

# EDITORIAL GUIDELINES FOR AUTHORS OF „LITTERARIA COPERNICANA“

## [1] MAIN GUIDELINES

We kindly ask you to follow the guidelines below while preparing your manuscript:

- **main text:** file format \*.rtf lub \*.doc (Word 97 or a newer version + special fonts, e.g. Greek, Hebrew, Chinese etc.);
- **length** - studies and articles should have at least 20,000 characters with spaces (without abstracts, annexes, bibliography etc.) and a maximum of approx. 40,000 characters);  varia  should not exceed 20,000 characters
- **font size:** 12 points, Times New Roman;
- **line spacing** 1,5;
- **emphasis** – spaced-out text (2 points); no bold or underline;
- **quotes:** a short quotation (up to 3 sentences) can be put it in the main text; the longer ones (more than 3 sentences) should be extracted from the main text (size 11, line spacing 1); no indentation in the new line of the main text after such quotes;
- **first name and surname** should be used in the main text (while first appearance);
- **headings, subheadings** should be boldfaced
- **no fixed spaces and line breaking (or word wrapping) acceptable;**
- **bibliographic references** should be included in the text; **footnotes** are allowed only in case of including any additional information or commentary;
- **page range** should be marked with “en dash” (-), not with a hyphen (-), e.g. „(McKanzie 1998: 11–34)“; the same rule should be used in range of years e.g. „in years 1867–1899“
- no shortening of page/years rage is allowed e.g. „25–29“ is correct, but „25–9“ is incorrect;
- **illustrations/photograps/figures** – all illustrations (JPG, TIF – at least 300 dpi) should be provided with appropriate captions, i.e. short description of photo content, source and author of the illustration;

- **tables, charts etc.** should be numbered, titled and have an information about their source;
- generally, **no illustrations, charts etc. from Internet are acceptable** (only public domain materials may be published with the prior approval of editorial board); **all text fragments, illustrations, drawings, charts, tables etc. coming from other sources are copyrighted** – publication of such materials will be possible after previous submission to the editorial board the copyright holder's written permission by the article author;
- at the beginning of the article, an **abstract** in Polish and English should be attached (optimally ca. 1200 characters with spaces), containing the main theses of the article, its characteristics and main conclusions; in addition, the **title in English** and up to 5 **keywords** in Polish and English; in case of an article written in a language other than Polish or English, an abstract and keywords must be prepared in the language of the article and obligatorily in English
- author's name should be followed by a footnote with a short (2-3 lines) **biographical note** of the author, including information about authors title/academic position, academic affiliation, main research interests, as well as the actual email address and ORCID.

## [2] BIBLIOGRAPHY

### [a] Monographs

#### ※One author

Family name, First name Year. *Title. (Subtitle)*. Publication place: Publisher.

- ❖ Jaanus, Maire 1979. *Literature and negation*. New York: Columbia University Press.
- ❖ Mejor, Marek 2001. *Buddyzm. Zarys historii buddyzmu w Indiach*. Warszawa: Prószyński i S-ka.

#### ※Many authors

**Less than three authors** – should be listed all names.

Family name, First name [&] First name Family name Year. *Title*. Publication place: Publisher.

- ❖ Laitinen, Kai [&] Satu Apo 1991. *Historia literatury fińskiej: zarys*. Wrocław: Zakład Narodowy im. Ossolińskich.
- ❖ Goldman, Robert P. [&] Sally J. Sutherland Goldman 2004. *Devavā ipraveśikā. An Introduction to the Sanskrit Language*. Berkeley: University of California Press.

**More than three authors** – May be listed all authors or only one with a note as below.

Family name, First name (et al.) Year. Publication place: Publisher.

- ❖ Knoke, David [&] Franz Urban Pappi [&] Jeffrey Broadbent [&] Yutaka Tsujinaka. 1996. *Comparing Policy Networks: Labor Politics in the U.S., Germany, and Japan*. Cambridge: University Press.

OR

- ❖ Knoke, David (et al.). 1996. *Comparing Policy Networks: Labor Politics in the U.S., Germany, and Japan*. Cambridge: University Press.

#### ※One editor

Family name, First name (ed.) Year. *Title*. Publication place: Publisher.

- ❖ Breen, John (red.) 2008. *Yasukuni: The War Dead and the Struggle for Japan's Past*. London: C Hurst & Co Publishers.
- ❖ Basham, Arthur L. (red.) 1975. *A Cultural History of India*. Oxford: Oxford University Press (Reprint New Delhi 2006: Oxford University Press).

#### ※Many editors

Family name, First name, First name Family name (eds.) Year. *Title*. Publication place: Publisher.

- ❖ Allen, Richard [&] Hrish Trivedi (eds.) 2000. *Literature & nation: Britain and India 1800-1990*. New York: Routledge.
- ❖ McGetchin, Douglas T. [&] Peter K. J. Park [&] Damodar R. SarDesai (eds.) 2004. *Sanskrit and 'Orientalism'. Indology and Comparative Linguistics in Germany, 1750-1958*. New Delhi: Manohar.

### [b] Article/Chapter in edited work

Family name, First name Year. „Title of the article/chapter“. In: First name Family name. *Title of the edited work*. Publication place: Publisher.

- ❖ Agnew, John 2002. „Democracy and Human Rights“. In: Ronald J. Johnston, Peter J. Taylor, Michael Watts (ed). *Geographies of Global Change. Remapping the World*. Oxford: Blackwell.
- ❖ McDermott, James P. 1983. „Karma and Rebirth in Early Buddhism“. In: Wendy Doniger O’Flaherty (ed.). *Karma and Rebirth in Classical Indian Traditions*. New Delhi: Motilal Banarsidass.

### [c] Article in periodical/ academic journal

※ Family name, First name Year. „Title of the article“. *Periodical name* volume number (additional data e.g. season, if necessary): article pages.

- ❖ Allison, Graham T. [&] Morton H. Halperin 1972. „Bureaucratic Politics: A Paradigm and Some Policy Implications“. *World Politics* 24 (Supplement, Spring): 40–79.
- ❖ Tieken, Herman 2006. „Some Literary Embellishments in the gupta Inscriptions“. *Archiv Orientalní* 74(4): 451–460.

### [d] Publications by the same author

#### ※ Publications from different years

[Publications by the same author(s) should be listed **in chronological order**, i.e. according to the publication date.]

Family name, First name Year...

Family name, First name [later then the above]...

Family name, First name [later then the above]...

- ❖ Daiches, David **1956**. *Critical approaches to literature*. New York: W. W. Norton & Company, Inc.
- ❖ Daiches, David **1964**. *English literature*. Englewood Cliffs, N.J.: Prentice-Hall.
- ❖ Daiches, David **1968**. *More literary essays*. Edinburgh; London: Oliver & Boyd.

#### ※ Publication from the same year

[Publications by the same author(s) issued in the same year should be listed **in alphabetical order**. The font below was boldfaced only for explanation and should not be used in the work.]

Family name, First name Year **a. A**-title...

Family name, First name Year **b. B**-title...

Family name, First name Year **c. C**-title...

- ❖ Fukui Ichirō **1977a**. „Literature, politics, and culture“. In: Richard McDarian (ed). *Literature and Politics*. London: Lorthman Press.
- ❖ Fukui Ichirō **1977b**. „**S**tudies in literature“. In: Richard McDarian (ed). *Literature and Politics*. London: Lorthman Press.
- ❖ Fukui Ichirō **1977c**. „The literature police: censorship and its cultural consequences“. In: Richard McDarian (ed). *Literature and Politics*. London: Lorthman Press.

### ※ **Monographs and (co-)edited works by the same author**

[Firstly monographs should be listed, and then the edited Works.]

[**Monographs:** Family name, First name Year...]

- ❖ O'Sullivan, Juliet 1979a. *Contemporary Italian Literature*. Berkeley: University of California Press.
- ❖ O'Sullivan, Juliet 1979b. „Alessandro Baricco and his essays on music criticism »Il genio in fuga«". *Journal of Literature in Italy* 5, 2 (Summer): 321–357.
- ❖ O'Sullivan, Juliet 1992. *The world of Antonio "Tonino" Guerra*. New York: Panngrove.

[**(Co-)edited works:** Family name, First name[ [&] First name, Family name...] Year...]

- ❖ Campbell, John C. [&] Naoki Ikegami 1998. *The Art of Balance in Health Policy: Maintaining Japan's Low Cost, Egalitarian System*. New York: Cambridge University Press.
- ❖ Campbell, John C. [&] Naoki Ikegami 1999. *Long-Term Care for Frail Older People: Reaching for the Ideal System*. New York: Springer.

### [e] **Article in (a daily, weekly...) journal**

※ [If the author is unknown, should be written as below]

„Article title". *Name of the journal*, Publication date, [in case of printed version] page(s).

- ❖ „Haruki Murakami's new novel declared 'indecent' by Hong Kong censors". *The Guardian*, 25 July 2018, on-line.

※ [If the author is known:]

Family name, First name Year. „Article title", *Name of the journal*, Publication date, [in case of printed version] page(s).

- ❖ Parks, Tim 2018. „How Best to Read Auto-Fiction". *How Best to Read Auto-Fiction*, 25 May 2018, on-line.

### [f] **Translated work**

※ Family name, First name Year. *Title*. Translated by First name Family name of the translator. Publication place: Publisher.

- ❖ Abe, Hitoshi [&] Muneyuki Shindo [&] Sadafuni Kawato 1994. *The Government and Politics of Japan*. Translated by James W. White. Tokyo: Tokyo University Press.
- ❖ Lingat, Robert 1993. *The Classical Law of India*. Translated from the French with additions by J. Duncan M. Derrett. New Delhi: Munshiram Manoharlal.

### [g] **Work with a translated title**

※ Family name, First name Year. *Title* [title in Polish/ French/ Chinese/ Japanese etc. should be translated in language of the work]. Publication place: Publisher.

- ❖ Abe Kōbō 1999. *Suna no onna* [The Woman in the Dunes]. Tōkyō: Shinchōsha.

- ❖ López Gaseni, José Manuel 2002. *Historia de la literatura vasca* [History of Basque literature]. Madrid: Acento Editorial.

### [h] Archival materials

※ [If the author is known] Family name, First name (Year, Month, Day; if no date is given > n.d.). *Title*. [Short description of the material]. Collection name (signature number, volume number, chart number etc.). Repository name, Place.

- ❖ Kowalska, Anna (n.d.). Document 1. (description). *Title of the document* (e.g. Letter to... / Card to... / Notes...). Sign. 2146, Vol.1, Chart no. 78-79. Records by Anna Kowalska. Muzeum Literaturne im. Adama Mickiewicza: Warszawa.

- ❖ [Kowalska, Anna] (n.d.). Document 2. (description). *Title of the document* (e.g. Letter to... / Card to... / Notes...). Sign. 1139, Vol.3, Chart no. 23-34. Records by Anna Kowalska. Muzeum Literaturne im. Adama Mickiewicza: Warszawa.

※ [If the author is unknown] Sign of the document (Year or n.d.). *Title*. [Short description of the material]. Collection name (signature number, volume number, chart number etc.). Repository name, Place.

- ❖ Document 3 (n.d.). *Title of the document*. Sign. 165, chart no. 52-53. Records by Anna Kowalska. Muzeum Literaturne im. Adama Mickiewicza: Warszawa.

### [i] Anonymous documents / by unnamed authorship

※ *Title of the document* [translation]. Name of the institution/Publisher. Place Year.

- ❖ *Annual Report of the Librarian of Congress: For the fiscal year ending September 30, 2008*. Library of Congress. Washington, D.C. 2009.

### [j] Lexicographic materials [dictionaries etc.]

※ [Encyclopedias, dictionaries are not often used as quotation source, unless that are specialist dictionaries and each item/entry was written by a respective author.]

Family name, First name of the author Year. „Entry”. In: First name Family name (ed.). *title*. Publication place: Publisher.

- ❖ Gould, Thomas 1969. „Aristotle”. In: John Gassner, Edward Quinn (ed.). *The Reader's Encyclopedia of World Drama Drama*. New York: Crowell Company.

### [k] Interviews

※ **Interview made by the author:**

Family name, First name of the interviewer. Function/ position/ affiliation/ membership. Interview by author of the work, date. A method of the interview [tape-recording, notes, stenogram etc.]. Place of the interview, city etc.

- ❖ Forbs, John. Director of the Center for Studies on Contemporary Literature. Interview by the author, 17 June 2002. Tape-records. Institute for Literary Studies, Chicago.

※ **Interview made not by the author:**

Family name, First name of the interviewed person. Function/ position/ affiliation/ membership. „Title of the interview” [translation]. Interview by First name Family name. Place of the interview, date. *Title of the journal* [where the interview has been published], publication date.

- ❖ Smith, Ian. Director General Okinawa Development Agency. „Sumitsu chōkan intabyū” [Interview with the Director Smith]. Interview made by Michel Chainford, Dallas, 19 October 1976. *Mirdfalls Gazette*, 20 October 1976.

**[l] Online/Internet sources**

※ [If available] Family name, First name of the author [if available: Year of the publication]. „Page/Article title”, Description of the page [e.g. Online publication/ report/ paper]. URL Title: <http://.....> [date of last access].

- ❖ Fukuyama, Francis 1999. „Social Capital and Civil Society”. Paper presented during the Second Generation Reforms Conference on 8-9.11.1999 in Washington D.C. <http://www.imf.org/external/pubs/ft/seminar/1999/reforms/index.htm> [29.09.2007].
- ❖ *Literary award prizewinners, the state of translation in Myanmar, and more* 2016. Online publication. <https://www.worldliteraturetoday.org/> [15.02.2017]

**[m] Movies/ Visual materials**

※ Family name, First name (directed by) Year of production. *Title* [Movie]. Place name. Recording method.

- ❖ Wajda, Andrzej (dir.) 2000. *Pan Tadeusz*. [Movie]. Warsaw. 1 DVD.

**[n] Audio materials**

※ Family name, First name Publication year. *Title* [Audio document]. Place: Wydawnictwo. Recording method.

- ❖ Bach, Jan Sebastian 1999. *Brandenburg Concertos* [Audio material]. Warsaw: Pomaton EMI. 1 CD.
- ❖ Pawlikowska-Jasnorzewska, Maria 1998. *Wiersze* [Audio material]. Warsaw: Polskie Nagrania. Magnetic tape.

## [3] BIBLIOGRAPHICAL REFERENCES

### [a] Monographs

#### ※ **One author**

Family name Year: Pages. OR (Family name Year: Pages)

- ❖ Jaanus 1979: 34. or (Jaanus 1979: 34)
- ❖ Mejor 2001: 12. or (Mejor 2001: 12)

#### ※ **Many authors**

Family name(s)/ (et al.) Year: Pages. OR (Family name(s)/ et al. Year: Pages).

- ❖ Laitinen (i in.) 1991: 45. or (Laitinen i in. 1991: 45).
- ❖ Goldman (et al.) 2004: 123. or (Goldman et al. 2004: 123)

#### ※ **One editor**

Family name Year: Pages. OR (Family name Year: Pages).

- ❖ Breen 2008: 130. or (Breen 2008: 130).
- ❖ Basham 1975: 5. or (Basham 1975: 5).

#### ※ **Few (co-)editors**

Family name(s)/ (et al.) Year: Pages. OR (Family name(s)/ et al. Year: Pages).

- ❖ Allen (et al.) 2000: 34. or (Allen et al. 2000: 34).
- ❖ McGetchin (et al.) 2004: 31. or (McGetchin et al. 2004: 31).

### [b] Article/Chapter in edited work

Family name Year: Pages. OR (Family name Year: Pages).

- ❖ Agnew 2002: 50. or (Agnew 2002: 50).
- ❖ McDermott 1983: 170. or (McDermott 1983: 170).

### [c] Article in periodical/ academic journal

※ Family name Year: Pages. OR (Family name Year: Pages).

- ❖ Allison 1972: 40. or (Allison 1972: 40).
- ❖ Tieken 2006: 451–460. or (Tieken 2006: 451–460).

### [d] A few authors with the same name

※ [Initials of the author names should be given in **alphabetical** order]

Initial of the first name. Family name Year: Pages. or (Initial of the first name. Family name Year: Pages)

- ❖ A. Malinowski 1987: 88–90. or (A. Malinowski 1987: 88–90)
- ❖ S. Malinowski 1956: 34. or (S. Malinowski 1956: 34)

※ [Authors with the same initial of the first name – should be listed in **alphabetical** order.]

First name Family name Year: Pages. or (First name Family name Year: Pages)

- ❖ Sebastian Malinowski 1999: 55. or (Sebastian Malinowski 1999: 55)
- ❖ Sławomir Malinowski 1990: 23. or (Sławomir Malinowski 1990: 23)
- ❖ Stanisław Malinowski 1980: 99. or (Stanisław Malinowski 1980: 99)



### **[e] Publications by the same author**

Family name Year **a**: Pages. or (Family name Year **a**: Pages)

Family name Year **b**: Pages. or (Family name Year **b**: Pages)

Family name Year **c**: Pages. or (Family name Year **c**: Pages)

- ❖ Fukui 1977a: 78. or (Fukui 1977a: 78)
- ❖ Fukui 1977b: 45. or (Fukui 1977b: 45)
- ❖ Fukui 1977c: 176. or (Fukui 1977c: 176)

### **[f] Article in (a daily, weekly...) journal**

※ [If the author is unknown, should be written as below]

*Name of the journal*, Publication date, Pages. OR (*Name of the journal*, Publication date, Pages).

- ❖ *The Guardian*, 25 July 2018. or (*The Guardian*, 25 July 2018).

※ [If the author is known:]

Family name Publication Year, [in case of printed version] page(s).

- ❖ Parks 2018 or (Parks 2018).

### **[g] Translated work**

Family name Year: Pages. OR (Family name Year: Pages).

- ❖ Springfield 2005: 43. or (Springfield 2005: 43)
- ❖ Lingat 1993: 34. or (Lingat 1993: 34)

Family name /(et al.) Year: Pages. (Family name/ et al. Year: Pages)

- ❖ Abe (et al.) 1994: 33. or (Abe et al. 1994: 33)

### **[h] Archival materials**

※ [If the author is known or presumed]

Family name Year OR n.d. OR (Family name Year OR n.d.).

- ❖ Kowalska Year or n.d. or (Kowalska Year or n.d.)

※ [If the author is unknown]

Sign of the document Year OR n.d. OR (Sign of the document Year or n.d.).

- ❖ Document 3 n.d. or (Document 3 n.d.).

### **[i] Anonymous documents / by unnamed authorship**

*Title of the document* Publication date[: Pages]. OR (*Title of the document* Publication date[: Pages].)

- ❖ *Annual Report of the Librarian of Congress* 2009: 56. or (*Annual Report of the Librarian of Congress* 2009: 56)

### **[j] Lexicographic materials [dictionaries etc.]**

Author's family name Year: pages. OR (Author's family name Year: pages).

- ❖ Gould 1969: 29-32. or (Gould 1969: 29-32).

### **[k] Interviews**

- ※ Family name of the interviewed person Year. OR (Family name of the interviewed person Year).
  - ❖ Forbs 2002. or (Forbs 2002).
- ※ Family name of the interviewed person Publication year. OR (Family name of the interviewed person Publication year).
  - ❖ Smith 1976. lub (Smith 1976).

### **[l] Online sources**

- ※ [If available] Family name [If available] Publication year. OR ([If available] Family name [If available] Publication year)
  - ❖ Fukuyama 1999. lub (Fukuyama 1999).
- ※ [If no author's name is available] Shortened title of the online publication [If available] Publication year)
  - ❖ *Literary award prizewinners* 2016. or (*Literary award prizewinners* 2016)

### **[m] Movies**

- ※ Director's family name Year.
  - ❖ Wajda 2000. or (Wajda 2000)

### **[n] Audio materials**

- ※ Musician's family name Year.
  - ❖ Bach 1999. or (Bach 1999)
  - ❖ Pawlikowska-Jasnorzewska 1998. or (Pawlikowska-Jasnorzewska 1998)



## FURTHER GENERAL GUIDELINES

### Repetition of the same source directly after first mention of the publication

- ※ Repeat the full source reference →  
Family name year: pages. or (Family name year: pages).
  - ❖ Fukuyama 1999: 12. lub (Fukuyama 1999: 12).

### Quotation after other authors

- ※ Quot. after Family name Year: Pages. OR (Quot. after Family name Year: Pages)
  - ❖ Quot. after Nowak 1997: 47. or (Quot. after Nowak 1997: 47)

### Lack of complete bibliographical data

If some bibliographical data are incomplete, they may be added in square brackets e.g. if publication year is unknown → [no date/ undated], or the year is presumed → e.g. [2001].

### Notation of numbers

The following rules apply when recording numerical values:

- ※ **digital notation** is generally used **for all numbers**, e.g. 500 people, 25 pharmaceutical companies, 100 of the most famous novels of the 20th century.
- ※ digital notation is customary for:
  - ❖ numbers denoting day and year or day, month and year according to the calendar, e.g. January 11, 2013; 05.06.1978; 17 IX 1939;
  - ❖ numbers denoting the hour, e.g. 1:45 p.m., 5:10 p.m.;
  - ❖ numbers preceding the names of units of measurement, e.g. 3.49 meters, 0.75 kilograms, 0.8 tons;
  - ❖ numbers preceding the names of monetary units, e.g., 15 euros, \$200;
  - ❖ numbers denoting percentages, percents, degrees (in scales of temperature, wind or earthquake strength, etc.), e.g. 0.3 percent/percents, 2 per mil, -4 degrees Celsius;
  - ❖ numbers denoting numbers of volumes, chapters, books, pages of publications, e.g., volume 6, chapter 3, page 289;
  - ❖ numbers of streets, houses, locals, etc., e.g. 11 Wall Street;
  - ❖ numbers denoting paragraphs, e.g., paragraph 10 of the Penal Code;
  - ❖ ordinal numerals in historical and modern names of institutions and their organizational units (notation using Roman or Arabic numerals), e.g. World War II;

- ※ **absolute numerical notation is given to numbers occurring adjacent to designations, abbreviations, symbols and special characters**, e.g., 7.3 kg, 100 sq. km, 70 EUR, 50%, 25°C.
- ※ verbal notation of numbers from 0 to 9 and from 10 upwards:
  - ❖ e.g. "We visited three major cities";
  - ❖ e.g. "Twenty speakers participated in the conference", but also: "The reception was attended by 20 people".
- ※ the **notation of fractions** generally according to the distinction between:
  - ❖ decimal fractions - digital notation, e.g. 2.34; 0.001;
  - ❖ ordinary fractions - verbal notation, e.g. two-thirds, four-fifths, etc.

## [4] TRANSCRIPTION OF FOREIGN LANGUAGES

**Arabic** – ISO (UW) transcription > details see: Appendix 1

**Chinese** – *Pinyin* (Hànyǔ Pīnyīn) system without tones

**Japanese** – Hepburn transcription with diacritics

<http://ksng.gugik.gov.pl/pliki/latynizacja/japonski.pdf>

**Korean** – McCune-Reischauer transcription

<http://ksng.gugik.gov.pl/pliki/latynizacja/koreanski.pdf>

**For other languages please refer to:**

*Romanization Systems and Roman-Script Spelling Conventions* >

[http://libraries.ucsd.edu/bib/fed/USBGN\\_romanization.pdf](http://libraries.ucsd.edu/bib/fed/USBGN_romanization.pdf)

## Appendix 1

Transkrypcja języka arabskiego \*

Transcription of Arabic language \*

Litera	DIN 31635	ISO (UW)	ISO 233	EI2	Polska	Wehr
ء <sup>1</sup>	ʾ	ʾ	ʾ	ʾ	ʾ	ʾ
ء <sup>2</sup>	ʾ	ʾ	ʾ	ʾ	-	ʾ
ا	ā	ā	ā	ā	a	ā
ب	b	b	b	b	b	b
ت	t	t	t	t	t	t
ث	ṭ	ṭ	ṭ	th	s	ṭ
ج	ǧ	ǧ	ǧ	dj	dź	ǧ
ح	ḥ	ḥ	ḥ	ḥ	h	ḥ
خ	ḫ	ḫ	ḫ	kh	ch	ḫ
د	d	d	d	d	d	d
ذ	ḏ	ḏ	ḏ	dh	z	ḏ
ر	r	r	r	r	r	r
ز	z	z	z	z	z	z
س	s	s	s	s	s	s
ش	š	š	š	sh	sz	š
ص	ṣ	ṣ	ṣ	ṣ	s	ṣ
ض	ḍ	ḍ	ḍ	ḍ	d	ḍ
ط	ṭ	ṭ	ṭ	ṭ	t	ṭ
ظ	ẓ	ẓ	ẓ	ẓ	z	ẓ
ع <sup>1</sup>	ʿ	ʿ	ʿ	ʿ	ʿ	ʿ
ع <sup>2</sup>	ʿ	ʿ	ʿ	ʿ	-	ʿ
غ	ǧ	ǧ	ǧ	gh	gh	ǧ
ف	f	f	f	f	f	f
ق	q	q	q	ḵ	k	q
ك	k	k	k	k	k	k
ل	l	l	l	l	l	l
م	m	m	m	m	m	m
ن	n	n	n	n	n	n
ه	h	h	h	h	h	h
و <sup>3</sup>	a	a	a	a	a	a

<sup>1</sup> Między dwiema samogłoskami.

<sup>2</sup> W innej pozycji

<sup>3</sup> W wyrazie stojącym w pauzie.

ā	at / ah	at	ī	a, at	at	at
و	w	w	w	w	u	w
و	ū	ū	ū	ū	u	ū
ي	y	y	y	y	j	y
ي	ī	ī	ī	ī	i	ī
ا	ā	à	ỳ	ā	a	ā
ال	al-	al-	'al-	al-, 'l-	al-	al-

### Remarks:

1. Initial *hamza* (') is not marked as *ana*.
2. Particles: *wa-*, *fa-*, *ta-*, *bi-*, *li-*, *ka-*, *la-*, *sa-* and *a-* are attached to words with „-“ e.g. *bi-qalam*, *wa-urīdu*, *wa-al-fikriyya*; *li-al-baḥt*; *li-ad-dirāsāt*.
3. Assimilation of „sun letters“ is also marked e.g. *an-nawm*.
4. Feminine words in *status constructus* have ending *-at* e.g. *madīnat an-nabī*.
5. *Nisba* (*-iyyun*) is marked as *-ī* e.g. *nabī*
6. *Madda* is marked as a connection *'ā* e.g. *Al-Qur'ān*
7. Word *بن / ابن* is always transcribed as *Ibn* and capitalized e.g. *Ibn Manṣūr*; *'Abd Allāh Ibn Manṣūr*.
8. Proper nouns are capitalized: *Al-Qāhira*, *Al-Ġāhiz*. If any proper non consists of a few words, the definite article in next elements is written with a small letter e.g. *Al-Ġumhūriyya al-'Arabiyya as-Sūriyya*, *'Abd al-'Azīz*.