. **Postings submitted without a specific Subject: line will be**

rejected.

Also, tell us a little about yourself! **We require that you include your name, professional title or other credentials each time you post.** Including your city, state, and country (if outside the US) and work setting is always appreciated but not required.

Responding to Posted Messages

IMPORTANT — READ VERY CAREFULLY!

To respond to a posting on SPELLTalk, use the email “Reply” function and then....

You must make sure the ONLY email address that appears in the To and Cc fields of your email is spelltalk@lists.learningbydesign.com

Emails that contain other email addresses in the To or Cc fields will be rejected.

Members who do not comply with this protocol for responding to SPELLTalk messages cause discussion between individual members to get out of synch with the discussion among all members, creating confusion for all. Out-of-synch messages are not posted, and we have lost some great contributions because of members not complying with this protocol. Don't let yours be one of them!

You must make sure your email address displayed in the From field of your reply is the same email address that is registered with SPELLTalk. **If it isn't, we won't receive your email.**

Remember that when you hit the “Reply” button **your response is automatically sent to everyone on SPELLTalk.** If you wish to reply to an individual person, be sure that person's email address is the only email address that appears in the To: field of your email.

Please respond privately if your response is to an individual person and doesn't benefit or pertain to the whole SPELLTalk community, for example, thanking or giving kudos to an individual SPELLTalk member. **Postings that do not benefit the whole community will be rejected.**

When introducing a related new topic, please **edit the Subject: line appropriately to reflect the new thread of discussion. Postings submitted with unrelated subject lines may be rejected.**

And don't forget: **we require that you include your name, professional title or other credentials each time you post.** Including your city, state, and country (if outside the US) and work setting is always appreciated but not required.

Professional Conduct & Courtesy

Be mindful of wording and tone when writing emails. As language professionals/enthusiasts we are quite adept at interpreting vocal and nonverbal cues. But please remember that such cues don't always translate into written messages. And without those cues, comments can be perceived as negative even when that is not the writer's intent.

Remember that SPELLTalk is a forum for sharing and discussing ideas. We understand that discussions can become impassioned and lively, but please remember not everyone will always agree, and there is often

more than one “correct” way to approach a problem. Please respect the thoughts and opinions of other members, even if you disagree with them, and **treat other members with courtesy and respect.**

Keep it brief. Please keep in mind that SPELLTalk is not a blog; postings are sent to members’ inboxes and no one likes to be flooded with emails. Please be as succinct as possible when posting. Time is valuable for all of us so please keep your postings as direct and to the point as possible. **Lengthy postings will be rejected.**

Part of what makes SPELLTalk so unique is the diversity of its members. With members from a variety of professions, work settings, and countries, we have a tremendous opportunity to build connections that span multiple disciplines, education environments, and cultures. Please consider this when you post. Try to frame your posts in a positive, open manner—SPELLTalk is **not** to be used as a springboard for attacking other professionals. **The idea is to find ways to work together towards our common goal: helping to prepare our students for success in the classroom and beyond.**

Also, please keep in mind that professionals from other disciplines may not be familiar with professional jargon, acronyms, etc., so you’ll want to explain these terms and limit their use in your postings.

Postings that do not comply with protocol for professional conduct will be rejected.

Add Value to Conversations within Our SPELLTalk Community

Advance the conversation. Don’t just post a link to a blog, website, article, etc., Instead, share your thoughts about something you read and discuss the information for the benefit of all SPELLTalk members. **Postings that do not add value *within* the SPELLTalk community may be rejected.**

Keep the Focus

SPELLTalk focuses on current research and over-arching issues related to best practices in literacy and language. Frame your message to ask or talk about current best practices and not about a specific student, activity, organization, commercial product, program, etc.

Include relevant citations that support the arguments you set forth and the methods of instruction you are recommending. In the absence of research support, please frame your message and discussion around established theoretical models.

Consider whether your message may be more suitable for posting on our sister forum, SPELL-Link’d. Conversations about the use of specific methods, ponderings about individual students/case studies, and the sharing of activity ideas and materials are taking place over on SPELL-Link’d. Your message may be more appropriate for posting on SPELL-Link’d, and we hope you will consider sharing what you have to say or want to ask with the SPELL-Link’d professional learning community: <https://learningbydesign.com/professional-development/spell-linkd/>

New Research and Product Endorsement

The New Research abstracts posted on SPELLTalk are public domain abstracts of articles published in a variety of professional journals. Learning By Design/SPELL-Links does not publish these articles, nor do we

have any affiliation with these journals.

Copyright law prohibits us from posting the full articles online, and we have no control over the fees charged to access the journal articles online. You may wish to subscribe to one or more of these journals for cost-effective access to areas of interest. Another option is to join [ResearchGate](#) for free. Many researchers will share their articles on request submitted through the ResearchGate site. Yet another option is to visit your university library or the interlibrary loan department of your local library. Many university libraries will allow nonaffiliated persons to use the university library computer to read journal articles online, and local libraries often will obtain a free copy of the full journal article for you using their interlibrary loan service. You might also try searching for the article using [Google Scholar](#). Yet another option is to directly contact the author of the article to request a copy. Many authors are happy to provide copies of their research articles.

Unfortunately, copyright laws also prohibit SPELLTalk members from using the forum to share journal articles and other copyrighted information with other members. **Postings that do not comply with copyright law will be rejected.**

Postings on SPELLTalk may contain information about Learning By Design's products and services, including webinars presented by authors and researchers. Inclusion of Learning By Design's product and service information on SPELLTalk postings does not indicate endorsement of products or services by a specific person, unless explicitly stated. Learning By Design's webinar promotions included with New Research abstracts do not indicate affiliation of the webinar presenter with the research of the New Research abstract, nor do they indicate the webinar presenter's support for the research, unless explicitly stated.

Promotional Postings

Direct and indirect promotion of commercial products, services, organizations, resources, events, etc. will not be posted without approval of the SPELLTalk moderator. **Postings that promote commercial products, services, organizations, resources, and events may be rejected. Members who use SPELLTalk for commercial self-promotion will be permanently removed.**

Professionals Only

SPELLTalk is a listserv for professionals in the broad field of language literacy learning to dialogue with each other. We're very glad to have many parents on board with us to read and learn from the SPELLTalk community, but we don't post messages from parents.

Sharing Copyrighted Material

Do not attach or embed copyrighted material with your posts to SPELLTalk. Copyright laws do not allow us to distribute copyrighted material. Your message will be deleted if it contains copyrighted material.

Did Your Submission Not Get Posted?

Check to be sure that you are complying with the SPELLTalk protocol. Also, keep in mind that not all submissions will get posted, especially when there is a high volume of postings. When volume is high our team of moderators makes some judgement calls on which emails get posted to the SPELLTalk community. Whether or not an email gets posted will depend on a variety of factors including whether an idea has already been posted by another SPELLTalk member and whether a message advances the discussion.

Submissions **will be rejected** if they: do not include your name and professional title or credentials; repeat ideas already posted; focus on anecdotal observations; contain individual member email addresses in the To or Cc fields; ask or talk about specific programs, commercial products and events; announce job openings; link to commercial sites; contain copyrighted material; focus on discussion of individual students vs. overarching issues; respond to another member's posting before that posting is sent out to the entire community (i.e., are out-of-synch); are unkind; are lengthy and/or soapbox in nature.

Not Sure If Your Submission Got Posted?

Depending on the email program you use, you may not receive a copy of your own email when it goes out to the SPELLTalk community. The most reliable way to know if your message has posted is to check the SPELLTalk archives. Including your email address in the To or Cc fields will not resolve this problem, and we very strongly advise against doing that.

Don't Lose Your SPELLTalk Subscription

Email providers are continuously using more robust spam filters, and these will block SPELLTalk postings if you do not add *spelltalk@lists.learningbydesign.com*, *spell-links@learningbydesign.com*, and *SPELLTalk@learningbydesign.com* to your email "Allow" list. Depending on your computer configuration, your IT person may need to do this for you.

SPELLTalk will automatically unsubscribe a member after a certain number of emails bounce back to us. This commonly happens if you are using your school's email system to receive SPELLTalk postings; many K–12 schools have very restrictive filters that block most emails.

Adjust your email settings and filters as needed to prevent this from happening. If your work email settings can't be changed, subscribe to SPELLTalk using another email address.

Sharing SPELLTalk with Nonmembers

You may share information posted on SPELLTalk with nonmembers and other listservs, but when you do you **MUST** include the SPELLTalk header and footer from the original posting. This can easily be done using the "Forward" function of your email program. Alternatively, you can copy and paste the following message when sharing information posted on SPELLTalk:

This posting originally appeared on [SPELLTalk](#), a free online discussion group dedicated to improving literacy through discussion of current research and evidence-based best practices.

<http://mailman.listserve.com/listmanager/listinfo/spelltalk>

Better yet—invite your colleagues to join SPELLTalk so they, too, can be part of this invigorating and rapidly growing community!

Please remember that when you share information posted on SPELLTalk, you may not disclose a SPELLTalk member's name or identifying information without that member's permission. **Members who don't comply will be removed from SPELLTalk.**

Digest Format

We discouraged the use of Digest Format because this makes postings difficult to read and threads difficult to follow when members respond to a posting they received in digest format.

Using the non-digest format allows us to offer SPELLTalk for free; the non-digest version allows us to include display ads that cover the cost of providing the SPELLTalk service free to our members. If you wish, you can set your SPELLTalk account to “No Mail”. With this setting, your SPELLTalk membership will remain active but you will not receive any SPELLTalk emails. Instead, you can log in to the archives at your convenience to browse and respond to previous postings.

Alternatively, you may wish to configure your email program to automatically place all SPELLTalk emails into a dedicated folder. Once configured, all SPELLTalk emails will automatically bypass your inbox and be placed into this separate folder where they can be read at your convenience.

Accessing the SPELLTalk Archives

Go to <https://lists.learningbydesign.com/mailman/private/spelltalk/> and enter your email address and password.

If You Forget Your Password

Go to <http://mailman.listserve.com/listmanager/listinfo/spelltalk>. Scroll to the bottom of the page and enter your email address. Click on “Unsubscribe or edit options”. On the next screen, follow the onscreen directions to have your password emailed to you.

If You Wish to Unsubscribe from SPELLTalk

Go to <http://mailman.listserve.com/listmanager/listinfo/spelltalk>, scroll to the bottom of the page, enter your email address, and click on “Unsubscribe or edit options”. On the next screen, click on the Unsubscribe button (no need to enter a password).

Or simply [send an email request to us](#) and we will remove you from the list within 24 hours.

We can't remove an email address that's not in our database. Depending on how your email is configured, you may be receiving SPELLTalk emails at one email address, but they are being forwarded to you at that email address from another email address – the one you used when you subscribed to SPELLTalk. **We can unsubscribe you only if you correctly tell us the email address you used when you subscribed to SPELLTalk.** To identify which email address is receiving emails from SPELLTalk, do this: Open the “Untitled attachment.txt” file that is attached to an email you received from SPELLTalk. Inside this file you will see: ***You are subscribed to SPELLTalk as (your subscribed email address). If you do not follow this step to correctly identify the email address is our database, you will need to submit an unsubscribe request for each of the email addresses you currently use or may have used in the past.

Please do not report postings from SPELLTalk as spam as it hinders our ability to communicate with our members who do wish to receive communications from SPELLTalk. Contact us directly, and we will absolutely make sure we get you removed.

About Us

[Learning By Design, Inc.](http://www.learningbydesign.com) offers a variety of professional opportunities including the free SPELLTalk listserv. Learning By Design also offers K–12 literacy assessments and instructional materials and resources, including our very popular SPELL-Links product line.

www.learningbydesign.com



Learning By Design[®] Inc.
Making A Difference in K-12 Education