



United Nations – Gender Inclusive Language

“Using gender-inclusive language means speaking and writing in a way that does not discriminate against a particular sex, social gender or gender identity, and does not perpetuate gender stereotypes. Given the key role of language in shaping cultural and social attitudes, using gender-inclusive language is a powerful way to promote gender equality and eradicate gender bias.”



5 GENDER EQUALITY



United Nations Guidelines for gender-inclusive language

A number of strategies can be applied, when speaking or writing in English, to be more gender-inclusive:

1. Use non-discriminatory language

2. Make gender visible when it is relevant for communication

3. Do not make gender visible when it is not relevant for communication

3.1 Use gender-neutral words

Less inclusive

More inclusive

"Mankind"

"Humankind"; "humanity"; "human race"

"Plans to outsource some 19 services have not proceeded at the anticipated pace, as there are significant **manpower** shortages."

"Plans to outsource some 19 services have not proceeded at the anticipated pace, as there are significant **staffing** shortages."

"Man-made"

"Artificial"; "human-caused"



Gender-inclusive language guidelines

Promoting gender equality through the use of language

A: Use gender-neutral expressions

Avoid gender-specific nouns when making generic references

Writers should avoid expressions that use the masculine form when making generic references to both men and women, i.e. using *congressmen* when referring to both female and male legislators.

Whenever possible, use a gender-neutral alternative.

Avoid	Prefer
Men, mankind	People, humanity, human beings, humankind, we, women and men
Businessmen	Representatives, business community, business people
Chairman	Chair, chairperson, head
Congressman	Legislator, congressional representative, parliamentarian
Guys (referred to men and women)	All
Man-made disaster	Human induced disaster
Policeman	Police officer
Steward, stewardess	Flight attendant
Freshman student	First-year student
Landlord, landlady	Owner
Layman, common man	layperson, average person
Boyfriend/girlfriend or husbands/wife	Partners, spouses



European Parliament

Gender-neutral language in the European Parliament

SPECIFIC GUIDELINES FOR ENGLISH

English occupies a particular position within the European Parliament, since the majority of original documents in this language are drafted by authors who are not native speakers. Moreover, English, unlike French and Spanish, for example, lacks a body which sets linguistic norms to be applied and gender-neutral language guidelines existing at a national level in one Anglophone country are not necessarily applicable in another.

Those in the European Parliament who draft in English, edit English or translate into English are therefore best advised to use gender-neutral language that is acceptable to the international stakeholder community of English users in general, and to Parliament's intended English-using public in particular.

1. GENERIC USE OF 'MAN'

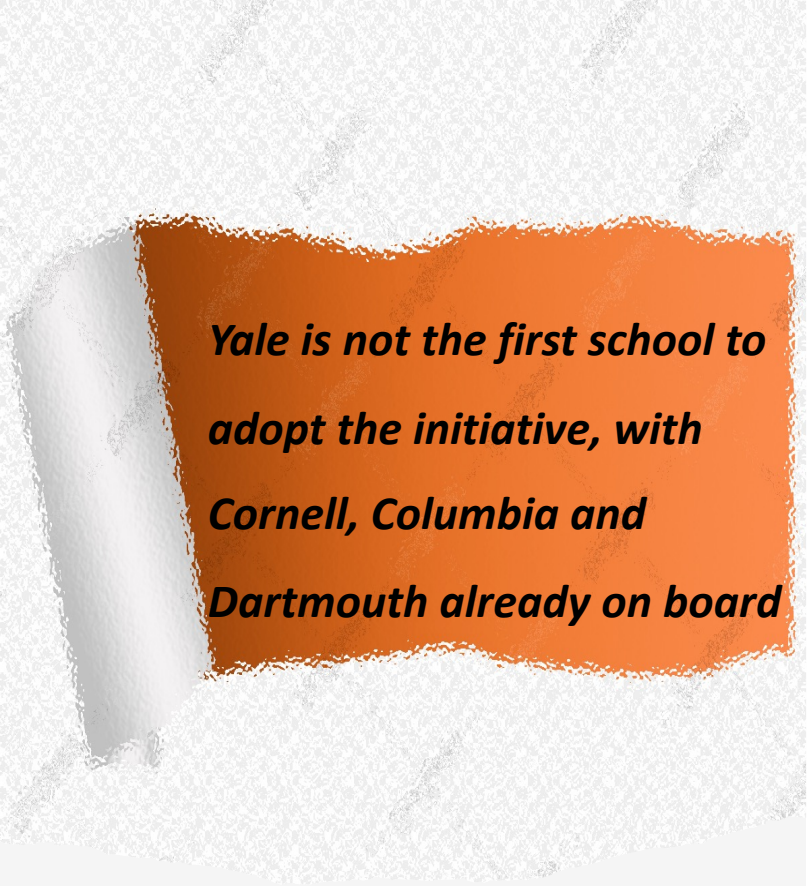
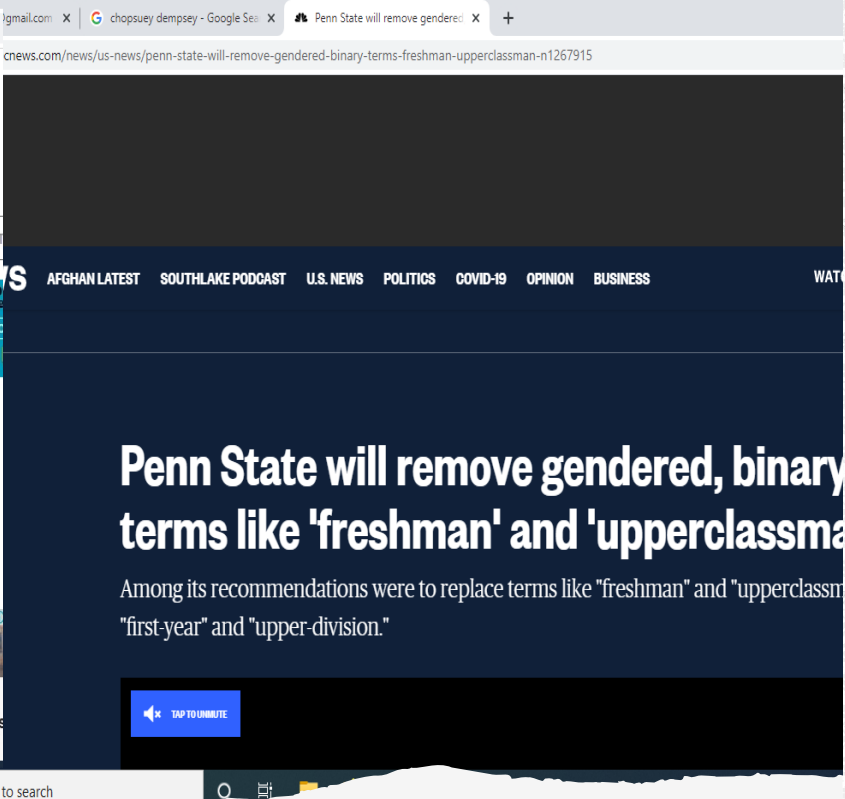
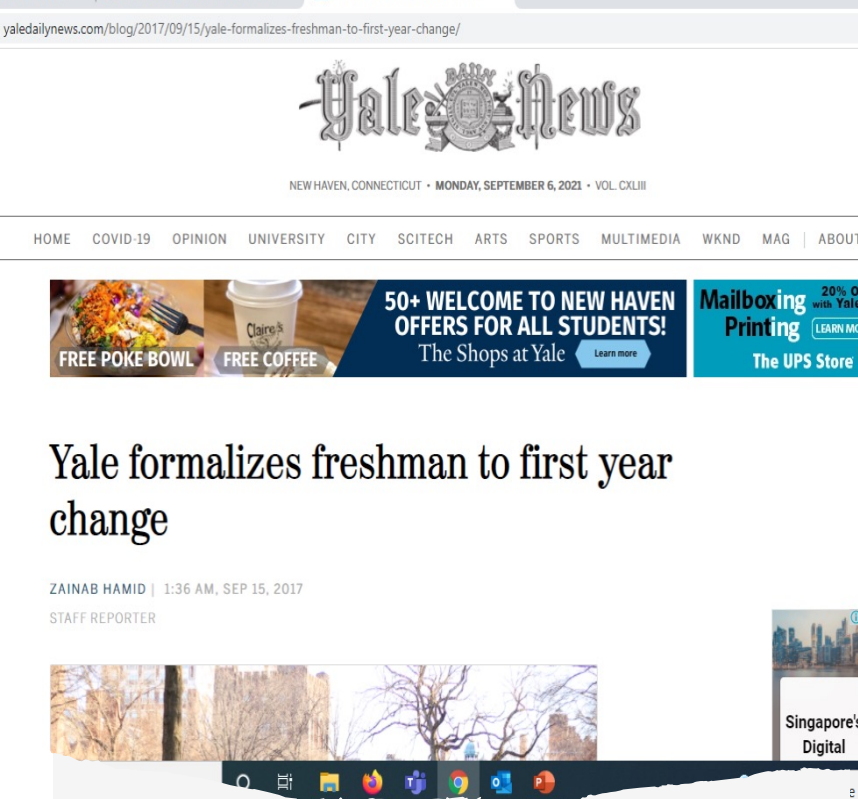
Avoid the generic use of 'man' and its derivatives

Alternatives: humanity (for mankind), staff (for manpower), a French person (for Frenchman)/the French or French people (for Frenchmen), synthetic or artificial (for man-made), advisory panel (for committee of wise men), political leaders (for statesmen).

2. GENERIC USE OF 'HE', 'HIS', ETC.

Complete rephrasing may sometimes be necessary. Instead of, for example, 'the official shall carry out his duties':

- **Use plural forms** ('officials shall carry out their duties ...')
- **Use the imperative** ('please send your CV to ...')
- **Omit the pronoun** altogether ('an official's salary is dependent on his length of service')



Yale follows other Ivy leagues, Penn State joins in