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**Want to explore the topic of inclusion and gender further or need assistance on gender issues?**

*Check out these on-campus resources.*

Women's Studies and Gender Studies Program | [LUC.edu/WSGS](http://LUC.edu/WSGS)

Student Diversity and Multicultural Affairs | [LUC.edu/diversity](http://LUC.edu/diversity)

Wellness Center | [LUC.edu/wellness](http://LUC.edu/wellness)

The Executive Council on Diversity and Inclusion | [LUC.edu/diversityandinclusion](http://LUC.edu/diversityandinclusion)

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## **Women's Studies and Gender Studies at Loyola University Chicago**

*Our mission is to:*

*To **promote** deeper understandings of feminist scholarship and gender theory across the humanities, social sciences, and applied professions.*

*To **provide** innovative, challenging, and thoughtful approaches to teaching and learning for both students and faculty.*

*To **acknowledge** and honor the diversity of our human community—especially regarding gender, race, class, and sexuality—while working toward social justice.*

*To **build and cultivate** a community of scholars who are supportive of one another and who carry out our mission in daily practice.*

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### **CONNECT WITH US**

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# **GENDER-INCLUSIVE LANGUAGE: A GUIDE**

*Women's Studies and Gender Studies  
Loyola University Chicago*



## Language is a powerful tool.

From the director:

Language is a powerful tool to express ourselves and our ideas. In an effort to be aware of our surroundings and our community—both on campus and externally—the Women’s Studies and Gender Studies Program at Loyola encourages faculty, staff, and students to speak and write in ways to not exclude, offend, or demean others on the basis of gender.

Changing our language can be difficult, as it often requires breaking habits that are familiar to us. This short overview is meant to help you explore and identify more encompassing language to assist you in your journey to be a more inclusive person. We encourage you to engage with our program and use this guide as an introductory tool. Should you need additional resources, we can assist in a variety of ways—from courses for students to events for the entire University community.

You can find more at [LUC.edu/wsgs](http://LUC.edu/wsgs).

Sincerely,

Betsy Jones Hemenway, PhD  
Director, Women’s Studies and  
Gender Studies Program  
Loyola University Chicago



### Seven tips for more inclusive language

1. Replace gender-biased terms with neutral language.

| Example                             | Recommendation                            |
|-------------------------------------|---|
| man/men, mankind                    | People, humanity,                         |
| manpower                            | labor, workforce                          |
| layman’s terms, man hours, man-made | ordinary terms, staff hours, manufactured |
| spokesman                           | representative, spokesperson              |
| the common man                      | The average person                        |
| freshmen                            | first-year students                       |

2. Avoid gender-biased pronouns by...
  - avoiding them all together.
  - changing the gendered pronouns to “one” or “you.”
  - rearranging the sentence structure.
  - If the use of pronouns is unavoidable, utilize “he/she/they.”

3. Use parallel structure to refer to women and men equally—and to make references consistent.

| Example   | Recommendation                                     |
|---|--|
| Men’s and ladies’ basketball teams                    | Men’s and women’s basketball teams                 |
| Professor Brown and Ann Smith were recently promoted. | Professors Brown and Smith were recently promoted. |

4. Never presume gendered relationships.

| Example                 | Recommendation                       |
|-------------------------|--------------------------------------|
| faculty and their wives | faculty and guests                   |
| you and your spouse     | you and your guest (friend, partner) |
| dear sir                | dear colleague                       |
| boyfriend/girlfriend    | partner                              |

5. If a direct quote offends or inappropriately excludes a population and is not essential to your writing/speech, consider eliminating or paraphrasing.

6. Use neutral forms of job titles or descriptions. For example, use “chairperson” instead of “chairman.”

7. Avoid stereotyping in everyday communication like “She’s a good basketball player...she shoots like a man.”