

*Full stops*

See 'Commas and full stops' above.

*Hershe and other forms of bias (how to avoid them)*

Avoid bias in the language you use. In other words, do not give the impression that your writing either deliberately excludes or inadvertently overlooks people whose background and experience is different from your own. The most familiar example of bias in language is the routine use of the male pronouns (he/him/his), or the nouns 'man' or 'mankind', in contexts where the person or people in question could just as well be female; but you should also be sensitive to other possible issues such as race or nationality.

Mere 'political correctness' is simply irritating, and will distract attention from your argument. It is best to use neutral and inclusive language in the least obtrusive way possible. For instance, the use of 's/he' is rather awkward and unsatisfactory, and repeated use of 'he or she' is not much of an improvement, though either of these methods may be used. It is much better to rephrase the sentence altogether, so as to use the pronouns 'one', 'we', 'you' or 'they'.

You might encounter gender bias in older writings, but you should try to avoid it in your own. The following sentence is an example of gender bias:

When a person first performs a solo, his greatest obstacle is lack of confidence.

There is no reason for the person mentioned here to be a man. To avoid the problem, the sentence could be reworded in a number of ways:

When one first performs a solo, one's greatest obstacle is lack of confidence.

Or less formally:

When you first perform a solo, your greatest obstacle is lack of confidence.

Or a yet different pronoun:

When we first perform a solo, our greatest obstacle is lack of confidence.