

The table below provides a few guidelines on the use of language for quick reference.

GUIDELINE	AVOID	DO THIS INSTEAD
<p>Avoid describing people as either married or single (this makes cohabiting couples invisible).</p>	<p>Portraying households as the stereotypical nuclear unit. (It can make some people feel unrepresented.)</p>	<p>Portray a variety of household structures including young people in a house-share, families with children, couples with no children, single parents, blended families, extended families, adoptive families, etc.</p> <p>Avoid linking the concept of family to a legal status.</p>
<p>Avoid assuming that everyone is Christian. Not everyone celebrates the Christian holidays, and not all Christians celebrate them on the same dates.</p> <p>Be sensitive about the fact that people have different religious traditions and calendars.</p>	<p>'Christmas time can be stressful.'</p>	<p>'Holiday times can be stressful.'</p> <p>'...for those celebrating Christmas, Hanukkah'</p>
<p>Use 'first name', or forename, or given name, rather than 'Christian name'. In examples and stories, do not only choose names that are typically from one religion.</p>	<p>'Maria and John are an international couple.'</p>	<p>'Malika and Julio are an international couple.'</p>
<p>Do not make assumptions about religious or other beliefs, based on other characteristics.</p>	<p>Using Middle Eastern or Arab as a synonym for Muslim</p>	<p>Make clear whether you are talking about a religion, a nationality, or an ethnicity and avoid clichés. Arabs are an ethnic group, not a religion. The same goes for Israelis (nationality) and Jews (religion).</p>
<p>Try to use examples from all EU countries, rather than limiting yourself to older or bigger Member States such as France or Germany.</p>	<p>'Whether you are in Berlin, Rome or Paris, EU laws protect you.'</p>	<p>'Whether you are in Berlin, Budapest or Vilnius, EU laws protect you.'</p>
<p>Be mindful of stateless people and immigrants: not everyone in the EU is a 'citizen'.</p>	<p>Avoid 'every citizen has the right to be safe'...</p> <p>Generally speaking, in English, use 'citizen' only when you specifically want to refer to things that only affect people because of their nationality.</p>	<p>...if you mean 'everyone has the right to be safe'</p> <p>'EU citizens and their family members have the right to free movement within the EU territory.'</p>
<p>Do not use 'European' as a synonym for people living in the EU - Ukrainians, Bosnians and Albanians are Europeans as well. Do not refer to the European Union as 'Europe'.</p>	<p>'As of today, all Europeans are protected by a new regulation.'</p>	<p>'As of today, people living in the EU are protected by a new regulation.'</p>
<p>Be mindful of the negative connotations of terms such as colonisation or settlement</p>	<p>'Colonisation of Mars'</p> <p>'Human settlement on Mars'</p>	<p>'Sending humans to Mars'</p> <p>'Human inhabitation of Mars'</p>