### ROMANIZATION POLICIES FOR CATALOGING CHINESE MATERIAL

Revised February 23, 2004

### Separation of Syllables

Separate the romanization of each Chinese character with a space, except as directed below. This includes corporate names, terms of address and titles of royalty. Do not join syllables of general, non-specific geographic terms.

1. Terms of address. A term of address may follow a surname, a courtesy name, or another appellation. Separate syllables in the term of address. If a term appearing as an integral part of a name is not a title or term of address, romanize the name in running form, as a forename (see below).

Certain terms, such as 先生 (xian sheng) are sometimes used as terms of address, and sometimes as forenames (i.e., pseudonyms or pen names). When they are used as terms of address, separate syllables; however, when they are used as forenames, romanize the name in running form (see Connection of syllables, section 1A).

When establishing a forename followed by a term of address, a title of position or office, enter under the forename. Refer from the name in direct order.

白沙先生

Romanize name as: Baisha xian sheng

Heading established as: Chen, Xianzhang, \$d 1428-1500 Give reference as: Baisha xian sheng, \$d 1428-1500 Also give reference as: Baisha, \$c xian sheng, \$d 1428-1500

When establishing names that consist of a surname followed by a term of address, follow AACR2 rule 22.15A by adding the word or phrase to the surname. Separate the term of address from the surname with a comma in the heading. Refer from the name in direct order.

林老师

Romanize name as: Lin lao shi Heading established as: Lin, \$c lao shi Give reference as: Lin lao shi

韋大夫

Romanize name as: Wei dai fu
Heading established as: Wei, \$c dai fu
Give reference as: Wei dai fu

2. Titles, and titles of royalty. Syllables in a title should be separated and written in lower-case. If a term appearing as an integral part of a name is not a title or term of address, romanize the name in running form, as a forename. An epithet is separated from the name of a person, using lower case letters and separated syllables.

Follow AACR2 rule 22.12 when establishing names that include titles of nobility and terms of honor. Note that this rule applies to names that consist of a surname and a title, or a forename and a title. Names with titles will be established as: Name, \$c title. Examples of Chinese titles include: fei and gui fei.

董鄂妃

Romanize name as: Donge fei

Heading established as: Donge, \$c fei, \$d 1638-1660 Give reference as: Donge fei, \$d 1638-1660

楊貴妃

Romanize name as: Yang gui fei

Heading established as: Yang, \$c gui fei, \$d 719-756 Give reference as: Yang gui fei, \$d 719-756

Headings for persons with the highest royal status are established according to AACR2 rule 22.16A1. Enter the name in direct order.

慈禧皇太后

Romanize name as: Cixi huang tai hou

Heading established as: Cixi, \$c Empress dowager of China, \$d 1835-1908

Give references as: Cixi, \$c huang tai hou, \$d 1835-1908

Cixi huang tai hou, \$d 1835-1908

秦始皇帝

Romanize name as: Qin shi huang di

Heading established as: Qin shi huang, \$c Emperor of China, \$d 259-210 B.C. Give reference as: Qin shi huang di, \$c Emperor of China, \$d 259-210

B.C.

楊太后

Romanize name as: Yang tai hou

Heading established as: Yang, \$c Empress, consort of Song Ningzong, Emperor

of China, \$d 1162-1233

Give references as: Yang, \$c tai hou, \$d 1162-1233

Yang tai hou, \$d 1162-1233

3. General, non-specific geographic terms. Some terms have both general and specific usage, depending upon context. For example, when the term 东北 refers to the direction northeast, or, in a general way, to the Northeast, separate syllables; when it is used to refer specifically to Manchuria, capitalize and join syllables.

华东Hua dong西北xi bei东北dong bei陕北Shan bei

But:

## Connection of syllables.

1. Join together (without spaces or hyphens) the syllables associated with multi-character surnames and given names. Also join together given names, Buddhist names, courtesy names, etc., in more than one syllable. For example:

孫中山Sun Zhongshan歐陽修Ouyang Xiu

司馬相如 Sima Xiangru

尼克森 Nikesen 康有爲 Kang Youwei

1A. Forenames, given names, courtesy names. A forename does not include a person's surname. Only capitalize the first letter of a forename. If a term appearing as an integral part of a name is not a title or term of address, romanize the name in running form.

Certain terms, such as 先生 (xian sheng) are sometimes used as terms of address, and sometimes as forenames (i.e., pseudonyms or pen names). When they are used as forenames, romanize the name in running form (see Connection of syllables, section 1A); however, when they are used as terms of address, separate syllables (see Separation of syllables, section 1A).

There are many sorts of Chinese forenames. It is frequently difficult to clearly divide syllables because the structure or origin of terms, or the meanings of the characters themselves, are obscure. Therefore, to promote consistent application and to save time, all forenames will be romanized with connected syllables, leaving no space between them. Alternative forms of access may be given for the form which a cataloger feels that a user might employ to find a name (for example, romanized form, Wugangzhuren; possible reference, Wugang zhuren)

無名氏

Romanize name as: Wumingshi

Heading established as: Wumingshi, \$c pseud. (AACR2 compatible heading)

梧岗主人

Romanize name as: Wugangzhuren Heading established as: Wugangzhuren

雲谷老人

Romanize name as: Yungulaoren

Heading established as: Zhu, Xi, \$d 1130-1200 Give reference as: Yungulaoren, \$d 1130-1200

孔子

Romanize name as: Kongzi Heading established as: Confucius Give reference as: Kongzi

老子

Romanize name as: Laozi Heading established as: Laozi

浩然

Romanize name as: Haoran

Heading established as: Haoran, \$d 1932-

1B. Married women. Separate and capitalize family names. Connect the syllables of the forename, and capitalize only the first letter.

蔣宋美齡

Romanize name as: Jiang Song Meiling

Heading established as: Jiang Song, Meiling, \$d 1897-

陳趙月英

Romanize name as: Chen Zhao Yueying

Heading established as: Chen Zhao, Yueying, \$d 1914-

1C. Fictional characters. The names of fictional characters are romanized in the same manner as those of real people.

骆驼祥子 Luotuo Xiangzi

秦可卿 Qin Keqing

1D. Names of persons of religious vocation. Separate a term of address from a family name or forename. Syllables of a term of address should be written separately and in lower case. In a heading or reference, the term of address should appear in the \$c subfield, following the surname or forename. See AACR2 rule 22.16D for instructions on headings for persons of religious vocation.

惠能

Romanize name as: Huineng

Heading established as: Huineng, \$d 638-713

釋吉藏

Romanize name as: shi Jizang

Heading established as: Jizang, \$d 549-623

Give references as: Jizang, \$c shi, \$d 549-623

Jizang shi, \$d 549-623 Shi Jizang, \$d 549-623

智顗大師

Romanize name as: Zhiyi da shi Heading established as: Zhiyi, \$d 538-597

Give references as: Zhiyi, \$c da shi, \$d 538-597

沙門元賢

Romanize name as: sha men Yuanxian
Heading established as: Yuanxian, \$c shi
Give reference as: Yuanxian, \$c sha men

Sha men Yuanxian Shi Yuanxian

1E. Personal names appearing as part of the names of corporate bodies and meetings are romanized in the same manner as all other personal names. (See also Section 2J)

中山大學 Zhongshan da xue

《刘少奇研究论文集》编辑组"Liu Shaoqi yan jiu lun wen ji" bian ji zu 周恩来研究学术讨论会 Zhou Enlai yan jiu xue shu tao lun hui

2. Join together (without spaces or hyphens) the syllables associated with multi-character geographic names. Do not join the names of jurisdictions and topographical features to geographic names, but separate them from the proper name by a space.

中华人民共和国史稿 Zhonghua Renmin Gongheguo shi gao

臺灣省立博物館 Taiwan sheng li bo wu guan

西藏自治区文物管理委员会 Xizang Zizhiqu wen wu guan li wei yuan

nui

东北林学院 Dongbei lin xue yuan

扬子江 Yangzi Jiang 广州市 Guangzhou Shi 安徽省 Anhui Sheng

商丘地区 Shangqiu Diqu

鹿港镇 Lugang Zhen纽约市 Niuyue Shi

甘南藏族自治州 Gannan Zangzu Zizhizhou

翠亨村 Cuiheng Cun 浦棠乡 Putang Xiang 海南岛 Hainan Dao

2A. Names of countries. Connect syllables according to the practice followed by the U.S. Board on Geographic Names on GEOnet (GNS).

中华人民共和国 Zhonghua Renmin Gongheguo

朝鲜民主主义人民共和国 Chaoxian Minzhu Zhuyi Renmin Gongheguo

中華民國 Zhonghua Minguo

民国档案与民国史学术讨论会论文集

Minguo dang an yu Minguo shi xue shu tao lun hui lun

wen ji

俄国戏剧史概要 Eguo xi ju shi gai yao

美国 Meiguo 日本国 Ribenguo 2B. Generic terms for geographical features are capitalized and separated from the names of the features.

NOTE: PROPOSED CHANGE: add three sentences; the highlighted examples have been changed to conform:

The syllables of the name of a jurisdiction or geographic feature that are included within another place name are connected together. These practices are also followed when geographic names appear within corporate names. In case of doubt, separate.

Because the conversion programs connected hyphenated Wade-Giles syllables together when converting them to pinyin, the romanized forms of many geographical features were converted into forms that to not follow the new pinyin romanization guidelines. For example, Huang-ho (Yellow River in Wade-Giles) was converted by the program to Huanghe. This romanized form must now be manually changed to the correct pinyin form, Huang He. Locating romanized strings for geographical features that now need to be corrected may be time-consuming and difficult.\* Refer to GEOnet (GNS) to identify generic terms for place names, or do so using one's knowledge of the Chinese language. Place names should be systematically romanized in descriptive strings. Please note: place names that are included within other place names may be romanized differently than when they stand alone. For example, the name of the river 长江口 is romanized Chang Jiang, but the name of the Mouth of the river 长江口 is romanized Changijang Kou. Also, please note that the form of name found in headings may vary from the systematically romanized form.

海南岛 Hainan Dao (Hainan Island) 太平洋 Taiping Yang (Pacific Ocean) 渤海 Bo Hai (not Bohai) (Bo Sea)

BGN: Bo Hai; established as: Bo Hai (China)

But

渤海湾 Bohai Wan (Bohai Bay)

BGN. Bohai Wan

洞庭湖 Dongting Hu (Dongting Lake)

西湖 Xi Hu (West Lake) 天池 Tian Chi (Tian Lake) 滇池 Dian Chi (Dian Lake)

长江 Chang Jiang (Yangtze River) 长江口 Changjiang Kou (Mouth of the Yangtze)

长江三角洲 Changjiang Sanjiaozhou

BGN: Changjiang Sanjiaozhou; established

as: Yangtze River Delta (China)

长江大饭店 Chang Jiang da fan dian (Yangtze Restaurant) 长江三峡 Chang Jiang San Xia (Three Gorges of the Yangtze

River)

珠江 Zhu Jiang (Pearl River)

珠江口 Zhujiang Kou

BGN: Zhujiang Kou; established as: Pearl

River Estuary (China)

珠江口盆地Zhujiangkou Pendi (Pearl River Estuary Plain)珠江三角洲Zhujiang Sanjioazhou (Pearl River Delta)

汾河 Fen He (Fen River)

黄河三角洲自然保护区 Huanghe Sanjiaozhou Ziran Baohuqu (Yellow River

Delta Natural Preserve)

大运河 Da Yunhe (Grand Canal)

苏伊士运河 Suyishi Yunhe (Suez Canal)

京杭运河 Jing Hang Yunhe (Peking-Hangzhou Canal)

莫力庙水库 Molimiao Shuiku (Molimiao Reservoir)

翡翠水库Feicui Shuiku (Feicui Reservoir)**汾河水库**Fenhe Shuiku (Fen River Canal)

BGN: Fenhe Shuiku; established as: Fen River

Reservoir (China)

But:

黄河小浪底水库 Huang He Xiaolangdi Shuiku (literally, Xiaolangdi

Reservoir of the Yellow River; but Huang He is not part of the name of the reservoir; BGN: Xiaolangdi Shuiku; subject heading established as: Xiaolangdi Reservir

(China), see sh99014157)

梵净山 Fanjing Shan (Fanjing Mountain)

梵净山自然保护区 Fanjingshan Ziran Baohugu (Fanjing Mountain

**Natural Preserve**)

金山Jin Shan (Jiangsu) (Jin Mountain) \*恒山Heng Shan (Shanxi) (Heng Mountain)黄山Huang Shan (Huang Mountain)\*

But

黄山市 Huangshan Shi (Huangshan City)

黄土高原 Huangtu Gaoyuan

BGN: Huangtu Gaoyuan; established as: Loess

Plateau (China)

青藏高原 Qing Zang Gaoyuan (not Qingzang Gaoyuan) (literally,

the Qinghai-Tibet Plateau)

BGN: Qing Zang Gaoyuan; established as:

Tibet, Plateau of (China)

藏北高原 Zangbei Gaoyuan (North Tibet Plain)

松辽盆地 Song Liao Pendi (not Songliao Pendi) (Song-Liao

Basin)

辽河 盆地 Liaohe Pendi (not Liao He Pendi) (Liao River Basin)

鄂尔多斯盆地 E'erdousi Pendi

BGN: Ordos Desert; established as: Ordos

Desert (China)

柴达木盆地 Chaidamu Pendi (Chaidamu Basin)

塔里木盆地 Talimu Pendi

BGN: Tarim Pendi; established as: Tarim

Basin (China)

金衢盆地 Jin Qu Pendi (not Jinqu Pendi) (Jin-Qu Basin)

东濮凹陷 Dongpu Aoxian (Dongpu Basin)

But

冀中坳陷Ji zhong ao xian (the basin in Central Ji)西部坳陷xi bu ao xian (the basin in the west)

科尔沁沙地 Keerqin Shadi

BGN: Horqin Shadi; established as: Horqin

Desert (China)

腾格里沙漠 Tenggeli Shamo

BGN: Tengger Shamo; established as: Tengger

Desert (China)

塔克拉玛干沙漠 Takelamagan Shamo

BGN: Taklimakan Shamo; established as:

Takla Makan Desert (China)

黄淮平原 Huanghuai Pingyuan (not Huang Huai Pingyuan)

BGN: Huanghuai Pingyuan; established as:

North China Plain (China)

黄淮海平原 Huang Huai Hai Pingyuan (not Huanghuaihai Pingyuan)

(North China Plain)

华北平原 Huabei Pingyuan (North China Plain)

辽河油田 Liaohe Youtian (Liao River Oil Field) 华北油田 Huabei Youtian (North China Oil Field)

印度半島 Yindu Bandao (Indian Subcontinent)

# Characters in title / romanization refers to

1. 金山民间传说 Mountain – see 500: Cover title also in

English: The folklores of Mount Jinshan.

Jin Shan min jian chuan shuo

2. 前进啊,金山工程! County near Shanghai – see 650: Engineering

\$z China \$z Shanghai.

<sup>\*</sup> Decisions about romanization should not be made without first determining, insofar as possible, the meaning of a romanized string. To do this for a roman-only record, one must try to figure out what characters a romanized string represents, and then what those characters mean. The presence of corresponding characters in 880 fields usually helps one determine meaning. However, the same character or characters may have different meanings on different records. For example,

3. 金山县志 County Jinshan Xian zhi 4. 上海市金山县志 County Shanghai Shi Jinshan Xian zhi 5 從金山看世界 San Francisco – see 650: Television broadcasting of news \$z California \$z San Francisco. Cong Jinshan kan shi jie 6. 张闻天晋陕调查文集 Shanxi and Shaanxi Zhang Wentian Jin Shan diao cha wen ji 7. 金山农民画歌谣集 County – see 650: Drawing, Chinese \$z China \$z Jinshan Xian. Jinshan nong min hua, ge yao ji 8 金山掌故 San Francisco – see 651: San Francisco (Calif.) \$x History \$v Anecdotes. Jinshan zhang gu 9 金山志 Mountain – see 651: Jin Mountain (Jiangsu Sheng, China) \$v Literary collections. Jin Shan zhi 10. 百战将星王近山 Personal name Bai zhan jiang xing Wang Jinshan 11. (no characters on LC record) prefer San Francisco – see 650: Chinese Poetry \$z California \$z San Francisco – rather than 245. Gold Mountain Jinshan ge ji 12. (no characters on LC record) Mountain – see 651: Jin Mountain (Jiangsu Sheng, China) Jin Shan zhi

In some instances, however, the information on the bibliographic record does not provide us with enough information to decide. One must refer to the item itself to determine what the characters mean, and then romanize accordingly. For example,

### Characters in title / romanization refers to

13 金山龍遊禪寺志略

Qian jin a, Jinshan gong cheng!

Mountain (referred to the book)

Jin Shan Long you chan si zhi lüe

14. 金山得寶集 San Francisco (referred to the book, which is a

memoir about growing up in the Bay Area)

Jinshan de bao ji

15. (no characters) Refer to a record with non-roman script in a

utility's shared database: 千军万马战金山; because the 610 is: Shanghai Shi you hua gong zong chang, it probably refers to the county

Qian jun wan ma zhan Jinshan

16. 金山錢氏家刊書目 Most likely San Francisco; one should refer to

the book

Jinshan Qian shi jia kan shu mu

17. 金山电脑公司传 Part of the name of a firm; does it name Jin

Mountain, or Jin County, or the name of a person? One can't be sure, and must refer to the

book

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2C. Two-syllable place names, in which the second syllable is a generic term. Separate and capitalize the generic term for the jurisdiction. Refer to GEOnet (GNS) to identify generic terms for place names, or do so using one's knowledge of the Chinese language.

吳縣 Wu Xian 祁縣 Qi Xian

2D. Place names consisting of more than two syllables. Separate and capitalize a generic term for the jurisdiction. Refer to GEOnet (GNS) to identify generic terms for place names, or do so using one's knowledge of the Chinese language.

安徽省 Anhui Sheng
广州市 Guangzhou Shi
高雄市 Gaoxiong Shi
宝山区 Baoshan Qu
鹿港镇 Lugang Zhen
翠亨村 Cuiheng Cun

商丘地区 Shangqiu Diqu

甘南藏族自治州 Gannan Zangzu Zizhizhou

2E. Obsolete terms for administrative units are romanized in the same manner as the names of contemporary places.

福寧州 Funing Zhou 昌平州 Changping Zhou 錦州府 Jinzhou Fu 安順府 Anshun Fu

2F. Names of non-Chinese jurisdictions are romanized in the same manner as the names of Chinese jurisdictions.

加州 Jia Zhou 紐約市 Niuyue Shi 亞洲 Ya Zhou 東南亞 Dong nan Ya

2G. Terms for archaeological sites, bridges, and other constructions of geographic extent extent are capitalized and separated from the names themselves. Individual syllables of multisyllable generic terms are connected together.

NOTE: PROPOSED CHANGE: change the second sentence; the highlighted examples have been changed to conform.

Individual syllables of multi-syllable generic terms are connected together, as are the syllables of the names of a jurisdiction or geographic feature that are included within the term.

Refer to GEOnet (GNS) to identify generic terms for place names, or do so using one's knowledge of the Chinese language. Place names should be systematically romanized in descriptive strings. Please note that the romanization in headings may vary from systematic form. For example, 黄壁庄水库 is systematically romanized as Huangbi Zhuang Shuiku, but the subject heading has been established as Huangbizhuang Dam (China), based on the form Huangbizhuang Shuiku, which is recommended by GEOnet.

泸州长江大桥Luzhou Changjiang Daqiao黄壁庄水库Huangbizhuang Shuiku京杭运河Jing Hang Yunhe

2H. Names of buildings and other constructions of less than geographic extent. Syllables are separated and not capitalized, except for proper nouns.

黄鶴楼Huang he lou聖果寺Sheng guo si

2I. Names of continents and regions. Generic terms are separated and capitalized in the names of continents and regions. Distinguish when a term refers to a region, and when it refers to direction or position.

亞洲 Ya Zhou 東南亞 Dong nan Ya 北美洲 Bei Mei Zhou 東北 dong bei (when referring to direction or position) But:

東北

Dongbei (when referring to the particular area formerly known as Manchuria)

2J. Personal names appearing as part of geographic names are romanized in the same manner as all other personal names.

NOTE: PROPOSED CHANGE: change Section 2J to read as follows; change the example, and add two others:

The syllables of personal names that appear within geographic names are connected together. The generic term for the jurisdiction or geographic feature is separated. This rule is an exception to Section 1E.

张自忠路Zhangzizhong Lu左权县Zuoquan Xian鲁迅公园Luxun Gongyuan

3. Join together transliterations of two or more characters comprising the names of racial, linguistic, or tribal groupings of mankind. Join the term zu (for tribe or people) to a name only in proper names of places.

基督徒 Jidu tu

桐城派Tongcheng pai毛南族Maonan zu美国人Meiguo ren客家话Kejia hua

苗族风情录 Miao zu feng qing lu

But:

德宏傣族景颇族自治州 Dehong Daizu Jingpozu Zizhizhou

4. Add an apostrophe before joined syllables that begin with a vowel in cases of ambiguity. For example:

長安市 Chang'an Shi to distinguish it from Changan Shi 延安市 Yan'an Shi to distinguish it from Yanan Shi

张章昂 Zhang Zhang'ang to distinguish it from

张占钢 Zhang Zhangang

劉正安 Liu Zheng'an to distinguish it from

刘镇干 Liu Zhengan

王健安 Wang Jian'an to distinguish it from

王佳南 Wang Jianan

But: 雲谷老人

Yungulaoren (not Yun'gulaoren)