

A GUIDE TO GENDER-INCLUSIVE LANGUAGE POLICY

This document is to be submitted to the Government Office for the South East

An Introduction to Gender-Inclusive Language

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Guiding Principles of Gender-Inclusive Analysis

Every government policy/programme has a human impact. Women make up over 50% of the population. Therefore, all government policies/programmes impact women and men.

Women and men in UK society have different roles, different access to resources and benefits, and different responsibilities. As a result, policies/programmes affect them differently.

Women are not a homogenous group. The needs, interests and concerns of young women, older women, women with disabilities and black and minority ethnic women will differ, as will the needs of men from these groups.

Policies, programmes and legislation must endeavour to create equal outcomes for men and women.

Equal outcomes will not result from treating everyone the same. Proactive measures are necessary to overcome systemic bias. In other words, if you want everyone to have the same opportunity to cross the finish line, you must recognise that not everyone has the same starting line, and make allowances for those differences.

Policies, programmes and legislation that provide a 'level playing field' for women and men benefit society as a whole. Conversely, policies and programmes that produce unequal outcomes are ultimately costly for government and society.

Policy and programme developers bring their own biases to their work, according to their gender, cultures, education, economic status, and other factors. Knowledge and good intentions will reduce, but not eliminate those biases.

In order to create policies and programmes that respond to the diversity of women and men in the UK, policy and programme developers must consult with the women and men who will be affected by those policies/programmes.

Women in UK society – particularly women with disabilities and women from black and minority ethnic groups – do not have economic equality with men and are under-represented in decision-making processes. Therefore, special measures must be implemented to ensure their voices are heard.

Gender-neutral vs. gender-inclusive analysis:

Suppose you are looking at a proposed legislative option that would give women and men equal legal responsibility for child support. From a gender-neutral perspective, such a proposal appears to treat women and men as equals. However, a gender-inclusive analysis would recognise that such a proposal would have a discriminatory effect on women, since statistics show that most women are not financially equal to their partners.

An Introduction to Gender-Inclusive Language

Gender-inclusive language addresses and includes women and men. As well as being a sign of equal treatment and respect, it is also a means for such treatment and respect.

The Policy

[It is a policy of the Government for the South East that gender-inclusive language be used in all government communications – written, visual and oral.]

The Principles

1. Equal Treatment and Respect for Women

Women participate everywhere in our society. Language, the basic tool of communication, is changing to reflect this participation.

However, sexual stereotypes, demeaning references and words that exclude women are still found in everyday speech and in workplace communications. Such language is incompatible with the goal of gender equality.

To be truly equal, women must be seen and heard to be equal. By eliminating language that misrepresents, excludes or offends women, the gender-inclusive language policy will help government lead the way to gender equality throughout the workforce of the South East.

2. Equality of Opportunity in the Workplace

With the increased participation of women in the workplace, one might assume that the barriers to their full participation, in getting jobs and winning promotions, have been removed.

Unfortunately, that is not always the case.

Gender bias in communications still exists, serving to reinforce attitudes that limit the acceptance of women as equal participants. [The government endorses a gender-inclusive language policy to remove this barrier and support its commitment to employment equity.]

3. Clarity of Expression

Some words and phrases do not convey what people intend to communicate. Some give offence; others are simply open to misinterpretation.

Gender-inclusive language includes women and accurately reflects their contributions. [The government's gender-inclusive language policy will, therefore, help to ensure clarity and help us say what we mean.]

THIS GUIDE

This guide is designed for all sectors of the South East. It contains information about gender-inclusive language and advice on how to eliminate gender bias from our written, spoken visual and audio communications.

Of course, no guide can answer every language question. Let your day-to-day communication choices be guided by three principles: equal treatment and respect for women, equality of opportunity in the workplace, and clarity of expression.

WOMEN AND MEN AS EQUALS

One of the underlying principles of gender-inclusive language is that women and men are equals.

Equals, of course, deserve equal treatment and equal respect. In language, this equality takes the form of parallel word choices for both men and women, and the elimination of terms that exclude stereotype or demean women.

The following sections discuss ways we can avoid language that discriminates against women. Some forms of this discrimination are obvious and need little explanation, others are more subtle. But all forms of discriminatory language contribute to attitudes that reinforce barriers – both visible and invisible – to the full and equal participation of women in society and in the workforce.

EQUAL TREATMENT

Whenever you write or speak, strive for overall gender balance. Remember that your audience is made up of both women and men, so address each gender equally.

1. Parallel Language

Be consistent. Use parallel or symmetric language when referring to different sexes at the same time or to individuals.

<i>Instead of</i>	<i>Use</i>
Men and ladies	Men and women/ women and men
Man and wife	Wife and husband/ husband and wife
Mr. Bates and Jane	Robert and Jane; Mr. Bates and Ms Elliott, Bates and Elliott
Ms. Jane Elliott and Robert Bates	Jane Elliott and Robert Bates; Ms. Jane Elliott and Mr. Robert Bates

2. Word Order

Always putting men first in such phrases as *men and women*, *boys and girls*, *he or she*, *his and hers*, *male and female* gives the impression that women are afterthoughts or somehow less important than men.

Alternate the word order in phrases like these, so that neither X women nor men always go first.

Rather than *ladies and gentlemen*, use generic terms that favour neither sex and more accurately reflect the purpose of the gathering or meeting. Examples are *colleagues*, *delegates*, or *members of the association*.

3. Women as Individuals

Women are often portrayed in relationship to others rather than as individuals. Avoid identifying a woman as somebody's wife, widow, mother, grandmother or aunt unless it is appropriate in context and you describe men similarly.

Not Dr John Adams, a medical consultant with the Ministry of Health, and his colleague Susan Jones, married to William Jones, also of the Ministry of Health, recently published a paper on...

But Dr Susan Jones and Dr John Adams, medical consultants with the Ministry of Health, recently published a paper on...

Not Harry Baker works for the Construction Industry Training Board. His co-worker, Nancy, is married with two children.

But Harry Baker and Nancy Walker both work for the Construction Industry Training Board. Harry's wife, Abbey, is a solicitor, and Nancy's husband, Bill Walker is a policy analyst for the Board.

4. Feminine Suffixes

The addition of the feminine suffixes –ess, -ette, and –trix reinforces the notion that generic nouns are male, while female nouns are something less, or at least different. Generic nouns, like those in the right-hand column, should be used for both women and men.

<i>Instead of</i>	<i>Use</i>
Actress	Actor
Aviatrrix	Aviator
Executrix	Executor
Manageress	Manager
Sculptress	Sculptor
Stewardess	Flight attendant
Usherette	Usher
Waitress	Waiter, server

EQUAL RESPECT

Some language reflects a lack of respect for women that serves to trivialise or demean their accomplishments. This language also creates stereotypes that can confuse, offend and alienate your audience and your co-workers.

1. Girl(s), Lasses and Ladies

The term *girl* is never appropriate in the workplace, unless you are referring to a minor, or a child.

Not The girl at the reception desk will be able to answer your questions.

But Our receptionist will be able to answer your questions; Anne Miller at the reception desk will be able to answer your questions.

Never refer to adult women as *girls, lasses or ladies* in situations where you would call men.

Woman is the equivalent of *man*; *women* is the equivalent for *men*.

Not Please make sure that both staff members in the library get a copy. I can't remember their names, but one is a lady and one is a man.

But Please make sure that both staff members in the library get a copy. I can't remember their names, but one is a woman the one is a man.

Do not use *lady, woman or female* as adjectives – as in *lady doctor, woman solicitor, woman driver, or female Secretary of State* – unless gender is relevant. Remember that language can also stereotype men, as in *male nurse*.

Not The lady barrister and the prosecutor agreed to drop the case.

But The barrister and the prosecutor agreed to drop the case.

If gender is relevant, use the noun *woman*, as *There are no women law lords and only 37 circuit judges out of a total of 492*, or the adjective *female*, as in *The government has appointed three females to the Court of Appeal Judges*.

Avoid using *female* as a noun except in technical writing, such as sociological studies, medical data, or police reports; e.g., *The police arrested two males and three females*.

1. Biased Terms

A biased term is a word or phrase that promotes a preconceived opinion or prejudice, Like *girl, lass, and lady*; the following biased terms should be avoided.

<i>Instead of</i>	<i>Use</i>
Career woman	Professional; executive; businessperson; businesswoman (appropriate only if gender is relevant)
Check-out girl	Cashier; clerk
Cleaning lady	Cleaner; housekeeper; janitor
Co-ed	Student
Girl Friday	Assistant; secretary
Housemother	Houseparent
Kelly Girl	Office temporary; temporary assistant
Meter maid	Meter attendant
Salesgirl, saleslady	Sales clerk; sales representative; salesperson; saleswoman (appropriate if only gender is relevant)
Spinster	Woman; unmarried woman (if marital status is relevant)

2. Making Assumptions

Avoid words and phrases that make assumptions about gender:

Not Conference delegates and their wives are invited to attend the breakfast meeting.

But Conference delegates and their spouses are invited to attend the breakfast meeting.

Avoid words and phrases that make assumptions about how women think or look, such as *feminine intuition*, *the fair sex*, *the little woman*, or *the weaker sex*.

Avoid words and phrases that make assumptions about how women behave, such as describing a man as aggressive or assertive, while a woman is strident, shrill or bitchy; and stereotypical terms and phrases like the *better half*, *just like a man*, *masculine drive*, *women's work*, *manfully*, *manly* or *ladylike*.

3. Terms of Endearment

Terms of endearment, such as *dear*, *love*, *honey*, *sweetie*, *darling* are inappropriate in professional relationships.

FORMS OF ADDRESS

Figuring out how to address women today, either in letters or in person, can be confusing. Women are moving into positions that have traditionally been held by men; some women are choosing to keep their own names after

marriage; others prefer to be addressed as Ms, even when they have chosen to take their husband's surname.

In the past, when a woman named Janet Vedrody married a man named Ed Schmidt, she automatically took his name and became Mrs Ed Schmidt. Today this practice is changing. The following are examples of how to address the use of marital status in correspondence. Regardless of the examples, always respect a woman's right to be addressed as she prefers, that is, as she indicates on her correspondence. If a woman signs a letter as Mrs Harold Chow, that is the name you would use when you reply to her letter.

GENERAL RULES

Here are a few general rules about appropriate written and oral forms of address.

1. Ms, Mrs, Miss and Mr

The practice of identifying women by their marital status began in the eighteenth century. Today, however, this is no longer considered either necessary or appropriate.

The female equivalent of *Mr* is *Ms*. Like both *Mrs* and *Miss*, *ms* is an abbreviation of the obsolete courtesy title *Mistress*. It emerged in the 1940's as a marital-status-free alternative for women, and has gained almost universal acceptance throughout the English-speaking world.

On most occasions, and particularly when writing letters, it is possible to eliminate courtesy titles altogether and simply call people by their names.

Not Miss Tara Potter and Mr Gilles Pelletier

But Tara Potter and Gilles Pelletier

If however, you do not know the person's first name, or the occasion definitely calls for a courtesy title, use *Ms*, unless a woman indicates she wishes to be called *Mrs* or *Miss*, or holds a professional title such as *Dr*.

2. Marital Status

You know that a woman took her husband's surname. For example, Janet Schmidt is married to Ed Schmidt.

Not Mrs Ed Schmidt

But Janet Schmidt; Mrs Janet Schmidt

Not Ed Schmidt and his wife Janet

But Janet and Ed Schmidt; Mr and Mrs Schmidt

You know that a married woman has not taken her husband's surname. For example, Helen Moore is married to Charles Berry:

Not Mrs Helen Moore

But Helen Moore; Ms Helen Moore

Not Mr and Mrs Berry

But Charles Berry and Helen Moore; Mr Charles Berry and Ms Helen Moore

Not Mrs Ann Halo

But Ann Halo; Ms Ann Halo

Professional Titles

If a woman or man holds a professional or academic title, use it, e.g., *Dr Singh*; *Professor Roberts*.

You know that a woman is married, but you are not sure whose surname she is using. For example, you are writing to Ann Halo:

When addressing a government minister who has taken her husband's surname, use *the Honourable* or Hon without a courtesy title. You may also choose to address the minister simply by name, or as Minister.

Not The Honourable Mrs Sheila Watts

But The Honourable Sheila Watts; Hon Sheila Watts; Dear Mrs Sheila Watts; Dear Sheila Watts; Dear Minister

3. Writing to People You Do Not Know

Certain names are obviously female or male. Others, like Robin, Sidney, Chris or Lesley are ambiguous. It is now common to omit courtesy titles altogether, a rule which is especially helpful when the signature does not make gender or marital status clear.

Not Dear Mrs Chris Wilson; Dear Mr Howard Gluck

But Dear Chris Wilson; Dear Howard Gluck

Use a courtesy title only when you do not know your correspondent's first name, but you do not know her or his gender; e.g., *Dear Ms Wilson*; *Dear Mr Gluck*

If you are writing to a person you do not know at all, use *Dear Sir* or *Madam* or *Dear Madam* or *Sir*, or address your letter to a specific title; e.g., *Dear Office Manager*; *Dear Financial Assistance Worker*. Avoid using *To whom it may concern*.

If you know only an initial or initials and last name of the person to whom you are writing, use the initials without a courtesy title; e.g., *Dear J Thompson*; *Dear LK Tam*.

4. Writing to More than One Person

When you are writing to more than one person of the same gender, either omit courtesy titles; e.g., *Dear Maria Rodrigues and Muriel Bernstein* or *Dear Edward Anderson and Norman Leland*, or use *Mses* for women and *Messrs* for men; e.g., *Mses Rodrigues and Bernstein*; *Dear Messrs Anderson and Leland*.

When writing to two or more people of different genders, use courtesy titles; e.g., *Dear Ms Chalmers and Mr MacDonald* or omit them; e.g., *Dear Rhonda Chalmers and Charles MacDonald*. When writing to a group or organisation (gender unknown, use *Dear Colleagues* or *Dear Members*. Never use the exclusive *Dear Sirs*.

6. Circulating a Document

When circulating a document, be consistent in your form of address:

Not p.c.: Ms Alice McKinnon; CL Carter; Mr Carl Ellis, Miss Regina Rogers

But p.c.: Alice McKinnon, Chris Carter, Carl Ellis, Regina Rogers

FALSE GENERICS

Generics are nouns and pronouns intended to be used for both women and men. Some generics are also male-specific, which creates ambiguity and excludes women. Male-specific generics, or false generics, tend to call up primarily male images for readers and listeners. Their continued use, therefore, is incompatible with gender-inclusive language.

The following discussion will provide you with an understanding of how these false generics came into use and how you can eliminate them from your writing and conversation.

MAN/ HE

1. Man

Originally, *man* meant *human being* or *person*, but over the years it has come to be used both generically and to denote male human beings only.

For many people, the generic use of *man* results in ambiguity. Does the writer or speaker mean men only, or are women included as well? You can avoid this confusion by using gender-inclusive generics, thus ensuring that women are included and represented fairly in your writing and conversation.

Below is a list of common false generics and some suggested alternatives. This list is intended as a guide; it is not exhaustive. For more detailed suggestions, consult *The Non-sexist Word Finder: A Dictionary of Gender-Free Usage* by Rosalie Maggio (Boston: Beacon Press, 1991).

Remember that many words that include the word man like, manage, mandate, manuscript, and mandolin – are not false generics. This guide suggests alternatives only to those words or phrases that obviously exclude women.

One way to deal with gender-specific references is to use them gender-fairly. Gender-fair usage involves the equal and symmetrical use of gender-specific terms, and overall fairness to both sexes. For example, if businesswoman or businessman are used, rather than businessperson, they should be used an equal number of times, neither word should be used “generically” unless gender is relevant in the context.

<i>Instead of</i>	<i>Use</i>
Alderman	Councillor
Businessman	Businessperson (businessman and businesswoman appropriate if used gender-fairly – i.e., an equal number of times – or if gender is relevant)
Cameraman	Camera operator
Clergyman	Cleric (or be specific, e.g., preacher, bishop)
Draftsman	Drafter; draftsperson
Early man, primitive man	Early peoples; primitive humans
Fireman	Firefighter
Fisherman	Fisher; angler; (fisherwoman and fisherman appropriate if used gender-fairly or if gender is relevant)
Foreman	Supervisor; chief; lead or head supervisor
Handyman	Caretaker; repairer (handyman and handywoman appropriate if used gender-fairly or if gender is relevant)
Mailman	Postal carrier; letter carrier
Man	Human beings; people; individuals
Man (verb)	Staff; operate; serve at /on
Man-days/hours	Worker-days/hours
Mankind	Humankind; human beings; people; individuals

Man-made	Synthetic; artificial; handmade
Manpower	Staff; employees; human resources; personnel
Middleman	Go-between; intermediary; facilitator
Newsman	Reporter; journalist (or be specific, e.g., columnist)
Policeman	Police officer (policeman or policewoman appropriate if used gender-fairly or if gender is relevant)
Repairman	Repairer; technician (or be specific, e.g., mechanic, electrician)
Salesman	Sales clerk; sales representative; salesperson (saleswoman or salesman appropriate is used gender-fairly or if gender is relevant)
Subordinate	Colleague, worker, employee
Spokesman	Spokesperson (spokesman or spokeswoman appropriate if used gender-fairly or if gender is relevant)
Sportsman	Athlete; sports lover; sports enthusiast (sportsman or sportswoman appropriate if used gender-fairly or if gender is relevant)
Tradesman	Tradesperson (tradeswoman or tradesman appropriate if used gender-fairly or if gender is relevant)
Watchman	Watch; security guard
Workman	Worker

2. Chairman/ Chair

Chairman probably generates more discussion than any other gender-specific word. The two most commonly used alternatives are *chair* and *chairperson*.

Some people, however, think that the use of *chair* is illogical, and they object to being called “a piece of furniture.” But chair has been used in this sense since the seventeenth century. *Chair* is an example of metonymy, a figure of speech that describes some thing in terms of its associated qualities – such as *turf* for *horse-racing* or *crown* for *queen* or *king*.

Remember that if *chair* does not seem right to you, there are other alternatives to *chairman* you might consider, such as *convenor*, *co-ordinator*, *moderator*, or *president*.

When addressing the chair directly, most people use *Madam Chair* or *Mr Chair*. Because *Madam* is not gender-parallel to *Mr*, other alternatives, such as *Ms Chair*, are also being used.

3. He, His and Him

The English language has no sex-indefinite, third-person pronoun, so most of us learned in school that it is grammatically correct to use the pronouns *he*, *his* and *him* when referring to singular antecedents of unspecified gender.

For example, we were taught to say *Every employee will receive his payslip at the end of the month* or, *Each student must meet with his advisor*, even when we were referring to employees or students of both sexes.

This is no longer acceptable, but some people feel that the alternative to the false generic *he* produce clumsy, unclear writing. This need not be the case. With a little thought and effort, you can write well and avoid gender-inclusive language. For example, you can say *Employees will receive their Pay Slips at the end of the month*.

Some alternatives to *he*, *his* and *him* are more appropriate in certain situations than others. Your choice will depend on a number of factors, such as the tone you wish to adopt and the audience you are addressing.

Just remember two things:

- ❖ Avoid alternating between false generic *she* and false generic *he*. Do not use *she* in one paragraph, *he* in the next, and so on. This is confusing to your audience.
- ❖ Do not use *he* with a disclaimer to indicate that even though you are using the male pronoun, you intend it to include women as well. This technique is illogical because it advises readers to ignore what you have written. There are many other effective alternatives to the “generic” *he*.

Keep in mind that your goal is twofold: to eliminate gender bias and to express yourself as clearly as possible.

A. Use the Plural

Rewriting a sentence in the plural is often the best choice.

Not Each office manager should ensure that he attends the meeting.

But Office managers should ensure that they attend the meeting.

B. Eliminate Personal Pronouns

Another useful technique is to eliminate gender-specific personal pronouns altogether.

Some sentences can be rewritten easily.

Not Each applicant must submit his curriculum vita.

But Each applicant must submit a curriculum vita.

Others might need to be restructured:

Not A social worker must provide good service to his clients if he wants to make a difference.

But A social worker who wants to make a difference must provide good client service.

C. Use *she or he/she or he*

She or he (or *he or she*) has long been an acceptable substitute for false generic *he*. Some people use it specifically to draw attention to the fact that they are including both women and men, e.g., *Each applicant must submit his or her curriculum vita.*

Used sparingly, *he or she* and *she or he* are very helpful solutions. However, repeating them frequently throughout a passage will alienate even the most dedicated reader.

Avoid using *s/he* or *(s)he* or any of their variants. Although these forms provide a quick solution, most readers find them awkward or interruptive.

D. Use *you/ your*

In some cases, you can avoid using *he* by addressing the reader directly. This is a particularly good alternative when explaining how to do something.

Not Each driver must be sure to renew his automobile licence yearly.

But Be sure to renew your automobile licence yearly.

E. Use *one*

You can sometimes use *one* in place of a third-person pronoun. Bear in mind that this word choice will change the tone of your writing, making it more formal.

Not A director should require an estimate before he hires a consultant.

But As a director, one should require an estimate before hiring a consultant.

F. Use a gender-inclusive synonym

Try using a gender-inclusive synonym instead of the false generic *he*.

Not Every government ministry has a Secretary to the Minister. He is responsible for the overall administration of the ministry.

But Every government ministry has a Secretary to the Minister. This official is responsible for the overall administration of the ministry.

G. Rewrite the sentence

If all else fails, rewrite the sentence to eliminate false generic *he*.

Not When an editor revises a document, he usually marks his changes in red.

But When revising a document, an editor usually marks his changes in red.

-or-

An editor who is revising a document usually marks changes in red.

-or-

Editors usually mark their changes in red.

NON-WRITTEN MATERIALS

Audio and visual materials are powerful communication tools that influence perceptions and attitudes. Because the government is committed to a leadership role in changing attitudes towards women, all government communications must portray women equitably and fairly.

The principles underlying gender-inclusive guidelines for written and oral communications apply to audio and visual materials as well. Women and men should be portrayed as equals, rather than having roles and characteristics assigned on the basis of gender. Women should be depicted as having equal opportunities, being in positions of authority, and succeeding in a wide variety of endeavours.

VISUAL COMMUNICATIONS

While it may not be possible to have an equal number of women and men in every photograph, illustration, cartoon or video segment, it is important that the total presentation in these media be as balanced as possible. To achieve balance, you should show men in roles or jobs women have traditionally held, for example, as nurses or secretaries.

Visual communications portraying men and women fairly show women:

- ❖ As equal and active participants in all aspects of life – at home, in the workplace, at school, in public life and in the community;
- ❖ As being of various ages and ethnic origins, and of differing physical attributes;
- ❖ In non-traditional and non-stereotypical roles; e.g., women in technical or financial positions

- ❖ In positions at all levels of authority and of comparable status;
- ❖ In equal numbers

Avoid conveying unintentional or subliminal messages about women. Show women:

- ❖ In postures, expressions, gestures and clothing that convey equal status and authority, and
- ❖ As being businesslike and serious.

AUDIO/ORAL COMMUNICATIONS

Audio/oral communications, whether on their own or as part of a visual presentation, should be guided by the same principles of fairness as written and visual materials. In addition, when preparing speeches, seminars and audio-visual voice-overs, remember to:

- ❖ Use women as interviewers, interviewees and speakers at events;
- ❖ Use female voices as often as male voices in voice-overs regardless of subject matter, and
- ❖ Ensure that dialogue and style of expression convey equal status and authority when alternating between male and female voices.

Glossary

Gender vs. sex -- sex refers to the biological differences between men and women. Gender refers to the socially constructed roles and responsibilities of women and men. The concept of gender also includes the expectations held about the characteristics, aptitudes and likely behaviours of women and men (femininity and masculinity). These roles and expectations vary across time, economies and societies.

Gender-inclusive analysis -- recognises that to the extent a policy has an impact on people, it will very likely have different impacts on women and men because they have different roles in society. Gender-inclusive analysis identifies differences arising out of the gender division of labour and out of unequal access to power and resources, and assumes that these differences can be changed. **The *Guide to Gender-Inclusive Language* promotes gender-inclusive analysis as the approach most likely to result in equitable outcomes for men and women.**

Gender-neutral analysis -- assumes that all people are affected by policies/programmes in the same way or that there is a neutral impact on people as a result of a policy/programme. Gender-neutral analysis does not result in equitable outcomes for women and men. If you adopt a gender-neutral approach to policy/programme development, you will unintentionally perpetuate existing inequities in the lives of men and women.

Gender equality -- the concept of equality has evolved over time. Initially, gender equality focused on rights, and meant treating everyone the same, regardless of their individual or group circumstances ("formal" equality and "gender-neutral" approaches). Over time, gender equality has evolved to reflect a concern for arriving at equitable conditions for women and men rather than treating women and men as if they were the same.

Gender equity -- is the outcome of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent men and women from otherwise operating on a level playing field. Equity leads to equality. A society which fosters gender equity benefits everyone in the longer term.

Systemic discrimination -- is caused by policies and practices that are built into systems and that have the effect of excluding women and other groups and/or assigning them to subordinate roles and positions in society. Often a mixture of intentional and unintentional discrimination is involved. Although discrimination may not exclude all members of a group, it will have a more serious effect on one group than on others. The remedy often requires affirmative measures to change systems. Employment equity policies are an example of attempts to address systemic discrimination against women, black and minority ethnic women and people with disabilities.

List of Resources

The resources suggested below will help increase your knowledge and understanding of the issues underlying gender-inclusive analysis.

LANGUAGE AND VALUES:

Belensky, Margaret. *Women's Ways of Knowing: The Development of Self, Voice and Mind*. New York: Basic Books, 1973.

Communicating Without Bias. Victoria: Province of British Columbia, Canada, 1992

Gender Socialisation: New Ways, New World. Victoria: Province of British Columbia, Canada, 1993.

Hess, Beth. *Analyzing Gender: A Handbook of Social Science Research*. Beverly Hills: Sage Publications, 1987.

Maggio, Rosalie. *Non-sexist Word Finder: A Dictionary of Gender-free Usage*. Boston: Beacon Press, 1989.

Report of the Royal Commission on the Status of Women in Canada. Ottawa: The Royal Commission, 1970.

Griffith, Jennifer. *Eliminating Generic-Male Language: Political Statement or Just Good Writing?* Roane State Community College, Oak Ridge, TN, 1994.

Guidelines for the Introduction of Non –Sexist Language. University of Western Australia, 1997.

Spender, Dale. *Man Made Language*. Routledge and Kegan Paul, Melbourne, Australia, 1980.

Sorrels, Bobbye D. *The Non-Sexist Communicator*. Prentice-Hall of Australia Ltd, Sydney, 1983

Redfern, Jenny R. *Writing with Gender-Fair Language: The Generic He/Man Problem*, Rensselaer Polytechnic Institute, 1996

Christian, Barbara. *Doing Without The Generic He/Man in Technical Communication*. *Journal of Technical Writing and Communication* 16: 87-98, 1986

Dodd, Janet S. *The ACS Style Guide: A Manual for Authors and Editors*. Washington, DC: American Chemical Society, 1986