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What's New in Technical Processing

Philip A. Melzer

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FOREWORD

Here is a draft from the Library of Congress containing primarily those instructions we have been following for some time in romanizing Korean while cataloging Korean publications. The draft has been prepared by Philip Melzer, a senior descriptive cataloger of Korean monographs, following consultations with various other Library of Congress staff members. Basically what is new here is the fact that we are finally preparing to publish our instructions in Cataloging Service Bulletin. Before publication we would like the draft to be reviewed by a fairly wide community of readers, and I thank the Committee on East Asian Libraries for giving us the present opportunity to disseminate the draft widely.

For those who take the time to go over the instructions, I can point out the following features:

1. The first section contains the exceptions, additional special provisions, etc., that we have been following for some time in applying the McCune-Reischauer system of romanization to Korean. The information on dictionaries at the very end of the document is relatively new. In recent years we have had to appeal to the dictionaries to assist in romanization, and the burden of romanization has in effect been made somewhat easier by relying on these tools. The eventual publication of the whole document will represent the first time we have shared our practices except in informal, primarily internal documents.

2. The second section, on the specific subtopic of word division in romanization, is an updated version of the guidelines originally written by Dae W. Chang at the Library of Congress several years ago and published in Cataloging Service Bulletin, no. 14 (Fall 1981). No substantial change in the original guidelines has been made in the updating; examples have been added, some provisions have undergone editorial changes (especially see, for example, section 9 on numerals, where extensive rewording has been done without any change in substance), and a few relatively minor provisions have been added.

I shall be happy to receive any comments. Send them to me at the following address:

Ben R. Tucker
Office for Descriptive Cataloging Policy
Collections Services
Washington D.C. 20540
It would be good if I could have all comments by November 30 so that I could consider publishing the final version in the Spring 1991 issue of Cataloging Service Bulletin.

THE ROMANIZATION OF KOREAN

1. The Library of Congress will continue to follow the McCune-Reischauer system to romanize Korean. See:


2. When romanization rules conflict with the pronunciation of a word, prefer to represent the pronunciation.

<table>
<thead>
<tr>
<th>Korean</th>
<th>Romanization</th>
</tr>
</thead>
<tbody>
<tr>
<td>조은</td>
<td>chŏn</td>
</tr>
</tbody>
</table>

3. Sai slot. Follow McCune-Reischauer directions on romanization of medial (sai) slot, with one revision:

- NN when a syllabic final before "i" and yotized vowels:
  - yenniyagi
  - hŏnnil
- D when a syllabic final before all other vowels:
  - midŏm  (or 민음)
  - udot  (وصف)

4. Represent a reinforced medial consonant as it is pronounced, irregardless of written form. (Note: some dictionaries represent a reinforced medial consonant with a double consonant: 읍과 [-과]. However, the romanization would not necessarily show a double consonant: 읍과)

- Hanja 漢字 (but hanja 한자 = a measure)
- silssi 实施
- p'yoŋka 평가
- munpŏp 文法
6. Words written with double final consonants are to be romanized as they are pronounced.

<table>
<thead>
<tr>
<th>Romanization</th>
</tr>
</thead>
<tbody>
<tr>
<td>hŭk</td>
</tr>
<tr>
<td>salm</td>
</tr>
<tr>
<td>kap</td>
</tr>
<tr>
<td>tak</td>
</tr>
<tr>
<td>Maksŭ</td>
</tr>
<tr>
<td>Marksŭ</td>
</tr>
</tbody>
</table>

7. Initial niŭn ål and liŭl ă Follow McCune-Reischauer rules governing initial niŭn and liŭl. The surname  추 is always romanized Yi, no matter how it is written (추, 투, 이).

<table>
<thead>
<tr>
<th>Romanization</th>
</tr>
</thead>
<tbody>
<tr>
<td>nodong</td>
</tr>
<tr>
<td>yöksa</td>
</tr>
<tr>
<td>Yi Sŭng-man</td>
</tr>
</tbody>
</table>

8. Following hyphens:

   A. When sounds would normally change, according to McCune-Reischauer rules, sound change is indicated following a hyphen in the following instances:

   1. As second syllable of a forename:

      EXCEPTION: When the second part of a given name follows a vowel sound and begins with a yotized initial liŭl (ㄠ), the medial r is omitted (unless there is convincing evidence that the medial r is intended to be pronounced.

      | Romanization |
      |--------------|
      | Song, Si-yŏl | 宋, 時烈 |
      | Yi Ki-yŏn    | 李基垠 |
      | BUT: Kim Ch'ŏr-wŏn | 金哲源 |
      | Kang Wol-lyong | 姜元能 |
      | An Ung-nyŏl  | 安應烈 |

   2. For all generic terms used as jurisdictions, except the term pukto:

      | Romanization |
      |--------------|
      | Kangwŏn-do  | 江原道 |
      | Wando-gun   | 烏山郡 |

   B. When sounds would normally change, according to McCune-Reischauer rules, sound change is not indicated following a hyphen in the following instances:
1. In a spelled-out cardinal number:
   ilch'on-kubaek-yuksipp'al  —  一九六八

2. Between a numeral and volume designation:
   che 3-chip  第 3 辑
   4-kwôn  4 卷

3. Between a year, written in numerals, and a suffix or modifier:
   10-chunyôn  10 週年
   1900-yôn  1900 年

4. Between abbreviated forms combined coordinately:
   chung-kodung hakkyo 中高等 學校

5. For the generic jurisdiction term pukto:
   Ch’ungch’ŏng-pukto 忠清北道

6. When a word of Western origin is modified by a single character modifier, affix, or substantive of Korean or Sino-Korean origin:
   essei-chip  에세이집

9. Words of Western origin

   A. The letters that can be used in romanizing words of Western origin are limited to those allowed by the McCune-Reischauer romanization rules. Therefore, while there may be a choice between letters that may be used to represent a consonant, there can be no variation in the representation of vowels. The letters that may be used to represent consonants are:

   ㅏ k, g, ng
   ㅑ n, l
   ㅓ t, ch, j, d
   ㅕ l, r, n
   ㅗ m
   ㅜ p, b
   ㅠ s, sh, n, t, d, p, k
   ㅡ ng
   ㅣ ch, j
B. When one or more of the prescribed letters corresponds exactly to its counterpart in the Western word being romanized, that letter will always be used.

디자인 dijain (from the word design)

Лени인 Lenin

C. When none of the prescribed letters corresponds exactly to its counterpart in the Western word being romanized, apply the romanization system strictly, without approximation of sounds.

베트남 Pet'ünam (from the word Vietnam; the romanization system does not permit the use of the letter v)

체로 chero (from the word zero; the romanization system does not permit the use of the letter z)

D. When the original Western word cannot be ascertained, apply the romanization system strictly.

KOREAN WORD DIVISION

BASIC PRINCIPLES

1. Each word, including particles, is separated from other words.

2. The Library of Congress will designate certain standard dictionaries as final authorities to resolve questions of word division. A word found in these sources will be considered to be a lexical unit, and written as a unit. Words or parts of speech not appearing in these authorities will be separated or connected according to these guidelines. Then, when in doubt, prefer to separate.

3. A compound word is considered a combination of binary words. (A binary word is a compound consisting of two Chinese characters or two syllables of Han'gul.)

4. A compound word is divided into binary components according to euphony.

SPECIFIC RULES
1. Write a particle (토) as a word separate from the word stem, except as noted in a-d below.

- na nūn nae kil e  나는 내 길에
- noin kwa pada  老人 과 바다
- ch'owŏn ūi kkum ūl kūdae ege  草原의 꿈을 그대에게
- sae ya sae ya p'arang sae ya  새 야 새 야 파랑 새 야

1a. Connect all particles beginning with the letter ᆪ to the preceding word. If the preceding word is of Western origin, an initialism, or an acronym, hyphenate a following particle beginning with ᆪ.

- sae yŏksartil wihayŏ  새 历史를 為하여
- charip kyŏngjero ūi tojŏn  自立 經濟로의挑戰
- Kim Mari-ranūn puin  金 마리라는 夫人
- k'alla TV-rŭl chungsim ŭro  칼라 TV를 中心으로
- SAS-rŭl iyonghan Han'gŭl ch'ŏri  SAS를 이용한 한글 처리

1b. Add a particle as a suffix to a verb stem, adverb, or a simple inflection of the verb stem or adverb.

- sarang pannūn anae  사람 받는 아내
- chago mŏktŏnī  자고 먹더니
- kanan ūl iginūn pŏp  가난 을 이기는 法

1c. Write coordinated particles together as a word. However, always separate the particle 의 ūi from other particles.

- na mando anida  나 만도 아니다
- Han'gŭk kojŏn e ūi ch'odae  韓國 古典 에의招待
- iltŭng egenūn sorŭl sang ŭro  一箇에게는 소를 상으로
- hangmun ŭurosŏ ūi sahak  學門으로서的史學

1d. Add a single contracted form as a suffix to the word stem.

- yejŏnen mich'o mollassŏyo  예전엔 미쳐 몰랐어요
- chigŭm ūn nuguŋ'ga wasŏ  지금은 누군가 와서
- ōdisŏ muŏt i toeyŏ mannari  어디서 무엇이 되여 만나리
2. Write a simple inflected verb, adjective, or adverb as a separate word or as a suffix joined to a word, according to the dictionary that serves as authority or the sense of the element(s) involved.

mǒndong i t’ul ttae  면동 이를 때
pam e ssün insaengnon  밤에 쓴 시생논
choguk ǔl chik’in yongsa  조국을 지킨 용사
nugurǔl wihayŏ chŏng ŭn ullina  누구를 위하여 鍾은 올리나
simni to mot kasŏ palpyŏng nanda 十里 도 못 가서 발병 난다
irŏbŏrin kaŭl  임어버린 가을
mongmarŭn hujo  목마른 후조

2a. Separate an auxiliary verb, adjective, or adverb and its inflection from the word stem.

kago sip’ún nae kohyang  가고 싶은 내 고향
ttŏna on kŭ chari e  떠나 온 그 자리에
ne chan i nŏmch’i naida  네 찬 이 넘치 나이다

2b. Separate the auxiliary hada 하다, the copula ida 이다, and inflections of the same from the word stem, provided that they maintain the binary form.

sin ŭn ch’angjoja ida  신은 창조자 이다
sarang iranŭn pyŏng  사랑 이라는 봉

2c. Separate a gerund form from the word stem.

p’urŭn pyŏl ŭn sara issŏtta  푸른 별은 살아 있었다

3. Write an imperfect noun as a separate word, except as noted in a-b below.

morankkot p’il muryŏp  모란꽃 필 무렵
ssirŭm ŭn tano ppun anirao  씨름은 단오 뿔 아니라도

3a. Write a single syllable, imperfect noun as a word joined to an attributive adjective or to a simple inflected verb.

halsu ŏmnŭn saramdŭl  할수 없는 사람들
sinsa sungnyŏ yŏrŏbun  紳士淑女 여름에
nugurŭl wihan kŏsin’ga  누구를 위한 것인가
i choguk ŏdiro kalkŏt in’ga  이 조국 어디로 갈것 인가.
3b. Write a single syllable attributive adjective or prefix as joined to a personal pronoun or imperfect noun.

- kū i yō wa kū
- igōt i chinsang ida

4. Write a derived word formed by the addition of a single character modifier, affix, or substantive as a single word, whether the word be of pure Korean or Chinese origin.

- Han'guk kwa Han'gugin
- pudongsan p'yŏngka
- taedosi ū i inyŏm kwa Han'guk
- Hanbando ū i p'yŏnghwa wa anbo
- kyŏngje ch'odaeguk ū i hyŏngsŏng
- hwangmuji ka changmikkot kach'i

4a. In a Sino-Korean phrase, write a simple inflection of the auxiliary hada and toeda and the copula ida and joined to the word stem.

- kodokhal ttae sayŏn ūi
- yŏngwŏnhan saengmyŏng
- haengbokhan Miguk saenghwal
- chomyŏnghae pon uri choguk

4b. Connect a single character modifier, affix, or substantive of Western origin with a hyphen to a word of Korean or Sino-Korean origin. Connect a single character modifier of Korean or Sino-Korean origin with a hyphen to a word of Western origin.

- Pak Mog-wŏl taep'yo esei-chip
- kukche maak'et'ing-non

4c. Write an attributive adjective or a pre-formative character separately from the word it modifies.

- sin hŏnpŏp
- chŏ hanŭl edo sülp'ŭum i
- Han'guk sinhak nonmun ch'ŏng saegi
- kūndaesa ū i chae chomyŏng
4d. Write two coordinated characters, affixes, or substantives together as an integral part of the word.

such'urip ch'olch'a 輸出入 節次  
kungnaeoe sajông 國内外 事情  
Han'guk sŏhwaga inbo 韓國 書画家 印譜  
ch'ŏngsonyon ege tūrinūn Hanŏl 청소년 에게 드리는 한얼

4e. Write a single character suffix together with the word stem.

kongsanch'ŏk ŭi chujang 共產側 的 主張  
arŭmdaun tongmuldŏl 아름다운 동물들

4f. Add the binary chuŭi 主義 (used chiefly as a formative element) to its modifier as a suffix.

minjujuŭi 民主主義  
Martŭk'ŭsŭ-chuŭi wa Kidokkyo 마르크스主義 와 基督教

5. Write any binary component of a compound as a single word, when possible.

t'oji kaeryang chohap 土地 改良 組合

5a. Write a single character substantive as part of the preceding binary element of a compound. Write a single character substantive or an additional modifier together as part of the binary element.

kukse kibonpŏp 國稅 基本法  
chijŏng t'onggye chosap'yo 指定 統計 調査表  
Han'guk chŏnt'ong mokcho kŏnmuulto 韓國 傳統 木造 建物圖  
kyeryang kyŏngjehakchŏk yŏn'gu 計量 経済学的研究

5b. If two single character substantives appear in succession, write the second one as a separate word.

kukse kibonpŏp non 國稅 基本法 論  
chijŏng t'onggye chosap'yo chip 指定 統計 調査表集  
hyŏndae chakka samsipsamin chip 現代 作家 三十三人 集  
Chungguk kojŏn Hansiin sŏn 中國 古典 漢詩人選
kwijokche sól kwa kwallyoje non 貴族制 說 と 官僚制論

5c. Write a single character noun as a separate word.

hyŏn haengjong ha e che kisul 現 行政 下 的 諸 技術
Moktan'gang haeng yŏlch'a 牧丹江 行 列車
Han'guk Chunggong kan ŭi kyoŭŏk 韓國 中共 間 的 交易

5d. Borrowed (Western) words or terms: When it can be determined that a word or words in Korean consisted of more than one word in the original language:

If they appear separately, write them separately.

syeip'ŭ ŭp 健衣普 업
'teibŭl maenŏ 테이블 매너

If they appear without spaces, write them as a single word. Also provide an added entry or cross reference in which the word or words are separated in the same manner as in the original language.

syeip'uŏp (originally shape up) 健衣普 업
ADDED ENTRY: syeip'ŭ ŭp
t'eibŭlmaenŏ (originally table manners) 테이블 매너
ADDED ENTRY: t'eibŭl maenŏ

If they appear with a center dot (.), write them separately.

syeip'ŭ ŭp 健衣普 업
'teibŭl maenŏ 테이블 매너

6. Personal names

6a. Write a family name consisting of two characters as a single word. Hyphenate a given name in two characters or a courtesy name (in place of a given name), and capitalize only the first syllable.

Ch'oe Ch'i-wŏn 崔 致遠
Yi Kwang-su 이 광수
Kim So-wŏl 金 素月
Namgung Kak 南宮 珈
Sŏnu Chong-wŏn 鮑子 宗源
6b. Write a pseudonym or other assumed name as one word.

Kim Sakkat
Ch'ungmugong

6c. Write a Buddhist priestly or posthumous name as one word.

Iryŏn
Sŏk Myŏngjong

6d. Write a reign title, temple name, or title of nobility as one word without a hyphen.

T'aegyo
Yi Sejong
Kwanggaet'o Wang
Hyegyŏnggung Hong Ssi
Chang Hŭibin
Hyŏnu Haengja

7. Corporate names, geographic names, names in publication titles, etc.

7a. Treat a corporate name also as a binary compound when possible. Write separately as binary elements general terms such as Hakhoe 學會, Hakkwa 學科, Kyohoe 教會, etc.

Han'guksa Hakhoe
Society of Korean History

Han'guk Sahakhoe
World History Society of Korea

Nasŏng Hanin Changno Kyohoe
라성 한인 장로 교회

Kugŏ Kungmun Hakkwa
國語 國文 學科

Nodong Kijun Chosaguk
勞動 基準 調査局

Han'guk Hyumŏnisu't'u-hoe
韓国 휴머니스트 • 会

7b. Write a proper name, term of address, or publication title separately from its modifier and also separately from the word it modifies.

Wŏllam Yi Sang-jae Ong
月南 李商在 翁
7c. Hyphenate a generic term used as part of the name of a jurisdiction, and indicate phonetic changes, except in the case of the term pukto 北道.

Kangwŏn-do 江原道
Kyŏngsang-pukto 庆尚北道
Taegu-si 大邱市
Kahoe-dong 嘉会洞

7d. Write a generic term for a type of topographic feature, architectural construction, or a corporate entity used as a part of a proper name, together with its name.

Hallasan 漢拏山
Naktonggang 洛東江
Tongnimmun 獨立門
Tonga Ilbosa 東亞日報社
Yurisŏng 吳理城

7e. Treat a generic term for a topographical feature or a jurisdiction also as a binary element when combined with another word.

T'aebaek sanmaek 太白山脈
Anju Kunminhoe 安州郡民會
Wŏnju kunji 原州郡誌
Sŏjangdae Manwŏl Sanjŏng 西壯台滿月山頂

8. Abbreviated forms

8a. Write contractions including proper names as a single word.

Yŏngamsaji 靈巖寺址
8b. Write an abbreviated or contracted proper name, Korean or foreign, as a single word.

ontil ti Pukhan  오늘 의 北韓
Chōn’gyōngnyōn  全経聯
Chunggongkwōn ti changnae 中共圈 的 將来

8c. Hyphenate abbreviated forms combined coordinately. Do not indicate phonetical changes. Write a single character substantive as part of the final element in that combination.

ch’oesin Pul-Han sajōn  最新 佛韓 辞典
Sōul Chung-Kodōng Hakkyo  서울 中高等 学校
sinyōk Sin-Kuyak chōnsō  新訳 新約 統書
chung-tanp’yōn sosōl 中短篇 小説
Tang-Song  唐宋
Myōng-Ch’ōng  明清

9. Numerals

9a. In romanizing numbers and adjacent words, create binaries whenever possible. Write the pre-formative element che 罫 joined to the following number to form a binary.

che-1 第 1
cheil 第一
che-3 segye 第3 世界
chesam segye 第三 世界

However, prefer to join a number to a suffix or generic term that follows it with a hyphen (for example, ch’a 次, hoe 回, pōn 月, yōn 年). Do not indicate phonetical changes after the hyphen. In such cases, when che 罫 precedes the number, separate it from the number.

che 1-ch’a 第 1次
che ilch’a 第 一次
che 3-chip 第 3輯

In more complex situations, still attempt to create binaries when possible.

cheil, i Konghwaguk 第一·二 共和國
9b. Write a spelled-out cardinal number as one word. In a number over one hundred, separate by hyphens without phonetic changes each unit of ten (sip +), hundred (paek 百), thousand (ch'ŏn 千), etc.

ilch'ŏn-kubaek-yuksipp'allyŏn 一九六八年

9c. Treat a contracted form of a cardinal number or calendar year as one word.

yuksibinyŏn saŏp kyeboek 六十二年 事業 計劃
62-yŏn saŏp kyeboek 62年 事業 計劃
tosi ch'ilssibil 都市 七十一
tosi 71 都市 71

9d. In cases of certain contracted numerals that have been firmly established through common usage, prefer that form.

sa-ilgu haksaeng ūigŏ 四・一九 學生 義舉
o-illyuk kunsa hyŏngmyŏng 五・一六 軍事 革命
samil undong 三一 運動

9e. Separate pure Korean numbers from counters and generic terms.

se pŏntchae 세 번째
ch'ae'k ne kwŏn 책 네 권
som han kŭn 속한 근

CAPITALIZATION OF KOREAN

1. Each separately written word of a corporate name (except particles) or an abbreviation thereof is capitalized.

Han'guk Ilbosa 韓國 日報社
Taehan Sanggong Hoeŏiso 大韓 商工 會議所

2. Each separate word of a personal name is capitalized.

Yi Kwang-su 李光洙
Chŏng Yŏn-hŭi 鄭然喜

3. Titles and terms of address are capitalized.

Pak Taet'ongnyŏng 朴大統領
4. Each separately written word of a geographic name is capitalized. An abbreviated geographical name is capitalized. An abbreviated geographical name is capitalized in coordinate compounds and at the beginning of other compound words.

Sŏul T'ŭkpyŏlsi
Kyŏngbuk Sup'il Tonginhoe

5. The first word of the title of a book, periodical, or series is capitalized.

Hyŏndae kukchepŏp
Silch'ŏn munhak ū sijip

6. Names of dynasties are capitalized.

Yijo obaengnyŏn
Myŏng-Ch'ŏng sidae

7. A word derived from a proper name is capitalized only if the name retains its full, original meaning.

Yangmyŏnghak yŏng'gu
Hyŏndae wa K'ūrisuch'yan ū sinang

8. Abbreviated forms combined coordinately are capitalized if called for by these guidelines.

Sin-Kuyak Sŏngsŏ
Siryong Pul-Han sajŏn

9. In all other cases, follow the directions found in the officially designated style manual.

PUNCTUATION

1. A centered point (·) indicating coordinate words is generally transcribed as a comma, except where the rules require a hyphen.

Nong-im-susan kyŏngje
Chung-Kodŭng Hakkyo

2. Brackets („...„) used in the manner of quotation marks ("...") are transcribed as the latter.

"Munhak kwa chisŏng" siünsŏn
"Si wa haebang" tongin sijip 「詩 와 解放」 동인 시집

DICTIONARIES TO BE USED AS AUTHORITIES IN KOREAN: [DATE]

To determine standard contemporary pronunciation in South Korea and North Korea:


Basis for word division decisions in contemporary publications from South Korea and North Korea:


Hyŏndae Chosŏnmal sajôn. 1981.

Supplementary source for word division decisions for classical publications:


To determine reading and pronunciation of Chinese characters:


KOREAN ROMANIZATION AND WORD DIVISION: AN OUTLINE

PERUSE TEXT

PREPARE TO DIVIDE WORDS

WHEN IN DOUBT

CONSULT AUTHORITIES TO
VERIFY IF TEXT IN QUESTION
IS LEXICAL UNIT OR NOT

IF FOUND AS WORD
IF NOT FOUND
IN AUTHORITY
IN AUTHORITY

CONNECT THAT WORD

APPLY WORD DIVISION GUIDELINES

CHECK PRONUNCIATION
CF HANCHA

IF PRONUNCIATION
IF KNOWN
UNKNOWN OR IN DOUBT

CONSULT AUTHORITY TO
VERIFY CORRECT READING

PREPARE TO ROMANIZE

WHEN IN DOUBT ABOUT
PRONUNCIATION OF A WORD

CONSULT AUTHORITIES TO
VERIFY PRONUNCIATION

IF FOUND IN
IF NOT FOUND
AUTHORITY
IN AUTHORITY

USE AUTHORITY
AS BASIS FOR
ROMANIZATION; THEN

APPLY MCCUNEE-REISCHAUER RULES
AND LC PROCEDURES TO ROMANIZE

APPLY LC GUIDELINES FOR
CAPITALIZATION AND PUNCTUATION