

Plain Language and Inclusivity Resources

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Books

- [Plain Language, Clear and Simple](#), Government of Canada
- [Better Legal Information Handbook](#) (free download from Community Legal Information Ontario)
- *The Oxford Guide to Plain English*, Martin Cutts
- *Garner's Modern English Usage*, Bryan A. Garner
- The Canadian Press Stylebook, especially "Editing for print"
- [Legal Writing in Plain English: A Text with Exercises](#), by Bryan A. Garner
- *Writing for Dollars, Writing to Please*, Joseph Kimble

Websites and online resources

- Community Legal Education Ontario (CLEOConnect), especially their [Clear language and design tips](#)
- Plain English Campaign, [free guides](#)
- www.cherylstephens.com
- Legal Aid British Columbia (Canada), [Reaching Your Readers](#)
- Victoria Law Foundation (Australia), [legal sector resources](#)
- [Customer Communications Toolkit for the Public Service](#), National disability Authority (Ireland)
- Accessible presentations
<https://support.microsoft.com/en-us/office/video-improve-image-accessibility-in-powerpoint-2e7fd4c-1fa5-4092-be4b-8a4ca592197c>
- Equal Access: Universal Design
<https://www.washington.edu/doiit/equal-access-universal-design-your-presentation>
- Government of Canada Inclusive Writing Guidelines:
<https://www.noslangues-ourlanguages.gc.ca/en/writing-tips-plus/inclusive-writing-guidelines-resources>
- GoC Inclusive Writing Quick Reference Sheet
<https://www.noslangues-ourlanguages.gc.ca/en/writing-tips-plus/inclusive-writing-quick-reference-sheet>
- Accessible excel spreadsheets
<https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593>



Articles online

A general plain language audit tool from Carleton University:

https://docs.google.com/viewer?url=https%3A%2F%2Fcarleton.ca%2Fcommunityfirst%2Fwp-content%2Fuploads%2FPlain-Language-Writing-and-Editing-Checklist_FINAL.docx

“Legal Terminology: An Historical Introduction to the Technical Language of the Law,” by American medievalist and Latin scholar Daniel Williman.

Carleton University Plain Language Writing Checklist:

<https://carleton.ca/communityfirst/wp-content/uploads/Plain-Language-Writing-Handout.docx>

Carleton University Plain Language Writing Resources (mostly academic)

<https://carleton.ca/communityfirst/wp-content/uploads/Plain-Language-Workshop-Resource-List.pdf>

Articles on using singular “they,” Gael Spivak, editor, Canadian Food Inspection Agency

<https://docs.google.com/document/d/15X2qn-dTDTJ0vLFLv3ZB7hsX5AmVSKxmFbJk3CUWNDw/edit>

Organizations

- Plain Language Association InterNational (PLAIN)
- The Centre for Plain Language
- International Plain Language Federation
- Clarity is a movement for plain legal language. Their reports, which are free to members, have many useful articles on plain language.

