

D&I COMMITTEE

GENDER INCLUSIVE LANGUAGE CHECKLIST

Topic

DID YOU?

TRY THIS!

- Reference any sex or gender?
 - Ask yourself if the sex or gender is **relevant** to the message. If not, remove it.
 - Use tips below to remove references to gender if its not needed.

Gender-Coded

DID YOU?

TRY THIS!

- Use gender stereotypes in:
 - occupations?
 - honorific/titles?
- Incorrectly use the term "Ms." or "Mrs."?
- Refer to two individuals with the same credentials/status, differently?
- If you're unsure, reverse the gender. Does it sound odd, wrong, incorrect?
- Replace the gender-specific title with its gender-inclusive alternative.
- If title preference is unknown, always use "Ms" for women.
- Do not require women to reveal their marital status via "Ms./Mrs.". Ask explicitly for martial status.
- Use equivalent titles for people.

Pronouns

DID YOU?

TRY THIS!

- Use pronouns?
- Make any assumptions about a person's gender, without asking?
- Use gender pronouns that perpetuate conventional expectations?
- If unsure about the accurate pronoun, ask. If unable to ask, replace pronouns with the following alternatives:
 - Plural/Singular "they/them"
 - One/Who/All/Folks/Team/Friends
- Omit the pronoun:
 - Repeat the noun in place of pronoun
 - Use an article such as "a" or "the"
 - Revise to imperative mood
 - Use passive voice