CTP/CJM Joint Task Force on Japanese Romanization Final Report
October 11, 2012

With the Task Force's response to
LC's Japanese Romanization Table - Revision & Addendum -
2012-09-11

**CTP/CJM Joint Task Force
on the LC Proposal for Japanese Romanization**

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I. Introduction

This is the final report of the CEAL CTP/CJM Joint Task Force on Japanese Romanization. The report includes CEAL community feedback, solicited in the Eastlib and OCLC-CJK mailing lists, between September 13th and October 3rd, 2012, as well as the Task Force's comments and recommendations for the future.

II. Timeline

- **Dec. 14, 2011**: LC posted "Clarification of LC practice concerning the use of diacritical marks in Japanese romanization" on Eastlib.
- **Beginning of 2012**: The CEAL Executive Committee approved the formation of the "CTP/CJM Joint Task Force on the LC Proposal for Japanese Romanization" (the Task Force), requested by CEAL Technical Processing Committee (CTP) chair Shi Deng and CEAL Japanese Materials Committee (CJM) chair Setsuko Noguchi.
- **Jan. 9 to 16, 2012**: The Task Force (TF) conducted a survey of the CEAL community, and received nearly 60 responses in a week.
- **Jan. 22, 2012**: TF submitted a report to LC, titled "CEAL Response to the Clarification of LC practice concerning the use of diacritical marks in Japanese romanization."
- **Mar. 15, 2012**: The CJM chair Setsuko Noguchi presented the TF's first report, written by the TF chair Keiko Suzuki, at the CEAL annual meeting CJM session. The report also appeared in CTP's annual report 2011-2012.
- **Mar. 21, 2012**: On their website, LC issued a statement clarifying its policy on the use of the apostrophe (rather than the alif) for Japanese romanization. At the same time, LC posted additional Japanese romanization policy revision proposals, and for the following three months sought community feedback.
- **Mar. 2012**: TF's first response to LC's original romanization policy clarification was published in JEAL Vol. 154, No. 1 (Feb. 2012).
- **May 2012**: A German group worked on a proposal to revise the international standard for Japanese romanization, "ISO 3602 – Documentation – Romanization of Japanese (kana script)" earlier in the year. Their proposed draft was based on the modified Hepburn system. The proposal to revised ISO 3602 was accepted by the ISO (the International Organization for Standardization). As of October 2012, the revision process is ongoing.
- **June 13, 2012**: TF submitted its reply to LC: CTP/CJM Joint Task Force's Response to LC's "Proposed Revision of the ALA-LC Japanese Romanization Table," calling for comprehensive review.
- **July 18, 2012**: LC responded to the TF's reply, appending their comments. They asked the TF to complete the revised romanization charts (Appendix G) by mid-August. These charts were created by the TF based on charts in *Kenkyusha's New Japanese-English Dictionary 4ᵗʰ edition* and in the obsolete *American National Standard System for the romanization of Japanese* (ANSI Z39.11-1972).

- **Aug. 17, 2012**: TF submitted the revised draft romanization charts and its responses to LC's July 18 comments.
- **Sept. 11, 2012**: LC sent the TF their latest revision proposal, including their version of romanization charts, along with the LC response to the TF's Aug. 17th comments.
- **Oct. 11, 2102**: The TF is submitting its final report (this document).

III. CEAL Community Feedback on LC's Japanese Romanization Table - Revision & Addendum - 2012-09-11

For about three weeks, from September 13 to October 3, 2012, the Task Force collected East Asian library community feedback via the mailing lists Eastlib and OCLC-CJK. Five individuals submitted comments during this time. Comment topics included Capitalization (1), Word division (3), Non-traditional Japanese romanization (2), and Methods of seeking community feedback (1). Summaries of the comments, by topic, are included below.

Capitalization

Comment: Capitalization of "Areas of Study": The title now carries "Areas of Study" but the instruction text ("names of peoples and languages") does not. *IF* areas of study are to be capitalized, as in Nihongaku, then:
- Nihon Bungaku annai (rather than Nihon bungaku annai, as bungaku is an area of study)?
- Sengo Rekishigaku yo(macron)go jiten (rather than Sengo rekishigaku yo(maron)go jiten, as rekishigaku is an area of study)?
- Gendai Keizaigaku no saizensen (rather than Gendai keizaigaku no saizensen, as keizaigaku is an area of study)?

Word Division
- Comment 1: "Keizaigakushi" vs "keizai gakushi": The major issue still remains. As long as they [LC] insist on "toshokan'in", then, they [LC] should tell us whether it is still "keizai gakushi" or, after all, "keizaigakushi". If they say "toshokan'in" but "keizai gakushi", we definitely will need an explanation.

- Comment 2: [According to the LC explanation for 2. Native Japanese, (e) the new example "何だろうか nandarō ka" rather than romanize as "nan darō ka"], Euphonic change "nan" is connected? What about [below]
  - LCCN: 85106225
    - 245: Kirisutokyo(macron) wa nan de aruka
  - LCCN: 94466328
    - 245: Nan no tame no "shu(macron)kyo(macron)" ka
  - LCCN: 92845138
    - 245: ... : |b kotoshi wa nan no nanshu(macron)nen?
  - LCCN: 91121377

245:   Kaisen rizo(macron)to kurbu-tte nan da?
- LCCN: 00385427
   245:   ... : |b Sho(macron)wa Ishin to wa nan datta no ka
- LCCN: 99133297
   245:   ... ittai nan de atta no ka
- LCCN: 95459338
   245:   "Ki"tte nan daro(macron)
- LCCN: 95456092
   245:   ... to wa nan de atta ka
- LCCN: 94836181
   245:   ... : |b nan no tame ni hataraku ka
- LCCN: 2002400411
   245:   ... : |b ... to wa nan de atta ka
- LCCN: 00422656
   245:   ... to wa nan datta no ka
- LCCN: 2007338591
   490:   ... to wa na de atta ka
- LCCN: 2005442385
   245:   ... to wa nan datta no ka
- LCCN: 2005383619
   245:   ... : |b ... kyo(macron) wa nan no hi
- LCCN: 2007430596
   245:   ... to wa nan datta no ka
- LCCN: 2007338843
   245:   ... : |b ... nan no tame ni

- Comment 3: [Question] I have been cataloged some Japanese old art catalogs. For example, for the title: 建築写真帖, should I romanize as Kenchiku shashinchō (most of the records use this form) or Kenchiku shashin chō? Which rule should I apply, word division 3c or 3 d? Is it ok to add an example to clarify the suffix chō?

   [TF's response] Thank you for your question and comment! I totally understand your confusion, and the Task Force felt the same way. Thus, we in fact asked the LC for clarification.

   According to the LC, we found that, 3(c) is used for particular suffixes listed up in the section: 等, 編, 篇, 抄, 鈔, 考, 稿, 展. For all others, we apply 3(d). Thus, for your example, 建築写真帖 with "帖", we use 3(d) and romanize as "Kenchiku shashincho(macron)."

   The LC didn't add the particular suffix "帖" and I don't think we could add all of major suffix examples to the ALA-LC Romanization Tables; however, they added the subsection title "Particular suffixes" at 3(c) in their latest proposal, which I am attaching here. I

hope this clarifies enough about the confusion of the suffix use.

Thanks again for your feedback. If you have further questions, please feel free to contact me.

Non-Traditional Japanese Romanization

- Comment 1: I don't have any suggestions for changes or additions to the proposal. I felt that some unlikely used words may be useful if added to the table since recently I really struggled with the romanization of the word ト ュ as part of personal name which couldn't be found anywhere. However, I understand that it would become too exhaustive a list if you start including every word you can think of.

  Anyway, thank you for you and your committee's work and revision will be much helpful for all of us.

- Comment 2: Now, I found further update efforts to Katakana romanization table where I had several concerns. I can go with those updates. Thanks for your diligent work and coordination management.

Methods of Seeking Feedback

Comment: I am not a cataloger and wading through what seems to be extensive documentation (and I cannot quickly figure out what is new) makes this too daunting. If you want feedback from people in public services (as it will affect us at least as much as it affects catalogers) a summary of the important changes and what they mean for users would be much appreciated and would facilitate getting a response.

IV. Task Force Feedback on LC's *Japanese Romanization Table - Revision & Addendum - 2012-09-11*

1. Romanization tables

The Task Force agreed to adopt the draft romanization tables as presented in the latest LC revision proposal (although committee members expressed some reservations). There were a couple of comments by the community. Please see under "Non-traditional romanization, Comment 1," above. This comment concerned the need for a rarely used, unconventional romanization. There was also a further Task Force comment regarding Appendix C Table C, "Long Vowels and Diphthong Tables."

The TF deferred this issue for future consideration.

In addition, one Task Force member suggested that the source(s) of the romanization system used in the RT should be documented clearly in the table.

2. Long Vowel & Diphthong

Since the choice of "Wording 1-2" option (*see below), "大江戸 Ōedo" and "大岡越前守 Ōoka Echizen no Kami" in the latest draft needs to be updated to "Ooedo" and "Oooka Echizen no Kami" respectively.

Also the Japanese examples in Appendix C, Table C, "Long Vowels and Diphthong Tables": 「あ あ無情」 「いい天気」 should accompany their romanization counterparts.
Further, the TF suggests that the examples "ookami 狼" and "neesan ねえさん" should be retained, in order to clarify the change in practice.

Lastly, because the above represents a major change from current practice, some Task Force members indicated that they would prefer not to institute such a change now, and to discuss its impact and pros and cons more thoroughly. However, since LC's opinion on this is clear, the TF is willing to accept it with the above adjustment.

> * The options for instruction on macron use:
> Option 1: Discontinue the instruction to consult Kenkyusha's New Japanese-English Dictionary's entry words. Add more examples to the RT for confusing long type 3 vowels expressed by hiragana あいえお or katakana アイエオ.
> Two Alternative Wordings for the Revised RT Instruction under Option 1:
>> Wording 1-1: Follow the examples. For syllables that are not provided in the examples, carefully consider the presence of morpheme boundaries to determine a long vowel. Romanize long vowels by applying a macron. In case of doubt, romanize letter by letter according to the romanization chart.
>> Wording 1-2: Follow the examples. For syllables that are not provided in the examples, carefully consider the presence of morpheme boundaries to determine a long vowel. Romanize long vowels expressed by kana う and katakana lengthening bar by applying a macron. Romanize other long vowels (those expressed by kana あいえおアイエオ) letter by letter according to the romanization chart.

3. Numerals

The romanization of CJK numerals has been an issue for some time. Chinese and Japanese practice differs, and LC practice over the years has not been consistent. For example,

> LC control no. 87143308
> Daijūshichi Yasen Kamotsushō shi : Manshū Dai 2644 Butai no kiroku / Jūshichi Yakashōshi Hensan Iinkai hen.
> 第十七野戦貨物廠史：満洲第二六四四部隊の記録 / 十七野貨廠史編纂委員会編.
>> → This example shows different romanization treatments for two types of CJK numerals. For the sake of convenience, we call CJK numeral Type A as: 十七, 二千六百四十四 and Type B as: 一七, 二六四四.
>>
>> Note the difference in treatment above. While the first and third Type A numerals are transliterated by their pronunciation, the second Type B numerals

are converted to Arabic numerals. The Task Force believes this follows the current ALA-LC instruction.

<u>LC control no. 88146146</u>
Nenjū chōhō : Kigen <mark>nisen-roppyaku-ichinen</mark> : Shōwa <mark>16-nen</mark> / Takashima ekidan hensan.
年中重寶 : 紀元<mark>二千六百一年</mark> : 昭和<mark>十六年</mark> / 高島易断編纂.
→Type A numerals in the two sub-titles are treated differently. The first transliterates by their pronunciation, while the second converts to Arabic numerals.

<u>LC control no. 83177885</u>
Zenkoku Taishūtō <mark>Dainikai</mark> Taikai gian : Shōwa <mark>5-nen 12-gatsu 1, 2, 3-nichi</mark> Tōkyō Shiba Kyōchō Kaikan ni oite.
全國大衆黨<mark>第二回</mark>大會議案 : 昭和<mark>五年十二月一・二・三日</mark>於・東京・芝・協調會館.
→ While the numerals in the title proper are transliterated by their pronunciation, the numerals in the subtitles are converted to Arabic numerals. We think this complies with the instruction in the latest LC revision proposal.

Further, in accord with the latest LC revision proposal, the following titles would be romanized as follows:

"和訳天台宗論義<mark>二百題</mark> : 伝教大師御生誕<mark>千二百年</mark>記念出版"
→ "Wayaku Tendaishū rongi <mark>nihyakudai</mark> : Denkyō Daishi goseitan <mark>1200-nen</mark> kinen shuppan"

"東京<mark>百年史</mark> / 編集東京<mark>百年史</mark>編集委員会"
→ "Tōkyō <mark>hyakunenshi</mark> / henshū Tōkyō <mark>100-nenshi</mark> Henshū Iinkai"

"一向一揆<mark>百年史</mark> : 「百姓ノ持チタル国」 <mark>五百年</mark>記念"
→ "Ikkō Ikki <mark>hyakunenshi</mark> : 'Hyakushō no mochitaru kuni' <mark>500-nen</mark> kinen"

In addition, under the latest LC proposal, it is necessary to note the source of the text from within the resource. These examples are not useful if the source of the text is not specified:
1. (e) "明治" 三十七・八年" and 5. (d) "昭和五八・五九年度"
Text from the title page would be romanized differently from text found elsewhere.

The TF is very much against the adoption of this new instruction. We prefer the status quo (i.e. transliterate type A numerals and convert type B to Arabic numerals").

4. Word division for 一図書館員 "ichi toshokan'in" vs "ichi tosho kan'in" and 経済学史 "Keizaigakushi" vs "Keizai gakushi"

Even before CEAL posted question #5 in their webpage, "Asian Materials Cataloging Questions and Answers" (http://www.eastasianlib.org/ctp/cat_q&a.htm), this was a long-standing issue for CJK catalogers. The Task Force believes that this is an important issue, and recommends further discussion in the near future.

5. Additional Recommended Adjustments

- In the Capitalization section, for the caption of section 6., "Peoples, Languages and Areas of Study," the Task Force realized that simply adding "Areas of Study" to the caption is not a good solution. Certain areas of study, such as "bungaku" or "rekishigaku", etc. should not be capitalized. Therefore, we would suggest "Areas of Study Derived from Proper Names"

- There is a typo in the first example under section 2, "Native Japanese (3):" "ooku**ru** itashimashō お送り致しましょう." This should instead read: "ooku**ri** itashimashō".

- In the romanization tables originally submitted by the TF, gray shading was originally keyed to an explanation. Please either eliminate the gray shading, or add back the explanatory text, as is in the tables submitted by the TF.

V. Task Force Recommendations for the Future

1. Form a new group to further improve Japanese romanization

The Task Force fully understands the need to expedite the publication of the revised ALA-LC romanization tables for Japanese, in order to clarify the use of the apostrophe and to institute other minor changes. However, at the same time we recommend the formation of a new group to carry on the process of updating and improving the ALA-LC romanization table for Japanese. Hopefully this group will be created soon so that the momentum created by the current process will not be lost. We recommend that the new group should include an LC representative or liaison.

2. Monitor and coordinate with the International Standard

Coincidentally, since May 2012, the international standard for Japanese romanization (ISO 3602) has also been under review. A German group has produced a draft revision of ISO 3602 which, like the ALA-LC table, is based on modified Hepburn, not Kunrei-shiki. The draft international standard includes some major differences from the ALA-LC table, such as much less frequent use of the hyphen, and some different word division rules and instructions, in addition to potential conflicts in the treatment of long vowels and diphthongs and in the treatment of numbers.

In our internationalized world, it is crucially important to integrate the international standard for Japanese romanization into the ALA-LC standard as much as possible. A recent example of this type of coordination effort is the work the CEAL Technical Processing Committee has done with the ALA, JSC and the ISSN Center on the ISSN harmonization.

Romanization is still vital for bibliographic databases in North America. ILL and document delivery services in particular, rely on romanized data for Japanese resources. Staff computers are still not always configured for the display of CJK text, and in any case many of those responsible for some aspect of working with CJK records do not read CJK languages. While it's true that Japanese romanization practices are not as widely varied as those used for Chinese and Korean, even so subtle differences in romanized spelling and word division can and do cause searches to fail.

3. Consult LC guidelines for ALA-LC RT revision
Unlike this Task Force, the future Romanization group would work not to respond to an existing LC revision proposal, but to consider and propose a new revision. Under that process, it will be important to follow the suggestions laid out in "Procedural Guidelines for Proposed New or Revised Romanization Tables" (http://www.loc.gov/catdir/cpso/romguid_2010.html). Another related document "Romanization Landscape" (http://www.loc.gov/catdir/cpso/romlandscape_Oct2011.html), prepared by LC Policy & Standards Division on November 17, 2011 is also good background reading as context for the future of Japanese romanization.

4. Balance future needs and cleanup issues
It is important to consider any proposed changes from many angles. Policy changes can sometimes result in unintended negative consequences. We need to carefully consider the pros and cons, balancing future needs against the need to retrospectively cleanup databases that retain romanization based on old policies.

5. Community and stake holders' feedback
One of the community commentators pointed out that in the process of revising romanization policy, it is important to seek feedback in a way that is understandable, convenient and effective for all, including non-catalogers. Because of time constraints, this Task Force was only partially successful in this respect. Romanization is a fundamental part of the bibliographic description of Japanese materials. It is not just an issue for catalogers. Groups working on romanization policy changes need to hear from not only Japanese catalogers, but also other East Asian language catalogers and public services staff including reference and ILL/DD staff who do not read Japanese scripts. One way to ensure input from those who do not read Japanese is to include at least one such individual on future groups working on romanization policy change. Indeed, the TF recommends that course. A future group should be inclusive, with members representing many aspects of librarianship, including to the extent possible Japanese rare book and/or manga catalogers, AV and pop culture material catalogers, non-Japanese expert catalogers, public services staff including ILL/DD responsibility, librarians who have worked with other major stake holders such as IFLA, ALA, and JSC, and LC and ISO liaisons.

VI. Conclusion

For the last nine months, our Task Force has been working diligently to find ways to improve the ALA-LC romanization table for Japanese. Our path became much longer than expected at the beginning, and now it is time to finish up this round of revision. We hope to pass the torch to a future group that will craft a more comprehensive, long-term solution, while at the same time coordinating with international standards and international stake holders.

The Task Force would like to thank our colleagues at the Library of Congress, and the CEAL Executive Board, in particular CEAL's committees on Technical Processing and Japanese Materials for their patience, understanding and support.

[Post Script] During the approval process by the CEAL Executive Board, the Task Force received the following comments about the LC draft revision proposal that are editorial in nature:

- I don't know if the task force wants to keep the different high lights (yellow, green, and gray) in the final document?
- p. 29 a gray highlight on line 6
- p. 30 Appendix C : Japanese RT - Addendum - 2012-09-11 : Can you spell out the RT (Romanization Table?) and change the date to be 09-11-2012 for U.S. readers
- Traditional [Japanese?] Table
- B. Non-Traditional Japanese (Foreign Words, etc.) Table [the line used Japanese hyphen. May be move the parentheses to be in front of the Table?]   p. 31
- C. Long Vowels and Diphthong Tables [Should be Table?] p. 32   I don't understand why there is a paste graph in front of the table. Is that another table? Can it be typed in instead of paste in?

VII. Appendixes

Appendix A: LC Email Task Force Received on September 11, 2012

Dear Keiko:

Thank you very much for your patience and persistence with this effort. I think we have arrived at a decision-point with this revision.

Attached are the following:

- Japanese RT - Revision - LC response 2012-09-11 -- This is our response to your most recent comments / recommendations
- Japanese RT - Addendum - 2012-09-11 comments -- This is our response to your draft attachment
- Japanese RT - Revision - 2012-09-11 -- Consolidated revision proposal, with all revisions (except for the 3 attached tables) highlighted
- Japanese RT - Addendum - 2012-09-11 -- The 3 table attachment

Please review the consolidated revision proposal carefully and let us know if it is acceptable. We are willing to make any necessary minor corrections, but will not support further expansion of the proposal's scope. We will be happy to assist you with developing a new proposal packet if there are any additional changes needed.

Please send me your response by 11 October. Thank you very much for your assistance.

Bruce

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Appendix B: Japanese RT - Revision - 2012-09-11

Japanese

Romanization System

Tables of roman/kana equivalents based in part on both *Kenkyusha's* table (in p. xiii for 4th edition) and on the American National Standard System standard.

Word Reading

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

Capitalization

1. *Personal Names:*

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

    Sugawara no Takasue no Musume   菅原孝標女

(b)   Capitalize title and terms of address, except when consisting of a single character or kana for *san*, *sama*, *chan*, *kun*, etc., that is hyphenated following a personal name. (See more examples in Word Division 4,(b),(3))

    Kōbō Daishi   弘法大師

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

    but   Okiku-san   お菊さん

    naikaku sōri daijin (as a generi noun)   内閣総理大臣

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

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

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

	Sensō o Kirokusuru Kai	戦争を記録する会
	Nihon Rikugun	日本陸軍
	Chuō Kōron Shinsha	中央公論新社
but	Chuō kōron (journal title)	中央公論

4. *Documents and Publications:*

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

Tsurezuregusa	徒然草
Chūō kōron	中央公論

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

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

5. *Historical Events and Periods:*

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

Dainiji Sekai Taisen	第二次世界大戦
Niniroku Jiken	二・二六事件
Meiji Ishin shi	明治維新史
Sekigahara no Tatakai	関ヶ原の戦い

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

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

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

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

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

Bukkyō	佛教

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

8. *Structures, etc.:* Capitalize names of structures, etc.

Takamatsuzuka Kofun	高松塚古墳
Narita Kūkō	成田空港
Hibiya Kōen	日比谷公園
Eigenji Damu	永源寺ダム

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

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

Punctuation

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

Chūgoku Shikoku no mingei	中国・四国の民芸

Pōru Kurōderu　　　　　　　　　　　　　ポール・クローデル

Matsumoto Seichō, Yamamoto Shūgorō shū　松本清長・山本周五郎集

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

2.　　　Transcribe brackets (「 ... 」 , 《...》 , 〈...〉) used in the manner of quotation marks (" ... ") as quotation marks.

Diacritic Marks

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

bīdoro		ビードロ
rōdō	労働	
kenkyū		研究
Tōkyō		東京
sētā		セーター

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

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

Word Division

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

(a)   Write binary compounds as single words.

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

(b)   Trinary, derived, and other compounds.

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

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

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

shinkansen	新幹線
kyūtaisei	旧体制

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

gōshisō	業思想
kakusensō	核戦争
kakukazoku	核家族
ryōseikatsu	寮生活

shinkenchiku	新建築
daijiten	大辞典
daihatsumei	大発明
chōtaikoku	超大国
zenchūshaku	全注釈

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

"jin" shisō	「仁」思想
"kaku" ronsō	「核」論争

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

todōfuken	都道府県
shikuchōson	市区町村
shichōson	市町村
shinōkōshō	士農工商
ishokujū	衣食住

(d)   Hyphenate grouped compounds involving phonetic changes.

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

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

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

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

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

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

2. *Native Japanese (*<u>kun</u>* and *<u>jūbakoyomi</u>* or *<u>yutōyomi</u>*) compounds*

    (a)   *Nouns*

        (1)   Write compound nouns as single words.

wareware	我々
wagahai	我輩
kirisame	霧雨
teashi	手足
yamatodamashii	大和魂
mizusakazuki	水盃
ukiyoe	浮世絵
chanoma	茶の間
chanoyu	茶の湯
yononaka	世の中
hinode	日の出
kokoroarigao	心有顔
iyagarase	嫌がらせ
kogirei	小綺麗
rikutsudōri	理屈通り

Write separately modifiers which are not part of compounds.

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

In case of doubt, prefer the separate form.

waga kuni	我国 (わが国)
waga ko	我が子
waga tomo	我友 (わが友)
chichi haha (as opposed to "fubo" for on-reading)	父母

ani imōto	兄妹
are kore	あれこれ

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

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

but   bureimono (a *kun* single character modified by a compound) 無礼者

(b)   *Verbs*

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

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

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

dō kangaeru	どう考える
aa shitai	ああしたい
sō suru	そうする
kō naru	こうなる
tsuyoku naru	強くなる
utsukushiku naritai	美しくなりたい
ikite ita	生きていた
kaette kuru	帰って来る
yatte miyō	やって見よう
itadaite ikimasu	戴いていきます

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

ookuru itashimashō	お送り致しましょう
odekake asobashimasu ka	お出掛け遊ばしますか

gaman dekiru ka	我慢出来るか
gaman dekimasen	我慢出来ません

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

bimyōnaru	微妙なる
ikanaru	如何なる
miryokuaru	魅力ある
teikōnaki	抵抗なき
dōdōtaru	堂々たる
osorubeki	恐るべき
ayamatta sahō, ayamariyasui sahō	誤った作法・誤りやすい作法

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

tokuni	特に
narabini	並に
tomoni	共に
tsuini	遂に
ikani	如何に
suguni	直ぐに
matawa	又は
aruiwa	或いは

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

kōfuku *e no* michi	幸福への道
E *wa* dare *ni de mo* kakeru	絵は誰にでも描ける
Sō iu hon *o* yomu *no ga* tanoshii	そういう本を読むのが楽しい
anata *to* watashi *to*	あなたとわたしと
kumo *no* ue *ni*	雲の上に
anata *no* tame *ni*	あなたの為に
nonki *na* ojisan nonki *ni* kamaeru	呑気な小父さん呑気に構える
yunīku *na* sonzai	ユニークな存在
ureshii *na*	うれしいな
nandarō *ka*	何だろうか
sarari *to*	さらりと

3.   *Prefixes, Suffixes, etc.*

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

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

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

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

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

Amerikajin	アメリカ人
kirisutosha	キリスト者
Saiensusha	サイエンス社

sābisugyō   サービス業

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

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

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

Ochiboshū	落穂集
Kokinshū	古今集
Kokin wakashū	古今和歌集
Bunka jinmeiroku	文化人名録
Nihon seifu gyōsei kikōzu	日本政府行政機構図
Nichi-Ro gaikō jūnenshi	日露外交十年史
Gakkō toshokanhō	学校図書館法
Kokubunji shiryō chōsa hōkokusho	国分寺資料調査報告書
Meiji Taishō bungakushi	明治大正文学史
Kagoshima-ken fūbutsushi	鹿児島県風物誌
shizen kagakusha	自然科学者
jibi inkōka	耳鼻咽喉科
kyōdai shimaitachi	兄弟姉妹達
Rōdō Kijunkyoku	労働基準局
Asahi Shinbunsha	朝日新聞社
Nihon Bungaku Kenkyūkai	日本文学研究会

4.   *Proper Names*

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

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

but write as single words when the compounds include phonetically changed proper names into "on" reading.

Gikeiki	義経記
Shinchōki	信長記

Exceptions:

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

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

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

Shinchō	清朝
Meijiki	明治期

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

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

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

Nihon-teki	日本的
Honkon-gata	香港型
Tanaka Chiyo-shiki	田中千代式
Hōshō-ryū	宝生流
Hokkaidō-san	北海道産
Taiwan-sei	台湾製
Tanaka-ha	田中派
Nakasone-kei	中曽根系
Kanda-bon	神田本
Kanazawa Bunko-ban	金沢文庫版
Okinawa-sen	沖縄戦
Ganjin-zō	鑑真像

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

Kyashī-tte yonde	キャシーってよんで

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

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

Sei Sabieru	聖サビエル

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

Meiji Tennō	明治天皇
Taiken Mon'in	待賢門院
Kitashirakawa no Miya-sama	北白川の宮様
Ōoka Echizen no Kami	大岡越前守
Nichiren Shōnin-sama	日蓮上人様
Takezawa Sensei	竹沢先生

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

Bashō-ō	芭蕉翁
Kakushin-ni	覚信尼

	Gotoba-in	後鳥羽院
	Okiku-san	お菊さん
	Nakamura-kun	中村君
	Tarō-chan	太郎ちゃん
	Non-chan kumo ni noru	ノンちゃん雲に乗る
	Sa-shi (Chinese family name)	左氏
	Tokugawa-ke	徳川家
but	Genji	源氏
	Heike	平家

(c)   Geographic names

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

Tōkyō-to	東京都
Chiyoda-ku	千代田区
Yūraku-chō	有楽町
Yamaguchi-ken	山口県
Yokohama-shi	横浜市
Ogawa-machi	小川町
Ogasawara-mura	小笠原村
Nijō-dōri	二条通り
Hōjō-gō	北条郷

Exceptions:

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

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

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

Nihonkoku	日本国
Manshūkoku	満洲国

Kankoku	韓国

<div style="background-color:#00ff00">

(3)   Write a generic term for a province, land estate, etc., separately if preceded by *no* and a place name.

</div>

Musashi no Kuni	武蔵国 (武蔵の国)
Nitta no Shō	新田荘
Iware no Mura	磐余邑

(2)   Write modifiers differentiating places of the same name as part of the name if they are part of the name of a jurisdiction.

Higashiizu-chō	東伊豆町
Kamikitayama-mura	上北山村

If the modifiers are not part of the name of a jurisdiction, write them separately.

Minami Yamashiro	南山城
Tōnan Ajia	東南アジア

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

Ujiyamada-shi	宇治山田市
Aizuwakamatsu-shi	会津若松市

(4)   Hyphenate generic terms for stations and harbors following place names.

Tōkyō-eki	東京駅
Yokohama-kō	横浜港
Shinagawa-juku	品川宿

If the generic terms form Sino-Japanese compounds, write them separately.

Tōkyō ekichō	東京駅長
Yokohama kōwan	横浜港湾

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

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

If the generic terms form Sino-Japanese compounds, write them separately.

Biwa kohan	琵琶湖畔
Asama sanroku	浅間山麓

(d)   Abbreviated forms

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

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

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

Nichi-Ro gaikō jūnenshi	日露外交十年史
Nichi-Ei-Doku igo shōjiten	日英独医語小辞典
Sen-Man sōsho	鮮満叢書
Wa-Kansho	和漢書
Nikka daijiten	日華大辞典
Nitchū kankei	日中関係
Nichi-Mō kankei (referring to the country "Outer Mongolia")	
	日蒙関係
but Manmō kaitaku ("Inner Mongolia" autonomous region) 満蒙開拓	

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

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

5.   *Numerals.*

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

> sen-kyūhyaku-hachijūsannen　　千九百八十三年(title proper)
> sen-kyūhyaku-hachijūsannen　　　　一九八三年(title proper)
>
> 1983-nen　　　　　　　千九百八十三年 (not title proper)
> 1983-nen　　　　　　　　　一九八三年 (not title proper)

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

> daisan seiryoku　　　　　　　　　　　第三勢力
> Dainiji Sekai Taisen kaikoroku　　第二次世界大戦回顧録

(c) Transcribe a center point between numbers as a period, with no space following it. If, however, the number is spelled out in romanization as a word, then the center point is not represented by a Roman value (cf. *Library of Congress Rule Interpretations, Appendix C.5C*).

> 8.15 zengo : sensō to watakushitachi 8・１５前後：戦争と私たち
> 3.14 futō hanketsu　　　　　　　三・一四不当判決
> 20.5-seiki no ongaku　　　　　　２０・５世紀の音楽
> *but*　Niniroku Jiken　　　　　　　　　二・二六事件

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

> 3-4-jigen　　　　　　　　　　　３・４次元
> Shōwa 58-59-nendo　　　　　　昭和五八・五九年度

Appendix C: Japanese Romanization Table - Addendum - 2012-09-11

A. Standard Table

あ	ア	a	い	イ	i	う	ウ	u	え	エ	e	お	オ	o
か	カ	ka	き	キ	ki	く	ク	ku	け	ケ	ke	こ	コ	ko
さ	サ	sa	し	シ	shi	す	ス	su	せ	セ	se	そ	ソ	so
た	タ	ta	ち	チ	chi	つ	ツ	tsu	て	テ	te	と	ト	to
な	ナ	na	に	ニ	ni	ぬ	ヌ	nu	ね	ネ	ne	の	ノ	no
は	ハ	ha	ひ	ヒ	hi	ふ	フ	fu	へ	ヘ	he	ほ	ホ	ho
ま	マ	ma	み	ミ	mi	む	ム	mu	め	メ	me	も	モ	mo
や	ヤ	ya				ゆ	ユ	yu				よ	ヨ	yo
ら	ラ	ra	り	リ	ri	る	ル	ru	れ	レ	re	ろ	ロ	ro
わ	ワ	wa	ゐ	ヰ	i				ゑ	ヱ	e	を	ヲ	o
ん	ン	n												
が	ガ	ga	ぎ	ギ	gi	ぐ	グ	gu	げ	ゲ	ge	ご	ゴ	go
ざ	ザ	za	じ	ジ	ji	ず	ズ	zu	ぜ	ゼ	ze	ぞ	ゾ	zo
だ	ダ	da	ぢ	ヂ	ji	づ	ヅ	zu	で	デ	de	ど	ド	do
ば	バ	ba	び	ビ	bi	ぶ	ブ	bu	べ	ベ	be	ぼ	ボ	bo
ぱ	パ	pa	ぴ	ピ	pi	ぷ	プ	pu	ぺ	ペ	pe	ぽ	ポ	po
きゃ (きぁ)	キャ (キァ)	kya	きぃ	キィ	kī	きゅ	キュ	kyu	きぇ	キェ	kye	きょ	キョ	kyo
しゃ	シャ	sha				しゅ	シュ	shu	しぇ	シェ	she	しょ	ショ	sho
ちゃ	チャ	cha				ちゅ	チュ	chu	ちぇ	チェ	che	ちょ	チョ	cho
にゃ	ニャ	nya	にぃ	ニィ	nī	にゅ	ニュ	nyu	にぇ	ニェ	nye	にょ	ニョ	nyo
ひゃ	ヒャ	hya	ひぃ	ヒィ	hī	ひゅ	ヒュ	hyu	ひぇ	ヒェ	hye	ひょ ひぉ	ヒョ ヒォ	hyo
みゃ	ミャ	mya	みぃ	ミィ	mī	みゅ	ミュ	myu	みぇ	ミェ	mye	みょ	ミョ	myo
りゃ	リャ	rya	りぃ	リィ	rī	りゅ	リュ	ryu	りぇ	リェ	rye	りょ	リョ	ryo
ぎゃ	ギャ	gya	ぎぃ	ギィ	gī	ぎゅ	ギュ	gyu	ぎぇ	ギェ	gye	ぎょ	ギョ	gyo
じゃ	ジャ	ja				じゅ	ジュ	ju	じぇ	ジェ	je	じょ	ジョ	jo
ぢゃ	ヂャ	ja				ぢゅ	ヂュ	ju	ぢぇ	ヂェ	je	ぢょ	ヂョ	jo
びゃ	ビャ	bya	びぃ	ビィ	bī	びゅ	ビュ	byu	びぇ	ビェ	bye	びょ びぉ	ビョ ビォ	byo
ぴゃ	ピャ	pya	ぴぃ	ピィ	pī	ぴゅ	ピュ	pyu	ぴぇ	ピェ	pye	ぴょ ぴぉ	ピョ ピォ	pyo

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

			ゆぃ	ユィ	yi				ゆぇ	ユェ	ye			
うぁ	ウァ	wa	うぃ	ウィ	wi				うぇ	ウェ	we	うぉ	ウォ	wo
くぁ	クァ	kwa	くぃ	クィ	kwi				くぇ	クェ	kwe	くぉ	クォ	kwo
			すぃ	スィ	si				すぇ	スェ	swe			
ぐぁ	グァ	gwa	ぐぃ	グィ	gwi				ぐぇ	グェ	gwe	ぐぉ	グォ	gwo
			ずぃ	ズィ	zi									
			すぅぃ	スゥィ	swi				すぅぇ	スゥェ	swe			
			ずぅぃ	ズゥィ	zwi				ずぅぇ	ズゥェ	zwe			
つぁ	ツァ	tsa	つぃ	ツィ	tsi				つぇ	ツェ	tse	つぉ	ツォ	tso
			てぃ	ティ	ti	とぅ	トゥ	tu						
						てゅ	テュ	tyu						
ふぁ	ファ	fa	ふぃ	フィ	fi	ふゅ	フュ	fyu	ふぇ	フェ	fe	ふぉ	フォ	fo
									ふぃぇ	フィェ	fye	ふょ	フョ	fyo
	ヴァ	va		ヴィ	vi		ヴ	vu		ヴェ	ve		ヴォ	vo
	ヴィャ	vya					ヴィュ	vyu		ヴィェ	vye		ヴィョ	vyo
			でぃ	ディ	di	どぅ	ドゥ	du						
	ディア・ディャ	dya					ディュ	dyu		ディェ	dye		ディオ・ディョ	dyo

Note: When は, へ, and を are used as grammatical particles (post-positions), romanize them as they are pronounced (i.e., wa, e, o).

C. Long Vowels and Diphthong Tables

Apply a macron using table A. For syllables that are not provided either in the chart or examples, carefully consider the presence of "morpheme boundaries" to determine a long vowel. "Morpheme boundary" refers to the point in a string of romanized text that separates one morpheme from another. According to the *Oxford English Dictionary*, a morpheme is "the lowest unit of language that can convey meaning."

Romanize long vowels expressed by kana う and katakana lengthening bar ー by applying a macron. Romanize other long vowels (those expressed by kana あいえお / アイエオ) letter–by–letter according to the romanization chart.

Exceptionally, use the chart below when long vowels do not cover the expression of the morpheme, e.g. 「ああ無情」「いい天気」

ああ	aa	いい	ii	ええ	ee	おお	oo
かあ	kaa	きい	kii	けえ	kee	こお	koo
さあ	saa	しい	shii	せえ	see	そお	soo
たあ	taa	ちい	chii	てえ	tee	とお	too
なあ	naa	にい	nii	ねえ	nee	のお	noo
はあ	haa	ひい	hii	へえ	hee	ほお	hoo
まあ	maa	みい	mii	めえ	mee	もお	moo
やあ	yaa					よお	yoo
らあ	raa	りい	rii	れえ	ree	ろお	roo
があ	gaa	ぎい	gii	げえ	gee	ごお	goo
ざあ	zaa	じい	jii	せえ	zee	ぞお	zoo
だあ	daa	ぢい	jii	でえ	dee	どお	doo
ばあ	baa	びい	bii	べえ	bee	ぼお	boo
ぱあ	paa	ぴい	pii	ぺえ	pee	ぽお	poo

Appendix D: Task Force Charge and Membership

Task Force Name:
CTP/CJM Joint Task Force on the LC Proposal for Japanese Romanization

Task Force Charge:
 1. Prepare a survey to gather general response from the CEAL community on LC proposal
2. Prepare CEAL response based on the survey by Jan. 18, 2012 (LC deadline, Jan. 22)
3. If time is limited to response or address issues/concerns fully, send initial response to LC by
LC deadline, then finish the preparation of final response.
4. Report the responses (initial and/or final) to both CTP/CJM as well as CEAL EB
5. Shi will send the initial and/or final responses to LC

Task Force Members:
Rob Britt, University of Washington
Yoko Kudo, University of California Riverside
Mieko Mazza, Yale University
Hikaru Nakano, University of Florida
Keiko Suzuki, Yale University, Chair

Shi Deng, University of California San Diego, ex officio (CTP Chair)
Setsuko Noguchi, CIC, ex officio (CJM Chair)