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Appendix 3

Avoiding gender-specific language

Avoid gender-specific language. Use gender-neutral language.

- 1 Where both males and females are meant, use words which include both.
 - If a **person** fails on a test, does **he** have low ability, or is the test difficult?
→ If a **person** fails on a test, do **they** have low ability...?/ If **people** fail on a test, do **they** have low ability...?/ If a **person** fails on a test does **he or she** have low ability...?
 - The eight people who stayed behind **to man** the office were given a special appreciation dinner.
→... who stayed behind **to staff** the office ...
 - **Man** is a part of nature and bears responsibility for protecting the diversity of the environment.
→ **Humans** are part of nature and ...
 - Others: the man in the street; manpower; mankind
→ the average person / people in general; staff / workforce / human resources; people / human beings / humankind
- 2 Where a job or role might be filled by either males or females, do not use a term that implies the gender of the person.
 - From the **businessman's** point of view it is desirable to retain freedom in decision-making so that **he** can maintain the initiative in meeting market and social factors.
→ From **the business person's** point of view it is desirable to retain freedom in decision-making so that **they** (or **he or she**) can maintain ... / **From business people's** point of view it is desirable to retain freedom in decision-making so that **they** can maintain ...
 - The **secretary's** principle loyalty is to **her** boss rather than to the company.
→ The **secretary's** principle tie is to **their** (or **his or her**) boss ...
 - Others: landlord; chairman; policeman; spokesman
→ owner; chair/chairperson; police officer; spokesperson

A number of online sources give more information. Particularly useful are:

- http://en.wikipedia.org/wiki/Gender_neutrality_in_English
- unesdoc.unesco.org/images/0011/001149/114950mo.pdf