Tips on Using Inclusive Language

Use Non-gendered Language

Why? To make sure that your language doesn't exclude people of different gender identities.

Example of Language that May Not Be Inclusive	Why it May Feel Non-inclusive	Suggested Revision to be More Inclusive
"Ever since the dawn of mankind . . ." "Man-made fabrics . . ."	Using "man" as a default to describe general human activity suggests men are the superior representative of everybody else, which isn't so.	"Ever since the dawn of humanity . . ." "Synthetic fabrics . . ."
"Fireman," "Postman," "Waitress," "Maid"	Making an occupational title gender-specific puts the focus on the gender rather than the occupation and excludes the fact that people may work in that field who are not that gender.	"Fire fighter," "Postal worker," "server," "cleaner"

"Hardworking men and women . . ."	This excludes people who don't identify as men or women.	"Hardworking people . . ." "Hardworking adults . . ." "Hardworking laborers . . ."
"A writer may revise his work five or six times before submitting it."	"His" suggests the generalized writer is male, and not all writers are male. "Their" is the accepted gender-neutral version.	"A writer may revise their work five or six times before submitting it."
"Each student should remain in his or her seat until the bell rings."	Again, "his or her" suggests male and female, and we don't know whether anyone in this group falls outside of those categories, so "their" would be more inclusive.	"Each student should remain in their seat until the bell rings" or "Each student should remain seated until the bell rings."
"The author's experience makes her argument more credible."	When referring to a source's author, unless their gender is expressly stated and/or important to the subject matter (see "Name the Elephant in the Room"), you can't always "guess" someone's gender by their name alone, so it's better to avoid gendered pronouns.	"The author's experience makes the argument more credible."

Brown, Shan-Estelle and Mandy Suhr-Sytsma. Addressing the Everyday Language of Oppression in the Writing Center. Weblog. 21 Oct. 2008. Web. 25 May 2011.

"Singular 'They'." APA Style, American Psychological Association, Sept. 2019,

    https://apastyle.apa.org/style-grammar-guidelines/grammar/singular-they.

University of Texas at Austin University Writing Center Resources – Writing Guides – Writing About

    People Respectfully: https://uwc.utexas.edu/services/resources/.