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A NOTE FROM THE EDITORS

We would like to encourage our authors to follow these guidelines for inclusive language.

LANGUAGE ABOUT PERSONS

I. Generic Usage

Although "man" originally carried the meaning of both "human beings" and "adult males," such can no longer be assumed. Even though technically "man" is inclusive, its actual use is often exclusive.

- A. Use precise language. When in the past you would have been inclined to use the generic term "man," find creative ways to use such words as "humankind, humans, persons, everyone, men and women, children of God, etc."
- B. Use words that do not include "man" when referring to occupations and positions that can include both males and females. Alternative descriptions can often be found which are not awkward compounds.
- II. Pronoun Usage

Pronoun usage which avoids gender specific categories is an effective way to include all members of society or a given community in general references. While English grammars generally maintain that the nonspecific individual be referred to as "he," such a reference is not inclusive. One should attempt to make all pronoun references inclusive.

- A. When speaking in general terms or when referring to both women and men, use pronouns so as to make explicit that both men and women are included. This may be accomplished by using such methods as "he and she," "hers and his," or combinations such as "he/she," "s/he," and "his /hers."
- B. Other approaches to the pronoun issue include:

- 1. Use writing that reduces unnecessary or excessive gender specific pronouns: "The average American drives his car to work" can become "The average American drives to work."
- 2. Rephrase statements into the plural: "MostAmericans drive their cars to work."
- 3. When speaking in generic terms or when including women and men in the same group, some guides suggest alternating female and male pronouns: "A person should take good care of her car. He should check the oil level daily. She should also make sure that the tires are properly inflated."
- 4. The indefinite use of the second person pronoun*you* to refer to people in general is a widespread conversational device. You must realize, however, that the use of the second person in writing creates an intimate relationship between the writer and the reader. For this reason, when you use the second person, be sure that the person or persons to whom the agument is directed is clearly identified.
- 5. Masculine pronouns can be replaced by the impersonal pronoun *one* and this is still preferred in formal usage. However, one should use this form sparingly.

(Adapted from the Duke University Divinity School Bulletin)