

## Japanese

### Romanization System

The modified Hepburn system of romanization as employed in *Kenkyusha's New Japanese-English Dictionary* (3rd and later editions) is used. For the syllabic nasal, *n* is always used preceding *b*, *m*, and *p*. Romanization for words of foreign (i.e., non-Japanese) origin follows the American National Standard system for the romanization of Japanese; e.g., ベトナム(Betonamu); ヴェトナム(Vetonamu).

### Word Reading

The reading of Japanese words follows standard Japanese language usage, insofar as this can be determined from standard Japanese dictionaries. A current modern reading is preferred to an obsolete one, except where the usage of standard authorities has established a particular reading for a particular name or book title. The characters 日本 are romanized as *Nihon* unless the usage of standard authorities has established a particular reading; e.g., Dai *Nippon* Teikoku, *Nippon*'ichi, *Nippon* eitaigura, etc. If there are various readings, the reading that appears most frequently in dictionaries is used.

### Capitalization

1. *Personal Names:*

- (a) Capitalize each word of a personal name, except the particle *no*.

Sugawara no Takasue no Musume	菅原孝標女
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- (b) Capitalize title and terms of address, except when consisting of a single character or kana for *san*, *sama*, *chan*, *kun*, etc., that is hyphenated following a personal name.

Kōbō Daishi	弘法大師
<i>but</i> Okiku-san	お菊さん

2. *Place Names:* Capitalize each separately written word of a geographic name.

Yokohama	横浜
Nihon Rettō	日本列島
Yūroku-chō	有楽町
Taiheiyō	太平洋
Bōsō Hantō	房総半島
Tōyō	東洋

3. *Corporate Names:* Capitalize each separately written word of a corporate name, except particles and conjunctions.

Sensō o Kirokusuru Kai	戦争お記録する会
Nihon Rikugun	日本陸軍

4. *Documents and Publications:*

- (a) Capitalize the first word of the title of a publication (book, periodical, series, etc.)

Tsurezuregusa	徒然草
Chūō kōron	中央公論

- (b) Capitalize the first word of the name of a document (law, regulation, etc.).

Rōdō kumiai hō	労働組合法
Rōdō iinkai kisoku	労働委員会規則

5. *Historical Events and Periods:*

- (a) Capitalize each word of the name of a historical event.

Dainiji Sekai Taisen	第二次世界大戦
Niniroku Jiken	二・二六事件
Meiji Ishin shi	明治維新史

- (b) Capitalize the first word of the name of a historical period.

Jōmon jidai	縄文時代
Rikuchō jidai	六朝時代
Heianchō	平安朝
Shōwaki	昭和期

6. *Peoples and Languages:* Capitalize names of peoples and languages.

Nihonjin	日本人
Amerikajin	アメリカ人
Nihongo	日本語
Eigo	英語

7. *Religions and Sects:* Capitalize names of religions and sects.

Bukkyō	佛教
Kirisutokyō	キリスト教
Shintō	神道
Zenshū	禅宗

8. *Derivatives of Proper Names*: Lowercase words derived from names of places or religions, when the derived words are no longer considered to be proper names. When the derivative is formed by the suffix of a single character following a proper name, the proper name is capitalized and the suffix is lowercased and follows a hyphen. (See **Word Division, 4. Proper Names, Exceptions**)

nihontō	日本刀
nihonshu	日本酒
nihonga	日本画
butsuga	佛画
washitsu	和室
wafuku	和服
yōshu	洋酒
kutaniyaki	九谷焼
kokutani	古九谷
kanji	漢字
kanpō	漢方
kan'yaku	漢薬
zendera	禅寺
zensō	禅僧
kirisutosha	キリスト者
<i>but</i> Taiwan-sei	台湾製

## Punctuation

1. Transcribe a centered point ( · ) used for dividing words as a comma if it makes the meaning of romanized words clear.

Chūgoku Shikoku no mingei	中国・四国の民芸
Pōru Kurōderu	ポール・クローデル
Matsumoto Seichō, Yamamoto Shūgorō shū	松本清長・山本周五郎集

For such a center point appearing between numbers, see **Word Division, 5. Numerals**.

2. Transcribe brackets ( 「 ... 」 ) used in the manner of quotation marks ( “ ... ” ) as quotation marks.

## Diacritic marks

1. Transcribe the macron ( ¯ ) over the letters *a*, *i*, *u*, *e*, and *o* to indicate a long vowel pronunciation.

rōdō	労働
kenkyū	研究
Tōkyō	東京
sābisu	サービス
chīzu	チーズ
sētā	セーター

2. Transcribe the apostrophe ( ' ) between syllables when the first syllable ends with the letter *n* and the following syllable begins with the letter *a*, *i*, *u*, *e*, *o*, and *y* and when it is necessary to separate romanization.

toshokan'in	図書館員
Nagai Ken'ichi	長井憲一
Shin'etsu	信越
hon'yaku	翻訳
Man'yō	万葉
shin'ainaru	親愛なる
san'okuen	三億円
shin'uchi	真打

## Word Division

1. *Sino-Japanese (on) Compounds*: A compound means a word consisting of two or more Chinese characters (kanji), or of Chinese characters and kana, or of kana alone, whether established by dictionary usage or not.

- (a) Write binary compounds as single words.

ichigen ikkō	一言一行
Rikuchō jidai	六朝時代
Nihon kokusei jiten	日本国政事典
kokumin shugi	国民主義
Indo tetsugaku shiyō	印度哲学史要
Tōyō Gakkai	東洋学会
Keiō Gijuku Daigaku Keizai Gakubu	慶応義塾大学経済学部
Tōkyō Daigaku Kyōyō Gakubu	東京大学教養学部

- (b) Trinary, derived, and other compounds.

- (1) Write trinary and derived compounds as single words as long as they contain no more than one binary or trinary compound.

keizaiteki	經濟的
seibutsugaku	生物学
jinseikan	人生觀
yuibutsuron	唯物論
kenkōhō	健康法
daijinbutsu	大人物
daiōjō	大往生
jibika	耳鼻科
koseibutsugaku	古生物学
hōshakaigaku	法社会学

For a word beginning with such characters as 新, 旧, etc., consult any current dictionary to determine whether it is part of a word or is a prefix to the following word or words (see **Word Division**, 3. *Prefixes, Suffixes, etc.* (a)). If it is appropriate, apply the provisions of (2) below.

shinkansen	新幹線
kyutaisei	旧体制

(2) Write trinary pseudo-compounds formed by the addition of a single character as single words.

gōshisō	業思想
kakusensō	核戦争
kakukazoku	核家族
ryōseikatsu	寮生活
shinkenchiiku	新建築
daijiten	大辞典
daihatsumei	大発明

If, however, a single character is enclosed within brackets used as quotation marks, transcribe the brackets as quotation marks.

“jin” shisō	「仁」思想
“kaku” ronsō	「核」論争

(c) Write single characters in succession constituting a pseudo-compound as one word.

todōfuken	都道府県
shikuchōson	市区町村
shichōson	市町村

shinōkōshō	士農工商
ishokujū	衣食住

(d) Hyphenate grouped compounds involving phonetic changes.

jochū-bōkō	女中奉公
bungei-dokuhon	文芸読本
gōshi-gaisha	合資会社
kabushiki-gaisha	株式会社

*but* In proper names, romanize as *Kabushiki Kaisha* (e.g., Nissan Jidōsha Kabushiki Kaisha)

(e) Hyphenate one or more single-character modifiers having a common substantive.

shō-chūgakkō	小・中学校
shō-chū-kōtō gakkō	小・中・高等学校
shō-chūkibo kigyō	小・中規模企業
jō-gesuidō	上・下水道
nō-san-gyoson	農山漁村
nō-kō-kōgyō	農・工・鉱業
bun-shi-tetsugaku	文・史・哲学
Meiji sanjūshichi-hachinen	明治三十七・八年

When single character modifiers form a binary or trinary compound, however, follow 1(a) or 1(b) above

chūshō kigyō	中小企業
Bunri Gakubu	文理学部
rikagaku jiten	理化学辞典
dōshokubutsu jikken	動植物実験

## 2. Native Japanese (*kun* and *jūbakoyomi* or *yutōyomi*) compounds

(a) *Nouns*

(1) Write compound nouns as single words.

wareware	我々
wagahai	我輩
kirisame	霧雨
teashi	手足
yamatodamashii	大和魂
mizusakazuki	水盃

ukiyoe	浮世絵
chanoma	茶の間
chanoyu	茶の湯
kokoroarigao	心有顔
iyagarase	嫌がらせ
kogirei	小綺麗
rikutsudōri	理屈通り

Write separately modifiers which are not part of compounds.

waga hokori	我が誇り
waga musuko	わが息子
waga machi	我が町
waga kyōdo	我が郷土

In case of doubt, prefer the separate form.

waga kuni	我国 (わが国)
waga ko	我が子
waga tomo	我友 (わが友)
chichi haha	父母
ani imōto	兄妹
are kore	あれこれ

(2) Write separately a *kun* single character word modifying a compound.

onna ekaki	女絵かき
aji jiman	味自慢
koto gassō	琴合奏
mizu shigen	水資源
kome sōdō	米騒動
otoko aite	男相手

(b) *Verbs*

(1) Write simple and compound inflected verbs, with their auxiliaries, as single words.

shihaisuru	支配する
doraibusuru	ドライブする
yomiuru	読み得る
nashienai	なし得ない
kansuru	関する

omoidasu 思い出す

(2) Write verbs separately from adverbs or inflected adjectives and verbs.

dō kangaeru どう考える

aa shitai ああしたい

sō suru そうする

kō naru こうなる

tsuyoku naru 強くなる

utsukushiku naritai 美しくなりたい

ikite ita 生きていた

kaette kuru 帰って来る

yatte miyō やって見よう

itadaite ikimasu 戴いていきます

(3) Write honorific auxiliaries or potential auxiliaries, *dekiru* and *dekinai*, separately from other parts of the verb.

ookuru itashimashō お送り致しましょう

odekake asobashimasu ka お出掛け遊ばしますか

gaman dekiru ka 我慢出来るか

gaman dekimasen 我慢出来ません

(c) *Adjectives.* Write compound inflected adjectives as single words.

bimyōnaru 微妙なる

ikanaru 如何なる

miryokuaru 魅力ある

teikōnaki 抵抗なき

dōdōtaru 堂々たる

osorubeki 恐るべき

ayamatta sahō, ayamariyasui sahō 誤った作法・誤りやすい作法

(d) *Adverbs and conjunctions.* Write compound adverbs and conjunctions as single words.

tokuni 特に

narabini 並に

tomoni 共に

tsuini 遂に

ikani 如何に

suguni 直ぐに



matawa	又は
aruiwa	或いは

(e) *Particles.* Write particles separately from other words and from each other.

kōfuku <i>e no</i> michi	幸福えの道
E <i>wa dare ni de mo</i> kakeru	絵は誰にでも描ける
Sō iu hon <i>o yomu no ga</i> tanoshii	そういう本を読むのが楽しい
anata <i>to watashi to</i>	あんたとわたしと
kumo <i>no tame ni</i>	雲の上に
anata <i>no tame ni</i>	あなたの為に
nonki <i>na ojisan nonki ni</i> kamaeru	呑気な小父さん呑気に構える
yunīku <i>na sonzai</i>	ユニークな存在

3. *Prefixes, Suffixes, etc.*

(a) Write separately a single-character prefix modifying *on* or *kun* compounds following it.

zen shushō enzetsushū	前首相演説集
ko shachō kaikoroku	故社長懐古録
shin okurigana	新送りがな
shin shokuminchi shugi	新植民地主義
kyū dōtokuritsu	旧道徳律
kyū dojin shakai	旧土人社会
Dai jinmei jiten	大人名事典
shō bungaku jiten	小文学辞典
chō senshinkoku	超先進国
chō genjitsu shugi	超現実主義
han sensō undō	反戦争運動
han sensōron	反戦争論
kaku jidai	各時代
kaku todōfuken	各都道府県
kaku musan seitō	各無産政党
hi bunkateki	非文化的
hi sabetsu shakai	非差別社会
ichi toshokan'in	一図書館員
ichi kinen shashin	一記念写真

(b) Hyphenate a single character modifying, or modified by, foreign words generally written in katakana.

shō-enerugī	省エネルギー
kaku-enerugī	核エネルギー
datsu-enerugī	脱エネルギー
shō-ene	省エネ
enerugī-gen	エネルギー源
karorī-hyō	カロリー表
irasutorēshon-teki	イラストレーション的

If the foreign word in katakana together with a single character is a long-established word or a corporate name, however, romanize it as one word.

Amerikajin	アメリカ人
kirisutosha	キリスト者
Saiensusha	サイエンス社
sābisugyō	サービス業

- (c) Write the suffix *tō* or *nado* (等, など) *hen* (編, 篇) used for sections of books, and *shō* (抄, 鈔) for excerpts or commentaries, *kō* (考, 稿) for treatises [treatises?] or drafts, and *ten* (展) for exhibitions, separately from the word preceding them unless they form Sino-Japanese compounds, e.g., 前編, 私考, 草稿, 特別展.

kyōdō kiken kōi <i>tō</i> no kinshi ihan	共同危険行為等の禁止違反
kyō konogoro omoidasu koto <i>nado</i>	今日この頃思い出すことなど
senzen sengo <i>hen</i>	戦前戦後編
Nihon shokunikushi <i>shō</i>	日本食肉史抄
Nihon insho <i>kō</i>	日本印書考
Shina shoshigaku <i>kō</i>	支那書誌学稿
Tōzai bijutsu kōryū 300-nen <i>ten</i>	東西美術交流300年展

- (d) Write single-character substantives modified by *on* or *kun* compounds as part of the word preceding it.

Ochiboshū	落穂集
Kokinshū	古今集
Kokin wakashū	古今和歌集
Bunka jinmeiroku	文化人名録
Nihon seifu gyōsei kikōzu	日本政府行政機構図
Nichi-Ro gaikō jūnenshi	日露外交十年史
Gakkō toshokanhō	学校図書館法
Kokubunji shiryō chōsa hōkokusho	国分寺資料調査報告書
Meiji Taishō bungakushi	明治大正文学史

Kagoshima-ken fūbutsushi	鹿児島県風物誌
shizen kagakusha	自然科学者
jibi inkōka	耳鼻咽喉科
kyōdai shimaitachi	兄弟姉妹達
Rōdō Kijunkyoku	労働基準局
Asahi Shinbunsha	朝日新聞社
Nihon Bungaku Kenkyūkai	日本文学研究会

If the word romanized together with a single-character substantive becomes meaningless, hyphenate it with the word preceding it.

Nihon gunkoku-shugika	日本軍国主義下
hatten-tojōkoku	発展途上国

#### 4. *Proper Names*

- (a) Write proper names and titles of books separately from modifiers or words modified by them.

Rinkān den	リンカーン伝
Niwa Fumio shū	丹羽文雄集
Genji monogatari shō	源氏物語抄
Shin jidai	清時代
Min Shin jidai	明清時代
To shi shō	杜詩抄
Nihon shi	日本史
Beikoku shi	米国史
Tōyō shiron	東洋史論

#### *Exceptions:*

- (1) For proper names, including corporate names, that contain other proper names, follow 1(a)-1(b), 2(a), and 3(d) above.

Edojō	江戸城
Shijōgawara	四條河原
Sohōkai	蘇峰会
Onogumi	小野組
Gendai Nihonshi Kenkyūkai	現代日本史研究会

- (2) Write names of historical periods with single-character generic terms as single words.

Shinchō 清朝  
Meijiki 明治期

- (3) For names of ships, write such prefixes as *maru* or *gō* separately from the preceding word.

Asama Maru 浅間丸  
Hayabusa Gō はやぶさ(隼)号  
Purejidento Wiruson Gō プレジデント・ウィルソン号

- (4) Hyphenate single characters which can be suffixed to any proper names:  
e.g., 的, 型, 式, 流, 産, 製, 派, 系, 本, 版.

Nihon-teki 日本的  
Honkon-gata 香港型  
Tanaka Chiyo-shiki 田中千代式  
Hōshō-ryū 宝生流  
Hokkaidō-san 北海道産  
Taiwan-sei 台湾製  
Tanaka-ha 田中派  
Nakasone-kei 中曾根系  
Kanda-bon 神田本  
Kanazawa Bunko-ban 金沢文庫版

- (5) Hyphenate an auxiliary to a proper name which results in a double consonant.

Kyashī-tte yonde キャシーってよんで

- (b) Write titles and terms of address separately from personal names.

- (1) Write separately a title that precedes a personal name.

Sei Sabieru 聖サビエル

- (2) If a title or a term of address following a personal name consists of a binary or trinary compound, write it separately from the personal name.

Meiji Tennō 明治天皇  
Taiken Mon'in 待賢門院  
Kitashirakawa no Miyasama 北白川の宮様  
Nichiren Shōninsama 日蓮上人様  
Takezawa Sensei 竹沢先生

- (3) Hyphenate a title or a term of address when it consists of a single character or kana for *san, sama, chan, kun*, etc., and follows a personal name.

Bashō-ō	芭蕉翁
Kakushin-ni	覚信尼
Gotoba-in	後鳥羽院
Okiku-san	お菊さん
Nakamura-kun	中村君
Tarō-chan	太郎ちゃん
Non-chan kumo ni noru	ノンちゃん雲に乗る
Sa-shi	左氏

(c) Geographic names

- (1) Hyphenate generic terms used as part of the name of jurisdictions or streets.

Tōkyō-to	東京都
Chiyoda-ku	千代田区
Yūraku-chō	有楽町
Yamaguchi-ken	山口県
Yokohama-shi	横浜市
Ogawa-machi	小川町
Ogasawara-mura	小笠原村

*Exceptions:*

- (1) Write generic terms separately if they form Sino-Japanese compounds.

Ogasawara sonchō	小笠原村長
Ogawa chōshi	小川町史
Chiyoda Kuritsu	千代田区立
Yokohama shisei	横浜市政
Tōkyō tomin	東京都民
Yamaguchi kenpō	山口県報

- (2) Write *koku* as part of the name of a country.

Nihonkoku	日本国
Manshūkoku	満洲国
Kankoku	韓国



(d) Abbreviated forms

- (1) Write words consisting of or containing abbreviated proper names as single words.

Nōbi Heiya	濃尾平野
Keihin kōgyō chitai	京浜工業地帯
Meishin kōsoku dōro	名神高速道路
Shin'etsusen	信越線
Ōbeijin	欧米人
ryūō gakusei	留欧学生
Eishibun	英詩文
tainichi bōeki	対日貿易
Kiki kayō	記紀歌謡

Hyphenate, however, a compound consisting of abbreviated names of countries or languages, except when the compound is normally elided.

Nichi-Ro gaikō jūnenshi	日露外交十年史
Nichi-Ei-Doku igo shōjiten	日英独医語小辞典
Sen-Man sōsho	鮮満叢書
Nikka daijiten	日華大辞典
Nitchū kankei	日中關係

- (2) Write contracted compound proper names as single words.

Chūkyō jūyō bunkenshū	中共重要文献集
Mantetsu chihō gyōseishi	滿鉄地方行政史
Soren no Nihon kenkyū	ソ連の日本研究
Hokushi Jiken no keika	北支事件の経過
Saō monogatari	沙翁物語
Fukuō hyakuwa	福翁百話

5. *Numerals.*

- (a) Write cardinal numbers under 100, and the numbers 100, 1,000, 10,000, and 100,000, etc., as single words, if spelled out. Separate by hyphens the hundreds, thousands, tens of thousands, etc., in numbers over 100.

sen-kyūhyaku-hachijūsannen

千九百八十三年

- (b) Write the ordinal prefix *dai*, numerators, and other suffixes as part of the numbers they precede or follow, if spelled out. Write them separate from the words they modify.

daisan seiryoku

第三勢力

Dainiji Sekai Taisen kaikoroku

第二次世界大戦回顧録

- (c) Transcribe a center point between numbers as a period, with no space following it. If, however, the number is spelled out in romanization as a word, then the center point is not represented by a Roman value (cf. *Library of Congress Rule Interpretations, Appendix C.4C*).

8.15 zengo : sensō to watakushitachi 8 · 1 5 前後 : 戦争と私たち

3.14 futō hanketsu

三 · 一四不当判決

20.5-seiki no ongaku

2 0 · 5 世紀の音楽

*but* Niniroku Jiken

二 · 二六事件

- (d) Hyphenate numbers joined to modify a common substantive.

3-4-jigen

3 · 4 次元

Shōwa 58-59-nendo

昭和五八 · 五九年度