IEEE DEI-Related Policies (Summary)

Global IEEE Policies

a. *Accessibility Statement*

IEEE is committed to providing an accessible web presence for all individuals, regardless of disabilities. To support this commitment, IEEE has adopted the W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Level A as the organization's Web Accessibility objective. However, IEEE web publishers are encouraged to deliver content at higher accessibility levels (Level AA or Level AAA) whenever possible. If you have any general questions or concerns about accessibility on IEEE *Xplore*, please contact onlinesupport@ieee.org. For more details about the statement, you may view the accessibility statement for IEEE *Xplore*.

Original sources: IEEE - Accessibility Statement
Accessibility Statement (ieee.org)

b. *IEEE Code of Ethics*

In accepting a personal obligation to the profession, its members, and the communities we serve, it is codified in the Code of Ethics that IEEE members must treat all persons fairly and with respect, not engage in harassment nor discrimination, and avoid injuring others. Additionally, all members should strive to ensure the code is upheld by colleagues and co-workers. For details of the IEEE Code of Ethics and its revision procedures, please refer to the original source.

Original Source: IEEE - IEEE Code of Ethics

c. *Ethics Reporting Line*

As IEEE strives to uphold the highest standards of integrity and endeavors to conduct business worldwide in a responsible and ethical manner, it is crucial that those who act on the organization's behalf ensure IEEE's compliance by adhering to the same standards and expectations. If you become aware of or suspect a violation of IEEE's Code of Ethics, Code of Conduct or Policies, you may report it to EthicsPoint, an independent third party for the receipt and resolution of reports of impropriety on IEEE's behalf. The information you provide will be kept entirely confidential, and the Ethics at IEEE is committed to treating you with dignity and respect throughout the process. Additionally, IEEE has a strict non-retaliation policy: it does not permit any retaliatory action against any director, officer, manager, employee or volunteer for raising a good faith compliance or ethics concern; for making a good faith report of a possible violation of the IEEE Code of Ethics, Code of Conduct or IEEE Policies; or for assisting or cooperating in an investigation of a possible violation.

For more details of the ethics reporting line and how to make a report, please visit the original source.

Original Source: EthicsPoint - Institute of Electrical and Electronics Engineers

d. *IEEE Event Conduct & Safety Statement for Conferences*

IEEE believes in openness, international collaboration, and the free flow of talent and ideas. Meetings, conferences, and other events provide a forum for exchanging technical and humanitarian conversations. IEEE is committed to providing a safe, productive, and welcoming environment to all participants, including staff and vendors, at IEEE-related events and has zero tolerance for discrimination, harassment, or bullying in any form. All participants have the right to pursue shared interests without harassment or discrimination in an environment that supports diversity and inclusion. Participants are expected to adhere to these principles and respect the rights of others. For any behavior inconsistent with the principles outlined here, participants should report to on-site staff, security or venue personnel, or to eventconduct@ieee.org.

Original Sources: IEEE Event Conduct and Safety Statement for Conferences (ieeemce.org)

Event Conduct and Safety Statement.pdf (ieee.org)

e. *Non-discrimination Policy*

IEEE prohibits discrimination, harassment, and bullying against any person for any reason. In accordance with the purposes articulated in Article I of the IEEE Constitution, IEEE is committed to the realization and maintenance of an environment in which members may have full and productive careers free from Discrimination or Harassment. IEEE upholds the principle that all persons shall have equal access to programs, facilities, services, and employment, regardless of personal characteristics unrelated to ability, performance, or qualifications, as determined by IEEE policy and/or applicable laws. Additionally, IEEE discourages any behavior that might be perceived as retaliatory for raising in good faith an issue of potential Discrimination, Harassment, Bullying, and/or Retaliation in nature. Retaliation is considered a separate violation and may result in a sanction independent of the outcome of a complaint. IEEE employees, volunteers, members, and other constituents of the IEEE, whenever and wherever conducting IEEE business or participating in IEEE events or activities, shall maintain an environment free of Discrimination, Harassment, Bullying, and Retaliation. Individuals who believe they have been the victim of Discrimination or Harassment may seek redress through an appropriate Organizational Unit dispute resolution mechanism or may contact the IEEE Hotline at +1 888 359 6323.

For more details regarding the IEEE Non-discrimination Policy, kindly refer to the original sources.

Original Sources: IEEE - Nondiscrimination Policy
nondiscrimination (ieee.org)

Publications

a. Lena Image

In line with IEEE's effort and commitment to promoting an inclusive and equitable culture that welcomes all individuals, and in accordance with the wishes of Lena Forsén, the subject of the image, IEEE will no longer accept submitted papers that include the "Lena image." This action is dedicated to supporting inclusiveness by preventing the use of materials in publications that can be perceived as degrading to women.

Original Sources: [Create Graphics for Your Article - IEEE Author Center Journals;](#)

[A note on Lena | IEEE Journals & Magazine | IEEE Xplore](#)

b. CVD Accessible Line Graphs

Approximately 1 in 12 men and 1 in 200 women have color vision deficiency. It is highly likely that someone reading your article may have difficulty distinguishing between red and green, blue and green, or yellow and red. As IEEE endeavors to make maximum accommodations for individuals with color vision deficiency, the following tips will help you communicate better with those readers.

1) Use both color and shape to convey the same meaning (e.g., solid and dashed lines or different fill patterns can help readers understand the figure without relying solely on color).

2) Each line of your line graph should be a thick line with a unique data point symbol.

3) Contrast different elements of the figure with both color and brightness.

4) Connect the data label to the data line rather than relying on a color key.

A quick way to evaluate your figure is to print it out in greyscale and see if it can still be interpreted correctly; if not, use some of these tips to more effectively communicate with all readers.

These tips were featured in the Authors@IEEE Newsletter, Volume 9, Issue 2, March 2024 (Original Source). To subscribe to the newsletter, visit https://engage.ieee.org/Author-Center-Authors-Newsletter-Opt-in.html.

c. IEEE Author Name Change Policy

In accordance with IEEE's support of the Committee on Publication Ethics (COPE) initiative and guidelines on an inclusive approach to author name changes, IEEE will allow authors to request the replacement of their prior name with their current name. The requests will be kept confidential, and authors will not be required to disclose the reason for their request nor provide any legal proof or

documentation of the name change. They will, however, be asked to provide an updated ORCID profile and an institutional email address. Please note that requests for name changes on behalf of another person will not be considered, and typographic errors cannot be corrected by submitting an author name change request. IEEE considers any fraudulent request to update the name of an author without their explicit consent to be a serious ethical violation.

For more details and limitations of the process, please refer to the original source.

Original Source: [IEEE Author Name Change Policy - IEEE Author Center Journals](#)

d. *Inclusive Language Guide*

In an effort to minimize potentially offensive language while promoting inclusive language usage, it is recommended that authors refer to this guide to avoid using terms or phrases that could be seen as insensitive when necessary.

Overall recommendations:

➢ Use "people-first language," i.e., the person has X; has been diagnosed with X; uses a X; etc.
➢ Do not spell out the acronyms LGBTQIA+, LGBT, LGBTQ, and LGBTQIA.

Insensitive Term/Phrase	**Replace With**	**Definition/Background**	**Additional Notes**
A.D. (when referencing history/time)	C.E., common era	Abbreviation of the Latin phrase anno Domini, translated as "the year of the Lord." Traditionally, it is used to date years after the birth of Jesus.	This contradicts AP style.
Able-bodied	non-disabled/does not have a disability		
Afro-American/Negro/ Colored/Nigger (in reference to race)	Avoid in all instances; African American*; Black†	People of African descent have widely varied cultural backgrounds, family histories, and family experiences. Some will be from Caribbean islands, Latin America, various regions in the United States, countries in Africa, or elsewhere. Some American people of African ancestry prefer "Black," and others prefer "African American"; both terms are acceptable.	* Specific to people of specific African descent; not to be used as an umbrella for people of African ancestry worldwide. † Widely accepted to encompass multiple ethnicities and/or national origins.
B.C. (when referencing history/time)	B.C.E., before common era	Literally, before Christ or the Christian era.	This contradicts AP style.
Black box	Closed box		Preferred term from IEEE Thesaurus
Blacklist; black list	Blocklist; block list	The Hollywood blacklist was instituted by the House Un-American Activities Committee in 1947 to block screenwriters and other Hollywood professionals who were purported to have Communist	Preferred term from IEEE Thesaurus

		sympathies from obtaining employment. A list or compilation that identifies entities that are denied, unrecognized, or ostracized. The term's racist connotations derive from the idea that black equates to negative; this view can be controversial.	
Blind	blind*; limited vision; low vision; partially sighted†	According to the American Foundation for the Blind, the term "legally blind" denotes a person with 20/200 visual acuity or less. Therefore, "blind" or "legally blind" is acceptable for people with almost complete vision loss. Many people with vision loss are not considered blind.	* Use only with people who are "legally blind" (a person with 20/2000 visual acuity or less) † Used most often in British publications
Blind channel estimation	Source signal equalizers		Preferred term from IEEE Thesaurus
Blind equalizers	Source signal equalizers		Preferred term from IEEE Thesaurus
Blind signal separation	Mix source separation		Preferred term from IEEE Thesaurus
Blind source separation	Mix source separation		Preferred term from IEEE Thesaurus
Caretaker	caregiver	A caregiver is an individual who assists another, including a person with a disability, with his or her daily life, according to Merriam-Webster.	Caretaker denotes taking care of property; Caregiver denotes giving care to people.
Caucasian	European American*; White	The use of the term "Caucasian" as an alternative to "White" or "European" is discouraged because it originated as a way of classifying White people as a race to be favorably compared with other races. As with all discussions of race and ethnicity, it is preferable to be more specific about regional (e.g., Southern European, Scandinavian) or national (e.g., Italian, Irish, Swedish, French, Polish) origin when possible.	* Adjust as needed for location (i.e., European, European American, European Australian, etc.)

Chairman	chairperson		
Committed suicide	died by suicide		
Crazy/loony/mad/ psycho/nuts/deranged/ insane/insanity/ mentally deranged/ psychopathology	mental illness*; mental disorder*; psychopathology(ical)	Once commonly used to describe people with mental illness; commonly used informally to denote mental instability or mental illness.	* Except in a quote or when referring to a criminal defense.
Cripple	Avoid in all instances*; use people first language and their diagnosis, i.e., "person with X."	Merriam-Webster defines the noun "cripple" as "a lame or partly disabled person or animal" and as "something flawed or imperfect." It is also used as a verb. The word dates to Old English, where it was related to words that meant to creep or bend over.	
Deaf	D(d)eaf*; hard of hearing	Having total or partial hearing loss.	* NCDJ Recommendation: Lowercase when referring to a hearing-loss condition or to a deaf person who prefers lowercase. Capitalize for those who identify as members of the Deaf community or when they capitalize Deaf when describing themselves. "D(d)eaf" should be used as an adjective, not as a noun; it describes a person with profound or complete hearing loss. Other acceptable phrases include "woman who is deaf" or "boy who is hard of hearing." When quoting or paraphrasing a person who has signed their responses, it's appropriate on first reference to indicate that the responses were signed. It's acceptable to use the word "said" in subsequent references.

			Per the National Association of the Deaf, "D(d)eaf" is acceptable.
Deformed/deformity (when referencing a person)	Avoid in all instances*; refer to specific description rather than generalized term of deformity	Merriam-Webster defines as a part of the body that does not have the typical or expected shape.	
Dumb (mute)	nonverbal	Once widely used to describe a person who could not speak and implied the inability to express oneself; however, someone who does not use speech still may have the ability of expression.	
Dwarf/vertically challenged/midget	Dwarf*; short stature; little person	Dwarfism is a medical or genetic condition that results in a stature below 4'10," according to Little People of America. The terms "little people" and "little person" refer to people of short stature and have come into common use since the founding of the Little People of America organization in 1957.	* Use only when applied to a medical diagnosis or in a quote.
Gay marriage/same sex marriage	Marriage*		* When writing about the inability to legally marry, use "exclusion from Marriage" or "denial of marriage."
Handicap	Use people first language; refer to the person's condition	The Oxford English dictionary defines a handicap as "a condition that restricts a person's ability to function physically, mentally or socially."	
Homosexual/Gay	gay*; lesbian, bi(sexual)†	Short form term to reference gay, lesbian, and bisexual orientations, though not transgender people or gender identity. Anti-gay activists use "homosexual" as a slur to stigmatize gay people by reducing their lives to purely sexual terms.	* Only when used as an adjective (ie, gay people); † Use bisexual as an adj. and as needed on first reference for clarity, otherwise default to bi.
Indian (when referencing Indigenous People)	Indigenous People; specific tribe	The Oxford English dictionary defines Indian in two ways: 1) a native or inhabitant of India*; and 2) a member of any of the indigenous peoples of North, Central, and South America, especially those of North America.	* Acceptable use for Indian in this instance
Invalid (noun: in·va·lid)	Avoid in all instances*; use people first language	The Oxford English dictionary defines an invalid as "a person made weak or disabled by illness or injury." It is	* Except when used in a direct quote

	and their diagnosis, ie, "person with X."	probably the oldest term for someone living with physical conditions that are considered seriously limiting.	
Lame	"difficulty walking"	Commonly used to describe difficulty walking as the result of an injury to the leg.	
LGBT (when talking with those who are unfamiliar with the issues or are not supportive of the issues)	Gay and transgender; lesbian, gay, bisexual, and transgender*	Per "The Ally's Guide to Terminology": Reference sexual orientation and gender identity when talking about issues pertaining to both. (See Transgender for more information.) The abbreviation "LGBT" can be confusing and alienating for those who are unfamiliar with the issues or not yet supportive—though it is essential when talking to LGBT and strongly supportive audiences. Use the term that allows your audience to stay focused on the message without creating confusion about your intended meaning.	* If needed for clarity
Master/Slave	leader/follower; parent/child; primary/secondary; main/secondary*		* Preferred term from IEEE Thesaurus
Mentally ill/ emotionally disturbed	Person with a psychiatric disability		
Minorities	People of color*; underrepresented groups†	The use of "minority" may be viewed pejoratively because it is usually equated with being less than, oppressed, or deficient in comparison with the majority (i.e., White people).	* POC (people of color). † When possible, use the specific name of the group or groups to which you are referring.
Normal People	Person without X		
Oriental (when referencing race)	Asian*; Asian American†	"Orientals" is considered pejorative; be more specific by providing nation and region of origin (Japanese, Chinese, Vietnamese, etc.).	* For people from Asia; † People of Asian descent in North America
Retarded/Slow learner	Learning disability*	According to the University of Kansas Research & Training Center on Independent Living: "…describes a neurologically based condition that may manifest itself as difficulty learning and using skills in reading	* Only when the condition has been medically diagnosed

		(called dyslexia), writing (dysgraphia), mathematics (dyscalculia) and other cognitive processes due to differences in how the brain processes information. Individuals with learning disabilities have average or above average intelligence, and the term does not include a learning problem that is primarily the result of another cause, such as intellectual disabilities or lack of educational opportunity."	
Schizophrenic/Schizo	Person with schizophrenia		
Sex change (operation)	Transition	Per hrc.org: The process by which some people strive to more closely align their internal knowledge of gender with its outward appearance. Some people socially transition, whereby they might begin dressing, using names and pronouns, and/or be socially recognized as another gender. Others undergo physical transitions in which they modify their bodies through medical interventions.	Transition is the accurate term that does not fixate on surgeries, which many transgender people do not or cannot undergo. Terms like "pre-op" or "postop" unnecessarily fixate on a person's anatomy and should be avoided.
Sexual identity/ transgender identity	Gender identity/gender expression	Gender identity is one's internal sense of gender. Gender expression is how a person outwardly expresses their gender. (Terms are not interchangeable.)	Many transgender people identify as male or female and not simply transgender. Pronouns express this identity: He/him; She/her; They/them.
Sexual Preference/Gay lifestyle/homosexual lifestyle/same-sex attractions/sexual identity	sexual orientation	"Sexual preference" is used by anti-gay activists to suggest that being gay is a choice; therefore, being gay can be changed. Using "lifestyle" insinuates much the same and stigmatizes gay people suggesting their lives should be viewed strictly as sexual.	
Transgendered/ a transgender (n.)/ transgenders (n.)/ transvestite/tranny	Transgender	Transgender is an adjective, not a noun. "Trans" as shorthand is often used within the LGBTQ+ community,	Always use a transgender person's chosen name. Also, a person who identifies as a certain

		but not generally understood by general audiences.	gender should be referred to using pronouns consistent with that gender (he/him, she/her, they/them).
Unmanned aerial vehicles	Autonomous aerial vehicles		Preferred term from IEEE Thesaurus
Unmanned automobiles or cars	Autonomous automobiles		Preferred term from IEEE Thesaurus
Unmanned underwater vehicles	Autonomous underwater vehicles		Preferred term from IEEE Thesaurus
Unmanned vehicles	Autonomous vehicles		Preferred term from IEEE Thesaurus
Unsuccessful suicide	Attempted suicide		
Wheelchair-bound	Wheelchair user/Uses a wheelchair		
White box	Glass box		Preferred term from IEEE Thesaurus
Whitelist; white list	Access list	A whitelist (or white list) is a list or register of entities that, for one reason or another, are being provided a particular privilege, service, mobility, access or recognition. This can be a controversial view for some.	Preferred term from IEEE Thesaurus

(Original Source: IEEE Editorial Style Manual for Authors)