

Using inclusive language in writing ensures that your content respects diversity and avoids reinforcing stereotypes or biases. Here are some key strategies:

1. Use Gender-Neutral Language

- Instead of **chairman**, use **chairperson** or **chair**.
- Replace **policeman** with **police officer**.
- Use **they/them** when a person's gender is unknown or irrelevant (e.g., **Each employee should submit their report** instead of **his report**).

2. Avoid Ableist Language

- Say **accessible parking** instead of **handicapped parking**.
- Use **person with a disability** rather than **disabled person**, unless the individual prefers identity-first language.
- Replace phrases like **falling on deaf ears** or **turning a blind eye** with alternatives like **being ignored** or **overlooked**.

3. Use Culturally Inclusive Terms

- Instead of foreigner, use **international visitor** or **non-citizen resident**.
- Avoid terms that stereotype ethnic or cultural groups (e.g., tribal knowledge → shared knowledge).
- When discussing Indigenous groups, use their specific names (e.g., Wurundjeri people of the Kulin Nation) rather than generalising.

4. Respect Personal Identities

- Ask for and use a person's correct pronouns.
- Use spouse or partner instead of assuming husband/wife.
- Avoid outdated terms like transgendered, and use a transgender person instead.

5. Use Person-First or Identity-First Language Thoughtfully

- In general, prioritise **person with a disability** over **disabled person**, unless an individual or community prefers identity-first language (e.g., Deaf community).
- Avoid defining people by their condition (e.g., **a person with schizophrenia**, not a **schizophrenic**).

6. Be Mindful of Socioeconomic Bias

- Avoid assumptions about income, education, or lifestyle (e.g., parents should provide books at home → schools and communities should ensure children have access to books).
- Use **low-income households** instead of **the poor**.

7. Ensure Readability and Accessibility

- Use plain language to make content clear and understandable.
- Avoid jargon, or explain it when necessary.
- Provide alternative text for images and captions for videos.

8. Ethnic and Cultural Sensitivity: NOMW flags potentially insensitive references to ethnicity, race, or culture and suggests alternatives that are more respectful and inclusive.
9. Disability Awareness: The tool promotes disability awareness by highlighting instances where language or terminology may unintentionally perpetuate stereotypes or stigmas related to disabilities.
10. LGBTQ+ Inclusivity: NOMW encourages the use of inclusive language when referring to LGBTQ+ individuals and issues, helping writers avoid unintentional marginalisation.
11. Inclusive Pronouns: The tool provides guidance on using inclusive pronouns like "they/them" and "ze/hir" to acknowledge and respect nonbinary and gender-diverse individuals.
12. Diverse Representation: NOMW encourages writers to include diverse perspectives, voices, and experiences in their content to reflect a broader range of backgrounds and identities.
13. Cultural Appropriation Awareness: It helps users recognise instances of cultural appropriation in their writing and provides guidance on how to avoid perpetuating harmful stereotypes.
14. Must not assume old-fashioned views about women in the home, community or work.
- 15: must consider
 - Australian laws
 - Australian English
 - Disability act
 - anti-discrimination act