

**PINYIN CONVERSION SPECIFICATIONS:
CONVERSION SEQUENCE PER: Personal names**

OCTOBER 1, 2000

***AY* = ayn or apostrophe or alif;**

***U* = ü (the letter u with umlaut)**

***B* = breve**

***C* = circumflex**

1 Instructions:

1.1 Identify personal name as being WG or not WG

1.2 If the name is a WG name, convert it to PY using the STD dictionary and the appropriate other procedures listed below

1.3 If a name is identified as a non-convert, block it and do not convert.

2 Single syllable surname, single syllable given name

2.1 Identify WG form:

2.1.1 - each syllable is written in WG

2.1.2 - first letter of surname and given name are capitalized

2.1.3 - in access points, surname and given name are separated by a comma

2.1.4 Examples:

Wang, Tan
Chang, Min

2.2 Convert to PY form:

2.2.1 - write each syllable in PY

2.2.2 - capitalize the first letter of surname and given name

2.2.3 - in access points, separate surname and given name by a comma

2.2.4 Examples:

Wang, Dan
Zhang, Min

3 Single syllable surname, multiple syllable given name

3.1 Identify Wade-Giles (WG) form:

3.1.1 - each syllable is written in WG

3.1.2 - the first letter of surname and given name are capitalized; however, given name syllables may or may not be capitalized

3.1.3 - multiple syllables are connected with a hyphen

3.1.4 - in access points, surname and given name are separated by a comma

3.1.5 Examples

Chang, Shan-kung

Hsü, Kuo-ching

Chang, Chi-en

Su, Wen-chung kung

3.2 Convert to PY form:

3.2.1 - write each syllable in PY

3.2.2 - capitalize first letter of surname and given name

3.2.3 - in access points, separate surname and given name by a comma

3.2.4 - connect multiple syllables with no spaces

3.2.5 - if the second of the newly joined syllables begins with the letters *a*, *e* or *o*, precede that letter with an apostrophe;

3.2.6 - when the last letter of a newly joined syllable is an *n*, and the first letter of the following joined syllable is an *g*, place an apostrophe between the *n* and *g*

3.2.7 Examples

Zhang, Shan'gung

Xu, Guojing

Zhang, Ji'en

Su, Wenzhong gong

4 Multiple syllable surname, single syllable given name; Multiple syllable surname, single syllable given name (married women)

4.1 Identify WG form:

4.1.1 - each syllable is written in WG

4.1.2 - first letter of surname and given name are capitalized

4.1.3 - multiple-syllable surnames are either connected with a hyphen, or separated by spaces, with each syllable being capitalized (usu. for married women)

4.1.4 - in access points, surname and given name are separated by a comma

4.1.5 Examples

Ssu-ma, Ch'ien
Ou-yang, Hsün
Ch'en Huang, Chin

4.2 Convert to PY form:

4.2.1 - write each syllable in PY

4.2.2 - capitalize first letter of surname and given name

4.2.3 - in access points, separate surname and given name by a comma

4.2.4 - connect multiple syllables no spaces

4.2.5 - if the second of the newly joined syllables begins with the letters *a*, *e* or *o*, precede that letter with an apostrophe;

4.2.6 - when the last letter of a newly joined syllable is an *n*, and the first letter of the following joined syllable is an *g*, place an apostrophe between the *n* and *g*

4.2.7 Examples

Sima, Qian
Ouyang, Xun
Chen Huang, Jin

5 Multiple syllable surname, multiple syllable given name; Multiple syllable surname, multiple syllable given name (married women)

5.1 Identify WG form:

5.1.1 - each syllable is written in WG

5.1.2 - first letter of surname and given name are capitalized

5.1.3 - multiple-syllables surnames are either connected with a hyphen, or separated by spaces, with each syllable being capitalized (usu. for married women); multiple-syllable given names are connected with a hyphen

5.1.4 - in access points, surname and given name are separated by a comma

5.1.5 Examples

Ssu-ma, Hsiang-ju
Ou-yang, Jen-shih
Chin Chou, Ch'un-mei
Fang Jen, Li-sha

5.2 Convert to PY form:

- 5.2.1 - write each syllable in PY
- 5.2.2 - capitalize first letter of surname(s) and given name
- 5.2.3 - in access points, separate surname(s) and given name by a comma
- 5.2.4 - connect multiple syllables with no spaces
- 5.2.5 - when the second of the newly joined syllables begins with the letters *a*, *e* or *o*, precede that letter with an apostrophe;
- 5.2.6 - when the last letter of a newly joined syllable is an *n*, and the first letter of the following joined syllable is an *g*, place an apostrophe between the *n* and *g*-

5.2.7 Examples

Sima, Xiangru
Ouyang, Renshi
Jin Zhou, Chunmei
Fang Ren, Lisha

6 Forename (Pseudonym, Buddhist monk's name, etc.)

6.1 Identify WG form:

- 6.1.1 - each syllable is written in WG
- 6.1.2 - first letter of name is capitalized
- 6.1.3 - - the first letter of each term in the name following the first one may or may not be capitalized
- 6.1.4 - multiple syllables are connected with a hyphen

6.1.5 Examples

Wu-ming-shih
Miao-chou
Chu San T'ai-tzu
Chao Wu-ling wang
Ch'eng-t'ien t'ai hou

6.2 Convert to PY form:

- 6.2.1 - write each syllable in PY
- 6.2.2 - capitalize first letter of name
- 6.2.3 - terms having multiple syllables should contain no spaces between the syllables
- 6.2.4 - the first letter of each term in the name following the first one may or may not be capitalized
- 6.2.5 - when the second of newly joined syllables begins with the letters *a*, *e* or *o*, precede that

letter with an apostrophe;

6.2.6 - when the last letter of a newly joined syllable is an *n*, and the first letter of the following joined syllable is an *g*, place an apostrophe between the *n* and *g*

6.2.7 Examples

Wumingshi

Miaozhou

Zhu San Taizi

Zhao Wuling wang

Chengtian tai hou

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