

## Japanese Romanization Table

1	Introduction: Scope of the Romanization Table .....	1
2	Basic Principles for Romanization .....	1
2.1	How to Romanize .....	1
2.2	Preferred Reading Sources.....	1
2.3	Preferred Reading: Exceptions.....	2
2.4	Preferred Reading: Complex Cases .....	2
2.5	Long Vowels, Adjacent Vowels, and Exceptions .....	4
3	Capitalization .....	6
3.1	Personal Names .....	6
3.2	Titles and Terms of Address.....	6
3.3	Geographic Names.....	6
3.4	Corporate and Conference Names .....	6
3.5	Names of Works.....	7
3.6	Historical and Cultural Events and Periods .....	7
3.7	Structures, etc. ....	7
3.8	Religions and Sects.....	8
3.9	Derivatives of Proper Names .....	8
4	Japanese Punctuation and Typographical Marks .....	9
4.1	Middle Dots   中黒   Nakaguro.....	10
4.2	Punctuation and Typographical Marks with Roman Equivalents .....	10
4.3	Brackets and Parentheses.....	10
4.4	Typographical Marks With no Roman Equivalent.....	10
5	Diacritic Marks and Other Symbols Used in Romanization .....	11
5.1	Macron .....	11
5.2	Apostrophe .....	11
6	Word Division.....	11
6.1	What is a Word?.....	11
6.2	Write as Single Words.....	12
6.3	Write as Separate Words .....	13
6.4	Phrases Consisting of Compound Words.....	13
6.5	Prefixes.....	15
6.6	Suffixes .....	17
6.7	Loan words Including Neologisms .....	18

## Japanese Romanization Table

6.8	Other Parts of Speech .....	19
6.9	Proper Name Exceptions.....	22
6.10	Geographic Names.....	25
7	Numerals.....	28
7.1	Typical Cases .....	28
7.2	Proper Names .....	28
7.3	Common Nouns .....	29
7.4	Spelled Out Forms of East Asian Numerals.....	29
7.5	Numerals with East Asian Punctuation.....	31
	Romanized/Kana Equivalent Charts.....	33
	Helpful References.....	35

## 1 Introduction: Scope of the Romanization Table

Romanization is one type of transliteration. Transliteration is the process of converting text written in one script into another script. Romanization in this ALA-LC Romanization Table (RT) means converting Japanese script to the Roman alphabet used in Western European languages.

Romanized text in catalog records is intended to mirror as closely as possible the original Japanese script and its readings, but the romanization process is not exact. While the original Japanese text is recorded directly from bibliographic materials based on cataloging rules, romanized text is created by applying the guidelines in the RT (this document). The RT is a romanization scheme that strives to foster consistency and uniformity in the romanized text used in catalog records. The RT is not a pronunciation guide, although pronunciation is an important consideration in the romanization process. Since the pronunciation of Japanese script can change over time, place, and context, there is not always a clear one-to-one relationship between Japanese script and Romanized text. In such cases, textual context must be considered carefully. Even though the RT aims for uniformity, catalogers should keep in mind that there are many gray areas in the romanization process. *In cases of doubt, consider using alternative reading(s) as variant access points in bibliographic and authority records when appropriate.*

## 2 Basic Principles for Romanization

### 2.1 How to Romanize

Romanization for library catalogs has two main components: converting Japanese text into the roman alphabet and word division. How to convert text (romanize) is covered primarily in sections 2-5 and 7 of this romanization table. Word division is covered in section 6. These two components must always be considered carefully. The RT provides guidance and many examples drawn from actual cases.

Specific guidance may also be found in the Romanized/Kana Equivalent Charts, following the RT on page 33-34. In general, words and parts of words written only in hiragana or katakana should be romanized as they appear. If a specific reading is indicated in the text of materials being cataloged, use that. When in doubt, use standard Japanese dictionaries (see Helpful References) to determine the current modern reading, as far as possible.

### 2.2 Preferred Reading Sources

If multiple readings exist for text appearing on items, use the reading that is preferred in most dictionaries, except if another reading is provided on the item.

Text on item: 私  
Romanization: watakushi  
Suggested variant: watashi

Text on item: 大地震  
Romanization: daijishin  
Suggested variant: ōjishin

Text on item: 重複  
Romanization: chōfuku  
Suggested variant: jūfuku

## 2.3 Preferred Reading: Exceptions

### 2.3.1 Grammatical Particles

Romanize は and へ when used as grammatical particles as "wa" and "e".

### 2.3.2 Historical Kana Usage (歴史的仮名遣い | rekishiteki kanazukai)

Use modern readings unless a specific reading is assigned on the piece. The direct kana-by-kana reading may be added as a variant.

Text on item (Historic usage): てふてふ  
Modern usage: ちょうちょう  
Romanization: chōchō  
Suggested variant: tefutefu

Text on item (Historic usage): ぬゑのたんじやう  
Modern usage: ぬえのたんじょう  
Romanization: Nue no tanjō  
Suggested variant: Nue no tanjiyau

Text on item (Historic usage): おもひでぼろぼろ  
Modern usage: おもいでぼろぼろ  
Romanization: Omoide poroporo  
Suggested variant: Omohide poroporo

## 2.4 Preferred Reading: Complex Cases

### 2.4.1 Well-Established Reading of Proper Names

If a particular non-standard reading is commonly found in websites, reference sources or other publications associated with the entity, use that.

Text on item: 本朝書籍目録 (book title)  
Romanization: Honchō shojaku mokuroku  
Suggested variant: Honchō shoseki mokuroku

Text on item: 圖書寮 (or 図書寮)  
Romanization: Zushoryō  
Suggested variant: Toshoryō

Text on item: 大日本帝国  
Romanization: Dai Nippon Teikoku  
Suggested variant: Dai Nihon Teikoku

Text on item: 日本永代蔵  
Romanization: Nippon eitaigura  
Suggested variant: Nihon eitaigura

## 2.4.2 Loan Words

### 2.4.2.1 Loan Words Written in Kana (外来語 | gairaigo)

Romanize kana-by-kana. Alternative reading(s) may be added as variant(s).

Text on item: コミュニテイ

Loan Word as it is usually written: コミュニテイ

Romanization: komiyunitei

Suggested variant: komyuniti

Text on item: スタア

Loan Word as it is usually written: スター

Romanization: sutaa

Suggested variant: sutā

Text on item: テレビジョン

Loan Word as it is usually written: テレビジョン

Romanization: terebijon

Suggested variant: terebijon

Text on item: ギリシア

Loan Word as it is Usually Written: ギリシャ

Romanization: Girishia

Suggested variant: Girisha

Text on item: シンポジウム

Romanization: shinpojiumu

Suggested variant: shinpojūmu

Text on item: シンポジューム

Romanization: shinpojūmu

### 2.4.2.2 Foreign Geographic Names Written in Kanji

For foreign geographic names originally in Chinese characters or transliterated using kanji, follow 2.2 and 2.4.1 and use preferred sources to identify their readings unless a specific reading is indicated on the item. Alternative reading(s) may be added as variant(s). See also 6.10.

香港 | Honkon

濟州島 | Chejutō (Suggested variants: Chejudō, Saishūtō, or Saishūdō)

紐育 | Nyū Yōku (Suggested variants: Nyūyōku)

加奈陀 | Kanada

亜米利加 | Amerika

### 2.4.3 Alternative Romanizations as Variants

Variant romanizations may be added as variants in bibliographic and authority records based on the cataloger's judgment.

Text on Item: その後

Romanization: sonogo (Suggested variant: sono go)

Suggested variant: sono ato

Suggested variant: sono nochi

Suggested variant: sonoato

Suggested variant: sononochi

Text on Item: 行く年来る年

Romanization: yuku toshi kuru toshi

Suggested variant: yukutoshi kurutoshi

Text on Item: 等

Romanization: tō

Suggested variant: nado

Suggested variant: ra

### 2.5 Long Vowels, Adjacent Vowels, and Exceptions

In Japanese text, several methods are used to indicate long vowels. See also 5.1.

#### 2.5.1 Lengthening bar | ー | 長音符 | chōonpu

Vowels written with a lengthening bar are romanized with a macron.

コンピュータ | konpyūta

ニューヨーク | Nyū Yōku

ケンタッキー | Kentakkī

ウィーク | wīku

ビードロ | bīdoro

そーっと | sōtto

#### 2.5.2 Romanized with a Macron: Syllables Ending with Final u

Long vowels ending in u are romanized with a macron.

孔子 | Kōshi, not Koushi

労働 | rōdō, not roudou

情報 | jōhō, not jouhou

昨秋 | sakushū, not sakushuu

流水 | ryūsui, not ryuusui

お父さん | otōsan, not otousan

トウサン | tōsan, not tousan

#### 2.5.3 Romanized with a Macron: ā, ē and ō

The a, e and o long vowels are romanized with a macron.

お母さん | okāsan, not okaasan

ああ播磨灘 | Ā Harimanada, not Aa Harimanada

バアサン | bāsan, not baasan

お姉さん | onēsan, not onesan

茂兵衛 Mohē, not Mohee  
ええじゃないか | ē ja nai ka , not ee ja nai ka  
狼 | ōkami, not ookami  
オオカミ | ōkami, not ookami  
ほおずき | hōzuki, not hoozuki  
遠い | tōi, not tooi

### 2.5.4 Long i Vowels

Long i vowels are always romanized as ii (double i), except when long i is written with a lengthening bar (ー). In that case, it is romanized with a macron (ī). See 2.5.1.

新潟 | Niigata, not Nīgata  
飯田 | Iida, not Īda  
お兄さん | oniisan, not onīsan  
びいどろ | biidoro, not bīdoro  
But: ビードロ | bīdoro, not biidoro  
物言い | monoii, not monoī  
ジイサン | jiisan, not jīsan

### 2.5.5 Exception for Morpheme Boundaries

When adjacent vowels meet between two "meaningful units," called "morphemes," they are romanized as separate vowels, not as long vowels. When in doubt, for example with contracted readings, long- established customary readings of proper names, dialects, etc., follow 2.5.1-2.5.4.

#### 2.5.5.1 Adjacent Vowels Separated by a Morpheme Boundary

子牛 | koushi (子 ko + 牛 ushi, not kōshi)  
長雨 | nagaame (長 naga + 雨 ame, not nagāme)  
会社案 | kaishaan (会社 kaisha + 案 an, not kaishān)  
本居 | Motoori (本 Moto + 居 ori, not Motōri)  
腐れ縁 | kusareen (腐れ kusare + 縁 en, not kusarēn)

#### 2.5.5.2 Final う | u Verbs: Two Types

##### 2.5.5.2.1 Morphemic: Modern Verbs

The added final う | u following another vowel in the "dictionary form" of verbs constitutes by itself a morpheme (a meaningful unit). It is therefore romanized as a separate letter from the preceding vowel, NOT as a long vowel.

縫う | nuu, not nū  
問う | tou, not tō  
思う | omou, not omō

## 2.5.5.2.2 Not Morphemic: 候 | sōrō

In contrast, the added final u | う in 候 is NOT considered a separate meaningful unit (morpheme). Instead it combines with the preceding consonant and vowel to form a single morphemic syllable. This final vowel is therefore romanized as a long vowel.

候, 候ふ, そうろう | sōrō, not sourou

## 3 Capitalization

Capitalize all proper names following the rules below. Never capitalize particles. If none of the following instructions apply to the proper name, catalogers are encouraged, but not required, to follow standard cataloging practices for English-language materials.

### 3.1 Personal Names

Capitalize each word of a personal name.

菅原孝標女 | Sugawara no Takasue no Musume

### 3.2 Titles and Terms of Address

Capitalize titles and terms of address, except when they consist of a single character or kana for san, sama, chan, kun, etc., that is hyphenated following a personal name. See 6.9.2.3.

弘法大師 | Kōbō Daishi

お菊さん | Okiku-san

井上さん | Inoue-san

内閣総理大臣田中角栄 | Naikaku Sōri Daijin Tanaka Kakuei

But: 内閣総理大臣 | naikaku sōri daijin (as a generic occupation)

### 3.3 Geographic Names

Capitalize each word of a geographic name.

横浜 | Yokohama

日本列島 | Nihon Rettō

有楽町 | Yūaku-chō

太平洋 | Taiheiyō

房総半島 | Bōsō Hantō

東洋 | Tōyō

富士山 | Fujisan

淀川 | Yodogawa

### 3.4 Corporate and Conference Names

Capitalize each word of corporate and conference names except articles, prepositions and conjunctions.

戦争を記録する会 | Sensō o Kirokusuru Kai



国際仏教文化学会 | Kokusai Bukkyō Bunka Gakujutsu Kaigi

日本陸軍 | Nihon Rikugun

中央公論新社 | Chūō Kōron Shinsha

But: 中央公論 | Chūō kōron (journal title)

### 3.5 Names of Works

Capitalize the first word of names of works such as documents, publications, artworks, etc. Proper names contained within names of works should be capitalized following other capitalization rules.

徒然草 | Tsurezuregusa

朝日新聞 | Asahi shinbun

労働組合法 | Rōdō kumiai hō

日本国有鉄道就業規則 | Nihon Kokuyū Tetsudō shūgyō kisoku

蛍の光 | Hotaru no hikari

富嶽三十六景 | Fugaku sanjūrokkei

### 3.6 Historical and Cultural Events and Periods

3.6.1 Capitalize each word of the name of a historical or cultural event.

第二次世界大戦 | Dainiji Sekai Taisen

二・二六事件 | Niniroku Jiken

明治維新史 | Meiji Ishin shi

関ヶ原の戦い | Sekigahara no Tatakai

祇園祭 | Gionmatsuri

関東大震災 | Kantō Daishinsai

福島原発事故 | Fukushima Genpatsu Jiko

3.6.2 Capitalize the first word of the name of a historical or cultural period.

縄文時代 | Jōmon jidai

六朝時代 | Rikuchō jidai

平安朝 | Heianchō

昭和期 | Shōwaki

幕末 | Bakumatsu

バロック | Barokku

ルネサンス | Runesansu

### 3.7 Structures, etc.

Capitalize the name of a building, facility, monument, or other structure and the name of a road or street.

高松塚古墳 | Takamatsuzuka Kofun

成田空港 | Narita Kūkō

日比谷公園 | Hibiya Kōen  
永源寺ダム | Eigenji Damu  
東京スカイツリー | Tōkyō Sukai Tsurī  
甲州街道 | Kōshū Kaidō

### 3.8 Religions and Sects

Capitalize names of religions and sects.

佛教 | Bukkyō  
キリスト教 | Kirisutokyō  
神道 | Shintō  
禅宗 | Zenshū  
浄土真宗 | Jōdo Shinshū

### 3.9 Derivatives of Proper Names

#### 3.9.1 When to Capitalize

In general, derivatives of proper names when used as proper names are capitalized. However, sometimes derivatives of proper names acquire a new, distinct common noun meaning. In those cases, see 3.9.2 and 3.9.3.

日本人 | Nihonjin  
アメリカ人 | Amerikajin  
華僑 | Kakyō  
日本兵 | Nihonhei  
日本刀 | Nihontō  
日本酒 | Nihonshu  
日本画 | Nihonga  
日本史 | Nihonshi  
日本語 | Nihongo  
英語 | Eigo  
日本学 | Nihongaku  
漢学 | Kangaku  
英文学 | Eibungaku  
陽明学 | Yōmeigaku  
キリスト者 | Kirisutosha  
キリシタン | Kirishitan  
仏教徒 | Bukkyōto  
禅僧 | Zensō  
佛画 | Butsuga  
禅寺 | Zendera

## 3.9.2 When Not to Capitalize

Do not capitalize a word derived from a proper name when it has acquired a new, distinct common noun meaning. Since formulating a prescriptive and all-inclusive rule for this in advance is not possible, catalogers should assess general and long-continued usage when making a decision.

呉服 | *gofuku*

瀬戸物 | *setomono*

アラビア数字 | *arabia sūji*

ローマ字 | *rōmaji*

ボストンバッグ | *bosuton baggu*

## 3.9.3 Special Cases Like 和, 漢, 洋, etc.

These characters are used in combination with other characters to form words that refer to "Japanese," "Chinese" and "Western" concepts. However, do not treat words using any of these characters as proper names, unless the word formed refers specifically to a nation, dynasty, language or national/ethnic entity.

### 3.9.3.1 Not Referring to a Nation

和室 | *washitsu*

洋酒 | *yōshu*

### 3.9.3.2 Referring to a Nation or Language

和寇 | *Wakō* (here to the [alleged] national/ethnic affiliation of a group of people [i.e., pirates].)

和英辞典 | *Wa-Ei jiten* (和 refers to the Japanese language in this instance.)

倭人 | *Wajin*

倭国 | *Wakoku*

More Examples:

漢字 | *kanji*

漢方 | *kanpō*

漢薬 | *kan'yaku*

But: 漢 | *Kan* (the Han dynasty)

## 4 Japanese Punctuation and Typographical Marks

Japanese text includes various forms of punctuation and typographical marks. Use the rules and examples below as guidance when romanizing Japanese punctuation. If you encounter punctuation or a typographical mark that is not listed here, or if a simple conversion does not work, use your best judgment and provide variants as needed.

#### 4.1 Middle Dots | 中黒 | Nakaguro

Transcribe a middle dot (・) used for dividing words as a comma followed by a space if it makes the meaning of romanized words clear. Use only a space if a comma is not necessary for clarity. For middle dots appearing between numbers, see 7.5.

松本清長・山本周五郎集 | Matsumoto Seichō, Yamamoto Shūgorō shū  
 ポール・クロードル | Pōru Kurōderu

#### 4.2 Punctuation and Typographical Marks with Roman Equivalents

Use standard roman equivalents for Japanese punctuation with parallel forms used in European languages as noted below.

Order shown in examples below: English name | Japanese | For Romanization

comma | 、 | ,

period | 。 | .

question mark | ? | ?

exclamation point | ! | !

tilde | ～ | - (used with numbers and dates, meaning から… | from … ; or a hyphen between two dates, used for a date range)

quotation mark type 1 | 「」 | ""

quotation mark type 2 | 『』 | ""

equal sign | = | =

#### 4.3 Brackets and Parentheses

Various forms of brackets and parentheses are seen in Japanese publications, including those noted below.

angle brackets | ◇ | <>

double angle brackets | ⟨⟩ | <>

brackets | □ | []

brackets | 【】 | []

brackets | ⬡ | []

brackets | ▭ | []

parentheses | ( ) | ( )

#### 4.4 Typographical Marks With no Roman Equivalent

##### 4.4.1 Repetition

The repetition markers 々 and 々 indicate repetition of the previous syllable.

蝶々 | chōchō

日々 | hibi

年々 | nennen

こゝろ | Kokoro

#### 4.4.2 Geta [placeholder] | =

If a correct character is not known even after exhaustive research is done, a geta symbol might be used. Supply the Romanized reading of the missing character in brackets.

## 5 Diacritic Marks and Other Symbols Used in Romanization

Diacritic marks and other symbols in addition to the standard roman alphabet are used to romanize Japanese. See section 2.5 for special cases and exceptions.

### 5.1 Macron

Transcribe the macron ( ¯ ) over the letters a, i, u, e, and o to indicate a long vowel. For examples, see 2.5.

### 5.2 Apostrophe

Transcribe the apostrophe ( ' ) between syllables when the first syllable ends with the letter n and the following syllable begins with a vowel (a, i, u, e, o) or y. The apostrophe shows that the final n is part of the preceding syllable.

長井憲一 | Nagai Ken'ichi

信越 | Shin'etsu

翻訳 | hon'yaku

万葉 | Man'yō

親愛なる | shin'ainaru

三億円 | san'okuen

真打 | shin'uchi

## 6 Word Division

### 6.1 What is a Word?

Unlike Japanese script, which has very little spacing, romanized Japanese text uses spaces between words. According to the Oxford English Dictionary (OED), a word is "An element or unit of speech, language, etc." The OED goes on to explain that a word is: "Any of the sequences of one or more sounds or morphemes (intuitively recognized by native speakers as) constituting the basic units of meaningful speech used in forming a sentence or utterance in a language (and in most writing systems normally separated by spaces); a lexical unit other than a phrase or affix; an item of vocabulary..." Apply the word division rules with this OED definition and the following guidelines in mind:

#### 6.1.1 Write Words Separately

In general, write words separately from each other. In cases of doubt, refer to the rules and instructions in this section to determine word boundaries. Add variants as needed.

## 6.1.2 Organization of the Word Division Section

Parts 6.2 to 6.7 cover nouns and pronouns, and include compound words and other complex cases, such as foreign words. Part 6.8 covers other parts of speech and related compounds, including verbs, adjectives, and adverbs.

## 6.2 Write as Single Words

### 6.2.1 Compound Words

Compound words are created when two or more words are joined to make one longer word.

我々 | wareware

手足 | teashi

我輩 | wagahai

霧雨 | kirisame

昔話 | mukashibanashi

水盃 | mizusakazuki

誰か | dareka [when it means "somebody"]; See also 6.8.4.

嫌がらせ | iyagarase

浮世絵 | ukiyoe

送りがな | okurigana

論叢 | ronsō

国政 | kokusei

家族 | kazoku

国民 | kokumin

### 6.2.2 Compound Words with Middle の | no

Treat commonly used compounds that use middle の | no as one word. Such words are commonly found in major dictionaries. See also 6.8.4 and 6.9.

茶の間 | chanoma

茶の湯 | chanoyu

世の中 | yononaka

日の出 | hinode

男の子 | otokonoko

草の根 | kusanone

きのこ | kinoko

たけのこ | takenoko

虎の巻 | toranomaki

女童 | menowarawa (classical)

But: 先の戦 | saki no ikusa

くだんのはは | Kudan no haha

Judge by context: ヤマノイモ | yamanoimo (standard commonly used Japanese name for Japanese Yam, *Dioscorea japonica*)

山の芋 | yama no imo (when referring to "potatoes from the mountains")

### 6.2.3 Compound Words with On'yomi Single Character Modifiers

Write as one-word compounds with an added on'yomi single character modifier.

業思想 | gōshisō

核戦争 | kakusensō

核家族 | kakukazoku

寮生活 | ryōseikatsu

## 6.3 Write as Separate Words

### 6.3.1 Words with Kana or Kun'yomi Character Modifiers

Write separately words with modifiers consisting of kun'yomi characters or kana.

わが息子 | waga musuko

我国 (わが国) | waga kuni

我が子 | waga ko

この国 | kono kuni

あの町 | ano machi

女絵かき | onna ekaki

ゲイ作家 | gei sakka

味自慢 | aji jiman

ペット自慢 | petto jiman

琴合奏 | koto gassō

ピアノ合奏 | piano gassō

水資源 | mizu shigen

米騒動 | kome sōdō

男相手 | otoko aite

### 6.3.2 Bracketed Single Characters or Words

Separate words, phrases, and single characters enclosed in brackets, quotation marks or parentheses with a space. See also 4.2 and 4.3.

「仁」思想 | "jin" shisō

「核」論争 | "kaku" ronsō

「わたし」改革 | "watashi" kaikaku

## 6.4 Phrases Consisting of Compound Words

Write separately two or more adjacent compound words.

六朝時代 | Rikuchō jidai

国民主義 | kokumin shugi  
東洋学会 | Tōyō Gakkai  
日本国政事典 | Nihon kokusei jiten  
耳鼻咽喉科 | jibi inkōka  
学校図書館法 | Gakkō toshokanhō  
国分寺資料調査報告書 | Kokubunji shiryō chōsa hōkokusho  
兄弟姉妹達 | kyōdai shimaitachi

#### 6.4.1 Reading Changes in Compounds

Hyphenate joined compound words when the combination results in phonetic changes.

女中奉公 | jochū-bōkō  
文芸読本 | bungei-dokuhon  
株式会社 | kabushiki-gaisha  
交流試合 | kōryū-jiai  
夫婦喧嘩 | fūfu-genka  
南部相撲 | Nanbu-zumō

##### 6.4.1.1 Single Characters in Succession

###### 6.4.1.1.1 On'yomi

Write as one-word on'yomi single characters listed in succession.

都道府県 | todōfuken  
市区町村 | shikuchōson  
市町村 | shichōson  
士農工商 | shinōkōshō  
衣食住 | ishokujū  
春夏秋冬 | shunkashūtō  
花鳥風月 | kachōfūgetsu  
冠婚葬祭 | kankonsōsai

###### 6.4.1.1.2 Kun'yomi

Write separately kun'yomi single characters listed in succession.

春夏秋冬 | haru natsu aki fuyu  
父母 | chichi haha (If on'yomi: fubo)  
兄妹 | ani imōto

#### 6.4.2 Single Character Kana

Write as one-word single character kana listed in succession.

てにをは | tenioha  
こそあど | kosoado



But: あれこれ | are kore (This is a case of two two-character kana words in succession)

### 6.4.3 Single-Character Modifiers with a Common Substantive

Write single-character modifiers having a common substantive as single words.  
Hyphenate only when separated by a middle dot. See also 4.1.

小・中学校 | shō-chūgakkō  
小・中・高等学校 | shō-chū-kōtō gakkō  
小・中規模企業 | shō-chūkibo kigyō  
上・下水道 | jō-gesuidō  
農山漁村 | nōsangyoson  
中・近世 | chū-kinsei  
中近世 | chūkinsei  
農・工・鉱業 | nō-kō-kōgyō  
文・史・哲学 | bun-shi-tetsugaku  
行財政 | gyōzaisei  
乳幼児 | nyūyōji

### 6.4.4 Compound Words with Reading Changes

#### 6.4.4.1 Reading Changes in Set Phrases

Write well-established set phrases with reading changes as single compound words.

口下手 | kuchibeta  
雪景色 | yukigeshiki  
土砂降り | doshaburi  
理屈通り | rikutsudōri  
大和魂 | Yamato-damashii

#### 6.4.4.2 Kaisha in the Names of Corporations

When it occurs in the names of corporations, always write 会社 as Kaisha, ignoring phonetic changes.

日産自動車株式会社 | Nissan Jidōsha Kabushiki Kaisha  
沖縄文化有限会社 | Okinawa Bunka Yūgen Kaisha  
木内酒造合資会社 | Kiuchi Shuzō Gōshi Kaisha

## 6.5 Prefixes

### 6.5.1 General Rule

#### 6.5.1.1 Honorific Prefixes

Always keep the honorific prefix 御, read o, go, mi, or on together with elements it modifies.

お誕生日会 | otanjōbikai

お送り致しましょう | ookuri itashimashō  
お出掛け遊びますか | odekake asobashimasu ka  
おフランス | Ofuransu  
御祝儀袋 | goshūgibukuro  
ご婦人方 | gofujingata  
御世 | miyo  
御曹司 | onzōshi  
御大将 | ontaishō

#### 6.5.1.2 When Prefixes Are Written Together

When it fails to convey an intended meaning if divided, prefixes are written together with the word following it.

古生物学 | koseibutsugaku  
大人物 | daijinbutsu  
大往生 | daiōjō  
新幹線 | shinkansen  
旧体制 | kyūtaisei  
新建築 | shinkenchiku  
超大国 | chōtaikoku  
全注釈 | zenchūshaku  
小綺麗 | kogirei  
大納言 | dainagon  
真犯人 | shinhannin  
軽自動車 | keijidōsha  
非常識 | hijōshiki  
異文化 | ibunka  
超音波 | chōonpa  
不可能 | fukanō  
大地震 | ōjishin  
古伊万里 | Koimari

#### 6.5.2 When Prefixes Are Written Separately

6.5.2.1 If the meaning of a modified word is independent from its prefix, write the prefix and the word separately. In case of doubt, add a variant.

各議員 | kaku giin  
当施設 | tō shisetsu  
一図書館員 | ichi toshokan'in  
各都道府県 | kaku todōfuken

6.5.2.2 When a prefix modifies a loan word in katakana, write the prefix and the word separately.

全マニュアル | zen manyuaru  
元ボクサー | moto bokusā  
各セクション | kaku sekushon  
新アニメシリーズ | shin anime shirīzu

### 6.5.3 Prefixes with Multiple Compound Words

Write separately a prefix that modifies multiple following words or a prefix that modifies a word not immediately following it.

新植民地主義 | shin shokuminchi shugi  
大人名事典 | dai jinmei jiten  
小文学辞典 | shō bungaku jiten  
各無産政党 | kaku musan seitō  
一記念写真 | ichi kinen shashin

## 6.6 Suffixes

### 6.6.1 General Rule

Write as one-word compounds formed by the addition of a suffixed single element.

耳鼻科 | jibika  
経済的 | keizaiteki  
生物学 | seibutsugaku  
人生観 | jinseikan  
唯物論 | yuibutsuron  
健康法 | kenkōhō  
落穂集 | Ochiboshū  
カロリー表 | karorīhyō  
エッセイ集 | esseishū  
経済学史 | keizaigakushi  
現代語訳 | gendaigoyaku  
外国語学 | gaikokugogaku  
作曲者名 | sakkyokushamei

### 6.6.2 Use of hen, shō, kō, and ten as suffixes

#### 6.6.2.1 Written Separately

Write the suffixes hen (編, 篇) used for sections of books, shō (抄, 鈔) for excerpts or commentaries, kō (考, 稿) for treatises or drafts, and ten (展) for exhibitions, separately from the word preceding them.

君が代考 | Kimigayo kō

戦前編 | *senzen hen*  
美人画展 | *bijinga ten*  
戦前戦後編 | *senzen sengo hen*  
日本食肉史抄 | *Nihon shokunikushi shō*  
日本印書考 | *Nihon insho kō*  
支那書誌学稿 | *Shina shoshigaku kō*  
東西美術交流 300 年展 | *Tōzai bijutsu kōryū 300-nen ten*  
横浜市史稿 | *Yokohama shishi kō*

### 6.6.2.2 Exception: Treated as Part of Compound

When it makes more sense to treat a suffix as part of a compound, write it together with the preceding element.

前編 | *zenpen*  
私考 | *shikō*  
草稿 | *sōkō*  
特別展 | *tokubetsuten*  
企画展 | *kikakuten*

## 6.7 Loan words Including Neologisms

### 6.7.1 General Rule

Expressions borrowed from other languages (loan words) include both straight copies of foreign expressions and neologisms or made-up words based on foreign words but adapted in form and meaning when used in Japanese. Some loan words are divided into separate words in a straightforward way. In other cases, the boundary between words may not be so clear. Use your best judgement and add variants as necessary.

ベストセラー | *besuto serā* (best seller)  
マスメディア | *masu media* (mass media)  
アール・ヌーヴォー | *Āru Nūvō* (Art Nouveau)  
アヴァンギャルド | *avan gyarudo* (avant-garde) Suggested variant: *avangyarudo*  
ファッションデザイナー | *fasshon dezainā* (fashion designer)  
コンピュータプログラミング | *konpyūta puroguramingu* (computer programming)  
サラリーマン | *sararīman* (salaryman = business man) Suggested variant: *sararī man*  
チアガール | *chiagāru* (cheer girl = cheerleader) Suggested variant: *chia gāru*

### 6.7.2 Shortened Loan Words

Neologisms formed by combining shortened forms of foreign words are written as one word.

ワープロ | *wāpuro* (word processor)  
エアコン | *eakon* (air conditioner)

アメフト | amefuto (American football)

### 6.7.3 Geographic Foreign Names

Follow general rule (6.7.1) for geographic foreign names.

ホンコン | Honkon (香港)

北京 | Pekin

ペキン | Pekin

However, Romanize a geographic foreign name keeping the division of words as is in the original language. In such cases a variant addition is strongly recommended.

ニューヨーク | Nyū Yōku (New York); variant: Nyūyōku

ニュージーランド | Nyū Jīrando (New Zealand); variant: Nyūjīrando

サンフランシスコ | San Furanshisuko (San Francisco); variant: Sanfuranshisuko

サンパウロ | San Pauro (São Paulo); variant: Sanpauro

In some cases, the kana rendition of a foreign name does not allow spacing that might be expected based on the spelling of the word in the original language. If so, write with no spacing.

ロサンゼルス | Rosanzerusu (Los Angeles)

But: ロスアンゼルス | Rosu Anzerusu (Los Angeles)

サンノゼ | Sannoze (San Jose)

But: サンホゼ | San Hoze (San Jose)

For geographic foreign names written with Japanese additions, follow both the general rule (6.7.1) and examples found under geographic names (6.10).

ホーチミン市 | Hō Chi Min-shi

カリフォルニア州 | Kariforunia-shū

ニューヨーク市長 | Nyū Yōku shichō

グランドセントラル駅 | Gurando Sentoraru-eki

ゴビ砂漠 | Gobi sabaku

## 6.8 Other Parts of Speech

For parts of speech other than nouns when used separately or with compounds, apply the following guidelines:

### 6.8.1 Verbs

#### 6.8.1.1 Verbs with Auxiliaries

Write simple and compound inflected and contracted verbs, with their auxiliaries, as single words.

生きてる | ikiteru

支配する | shihaisuru

ドライブする | doraibusuru

読み得る | yomiuru

なし得ない | nashienai

関する | kansuru

思い出す | omoidasu

#### 6.8.1.2 Verbs with Modifiers

Write verbs separately from adverbs or inflected adjectives.

どう考える | dō kangaeru

そうする | sō suru

こうなる | kō naru

強くなる | tsuyoku naru

美しくなりたい | utsukushiku naritai

生きていた | ikite ita

帰って来る | kaette kuru

やってみよう | yatte miyō

戴いていきます | itadaite ikimasu

言っているのだが | itte iru no da ga

#### 6.8.1.3 Honorific and Similar Types of Auxiliaries

Write honorific auxiliaries, potential auxiliaries such as *dekiru* and *dekinai*, and other similar types of auxiliaries separately from other parts of the verb.

我慢出来るか | gaman dekiru ka

我慢出来ません | gaman dekimasen

死にたもう・死にたもう | shini tamau, shini tamō

次回の主催地は日本らしい | jikai no shusaichi wa Nihon rashii [when らしい is used as an auxiliary, meaning "It appears to be Japan."]

よろしくお願い致します | yoroshiku onegai itashimasu

読ませて頂きます | yomasete itadakimasu

#### 6.8.2 Adjectives

Write compound inflected adjectives and adjectival verbs as single words.

如何なる | ikanaru

魅力ある | miryokuaru

抵抗なき | teikōnaki

堂々たる | dōdōtaru

恐るべき | osorubeki

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

嬉しい | ureshii

あどけない | adokenai

うそっばい | usoppoi

日本らしい風景 | Nihonrashii fūkei [Here, らしい is used as an adjective meaning "Japan-like". Write as one word.]

### 6.8.3 Adverbs and Conjunctions

Write compound adverbs and conjunctions as single words.

特に | tokuni

並に | narabini

共に | tomoni

遂に | tsuini

如何に | ikani

直ぐに | suguni

又は | matawa

或いは | aruiwa

その後 | sonogo

その後 | sonoato

これから | korekara

それでも | soredemo [when used as a conjunction meaning nonetheless]

### 6.8.4 Particles

Write particles separately from other words and from each other, except for の | no used in the middle of common phrases (see 6.2.2).

幸福への道 | kōfuku e no michi

絵は誰にでも描ける | E wa dare ni de mo kakeru

そういう本を読むのが楽しい | Sō iu hon o yomu no ga tanoshii

雲の上に | kumo no ue ni

うれしいな | ureshii na

何だろうか | nan darō ka

さらりと | sarari to

それでも | sore de mo [when used as pronoun + particle + particle: that or the like]

誰か | dare ka [when used in a question as "who"] See also 6.2.1.

In some cases, "no" is contracted:

頭ン中 | atama n naka

オレン家 | ore n chi

そうだったんだ | sō datta n da

## 6.9 Proper Name Exceptions

Other than the following five exceptions, follow general word division rules (6.1.1) to divide words within proper names, or to separate proper names from other words.

### 6.9.1 Personal Names, Corporate Names and Titles of Works

#### 6.9.1.1 Typical Examples

Write affixes separately from personal names, corporate names or titles of works (including laws, musical works, etc.). See also 6.9.3 and 6.9.4.

リンカーン伝 | Rinkān den  
丹羽文雄集 | Niwa Fumio shū  
国立国会図書館報 | Kokuritsu Kokkai Toshokan hō  
続日本後記 | Shoku Nihon kōki  
續群書類従 | Zoku Gunsho ruijū  
独占禁止法上 | Dokusen kinshihō jō

#### 6.9.1.2 Names of Ships, Airplanes, Trains, etc.

Write suffixes such as maru | 丸 and gō | 号 used for named ships, airplanes, trains, etc., separately from the preceding word.

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

#### 6.9.1.3 Abbreviated Proper Names

Write words consisting of or containing abbreviated proper names as single words. See also 6.10.8.

沙翁物語 | Saō monogatari  
福翁百話 | Fukuō hyakuwa  
産総研 | Sansōken

### 6.9.2 Special Usage

The following rule overrides 6.9.1 above.

#### 6.9.2.1 Well-established Corporate Names, Areas of Study, etc.

Follow the general rule for suffixes (see 6.6.1) when personal names are incorporated within well-established corporate names, areas of study, etc.

陽明学 | Yōmeigaku  
徂徠学 | Soraigaku  
蘇峰会 | Sohōkai  
小野組 | Onogumi



If, however, the cataloger judges that the word is for a one-off publication or event, follow 6.9.1 above.

芥川龍之介学 | Akutagawa Ryūnosuke gaku

漱石学 | Sōseki gaku

### 6.9.2.2 Special On'yomi Reading

Write as single-word compounds that include proper names whose readings are changed to on'yomi.

義経記 | Gikeiki (Normal reading for 義経 is Yoshitsune)

信長記 | Shinchōki (Normal reading for 信長 is Nobunaga)

源氏 | Genji (Normal reading for 源 as family name is Minamoto)

平家 | Heike (Normal reading for 平 as family name is Taira)

But: 左氏 | Sa-shi (Chinese family name. Reading of 左 does not change as a result of the addition of 氏) See also 6.9.2.3.4.

### 6.9.2.3 Titles, Terms of Address, and Plural suffixes

#### 6.9.2.3.1 Compound Word Titles or Terms of Address and Phrases with の | no Used as a Connector

Write compound word titles or terms of address separately from names. Also write separately from names phrases with の | no used to connect a name with a term of address.

聖サビエル | Sei Sabieru

明治天皇 | Meiji Tennō

待賢門院 | Taiken Mon'in

竹沢先生 | Takezawa Sensei

北白川の宮様 | Kitashirakawa no Miya-sama

大岡越前守 | Ōoka Echizen no Kami

#### 6.9.2.3.2 Single Character or Kana Suffix

When a title, term of address, or plural suffix following a personal name is a single character or kana, hyphenate it.

芭蕉翁 | Bashō-ō

覚信尼 | Kakushin-ni

後鳥羽院 | Gotoba-in

お菊さん | Okiku-san

中村君 | Nakamura-kun

ノンちゃん雲に乗る | Non-chan kumo ni noru

竜馬たち | Ryōma-tachi

6.9.2.3.3 Contractions with Personal Names

But write as one-word contractions formed by the addition of a title or a term of address.

さっちゃん | Satchan

マッサン | Massan

6.9.2.3.4 Families and Clans

Hyphenate a suffix following family or clan names.

徳川家 | Tokugawa-ke

メディチ家 | Medichi-ke

ハイド氏 | Haido-shi

6.9.2.3.5 Personal Name with Title and Suffix, including Terms of Address

Hyphenate a suffix following a title and personal name.

日蓮上人様 | Nichiren Shōnin-sama

悠仁親王様 | Hisahito Shinnō-sama

明治天皇家 | Meiji Tennō-ke

徳川将軍家 | Tokugawa Shōgun-ke

6.9.3 Geographic names and other proper names (but NOT personal names, corporate names or titles of works)

Follow the general word division rules, and may form single words together with other elements as appropriate. But when geographic names combine with other elements to designate jurisdictions, geographic features, etc. follow the specific rules below, under Geographic Names Exceptions (see 6.10.2-6.10.8).

日本史 | Nihonshi

フランス史 | Furansushi

日本茶 | Nihoncha

清朝 | Shinchō

明治期 | Meijiki

6.9.4 Prefixes with Proper Names

Write separately a prefix with proper names. For derivatives of proper names, see 6.5.

大日本帝国 | Dai Nippon Teikoku (Suggested variant: Dai Nihon Teikoku)

新東宝株式会社 | Shin Tōhō Kabushiki Kaisha

全日本観光連盟 | Zen Nihon Kankō Renmei

故黒澤明 | ko Kurosawa Akira

新ルネッサンス | shin Runessansu

新古今和歌集 | Shin kokin wakashū

## 6.9.5 Special Suffixes

Hyphenate single characters, which can be suffixed to proper names, such as: 的, 型, 式, 流, 産, 製, 派, 系, 本, 版, 戦, 側.

日本的 | Nihon-teki  
香港型 | Honkon-gata  
田中千代式 | Tanaka Chiyo-shiki  
フランス側 | Furansu-gawa

## 6.10 Geographic Names

### 6.10.1 Common Examples

Hyphenate generic geographic terms used as part of the name of jurisdictions or streets.

東京都 | Tōkyō-to  
千代田区 | Chiyoda-ku  
有楽町 | Yūraku-chō  
山口県 | Yamaguchi-ken  
横浜市 | Yokohama-shi  
小川町 | Ogawa-machi  
小笠原村 | Ogasawara-mura  
二条通り | Nijō-dōri  
北条郷 | Hōjō-gō  
京畿道 | Kyongi-dō (for contemporary materials, based partly on Korean reading) or Keiki-dō (for colonial era materials, based on Japanese reading)

However, always romanize 北海道 as one word (Hokkaidō). This is a singular exception based on a longstanding practice.

### 6.10.2 Exception for Compound Generic Geographical Terms

Write compound generic geographical terms separately.

小笠原村長 | Ogasawara sonchō  
小川町史 | Ogawa chōshi  
千代田区立 | Chiyoda Kuritsu  
横浜市政 | Yokohama shisei  
東京都民 | Tōkyō tomin  
東京都議会 | Tōkyō Togikai  
山口県報 | Yamaguchi kenpō  
ソウル特別市 | Souru Tokubetsushi

### 6.10.3 Exception for 国 | koku

Write koku as part of the name of countries.

日本国 | Nihonkoku

満洲国 | Manshūkoku

韓国 | Kankoku

#### 6.10.4 Exception When Preceded by no and a Place Name

Write a generic term for a province, land estate, etc., separately if preceded by の | no and a place name.

武蔵国 (武蔵の国) | Musashi no Kuni

新田荘 | Nitta no Shō

磐余邑 | Iware no Mura

#### 6.10.5 Exception for Modifiers and Compounds

##### 6.10.5.1 Modifiers That Are Part of Jurisdiction Names

Write modifiers that are part of jurisdiction names together with the name as one word.

東伊豆町 | Higashiizu-chō

上北山村 | Kamikitayama-mura

内モンゴル | Uchimongoru

北朝鮮 | Kitachōsen

##### 6.10.5.2 Modifiers with Place Names

Write modifiers of place names separately from the place name.

東南アジア | Tōnan Ajia

北アメリカ | Kita Amerika

But 北米 | Hokubei (see 6.10.8)

##### 6.10.5.3 Compound Names

Write compound names designating merged places or containing a larger place name as single words.

宇治山田市 | Ujiyamada-shi

会津若松市 | Aizuwakamatsu-shi

#### 6.10.6 Stations and Harbors

Hyphenate generic terms for stations and harbors following place names.

東京駅 | Tōkyō-eki

横浜港 | Yokohama-kō

品川宿 | Shinagawa-juku

新横浜駅 | Shin Yokohama-eki

If the generic terms form on'yomi compounds, write them separately.

東京駅長 | Tōkyō ekichō  
横浜港湾 | Yokohama kōwan

#### 6.10.7 Geographic Features

Write generic terms for geographic features as part of the name.

隅田川 | Sumidagawa  
浅間山 | Asamayama  
琵琶湖 | Biwako  
信濃路 | Shinanoji  
サイパン島 | Saipantō  
十勝沖 | Tokachioki

If the generic terms form on'yomi compounds, write them separately:

琵琶湖畔 | Biwa kohan  
浅間山麓 | Asama sanroku

#### 6.10.8 Abbreviated Forms

In general, write words consisting of or containing abbreviated proper names as single words.

##### 6.10.8.1 Proper Names as Single Words

Write proper names as single words.

濃尾平野 | Nōbi Heiya  
加越能 | Kaetsunō  
京浜工業地帯 | Keihin Kōgyō Chitai  
名神高速道路 | Meishin Kōsoku Dōro  
信越線 | Shin'etsusen  
欧米人 | Ōbeijin  
留欧学生 | ryūō gakusei  
英詩文 | Eishibun  
対日貿易 | tainichi bōeki  
加州 | Kashū

##### 6.10.8.2 Hyphenate Countries or Languages

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

日露外交十年史 | Nichi-Ro gaikō jūnenshi  
日英独医語小辞典 | Nichi-Ei-Doku igo shōjiten  
鮮満叢書 | Sen-Man sōsho  
和漢書 | Wa-Kansho  
日華大辞典 | Nikka daijiten

日中關係 | Nitchū kankei

日蒙關係 | Nichi-Mō kankei | (referring to the country "Outer Mongolia")

But: 滿蒙開拓 | Manmō kaitaku | (Refers to "Inner Mongolia," the autonomous region of the People's Republic of China. Write contracted compound proper names as single words.)

## 7 Numerals

The instructions below show how to write numeric characters in romanized text fields. For how to transcribe or record numeric characters in original script fields, consult the appropriate cataloging rules. In general, when romanizing, East Asian numerals are converted to Arabic numerals for clarity. However, there are many exceptions to this. Notable exceptions are covered in 7.2.1 and 7.3, as well as “how-to” in 7.4. When in doubt, use your own judgement, and provide variants as needed.

### 7.1 Typical Cases

#### 7.1.1 Arabic Numerals

Arabic numbers or digits are written as such. Write the ordinal prefix 第 | dai separately and hyphenate numbers joined to modify a common substantive or counters:

1 日 3 回 | 1-nichi 3-kai

6 台の車 | 6-dai no kuruma

4 次元 | 4-jigen

第 1 次予選 | dai 1-ji yosen

3・11 を超えて | 3.11 o koete (possible variant: San'ichiichi o koete)

#### 7.1.2 East Asian Numerals (漢数字 | kansūji) Converted to Arabic Numerals

In general, East Asian numerals are converted to Arabic numerals.

第六十周年 | dai 60-shūnen

昭和五八年度 | Shōwa 58-nendo

第二百十回 | dai 210-kai

平成七年 | Heisei 7-nen

二十世紀 | 20-seiki

第三卷 中世 | dai 3-kan Chūsei

第二編 | dai 2-hen

### 7.2 Proper Names

#### 7.2.1 Not Converted to Arabic Numerals

In some cases, East Asian numerals are NOT converted to Arabic Numerals; They are spelled out instead.

三郎 | Saburō

五十嵐 | Igarashi

四万十川 | Shimantogawa

第一勸業銀行 (not known as 第 1 勸業銀行) | Daiichi Kangyō Ginkō

九十九里浜 | Kujūkurihama

二十四の瞳 (not known as 24 の瞳) | Nijūshi no hitomi

千夜一夜物語 (not known as 1000 夜 1 夜物語) | Sen'ya ichiya monogatari

十二夜 (not known as 12 夜) | Jūniya

百人一首 (not known as 100 人 1 首) | Hyakunin isshu

八日目の蟬 (not known as 8 日目の蟬) | Yōkame no semi

八月の六日間 (not known as 8 月の 6 日間) | Hachigatsu no muikakan.

When in doubt, create a variant:

二・二六事件 | Niniroku Jiken (possible variant: 2.26 Jiken)

第二次世界大戦 | Dainiji Sekai Taisen (possible variant: Dai 2-ji Sekai Taisen)

### 7.2.2 Converted to Arabic Numerals

Convert to Arabic numerals if numbers in the original script are easily convertible, and if substantial meaning is not lost in the process. This applies especially with ordinal numbers used for divisions or sections of corporate bodies or branches of the armed forces.

八月度報告書 (could be 8 月度報告書) | 8-gatsudo hōkokusho

陸軍第百十一師団 | Rikugun Dai 111 Shidan

第六次開拓團 | Dai 6-ji Kaitakudan

法務省民事局第三課 | Hōmushō Minjikyoku Dai 3-ka

### 7.3 Common Nouns

East Asian numerals used as a part of a common noun should be spelled out using customary readings.

八百屋 | yaoya

五月人形 | gogatsu ningyō

百科事典 | hyakka jiten

五人組 | goningumi

### 7.4 Spelled Out Forms of East Asian Numerals

When it is necessary to spell out East Asian numerals, use the following forms.

#### 7.4.1 Preferred Reading

Use the following preferred readings for basic East Asian numerals. However, consider specific contexts, consult standard reference sources, or use your best judgements for larger numbers (九百九十九 | kyūhyaku-kyūjūkyū), specific reading for proper names (九州 | Kyūshū), and other customary readings (七転八起 | shichiten hakki OR nanakorobi yaoki). Some notable exceptions are covered in the following sections.

一 | ichi

二 | ni  
三 | san  
四 | shi  
五 | go  
六 | roku  
七 | shichi  
八 | hachi  
九 | ku  
十 | jū  
百 | hyaku  
千 | sen  
万 | man  
億 | oku  
兆 | chō

#### 7.4.2 Native Readings with Counters

For forms such as 人, つ, etc., spell-out using customary native Japanese readings.

一人 or ひとり | hitori  
二人 or ふたり | futari  
一つ or ひとつ | hitotsu  
二つ or ふたつ | futatsu  
三つ or みっつ | mittsu  
四つ or よっつ | yottsu  
五つ or いつつ | itsutsu  
六つ or むっつ | muttsu  
七つ or ななつ | nanatsu  
八つ or やっつ | yattsu  
九つ or ここのつ | kokonotsu  
十 or とお | tō  
一日 | tsuitachi  
二日 | futsuka  
三日 | mikka  
四日 | yokka  
五日 | itsuka  
六日 | muika  
七日 | nanoka  
八日 | yōka  
九日 | kokonoka  
十日 | tōka



二十歳 | hatachi

#### 7.4.3 Contractions\*

In some cases, it is necessary to spell out contractions used with numerals. These are represented with doubled consonants, as shown below.

一夫一妻 | ippu issai  
 八方美人 | happō bijin  
 十進法 | jisshinhō  
 十戒 | Jikkai  
 兵法三十六計 | Heihō sanjūrokkei  
 日本百景 | Nihon hyakkei

\*Contractions may occur with the numerals 一, 八, 十 followed by 力行 (ka, ki, ku, ke, ko), 夕行 (sa, shi, su, se, so), 夕行 (ta, chi, tsu, te, to) and 力行 (pa, pi, pu, pe, po), OR with 六 and 百, followed by 力行 (ka, ki, ku, ke, ko) and 力行 (pa, pi, pu, pe, po).

#### 7.4.4 Large value East Asian Numerals

Write numbers as single words, but separate with a hyphen the hundreds, thousands, tens of thousands, etc., in numbers over 100.

百二十五年史編纂委員会 | 125-nenshi Hensan linkai (possible variant: Hyaku-nijūgonenshi Hensan linkai)

#### 7.4.5 Prefixes and Counters

Write the ordinal prefix 第 | dai and counters as part of the numbers they precede or follow. However, write them separately from the words they modify.

第三勢力 | daisan seiryoku  
 第二次大戦 | Dainiji Taisen

### 7.5 Numerals with East Asian Punctuation

#### 7.5.1 Replaced by a Period

Write a middle dot between numbers as a period, with no space following it, as appropriate. But if the number refers to a specific event spelled out in romanization as a word, ignore the middle dot (do not insert a space or any other character).

20・5世紀の音楽 | 20.5-seiki no ongaku  
 8・15前後：戦争と私たち | 8.15 zengo : sensō to watakushitachi  
 But: 二・二六事件 | Niniroku Jiken  
 五・一五事件 | Goichigo Jiken

#### 7.5.2 Replaced by a Hyphen

Use a hyphen to replace a middle dot or Japanese tilde (～) when used to express a range.

## Japanese Romanization Table

3・4 次元 | 3-4-jigen

大正十・十一年報告 | Taishō 10-11-nen hōkoku

昭和 40 年～昭和 60 年 | Shōwa 40-nen-Shōwa 60-nen

# Japanese Romanization Table

## Romanized/Kana Equivalent Charts

**A. Standard Chart.** \*Other Romanization styles are shown for reference purposes only. Always use ALA-LC Romanization for Latin entry

ALA-LC Romanization										Other Romanization Styles			
あ	a	い	i	う	u	え	e	お	o				
ア		イ		ウ		エ		オ					
か	ka	き	ki	く	ku	け	ke	こ	ko				
カ		キ		ク		ケ		コ					
さ	sa	し	shi <sup>1</sup>	す	su	せ	se	そ	so	<sup>1</sup> si (Kunrei, Nippon)			
サ		シ		ス		セ		ソ					
た	ta	ち	chi <sup>2</sup>	つ	tsu <sup>2</sup>	て	te	と	to	<sup>2</sup> ti, tu (Kunrei, Nippon)			
タ		チ		ツ		テ		ト					
な	na	に	ni	ぬ	nu	ね	ne	の	no				
ナ		ニ		ヌ		ネ		ノ					
は	ha <sup>1</sup>	ひ	hi	ふ	fu <sup>3</sup>	へ	he <sup>1</sup>	ほ	ho	<sup>3</sup> hu (Kunrei, Nippon) <sup>1</sup> See note i) below			
ハ		ヒ		フ		ヘ		ホ					
ま	ma	み	mi	む	mu	め	me	も	mo				
マ		ミ		ム		メ		モ					
や	ya			ゆ	yu			よ	yo				
ヤ				ユ				ヨ					
ら	ra	り	ri	る	ru	れ	re	ろ	ro				
ラ		リ		ル		レ		ロ					
わ	wa	ゐ	i			ゑ	e	を	o <sup>4</sup>	<sup>4</sup> Always o regardless of usage			
ワ		ヰ				ヱ		ヲ					
ん	n <sup>5</sup>									<sup>5</sup> Always n (Do not change to m as in Hepburn)			
ン													
が	ga	ぎ	gi	ぐ	gu	げ	ge	ご	go				
ガ		ギ		グ		ゲ		ゴ					
ざ	za	じ	ji <sup>6</sup>	ず	zu	ぜ	ze	ぞ	zo	<sup>6</sup> zi (Kunrei, Nippon)			
ザ		ジ		ズ		ゼ		ゾ					
だ	da	ぢ	ji <sup>7</sup>	づ	zu <sup>7</sup>	で	de	ど	do	<sup>7</sup> zi, zu (Kunrei); di, du (Nippon)			
ダ		ヂ		ヅ		デ		ド					
ば	ba	び	bi	ぶ	bu	べ	be	ぼ	bo				
バ		ビ		ブ		ベ		ボ					
ぱ	pa	ぴ	pi	ぷ	pu	ぺ	pe	ぽ	po				
パ		ピ		プ		ペ		ポ					
きゃ	kya	きい	kī	きゅ	kyu	きえ	kye	きよ	kyo				
キャ													
きあ		キィ		キュ		キエ		キョ					
キア													
しゃ	sha <sup>8</sup>			しゅ	shu <sup>8</sup>	しえ	she	しよ	sho <sup>8</sup>	<sup>8</sup> sya, syu, syo (Kunrei, Nippon)			
シャ				シュ		シエ		シヨ					
ちゃ	cha <sup>9</sup>			ちゅ	chu <sup>9</sup>	ちえ	che	ちよ	cho <sup>9</sup>	<sup>9</sup> tya, tyu, tyo (Kunrei, Nippon)			
チャ				チュ		チェ		チヨ					
にゃ	nya	にい	nī	にゅ	nyu	にえ	nye	によ	nyo				
ニャ		ニィ		ニュ		ニエ		ニヨ					
ひゃ	hya	ひい	hī	ひゅ	hyu	ひえ	hye	ひよ	hyo				
ヒャ		ヒィ		ヒュ		ヒエ		ヒョ					
みゃ	mya	みい	mī	みゅ	myu	みえ	mye	みよ	myo				
ミャ		ミィ		ミュ		ミエ		ミョ					
りゃ	rya	りい	rī	りゅ	ryu	りえ	rye	りよ	ryo				
リャ		リィ		リュ		リエ		リョ					
ぎゃ	gya	ぎい	gī	ぎゅ	gyu	ぎえ	gye	ぎよ	gyo				
ギャ		ギィ		ギュ		ギエ		ギョ					
じゃ	ja <sup>10</sup>			じゅ	ju <sup>10</sup>	じえ	je	じよ	jo <sup>10</sup>	<sup>10</sup> zya, zyu, zyo (Kunrei, Nippon)			
ジャ				ジュ		ジエ		ジョ					
ぢゃ	ja <sup>11</sup>			ぢゅ	ju <sup>11</sup>	ぢえ	je	ぢよ	jo <sup>11</sup>	<sup>11</sup> zya, zyu, zyo (Kunrei) dya, dyu, dyo (Nippon)			
ヂャ				ヂュ		ヂエ		ヂョ					
びゃ	bya	びい	bī	びゅ	byu	びえ	bye	びよ	byo				
ビャ		ビィ		ビュ		ビエ		ビョ					
ぴゃ	pya	ぴい	pī	ぴゅ	pyu	ぴえ	pye	ぴよ	pyo				
ピャ		ピィ		ピュ		ピエ		ピョ					

Notes: i) When は and へ are used as grammatical particles (post-positions), use wa and e, respectively, to account for reading changes.

ii) Double consonants (促音) are represented by a doubling of the corresponding consonant. (e.g. 圧迫 | appaku, 学会 | gakkai, 突進 | tosshin)

If a double consonant occurs with ch-, add t instead of doubling c. (e.g. 密着 | mitchaku, 熱中 | netchū, 出張 | shutchō)

## Japanese Romanization Table

### Romanized/Kana Equivalent Charts

#### B. Non-traditional Japanese Chart (Foreign Words, etc.)

ALA-LC Romanization									
						いえ	ye		
						イエ			
うあ	wa	うい	wi			うえ	we	うお	wo
ウア		ウイ				ウエ		ウオ	
くあ	kwa	くい	kwi			くえ	kwe	くお	kwo
クア		クイ				クエ		クオ	
		すい	si			すえ	swe		
		スイ				スエ			
ぐあ	gwa	ぐい	gwi			ぐえ	gwe	ぐお	gwo
グア		グイ				グエ		グオ	
		ずい	zi						
		ズイ							
つあ	tsa	つい	tsi			つえ	tse	つお	tso
ツア		ツイ				ツエ		ツオ	
		てい	ti	とう	tu				
		ティ				トウ			
				てゆ	tyu				
				テユ					
ふあ	fa	ふい	fi	ふゆ	fyu	ふえ	fe	ふお	fo
ファ		フィ						フユ	
						ふいえ	fye	ふよ	fyo
						フィエ		フヨ	
ヴァ	va	ヴィ	vi	ヴ	vu	ヴェ	ve	ヴォ	vo
				ヴユ	vyu				
		でい	di	どう	du				
		ディ				ドウ			
				でゆ	dyu				
				デュ					

**Notes:**

iii) If the large character-small character sequence is not found in this table, romanize as many characters as possible from the beginning using Table A and B, and write the rest as if added small characters were regular characters. (e.g. アイ| ai, スエ| sue, ヴィア| via)

## Helpful References

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