

## Speaking of Diversity: WHAT YOU SAY MATTERS

<b>Preferred Terms to Use:</b>	<b>Instead of:</b>
<b>Racial/Ethnic.</b> Or use people of color.	Minorities, colored people. Note: Hispanic/Latino/Latina is an ethnic group, not a race. Its members may be white or black.
<b>Woman, Women</b>	Girls, gals, females, ladies.
<b>African Americans or Black People.</b> Note: Many Caribbean people prefer Black to African American. Or use country of national origin, e.g., Angolans, Jamaicans, Haitians, Liberians, South Africans, etc.	Negroes, minorities, colored people
<b>Asians or Asian Americans.</b> Or use specific ethnic group: Cambodians, Chinese, East Indians, Filipinos, Formosans (or Taiwanese), Hmongs, Indonesians, Japanese, Koreans, Laotians, Malaysians, Pakistanis, Sri Lankans, Thais, Vietnamese, etc. Try to differentiate between foreign nationals and American-born.	Oriental, minorities. Don't assume that all Asian people are Chinese or Japanese
<b>Pacific Islanders</b> or Polynesians, etc. Or identify by specific island of family origin—e.g., Chamorro, Cook Islanders, Fijians, Guamanians, Hawaiians, Maoris, Marshallese, Melanesians, Micronesians, Samoans, Tahitians, Tongans.	Oriental, minorities
<b>Native Americans or American Indians.</b> Or use specific tribe or band name—e.g.; Choctaws, Chumash, Comanches, Lakotas, Muscogees, Navajos, Oneidas, etc. Distinguish references to Alaskan Natives and Native people indigenous to South and Central America.	Indians, minorities
<b>Hispanic/Latinos/Latinas.</b> Or use just Latinos (men) and/or Latinas(women). Use Mexican Americans or Chicanos (or Chicanas) in reference to people of Mexican origin. Use Latin Americans but not in reference to Mexicans. Or use country of origin—e.g., Argentinians, Cubans, Puerto Ricans, Hondurans, Brazilians (Note: Latina refers to women and Latino to men)	Spanish, Spanish-speaking, minorities
<b>European Americans or White people.</b> For ethnic references, use country of origin—e.g., Irish Americans, Anglo Americans, Polish Americans. Avoid using Anglos since many white Americans are not of English heritage.	Anglos, WASPS, Caucasians (unless referring to someone from the Caucasus region. (We do not use the related anthropological terms Negro or Mongol, so why use Caucasian?))
<b>Gays, Lesbians, Bisexuals, Transgendered</b>	Homosexuals
<b>Differently-abled, or physically challenged, or developmentally or physically disabled</b>	Handicapped, crippled
<b>Older adults, senior citizens, elderly, younger people, young adults</b>	Geriatrics, kids, yuppies, buppies

Adapted from E-Library Publications Diversity Toolkit, 2/11/03 (Revised)