

Diversity, Equity, Inclusion & Accessibility

Sage's vision statement: <https://group.sagepub.com/dei>

In order to meet this vision, diversity, equity, inclusion and accessibility must be a golden thread throughout all our work, including the content that we commission authors to write. As a fully committed publisher we brief authors to be mindful of the language they use and also ask that you look out for any language or images or generalisations which could be deemed offensive. Sage is committed to publishing content that is representative of a diverse range of social identities. These encompass the Protected Characteristics stated in The UK Equality Act 2010, including (but not limited to):

- Race and ethnicity
- Age
- Sex
- Gender identity
- Disability
- Sexual orientation
- Socioeconomic background
- Educational background
- Geographical location
- Cultural practices
- Religious beliefs
- Family structure and status
- Language
- Neurodiversity

Rather than providing you with a definitive list of terms that are or are not acceptable we ask that you read the following guidance – which is informed by the APA's guidelines on bias-free language for authors – and read the MS or proofs with this guidance in mind.

Useful weblink resources we refer to appear at the foot of this document, these are for information only.

A note on flagging problematic content/content warnings: At copyediting stage, if you think a particular part of the text may be troubling or distressing for a reader and an accompanying content warning should be included, please flag this as a production editor query. The PE can then discuss this with the Editorial team. If you would like to flag any content you deem problematic and/or don't feel comfortable revising, please tag this as 'DEIA content to review' code in the manuscript. Please include details in your handover email. At proofreading stage, if there is content that concerns you, then please raise as a PE query and include details in your handover email.

Guideline 1: Are examples appropriately specific?

Bias can be a form of imprecision. For example, using 'man' to refer to all human beings is not as accurate or inclusive as using the terms 'individuals,' 'people,' or 'persons.'

Age

Exact ages or age ranges (e.g., 15–18 years old, 65–80 years old) are more specific than broad categories (e.g., under 18 years old, over 65 years old).

Disability/health

Names of conditions (e.g., Alzheimer's disease) are more specific than categories of conditions (e.g., types of dementia) or general references such as 'people with disabilities.'

Gender identity

Descriptors with modifiers (e.g., cisgender women, transgender women) are more specific than descriptors without modifiers (e.g., women) or general nongendered terms (e.g., people, individuals).

Research groups

Terms that indicate the context of the research (e.g., patients, participants, clients) are more specific than general terms (e.g., people, children, women).

Racial or ethnic groups

The nation or region of origin (e.g., Indian people, British Indian) is more specific than a generalized origin (e.g., Asians, British Asian).

Sexual orientation

The names of people's orientations (e.g., lesbians, gay men, bisexual people, straight people) are more specific than broad group labels (e.g., gay).

Socioeconomic status

Income ranges or specific designations (e.g., below the Minimum Income Standard, below the UK poverty line) are more specific than general labels (e.g., low income).

Guideline 2: Are labels applied with sensitivity?

Labels should be chosen with sensitivity

Using adjectives as nouns should be avoided (e.g., 'the gays,' 'the poor') or labels that equate people with their condition (e.g., 'amnesiacs,' 'schizophrenics,' 'drug users'). Instead, use adjectival forms (e.g., gay men, older adults) or nouns with descriptive phrases (e.g., people living in poverty, people who use drugs).

False hierarchies should be avoided

Designations for groups should be parallel. For example, contrasting lesbians with 'the general public' portrays lesbians as marginal to society. More appropriate comparison groups for lesbians might be straight individuals, straight women, or gay men.

Be aware that the order of presentation may imply that the first-mentioned group is the norm or standard and that later-mentioned groups are abnormal or deviant. When referring to multiple groups, the author should consider the order in which to present them, such as alphabetical or sample size.

Useful resources

<https://www.ciep.uk/standards/equality-diversity-inclusion/>

<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/>

<https://consciousstyleguide.com/>

<https://www.diversitystyleguide.com/>

<https://radicalcopyeditor.com/blog/>

<https://www.grammarly.com/blog/use-the-singular-they/>

<https://padlet.com/info8899/allyship-resources-qkqahp0eyf4wvujw>