

ACS Inclusivity Style Guide

TIP SHEET Forms

For more context, review the “Forms” section of the Inclusivity Style Guide. Use this tip sheet in combination with the “General guidelines” tip sheet.

State the purpose of providing the information

Clarifying why you’re asking for personal information can make people more comfortable answering.

State a commitment to privacy and nondiscrimination

Before questions about personal information, state that the organization will keep information private and will not discriminate on the basis of the information.

Allow opt-out and write-in options

Whenever possible, allow people the option to not answer questions about their personal information, such as gender or race, and to provide self-descriptions.

Allow for multiple responses

Recognize when people might have multiple answers to questions, such as multiple races and ethnicities.

Use inclusive orders and language

Be aware of how the order of options may signal a hierarchy of values. Avoid the term “Other” as a response option.

Like what you’ve read? See the full guide from the American Chemical Society.

www.acs.org/inclusivityguide