Japanese

The ALA-LC Japanese Romanization Table

Revision Proposal
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Created by
CTP/CJM Joint Working Group on the ALA-LC Japanese Romanization Table (JRTWG)

JRTWG is part of:
Association of Asian Studies (AAS)
Council on East Asian Libraries (CEAL)
Committee on Technical Processing (CTP) and Committee on Japanese Materials (CJM)

JRTWG Co-Chairs:
Yukari Sugiyama (Yale University)
Chiharu Watsky (Princeton University)

Members of JRTWG:
Rob Britt (University of Washington)
Ryuta Komaki (Washington University)
Fabiano Rocha (University of Toronto)
Chiaki Sakai (The Japan Foundation Japanese-Language Institute, Urawa)
Keiko Suzuki (The New School) [Served as Co-Chair from April to September 2016]
Koji Takeuchi (Library of Congress)
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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 29-30. 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): おもいでぽろぽろ
Modern usage: Omoide poroporo
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: 図書寮 (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: コミュニティ
Foreign Word as it is usually written: コミュニティ
Romanization: komiyunitei
Suggested variant: komyunitei
Text on item: スタア
Foreign 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: terebijion
Suggested variant: terebijion

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 | 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 | bidoro
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
  パアサン | bāsan, not baasan
  お姉さん | onēsan, not oneesan
  茂兵衞 Mohē, not Mohee
  ええじゃないか | ē ja nai ka, not ee ja nai ka
  ゴードロ | 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 (—). 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 う | u 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 | Yūraku-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
国際仏教文化学術会議 | 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 kumiaihō
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
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.

日本 | Nihongo
漢 | Kangaku
英 | Eibungaku
陽明 | Yōmeigaku
キリスト者 | Kirisutosha
キリシタン | Kirishitan
仏教徒 | Bukkyōto
禅僧 | Zensō
仏画 | Butsuga
禅寺 | Zendera

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・クローデル | 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** | 〘〙 | [ ]
- **Parentheses** | ( ) | ( )

4.4 Typographical Marks With no Roman Equivalent

4.4.1 Repetition
The repetition markersゝ 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 | otonokoko
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
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.

6.4.1 Reading Changes in Compounds
Hyphenate joined compound words when the combination results in phonetic changes.

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.

Japanese
2022 version

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

 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

Phrases Consisting of Compound Words
Write separately two or more adjacent compound words.

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

Single Characters in Succession

On'yomi
Write as one-word on'yomi single characters listed in succession.
6.4.1.2 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
6.4.1 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

6.4.2 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
お出掛け遊ばしますか | 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
6.5.2 When Prefixes Are Written Separately
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 | to 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
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: sara rī 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 Sentoraruku-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
やって見よう | 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 dekimase
死にたまう・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
うそっぽい | 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
絵は誰にも描ける | E wa dare ni 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:
頭中 | atama n naka
オレ | ore n chi
そうだんだ | 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
続群書類従 | 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.

- 賜明学 | Yōmeigaku
- 祖徳学 | 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 a 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
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-tekki
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 | Aizuwanatsu-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 | Shinanojī
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.
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
日中関係 | Nichū kankei
日蒙関係 | Nichi-Mō kankei | (referring to The country "Outer Mongolia")
But: 満蒙開拓 | 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
第三巻 | dai 3-kan

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
四方十川 | Shimantogawa
第一勧業銀行 (not known as 第 1 勧業銀行) | Daiichi Kangyō Ginkō
九十九里浜 | Kujūkurihama
二十四の瞳 (not known as 24 の瞳) | Nijūši 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
八日目の蝉 (not known as 8 日目の蝉) | 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
第六次開拓団 | 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
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 みつ | mittsu
- 四つ or よっつ | yottsusu
- 五つ or いつつ | itsutsusu
- 六つ or むつつ | muttsusu
- 七つ or ななつ | nanatsu
- 八つ or やっつ | yattsusu
- 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
- 十日 | tōka
- 二十歳 | hatachi
7.4.3 Contraction*
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 カ行 (ka, ki, ku, ke, ko), サ行 (sa, shi, su, se, so), タ行 (ta, chi, tsu, te, to) and パ行 (pa, pi, pu, pe, po), OR with 六 and 百, followed by カ行 (ka, ki, ku, ke, ko) and パ行 (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 Iinkai (possible variant: Hyaku-nijūgonen-shi Hensan Iinkai)

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.

第三次勢力 | 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).

2 0 ・ 5 世紀の音楽 | 20.5-seiki no ongaku
8 ・ 1 5 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.

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
**Romanized/Kana Equivalent Charts**

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

<table>
<thead>
<tr>
<th>Romanized</th>
<th>Kana</th>
<th>ALA-LC Romanization</th>
<th>Other Romanization Styles</th>
</tr>
</thead>
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*See note i) below

1. す (Kunrei, Nippon)

2. へ (Kunrei, Nippon)

3. ひ (Kunrei, Nippon)
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</table>

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 | tosshi)

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

Romanized/Kana Equivalent Charts
B. Non-traditional Japanese Chart (Foreign Words, etc.)

<table>
<thead>
<tr>
<th>ALA-LC Romanization</th>
<th>いえ</th>
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Japanese
2022 version
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</table>

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, ヴィァ | via)
Helpful References

General


Wakachigaki kijun
分かち書き基準（2008年4月以降）

Web chamame [Web 茶まめ]
http://chamame.ninjal.ac.jp/

Yomi no hyōki oyobi wakachigaki kisoku [ヨミの表記及び分かち書き規則] 第5版
https://www.nii.ac.jp/CAT-ILL/about/infocat/cat2020/KIJUN/m5_11_3.html

Capitalization
http://access.rdataoolkit.org/rdappa_rdaa-10001.html


Numerals
Kazoekata no jiten [数え方の辞典]
http://japanknowledge.com/lib/search/basic/?cids=20040

Hepburn Romanization