**Gender-Inclusive Language**

Denver Seminary requires students to use gender-inclusive language except when referring to God; when using a direct quote from another source; or you are referring only to women, men, or to specific people. Note: if your program requires you to write in APA form (as opposed to Turabian form), the use of “singular they” is acceptable. Otherwise avoid it.

When a gender-inclusive noun is used as subject of a sentence, the pronoun “he” tends to be used as the referent pronoun in the remainder of the sentence. There are ways to avoid using the masculine pronoun, and thus make the language gender inclusive.

**Write in the Plural.**

The Denver Seminary student who takes his calling seriously will do his work conscientiously.

*becomes*

Denver Seminary students who take their callings seriously will do their work conscientiously.

*This is the easiest method and will work in most cases. Remember: if you start in the plural, stick with the plural.*

**Use singular they, them, and their (APA only)*.***

The average person will do what he can to help if he sees an emergency.

*becomes*

The average person will do what they can to help if they see an emergency.

**Revise the Sentence**

The student will not know what is expected unless he has had an opportunity to work through an inductive study with the professor and then has repeated the procedure by himself.

*becomes*

The student will know what is expected after having an opportunity to work through an inductive study with the professor first and then repeating the study alone.

*Revising in this way is a good technique when writing about a one-to-one relationship that would be lost by pluralizing.*

**Delete the Pronoun**

A Christian should endure the ridicule of others for the sake of his principles.

*becomes*

A Christian should endure the ridicule of others for the sake of principle.

**Substitute an Article (a, an, the) for the Pronoun**

Every student must submit his thesis next week.

*becomes*

Every student must submit a thesis next week.

**Repeat the Noun**

Take your professor’s suggestions seriously. He knows the topic and grades papers.

*becomes*

Take your professor’s suggestions seriously. A professor knows the topic and grades papers.

**Use a Synonym**

Take your professor’s suggestions seriously. He knows the topic and grades papers.

*becomes*

Take your professor’s suggestions seriously. This is an individual who knows the topic and grades papers.

**Substitute *One* or *One’s***

As a person matures, his goals and objectives change.

*becomes*

As one matures, one’s goals and objectives change.

**Use Compound Pronouns (she or he, his or hers)**

The student will take the classes he knows will contribute to his future ministry.

*becomes*

The student will take the classes he or she knows will contribute to his or her future ministry.