

## EDIS Communication Checklist for Authors

This communication checklist has been developed as an EDIS-specific version of the IFAS Communications' Communication Checklists. IFAS Communications considers the following guidelines to authentically represent and communicate with Florida's population and partners. As language evolves, these guidelines will be updated periodically. Please check the [IFAS Communications Ask IFAS and EDIS Publications page](#) for the latest guidelines.

	Who is included or excluded?	Is difference authentically represented?	Does it consider people's advantages and disadvantages?	<b>Access</b> Can everyone engage with the material?
<b>Format</b>	Use formats that reach under-engaged audiences.	Use formats geared toward diverse groups. Follow Universal Design [4] guidelines.	Use formats that target or are primarily used by underserved groups.	EDIS staff will ensure that all publications meet or exceed WCAG 2.0 AA guidelines.
<b>Language</b>	Craft your message in a way that includes multiple perspectives and experiences. Use gender-neutral language.[6]	Craft messages in multiple languages.	Use language in a way that can be understood by people with different educational backgrounds,	You may be asked to revise or provide new language such as alt-text.[3]
<b>Audience</b>	Craft your message and content so that it can serve new audiences in addition to traditional ones.	Develop messages and content that are culturally sensitive and relevant.	Develop messages and content that address the needs of diverse and underserved groups	Ensure your content is delivered in ways that are perceivable, operable, understandable and robust (P-O-U-R).
<b>Source</b>	Include diverse sources and experts as references, co-authors, or suggested reviewers.	Engage with experts who are culturally and linguistically diverse and with members of marginalized groups you wish to engage or serve.	Put more resources (time, money, expertise, etc.) toward engaging experts from underserved groups.	Provide descriptive links to resources.
<b>Imagery</b>	Seek out new topics and individuals to feature in imagery,	Use photos and video that authentically represent Florida's population.	Portray people as individuals and in a way that shows they are respected and valued,	Provide long descriptions for complex images in the text or link out to a separate file.

### Comments:

- EDIS editors, reviewers, and approvers should mitigate bias in the peer review process [5] as much as possible.
- EDIS reviewers and approvers should consider the breadth of representation in sources cited, contributors, and reviewers.

Gender-neutral suggestions (adapted from Lieurance et al. 2022)

<b>Strategy</b>	<b>Gendered language</b>	<b>Gender-neutral language</b>
<b>Use gender neutral pronouns</b>	'he' and 'his'	'he or she' or 'his or her'
	'he' and 'she'	'they'
	'him' and 'her'	'them'
	'his' and 'hers'	'theirs'
<b>Use plural pronouns and adjectives</b>	A reviewer should use gender-neutral language in his communications	Reviewers should use gender-neutral language in their communications
<b>Use the relative pronoun "who"</b>	If the author is not satisfied with the Editor's decision, he should request a second review	An author who is not satisfied with an editorial decision can request a second review
<b>Omit gendered words entirely</b>	The author should justify why he choose that method	The author should justify the methods
<b>Use gender-neutral nouns</b>	Man	'person', 'individual'
	Mankind	'humans', 'persons', 'humankind', 'human beings', 'people', etc.
	Freshman	'first-year student'
	Man-made	'artificial', 'human-made', 'machine-made', 'synthetic'
<b>Use appropriate titles and names</b>	Miss and Mrs.	Ms. (does not suggest marital status)
	Sir	'Dear Editor', 'To Whom it May Concern'

Resource List

1. Ask IFAS: [Underrepresented Audiences](#)
2. [UF/IFAS Communications: Information for EDIS Authors](#)
3. EDIS Blog: [Alternative Text for ADA Compliance](#) by Tracy Bryant
4. [Universal Design for Learning](#) -- UF Center for Teaching Excellence
5. Lee, Carole J., Cassidy R. Sugimoto, Guo Zhang, Blaise Cronin. (2013) Bias in Peer Review. Journal of the American Society for Information Science and Technology, Vol 64, Issue 1. <https://doi.org/10.1002/asi.22784>
6. Lieurance, D., Kuebbing, S., McCary, M.A. et al. Words matter. Biol Invasions 24, 341–344 (2022). <https://doi.org/10.1007/s10530-021-02665-7>