



Tips on Using Inclusive Language

Understand and Present Other Views Respectfully

Why? To maintain good academic credibility and show you've done your research well.

Example of Language that May Not Be Inclusive	Why it May Feel Non-inclusive	Suggested Revision to be More Inclusive
"In her article, Sandra talked about the importance of reflection."	Out of respect, refer to someone by their full name the first time you mention them in an essay and by only their last name each time after that. Some writers make the mistake of referring to female authors by their first names, which suggests they are inferior.	"In her article, Sandra Martinez talked about the importance of reflection." "In her article, Martinez talked about the importance of reflection."
Brown and Suhr-Systema describe an instance of students being non-inclusive:	The student writers in this case didn't take the time to consider and respectfully	The student writers should have focused on analyzing the materials instead of

<p>“[Instead of analyzing specific material from either text] The students cast both authors into simple type: Conrad, the white canonical author of unquestionable merit; and Achebe, the whining African making too big a fuss over racism of the past” (31-32).</p>	<p>represent the views of an author from a different cultural background. It doesn't matter that they disagreed with Achebe; the point is that they represented his views as inherently less worthy than those of Conrad, who was already well-established in the predominantly white canon of “good literature.”</p>	<p>discussing their opinions on the authors and the authors' identities.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------

“AP Style Names.” *Writing Explained*, writingexplained.org/ap-style/ap-style-names.

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.