

## Email Etiquette: Subject Line Tags

Email is the communication lifeblood of most organizations, but an Inbox filled with messages can become unwieldy and time-consuming to wade through. **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 a **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 the end of the month.
[ALERT]	Urgent, time-sensitive announcement. Use sparingly.	[ALERT] Sunquest is down
[HR]	Required training or action	[HR] Flu vaccination campaign
[MEDCENTERS]	All hospitals news	[MEDCENTERS] D1 Go-Live
[MONTLAKE]	Facility-specific news	[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!
[SURPLUS]* for use with lmsuper and pathlabmgrs only	Surplus equipment or supplies within the department	[SURPLUS] Refrigerators available

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

The departmental DLMP-ALL email list ([labmedall@uw.edu](mailto:labmedall@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

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the message adheres to the recently announced guidelines, it will be approved by a list admin and sent on to the departmental list. If the message does not adhere to the new 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”

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.