

Guidelines for inclusive language

Avoid	Consider using
disabled toilet/parking space	accessible toilet/parking space
the common man	the average person
man-made	synthetic; artificial; machine-made
manpower	workers; workforce; staffing
ladies and gentlemen (when used as an announcement)	(esteemed) guests; one and all; friends; colleagues
guys (to refer to a group)	everyone; folks; people; all

wife/husband; girlfriend/boyfriend

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Links

Inclusive language

[Buffer](#): An Incomplete Guide to Inclusive Language for Startups and Tech

[Medium](#): 70 Inclusive Language Principles That Will Make You A More Successful Recruiter

[Care Quadrant](#): Inclusive Language Examples

[Idealist](#): A Guide to Inclusive Language in the Workplace

[British Medical Association](#): A guide to effective communication: inclusive language in the workplace

[Chartered Insurance Institute](#): Inclusive language guidelines

LGBT+ specific

[Stonewall](#): Glossary of terms

[The Safe Zone](#): LGBTQ-Inclusive Language Dos and Don'ts

[University of Maryland LGBT Equity Center](#): Good Practices: Inclusive Language

Disability specific

[Colorado State University Student Disability Center](#): Inclusive Language: Unhandicap Your Language

[National Center on Disability and Journalism](#): Disability Language Style Guide

[Disability Wales/Anabledd Cymru](#): Inclusive Language and Imagery

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