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Key language and terms:

A key part will be to level set within the room and participants on language and description that creates safety for everyone in the room.

As such, we will not determine the language but will ask the room to determine the language to be used and we will stick to these choices throughout the session. However, it is important therefore to be aware of any language that may be offered by the group.

We are not suggesting that any of these terms are correct, or suitable, only that you should be aware of what they are to understand them if people choose them in the room as the way to describe themselves, as well as potentially pejorative terms to be aware of.

Again, this is far from an exhaustive list and many terms may be missing or change as language on this topic develops.

Potential terminology and language for race/heritage:

Research from various sources.

- ADOS (American Descendant of Slavery)
- African American
- Arab Americans
- Asian
- Asian American
- Asian Indian
- African
- Afro Caribbean/ African Caribbean
- Bangladeshi
- BAME: Black, Asian and minority ethnic.
- Biracial
- Black
- Black-American
- BIPOC: Black/Indigenous/People of Color
- BME: Black and minority ethnic.
- Caucasian
- Chinese
- European
- Hindu
- Hispanic
- Latin
- Latino/Latina
- Latinx
- Multi-ethnic
- Multi-racial
- Native American
- Native North American
- Person of color (POC)
- South Asian
- Western
- White

Potential terminology and language for gender:

Research from Genderspectrum.org

<https://genderspectrum.org/articles/language-of-gender> and

Montclair State University LGBTQ center

- **Agender:** A person who sees themselves as not having a gender. Some agender identified people see themselves as being gender neutral, rather than not having any gender, but in any case, do not identify with a gender.
- **Cisgender:** Refers to people whose Gender identity aligns with their assigned sex at birth (cis- from Latin, meaning, “on this side [of].” In contrast to trans, from the Latin root meaning “across,” “beyond,” or “on the opposite side [of]”).
- **Female**
- **FtM:** A person who was assigned a female sex at birth and whose gender identity is boy/man.
- **Gender binary:** A system that constructs gender according to two discrete and opposite categories: boy/man and girl/woman. It is important to recognize that both cisgender and Transgender people can have a gender identity that is binary.
- **Gender Confirmation Surgery:** Permanent surgical body modification that seeks to attain congruence between one’s body and one’s gender identity.
- **Gender Expression:** An individual’s physical characteristics, behaviors and presentation that are linked traditionally to either masculinity or femininity, such as: appearance, dress, mannerisms, speech patterns and social interactions.
- **GenderFuck:** Someone whose gender expression is a political commentary on the conventional gender binary system.
- **Gender Identity:** How one perceives oneself – as a man, a woman, or otherwise.
- **Gender Inclusive:** a term used to eliminate exclusion when discussing gender. A form of linguistic prescriptivism that aims to eliminate reference to gender in terms that describe people.
- **Gender Non-Conforming:** A person who is either by nature or by choice does not conform to gender-based expectations of society (ex. Transgender, transexual, intersex, genderqueer, cross-dresser, etc.)
- **Gender Neutral:** noting or pertaining to a word that does not refer to one sex only. Typically used in an effort to be inclusive of gender nonconformity, however, a better phrase to use would be “Gender Inclusive.” “Gender Neutral” is often insulting to many trans people and can be compared to the phrase “color blind” often heard in reference to “not seeing” race.
- **Gender Presentation:** An individual’s physical characteristics, such as physical appearance or dress, that outwardly shows their own gender identity.

- **Gender Role:** Norms of expected behavior for men and women assigned primarily on the basis of biological sex; a sociological construct which varies from culture to culture.
- **Gender Transition:** The social, psychological, or medical process of transitioning from one gender to another. Gender transition is an individualized process and does not involve the same steps for everyone. Transition may include telling one's social support network; legally changing one's name or sex; therapeutic treatment with hormones; and possibly, though in not all instances, surgery.
- **Gender Variant: 1:** A term that describes those who dress, behave or express themselves in a way that does not conform to dominant gender norms. **2:** Thought to be similar to gender non-conforming, gender variance can describe behavior or gender expression by an individual that does not match masculine and feminine gender norms. Some people do not use this term because they feel it suggests these identities are abnormal, preferring terms such as "gender creative" and "gender expansive."
- **Genderqueer:** A gender variant person whose gender identity is neither male nor female, is between or beyond genders, or is some combination of genders. Individuals that identify as genderqueer often challenge gender stereotypes and the gender binary system.
- **Male**
- **Man**
- **MtF:** A person who was assigned a male sex at birth and whose gender identity is girl/woman.
- **Non-binary:** An umbrella term for gender identities that are not exclusively masculine or feminine.
- **Transboy:** A child who was assigned a female sex at birth and has a boy gender identity.
- **Transgender:** Sometimes this term is used broadly as an umbrella term to describe anyone whose gender identity differs from their assigned sex. It can also be used more narrowly as a gender identity that reflects a binary gender identity that is "opposite" or "across from" the sex they were assigned at birth.
- **Transgirl:** A child who was assigned a male sex at birth and has a girl gender identity.
- **Transsexual:** This term is used in different ways in English-speaking countries. In the US, it is considered an older term that originated in the medical and psychological communities and is considered offensive by many people. Still used by some people who have permanently changed, or seek to change, their bodies through medical interventions, including, but not limited to, hormones and/or surgeries. Unlike the term transgender, transsexual is not an umbrella term. Many transgender people do not identify as transsexual and prefer the word transgender.
- **Woman**

Potential terminology and language for sexuality: From

Montclair State University LGBTQ center

<https://www.montclair.edu/lgbtq-center/lgbtq-resources/terminology/>

- **A/Ace:** Colloquial abbreviation of “asexual”. Often used to refer to asexual people in a similar manner as “gay” or “straight” are used to refer to homosexual or heterosexual people.
- **Ace Spectrum:** The grouping of asexual, demisexual, and gray-asexual under a single umbrella of related sexual orientation.
- **AFAB:** Abbreviation for “assigned female at birth.”
- **Agender:** A person without gender. An agender individual’s body does not necessarily correspond with their lack of gender identity. Often, agender individuals are not concerned with their physical sex, but some may seek to look androgynous.
- **AMAB:** Abbreviation for “assigned male at birth.”
- **Androgyne:** Person appearing and/or identifying as neither man nor woman, presenting a gender either mixed or neutral.
- **Androsexual:** sexual orientation of anyone who has sexual feelings towards a man.
- **Asexual:** Someone who does not experience sexual attraction towards other people, and who identifies as asexual. May or may not experience romantic, emotional, or physical attractions to other people.
- **Bicurious:** An individual who identifies as gay or straight while showing some curiosity for a relationship or sexual activity with a person of the sex they do not favor. (**Related terms:** heteroflexible, homoflexible)
- **Biphobia:** Fear of, hatred of, or discomfort with people who are bisexual. Biphobia can be seen within the LGBTQ community, as well as in general society.
- **Biromantic:** A person who is romantically attracted to both sexes and genders. Biromantics are not necessarily sexually attracted to both/any sexes or genders.
- **Bisexual:** A person who is emotionally, romantically, sexually, affectionately, or relationally attracted to both men and women, or someone who identifies as a member of the bisexual community.
- **Boi** (pronounced “boy”): **1.** A female-bodied person who expresses or presents themselves in a culturally/stereotypically masculine, particularly boyish, way. **2.** One who enjoys being perceived as a young male and intentionally identifies with being a “boy” rather than a “man”
- **Cisgender:** A person who feels as if their biological sex matches their gender identity. (Cisgender has its origin in the Latin-derived prefix cis-, meaning “to/this the near side,” which is antonymous with the Latin-derived prefix trans).

- **Cissexism:** Norms and behaviors that result from the assumption that all people are or should be cisgender. This system of oppression assumes that being cisgender is inherently normal and superior and negates transgender individuals' lives and relationships.
- **Closet:** Used as slang for the state of not publicizing one's sexual orientation or gender identity, keeping it private, living an outwardly heterosexual life while identifying as LGBTQ, or not being forthcoming about one's identity. At times, being in the closet also means not wanting to admit one's sexual identity to oneself.
- **Coming Out:** The process of recognizing, accepting, and sharing with others one's sexual orientation or gender identity. "Coming Out" can also refer to the time when a person comes out to themselves.
- **Crossdresser:** Individual who dresses in the "opposite" gender clothing for a variety of reasons, sometimes for sexual pleasure. Crossdressing is not indicative of sexual orientation. This term replaces the sometimes-pejorative term "transvestite".
- **Dyke:** Derogatory term referring to a masculine lesbian. Sometimes adopted affirmatively by lesbians (not necessarily masculine ones) to refer to themselves.
- **Faggot/Fag:** Derogatory term referring to someone perceived as nonheteronormative. Sometimes adopted affirmatively by gay men to refer to themselves.
- **Fag hag/Fruitfly:** A woman who associates mostly or exclusively with gay or bisexual men.
- **Fairy:** Derogatory term referring to someone perceived as non-heteronormative. Sometimes adopted affirmatively by gay men to refer to themselves.
- **Female:** a person with a specific set of sexual anatomy (e.g., 46, XX phenotype, vagina, ovaries, uterus, breasts, higher levels of estrogen, fine body hair) pursuant to this label.
- **Femininity:** refers to qualities that are thought of as being womanly, that are typically ascribed to women, and that are considered to be socially appropriate for a woman's behavior. People who exhibit self-described femininity do not necessarily think of themselves as women: some men (including trans men) are feminine, some women are, some genderqueer or androgynous people are.
- **Femme:** Generally used to describe a person who expresses and/or presents culturally/stereotypically feminine characteristics. This term is also used to describe a specific lesbian identity (i.e., butch/femme). Use the term with caution since in some contexts it can be perceived as offensive.
- **Fluid:** A sexual or gender identity that exists beyond a binary system of either gay or straight, man or woman. People with a fluid identity may resist using labels or choosing boxes to define themselves. Also used by people whose sexual or gender identity is not fixed on one point of a continuum.
- **FTM:** An abbreviation for a **female-to-male transgender** individual. This person most likely uses masculine pronouns.

- **Gay:** At times, “gay” is used to refer to all people, regardless of sex, who have their primary sexual and or romantic attractions to people of the same sex. The term can also exclusively refer to men who are emotionally, romantically, sexually, affectionately, or relationally attracted to other men, or who identify as members of the gay community. Lesbians, bisexuals, and transgender individuals may feel excluded by the term “gay.”
- **Grey-A:** The grey area between asexuality and sexuality. Some people identify as being somewhere between asexuality and sexuality. Grey-A identifying persons can include people who do not normally experience sexual attraction, but do experience it sometimes; experience sexual attraction, but a low sex drive; experience sexual attraction and drive, but not strongly enough to want to act on them; people who can enjoy and desire sex, but only under extremely limited and specific circumstances.
- **Greyromantic:** The grey area between being aromantic and experiencing romantic attraction. Some people identify as being somewhere between being aromantic and experiencing romantic attraction. Greyromantic identifying persons can include people who do not normally experience romantic attraction, but do experience it sometimes; experience romantic attraction, but not strongly enough to want to act on it; people who experience romantic attraction but only under very limited and specific circumstances.
- **Gynosexual:** A sexual orientation of anyone who has sexual feelings towards a woman
- **He-she:** A derogatory term used to describe transgender/ transsexual, intersex, or gender non-conforming people that refuse to acknowledge the person’s gender.
- **Hermaphrodite**—An out-of-date and offensive term for an intersex person. (See ‘Intersex’)
- **Heteroflexible:** A person who is predominantly heterosexual, but not exclusively so.
- **Heteronormativity:** The assumption, in individuals or in institutions, that everyone is heterosexual, and that heterosexuality is superior to homosexuality and bisexuality.
- **Heteroromantic:** A person who is romantically attracted to a member of the opposite sex. A heteroromantic person is not necessarily sexually attracted to the opposite sex.
- **Heterosexism:** Norms and behaviors that result from the assumption that all people are or should be heterosexual. This system of oppression assumes that heterosexuality is inherently normal and superior and negates LGBTQ peoples’ lives and relationships.
- **Heterosexual:** A person who is emotionally, romantically, sexually, affectionately, or relationally attracted to members of the opposite sex or gender. Often called a “straight” person.

- **Heterosexual Privilege:** The benefits and advantages that heterosexuals receive in a heterosexist culture. Also, the benefits that lesbians, gay men, and bisexuals receive because of claiming a heterosexual identity and denying a lesbian, gay or bisexual identity.
- **Homoflexible:** A person who is mostly attracted to the same sex/gender, but can, on occasion be attracted to the opposite sex/gender.
- **Homophobia:** Fear of, hatred of, or discomfort with people who love and sexually desire members of the same sex. Homophobic reactions often lead to intolerance, bigotry and violence against anyone not acting within socio-cultural norms of heterosexuality. Because most LGBTQ people are raised in the same society as heterosexuals, they learn the same beliefs and stereotypes prevalent in the dominant society, leading to a phenomenon known as internalized homophobia, whereas LGBTQ-identified individuals feel shame, guilt or hatred towards the part of themselves identified as LGBTQ.
- **Homoromantic:** A person who is romantically attracted to a member of the same sex. A homoromantic person is not necessarily sexually attracted to the same sex.
- **Homosexual:** The clinical term, coined in the field of psychology, for people with a same-sex sexual attraction. The word is often associated with the idea that same-sex attractions are a mental disorder and is therefore potentially offensive to some people.
- **Internalized Homophobia:** The fear and self-hate of one's own homosexuality or bisexuality in individuals who have learned negative ideas about homosexuality throughout childhood. One form of internalized oppression is the acceptance of the myths and stereotypes applied to the oppressed group. It can result in depression, alienation, anxiety, and, in extreme cases, suicide.
- **Intersex:** Term used for a variety of medical conditions in which a person is born with chromosomes, genitalia, and/or secondary sexual characteristics that are inconsistent with the typical definition of a male or female body. Intersex individuals are not always aware that they have this condition. Replaces the inaccurate term "hermaphrodite."
- **Kinsey Scale:** The continuum model devised by Alfred Kinsey in 1948 that plotted sexuality from 0 to 6; 0 being exclusively heterosexual and 6 being exclusively homosexual. It was the first scale to account for bisexuality. According to a 1954 survey using the scale, 70% of people fell between 1 and 5. It's been criticized for being too linear and only accounting for behavior and not sexual identity and is no longer widely used.
- **Lesbian:** A woman who is emotionally, romantically, sexually, affectionately, or relationally attracted to other women, or someone who identifies as a member of the lesbian community. Bisexual women may or may not feel included by this term.
- **LGBTQ – 1.** A common abbreviation for the lesbian, gay, bisexual, transgender, queer, and questioning community. The acronym is used as an umbrella term when talking about non-heterosexual and non-cisgender identities and does not

always reflect members of the community. The acronym may be expanded to LGBTQIA to include intersex individuals, and allies/asexual, or shortened to LGBTQ when only discussing sexual orientation. **2.**A descriptive adjective (ex. “I am an LGBTQ individual”).

- **LGBTQ+:** Stands for lesbian, gay, bisexual, transgender, and queer (or questioning) and others.

Lipstick Lesbian: Usually refers to a lesbian with a feminine gender expression. Can be used in a positive or a derogatory way, depending on who is using it. Is sometimes also used to refer to a lesbian who is seen as automatically passing for heterosexual.

MSM: An abbreviation for men who have sex with men. This term emphasizes the behavior, rather than the identities of the individuals involved.

- **MTF:** An abbreviation for a male-to-female transgender individual. This person most likely uses feminine pronouns.
- **Male:** a person with a specific set of sexual anatomy (e.g., 46, XY phenotype, penis, testis, higher levels of testosterone, coarse body hair, facial hair) pursuant to this label.
- **Masculinity:** refers to qualities that are thought of as being manly, that are typically ascribed to men, and that are considered to be socially appropriate for a man’s behavior. People who exhibit self-described masculinity do not necessarily think of themselves as men: some women (including trans women) are masculine, some men are, some genderqueer or androgynous people are.
- **Metrosexual:** A term popularized in the 1990s referring to a heterosexual male who assumes characteristics traditionally associated with gay male stereotypes. While the term seems to imply a shift in sexual orientation it more accurately reflects a loosening of restrictions around male gender role adherence and is not related to sexuality.
- **Non-binary:** An identity commonly used by people who do not identify or express their gender within the gender binary.
- **No Homo:** An offensive phrase often used after someone has inadvertently said something that others may consider gay.
- **Omnisexual:** A person who is sexually attracted to all sexes/genders. Similar to bisexual, except omnisexual’s attractions are not constrained by the gender binary.
- **Othering:** The process of perceiving or portraying someone or something as fundamentally different or alien.
- **Outing:** When someone discloses information about another’s sexual orientation or gender identity without their knowledge and/or consent.
- **Panromantic:** A person whose romantic attractions are not influenced by sex or gender identity.
- **Pansexual:** A person who is emotionally, romantically, sexually, affectionately, or relationally attracted to people regardless of their gender identity or biological sex. Use of the term usually signals a repudiation of the concept of binary (two) sexes (a concept sometimes implied by “bisexual”).

- **Passing:** Being taken for a member of the dominant group—white, straight, cisgender (non-transgender), for example, LGBTQI people who have the ability to pass can choose to conceal the stigma associated with being a member of a sexual minority.
- **Per:** A gender-inclusive alternative pronoun to he or she. Derives from “person.”
- **Pride:** A healthy self-respect, which, in the context of the gay community, promotes empowerment, education, safe living, and the sense that it is “okay to be LGBT+.”

Pronouns: One class of words that an individual would like others to use when talking to or about that individual (for example, he/him/his, she/her/hers, or ze/hir/hirs).

Polyamorous: A person who finds themselves romantically, physically, and/or sexually attracted to multiple individuals, and finds that pursuing multiple relationships is the most satisfying course of action in their lives.

- **Polyromantic:** A person who is romantically attracted to all or many genders or gender expressions.
- **Queen:** A slang term used to refer to flamboyant or effeminate gay men. The term can either be pejorative or celebrated as a type of self-identification.
- **Queer:** Term describing people who have a non-normative gender identity, sexual orientation, or sexual anatomy—includes lesbians, gay men, bisexual people, and transgender people and allies. Since the term is sometimes used as a slur, it has a negative connotation for some LGBTQ people; however, others have reclaimed it and are comfortable using it to describe themselves.
- **Queerplatonic:** A type of non-romantic relationship where there is a strong emotional bond and commitment amongst everyone involved that goes beyond what is traditionally thought of as friendship. A-romantic people may or may not experience these types of relationships (among other kinds).
- **Same-Gender Loving (SGL):** A term used by some African-American individuals to describe their sexual orientation, because of the perception that “gay” and “lesbian” are primarily white terms. “Same-sex loving” is also in use.
- **Sapiosexual:** A person who is emotionally, romantically, sexually, affectionately, or relationally attracted to intelligence and its use.
- **Sex:** 1. A biological term dividing a species into male or female, usually on the basis of sex chromosomes (XX = female, XY = male); hormone levels, secondary sex characteristics, and internal and external genitalia may also be considered criteria. 2. Another term for sexual behavior or gratification. Sex is a biological fact or a physical act.
- **Sex Change/Sex Reassignment Surgery:** Outdated, often found to be offensive. See gender confirmation surgery.
- **Sexual Attraction:** Desire to have sexual contact with someone else, to share our sexuality with them.
- **Sexual Orientation:** A person’s emotional, physical, and sexual attraction to other people and the expression of that attraction.

- **Sexuality:** The complex range of components which make us sexual beings; includes emotional, physical, and sexual aspects, as well as self-identification (including sexual orientation and gender), behavioral preferences and practices, fantasies, and feelings of affection and emotional affinity.
- **Shemale:** A derogatory term used to describe transgender/transsexual, intersex or gender non-conforming people that refuses to acknowledge the person's gender.
- **Skoliosexual:** an attraction to non-binary identified individuals. This does not generally describe an attraction to specific genitalia or birth assignments but rather is an inclusive term.

Stealth: This term refers to when a person chooses to be secretive in the public sphere about their gender history, either after transitioning or while successfully passing. (Also referred to as: going stealth)

Stereotype: An oversimplified generalization about a group of people without regard to their individual differences. Some stereotypes can be positive; however, they can have a negative impact, simply because they involve broad generalizations that ignore individual realities.
- **Straight:** A person who is emotionally, romantically, sexually, affectionately, or relationally attracted to members of the opposite sex or gender.
- **Straight-Acting:** A term, usually applied to gay men, who readily pass as heterosexual. The term implies that there is a stereotypical way gay men act that is significantly different from heterosexual men.
- **That's So Gay:** A phrase commonly used to describe something as foolish, stupid, or negative.
- **Third Gender:** A term for those who belong to a category other than masculine or feminine. For example, Native American two-spirit people, hijira in India, kathoey in Thailand, and travestis in Brazil.
- **Tranny:** Usually a pejorative term used for a transgender person, although some transgender people have reclaimed the term.
- **Trans*:** An umbrella term that refers to all of the identities within the gender identity spectrum. Over the years, trans people have viewed trans* to be exclusive, unnecessary, inaccessible, and commonly used to create binaries and silence trans women of color.
- **Transfeminine:** Identity label preferred by some male-to-female transgender people.
- **Transgender:** An umbrella term for those individuals whose gender identity does not match with that assigned for their physical sex. Includes, among others, transmen, transwomen, genderqueer people, crossdressers, and drag queens/kings. In its general sense, it refers to anyone whose behavior or identity falls outside of stereotypical expectations for their gender. Transgender people may identify as straight, gay, bisexual, or some other sexual orientation. Sometimes shortened as trans.

- **Trans man:** A person who was assigned female at birth, but who identifies as male. Some trans men may intend to undergo physical changes to align their body with their gender identity.
 - **Transmasculine:** Identity label preferred by some female-to-male transgender people.
 - **Transphobia:** Fear of, hatred of, or discomfort with people who are transgender or otherwise gender non-normative.
 - **Transsexual:** A term that is specific to trans people who have transitioned their sex through hormones and/or surgery. This term is sometimes perceived to be outdated or offensive referring to a person whose gender identity consistently differs from what is culturally associated with his/her biological sex at birth. The terms “trans man” and “trans woman” are more commonly used. See also “Transgender.”
- Transvestite:** A dated term referring to someone who dresses in clothing generally identified with the opposite gender/sex. (**For a preferred term see:** Cross-dressing)
- Trans woman:** A person who was assigned male at birth, but who identifies as female. Some transwomen may intend to undergo physical changes to align their body with their gender identity.
- **Two-Spirit:** A Native American term for people who blend the masculine and the feminine. It is commonly used to describe individuals who historically crossed gender. It is also often used by contemporary LGBTQ Native American people to describe themselves.
 - **WSW:** An abbreviation for women who have sex with women. This term emphasizes the behavior, rather than the identities of the individuals involved.
 - **Ze/Hir:** A gender-neutral pronoun used by some transgender individuals (Pronounced Zee) in lieu of he or she. The possessive adjective “hir” (pronounced here) usually follows in place of his or her. Some individuals may use other gender-neutral pronouns.

Potential terminology and language for disability:

https://disability.stanford.edu/sites/g/files/sbiybj1401/f/disability-language-guidestanford_1.pdf

Sources National Center on Disability and Journalism, Americans with Disabilities Act (ADA), AP Stylebook

Commonly used terms:

Able-bodied, Normal

Preferred Language:

Use “non-disabled” or “person without disability.” Referring to someone who does not have a disability as a “normal person” implies that people with disabilities are strange or odd.

Use “normal” only in medical/scientific context such as “normal test result” or “normal growth.”

Commonly used terms:

Abnormal

Preferred language:

Use “atypical”, “disabled person” or “person with disability.” Written by Labib Rahman and Reviewed by the Stanford Disability Initiative Board

Use abnormal only in a medical/scientific setting like “abnormal curvature of bone.” Avoid using the word “abnormal” to describe people.

Commonly used terms:

Addict, Alcoholic, Junkie

Preferred language:

Use “someone with a drug/alcohol addiction” or “someone with alcoholism.” Addiction is a neurobiological disease which “impaired control over drug use, compulsive use, and continued use despite harm and/or craving.”

Use “recovery and/or remission” when someone is trying to get out their addiction.

Commonly used terms:

Blind

Preferred language:

Use “blind” for someone who has complete loss of sight.

Use “legally blind” for someone who has almost complete loss of sight.

Use “limited vision,” “low vision,” “partially sighted,” “visually impaired” for someone who is neither legally nor completely blind.

Note: Some people object to “visually impaired” as it characterizes the condition in terms of lacking. Written by Labib Rahman and Reviewed by the Stanford Disability Initiative Board

Commonly used terms:

Brain-damaged

Preferred language:

Use “person with a brain injury.”

Commonly used terms:

Defect, Defective

Preferred language:

Use “person with a congenital disability,” “person living with congenital disability.”
When describing a disability, avoid “defect” or “defective” as they imply the person is sub-par or incomplete.

Commonly used terms:

Mad, Psycho, Deranged, Retarded

Preferred language:

Use “people with mental illness.”

Commonly used terms:

Cripple, Crip

Preferred language:

Avoid unless someone wants to be described as such. Although some disability activists have reclaimed the terms, there are many others who consider them offensive, so allies and non-disabled people should not use them out of respect.

Commonly used terms:

Deaf

Preferred language:

Use “deaf and hard of hearing community” when referring to the community of people with all kinds of hearing loss.

Use capitalized “Deaf” when referring to Deaf culture and the community of Deaf people. Written by Labib Rahman and Reviewed by the Stanford Disability Initiative Board

Use “partial hearing loss” or “partially deaf” for those who have some hearing loss.

Avoid “deaf and dumb” and “deaf-mute” since people with speech and hearing disabilities can express themselves “in writing, through sign language, and in other ways.” [NCDJ]

The term “hearing impaired” is also not recommended.

Commonly used terms:

Differently abled, Special, Gifted

Preferred language:

Use “person with disability” or “disabled person” instead.

Terms like “differently-abled,” although well-meaning, can be received as “condescending, offensive or simply a way of avoiding talking about disability” [NCDJ].

Commonly used terms:

Vertically challenged, Midget

Preferred language:

Use “dwarf,” “someone with dwarfism/short stature” or “little person.”

Commonly used terms:

Handicap, Handicapped

Preferred language:

When describing a person, use “person with a disability” or “disabled person” instead. Regulations or places like “handicapped parking” are generally acceptable. However, it’s more preferred to use the terms like “accessible parking.” Written by Labib Rahman and Reviewed by the Stanford Disability Initiative Board

Commonly used terms:

Special needs

Preferred language:

“Functional needs” is preferred.

The term “special” in connection to people with disabilities runs the risk of euphemistically stigmatizing disabled people’s differences.

The notion is that despite differences in everyone’s needs, referring to the needs of only disabled people as “special” carries an infantilizing connotation.

Commonly used terms:

Suffers from/victim of/stricken with...

Preferred language:

Use of neutral language like “they have/are living with muscular dystrophy” is preferred to “they suffer from muscular dystrophy.”

A general rule of thumb is to avoid terms that “connote pity” [AP Stylebook].

Commonly used terms:

Wheelchair-bound

Preferred language:

Use “wheelchair user” or “person who uses a wheelchair.”

Commonly used terms:

Mental Retardation

Preferred language:

Use “person with an intellectual disability.”

Potential terminology and language for age:

Research from APAstyle.org, and others.

Age groups:

- **Baby Boomers:** Baby boomers were born between 1946 and 1964. They are currently between 56-74 years old (71.6 million in U.S.)
- **Gen X:** Gen X was born between 1965 and 1980 and are currently between 40-55 years old (65.2 million people in U.S.)
- **Gen Y:** Gen Y, or Millennials, were born between 1980 and 1994. They are currently between 24-39 years old (72.1 million in the U.S.)
- **Gen Y.1** = 25-29 years old (around 31 million people in U.S.)
- **Gen Y.2** = 29-39 (around 42 million people in U.S.)
- **Gen Z:** Gen Z is the newest generation to be named and were born between 1996 and 2015. They are currently between 5-24 years old (nearly 68 million in U.S.)
- **Millennial:** The term “Millennial” has become the popular way to reference both segments of Gen Y.

Note: Each generation label serves as a shorthand to reference nearly 20 years of attitude, motivations, and historic events. They’re useful terms for marketers and tend to trickle down into common usage, but few individuals self-identify as Gen X, Millennial, or any other name. Indeed, these labels have been used as ways to exclude and belittle people of all ages and generations and we should be careful about how and when we introduce them into the conversation before participants.

Problematic terms for older adults:

- Aged
- Aging
- Elderly
- Elders
- Old
- Seniors
- Senior citizens

More suitable terms for older adults:

- Octogenarians: Someone in his or her eighties.
- Older persons
- Older people
- Older adults
- Older individuals
- Persons “x” years and older
- Quinquagenarian: Someone in his or her fifties.

- Septuagenarian: Someone in his or her seventies.
- Sexagenarian: Someone in his or her sixties.
- The older population

Problematic terms for younger adults:

- Boys: When referring to a group of younger men
- Girls: When referring to a group of younger women
- Kids
- Young
- Youth

More suitable terms for younger adults:

- Persons "x" years and younger
- The younger population

Potential terminology and language for Socio-economic status: Research

from Hamilton.edu, APAStyle.org and others

1) Description of legal status Problematic:

- The undocumented
- Illegal aliens
- Illegal immigrants **Preferred:**
- Individuals who are undocumented
- people who are undocumented
- undocumented people
- undocumented adults
- DACA students
- people who lack documents required for legal immigration **Comment:**

Individuals who are undocumented come from a variety of countries and ethnic groups. Although their status may be illegal, the people themselves are not. Moreover, families may have a mix of documented and undocumented individuals in the same family. **2)**

Description of income/class Problematic:

- The poor
- Low-class people
- Poor people
- High class
- Low Class
- Upper class
- Lower class **Preferred:**
- People whose incomes are below the federal poverty threshold
- People whose self-reported income were in the lowest income bracket
- High economic status
- Low economic status
- People who earn “x” amount per year or more
- People who earn “x” amount per year or less

Comment:

“Class” refers to a group of people: a single person is not a class (but may belong to it). If you cannot avoid using the term ‘class,’ use it as a noun, not an adjective: ex., Jessica belongs to the upper class NOT Jessica is upper class.

Avoid using terms like “high class” or “low class,” or even “upper class” or “lower class,” because they have been used historically in an evaluative way. Also avoid “low brow” and “highbrow.” Instead, when using adjectives like “high” or “low,” it is preferable to use

the term “high” or “low socioeconomic status” so as to avoid judgmental language. Define income brackets and levels if possible.

The word “status” (without the qualifier of “socioeconomic”) is not interchangeable with “class” because ‘status’ can refer to other measures such as popularity.

When possible, use specific metrics: common ones include level of educational attainment, occupation, income.

Use specific language that describes what is important to the analysis/ discussion: e.g. “living below the poverty line”, NOT “poor”.

Be aware of numbers: there are no distinct indicators of “high” and “low,” but there are percentages that make it easy to determine, via income bracket for example, where on a range an individual falls.

3) Description of housing status

Problematic:

- The homeless
- The projects
- The ghetto
- The inner city

Preferred:

- People experiencing homelessness
- Youth experiencing homelessness
- People who are homeless
- People who are living in a place not meant for human habitation
- In emergency shelter
- In transitional housing
- People without fixed, regular, or adequate nighttime residence
- Low-income housing
- Low-income areas of the city

Comment:

Use specific language that addresses the quality or lack of housing or length of time without housing rather than focusing on whether an individual considers a residence a home.

Individuals can be precariously housed or experience chronic or transient homelessness.

Avoid conflating social class and race or ethnicity by using coded language like “inner city,” “projects,” or “ghetto.” Specify race or ethnicity and measures of socioeconomic standing separately.

1) **Description of government assistance**

Problematic:

- Welfare mothers
- Welfare reliant

Preferred:

- Parents who receive TANF benefits
- People who are unable to work because of a disability
- Families whose main income is from TANF benefits **Comment:**

Avoid language that focuses on blaming the individual or on individual deficits. Instead focus on contextualizing individuals' status location and on what participants have (not what they lack).

TANF stands for "Temporary Assistance for Needy Families" and is the proper term for the current welfare program in the United States.

5) **Description of educational attainment**

Problematic:

- High-school dropouts
- Achievement gap

Preferred:

- People with less than a high-school education
- Opportunity gap

Comment:

Avoid language that focuses on blaming the individual or on individual deficits; instead, focus on what people have, not what they lack.

When comparing groups, use parallel terminology (e.g., people with a high school diploma vs. without a high school diploma or equivalent, not high-school dropouts vs. high-school graduates).

Potential terminology and language for religion:

Research from TheRegister.com, about equalopportunities.co.uk

List of 20 most popular religions and their number of believers:

- 1) Christianity (2.1 billion)
- 2) Islam (1.3 billion)
- 3) Nonreligious (Secular/Agnostic/Atheist) (1.1 billion)
- 4) Hinduism (900 million)
- 5) Chinese traditional religion (394 million)
- 6) Buddhism 376 million
- 7) Primal-indigenous (300 million)
- 8) African traditional and Diasporic (100 million)
- 9) Sikhism (23 million)
- 10)Juche (19 million)
- 11)Spiritism (15 million)
- 12)Judaism (14 million)
- 13)Bahai (7 million)
- 14)Jainism (4.2 million)
- 15)Shinto (4 million)
- 16)Cao Dai (4 million)
- 17)Zoroastrianism (2.6 million)
- 18)Tenrikyo (2 million)
- 19)Neo-Paganism (1 million)
- 20)Unitarian-Universalism (800,000)

AD: Meaning “anno domini”, the year of the Lord. Used to describe chronology since the birth of Jesus Christ.

Allah: Arabic word meaning “the One True God”. In the West, “Allah” and “God” are often used interchangeably.

Anglican Communion: Includes the Church of England, national churches, the Anglican Church of Canada and the Episcopal Church in the United States of America.

Anti-Semitism: Hatred or persecution of, prejudice or discrimination against Jews or Judaism.

Apocalypse: Destruction of evil and triumph of good.

Armageddon: Prophesized as a final battle between Jesus, Satan, and their armies.

Baptism: A rite of Christianity performed by a member of the clergy and used as an initiation into the Church. The age at which a Baptism is performed may differ in different denominations, as may the method of using water (sprinkling on the head or full body immersion).

Bar Mitzvah: A ceremony for Jewish boys who, at the age of 13, are considered religiously responsible.

Bat Mitzvah: A ceremony for Jewish girls who, at the age of 12, are considered religiously responsible.

Bhagavad-Gita: "The Song of the Lord", a holy text used in Hinduism.

Bible: The holy text used by Christians. Made up of the Old Testament and the New Testament.

Blasphemy: Concept of acting against God, such as by taking his name in vain or denying his existence.

Buddhist: A follower of Buddhism, the teachings and philosophy of Siddhartha Gautama, the Buddha.

Catholic: Most commonly refers to members of the Roman Catholic Church.

Chanukkah: Jewish Festival of Lights, commemorating the miracle at the Temple in Jerusalem when a small quantity of oil burned for eight days and nights. Also spelled Hanukkah.

Christian: A member of a Christian church or, more broadly, a person who accepts Jesus as the Christ and follows his teachings.

Communion: A Christian rite which involves sharing bread and wine as a commemoration of Jesus' last meal and/or the body and blood of Christ.

Denomination: A recognized religious group.

Diwali: The Hindu, Jain and Sikh Festival of Light commemorating the return of Lord Rama after he had been exiled for 14 years and defeated the demon king Ravana.

Easter: A Christian holiday commemorating the resurrection of Jesus.

Eucharist: Another term for "Communion".

Heaven: Christian term for the home of God.

Hijab: The scarf that many Muslim women wear to cover their hair.

Hindu: A follower of Hinduism, including the yogic traditions, the predominant religious system in India.

Iman: A Muslim term for "belief".

Imam: A Muslim term for the leader of worship in a mosque.

Islam: A religion which considers the Koran the literal word of Allah/God, and Muhammad the last Prophet.

Koran: The holy text of Islam, considered to be the literal word of Allah/God, also spelled Qur'an or Quran. Transmitted to Muhammad by the archangel Gabriel.

Mormon: A member of the Church of Jesus Christ of Latter-Day Saints.

Mosque: Muslim house of worship, also known as a "Masjid".

Muslim: A follower of Islam.

Nirvana: Buddhist term for a state of mind in which suffering has ceased and the cycle of birth, death and rebirth has stopped.

Paradise: Muslim term for the home of God, or Heaven.

Priest: Term for a religious leader in Christianity, Hinduism and more. Usually, male.

Protestant: A Christian denomination which is not Roman Catholic, Anglican or Eastern Orthodox.

Rabbi: Leader of a Jewish synagogue.

Ramadan: A Muslim commemoration of the communication of the Koran to Muhammad. Muslims observe this 28-day period by fasting before sundown.

Religion: A system of belief regarding a deity. Usually with accompanying ethics, rituals, and ceremonies.

Sabbath: A day of rest and contemplation. Observed on Saturday in Judaism and Sunday in Christianity.

Satan: A supernatural being believed to be pure evil. Also known as the Devil or Lucifer.

Synagogue: A Jewish house of worship.

Talmud: Hebrew translation of "teaching". Assembled Jewish oral law and tradition.

Torah: Jewish holy text, the first five books of the Hebrew Scriptures (Old Testament) believed to have been written by Moses.

Trinity: Christian belief that God is composed of three beings at once: Father, Son, Holy Spirit.

Glossary of Diversity and Inclusion terms:

Research from Pacific University, Oregon.

<https://www.pacificu.edu/life-pacific/support-safety/office-equity-diversityinclusion/glossary-terms>

USA relevant Census statistics:

<https://www.census.gov/quickfacts/fact/table/US/PST045219> Names

and descriptions are as taken from the census.

Overall:

Total Population: 328,239,523

Gender:

Female: 50.8% Male:
49.2%

Age:

Adults 18-65: 55.2% (181.2m)

Adults 65+: 16.5% (54.1m)

Race and origin:

White (including Hispanic and Latino) alone: 76.3%

White alone, (not Hispanic or Latino): 60.1%

Black or African American alone: 13.4%

American Indian and Alaskan Native alone: 1.3%

Asian alone: 5.9%

Native Hawaiian and Other Pacific Islander alone: 0.2%

Two or more races: 2.8%

Hispanic or Latino: 18.5%

Education:

High school graduate or higher, percent of persons age 25 years+: 87.7%

Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018: 31.5%

Income and Poverty:

Median Household Income (2018): \$60,293

Persons in poverty: 10.5%

Business:

Total employment population: 130,881,471

All firms (2012): 27,636,260

Men owned firms: 14,844,597

Women owned firms: 9,878,397

Minority owned firms: 7,952,386

Education Statistics:

Research from National Center for Education Statistics.

<https://nces.ed.gov/fastfacts/display.asp?id=72>

Associates Degrees awarded (2015-2016):

Hispanic students: 196,000 - 20.4% (62% female/ 38% male)

Black students: 134,000 – 14% (67% female/ 33% male)

Asian/Pacific Islander students: 53,800 – 5.6% (56% female/ 44% male)

American Indian/Alaska Native students: 9,500 1% (65% female/ 35% male)

White students: 566,700 – 59% (60% female/ 40% male)

Bachelor's Degrees awarded (2015-2016):

Hispanic students: 235,000 – 13.2% (60% female/ 40% male)

Black students: 194,500 – 10.9% (64% female/ 36% male)

Asian/Pacific Islander students: 138,300 – 7.7% (54% female/ 46% male)

American Indian/Alaska Native students: 9,700 – 0.5% (61% female/ 39% male)

White students: 1,200,000 – 67.5% (56% female/ 44% male)

Work Force statistics: US

bureau of labor statistics:

<https://www.bls.gov/cps/cpsaat11.htm> **Total**

employed over 16: 157,538,000

Percentage of workforce that are:

Female: **47%**

White: **77.7%**

Black or African American: **12.3%**

Asian: **6.5%**

Hispanic or Latino: **17.6%**

Management Occupations: Total (18,985,000)

Female: **40%**

White: **83.6%**

Black or African American: **7.8%**

Asian: **6.1%**

Hispanic or Latino: **10.7%**

Chief Executives: Total (1,602,000)

Female: 27.6%
White: 88.8%
Black or African American: 4.1%
Asian: 5.8%
Hispanic or Latino: 6.2%

General and Operations managers: (Total 1,058,000)

Female: 30.6%
White: 86.4%
Black or African American: 6.6%
Asian: 3.5%
Hispanic or Latino: 12.5%

**Management Professions that see a high percentage of female employees
(Total = 47%):**

Public relations and fundraising managers: 71.4%
Human Resources Managers: 74.7%
Education Administrators: 67.7%
Medical and Health Services Managers: 69.7%
Social and Community Services managers: 68.2%

Other notable professions that see a high percentage of female employees:

Compensation, benefits, and job analysis specialists: 75%
Human Resources workers: 73.5%
Meeting convention and event planners: 78.7%
Psychologists: 79.7%
Counselors: 75.7%
Social Workers: 81.9%
Paralegals and legal assistants: 89.6%
Preschool and kindergarten teachers: 98.7%
Elementary and middle school teachers: 80.5%
Teacher assistants: 89.7%
Dieticians and Nutritionists: 92.1%
Occupational Therapists: 88%
Dental Hygienists: 96%

Notable professions that see a very low percentage of female workers:

Information security Analysts: 17.1%
Computer Network Architects: 9.2%
Electrical and electronics engineers: 9.6%
Mechanical engineers: 6.6%
Clergy: 20.7%
Television, video, and motion picture camera operators and editors: 16.3%

First-line supervisors of landscaping, lawn service, and groundskeeping workers: 9.3%
Drywall installers, ceiling tile installers, and tapers: 0.7%
Electricians: 2.2%

Management Professions that see a higher percentage of black or African American employees: (Total = 12.3%)

There are only 3 that are higher than the percentage of total workforce at 12.3%:

Purchasing Managers: 14.4%
Education Administrators: 15.3%
Medical and health services managers: 12.7%

Other notable professions that see a higher percentage of black or African American employees:

Tax examiners, collectors, and revenue agents: 25.8%
Probation officers and correctional treatment specialists: 26.7%
Respiratory Therapists: 23.2%
Nursing, psychiatric and home help aides: 37.2%
Bailiffs, correctional officers, jailers: 34.2%
Security Guards and gaming surveillance officers: 29.6%
Bill and account collectors: 30.2%
Postal service mail sorters, processors, and processing machine operators: 42.3%
Taxi drivers and chauffeurs: 29.5%

Notable professions that see a very low percentage of black or African American workers:

Advertising and promotion managers: 0.7%
Construction managers: 3.5%
Cost estimators: 3.1%
Appraisers and assessors of real estate: 2.7%
Dentists: 0.8%
Chiropractors: 2.8%
Veterinarians: 0% (according to this)

Management Professions that see a higher percentage of Asian employees (Total = 6.5%):

Computer and Information systems managers: 15.8%
Architectural and Engineering managers: 11.8%
Food service managers: 9.6%
Financial Managers: 9.4%
Lodging managers: 9.3%

Other notable professions that see a higher percentage of Asian employees:

Management analysts: 13.7%
Computer Systems Analysts: 20.3%
Computer Programmers: 21.8%
Software developers, applications and systems software: 37.7%
Statisticians: 21.1%
Computer Hardware Engineers: 38.4%
Engineers, all other: 20.6%
Medical Scientists: 27.8%

Dentists: 23.6%

Notable professions that see a very low percentage of Asian workers:

Public relations and fund-raising managers: 0.4%
Construction managers: 2.5%
Education Administrators: 3.3%
Social and community Service managers: 3.2%
Probation officers and correctional treatment specialists: 0.4%
Emergency medical technicians and paramedics: 0.8%
First-line supervisors of police and detectives: 0.4%
Firefighters: 1.3%

Management Professions that see a higher percentage of Hispanic or Latino employees (Total = 17.6%):

There is only 1 job title above the total of 17.6%
Food service managers: 19.8%

Other notable professions that see a higher percentage of Hispanic or Latino employees:

Miscellaneous media and communication workers: 35.3%
Dental assistants: 28.9%
Miscellaneous community and social service specialists, including health educators and community health workers: 21.9%
Medical Assistants: 29%
Cooks: 36.7%
Maids and housekeeping cleaners: 49.2%
Ground's maintenance workers: 43.6%

Notable professions that see a very low percentage of Hispanic or Latino workers:

Public relations and fundraising managers: 1.4%
Computer and information systems managers: 4.7%
Fundraisers: 5.2%
Budget analysts: 3.6%

Web developers: 4.6%
Chemical engineers: 2.4%
Pharmacists: 2.7%
Veterinarians: 1.6%

Key takeaways:

- 1) The working population mirrors pretty closely the total population breakdown in terms of gender and race.
- 2) At manager level the employees no longer represent the workforce OR the educational achievement. Black students account for 10.9% of bachelor's degrees but only 7.8% of management occupations. Women represent nearly 60% of bachelor's degrees achieved but only 40% of management occupations.
- 3) If Fortune 500 companies were hiring, and promoting, according only to higher educational output, their workforce – at all levels - would more closely represent those statistics:
 - a. 60% female
 - b. 10.9% Black or African American
 - c. 7.7% Asian
 - d. 13.2% Hispanic
- 4) There are clear stereotypes and preconceptions that people have about what sort of career certain people are good at and should be hired for. And similarly, careers that our bias stops us from seeing certain people as suitable for.
- 5) At a very senior level the workforce is predominantly male and white.

Government representation

116th Congress:

Research from the congressional research service:

<https://fas.org/sqp/crs/misc/R45583.pdf>

Age:

- Average age of Representative is 57.6 years
- Average age of Senators is 62.9 years
- Newly expected Representative's average = 47.9 years
- Newly elected Senator's average = 58.1 years

Education:

- 17 members of the house have no education beyond High School.
- 6 Members of the House have associate's degrees as their highest degrees;
- 99 Members of the House and 18 Senators earned a master's degree as their highest attained degrees.
- 161 Members of the House (36.6% of the House) and 53 Senators (53% of the Senate) hold law degrees.
- 21 Representatives and 4 Senators have doctoral (Ph.D., D.Phil., Ed.D., or D. Min) degrees; and
- 21 Members of the House and 4 Senators have medical degrees

Religion:

- 54.9% of Members (233 in the House, 60 in the Senate) are Protestant, with Baptist as the most represented denomination, followed by Methodist;
- 30.5% of Members (141 in the House, 22 in the Senate) are Catholic;
- 6.4% of Members (26 in the House, 8 in the Senate) are Jewish;
- 1.9% of Members (6 in the House, 4 in the Senate) are Mormon (Church of Jesus Christ of Latter-day Saints);
- 2 Members (1 in the House, 1 in the Senate) are Buddhist, 3 Representatives are Muslim, and 3 Representatives are Hindu;
- Other religious affiliations represented include Greek Orthodox, Pentecostal Christian, Unitarian Universalist, and Adventist

Gender:

- A record 131 women Members (24.2% of the total membership) serve in the 116th Congress. 22 more than at the beginning of the 115th Congress.
- One hundred five women, including 3 Delegates, as well as the Resident Commissioner, serve in the House and 26 in the Senate.
- Of the 105 women in the House, 90 are Democrats, including 2 of the Delegates, and 15 are Republicans, including 1 Delegate as well as the Resident Commissioner.

- Of the 26 women in the Senate, 17 are Democrats and 9 are Republicans

Race:

African American Members:

- There are a record 56 African American Members (10.4% of the total membership) in the 116th Congress, 4 more than at the beginning of the 115th Congress.
- Fifty-three serve in the House, including two Delegates, and three serve in the Senate.
- This number includes one Representative, as well as one Senator, who are of African American and Asian ancestry, and one Representative who is of African American and Hispanic ancestry. In this report, each of these three Members is counted as belonging to two ethnic groups.
- Fifty-two of the African American House Members, including two Delegates, are Democrats, and one is a Republican.
- Two of the Senators are Democrats, and one is Republican.
- Twenty-four African American women, including two Delegates, serve in the House, and one serves in the Senate.

Hispanic/Latino Members:

- There are 51 Hispanic or Latino Members in the 116th Congress, 9.4% of the total membership and a record number.
- Forty-six serve in the House, including two delegates and the Resident Commissioner, and 5 in the Senate.
- These numbers include two House Members who are also of Asian descent, and one House Member also of African ancestry; these Members are counted in both ethnic categories in this report.
- Of the Members of the House, 37 are Democrats (including 2 Delegates) and 9 are Republicans (including the Resident Commissioner).
- Fourteen are women, including the Resident Commissioner. Of the five Hispanic Senators (three Republicans, two Democrats), one is a woman

Asian/Pacific Islander American Members

- A record 20 Members of the 116th Congress (3.8% of the total membership) are of Asian, South Asian, or Pacific Islander ancestry.
- Seventeen of them (16 Democrats, 1 Republican) serve in the House, and 3 (all Democrats) serve in the Senate.
- These numbers include one House Member and one Senator who are also of African American ancestry, and another House Member of Hispanic ancestry; these Members are counted in both ethnic categories in this report.
- Of those serving in the House, three are Delegates. Ten of the Asian, Pacific Islander, or South Asian American Members are female: seven in the House, and all three in the Senate