

# 1 Normative References

## 1.1 Style Guide

Follow the latest edition of the *Chicago Manual of Style (CMOS)* for items not covered in this manual.

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## 1.2 Dictionary

Use the online version of *Merriam-Webster.com Dictionary (MWD)* (<https://www.merriam-webster.com/>) for all spellings and non-technical definitions.

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# 2 Romanization

## 2.1 Romanization of Japanese

### 2.1.1 General Rules of Romanization

Refer to the chart below for correct romanization.

a	(ア)	i	(イ)	u	(ウ)	e	(エ)	o	(オ)
ka	(カ)	ki	(キ)	ku	(ク)	ke	(ケ)	ko	(コ)
sa	(サ)	shi	(シ)	su	(ス)	se	(セ)	so	(ソ)
ta	(タ)	chi	(チ)	tsu	(ツ)	te	(テ)	to	(ト)
tsa	(ツァ)	ti	(ティ)	tu	(トゥ)	tse	(ツエ)	tso	(ツォ)
na	(ナ)	ni	(ニ)	nu	(ヌ)	ne	(ネ)	no	(ノ)
ha	(ハ)	hi	(ヒ)	fu	(フ)	he	(ヘ)	ho	(ホ)
fa	(ファ)	fi	(フィ)			fe	(フェ)	fo	(フォ)
ma	(マ)	mi	(ミ)	mu	(ム)	me	(メ)	mo	(モ)
ya	(ヤ)			yu	(ユ)			yo	(ヨ)
ra	(ラ)	ri	(リ)	ru	(ル)	re	(レ)	ro	(ロ)
wa	(ワ)								

ga	(ガ)	gi	(ギ)	gu	(グ)	ge	(ゲ)	go	(ゴ)
za	(ザ)	ji	(ジ)	zu	(ズ)	ze	(ゼ)	zo	(ゾ)
da	(ダ)	ji di	(ヂ) (ディ)	du zu dyu	(ヅ) (ドウ) (デュ)	de	(デ)	do	(ド)
ba	(バ)	bi	(ビ)	bu	(ブ)	be	(ベ)	bo	(ボ)
pa	(パ)	pi	(ピ)	pu	(プ)	pe	(ペ)	po	(ポ)
kya	(キャ)			kyu	(キュ)			kyo	(キョ)
sha	(シャ)			shu	(シュ)	she	(シェ)	sho	(ショ)
cha	(チャ)			chu	(チュ)	che	(チェ)	cho	(チョ)
nya	(ニャ)			nyu	(ニュ)			nyo	(ニョ)
hya	(ヒャ)			hyu fyu	(ヒュ) (フュ)			hyo	(ヒョ)
mya	(ミャ)			myu	(ミュ)			myo	(ミョ)
rya	(リャ)			ryu	(リュ)			ryo	(リョ)
gya	(ギャ)			gyu	(ギュ)			gyo	(ギョ)
ja	(ジャ)			ju	(ジュ)	je	(ジェ)	jo	(ジョ)
bya	(ビャ)			byu	(ビュ)			byo	(ビョ)
pya	(ピャ)			pyu	(ピュ)			pyo	(ピョ)

The chart is adapted from *Kenkyusha's New Japanese-English Dictionary* (5th ed.)

Use “n” *not* “m” before a “b,” “m,” or “p.”

新聞	<i>shinbun</i>	<i>not</i>	<i>shimbun</i>
天平	Tenpyō	<i>not</i>	Tempyō
天武	Tenmu	<i>not</i>	Temmu

Use an apostrophe after an “n” when the following syllable starts with a “y” or a vowel.

万葉集	Man'yōshū	<i>not</i>	Manyōshū
純一郎	Jun'ichirō	<i>not</i>	Junichirō
善意	zen'i	<i>not</i>	zeni

To mark a geminate consonant, double the first character of the relevant consonant. For geminate “ch,” you can also use “tch.”

毬杖	<i>gicchō</i>	or	<i>gitchō</i>
木簡	<i>mokkan</i>		
骨董品	<i>kottōhin</i>		
漆器	<i>shikki</i>		
実測図	<i>jissokuzu</i>		

Use macrons to indicate adjacent vowels forming a long sound that do not extend beyond morpheme boundaries. As a rule of thumb, a new Chinese character usually overlaps with the start of a new morpheme.

新嘗祭	<i>Nīnamesai</i>
委員会	<i>iinkai</i>
鳳凰	<i>Hōō</i>
鳥居	<i>toriī</i>
シーサー	<i>shīsā</i>
呉音	<i>goon</i>
灯籠	<i>tōrō</i>
ビール	<i>bīru</i>

**Kyuhaku,  
NABUNKEN**

For geminate “ch,” always use “cch.”

### 2.1.2 *English Words of Japanese Origin*

Many Japanese words, such as “bonsai,” “rickshaw,” “origami,” or “Bunraku” have entered the English language. Treat these as English translations, not romanizations, of the relevant Japanese words. Follow the spelling and capitalization seen in the *MWD* and do *not* italicize. When multiple variants are listed in the *MWD*, follow the entry with the definition of the word. Consider whether the readership would be familiar with the anglicized term, if not, consider romanizing and explaining the Japanese term or using an alternative translation.

*Frequently appearing English words of Japanese origin:*

aikido, adzuki bean, anime, banzai, bento box, bonsai, Bunraku, Bushido, daikon, daimyo, dashi, dojo, enoki mushroom, emoji, fugu, fusuma, futon, geisha, geta, genro, ginkgo, Go, haiku, harakiri, hibachi, hiragana, ikebana, Imari, inro, judo, jujitsu, Kabuki,

kakemono, kaki, kami, kamikaze, kana, kanji, karaoke, karate, katakana, katana, kendo, kimono, koi, kombu, koto, makimono, manga, matcha, matsutake, medaka, miso, mochi, netsuke, ninja, Noh, nori, nunchaku, obi, origami, pachinko, ramen, Romaji, sake, salaryman, samurai, sashimi, satori, senryu, seppuku, shamisen, shiatsu, shiitake, Shinto, shogun, shoji, sudoku, sukiyaki, sumi-e, sumo, surimi, sushi, tanka, tatami, tempura, teriyaki, tofu, tokonoma, torii, tsunami, typhoon, udon, ukiyo-e, umami, urushi, wakame, wasabi, yakuza, zaibatsu, Zen, zori

#### Kyuhaku

Do *not* capitalize “Kabuki,” “Bunraku,” “Romaji,” and “Noh,” i.e., write “kabuki,” “bunraku,” “romaji,” and “noh.”

### 2.1.3 **Pluralization**

Never pluralize romanized Japanese words. As a general rule, do not pluralize English words of Japanese origin.

Many geisha and samurai	not	Many geishas and samurais
read <i>kusazōshi</i> .		read <i>kusazōshis</i> .

## 2.2 **Romanization of Chinese**

Use Hanyu Pinyin *without* diacritics.

## 2.3 **Romanization of Korean**

Use the Revised romanization of Korean system, as adopted by the South Korean government.

## 2.4 **Romanization of Sanskrit**

Use the International Alphabet of Sanskrit Transliteration *with* diacritics. Do not pluralize transliterated Sanskrit terms but pluralize English words of Sanskrit origin that appear in the *MWD*, such as “deva” or “guru.”

十羅刹女	the ten demonesses (Skt. <i>rākṣasī</i> )	<i>not</i>	Ten <i>Rākṣasīs</i>
十二天	the twelve devas	<i>not</i>	Twelve Deva

**KNM** For the Historical Buddha and his family, do not use diacritics and convert “ś” and “ṣ” to “sh.”  
Shakyamuni, Shakya clan

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**Kyuhaku** Do not use diacritics and convert “ś” and “ṣ” to “sh.”

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### 3 **Italicization and Capitalization of Non-English Terms and Names**

Italicize but do *not* capitalize Japanese or any other non-English terms.

*tachi, kosode, makie, tantō, gigaku, bugaku, sugoroku, gicchō*

Capitalize but do *not* italicize proper names.

Reiwa, Ryukyu, Ainu, Shikoku, Kuroda Seiki, Heisei Chishinkan

When working with the Imperial Household Agency, follow its rules of capitalization and italicization of Japanese terms.

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**KNM** Treat major Japanese theatrical forms as proper nouns (capitalize but do *not* italicize), i.e., write “Gigaku,” “Bugaku,” “Bunraku,” and “Kyōgen.”

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## 4 **Names and Titles**

### 4.1 **Names of People**

#### 4.1.1 ***General Rules***

Romanize names according to the rules of the given language. For Japanese, Chinese, and Korean names, the family name should precede the given name. In hyphenated names, only capitalize the first letter. For contemporary artists use their established preferred spellings. For contemporary public figures who have established identities outside of their country of origin, use the established alternate spellings. Do not write surnames in uppercase.

尾形光琳

Ogata Kōrin

南啓宇 (남계우)

Nam Gye-u

米芾

Mi Fu