

## Inclusive Language Resources

Using inclusive language within ASAE and during programs is essential as we seek to provide welcoming experiences for the entire association community. Team members commit to the process of learning and adapting language as necessary to ensure all event participants have a feeling of acceptance and belonging.

This document exists as a home for relevant resources to ensure all team members can participate in this important process of learning.

### Language Guides

Several credible and key sources have developed comprehensive guides around inclusive language. Whether you select one below or search for others, consider bookmarking it and referencing it often. Consider the source of phrases that seem common to you and check the guides for potential alternatives when appropriate.

#### [Conscious Style Guide](#)

A searchable resource library that provides glossaries, articles, toolkits and more.

#### [Content Guide](#) by 18F

General guidelines and links to resources as part of GSA's Technology Transformation Services.

#### [Diversity Style Guide](#)

This resource is designed to help journalists and other media writers navigate appropriate terminology. It is supported by the Society of Professional Journalists and the College of Liberal and Creative Arts at San Francisco State University.

#### [General Principles for Reducing Bias](#) by the American Psychological Association.

Guidance on using appropriate, specific language that prioritizes others' humanity.

#### [Inclusive Language Guide](#) by the National Assembly of State Arts Agencies

This powerful resource includes guiding principles for using inclusive language and links to over 25 details guides relevant to various audiences.

### University Writing Guides

Many universities also offer inclusive language guides. Here are some examples:

- [University of Idaho](#)
- [Boston University](#)
- [Emerson College](#)
- [University of Oregon](#)
- [Northwestern Counseling](#)
- [University of Florida](#)

## Team Learning

This chart is a place where team members can share their knowledge with each other. The process of learning, unlearning, and change is constant as we seek to be thoughtful about our language. Staff are invited to share links and resources below.

Terms to Use	Example of Use	Terms to Avoid	Explanation
Exempted from new rules Be excused from new rules	The Business of Meetings attendees from before FY21 will be exempted from the new attendance rules.	Grandfathered in	The origin of this term is based on the <a href="#">“grandfather clauses”</a> that states used to suppress voting rights for African Americans.
Meeting Huddle	Let’s have a quick huddle before the conference call with partners.	Pow wow	“Pow wows are social gatherings for ceremonial and celebratory purposes and are conducted under strict protocol. Using this phrase to refer to a quick business meeting denigrates the long, cultural significance of the pow wow.” – <a href="#">Indigenous Corporate Training Inc</a>
General rule General guideline Generally	Generally, we capture the specific number of registrants in the notes area of the budget.	Rule of thumb	While this term does not have problematic roots, <a href="#">people widely believe</a> it is based on English common law that allowed a man to abuse his wife. Because the belief is so widespread, it is best to avoid the phrase and avoid alienating folks.
Immune to criticism Sacrosanct	In this environment, no programs are immune to criticism or updates.	Sacred cow program	This phrase alludes to beliefs in Hinduism and is <a href="#">“problematic due to its inaccuracy and cultural insensitivity.”</a>

Unwilling to consider my input	I feel like our faculty are unwilling to consider my input on the new education modules.	Falling on deaf ears	It's best to avoid language that implies having a disability is bad or is otherwise part of ableist phrasing. A <a href="#">list of other disability-related idioms</a> to avoid can be found here.
Easy Simple Straightforward Effortless Easily Done	Once the technology is figured out for implementation, the rest of the project will be very straightforward.	Cakewalk Takes the cake	“The cakewalk was a pre-Civil War dance originally performed by slaves on plantation grounds. The uniquely American dance was first known as the "prize walk"; the prize was an elaborately decorated cake. Hence, "prize walk" is the original source for the phrases "takes the cake" and "cakewalk.”” – Learn more about the history of this practice and this language in this <a href="#">NPR story</a>