This document sets out recommendations for gender and sexual orientation inclusivity for research conducted in the School of Psychology by all staff and students.

**Gender**

Most psychological research requests that participants provide their gender and it is important that all participants are able to express their true gender identity. Both forced-choice and open-ended questions can be used to collect gender identity. For forced-choice the following format is recommended:

***Please select which of the following options you currently identify as:***

***Woman, including trans woman***

***Man, including trans man***

***Other (please specify)***

***Prefer not to say***

The addition of *including trans woman/man* is to ensure that it is explicit to transgender participants that trans women and trans men are considered women and men. If the forced-choice options are simply *female, male, other*, it may not be clear to transgender participants whether the researcher considers that they should tick the *other* option. The *other* option is there to allow non-binary participants to state their preferred gender identity (e.g., non-binary, gender-fluid etc.). Please note that there should be a space between *trans* and *woman/man* and no hyphen.

Most ethical guidelines (for example, the British Psychological Society) state that participants should not be forced to answer any question and therefore a participant may choose not to provide an answer to the gender question. However, this does leave ambiguity as to whether the participant chose not to answer or may have imply overlooked the question. The addition of the ‘prefer not to say’ allows participants to communicate to the researcher explicitly that they do not wish to provide this information.

The open-ended recommendation is as follows:

***Please state the gender, if any, that you currently identify as.***

The wording of this questions allows all participants the opportunity to express their gender identity in their own language and explicitly acknowledges that some participants may not identify as any gender.

If for the purposes of your research it is important to determine whether participants are transgender then a second question should be asked:

**Is your current gender identity the same as the one you were assigned at birth? (yes/no/prefer not to say)**

As a reminder, sex is biologically determined and can be male, female, or intersex, whilst gender is a social construct and people can choose which gender they identify as, if any. If your study is investigating sex and/or gender differences, you may wish to include information regarding whether the data from non-binary participants will be included in the analyses.

**Sexual orientation**

As with gender identity, both forced-choice and open-ended questions can be used to collect information on sexual orientation. For forced-choice the following format is recommended:

***Please select which of the following options you currently identify as:***

 ***Heterosexual***

***Lesbian***

 ***Gay***

 ***Bisexual***

 ***Other (please specify)***

***Prefer not to say***

It is important to note that whilst gender identity and sexual orientation are often referred to under the same banner (i.e., LGBT+ organisations), being transgender is not a sexual orientation and should never be included as an option in a question about sexual orientation.

The open-ended recommendation is as follows:

***Please state the sexual orientation, if any, that you currently identify as.***