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EQUALITY GUIDE

THIS MANUAL REFLECTS
RTVE'S COMMITMENT
TO EQUALITY BETWEEN
MEN AND WOMEN
IN ALL ITS ACTIVITIES



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EQUALITY GUIDE



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EQUALITY GUIDE

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All versions of the Equality Guide in co-official languages include suggestions made by official institutions* in Catalonia, the Basque Country and Galicia that have helped the RTVE Institute in its translation, most of which are a result of non-existing grammatical distinctions in gender terms or references to specialised bibliography. This is why some of these versions also partly maintain the texts in Spanish, as is also the case for translations into English or French.

* Secretariat of Linguistic Policy of the Regional Government of Catalonia, Department of Culture and Linguistic Policy of the Basque Country, and Secretariat of Linguistic Policy of the Regional Government of Galicia.

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1. INTRODUCTION

RTVE's Equality Observatory is entrusted with following up on RTVE contents in order to guarantee overall equality between men and women.

Corporación RTVE's Style Manual was approved in 2010. Since then, the legislative framework and social progress evidenced both in Spain and elsewhere in Europe, are imposing new requirements that RTVE cannot overlook¹.

Rule 4/2017, regulating RTVE's Equality Observatory, has established the following objectives:

- a) To promote respect, awareness and dissemination of the principle of equality between men and women, ensuring that any form of inequality and discrimination on the grounds of sex is absent in all of Corporación RTVE's activity.
- b) To broadcast an egalitarian, balanced and plural vision of both genders, aside from beauty standards and sexist stereotypes, as well as active female participation in any tasks performed in various daily activities, with a special focus on the contents of programmes targeted at children and young people.
- c) To safeguard the existence and application of codes of ethics, seeking to promote equality and to prevent gender violence in Corporación RTVE's activity.

1] See section 6.- Bibliography

- d) To encourage that all contents broadcast through any Corporación RTVE channels do not justify, trivialise or encourage violence against women.
- e) To promote the use of non-sexist language.
- f) To collaborate in institutional campaigns that seek to promote equality between men and women, eradicating gender violence.

In turn, Spanish Act 3/2007, of 22 March, on the effective equality between men and women, includes, amongst other aims, Corporación RTVE's specific adoption of self-regulating codes of conduct to transmit the principle of equality.

In compliance with the legal mandates described, this Guide is hereby approved, containing strategic lines for the practical incorporation of a gender perspective in RTVE's day-to-day work, in all fields.

Women's rights are also human rights. In addition to any references to the legal framework specifically established for RTVE, the Guide should include other specific laws on equality between men and women, which it is also required to fulfil. Respect for human rights is essential for professional and ethical treatment of information. This is why this Guide will refer to the foregoing, to ensure that they are applied in all of Corporación RTVE's media and channels.

The extent to which the principles gathered in this Guide are followed should be appraised and quantified in the Annual Report issued by RTVE's Equality Observatory.



2. GENERAL PRINCIPLES

The following general principles have been laid down to ensure adequate media treatment of the subject matter covered by this Guide:

- To avoid perpetuating a hegemonic male model as the only existing, greater or desirable model, or role model.
- To avoid identifying men and women with certain roles or stereotyped attitudes, both fictional/for entertainment and in news programmes.
- To avoid highlighting in women personal issues associated to their family role, clothes, appearance, etc., which do not usually apply in the case of male protagonists.
- To avoid showing women as a sexual object. To make particularly sure that the visual picture given of female bodies does not objectify them, avoiding any use of the female body whether as an advertising claim or in entertainment/informative slots.
- To avoid victimising women.
- To avoid discrimination due to physical traits.
- To avoid committing a double-victimisation error, i.e. a female victim of gender violence suffering added harm due to the way in which her case is reported.

Definitions and basic concepts:

Here are some basic concepts that are necessary when approaching the matter:

- **sex:** According to the World Health Organization (WHO), this refers to a person's biological and physiological characteristics.
- **gender perspective/analysis:** A social and cultural concept referring to social roles based on each person's sex.
- **gender stereotypes:** Gender or sexist stereotypes refer to the set of beliefs, opinions and prejudices held on the traits or characteristics that men and women have or should have, and the social tasks they should carry out based on their sex.





3. SPECIFIC MEASURES

Incorporation of this Guide's general principles into RTVE's professional daily work involves a series of measures, to include the following:

1. To work with a gender perspective in all contents and to use inclusive language.
2. To increase female awareness in various fields where, due to social and power-based factors, women's work remains unknown.
3. To encourage the joint presence of men and women in all news, analyses and debates. To value the role of women as a source, particularly in those slots where they are under-represented. To draw up a common agenda of female experts for CRTVE's news and programmes, effectively available to both female and male professionals and available on the Intranet.
4. To strive towards a balanced representation of men and women in chats and discussions, irrespective of the topic discussed.
5. To seek a balance between men and women amongst expert voices that act as a reference both in entertainment and news programmes.
6. To appraise the contributions of men and women in an equivalent manner. A news item may highlight that the candidate, president or scientist in question is female, if there is no critical mass (33.3% female) in her associated field.

7. To approach any information or general issues based on data broken down by gender, to include any potential specific implications for women.
8. To overcome sexist stereotypes in male and female representation. This should apply not only in informative slots but also, in particular, in entertainment and fiction slots that still tend to regularly use them.
9. To encourage the promotion of positive pictures of women, as active participants in social, economic and political life, as well as positive pictures of males in non-traditional roles, e.g. as caregivers.
10. To promote physical, functional and age-related diversity amongst women displayed on screen. To include women with varying degrees of disability.
11. To encourage a broad representation of various female groups, taking into account any double or triple discrimination suffered by vulnerable women.
12. To promote positive pictures of women belonging to ethnical minorities or who are immigrants.
13. To ensure that female cultural and sports events are reported and broadcast in equal conditions as male events, and to publicly celebrate any female achievements. To increase the visibility and promote positive models for both men and women, boys and girls, participating in sports where women are usually under-represented.
14. To take special care when deciding on the length of broadcasts, signs and headings, to avoid any discrimination or inequality. This is particularly important in the sports field.
15. To take particular care with contents addressed to children and young people, particularly on theme channels (Clan, Playz), in order for girls to have positive role models and to promote egalitarian models for children and young people.

16. To apply a gender perspective and specifically research the current situation of women and girls when broadcasting information about disputes and wars.

17. To take special care with contents related to the cornerstones set by the United Nations Organization at the “95 Beijing Conference”, updated to cover the challenges of the XXI century:

- Women and health.
- Education and training of women.
- Violence against women.
- Women in armed conflicts.
- Women and the economy.
- Women wielding power and decision-making capacity.
- Institutional devices for the progress of women.
- Human rights of women.
- Women and the media.
- Women and the environment.
- Girls.

18. To afford egalitarian treatment to the image of women and girls. For this, the following specific recommendations are proposed:

- To avoid objectifying the female body, fragmenting women’s bodies into pictures or camera movements, with an objectifying effect. Women’s physical traits should not be prioritised over intellectual abilities.
- Pictures will not be edited where males are the onlookers and women are looked at.
- To avoid differences when handling pictures of males and females, in the editing of shots and frames.
- To not promote a model of female beauty based on youth, slimness or a perfect body, following unrealistic standards, which could have a harmful effect on women’s health or be associated to their personal and social success.
- When shooting in public and leisure locations, such as beaches, swimming pools, night clubs or sports events, all kinds of women will be portrayed (as foreseen above), not just those who match a specific standard of beauty.

- Women will not be ridiculed, undervalued or degraded in any pictures shown of their professional activity.
- All pictures will try to reach a balance between the number of times men and women appear.
- Stereotypes or family/social roles (types of activity) should be avoided.
- Include pictures of women in traditionally masculinised roles and men in traditionally feminised ones, in order to promote a culture of equality.
- Represent both sexes jointly carrying out public and private activities, thus encouraging team work and spirit.





4. TREATMENT OF VIOLENCE AGAINST WOMEN

The Declaration on the Elimination of Violence against Women (UN, 20 December 1993), defines violence against women as: *“Any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life”* (Art. 1).

The Istanbul Convention provides that **violence against women** is a serious violation of Human Rights.

Most international laws classify as a crime all forms of violence against women: physical, psychological and sexual violence, rape included; female genital mutilation, forced marriage, harassment, forced abortion and forced sterilisation.

Sexual and reproductive exploitation also constitutes a violation of Human Rights. We ought to recall that the situation of female prostitutes is mostly related to exploitation and human trafficking. In turn, surrogate pregnancies- which is forbidden under Spanish law on the grounds that any surrogate pregnancy contract is null and void-, with or without the payment of a price, borne by a woman who waives her birth mother status in favour of a signatory or third party, is associated to situations where women are the object of reproductive exploitation in a globalised scenario, where there are more and more women in poor countries who are willing to carry a child for men and women in wealthier countries.

The Palermo Protocol considers that *“exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs”*. A person will be deemed to be particularly vulnerable if there is no other real or acceptable alternative other than allowing the abuse.

The World Health Organization defines sexual violence as *“any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts to traffic, or otherwise directed, against a person’s sexuality using coercion, by any person regardless of their relationship to the victim, in any setting (...). Sexual violence includes rape, defined as physically forced or otherwise coerced penetration – even if slight – of the vulva or anus, using a penis, other body parts or an object.”*

4.1. APPLICABLE LAW

1. Article 3.k) of Act 17/2006, of 5 June, on State-owned radio and television, provides that Corporación RTVE, when acting as a public service, will *promote the protection and safeguard of equality between men and women, avoiding any form of discrimination*.
2. Article 37 Spanish Act 3/2007, of 22 March, on the effective equality of men and women, as part of Corporación RTVE’s objectives, includes *to adequately reflect female presence in various aspects of social life, to use non-sexist language and to adopt self-regulating codes of conduct to transmit an equality principle*.
3. General Act 7/2010, of 31 March, on Audiovisual Communication, provides that:
 - *“Audiovisual communication may never encourage hate or discrimination on the grounds of gender or any personal or social circumstance and must uphold human dignity and constitutional values, with a special focus on eradicating conduct that promotes inequality amongst women” (Art. 4.2).*
 - *“It is forbidden to launch commercial campaigns in breach of human dignity or that encourage discrimination on the*

grounds of sex, race, or ethnicity, nationality, religion or beliefs, disability, age or sexual preference. Likewise, any advertising that uses pictures of women in a degrading or discriminatory manner is forbidden". (Art. 18.1)

4. As a public media, RTVE should professionally report, in a committed manner, on any gender violence, as also foreseen in its internal regulations. The professional ethics principles included in RTVE's Information Statute, passed by the Board of Directors of Corporación RTVE on 14 May 2008, includes the following "All professionals will take special care when reporting on any gender violence, avoiding the transmission of any messages that could help generate a feeling of impunity in society with respect to such crimes" (Art. 9.17).
5. The State Covenant against Gender Violence, passed by the Congress of Deputies at its session held on 28 September 2017, also binds RTVE in its aim to eradicate violence against women, and requests that Corporación RTVE create an Equality Observatory to ensure that real and effective equality between men and women is projected in all fields of society.

4.2. REPORTING VIOLENCE AGAINST WOMEN

A. PRINCIPLES

- Violence against women constitutes a breach of human rights: it is an affront against a victim's right to life, dignity and physical/mental integrity. It constitutes a crime, not just a private or domestic matter. It is a serious social problem.
- It is not an "incident" or a "crime of passion": gory details should be avoided, which lack essential information, such as the number of stabs or blows inflicted on the victim.
- Only details of public interest should be reported, through qualified experts, excluding the comments of people claiming they were unaware of the situation or that "they seemed like a normal couple".

B. LANGUAGE

How words are used may change how violence against women is perceived: women do not die, they are murdered.

The choice of words when reporting an incident is essential:

- **Violence against women:** Violence against women includes physical, psychological and sexual violence, rape included; female genital mutilation, forced marriage, harassment, forced abortion and forced sterilisation (Istanbul Convention, ratified by Spain in 2014)
- **Gender violence:** “any act of physical and psychological violence, including offences against sexual freedom, threats, duress or arbitrary deprivation of liberty”, according to the Act on Comprehensive Protective Measures to fight Gender Violence (28 December 2004) (Art. 1.3.)
- **Domestic violence:** This takes place within the home and may be caused or suffered by any family member.
- **Male violence:** A term often used interchangeably with violence against women and girls, carried out by a man exerting control over a female.
- **Intra-gender violence:** Arising between persons of the same sex/gender.
- **Femicide:** A woman murdered by a man, due to chauvinism or misogyny. Included in the official dictionary of the Spanish language in 2018.

C.- REPORTING GUIDELINES

It is not an “incident” or “crime of passion”, but a serious social problem. To adequately report on such events, the following will apply:

- **Avoid** conventional explanations, such as marital disagreements and witness statements from friends and neighbours, declaring

that “they seemed like a normal couple, with no major problems”, without it being apparent that there was any conflict.

- **Place** the news item in the right timing, adequately introduced and situated to avoid it being associated to news of other events, accidents, etc.
- **Report accurate and useful information:** a piece of news on a woman’s abuse or murder is not just that. So is:
 - any assistance received by or offered to the victim
 - any inappropriate judicial or police proceedings
 - court convictions
 - any victims who have managed to get back on track.
- **Include** expert opinions, to help put the issue in context.
- Any investigation should be strictly conducted:
 - Contrasting any information and different versions
 - Contextualising the news item
 - Avoiding any value judgments or hurried reporting.
- Information should be obtained and assistance channels addressed to avoid any risks, indicating which are adequate but without directly filing a report.
- **Reconstruction** is useful if it contributes information to better understand the facts. Uncritical reporting should be avoided, which could lead to unnecessary curiosity.
- **Avoid gory and sensational pictures and details.** Other than turning the news into a “show”, no added information is provided, nor is the fight against gender violence promoted.
- **Follow-up on the case:** Abuse and murder both have consequences. We need to report on how justice has acted, whether a conviction was ordered and the punishment in question.

- **Do not use the “Parental Alienation Syndrome” (PAS)**, not considered scientific by the United Nations, but just ideological. The Spanish General Council of the Judiciary recommends against this “pseudo-scientific” theory.
- **Avoid a narcotic effect:** The audience may end up tired or indifferent if badgered with this type of information. Consequently, the following is necessary:
 - To look for new approaches and treatment.
 - To avoid expressions such as “one more case” or “once again”.
 - To highlight any items that could have avoided it.
 - To include back-up information and new approaches to enrich the news (assistance programmes, alternatives, campaigns, etc.).

Telephone and e-mails: 016-online@igualdad.gob.es: Include in the information reported the toll-free number and e-mail address, specifically assigned to report abuse and any other information of interest.

THE VICTIM

- **Victims are not just figures or statistics:** when a woman is murdered part of humanity is killed. **The victim’s identity and pain deserve respect.**
- **Avoid stolen pictures** or sounds of the victim. Only broadcast a picture if consent has been provided.
- **Avoid including any information** that could harm the victim or her surroundings.
- **Avoid criminalising the victim:** To keep her identity confidential, avoid any components that suggest criminalisation (blocked out eyes, mosaic effects, distorted voice, etc.). It is better to use back-lights, voice-over, etc.
- **The victim should** always be respected.

- **Caution** should be followed when identifying the victim. In any case, the adequacy of showing pictures of the victims should be considered.
- **To report** the sequels may be a good social learning tool, but respect for the victim should always prevail.
- **All minors** are direct victims of gender violence. All of our recommendations on privacy and the treatment of female victims of gender violence apply to minors, with a specific duty to not identify them in any way due to their underage status, as indicated in RTVE's Information Statute.
- In turn, a topic that should not be overlooked and needs to be highlighted is the violence faced by **girls**. One of every three girls in the world suffers some kind of violence during her life. Domestic violence, sexual abuse, child marriage, sexual trafficking, "honour killing" and genital mutilation are standard practices which, as journalists, we need to document and report.

And what if the victim is a man? The situation will not constitute gender violence and the crime is not covered by Spanish Act 2/2004, of 28 December, on comprehensive protective measures to fight gender violence. Specific provisions for assault, foreseen in criminal law, would apply. Violence against a man or male will arise if the assailant is a woman who is emotionally involved with the victim.

THE ASSAILANT

- It should be made clear who is the assailant and who is the victim.
- When identifying the assailant, the right to be presumed innocent should always be upheld, consequently acting with particular caution in this regard, given that a misidentification (which has sometimes occurred) may cause irreparable damage.
- If a conviction is handed down, the assailant will be identified and details given of the judgment and punishment.

The assailant's behaviour:

- Aggressive conduct should be clearly identified, as it could help a lot of women identify someone who is abusive and risk situations.
- Relevant details of the assailant's conduct are those that may help other female victims of gender violence identify with the situation, which is not always easy.

An assailant is characteristically:

- Controlling
- Narcissistic
- Intimidating
- Possessive
- Cruel
- Threatening
- Resentful
- Manipulative

Generally speaking, statements will not be included that are given by sexual offenders or assailants, except for "in-depth reports", for expert analysis. The informative value of interviewing a rapist is almost nil and cannot make up for the potential harm to his victims, if a picture of their assailant is shown as regular procedure. Assailants should not be allowed to use the audience in order to obtain a personal advantage, giving an embellished image of themselves, as "normal" people who are an "asset for society". To include the statements of a sexual offender may victimise his victims again and cause further harm. Furthermore, no comments should be made generating sympathy towards the assailant or speculating on his intent, **reasons or feelings**.

SEXUAL VIOLENCE: specific recommendations

- **Contextualization.** These cases do not constitute individual practice, but a systematic and structural gender equality issue. It is important to avoid a sensationalist approach and to include statistics on the global situation. A sexual offender is not ill or depraved, but is a consequence of misconduct that is present in current society's patriarchal system.

- **Narrate the event as it objectively occurred, with no drama.** Particular care should be taken to ensure that any information does not imply that the victim consented or participated in any way in the events.
- **Avoid sexist stereotypes of victims and assailants.** Often, a victim's private life becomes the object of thorough analysis in order to decide whether or not she "deserved" the rape, thus victimising her twice.
- **Avoid questioning the victim's credibility.** Do not include any personal data or refer to alcohol or drug abuse, promiscuity, etc., which may directly make the victim blameworthy. Avoid references to her clothes or physical descriptions.
- **Avoid mentioning that the rapist "was unable to control himself" or that "he was not the kind of man who usually commits such crimes".** An assailant stereotype includes "low-class men", "blinded by sexual desire". Avoid any bias that renders an allegedly "more respectable" assailant more credible.
- **Accept that the victim does not wish to be interviewed,** does not wish to give certain information about what happened. In these types of situations it is common for events to not be narrated in a timely sequence.
- **If the victim is interviewed,** take into account that sexual violence is associated to high levels of guilt and self-consciousness, which is why language should not be used during the interview suggesting that the victim was responsible in any way for what occurred. Respect the original narrative. Uphold the victim's confidentiality and anonymity.
- In the absence of statements from the victims, who do not wish to speak, we recommend that representatives of rape assistance associations be contacted to contribute this perspective, which is essential in order to thoroughly examine these types of cases.
- Describe any mental, physical and social consequences of sexual offences to generate awareness amongst the population. Refer to

competent professionals for the necessary treatment. Cite institutional authorities and organisations that help these victims. Convey a positive image about the possibility of preventing and overcoming such events.

- The journalistic profession cannot be neutral when faced with offences that violate fundamental personal rights, and cannot issue statements that empathise with this type of offender. If information is complemented with discussions and chats, special care should be taken to include experts who have first-hand knowledge of violence against women, offering a gender perspective in their opinions and who, also, strictly abide by human rights, to include women's rights.

D. SOURCES

Not all statements, sources and data are reliable. Some are rigorous, make a contribution and offer clarification. Whilst others are misleading and concealing.

Appropriate sources

- Police and investigation sources are essential.
- Experts and specialised women's associations should be consulted and interviewed.
- Case documents: police or court records, restraining orders, reports filed by the victim, assistance received by the victim, non-compliance with ordered measures.
- General and solvent documents: court judgments, data issued by authorities specialising in violence against women, informative and preventive campaigns.

Inappropriate sources:

- Some information on marital strife may be misinterpreted and lead the audience to think that mistreatment is a logical consequence

of a broken down marriage.

- On the other hand, highlighting a couple's good relationship could be used to back up the hypothesis of an "outburst of passion" or one-off fit of rage.
- It is important to provide information where neither passion, nor jealousy, nor problems with alcohol or drugs, may be used as an excuse.
- Be careful with statements given by people who were close to the offender or victim. Sometimes, rather than giving reliable information, they offer mere personal hypotheses. On occasion, they may have a personal interest in the case.
- Be very careful with persons who only seek attention or who only provide gory details with little informative value.
- Avoid rumours and speculations.





5. LANGUAGE AND EQUALITY

Language and communication are an essential part of equality between men and women and should not help perpetuate a homogenous male model. One of the requirements included in Spanish Act 3/2007, of 22 March, on the effective equality of men and women, is to use non-sexist language.

Unstereotyped communication is a good way to educate, increase awareness and prevent sexist conduct. This includes eliminating sexist expressions, using the feminine/masculine/neutral in headings or printed matter when addressing a group, diversifying female and male representation and ensuring that they both enjoy equal treatment in visual and other components.

RTVE, as a public media channel, should lead the implementation of measures to eliminate sexism in language, as indicated in various Recommendations on the matter issued by the Committee of Ministers of the Council of Europe, to include Recommendation No. R (90) 4 on the elimination of sexism from language and Recommendation CM/Rec (2007) 17 on gender equality standards and mechanisms. Furthermore, Corporación RTVE's binding Equality Plan (Official State Gazette of 27 July 2012) also includes specific recommendations on the use of language.

Language is a key component when reconstructing a situation and special care should be taken to use it in a non-sexist manner:

- Spanish grammar allows for non-sexist language.

- **Sexist language, or linguistic sexism**, discriminates either sex with certain linguistic usage. It can be detected with the “reversion rule”, which means that any sex-based references are interchanged (a term in the masculine is changed to its feminine equivalent, and vice versa). If the outcome sounds inadequate or odd, this indicates that the original construction was inappropriate (e.g. “female university alumni seconded the strike / male university alumni seconded the strike”).

The feminine gender in Spanish grammar is specific, whereas the masculine may be used as an “undefined gender”, i.e. generic (includes both sexes) or specifically to refer to just one male. Sometimes, the masculine gender in Spanish offers linguistic economy (*los ganadores* (the winners), *los perdedores* (the losers)), but it may generate ambiguity or conceal women. Both genders should be expressly referred to when opposing sexes are relevant (“The proportion of male and female classroom students (*alumnos y alumnas*) has progressively changed”). This also applies when the masculine form generates ambiguity or is discriminatory against women.

Informative narrative of violence against women:

- The use of violent language distorts the reasons for the abuse and the news item itself.
- Avoid any form of sensationalism.
- Avoid using adjectives, fixed expressions, frivolous comments, clichés and hackneyed language.
- Words like “a firm stab”, “body covered in blood” divert one’s attention to collateral issues.
- Comments such as “she was young and beautiful”, “she would go out with her girlfriends”, “she had a lover” divert the focus from what is important and may also seem like the offender is being excused or offered sympathy.
- Using adjectives like “jealous” or “a drinker” to define the assailant come close to acquitting him.

- Figures and statistics may refer to different types of gender violence. They may also conceal reality, e.g. sometimes suicide caused by abuse is accounted for as “suicide” only, without further detail. Other times, the victim may die following a period of convalescence.
- All shots should be respectful with the victim’s dignity and take special care to avoid any double victimisation.
- Do not use aesthetic resources and the narrative of incident reports.
- In sexual offences, avoid any adjectives that minimise the event, lead to a misunderstanding or suggest consent. Verbs such as “claims”, “admits” and “confesses” afford self-consciousness and reduce a sentence’s authenticity. Also, “heavy petting”, “participate” and, even, “oral sex”, are words used for consented sex and should not be used to describe a rape.

5.1. GENERIC, COLLECTIVE AND ABSTRACT TERMS AND PERIPHRASES

Nouns with a single form for persons belonging to one sex or the other		
Common	With the same form for both grammatical genders. Gender is determined by the articles and adjectives used.	<i>el/la pianista</i> (the pianist) <i>el/la psiquiatra</i> (the psychiatrist) <i>un buen/una buena profesional</i> (a good professional)
Epicene	A single form used for both sexes (masculine or feminine). Consistency depends on the noun’s grammatical gender, not the sex of the reference object	<i>ser, personaje, vástago, tiburón, lince</i> (being, character, offspring, shark, lynx) <i>persona, víctima, criatura, hormiga, perdiz</i> (person, victims, creature, ant, partridge) La víctima, un hombre joven, fue trasladada al hospital (The victim, a young man, was taken to hospital)

Ambiguous	One gender or the other is possible, without this changing the meaning	<i>el/la armazón, el/la dracma,</i> (the armour, the drachma) <i>el/la mar, el/la vodka</i> (the sea, the vodka) <i>Seres vivos: solo ánade y cobaya</i> (Living beings, just ducks and guinea pigs)
Collective	To designate a group or unit:	<i>ciudadanía, población, familia,</i> <i>alumnado, electorado, vecindario,</i> <i>plantilla</i> (citizenry, population, family, alumni, voters, residents, staff) <i>“Se comunica a los vecinos” --- “Se</i> <i>comunica al vecindario”</i> (“All residents are informed” – “The neighbourhood is informed”)
Abstract	Referring to a trade, position or profession, not the person in office	<i>alcaldía, dirección, presidencia,</i> <i>inspección</i> (mayorship, man- agement, presidency, inspec- torate)
Periphrases	Unlike the use of both genders, excessive information is avoided. Nearly all masculine forms may be exchanged in this alternative.	<i>los investigadores</i> (the investi- gators) changed for <i>el equipo</i> (the team) <i>los lectores</i> (read- ers) changed for <i>el público lector</i> (the reading public), <i>los médicos</i> (doctors) changed for <i>el personal</i> <i>médico</i> (medical staff), <i>los políticos</i> (politicians) changed for <i>la clase</i> <i>política</i> (the political class), <i>los as-</i> <i>turianos</i> (Asturians) changed for <i>el</i> <i>pueblo astur</i> (the people of As- turias)

5.2. USE OF BOTH GENDERS

Both grammatical genders are used to indicate that it is a mixed group. The idea is to explicitly give visibility to women.	<i>trabajadores y trabajadoras, ciudadanos y ciudadanas, los alumnos y las alumnas</i> (workers, citizens, students)
Although it may seem to be “politically correct”, it is grammatically incorrect and may lead to illogical texts	<i>Algunos y algunas alumnos y alumnas son extranjeros y extranjeras</i> (Some students are foreign)
The double form is valid for common nouns. Although it is not incorrect it is redundant and should therefore be avoided, as well as other lengthy constructions (unless required), which hinder information/communication.	<i>Los/las representantes, as/los colegas</i> (The representatives, the co-workers)
However, according to the New Grammar in Spanish – RAE [Royal Academy of Spanish]-, these are necessary in some cases, if the context is unclear about whether the masculine plural also includes both genders or if each group is being referred to separately	<i>Xuan no tiene hermanas ni hermanos</i> (Xuan has no sisters or brothers)
Change the order and lean in favour of placing the feminine first, before the masculine, to avoid reinforcing the idea of masculine priority.	
Explanatory appositions may also be used to clarify the generic masculine	<i>los detenidos, hombres y mujeres, serán liberados</i> (the detainees, men and women, will be released)

5.3. PROFESSIONS, POSITIONS AND TRADES

This is a way of making women visible, as well as their place and effort in public affairs. It is a logical adaptation of language to a new social reality.	
The “Urgent Spanish Manual” [Manual del Español Urgente] indicates that “the female form should be generally used when referring to professions or positions held by women.	<i>la abogada, la catedrática, la médica, la ministra, la diputada, la jefa.</i> (the lawyer, the lecturer, the doctor, the minister, the deputy, the boss)

The following is a grammatical error (both spoken and/or written):	<p><i>"la abogado", "la médico", "la ministro"</i></p> <p>(the lawyer, the doctor, the minister)</p> <p>And also, <i>"el modisto"</i> (the couturier) instead of <i>"el modista"</i></p>
Changes in nouns depend on social reality and the consensus reached by the community of speakers, given that there are no invariable nouns grammatically speaking.	

Ending-masculine	Ending-feminine		Exceptions
-o	-a	<p><i>Bombera, médica, ministra, ingeniera, arquitecta</i> (firewoman, doctor, minister, engineer, architect)</p> <p>Exceptions: <i>testigo</i> (witness)</p> <p>Ending <i>culta -ista: diaconisa</i> (deacon)</p> <p>Two voices: <i>vampiro/vampiresa</i> (vampire)</p>	<p><i>El/la piloto</i> (the pilot)</p> <p><i>El/la soldado</i> (the soldier)</p> <p><i>El/la pianista</i> (the pianist)</p> <p><i>El/La periodista</i> (the journalist)</p>
-a /-isa	-a/-isa	<p>Usually common to both: <i>astronauta, cineasta, pianista, taxista</i> (astronaut, film producer, pianist, taxi driver)</p>	<p><i>Papa/papisa</i> (Pope/Popess)</p> <p><i>Modista/modisto</i> (Couturier) <i>Azafata/azafato</i> (Steward, stewardess)</p>
-e	-e/-esa/ -isa/-ina	<p>Those ending in -e tend to work as common nouns (<i>conserje, cónyuge</i>) (janitor, spouse)</p> <p>Some have specific feminine forms that use a suffix -esa, -isa, -ina (<i>alcaldesa, sacerdotisa, heroína</i>) (mayoress, priestess, heroine)</p> <p>In some cases, feminine forms ending in -a have been formed (<i>dependienta</i>) (shop assistant)</p>	<p><i>Cliente/clienta</i> (client)</p> <p><i>Jefe/jefa</i> (boss)</p>

-i, -u, -y	-i, -u, -y	Common: <i>maniquí, gurú, yóquey</i> (mannequin, guru, jockey)	<i>Rey/reina</i> (king/queen)
-om, -ín, -or	-a /-triz	<i>escritor/escritora</i> ; (writer) <i>actor/actriz</i> ; (actor, actress) <i>ladrón/ladrona</i> ; (thief) <i>bailarín/bailarina</i> ; (dancer) <i>doctor/doctora</i> (doctor)	
-ar, -er, ir, -ur	-ar, -er, ir, -ur	The following are generally used in common form: <i>militar, chofer, faquir, augur, mártir, prócer</i> (militar y person, driver, circus performer, prophet, martyr, hero)	Juglar/juglaresa Some feminine forms end in <i>-esa or -a</i> , not commonly used (<i>choferesa, bachillera</i>)
Stress on the last syllable ending in -n, -s	-a	<i>bailarín/bailarina, dios/diosa</i> (dancer, god/goddess). <i>Except for barón (baronesa)</i> (baron, baroness) and <i>histrión (histrionisa)</i> (stage actor) Other exceptions are <i>rehén</i> (hostage) and <i>edecán</i> (aide), which are common.	
Stressed on the penultimate syllable, ending in -n, -s		Common: <i>the barman</i>	
-l, -z		Usually work as common nouns (<i>corresponsal, portavoz</i>) (correspondent, spokesperson)	<i>Juez/jueza</i> (judge) <i>Concejal/concejala</i> (councillor) <i>Aprendiz/aprendiza</i> (trainee)
Levels Military ranks Musicians		<i>Common (cabo, teniente, etc.)</i> (corporal, lieutenant, etc.) Nouns designating a musician according to the instrument played (<i>batería, contrabajo</i>) (drums, double bass)	
		Compound nouns referring to people (<i>mandamás, cazatalentos</i>) (bigwig, headhunter)	

Profession Position		If the name of a profession or position is made up of a noun and an adjective, both items should be in the masculine or feminine, depending on the sex of the object of reference (<i>la primera ministra</i>) (the prime minister)	
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SOME SPECIFIC FUNDÉU RECOMMENDATIONS

Árbitra	Not “árbitro” (referee)
La fiscal/la fiscal (the prosecutor)	Both forms are correct
La jefa (the boss)	RAE-accepted since 1917. Not “la jefe”
President, lieutenant, etc.	For centuries, the Grammar Manual has included feminine nouns with the –nta suffix: <i>presidenta, regenta, tenienta, sirvienta</i> (president, regent, lieutenant, servant), are included in the 1803 Dictionary and <i>infanta</i> (princess) since 1604. Strictly speaking, the only change made in some of these voices has led to “the wife of the- president, regent, etc. also referring to “the presiding or ruling woman”.
Actora	According to the RAE Dictionary, “participant in an action or event”
Actriz	According to the RAE Dictionary, a woman playing a part in a play, etc.
Obispa	Feminine of “obispo” (bishop)
Homosexual	Used for both men and women, which is why “homosexuals and lesbians” is redundant. “Marriage” has also been extended to include the union between persons of the same sex.
	Talibán, as an adjective, also has the feminine form “talibana”. This is why it is more correct to say “insurgencia/milicia/cúpula talibana” (taliban uprising/militia/cupula)
Ablación	Means “removal of any part of the body”, not just the clitoris. Consequently, the bodily part it refers to should be indicated.
Empoderar	Old Spanish verb (“to make an underprivileged individual or social group powerful or strong”) Empoderar and empoderamiento, translation of “empower” and “empowerment”

5.4. SEXIST CONSTRUCTIONS AND BIAS

Apparent duals	Lexical pairs with a different meaning depending on the gender. The feminine form tends to indicate a lower category or is degrading.
Dependent names	When women are named based on their relationship with or the surname held by a man (wife of, married to...). Also when presented as mere companions or in secondary and passive roles
Infantilized names	Use of the diminutive or infantilizing terms, which therefore undermine or disrespect women.
Sexist and/or stereotyped names	Care should not only taken with words, but also with the pictures included.

Apparent duals (examples)	
Feminine	Masculine
Señorita (miss/lady): mujer soltera, dependienta, maestra, secretaria (single woman, shop assistant, teacher, secretary)	Señorito (young gentleman): master, young man of leisure
Asistentita (cleaner): criada (maid)	Asistente: one who assists
Ayudanta (helper): woman in charge of subordinate work	Ayudante: subordinate
Gobernanta (governess): in charge of managing a house, hotel or institution	Gobernante (governor): a man who governs
Secretaria (secretary): a woman assigned administrative tasks	Secretaria (Secretary): senior position
Bruja (witch)	Brujo (wizard)
Cortesana (courtier)	Cortesano (courtier)
Fulana (tart)	Fulano (so-and-so)
Mujer pública (public female figure)	Hombre público (public male figure)
Golfa (slut)	Golfo (rascal)
Zorra (whore)	Zorro (fox)
Solterona (old maid)	Soltero (unmarried man)
Coñazo (pain in the neck)	Cojonudo (awesome)

5.5. USE OF @, "X", "-E"

<p>Sometimes “neutral” endings are used to explicitly refer to both sexes or sexual diversity</p>	
<p>According to FUNDEÚ:</p>	<ul style="list-style-type: none">• @ is not a linguistic sign.• Even so, it may be acceptable in some contexts as a creative and eye-catching statement, as a graphic resource used in signs and mottos, which is visually expressive.• We would recommend against it in general texts, given that it also makes it impossible to pronounce resulting words.• Use of the “at” sign is not recommendable to avoid using a word in the masculine or the feminine, when referring to a heterogeneous group: <i>Querid@s compañer@s</i> (Dear colleagues)• It does not always apply to language structure: thus, for instance, <i>Día del Niñ@</i> (Children’s Day) may only be used in the masculine.• The fact that @ or x is precisely used to not refer to one gender or the other expressly has led some LGTB groupings to use these options when referring to people who do not feel identified as women or men, or who do not always do so in the same way, and who do not want to be restricted by a binary system they consider constrictive.

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