**Example message calling for the use of gender inclusive language in reporting**

Dear ,

I wanted to reach out regarding the current reporting of sex and gender on [a webpage, google form, printed material, or other media]. Specifically, I wanted to ask for your advice and assistance to revise the reporting in line with current non-discriminatory practices relating to sex and gender identity. I'd be very happy to discuss these points [in person, by Zoom, over the phone] and would be grateful if you could point me to whomever might be the right person for me to be speaking with. Thank you in advance for your help!

**Brief Description**. The current reporting of sex and gender on the webpage [a webpage, google form, printed material, or other media] is not aligned with current non-discriminatory practices in three ways.

*First*, by using the phrase "Sex/Gender", the [webpage, google form, printed material, or other media] suggests that (i) sex and gender are equivalent terms, (ii) sex and gender have identical meanings, and (iii) sex and gender can be used interchangeably. Such suggestions stand in contrast to the terms' history and to the terms’ contemporary use. Sex refers to physical attributes, as determined anatomically and physiologically at birth, while gender refers to a self-identity, as expressed behaviorally and in sociocultural context (Fausto-Sterling, *Sexing the Body: Gender Politics and the Construction of Sexuality*, Basic Books, 2000). The phrase "Sex/Gender" is discriminatory in that it assumes a person's gender can be fully explained and predicted by their biological sex assigned at birth.

*Second*, the categories displayed are "men" (blue) and "women" (red), which are not sex categories; they are gender categories. If we wished to report sex categories, we should (i) use the term "male" instead of "men", (ii) use the term "female" instead of "women", and (iii) add the term "intersex" to reflect persons born with a reproductive or sexual anatomy that does not fit the typical definitions of female or male.  Reporting "male" and "female" alone discriminates against intersex people by negating their existence. Note that it is often more appropriate to report gender than sex in public media.

*Third*, although the two categories displayed are gender categories, they do not include all salient gender categories. The current reporting assumes a gender binary, meaning all persons can be assigned one of two labels: "man" or "woman". Such reporting ignores other categories such as "non-binary" and "transgender". Reporting solely "men" and "women" discriminates against non-binary and transgender people by negating their existence, which will be increasingly difficult to do as numerous US states and several foreign nations have more than two designations on birth certificates.

**Populations Affected**. The current page affects at least four different groups of people in different ways.

(1) *All people* who come to this webpage are presented with information that conflates sex and gender, assumes a gender binary, and ignores the existence of intersex, non-binary, and transgender people, among others. In so doing, the page serves to fuel an existing culture of discrimination which we know to be unlawful (see e.g., recent SCOTUS ruling protecting gay and transgender workers from workplace discrimination): discrimination stemming from the prejudice that there should only be two sexes or two genders, and one sexuality. This affects all of our [students, staff, faculty, employees], as well as those of other [schools, institutions, companies] and members of the national and international community.

(2) *Our [school, institution, company]’s current and potential future LGBTQ+ [students,* *staff, faculty, employees*] who come to this page may be looking for personnel "diversity", to determine whether people like them are represented or have a potential for a future career at [school, institution, company]. They will see that people like them (non-binary, transgender) are not seen, not counted, and not hired.

(3) *Our [school, institution, company]’s current and potential future non-binary and transgender [students, staff, faculty, employees]*who come to this page and realize that either they are not counted, or they are counted in some a way that both misgenders and misclassifies them.

(4) *Our [school, institution, company]’s leadership* who come to this page are presented with information that suggests our goals for personnel diversity are to have parity in the number of men and women. Yet, we know that transgender people make up 0.5-0.6% of the population (<https://doi.org/10.2105/AJPH.2016.303571>), consistently across age groups (0.66% of 18-24 years of age; 0.58% 25-64 years of age; 0.50% of people 65 years of age and older;

<https://williamsinstitute.law.ucla.edu/wp-content/uploads/Trans-Adults-US-Aug-2016.pdf>). Therefore, of our [x] personnel we would expect [y] to be transgender. Our *[school, institution, company]’s* leadership currently has [q<y] known transgender personnel, unlike our peers. [\*\*Add stats from other peer institutions.]

**Request**. As I mentioned at the beginning of this letter, I wanted to ask for your advice regarding how to revise the reporting on the [webpage, google form, printed material, or other media] so it would be in line with current non-discriminatory practices relating to sex and gender identity. While we discuss optimal reporting, we could start with a rather immediate note on the [webpage, google form, printed material, or other media] indicating that [school, institution, company] is aware of the limitations of its current reporting. Happy to discuss more at any point, or to follow your lead regarding who else to speak to. Many, many thanks in advance.

Sincerely,