

# A SHORT GUIDE TO INCLUSIVE WRITING\*

## 1. AVOID GENERIC USE OF HE/HIS AND DON'T REFER TO ANY SPECIFIC GENDER IDENTITIES

There are different ways to do this:

- Use they/their/them. *Amazone's worker will welcome their visitors with open arms.* Moreover, they/their is more inclusive than the binary he/she or his/her. It is also perfect to use when the context is unclear.
- Use the plural form. *Amazone's workers will welcome their visitors with open arms.*
- Avoid the use of pronouns, for instance, by going for a passive form. *Visitors will be welcomed with open arms.*
- Address the reader directly. *You will be welcomed with open arms.*

## 2. MENTION THE TARGET GROUP WITH A GENDER-NEUTRAL TERM INSTEAD OF GENDERED ONE

Parents instead of mother/father. Partner instead of boyfriend/girlfriend.

## 3. AVOID THE USE OF DATED SOCIAL DENOMINATIONS LIKE MISS (USED FOR AN UNWED WOMAN)

Try to opt for gender neutral greetings, and in case it is required, use the more general Ms.

## 4. WHEN A GENDER TITLE CANNOT BE AVOIDED, ADD (W/M/X) TO THE JOB TITLE