

## Email Etiquette: Subject Line Tags

**Subject line tags** are specific keywords placed at the beginning of a subject line that help make messages more easily actionable. They are used by message receivers to target incoming messages for later action and to identify and/or delete non-relevant messages.

Subject line tags follow the format of 1 UPPERCASE word, enclosed in [BRACKETS].

Below are the tags currently in use in DLMP:

TAG	DEFINITION	EXAMPLE(S)
[JOBS]	New open requisition	[JOBS] Research Nurse 1
[SOCIAL]	Social activity	[SOCIAL] Art contest
[SEMINAR]	Research seminar or grand rounds announcement	[SEMINAR] DLMP Research Presentations 3/3/2021
[ANNOUNCEMENT]	General, non-time-sensitive announcement	[ANNOUNCEMENT] Welcome new faculty member [ANNOUNCEMENT] Fill out a survey by end of the month.
[ALERT]	Time-sensitive and/or system-sensitive announcements. Use sparingly.	[ALERT] Sunquest is down [ALERT] Montlake 1st floor power outage
[HR]	Required training or action	[HR] Flu vaccination campaign
[MEDCENTERS]	All hospitals news	[MEDCENTERS] D1 Go-Live
[MONTLAKE]	Facility-specific news (Health Sciences Building and UWMC - Montlake)	[MONTLAKE] SE-Wing Bathrooms Closed Today
[HMC]	Facility-specific news	[HMC] Main entrance access
[NW]	Facility-specific news	[NW] Free desk on 5 <sup>th</sup> floor
[SAFETY]	Safety-related announcement	[SAFETY] Earthquake Safety Drill
[LABTESTS]	New or changes to laboratory tests	[LABTESTS] New tests/changes effective Monday April 1, 2021
[NEWSLETTER]	DLMP newsletters	[NEWSLETTER] The Latest Issue of The Dish!
[RESEARCH]	Research-related emails	[RESEARCH] Invitation to Research Huddle
[BIOALERT]	Infectious disease notifications	[BIOALERT] Suspected ebola pt
[SPECIMEN]	Lost specimen rapid investigations	[SPECIMEN] Sample lost
[SURPLUS]* for use with lmsuper and pathlabmgrs only	Surplus equipment or supplies within the department	[SURPLUS] Refrigerators available

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\*[SURPLUS] emails should go to [lmsuper@uw.edu](mailto:lmsuper@uw.edu) and [pathlabmgrs@uw.edu](mailto:pathlabmgrs@uw.edu).

The departmental DLMPall email list ([dlmpall@uw.edu](mailto:dlmpall@uw.edu)) has been converted to a “moderated” list. This means that with limited exceptions, email messages sent to this list will be routed to a moderation queue, where a list admin will review the message within one business day. The message sender will receive an automated email notification that the message is being reviewed.

If the message adheres to the departmental guidelines, it will be approved by a list admin and sent on to the departmental list. If the message does not adhere to the guidelines, a list admin will contact the sender to edit and resend the message.

Emails that use [ANNOUNCEMENT], [SOCIAL], or [SEMINAR] tags should not be escalated to [ALERT] as the due date approaches. E.g., “[ANNOUNCEMENT] Responses Due End of Month” should become “[ANNOUNCEMENT] Reminder: Responses Due Tomorrow” and not “[ALERT] Reminder: Responses Due Tomorrow”

Along with the use of subject line tags, departmental guidelines also include:

- Sending messages such as "thanks for the information" or "me, too" to individuals--not to the entire listserv
- Limiting the use of all caps in the body of your message
- Including a signature tag on all messages (name, title, affiliation, and email address)

Our departmental listserv sends messages to almost 2,000 people so we appreciate your effort to follow these guidelines.

As always, our IT Help Desks (Lab Med [labmedhelp@uw.edu](mailto:labmedhelp@uw.edu) and AP PCS Request) are available to answer questions and to provide further support.