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FOREIGN LANGUAGES

SUPPLEMENT TO STYLE MANUAL

REVISED EDITION

APRIL 1935

FOREIGN LANGUAGES

For the Use of Printers and Translators

SUPPLEMENT TO
STYLE MANUAL
of the
UNITED STATES GOVERNMENT PRINTING OFFICE

SECOND EDITION, REVISED AND ENLARGED

APRIL 1935

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Foreign Reader

A. E. GIEGENGACK
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PREFACE

This manual relating to foreign languages is purposely condensed for ready reference and is intended merely as a guide, not a textbook. Only elementary rules and examples are given, and no effort is made to deal exhaustively with any one subject. Minor exceptions exist to some of the rules given, but a close adherence to the usage indicated will be sufficient for most foreign-language work.

In the Romance languages, especially, there are other good forms and styles not shown in the following pages.

It is desired to acknowledge the assistance and cooperation of officials and members of the staff of the Library of Congress in the preparation of these pages and, in particular, Dr. Herbert Putnam, Librarian of Congress; Mr. Martin A. Roberts, Superintendent of the Reading Room; Mr. Charles Martel, Consultant in Cataloging, Classification, and Bibliography; Mr. Julian Leavitt, Chief of Catalog Division; Mr. James B. Childs, Chief of Document Division; Dr. Israel Schapiro, Chief of the Semitic Division; Mr. George B. Sanderlin; Mr. S. N. Cerick; Mr. Jens Nyholm; Mr. N. H. Randers-Pehrson; Mr. Oscar E. Mollari; Dr. W. Kloss; Mr. T. W. L. Scheltema; and Mr. D. Tuneeff; John H. Williams, Foreman, Library Printing Branch; also the Rev. James A. Geary, instructor in Celtic languages and comparative philology, Catholic University of America. Special acknowledgment is also due Prof. Romain F. Butin, of the Catholic University of America and a member of the Harvard-Catholic University Joint Expedition to Serabit in the Peninsula of Sinai in 1930, for his criticisms and suggestions on the origin of the alphabets.

Acknowledgment is also made of the helpful interest and suggestions made by the heads of the publication departments of the University of California, the University of Chicago, and of Columbia, Stanford, and Yale Universities.

In the work on the languages of the American Indians, the officials and scientific staff of the Bureau of American Ethnology, Smithsonian Institution, extended generous cooperation.

PREFACE TO THE SECOND EDITION

It has been a source of gratification to note the enthusiastic reception accorded the initial edition of the Foreign Language Style Manual by bibliographers and editors, as well as scientists, in practically all countries of the civilized world.

The present edition has been revised and considerably augmented.

The editor takes this opportunity of acknowledging the valuable assistance of Dr. Shio Sakanishi and Mr. B. A. Claytor, of the Division of Orientalia, Library of Congress, for their valuable assistance, the former in the Japanese and the latter in the Chinese.

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FOREIGN LANGUAGES

THE ALPHABET

The modern alphabet is derived from the Phoenician, through the Greek and Latin. The Phoenician, in turn, probably was patterned originally from the Egyptian hieroglyphics, which were given Semitic values.

The first man who desired to convey an idea other than by motions or speech drew a picture that would be understood by his fellow tribesmen. This can be illustrated by a drawing taken from an American Indian's message (fig. I, *a*), by which he wished to convey the information that he had gone by canoe to an island. This was drawn probably on the tanned hide of his tepee.

There was always a tendency, under stress of time and material, after writing began to be used, to conventionalize an earlier picture. This may be illustrated by the Chinese ideogram for mountain in its earlier pictographic and its later conventionalized form (fig. I, *b*). The Assyrian bull's head (fig. I, *c*) illustrates, in the primitive form, a greater advance from the pictographic; and, in the latter, what happened when the scribes began impressing cuneiform characters on wet clay with a wedge-shaped awl.

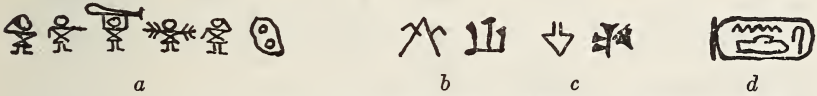


FIGURE I.—Development of writing: *a*, American Indian; *b*, Chinese; *c*, Assyrian; *d*, Egyptian.

The Egyptian writing dates from at least 4000 B.C. The cartouch (fig. I, *d*) contains the name of Send, a Pharaoh of the second dynasty, and is regarded as the earliest bit of writing extant. The Egyptian characters were of two kinds, the hieroglyphic that was cut on the wood or stone work of the temples, and the hieratic, written or painted on wood or papyrus, usually with a pointed reed. The hieratic forms were cursive and more rapidly written than the hieroglyphics, but their derivation from the older characters can be seen. (See fig. II, column 2.) The characters also began to lose their identity as pictures of objects and began to represent sounds, becoming true letters. For example, in the Pharaoh's name above referred to, the reading is not "bandage, water, hand," the original significance of the characters, but S N D (the vowels omitted, as usual with early writing).

The early Semites came into contact with the Egyptians on numerous occasions, one of which is narrated in the books of Genesis and Exodus in the Hebrew Bible. They learned the art of writing, and put it to use in their commercial ventures. Moses is thought to have been inducted into the Egyptian priestly class and to have learned to write, as the art of writing was confined to the priestly class at that time.

A connection between the Egyptian characters and the Phoenician characters, the oldest of which date from about 1850 B.C., is found in the Sinai inscription, discovered recently, which dates from about 1500 B.C. (See fig. II, columns 3 and 4.)

1	2			3	4	5	6	7
	a	b	c					
א	EAGLE	BULL		א	א	Α	A a	A a
ב	HOUSE		ב	ב	Β	B b	B b	B b
ג	STOOL		ג	ג	Γ	C c	C c	C c
ד	HAND		ד	ד	Δ	D d	D d	D d
ה	ENCLOSURE		ה	ה	Ε	E e	E e	E e
ו	ASP		ו	ו	Ϝ	F f	F f	F f
ז	DUCK		ז	ז	Ζ	G g	G g	G g
ח	SIEVE		ח	ח	Θ	H h	H h	H h
ט	TONGS		ט	ט	⊕			
י	REED		י	י	Ϛ	ι	ι	ι
כ	CUP		כ	כ	κ	K k	K k	K k
ל	LION		ל	ל	Λ	L l	L l	L l
מ	OWL		מ	מ	Μ	M m	M m	M m
נ	WATER		נ	נ	Ν	N n	N n	N n
ס	PILLOW		ס	ס	Ϟ			
ע	EYE		ע	ע	Ο	O o	O o	O o
פ	SCREEN	MOUTH	פ	פ	Π	P p	P p	P p
צ	SNAKE		צ	צ	Ρ	Q q	Q q	Q q
ק	MOUTH	HEAD	ק	ק	Ϡ	R r	R r	R r
ר	GARDEN		ר	ר	Α	S s	S s	S s
ש	LOOP		ש	ש	Σ	T t	T t	T t
ת			ת	ת	Τ	U u	U u	U u
					Υ	V v	V v	V v
					Υ	W w	W w	W w
					Υ	X x	X x	X x
					Υ	Y y	Y y	Y y
					Ζ	Z z	Z z	Z z

FIGURE II.—1, late square Hebrew; 2, Egyptian, a, hieroglyphics, b, hieratics, c, variant forms; 3, Sinaitic; 4, Phoenician (Moabite stone); 5, early Greek; 6, Latin capitals and uncials or cursives; 7, Modern roman capitals and lower-case.

The Phoenicians were great traders, and carried on an extensive commerce by sea, reaching as far, in their small vessels, as the British Isles. They communicated the art of writing to the Greeks, and the earliest forms of Greek writing are dated from the seventh to the fourth centuries, B.C. The earliest Latin inscriptions date from about the year 200 B.C.

The modern majuscule or capital letters owe their forms to the characters that were cut in stone on monuments, etc., and that required great care and time to produce. There finally grew up a more hastily produced flowing character, written first on papyrus and later on vellum with brushes, reed pens, and feather pens. This became the minuscule, or lower-case letter.

The earliest printed books were attempts to reproduce manuscripts by the use of movable type. The similarity between the Gutenberg Bible and contemporary manuscripts can be seen by comparing them, as may be done at the Library of Congress.

These manuscripts were written with a broad-nibbed pen that made heavy down strokes. From this originated the black-letter type, in which works on theology, law, etc., were customarily written and at first printed. The three German text types, the Fraktur, the Gotisch, and the Schwabacher, originated from the black-letter.

Lesser works, known as the humanities, were written in a simpler hand than the black-letter, which was reserved for the graver subjects. Printing followed the scribes in this respect, but the humanistic letters proved to be so much more legible that they were, after a while, used almost exclusively as a letter text in western Europe. It is from these that we have obtained the ordinary roman letter, called by the Germans "Antiqua". Finally Aldus invented the italic, so as to get more matter on a page.

In figure II, column 1 are given the square Hebrew characters, of a late form, but significant for comparison, and forming the best key letters available. In column 2 are the Egyptian (*a*) hieroglyphic, (*b*) hieratic, and (*c*) variant forms of the letters concerned. Column 3 gives the Sinaitic characters, column 4 the Phoenician (Moabite stone) alphabet, column 5 the early transitional Greek characters, and column 6 Latin capitals and uncials or cursives, some of them quite late, to illustrate the origin of upper- and lower-case roman. Column 7 gives the modern roman alphabets for comparison.

An attempt has been made to present in the text also some of the nonroman alphabets. The Far Eastern languages have alphabets all their own. The near eastern languages—e.g., Arabic and Coptic—have pursued a different course. The Cyrillic and Glagolitic were developed from the Greek, with the aid of some of the ancient runes for peculiar Slavic sounds. Modern Russian and the other Slavic alphabets have been romanized as nearly as circumstances will permit.

SELECTED LIBRARY AND BIBLIOGRAPHICAL TERMS

Volume	Page	Edition	Part	Number (Issue)	Revised	Enlarged
Afrikaans	{bladsy pagina	uitgave	{deel	nommer	verbeterde	vergrooierde
Albanian	faqë	ediesie		numër	{revizue përsëre	{përshtuem zrëcilëni
Bohemian	strana	{vydání náklad	{část	číslo	znovu vydáno	
Bulgarian	{страница страница	{издание	часть	номеръ	ревизирано	разширено
Catalonian	{plana	edicio	part	número	revisió	aumentada
Croatian	strana, stranica	izdanje	deo	broj	ispravljeno	rašireno
Danish	side, blad	udgave	del	hæfte, nummer	gennemset	udvidende
Dutch	{bladzijde pagina	editie uitgave	{osa, jagu deel afdeeling parto	{nummer aflevering	{herziene	vermeerderde
Esperanto	paĝo	eldono	osa	numero	rewiderida	
Esthonian	külg	wäljaanne		number	{järel wäadata	
Finnish	sivu	painos	osa	numero	korjattu	laajennettu
French	{page	édition	{fascicule	numéro	révisé	augmenté
Gaelic	teacannad	cuio	cuio	nummair	revididert	meònachum
German	Seite	{Auflage Ausgabe	{Teil	{Nummer Heft	bearbeitete	erweitert vermehrte
Greek	σελίς	{ἐκδοσίς ημέροια	{μέρος חלק	ἀριθμός		הגדלה
Hebrew	דף	kiadás	rész	מספר	kijavított	megnagyobbított
Hungarian	lap	edizione	parte	szám	riveduto	aumentato
Italian	pagina	editio	pars	numero	recognito	amplificato
Latin	pagina	editio	pars	numerus		
Latvian	lappuse	izdevums	dala	numurs		

Lithuanian	{tomas knyga	{puslapis side	{laida leidinys išleidimas utgave wydanie edycja	{dalis del część	numeris	----- gjnennemset przejrzanie revisado revizuire исправленное пересмотренное поправљено прегледано znovuyudano pregledano revisado reviderad tetkikedilmiš перобролене выправлене adolygiad nowuyudanic רעוידירט טעקעדילמיש	padidinti udvidende {rozszerzać powiększać aumentado alargado lãrgi дополненное допуњено повечано раширено povečano zveličeni {ampliando aumentado
Norwegian	bind	{stronica	{wydanie edycja		haefte numer		
Polish	{książka tom volume tomo livro tom	{página página strаница	edição edição издание	parte parte часть	número numero номеръ		
Portuguese	tomъ	{страна strаница	{издање vydanie izdaja, natis edición	део část del parte	број číslo številka número		
Rumanian	tomъ	{strona sahife	upplaga tabi, neşr	del cüz	{häfte, nummer numro sayi		
Russian	tomъ	сторона	видання	часть	число, випуск		
Serbian	књига, свезак	dalен strona	argrafiad wydanie	rhan žel	rñif numer		
Slovak	sväzok zvezek	{sida, päge sahife	{уздачык уздачык	{סיל סיל	נומר		
Slovenian	sväzok zvezek	stran, stranica	argrafiad wydanie	rhan žel	rñif numer		
Spanish	{volumen tomo band cilt	{strona sahife	{уздачык уздачык	{סיל סיל	נומר		
Swedish	tom	сторона	видання	часть	число, випуск		
Turkish (new)	tom	dalен strona	argrafiad wydanie	rhan žel	rñif numer		
Ukrainian	tom	{strona sahife	{уздачык уздачык	{סיל סיל	נומר		
Welsh	cyfrol kniha	сторона	видання	часть	число, випуск		
Wendish	книга	сторона	видання	часть	число, випуск		
Yiddish	книга	сторона	видання	часть	число, випуск		

ALPHABETS OF CYRILLIC ORIGIN

Modified Cyrillic		Transliteration	Russian		Ukrainian		White Russian		Bulgarian		Serbian	
А	а	<i>a</i>	А	а	А	а	А	а	А	а	А	а
Б	б	<i>b</i>	Б	б	Б	б	Б	б	Б	б	Б	б
В	в	<i>v</i>	В	в	В	в	В	в	В	в	В	в
Г	г	<i>g</i>	Г	г	Г	г	Г	г	Г	г	Г	г
Г (І)	г	<i>ǰ</i>			Г	г	Г	г				
Д	д	<i>d</i>	Д	д	Д	д	Д	д	Д	д	Д	д
Д (Ђ)	д	<i>ǰ</i>									Д	д
Е	е	<i>e</i>	Е	е	Е	е	Е	е	Е	е	Е	е
Є	є	<i>ē</i>			Є	є						
Ё	ё	<i>ë</i>	Ё	ё			Ё	ё				
Ж	ж	<i>zh</i>	Ж	ж	Ж	ж	Ж	ж	Ж	ж	Ж	ж
З	з	<i>z</i>	З	з	З	з	З	з	З	з	З	з
И	и	<i>ī</i>	И	и	И	и			И	и	И	и
І	і	<i>i</i>	І	і	І	і	І	і				
Й	й	<i>ī</i>			Й	й	Й	й	Й	й		
Ј	ј	<i>j</i>									Ј	ј
К	к	<i>k</i>	К	к	К	к	К	к	К	к	К	к
Л	л	<i>l</i>	Л	л	Л	л	Л	л	Л	л	Л	л
Љ	љ	<i>l̄</i>									Љ	љ
М	м	<i>m</i>	М	м	М	м	М	м	М	м	М	м
Н	н	<i>n</i>	Н	н	Н	н	Н	н	Н	н	Н	н
НЬ	нь	<i>n̄</i>									НЬ	нь
О	о	<i>o</i>	О	о	О	о	О	о	О	о	О	о
П	п	<i>p</i>	П	п	П	п	П	п	П	п	П	п
Р	р	<i>r</i>	Р	р	Р	р	Р	р	Р	р	Р	р
С	с	<i>s</i>	С	с	С	с	С	с	С	с	С	с
Т	т	<i>t</i>	Т	т	Т	т	Т	т	Т	т	Т	т
Ћ (Ђ)	ћ	<i>ć</i>									Ћ	ћ
У	у	<i>u</i>	У	у	У	у	У	у	У	у	У	у
У́	у́	<i>ū</i>										
Ф	ф	<i>f</i>	Ф	ф	Ф	ф	Ф	ф	Ф	ф	Ф	ф
Х	х	<i>kh</i>	Х	х	Х	х	Х	х	Х	х	Х	х
Ц	ц	<i>ts̄</i> ¹	Ц	ц	Ц	ц	Ц	ц	Ц	ц	Ц	ц
Ч	ч	<i>ch</i>	Ч	ч	Ч	ч	Ч	ч	Ч	ч	Ч	ч
ЦШ	цш	<i>dzh</i>									ЦШ	цш
Ш	ш	<i>sh</i>	Ш	ш	Ш	ш	Ш	ш	Ш	ш	Ш	ш
Щ	щ	<i>shch</i>	Щ	щ	Щ	щ			Щ	щ		
Ъ	ъ	" ²	Ъ	ъ					Ъ	ъ	Ъ ³	ъ
Ы	ы	<i>y</i>	Ы	ы			Ы	ы				
Ь	ь		Ь	ь	Ь	ь	Ь	ь	Ь	ь	Ь ³	ь
Ѣ	ѣ	<i>ie</i> ¹	Ѣ	ѣ					Ѣ	ѣ		
Э	э	<i>é</i>	Э	э			Э	э				
Ю	ю	<i>iū</i> ¹	Ю	ю	Ю	ю	Ю	ю	Ю	ю		
Я	я	<i>iā</i> ¹	Я	я	Я	я	Я	я	Я	я		
Ө	ө	<i>j</i>	Ө	ө								
Ѳ	ѳ	<i>y</i>	Ѳ	ѳ								
Ѵ	ѵ	<i>ū</i>	Ѵ	ѵ								
	ж	<i>ū</i>								ж		

¹ As initials in proper names, first word of a sentence, etc.: ІА, ІЕ, ІУ, ІС.² Final disregarded.³ Obsolete.

DIACRITICAL MARKS

Á	Bohemian, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog	Č	Bohemian, Latvian, Lithuanian, Serbo-Croatian, Slovak, Slovenian, Wendish
À	Gaelic	č	Fox
Ā	Catalonian, French, Italian, Latvian, Portuguese (reformed), Rumanian, Tagalog	Ĉ	Dakota
Ĉ	Chinook, Fox, French, Iroquoian, Maidu, Malay, New Turkish, Pima, Portuguese, Rumanian, Tagalog, Tsimshian	Ċ	Albanian, Catalonian, Eskimo (no. 2), French, Iroquoian, Polish, Portuguese
Ā	Chinook, Eskimo (no. 2), Finnish, Fox, German, Iroquoian, Kwakiutl, Maidu, Malay, Pima, Swedish, Tsimshian, Zūfi	Ķ	Dakota, Osage
Å	Finnish, Norwegian, Swedish	ċ	Gaelic
Ä	Anglo-Saxon, Cherokee, Chinook, Cree, Dutch, Eskimo, Fox, Iroquoian, Kwakiutl, Latin, Latvian, Maidu, Malay, Persian, Samoan, Takelma, Tsimshian	ᄁ	Cherokee
Ǻ	Dutch, Iroquoian, Malay, Pima, Samoan	ᄂ	Cherokee
ǻ	Rumanian	ᄃ	Cherokee
Ǽ	Portuguese	Ď	Bohemian, Slovak
Ǿ	Dakota, Lithuanian, Polish	ò	Gaelic
ǿ	Cherokee, Navaho	ᄆ	Anglo-Saxon
ǽ	Cherokee	ᄇ	Icelandic
ǿ	Eskimo (no. 2)	ᄈ	Serbo-Croatian
Ǿ	Choctaw	DŹ	Polish
A ⁿ	Choctaw	DŻ	Polish
ā	Iroquoian	DŽ	Latvian, Serbo-Croatian, Wendish
ʼ	Fox	d'	Pima
ʼ	Fox	Ē	Bohemian, French, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog
ā ^a	Takelma	Ē	Catalonian, French, Italian, Latvian, Portuguese (reformed), Tagalog, Takelma
a'	Navaho	é	Gaelic
a~	Navaho	È	Albanian, French, Kwakiutl, Lithuanian
ᄁ	Caddoan	Ě	Bohemian, Slovak, Wendish
á	Caddoan	Ĕ	Chinook, Esperanto, French, Kwakiutl, Portuguese, Slovenian, Tagalog, Tsimshian
ā	Caddoan	Ė	Anglo-Saxon, Latvian, Lithuanian, Polish
ā ^a	Caddoan	ę	Navaho, Polish
ā ^a	Caddoan	Ē	Anglo-Saxon, Chinook, Dutch, Eskimo, Fox, Hupa, Kwakiutl, Latin, Latvian, Lithuanian, Maidu, Malay, Persian, Tsimshian
â	Navaho	Ě	Dutch, Iroquoian, Latin, Malay, Pima
â	Navaho	Ė	Lithuanian
Ē	Anglo-Saxon	e'	Navaho
Ĕ b'	Wendish	é'	Cherokee
ò	Gaelic	é	Chinook, Kwakiutl, Tsimshian
Ć	Polish, Serbo-Croatian, Wendish		

e [˙]	Fox	k'!	Chinook, Kwakiutl, Tsimshian
e ^o	Takelma	'k	Fox
e [˙]	Navaho	k̄	Zuñi
e [˘]	Navaho	k̄̄	Zuñi
ĕ	Gaelic	k̄	Zuñi
Ĝ	New Turkish	ı	Chinook, Kwakiutl
ĝ	Navaho	ı!	Chinook, Kwakiutl
Ġ	Dakota	!!	Tsimshian
ġ	Gaelic	Ļ	Latvian
Ģ ģ	Latvian	Ľ	Slovak
g	Chinook, Eskimo (no. 2), Tsimshian	Ľ l'	Slovak, Wendish
g [˙]	Chinook, Kwakiutl, Tsimshian	ŋ	Gaelic
g ^k	Fox	Ű	Wendish
ĝ	Tsimshian	m ^m	Fox
H h	Dakota	m!	Tsimshian
Ĥ	Persian	Ñ	Hupa, Iroquoian, Maidu, Pima, Spanish
Ī	Bohemian, Catalonian, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog	Ŋ	Latvian
Ĭ	Italian, Latvian, Portuguese (reformed), Rumanian, Tagalog	Ŋ̄	Polish, Wendish
Ĩ	Chinook, French, Kwakiutl, Latvian, New Turkish, Rumanian, Tagalog, Tsimshian	ŊĜ	Tagalog
Ȩ	Catalonian, French, Malay, Portuguese (reformed)	n ⁿ	Fox
Ī	Anglo-Saxon, Chinook, Cree, Dutch, Eskimo, Fox, Hupa, Iroquoian, Kwakiutl, Latin, Latvian, Maidu, Persian, Takelma, Tsimshian	n!	Tsimshian
İ	Dutch, Iroquoian, Latin, Pima	ñg	Pima
ı	Gaelic	Ñ	Bohemian, Slovak
Ĳ	Lithuanian	ń	Navaho
i [˙]	Navaho	˘	Dakota, Iroquoian
i [˘]	Navaho	Ó	Bohemian, Catalonian, Hawaiian, Hungarian, Icelandic, Polish, Portuguese, Slovak, Spanish, Wendish
Ĳ	Dakota	Ö	Catalonian, Italian, Latvian, Portuguese (reformed), Wendish
'I	Osage	Û	Finnish, German, Hungarian, Icelandic, Maidu, New Turkish, Swedish
ı [˙]	Fox	Û	Chinook, French, Kwakiutl, Portuguese, (reformed) Slovenian, Tagalog, Tsimshian
ı ⁱ	Takelma	ö	Cherokee
I ⁿ	Choctaw, Osage	Ö	Portuguese
'I ⁿ	Osage	Ȫ	Hungarian
Ĵ	Esperanto	Ȫ	Anglo-Saxon, Chinook, Dutch, Eskimo, Fox, Hupa, Latin, Maidu, Persian Takelma, Tsimshian
K [˙]	Dakota, Pima	Û	Dutch, Latin, Pima
Ķ	Cherokee, Dakota, Osage	Œ	Anglo-Saxon
Ķ̄	Latvian	ø	Navaho
Ķ̄̄	New Turkish	o [˙]	Navaho
k [˙]	Navaho	o [˘]	Navaho
k [˙]	Cherokee, Takelma	O ⁿ	Choctaw, Osage
k [˙]	Chinook, Kwakiutl, Tsimshian	ó	Gaelic
kl	Chinook, Kwakiutl, Maidu, Takelma		

'O	Osage	Û	French, Italian, Latvian, Portuguese (reformed), Rumanian, Tagalog
ō ^u	Takelma	Ū	French, Hupa, New Turkish, Pima, Tagalog
ŌŌ	Eskimo	Ů	Catalonian, Eskimo (no. 2), French, German, Hungarian, Maidu, New Turkish, Portuguese (reformed), Spanish, Takelma
o'	Fox	Ű	Anglo-Saxon, Chinook, Hupa, Latin, Latvian, Lithuanian, Maidu, Persian, Takelma
Ó	Wendish	Ū	Esperanto, Iroquoian, Latin, Pima
P	Dakota, Osage	ū ^u	Takelma
P'	Dakota	ü ^u	Takelma
p!	Chinook, Kwakiutl, Maidu, Takelma, Tsimshian	Ū	Dakota
'p	Fox	Ű	Hungarian
p'	Pima	Ů	Bohemian, Lithuanian, Slovak
p̄	Zuñi	ú	Gaelic
p̄	Gaelic	Ū	Lithuanian
q!	Chinook, Kwakiutl, Tsimshian	u'	Navaho
q̄	Eskimo (no. 2)	u ^u	Navaho
r	Tsimshian	U ⁿ	Choctaw
R	Latvian	'U	Osage
Ř	Bohemian, Slovak	Ŵ	Welsh
Ř	Wendish	w ^w	Fox
R'	Eskimo	'w	Takelma
Š	Polish, Wendish	w!	Tsimshian
Š	Bohemian, Latvian, Lithuanian, Serbo-Croatian, Slovak, Slovenian, Wendish	x	Cherokee
's	Fox	x̄	Chinook
s'	Takelma	x'	Chinook, Kwakiutl
š	Gaelic	x ^u	Kwakiutl
Ş	Persian, Rumanian	ÿ	Dutch
Ş	Dakota	Ÿ	Bohemian, Icelandic, Slovak
Ş	New Turkish	Ŷ	Welsh
ŚĆ	Polish	y ^y	Fox
Ť t̄ t̄	Bohemian, Slovak	y!	Tsimshian
Ț	Rumanian	Ž	Dakota, Lithuanian, Polish
Ț	Dakota, Osage	Ż	Polish, Wendish
č	Gaelic	Ẑ	Persian
t'	Cherokee, Pima	Ẓ	Persian
tc!	Chinook	Ẕ	Bohemian, Latvian, Lithuanian, Serbo-Croatian, Slovak, Slovenian, Wendish
ts!	Chinook, Kwakiutl, Takelma, Tsimshian	'	Dakota, Fox, Iroquoian, Maidu, Malay, Persian, Pima, Samoan
't	Fox	'	Cree, Dakota, Fox, Hupa, Iroquoian, Persian, Pima, Samoan
'tc	Fox	'	Hupa, Malay, Navaho, Persian, Samoan
'tc	Fox	'	Iroquoian, Kwakiutl
t!	Kwakiutl, Maidu, Takelma, Tsimshian	'	Malay
ts'!	Takelma		
ť	Zuñi		
ťc	Zuñi		
ťs	Zuñi		
ť	Navaho		
Ů	Bohemian, Catalonian, Hawaiian, Hungarian, Icelandic, Portuguese, Samoan, Slovak, Spanish, Tagalog		

LANGUAGES USING CERTAIN DIACRITICAL MARKS

Albanian: Ā Â Ç Ê Ë Ī Ó Ū

Anglo-Saxon: Ā Æ Ē Ē Ī Ō Ō Ð ƿ Ū

Bohemian: Ā Č Ď d' ď Ě Ě Ī Ń Ó Ř Š Ť
č ř Ů Ů Ů ž

Caddoan: ă á â ă' ă' ă'

Catalonian: Ā Ç Ê Ě Ī Ī Ō Ō Ū Ū

Cherokee: ā a q ε' k k' ö' ɔ' ɔ' ɔ' t' ú x

Chinook: ā ā ā ē ē g g' i i k' k! k! ɫ
ɫ! ɔ ɔ p! q! t! ts! ū x x' .

Choctaw: Ā A P O U

Cree: Ā Ī'

Dakota: Ā Ç Ç Ğ Ħ ħ ĩ Ķ K' n p p' š
ŧ Ů ž' .

Dutch: Ā Ā Ē Ē Ī Ī Ō Ō Ÿ

Eskimo: Ā Ē Ī Ō Ō Ō R'

Eskimo: (no. 2): ā ä ç g q ū

Esperanto: Ĉ Ė Ĝ Ĥ Ĵ Ŝ Ŭ

Finnish: Ä Å Ö

Fox: ā ā ā 'c ē g' i' k m m' n ā ɔ 'p 's 't
'tc dtc w w' y' 'c' A' a' e' i' o' c'

French: Ā Â Ç Ê Ë Ē Ē Ī Ī Ō Ū Ū Ū

Gaelic: á ù c ò é ð ś í ñ ó þ s t ú

German: Ä Ö Ü

Greek, see p. 69.

Hawaiian: Ā Ē Ī Ó Ū

Hungarian: Á É Í Ó Ö Ő Ú Ū Ū

Hupa: ē ī ñ ō ū ú' .

Icelandic: Á Ð ƿ É Í Ó Ö Ū Ÿ

Iroquoian: ā ā ā ā ē ē g' g' i i k' k' .

Italian: Ā Ē Ī Ō Ū

Kwakiutl: ā ā ā ē ē ē g' i i k' k! k!
ɫ ɫ! ɔ p! q! t! ts! x' x' .

Latin: Ā Ā Ē Ē Ī Ī Ō Ō Ū Ū

Latvian: Ā Ā Č DŽ Ē Ē Ē Ē Ē Ē Ē Ē Ē Ē
Ļ Ņ Ō Ŕ Š Ū Ū žLithuanian: Ā Č Ē Ē Ē Ē Ī Š Ū Ū Ū
ž ž

Maidu: ā ā ā ē i k! ñ ɔ ɔ p! t! ū ū'

Malay transliteration: Ā Ā Ā Ē Ē Ē Ī' .

Navaho: a' a' a' a' a' a' a' a' e' e' e' e'
i' i' k' n' o' o' q' u' u' ū š t ž ž'Osage: n Ç'E Ī' I' I' I' K' 'O O' n' U P
ŧPersian transliteration: Ā Ē Ĥ Ī Ō š
Ū ž ž' .

Pima: ā ā ā ē i ñ ö ú ŋ t' d' k' p' .

Polish: Ą Ć DŹ DŻ Ē Ń Ó Ś Ś Ć Ź Ź

Portuguese: Ā Ā Ā Ç Ê Ē Ī Ō Ō

Portuguese (reformed): Ā Ā Ā Ā Ç Ē
Ê Ē Ī Ō Ō Ō Ū Ū

Rumanian: Ā Ā Ā Ī Ī ŧ ŧ Ū

Samoan: Ā Ā Ā Ē Ī Ó Ū' .

Serbo-Croatian: Č Ć Đ đ DŽ Š ž

Slovak: Ā Č Ď d' ď Ě Ě Ī Ĺ Ĺ Ń Ó Ř
š ŧ t ř Ů Ů Ů ž

Slovenian: Č Ê Ō Š ž

Spanish: Á É Í Ñ Ó Ū Ū

Swedish: Ä Å Ö

Tagalog: Ā Ā Ā Ē Ē Ē Ē Ī Ī Ī Ŋ Ō Ō
Ō Ū Ū ŪTakelma: ā ā ā e' e' i' i' k' k! ɔ ɔ p! s' t!
ts! ts! ū ū ū ū ū' wTsimshian: ā ā ā ē ē g' g' i i k' k!
l! m! n! ɔ ɔ p! q! t! r ts! w! y! .

Turkish (New): Ā Ç Ğ Ī Ķ Ō Ş Ū Ū

Welsh: Ŷ ŷ

Wendish: Ĕ ĕ Ć Ć DŽ Ě Ě Ĺ Ĺ Ĺ Ĺ Ĺ
Ō Ō P R S Š Ŵ ž ž

Zuni: ā ą ę ę p t tē tē

AFRIKAANS

Char- acter	Tone value and remarks
a	When closed, ¹ like <i>a</i> in <i>sat</i> ; open, like <i>a</i> in <i>farthing</i>
b	<i>b</i> ; final, sounded like <i>p</i>
c	<i>c</i> , hard; used only in proper names
ch	<i>ch</i> in <i>Scotch loch</i>
d	<i>d</i> ; final, sound of <i>t</i> ; preceded by <i>l</i> , <i>n</i> , or <i>r</i> . sound is assimilated with preceding consonant
dj	<i>tj</i>
e	<i>e</i> ; closed, as in <i>get</i> ; open in accented syllable, as in <i>merely</i> , but in unaccented syllable as in <i>manner</i>
f	In inflected forms sounds like <i>w</i>
g	<i>ch</i> in <i>loch</i> , but when preceded by <i>r</i> (and sometimes <i>l</i>) and followed by semiaccented <i>e</i> , like <i>g</i> in <i>go</i>
gh	<i>g</i> in <i>go</i>
ghw	<i>gu</i> in <i>guano</i>
h	<i>h</i> , voiced
i	<i>i</i> in <i>wit</i> in accented syllable; <i>e</i> in unaccented syllable
ie	<i>ea</i> in <i>speak</i> , but much shorter
j	<i>y</i> in <i>year</i> ; never <i>j</i>
k	<i>k</i>
l	<i>l</i>
m	<i>m</i>
n	<i>n</i>
ng	<i>ng</i> in <i>singer</i>
o	<i>o</i> in <i>pot</i> , when in closed syllable; <i>oo</i> in <i>moor</i> , in open syllable
ô	<i>aw</i> in <i>law</i>
oe	<i>oo</i> in <i>foot</i> , but shorter; when followed by <i>r</i> , as <i>u</i> in <i>rule</i>
p	<i>p</i>
r	Always well trilled
s	<i>s</i> in <i>so</i>
sch	<i>sk</i> , except final when it is <i>s</i> ; used in proper names only
sj	<i>sj</i> in the English <i>sjambok</i> (<i>shām'bek</i>)
t	<i>t</i>
u	<i>u</i> in <i>thus</i> , when closed; <i>ü</i> in German <i>über</i> when open
v	<i>f</i> ; <i>w</i> is substituted where its syllable does not have the principal stress
w	<i>v</i> in <i>very</i> ; never <i>w</i>
x	<i>ks</i> ; used only in proper names
z	<i>s</i> ; used only in proper names
ai	<i>i</i> in <i>might</i>
aai	<i>y</i> , long, in <i>why</i>

¹ A syllable ending in a consonant is closed; in a vowel or diphthong, open.

By act of the Parliament of the Union of South Africa, Afrikaans has been adopted as the official language.

Capitalization

Use capitals as initials of geographic names, except when used adjectively; names of religions, sects, and church organizations; any name referring to the Deity; principal words in names of books, periodicals, and newspapers; principal

words in titles of articles, etc.; titles of honor; names of months, weeks, and feast days, and also any word to which the writer wishes to direct special attention.

The article 'n is not capitalized, even though it occurs at the beginning of a sentence.

Cardinal numbers

een	one	tien	ten
twee	two	elf	eleven
drie	three	twaalf	twelve
vier	four	dertien	thirteen
vyf	five	twintig	twenty
ses	six	een-en-twintig	twenty-one
sewe	seven	honderd	hundred
ag(t)	eight	duisend	thousand
nege	nine		

Ordinal numbers

eerste	first	tiende	tenth
twede	second	elfde	eleventh
derde	third	twaalfde	twelfth
vierde	fourth	dertiende	thirteenth
vyfde	fifth	twintigste	twentieth
sesde	sixth	een-en-twintigste	twenty-first
sewende	seventh	honderdste	hundredth
ag(t)ste	eighth	duisendste	thousandth
negende	ninth		

Months

Januarie	January	Julie	July
Februarie	February	Augustus	August
Maart	March	September	September
Aprilmaand	April	Oktober	October
Mei	May	November	November
Junie	June	Desember	December

Days

Sondag	Sunday	Donderdag	Thursday
Maandag	Monday	Vrydag	Friday
Dinsdag	Tuesday	Saterdag	Saturday
Woensdag	Wednesday		

Seasons

lente	spring	herfg	autumn
somer	summer	winter	winter

Time

uur	hour	maand	month
dag	day	jaar	year
week	week	jaarhonderd	century

Articles to be disregarded in filing

die	'n
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ALBANIAN

A	a	<i>a</i> in father	NJ	nj	<i>ni</i> in opinion
B	b	<i>b</i>	O	o	<i>o</i> in only
C	c	<i>ts</i> in nets	P	p	<i>p</i>
Ç	ç	<i>ch</i> in church	Q	q	<i>ky</i> sound in cute (always)
D	d	<i>d</i>	R	r	<i>r</i> , weak
DH	dh	<i>th</i> in father	RR	rr	<i>r</i> strongly trilled
E	e	<i>e</i> in end	S	s	<i>s</i>
Ë	ë	<i>a</i> in table	SH	sh	<i>sh</i> in shut
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> in garden	TH	th	<i>th</i> in thin
GJ	gj	<i>gy</i> sound in exiguous	U	u	<i>oo</i> in ooze
H	h	<i>h</i> ; almost <i>kh</i>	V	v	<i>v</i>
I	i	<i>ee</i> in greet	X	x	<i>dz</i> in adze
K	k	<i>k</i>	XH	xh	<i>dj</i> in adjective
J	j	<i>y</i> in young	Y	y	<i>u</i> , French
L	l	<i>gl</i> in Italian <i>egli</i>	Z	z	<i>z</i>
LL	ll	<i>ll</i> in wall	ZH	zh	<i>s</i> in pleasure
M	m	<i>m</i>			
N	n	<i>n</i>			

The Albanian was formerly written in Turkish, Greek, and Latin characters in the different parts of the country, but Latin is now the official script for the two principal dialects, Gheg and Tosk, and there is evidence of a strong Latin influence in the root words, as also in capitalization.

Syllabication

Division is on the vowel, with a consonant going with the next syllable; if there be two consonants they may be divided, unless it be the indivisible *dh*, *gj*, *ll*, *nj*, *rr*, *xh*, or *zh*.

Accent

The stress generally, though not always, falls on the next to the last syllable, e.g., *Pipilo*; but also *Vasil* (Basil), and *kúngulli* (pumpkin); the accent is seldom written, however, but when the circumflex is used it indicates that the vowel is strongly nasalized.

Articles

The indefinite article (*nji*) precedes the noun and is variable for both masculine and feminine.

The definite article is *i* for masculine singular, *a* for feminine singular, and *t* for both masculine and feminine plural. It is never a separate word, but always a suffix, e.g., *mal*, mountain, and *mali*, the mountain; *arë*, field, and *ara*, the field; *male*, mountains, and *malet*, the mountains; *ara*, fields, and *arat*, the fields.

The attributive article is always a separate word and is found before every attributive genitive, most adjectives, and all possessive pronouns. It agrees with its antecedent noun in number, gender, and case.

Cardinal numbers

nji	one	dh(j)et	ten
dy	two	njimëdhëtë	eleven
tre, tri	three	dymbëdhëtë	twelve
kâtër	four	trimbëdhëtë	} thirteen
pësë	five	trimdhëtë	
gjáshtë	six	njizët	twenty
shtatë	seven	nji qind	hundred
tëtë	eight	mijë	thousand
nând	nine		

Ordinal numbers

pari	first	dh(j)étët	tenth
dyti	second	njimëdhëtë	eleventh
treti, treta	third	dymbëdhëtët	twelfth
kátërt	fourth	trimbëdhëtë	thirteenth
pésët(i)	fifth	trimdhëti	
gjáshtët	sixth	njizëtët	twentieth
shtátët	seventh	qindët	hundredth
teti	eighth	mijtë	thousandth
nándë(t)	ninth		

Months

janár	January	shtatúer	September
frúer, shkurt	February	shtator	
mars	March	tetúer	October
prill, -i	April	tetor	
maj	May	nandúer	November
qërshor	June	nentor	
qorriq	July	dhetúer	December
gusht, -i	August	djetor	

Days

diélë	Sunday	ënjte	Thursday
hánë	Monday	prëmtë	Friday
marte	Tuesday	shtúnë	Saturday
merkúrë	Wednesday		

Seasons

prendvërë, -a	spring	vjështë	autumn
vërë	summer	dímën	winter

Time

órë	hour	múaj	month
dítë	day	vjet	year
jávë	week		

ANGLO-SAXON

A	a	a in German Mann	N	n	n	
Ā	ā	Preceding sound lengthened	O	o	o in German Gott	
Æ	æ	a in at	Ō	ō	o in low	
Ē	ē	Preceding sound lengthened	Q	q	o in not	
B	b	b	Ð	ð	} (5)	
C	c	k ¹	Þ	þ		
D	d	d	P	p	p	
E	e	} e in let, men	R	r	r, trilled	
Ē	ē		e in they	S	s	Voiceless sound, except s between vowels has z sound
F	f		(2)	T	t	t
G	g	(3)	U	u	u in full	
H	h	(4)	Ū	ū	u in rule	
I	i	i in hit	W	w	w	
Ī	ī	i in machine	X	x	x	
L	l	l	Y	y	u in German hübsch	
M	m	m	Œ	œ	o in German schön	

¹ The *kw* or *qu* sound is represented by *cw*; *cs* has value of *x*.

² This letter has two values. In the initial and final positions, in the combinations *ff*, *fs*, *ft*, and in the medial position it has the usual (voiceless) sound; between vowels and voiced consonants it has the sound of *v*.

³ Almost always like *g* in German *sagen* or like *y* in *you*, according to its pronunciation with guttural or palatal vowels; when doubled it is pronounced like *g* in *go*; *cg* sounds like *dg* in *ridge*.

⁴ Like *h* in German *ach* when guttural, otherwise as *h* in German *ich*.

⁵ These two characters are used without distinction to give the *th* sound as in *thin*, except between vowels and voiced consonants where the voiced spirant is employed, as in *thine*. The second is called "thorn."

The Anglo-Saxon is of Teutonic origin; introduced into England about the fifth century, the West Saxon dialect became dominant for literary purposes during the reign of Alfred the Great (871-901), and maintained its supremacy until the close of the Anglo-Saxon period.

The following is a sample of one of the Anglo-Saxon faces of type used in the classical period:

Capitals: Æ B L D E F L Þ I K L Ō N O P R S T U Þ X Y Z Ð Þ 3

Lower case: a b c d e f Ʒ h i þ k l m n o p þ ƿ r τ u ƿ x y z ð

Diphthongs

The diphthongs are *ie*, *īe*, *ea*, *ēa*, *eo*, *ēo*, *io*, *īo*, and these (both long and short) receive the stress on the first element, the second, being unaccented, is very much obscured in pronunciation; *ea*, *ēa* is equivalent to *ae* + *a* (perhaps more nearly *ae* + *uh*); otherwise the component parts will be pronounced as shown in the table.

Accent

Simple words are accented on the first syllable, while substantive compounds receive the stress on the first and the accent of the second component is usually retained as a secondary stress. A verbal compound is accented on the radical syllable of the verb, the prefix being unaccented.

Cardinal numbers

ān	one	tien	ten
twēgen, tū, twā	two	ēndlefan, -lefan, -lufan	eleven
ðrie, ðrīo (ðrēo)	three	twelf	twelve
fīower (fēower)	four	ðrēotīene, -tene, -tyne	thirteen
fif	five	twēntig	twenty
siex	six	ān ond twēntig	twenty-one
siofon (seofon)	seven	hundtēoutig, hund, }	hundred
eahhta	eight	hundred	hundred
nigon	nine	ðūsend	thousand

Ordinal numbers

forma, formesta, fyr- mest, fyrest, fyrst; } ārest	first	eahtoða, -eða, -eoða	eighth
ðder, æfterra	second	nigoða, -eða, -eoða	ninth
ðrida	third	teoða	tenth
fēowerða, fēorða	fourth	ēndlefta, ēllefta	eleventh
fifta	fifth	twelfta	twelfth
siexta	sixth	ðrēotēoða	thirteenth
seofoda, -eða	seventh	twēntigoða, -tiga	twentieth
		ān ond twēntigoða	twenty-first
		hundtēoutigoða	hundredth

ARABIC

Name	Isolated	Final	Median	Initial	Transliteration tone value	Remarks
Alif	ا	ا			—, ’	Spiritus lenis
Bē	ب	ب	ب	ب	b	
Tē	ت	ت	ت	ت	t	
Sē	ث	ث	ث	ث	ṭ	English <i>th</i> , mute
Jīm	ج	ج	ج	ج	ǰ	Varies in different dialects, hard <i>g</i> in gay to the French <i>j</i>
Hē	ح	ح	ح	ح	h	Strongly aspirated
Khē	خ	خ	خ	خ	ħ	As in Scotch loch, guttural
Dāl	د	د			d	
Zāl	ذ	ذ			ḍ	Weak glottal
Rē	ر	ر			r	
Zē	ز	ز			z	Voiced, as <i>s</i> in sat
Šīn	س	س	س	س	s	Mute, as <i>s</i> in German grüßen
Shīn	ش	ش	ش	ش	ʃ	sh
Ṣād	ص	ص	ص	ص	ʂ	sz, glottal
Dād	ض	ض	ض	ض	ḍ	d, hard, glottal
Tā	ط	ط	ط	ط	ṭ	t, hard, glottal
Zā	ظ	ظ	ظ	ظ	ʒ	ts, usually
Ain	ع	ع	ع	ع	ʕ	Semitic guttural
Ghain	غ	غ	غ	غ	ǧ	Soft <i>g</i>
Fē	ف	ف	ف	ف	f	
Qāf ¹	ق	ق	ق	ق	q	Guttural, hard
Kēf	ك	ك	ك	ك	k	Soft
Lām	ل	ل	ل	ل	l	
Mīm	م	م	م	م	m	
Nūn	ن	ن	ن	ن	n	
He	ه	ه	ه	ه	h	
Wāw ²	و	و			w	English bilabial <i>w</i>
Yē	ي	ي	ي	ي	j	

¹Also Kāf.²Also Vāy.

The expansion of Islam during the 7th and 8th centuries spread the Arabic language over many countries where it is spoken in one form or another and sometimes in connection with a local language. Its influence is manifest even in modern Spanish. There are dialectic differences even in Arabia, but the written language has almost invariably conformed to that type which is called "classical Arabic".

Most pure Arabic words can be traced back to a trilateral root, and some of two consonants only. For instance, from the root *kib* (write), we get *katabnā* (we wrote), *naktuba* (we will write), *katib^{un}* (writing, a writer), etc.

The Arabic verb has but two tenses: Perfect and imperfect. The meaning of the simple verb may be modified by the addition of one or more letters to the root, in which manner about 14 conjugations may be formed.

There are two articles: Definite, *al* (the) preceding the noun, and the indefinite, *un* (a, an) attached to the end of a noun, etc., *al maliki* (the king); *malikun* (a king).

There are two declensions of nouns in the singular and only two genders, masculine and feminine.

With the exception of the first two, which are adjectives, the cardinal numbers are all substantives and are followed, from 3 to 10, by the genitive of the broken plural whenever possible, taking the feminine form when the objects numbered are masculine, and vice versa; from 11 to 99 by the accusative singular, and from 100 to 1,000 by the genitive singular.

There is no record of any written Arabic literature prior to the Koran, and the poems and proverbs of the northern Arabs really form the beginning of Arabic literature.

NOTE.—The characters Ain and Ghain appear to be hard gutturals; Ghain is always *g*, but from a grammatical standpoint Ain cannot be well defined in any of the three Near Eastern languages. While at best it has only a very short sound, it cannot be omitted from the alphabet because of the effect it has on the proper pronunciation of the words.

It is also considered a vowel, especially at the beginning of words, taking the place of *a*, *ā*, *i*, *ī*, *u*, *ū*. In a median position it generally takes the place of *i* or *ii*, depending mainly on the proper relation of the words and its nearest transcription and pronunciation into the Latin alphabet.

ARABIC LIGATURES

لا	Lām-Alif	عج	Ain-Jīm	كا	} Kēf-Lām	لم	Lām-Mīm
بلا	Bē-Lām-Alif	عجب	Ghain-Jīm	كل		للم	Lām-Bē-Mīm
با	Bē-Alif	ف	Fē-Jīm	كد	للم	Lām-Tā-Mīm	
تا	Tā-Alif	ف	Qāf-Jīm	لد	للم	Mīm-Mīm	
نا	Sē-Alif	ف	Fē-Hē	لذ	للم	Mīm-Jīm-Mīm	
نا	Nūn-Alif	ف	Qāf-Hē	لر	للم	Mīm-Hē-Mīm	
يا	Yē-Alif	ف	Fē-Sē	لر	للم	Mīm-Khē-Mīm	
جا	Jīm-Alif	ف	Kēf-Jīm	له	للم	He-Mīm	
حا	Hē-Alif	ك	Kēf-Hē	لو	للم	Bē-Nūn	
خا	Khē-Alif	ك	Kēf-Khē	له	للم	Bē-He	
عا	Ain-Alif	ك	Lām-Jīm	لا	للم	Kēf-He	
فا	Ghain-Alif	ك	Lām-Hē	لا	للم	Kaf-Lām-He	
قا	Fē-Alif	ك	Lām-Khē	لا	للم	Bē-Yē	
قا	Qāf-Alif	ك	Lām-Mīm-Jīm	لا	للم	Tā-Yē	
ما	Mīm-Alif	ك	Lām-Mīm-Hē	لا	للم	Sē-Yē	
با	Bē-Mīm-Alif	ك	Lām-Mīm-Khē	لا	للم	Nūn-Yē	
تا	Tā-Mīm-Alif	ك	Mīm-Jīm	لا	للم	Yē-Yē	
نا	Nūn-Mīm-Alif	ك	Mīm-Hē	لا	للم	Jīm-Yē	
يا	Yē-Mīm-Alif	ك	Mīm-Khē	لا	للم	Hē-Yē	
جا	Hē-Mīm-Alif	ك	He-Jīm	لا	للم	Khē-Yē	
كا	Kēf-Alif	ك	Bē-Rē	لا	للم	Šin-Yē	
كا	Kēf-Mīm-Alif	ك	Tē-Rē	لا	للم	Shīn-Yē	
كلا	Kēf-Lām-Alif	ك	Sē-Rē	لا	للم	Tā-Yē	
ب	Bē-Bē	ك	Nūn-Rē	لا	للم	Zā-Yē	
ب	Bē-Bē	ك	Yē-Rē	لا	للم	Ain-Yē	
بج	Bē-Jīm	ك	Ain-Rē	لا	للم	Ghain-Yē	
بج	Bē-Hē	ك	Ain-Sā	لا	للم	Fē-Yē	
بج	Bē-Khē	ك	Ghain-Rā	لا	للم	Qāf-Yē	
بج	Šād-Jīm	ك	Ghain-Sā	لا	للم	Kēf-Yē	
بج	Dād-Jīm	ك	Mīm-Rē	لا	للم	Kēf-Lām-Yē	
بج	Šād-Hē	ك	Mīm-Sā	لا	للم	Lām-Yē	
بج	Dād-Hē	ك	He-Rē	لا	للم	Mīm-Yē	
		ك		لا	للم	He-Yē	

ARMENIAN

Ա ա Ա ա a	Յ ծ Ծ ծ dz	Ձ ջ Զ ջ dsh(tch)
Բ բ Բ բ b(p)	Կ կ Կ կ k(g)	Ռ ռ Ռ ռ rh(r̄)
Գ գ Գ գ g(k)	Հ հ Հ հ h	Ս ս Ս ս s
Դ դ Դ դ d(t)	Ձ á Ձ á ds	Վ վ Վ վ v
Ե ե Ե ե ¹ e(ye)	Ղ ղ Ղ ղ l(gh)	Տ տ Տ տ t(d)
Զ զ Զ զ z	Ճ ճ Ճ ճ dj(j)	Ր ր Ր ր r
Է է Է է ē	Մ մ Մ մ m	Յ ց Յ ց ts(tz)
Ը ը Ը ը ě	Յ յ Յ յ y(h)	Խ լ Խ լ u(ŵ)
Թ ք Թ ք th(t̄)	Ն ն Ն ն n	Փ փ Փ փ ph(p)
Ժ ժ Ժ ժ zh	Շ շ Շ շ sh	Ք ք Ք ք q(kh)
Ի ի Ի ի i	Ո ո Ո ո o(wo)	Օ օ Օ օ ō(o)
Լ լ Լ լ l	Չ չ Չ չ ch	Ֆ ֆ Ֆ ֆ f
Խ խ Խ խ kh	Պ պ Պ պ p(b)	

¹ *l* = *i* instead of *e* in the ending *հան* or *հանի* in family names, e.g., Dashian *not* Dashean.

This table shows the vertical and slant letters of Armenian with their English equivalents. In the roman transliteration columns, the first letter represents "classical" Armenian; the second letter (in parentheses) modern Armenian usage, when it differs. In case the latter mode is followed, letters enclosed in parentheses must be used to avoid confusion.

Vowels are: *ա* (*a*), *ե* (*e* or *ye*), *է* (*ē*), *ը* (*ě*), *ի* (*i*), *ո* (*o* or *wo*), *ւ* (*u* or *v*), *օ* (*ō*).
Compound vowels: *աւ*, *այ*, *եա*, *եօ*, *ել*, *իւ*, *ու* and *ոյ*.

Diphthongs: *իա*, *իէ*, *իո*, *իւ*, *իու*, *ուի*, *ուէ*, *ուա*, *ուո*, *էո*, *էու* and *էի*.

Contractions: *և* for *ել*, and *ին* for *մն*.

Capitalization is the same as in English

Accents are not used in Armenian.

Syllabication

In the division of Armenian words, a syllable is usually an articulate sound, as—*առ* ar, *նա* na, *դար* tar, *աղտ* aghd, *որմ* worm, *բարդ* part, *դանն* karn. A syllable may also be composed of six letters, as—*սեամբք* siampk, *չուրք* chiurpk. Two or three consonants are sometimes formed before or after a vowel. Double consonants often mark the end of a syllable, as *սարր* darr, *քաղաքք* caghack, but a syllable may end with a vowel or diphthong if it is preceded by one or more consonants. Separated syllables usually begin with a consonant. Compound vowels or diphthongs are never separated in the division of words.

Articles

Indefinite article *մը* (a or an) follows the noun to which it belongs. The *մը* becomes *մըն* when it is followed by a word which begins with a vowel, as *ալ*, *եմ*, *ենք*, *էր*, etc.

Definite article *ը* (the) is added to the end of nouns terminating in a consonant, and *ն* to nouns ending in a vowel.

Figures

Figures (1, 2, 3, etc.), are used as in English.

The letters of the Armenian alphabet are also used as numbers. [In classic literature a line is generally placed over the letters when used as numbers] :

ա	1	ժ	10	ճ	100	ռ	1000
բ	2	Է	20	մ	200	ս	2000
գ	3	Լ	30	յ	300	վ	3000
դ	4	խ	40	ն	400	տ	4000
ե	5	ծ	50	շ	500	ր	5000
զ	6	կ	60	ո	600	ց	6000
է	7	հ	70	չ	700	ւ	7000
ը	8	ձ	80	պ	800	փ	8000
թ	9	ղ	90	ջ	900	ք	9000

The new letters *օ* and *ֆ* have no numerical value.

Cardinal numbers

զրո, ոչինչ	zero	տասնեւեօթը	seventeen
մէկ, մի	one	տասնեւութը	eighteen
երկու	two	տասնեւինը	nineteen
երեք	three	քսան	twenty
չորս	four	քսանեւմէկ	twenty-one
հինգ	five	երեսուն	thirty
վեց	six	քառասուն	forty
եօթը	seven	յիսուն	fifty
ութը	eight	վաթսուն	sixty
ինը	nine	եօթանասուն	seventy
տասը	ten	ութսուն	eighty
տասնեւմէկ	eleven	իննսուն	ninety
տասներկու	twelve	հարիւր	hundred
տասներեք	thirteen	երկուհարիւր	two hundred
տասնեւչորս	fourteen	երեքհարիւր	three hundred
տասնեւհինգ	fifteen	հազար	thousand
տասնեւվեց	sixteen	միլիոն	million

Ordinal numbers

առաջին	first	քսաներորդ	twentieth
երկրորդ	second	երեսներորդ	thirtieth
երրորդ	third	քառասներորդ	fortieth
չորրորդ	fourth	յիսներորդ	fiftieth
հինգերորդ	fifth	վաթսներորդ	sixtieth
վեցերորդ	sixth	եօթանասներորդ	seventieth
եօթներորդ	seventh	ութսներորդ	eightieth
ութերորդ	eighth	իննսներորդ	ninetieth
իններորդ	ninth	հարիւրերորդ	hundredth
տասներորդ	tenth	հազարերորդ	thousandth

Months

Յունուար	January	Յուլիս	July
Փետրուար	February	Օգոստոս	August
Մարտ	March	Սեպտեմբեր	September
Ապրիլ	April	Հոկտեմբեր	October
Մայիս	May	Նոյեմբեր	November
Յունիս	June	Դեկտեմբեր	December

Days

Կիրակի	Sunday	Հինգշաբթի	Thursday
Երկուշաբթի	Monday	Ուրբաթ	Friday
Երեքշաբթի	Tuesday	Շաբաթ	Saturday
Չորեքշաբթի	Wednesday		

Seasons

դարուն	spring	աշուն	autumn
ամառ	summer	ձմեռ	winter

Time

ժամ	hour	կէսօր	noon
օր	day	երիկուն	evening
Եօթնեակ	week	Զատիկ	Easter
ամիս	month	Ծնունդ	Christmas
տարի	year	Կաղանդ Նոր Տարի	New Year's Day
առաւօտ	morning		

Abbreviations

[In classic literature a line is placed over the abbreviated letters]			
ամ. ամենայն (all, whole)	Տիկ. Տիկին (Mrs.)		
Աճ. Աստուած (Deity)	Օր. Օրինորդ (Miss)		
բզմ. բազում (many, several)	ձեռ. ձեռագրեր (manuscript)		
և. և (and)	թե. թերթ (folio)		
ը. ընդ (in, on)	թ. թիւ (number)		
թո. թոյն (poison)	շր. շարք (series)		
պս. պէս (as, same as)	դէմ. ընդդէմ (versus, against)		
վս. վասն (for)	եւս. եւայլն (et cetera)		
Սբ. Սուրբ (Saint)	այս. այսինքն (that is)		
Պատ. Պատուէի (Rev.)	Մ. Ն. Միացեալ Նահանգներ (United States)		
Բժ. Բժիշկ (Dr.)	Ամ. Ամերիկա (America)		
Պ. Պարոն (Mr.)			

Conjunctions most frequently used

և, և, or ու = and	ո՛չ ... ո՛չ = neither ... nor
եւս = still, more	վասն = for
կամ, թէ = or, either	իսկ = even
բայց, այլ = but	այլ և = but also
չըլլայ թէ = lest	այսպէս = so
ա՛յս է = it is, to-wit	այնպէս որ = so that
ինչպէս, որպէս = as	երբ, երբոր = when, as
մինչդեռ = whereas, wherefore	թէ և = though
որ = that	ուստի = therefore
քան թէ = than	արդ = then
եթէ, թէ = if	մինչեւ որ = until
նաեւ = also	քանի որ = since
ալ = too	մինչ = while
թէ՛ ... թէ՛ = both ... and	եթէ ոչ = otherwise
կա՛մ ... կա՛մ = either ... or	թէ ինչո՞ւ = why
ոչ ալ = nor	հետեւբար = consequently

BOHEMIAN (Czech)

A	a	o in done	N	n	<i>n</i> ⁴
Á	á	<i>a</i> in arm	Ň	ň	<i>ny</i> in canyon ⁵
B	b	<i>b</i>	O	o	<i>o</i> in opinion
C	c	<i>ts</i>	Ó	ó	<i>o</i> in lord
Č	č	<i>ch</i> in child	P	p	<i>p</i>
D	d	<i>d</i> ¹	Q	q	<i>q</i> in question ³
Ď	d' ě	<i>d</i> in French diable	R	r	<i>r</i> in rest
E	e	<i>e</i> in end	Ř	ř	<i>rsĥ</i> ⁶
É	é	<i>e</i> in ere	S	s	<i>s</i> in sink
Ě	ě	<i>ea</i> in beatitude ²	Š	š	<i>sh</i>
F	f	<i>f</i>	T	t	<i>t</i> in test
G	g	<i>g</i> in great ³	Ť	t' ě	<i>t</i> in French tien
H	h	<i>h</i> in ham	U	u	<i>u</i> in push
I, Y	i, y	<i>i</i> in lick	Ů, Ú	ů, ú	<i>u</i> in rude
Í, Ý	í, ý	<i>i</i> in pique	V	v	<i>v</i>
J	j	<i>y</i> in yes	X	x	<i>x</i> in expect ³
K	k	<i>ck</i> in stick	Z	z	<i>z</i> in zeal
L	l	<i>l</i>	Ž	ž	<i>z</i> in azure
M	m	<i>m</i>			

¹ Takes sound of *d'* when followed by *ě* or *i*.² When it follows *d, n, l*, these letters take soft sound of *d', ñ, t',* and *ě* then sounds like *e*.³ Occurs only in foreign words.⁴ Sound of *ny* when followed by *ě* or *i*.⁵ *Ň* is used quite frequently for *ň* in modern publications.⁶ Peculiar to Bohemian.

g, q, and *x* appear only in foreign words.

The Bohemian language is divided into three dialects—Pure Czech, Moravian, and Slovak. As in many of the other continental countries, the Latin alphabet has replaced the German.

Stress is invariably on the first syllable.

Vowels with the acute accent are sounded long.

Punctuation is according to the general rules of the English language.

Syllabication

Division occurs after a vowel, as *stra-ka, ba-vl-na*. In the second syllable of the latter it will be observed that *l* (as also is true of *r* and *v*), frequently has the characteristics of a vowel.

The consonants *šk, sk, ši, st,* and *sd* must not be divided, and they form the beginning of a syllable.

Division also occurs between two vowels or two consonants.

When *l, r,* or *ř* occur before a vowel, they also take along the preceding consonant (with the exception of *n*), and also the indivisible consonants *sk, šk, st, št,* and *sd*.

Cardinal numbers

jeden }		osm	eight
jedna }	one	devět	nine
jedno }		deset	ten
dva }	two	jedenáct	eleven
dvě }		dvanáct	twelve
tři	three	třináct	thirteen
čtyři	four	dvacet	twenty
pět	five	dvadcet jeden	twenty-one
šest	six	stovka	hundred
sed(u)m	seven	tisíc	thousand

Ordinal numbers

prv \acute{y} }	first	devát \acute{y}	ninth
první }		desát \acute{y}	tenth
druh \acute{y}	second	jedenáct \acute{y}	eleventh
třetí	third	dvanáct \acute{y}	twelfth
čtvrt \acute{y}	fourth	třináct \acute{y}	thirteenth
pát \acute{y}	fifth	dvacát \acute{y}	twentieth
šest \acute{y}	sixth	st \acute{y}	hundredth
sedm \acute{y}	seventh	tisíc $\acute{í}$	thousandth
osm \acute{y}	eighth		

Months

leden (led.)	January	červenec (červenec.)	July
únor (ún.)	February	srpen (srp.)	August
březen (břez.)	March	září	September
duben (dub.)	April	říjen (říj.)	October
květen } (květ.)	May	listopad (list.)	November
máj }		prosinec (pros.)	December
červen (červ.)	June		

Days

neděle	Sunday	čtvrtek	Thursday
pondělí	Monday	pátek	Friday
úterý	Tuesday	sobota	Saturday
středa	Wednesday		

Seasons

jaro, <i>n.</i> }	spring	podzim }	autumn
vesna, <i>f.</i> }		jeseň }	
leto, balvan, }	summer	zima }	winter
hlavní, trám }			

Time

hodina	hour	měsíc	month
den	day	rok	year
týden	week		

BULGARIAN

А	а	<i>a</i> in father	С	с	<i>s</i>
Б	б	<i>b</i>	Т	т	<i>t</i>
В	в	<i>v</i>	У	у	<i>oo</i> in book
Г	г	<i>g</i> in good	Ф	ф	<i>f</i>
Д	д	<i>d</i>	Х	х	<i>ch</i> in Scotch loch
Е	е	<i>e</i> in very	Ц	ц	<i>ts</i> in hoots
Ж	ж	<i>s</i> in pleasure	Ч	ч	<i>ch</i> in church
З	з	<i>z</i>	Ш	ш	<i>sh</i> in shawl
И	и	<i>i</i> in ink	Щ	щ	<i>sht</i> or <i>st</i> in German Stein
Й	й	<i>y</i> in boy	Ъ	ъ	} <i>u</i> as in but; at the end of a word mute. ¹
К	к	<i>k</i>	Ь	ь	
Л	л	<i>l</i>	Ѣ	ѣ	<i>ie</i> or <i>ye</i> ²
М	м	<i>m</i>	Ю	ю	<i>u</i> in union
Н	н	<i>n</i>	Я	я	<i>ya</i> in yard
О	о	<i>o</i> in mother	—	ж ³	<i>u</i> in but
П	п	<i>p</i>	—	ѣх ⁴	<i>iu</i>
Р	р	<i>r</i>			

¹ When Ъ is mute it is for the purpose of rendering the preceding consonant hard; when Ь is mute, it renders the preceding consonant soft.

² In an accented syllable often pronounced like the Я (ya).

³ This letter originally occurred in Old Slavonic and had a nasal pronunciation. Now, however, nasals are found only in some of the Bulgarian dialects.

⁴ This letter seems to be going out of use, being sometimes supplanted by Я, pronounced very short.

The Bulgarian language belongs to the southeastern Slavic group; but during the 500 years of Turkish domination it has absorbed many foreign elements, both from the Turkish and from the languages of the neighboring states. Outside of ecclesiastical works the alphabet used is that of the Russian Cyrillic plus the addition of two Bulgarian characters, ж and ѣ. The vowel sound *o* of the old Bulgarian Cyrillic is retained. The final ъ is mute.

Punctuation is very similar to that in the English language.

Initial capital letters are used for all proper names, including proper adjectives; also names of months and days of the week.

Syllabication

Division of words is the same as in the Russian (p. 147).

Cardinal numbers

единъ, една, едно	one	деветъ	nine
два, двѣ	two	десетъ	ten
три	three	единайсетъ	eleven
чет(е)ри	four	дванайсетъ	twelve
петъ	five	тринайсетъ	thirteen
шестъ	six	двайсетъ	twenty
седемъ	seven	сто	hundred
осемъ	eight	хиляда	thousand

Ordinal numbers

първий	}	first	третий	}	third
първа			трета		
първо			трето		
вторий	}	second	четвъртий ¹	}	fourth
втора			петий		
второ			шестий		

¹ Beginning with this number only the masculine forms of the ordinals are given. The feminine and neuter may be formed, as in the preceding three cases, by changing ий to a and o, respectively.

Ordinal numbers—Continued

седмий	seventh	тринайсетий	thirteenth
осмий	eighth	двайсетий	twentieth
деветий	ninth	стотий } стотний }	hundredth
десетий	tenth	хилядний	thousandth
единайсетий	eleventh		
дванайсетий	twelfth		

Months

Януари	January	Юли	July
Февруари	February	Августъ	August
Март	March	Септември	September
Априль	April	Октомври	October
Май	May	Ноември	November
Юни	June	Декември	December

Days

Недѣля	Sunday	Четвъртъкъ	Thursday
Понедѣльникъ	Monday	Петъкъ	Friday
Вторникъ	Tuesday	Събота	Saturday
Срѣда	Wednesday		

Seasons

пролѣтъ	spring	есень	autumn
лѣто	summer	зима	winter

Time

часъ } саатъ }	hour	мѣсець	month
день	day	година	year
седмица } недѣля }	week		

Articles to be disregarded in filing

тъ, та, то; *pl.* тѣ
единъ, една, едно

BURMESE

Character	Transliteration	Character	Transliteration	Character	Transliteration
ဒ	a	ဂ	ga	ဒ	da
ဒာ	ā	ဃ	gha	ဓ	dhā
ဒိ	i	င	nga	န	na
ဒီ	ī	စ	ca	ပ	pa
ဒု, ဒူ	u	ဆ	ch'a	ဖ	pha
ဒွေ	ū	ဇ	ja	ဗ	ba
ဒေ	ē	ဈ	jha	ဘ	bha
ဒု	ü	ည	ñā	မ	ma
ဒို	o	ဋ	ṭa	ယ	ya
		ဌ	ṭha	ရ	ra
ဒေါ	o	ဍ	ḍa	လ	la
ဒေါ		ဎ	ḍha	ဝ	wa
ဒိုင်	au	တ	ṇa	သ	sa
ဒိုင်	an	ထ	ṭa	ဟ	ha
က	ka	ထ	ta	ဒ	a
ခ	kha	ထ	tha	င	ḷa

NOTE.—Continental sounds are used in transliteration.

Vowel signs

ာ	ိ	ီ	ု	ူ	ေ	ံ	ေ	ော်
ā	i	ī	u	ū	e	ā	o	au

This alphabet is borrowed from the old rock-cut Pali of India, and thus, together with a number of its words, is of Indian origin.

The language is monosyllabic and agglutinative, and is more nearly like the Chinese than the Indian. A single syllable may have a great many meanings, depending on the tone used or the manner in which the syllable is stressed. In writing, these syllables are differentiated by accents (points) which are placed under or after the characters. A point under the character indicates the soft or acute accent, while two, one above the other, after the character indicate the grave accent.

With English, Burmese is the official language of Burma, although Hindostani is widely spoken.

Numerals

၀	1	၅	5	၉	9
၂	2	၆	6	၀	0
၃	3	၇	7		
၄	4	၈	8		

CATALONIAN

Char- acter	Tone value
a	<i>a</i> in Spanish; <i>a</i> in French Paris; <i>a</i> in French âme; <i>e</i> in German Gabe
b	<i>b</i> , <i>p</i>
c	<i>k</i> ; <i>kk</i> after accent; <i>g</i> before voiced tone; mute in <i>nc</i> ; <i>s</i> before <i>e</i>
ç	<i>s</i> before <i>a</i> , <i>o</i> , <i>u</i> ; <i>z</i> , voiced, before <i>m</i>
ch	<i>k</i> ; occurs only in chor, choral, chorista
d	<i>d</i> as initial and before or after consonants; <i>th</i> between vowels and voiced consonants; <i>t</i> before unvoiced tone and as final; <i>g</i> in combination <i>dj</i> ; mute after <i>n</i> and between <i>r</i> and <i>s</i>
e	<i>e</i> , open, in French mère; <i>e</i> , closed, in French é; as in German Gabe
f	<i>f</i>
g	<i>g</i> , hard, as initial and before <i>a</i> , <i>o</i> , <i>u</i> , and a consonant in the initial syllable; <i>gg</i> in the combination <i>gl</i> , but only when it occurs after the stressed syllable; <i>k</i> , when before final mute <i>s</i> ; <i>g</i> , medium soft, between a vowel and mute consonant; <i>g</i> , soft, when initial before <i>e</i> or <i>i</i> ; <i>gg</i> , soft, in the combination <i>tg</i> or <i>ig</i> ; <i>ch</i> in the combination (final) <i>ig</i> ; French <i>j</i> when initial before <i>e</i> or <i>i</i> ; <i>ng</i> as in ring before <i>n</i>
gu	<i>g</i> , hard, before <i>e</i> or <i>i</i> ; <i>g</i> , medium soft, after a vowel and before <i>e</i> or <i>i</i> ; <i>gu</i> before <i>a</i> ; <i>gu</i> , medium soft, after a vowel and before <i>a</i>
gü	<i>gw</i> in Gwendolyn, before <i>e</i> or <i>i</i>
h	Always mute
i	<i>e</i> in <i>we</i>
j	<i>j</i> in <i>Jew</i> when initial; otherwise French <i>j</i>
k	<i>k</i> ; occurs only in foreign words
l	<i>l</i> , when initial and elsewhere when between vowels; <i>l</i> in <i>milk</i> when at close of a word or syllable; <i>lj</i> in combination <i>tl</i>
l.l	<i>ll</i> , generally pronounced as a single <i>l</i>
ll	<i>ll</i> , like <i>ll</i> in Spanish gallo
m	<i>m</i>
n	<i>n</i> ; <i>ng</i> before <i>c</i> or <i>g</i> ; sometimes <i>nj</i> before <i>ll</i> or <i>x</i> ; <i>m</i> before a labial
ny	<i>ñ</i> , as in Spanish
o	<i>o</i> , open, as in French mort; <i>o</i> , closed, as in German so; <i>u</i> in unstressed syllables
p	<i>p</i> , before and between consonants; like Italian <i>p</i> before vowels; <i>pp</i> in the combination <i>ple</i> , when after the stress; <i>b</i> when final and the following word begins with a voiced tone; mute after <i>m</i>
qu	<i>k</i> , before <i>e</i> or <i>i</i> ; <i>qu</i> as in English before <i>a</i> or <i>o</i>
qü	<i>qw</i> , same sound as in question
r	<i>r</i> , weak lingual between and after vowels and after all consonants, except <i>l</i> , <i>m</i> , <i>n</i> ; rolled lingual when final, after <i>l</i> , <i>m</i> , <i>n</i> , or when doubled; mute when final in <i>-er</i> , <i>-ar</i> , <i>-or</i> , or in <i>carnselada</i>
s	<i>s</i> , voiceless, sharp, when initial of word or syllable after a consonant, as well as before a mute consonant or at the end of a word, and in <i>ss</i> ; <i>z</i> , between vowels, before vowels and <i>h</i> , and after <i>n</i> ; mute in the combination <i>igs</i>
t	<i>t</i> , before and between consonants; Spanish <i>t</i> before a vowel; <i>d</i> , before a voiced sound; <i>g</i> , in the combinations <i>tg</i> , <i>tj</i> ; <i>ce</i> , <i>ci</i> in <i>tx</i> ; mute when final after <i>n</i> , <i>l</i> ; before <i>ll</i> ; in the verbal ending <i>-itzar=iza</i> ; before <i>m</i> , and between <i>r</i> or <i>s</i>

CATALONIAN—Continued

Char-acter	Tone value
u	<i>u</i> , closed, as in German <i>Uhr</i> ; mute when the preceding word ends in a vowel; <i>ü</i> , which occurs in the combinations <i>gü</i> or <i>qü</i> before <i>e</i> , has the <i>gw</i> or <i>qw</i> sound
v	<i>b</i> , when initial and after a consonant; <i>v</i> , bilabial between vowels
x	<i>ks</i> , in the prefix <i>ex-</i> before a mute consonant; <i>gz</i> between vowels; <i>š</i> , <i>ts</i> sound, when initial, when initial after a consonant, when final, and in the combinations <i>ix</i> ; <i>ce</i> , <i>ci</i> (Italian) in combination <i>tx</i> ; <i>z</i> in combination <i>ix</i> between vowels in syntactic combinations; <i>ğğ</i> in combination <i>tx</i> between vowels, as also before voiced consonants in syntactic combinations
z	<i>s</i> in German <i>Rose</i> , when initial or toward end of word; unvoiced, sharp <i>s</i> after <i>t</i>

NOTE.—*y* occurs only in the combination *ny*.

Catalonian is the language of 4,500,000 people living in a long and rather broad district extending along the eastern border of Spain, the island of Sardinia, and in the French Département des Pyrénées Orientales. There is an extremely wide divergence in the dialects spoken in the different districts, but Central Catalonian, which is used in Barcelona, is the literary language of the present. Catalonian is one of the so-called Romance languages.

Accents and signs

The grave and acute accents are used to indicate not only stress but also the quality of the vowel bearing the accent. The grave denotes the open and the acute the closed vowel. The *a* takes only the former, *i* and *u* only the latter.

The cedilla *ç* is used for the unvoiced *s* sound before *a*, *o*, or *u*.

The apostrophe indicates the elision of a vowel, as *l'home*, the man.

The hyphen is used to divide syllables, in compounding, and to connect the verb and the personal pronoun: *pa-re*, father; *compta-gotes*, drop counter; *vestir-se*, he dresses.

The dieresis is used on the *ï* to denote that it does not form a diphthong with the vowel preceding, and on the *ü* to show that the *u* is to be sounded in the combinations *güe*, *güi*, *qüe*, *qüi*.

The stress is either on the last syllable, or, most often, on the penult or the antepenult. In view of the uncertainty of locating the proper stress, it is suggested that a sign be used only in case the stress is on the antepenultimate or on the last syllable, and thus all words not bearing a written accent would be stressed on the penult.

Syllabication

A single consonant goes with the following syllable: *ne-bo-da*, niece; the same is true of the semiconsonants *i* and *u* when between vowels: *es-gla-iar*, frighten; *pe-ua-da*, footprint; also the second of a double consonant: *im-mò-bil*, immovable. The combinations *bl*, *br*, *cl*, *cr*, *dr*, *fl*, *gl*, *gr*, *gu*, *ll*, *ny*, *pl*, *pr*, *qu*, and *tr* also go with the following syllable. The first of a double consonant does not go over, and the prefixes *des*, *en*, and *trans* always remain intact.

The articles

Definite:	Singular	Plural
Masculine	el, l'	els
Feminine	la, l'	les
Indefinite:		
Masculine	un	uns
Feminine	una	unes
Personal:		
Masculine	en	
Feminine	na, n'	

Cardinal numbers

un, u, una	one	dèu	ten
dos, dugues(<i>f</i>)	two	onze	eleven
tres	three	dotze	twelve
quatze	four	tretze	thirteen
cinc	five	vint	twenty
sis	six	vintiun, vintiú	twenty-one
set	seven	cent, -es (<i>f</i>)	hundred
vuit	eight	doscent, -centes (<i>f</i>)	two hundred
nou	nine	mil	thousand

Ordinal numbers

primer	first	desè, dècim	tenth
segón	second	onzè	eleventh
terç, tercer	third	dotzè	twelfth
quart	fourth	tretzè	thirteenth
cinquè, quint	fifth	vintè	twentieth
sisè, sext	sixth	ventiunè	twenty-first
setè, sèptim	seventh	centè	hundredth
vuitè, octau	eighth	milè, milèsim	thousandth
novè	ninth		

The ordinals also have a feminine which is formed as follows: Those ending in a consonant take an *a* (*primera*), while *na* is added to those ending in *è*, and the accent is dropped.

Months

janer, jener	January	juliol	July
febrer	February	agost	August
març	March	setembre	September
abril	April	octubre	October
matj	May	novembre	November
juny	June	desembre	December

Days

diumenge	Sunday	dijous	Thursday
dilluns	Monday	divendres	Friday
dimars	Tuesday	dissabte	Saturday
dimecres	Wednesday		

Seasons

primavera	spring	tardor	autumn
estiu	summer	ivern, hivern	winter

Time

hora	hour	mes	month
dia	day	any	year
setmana	week	segle	century

CHINESE

No.	Char-acter	Sound	Definition	No.	Char-acter	Sound	Definition
1†	一	i ¹	one	30†	口	k'ou ³	a mouth
2	丨	kun ³	a downstroke	31	囗	wei ²	an enclosure
3	丶	chu ³	a dot	32†	土	t'u ²	earth
4	ノ	p'ieh ³	a left stroke	33†	士	shih ⁴	a scholar
5	乙	i ⁴	a curve	34	夕	chih ⁴	a step
6	丿	chüeh ²	a crook	35	夕	ts'ui ¹	to walk slowly
7†	二	êrh ⁴	two	36	夕	hsi ¹	evening
8	土	t'ou ²	a cover	37†	大	ta ⁴	great
9a†	人	jên ²	a man	38†	大	nü ³	a woman
b*	イ			39†	子	tzü ³	a son
10	儿	jên ²	a man's legs	40*	宀	mien ²	a roof
11†	入	ju ⁴	enter	41†	寸	ts'un ⁴	an inch
12†	八	pa ¹	eight	42†	小	hsiao ³	small
13*	口	chiung ³	a limit	43	尢	wang ¹	lame
14*	冫	mi ⁴	to cover	44†	尸	shih ¹	a corpse
15*	冫	ping ¹	ice	45	艸	ch'é ⁴	a sprout
16†	几	chi ¹	a stand	46†	山	shan ¹	a hill
17*	凵	k'an ³	receptacle	47a†	川	ch'uan ¹	a stream
18a†	刀	tao ¹	a knife	b*	工		
b*	力			48†	kung ¹	work	
19†	力	li ⁴	strength	49†	己	chi ³	self
20*	勹	pao ¹	to wrap	50†	巾	chin ¹	a napkin
21*	匕	pi ³	a spoon	51†	干	kan ¹	a shield
22	匚	fang ¹	a basket	52	幺	yao ¹	small
23	匚	hsi ³	a box	53†	广	yen ³	a shelter
24†	十	shih ²	ten	54	彳	yin ³	to move on
25†	卜	pu ³	to divine	55*	井	kung ³	folded hands
26	卩	chieh ²	a seal; knot	56	弋	i ⁴	a dart
27	厂	han ⁴	a cliff	57†	弓	kung ¹	a bow
28*	厶	szü ¹	private	58	彡	ch'i ⁴	pointed
29†	又	yu ⁴	and also	59	彡	shan ¹	plumage
				60*	彳	ch'ih ⁴	a left step

CHINESE—Continued

No.	Character	Sound	Definition	No.	Character	Sound	Definition
61a†	心	}hsin ¹	the heart	86a†	火	}huo ³	fire
b*	忄			b*	灬		
c*	小			87a†	爪	}chao ³	claws
62†	戈	ko ¹	a spear	b*	𠂇		
63†	戶	hu ⁴	the family	88†	父	fu ⁴	father
64a†	手	}shou ³	a hand	89	交	yao ²	intertwine
b*	扌			90*	爿	ch'iang ²	a bed
65†	支	chih ¹	a branch	91†	片	p'ien ⁴	a strip
66a	支	}p'u ¹	to rap	92†	牙	ya ²	a tooth
b*	攴			93a†	牛	}niu ²	an ox
67†	文	wên ²	literature	b	牜		
68†	斗	tou ³	a peck	94a*	犬	}ch'üan ³	a dog
69†	斤	chin ¹	a catty	b*	犴		
70†	方	fang ¹	square	95	玄	yüan ²	dark
71	无	wu ²	without	96a*	玉	}yü ⁴	jade
72†	日	jih ⁴	the sun	b*	彗		
73†	日	yüeh ¹	to speak	97	瓜	kua ¹	a melon
74†	月	yüeh ⁴	the moon	98†	瓦	wa ³	a tile
75†	木	mu ⁴	wood	99†	甘	kan ¹	sweet
76†	欠	ch'ien ⁴	to owe	100†	生	shêng ¹	to beget
77†	止	chih ³	to stop	101†	用	yung ⁴	to use
78†	歹	tai ³	bad	102†	田	t'ien ²	a field
79	殳	shu ¹	to kill; staff	103†	疋	p'í ³	a roll of cloth
80†	毋	wu ²	do not	104*	疒	ni ⁴	disease
81†	比	pi ³	to compare	105*	𠂇	po ⁴	back to back
82†	毛	mao ²	hair	106†	白	pai ²	white
83†	氏	shih ⁴	a clan	107†	皮	p'í ²	skin
84	气	ch'í ⁴	air				
85a†	水	}shui ³	wate.				
b*	氵						

CHINESE—Continued

No.	Char-acter	Sound	Definition	No.	Char-acter	Sound	Definition	
108	皿	min ³	a dish	128†	耳	êrh ³	an ear	
109†	目	mu ⁴	an eye	129	聿	yü ⁴	a pen	
110	矛	mou ²	a lance	130a†	肉	}jou ⁴	flesh	
111†	矢	shih ⁴	an arrow	b*	月			
112†	石	shih ^{2 a}	a stone	131†	臣	ch'ên ²	a statesman	
113a†	示	}shih ⁴	to reveal	132†	自	tzu ⁴	self	
b*				示	133†	至	chih ⁴	to reach
114	内	jou	a track	134†	臼	chiu ⁴	a mortar	
115†	禾	hê ²	grain	135†	舌	shê ²	the tongue	
116a†	穴	}hsüeh ⁴	a cave	136	舛	ch'uan ³	to oppose	
b				穴	137†	舟	chou ¹	a boat
117†	立	li ⁴	to stand	138†	艮	kên ⁴	a limit	
118a†	竹	}chu ²	bamboo	139	色	sé ⁴	color	
b				竹	140a	艸	}ts'ao ³	grass
119†	米	mi ³	rice	b*	艸			
120a	糸	}mi ⁴	raw silk	141*	虍	hu ³	a tiger	
b*				糸	142†	虫	ch'ung ²	an insect
121	缶	fou ³	earthenware	143	血	hsüeh ⁴	blood	
122a	网	}wang ³	a net	144†	行	hsing ²	to go	
b				网	145a†	衣	}i ¹	clothes
c				网	b*	衤		
d				网	146a	西	}ya ⁴	{to cover; <i>hsi</i> (west) is of- ten used for this radical.
123†	羊	yang ²	a sheep	b	西			
124	羽	yü ³	a wing	147†	見	chien ⁴	to see	
125†	老	lao ³	old	148†	見	chiao ³	horn; an an- gle	
126†	而	êrh ²	and; yet	149†	言	yen ²	words	
127	耒	lei ³	a plow	150†	言	ku ³	a gully	
				151†	豆	tou ⁴	beans	

* It takes the second tone when used as a verb.

CHINESE—Continued

No.	Char-acter	Sound	Definition	No.	Char-acter	Sound	Definition
152†	豕	shih ⁴	swine	174†	青	ch'ing ¹	green; azure
153	豸	chai ⁴	a reptile	175†	非	fei ¹	no
154†	貝	pei ⁴	a shell; valu- able	176†	面	mien ⁴	the face
155	赤	ch'ih ⁴	bare	177†	革	kê ²	hide; to strip
156†	走	tsou ³	to walk	178*	韋	wei ²	dressed leath- [er
157a†	足	}tsu ²	{the foot; enough	180†	音	yin ¹	sound
b	足			181†	頁	yeh ⁴	a page
158†	身	shên ¹	the body	182†	風	fêng ¹	the wind
159†	車	ch'é ¹	a cart	183	飛	fei ¹	to fly
160†	辛	hsin ¹	pungent	184†	食	shih ²	to eat
161†	辰	ch'ên ²	time	185†	首	shou ³	the head; first
162a	走	}cho ¹	to go	186†	香	hsiang ¹	incense
b*	之			187†	馬	ma ³	a horse
163a	邑	}i ⁴	a city	188†	骨	ku ³	a bone
b*	卩			189†	高	kao ¹	high
164†	酉	yu ³	wine; harvest	190	髟	piao ¹	bushy hair
165	采	pien ⁴	to separate	191	鬥	tou ⁴	to fight
166†	里	li ³	a Chinese mile	192	鬯	ch'ang ¹	herbs
167†	金	chin ¹	metal; gold	193	鬲	li ⁴	a cauldron
168†	長	ch'ang ²	long	194†	鬼	kuei ³	a demon
169†	門	mên ²	a door; gate	195†	魚	yü ²	a fish
170a	阜	}fou ⁴	a mound	196†	鳥	niao ³	a bird
b*	卩			197*	鹵	lu ³	rock salt
171	隶	tai ⁴	to reach to	198	鹿	lu ⁴	a deer
172*	隹	chui ¹	birds	199	麥	mai ⁴	wheat
173a†	雨	}yü ³	rain	200†	麻	ma ²	hemp
b	手			201†	黃	huang ²	yellow
				202	黍	shu ³	millet

CHINESE—Continued

No.	Character	Sound	Definition	No.	Character	Sound	Definition
203†	黑	hei ¹	black	209	鼻	pi ²	the nose
204	繡	chih ³	embroidery	210†	齊	ch'í ²	uniform; regular
205*	龜	min ³	a frog	211	齒	ch'ih ³	front teeth
206	鼎	ting ³	a tripod	212†	龍	lung ²	a dragon
207	鼓	ku ³	a drum	213	龜	kuei ¹	a tortoise
208	鼠	shu ³	a rat	214	龠	yüeh ⁴	a flute

* Indicates the more important of the radicals.

† Indicates complete characters as well as radicals.

NOTE.—The superior figures in the "sound column" indicate the number of the tone used.

A large percentage of the Chinese characters are a combination of two parts, the radical and the phonetic. The radical is a key indicating the group to which a given character belongs. This is the most important function of the radical. In many cases, however, it gives a hint as to the meaning of the character. At present there are 214 radicals, which, for convenience, are grouped according to the number of strokes they contain, i.e., the number of lines required to write them. Not all of the 214 radicals represent, in and by themselves, complete words, many serving only as mere roots from which full-meaning characters are constructed. The radical may be written at the top, bottom, left, or right of the character of which it is a component part, but its usual position is at the left. Many radicals change their form when written as parts of other characters. (See table.)

Romanization

Among English-speaking peoples, Sir Thomas Wade's system of writing the sounds for Chinese characters has been adopted as standard. The romanized sounds for all the characters number about 400 and are derived from combinations of 27 "initials" and 40 "finals." In some "sound groups" as many as 26 characters, all written differently with different meanings, have the same romanized spelling. The initials are: *a, ch, ch', é, f, h, hs, i, j, k, k', l, m, n, o, p, p', s, sh, t, t', ts, ts', tz, tz', w, and y.* The finals are: *a, ai, an, ang, ao, é, eh, ei, ên, êng, i, ia, iang, iao, ieh, ien, ih, in, ing, iu, iung, n, ng, o, ou, rh, u, ua, uai, uan, uang, ui, un, ung, uo, ü, ü, üan, üeh, ün.*

Tone

The tones are regular vocal modulations which result in different inflections of the same sound, so that a Chinese sentence spoken slowly with the tones clearly brought out has a sing-song effect on the foreign ear. The tone is as essential to the word as the sound itself, and, like the latter, it is not fixed, but is in a constant state of evolution, as illustrated in the differences of intonation in the various dialects spoken in different parts of China. Four tones—the even upper, even lower, rising, and falling—have been distinguished, and in the Cantonese dialect each of these is again divided into an upper and a lower series and a ninth tone has also been added. In speaking, it is not necessary to give each word its full tonic force, since quite a number of words, such as the enclitics, have no intonation whatever, while in others the degree of emphasis depends on the tone itself as also, at times, on the position of the word in the sentence.

Digits

	Transliteration	Common form	Commercial form ¹	Special form ²
1.	i	一	丨	弍 <i>or</i> 壹
2	erh	二		貳 <i>or</i> 弍
3	san	三	川	叁 <i>or</i> 弍
4	szu	四	×	肆
5	wu	五	ㄅ	伍
6	liu	六	ㄥ	陸
7	chi	七	ㄩ	柒
8	pa	八	ㄩ	捌
9	chiu	九	文	玖
0	ling	零	○	

¹ These are supposed to be of Graeco-Bactrian origin but are known by the Chinese as Soochow or business characters. When 1, 2, and 3 come together, they are written alternately vertically and horizontally.

² These are used on drafts, pawn tickets, etc., as being less liable to fraudulent alteration.

Fractions

	Character and sound	Contracted form
One tenth	錢 ch'ien ²	𠄎 <i>or</i> 𠄏
One hundredth	分 fên ¹	𠄐 <i>or</i> 𠄑
One thousandth	釐 li ²	厘 <i>or</i> 𠄒
One ten-thousandth	毫 hao ²	毛
One hundred-thousandth	絲 ssü ¹	糸
One millionth	忽 hu ^{1*}	
One ten-millionth	微 wei ²	
One hundred-millionth	纖 hsien ¹	僉
One billionth	沙 sha ¹	
One ten-billionth	塵 ch'ên ²	

Cardinal numbers

	Characters and sound	Remarks
One	一 i ^{4*}	
Ten	十 shih ^{2*}	Lengthened form 拾
Hundred	百 pai ^{3*}	” ” 佰
Thousand	千 ch'ien ¹	” ” 仟
Ten thousand	萬 wan ⁴	Contracted ” 万
Hundred thousand	億 yi ^{4*}	
Million	兆 chao ⁴	
Ten million	經 or 京 ching ¹	
Hundred million	垓 or 亥 kai ¹	} 垓 and 秭 sometimes change places. See K'ang Hsi <i>sub</i> 秭.
Billion	補 pu ³ or 秭 tzü ³	
Ten billion	壤 jang ³	
Hundred billion	溝 kou ¹	Also written 蕞
Trillion	澗 chien ⁴	
Ten trillion	正 chêng ⁴	
Hundred trillion	載 tsai ⁴	

Ordinal numbers

The cardinals are used but preceded by the character *ti*.

First	ti ⁴ -i ¹	第一	Seventh	ti ⁴ -ch'í ¹	第七
Second	ti ⁴ -êrh ⁴	第二	Eighth	ti ⁴ -pa ¹	第八
Third	ti ⁴ -san ¹	第三	Ninth	ti ⁴ -chiu ³	第九
Fourth	ti ⁴ -ssü ⁴	第四	Tenth	ti ⁴ -shih ²	第十
Fifth	ti ⁴ -wu ³	第五	Eleventh	ti ⁴ -shih ² -i ¹	第十一
Sixth	ti ⁴ -liu ⁴	第六	Twelfth	ti ⁴ -shih ² -êrh ⁴	第十二

Dates

In China two methods are used to record a date; first, the method of the cycle; the year 1864, for example, is called the *chia tzü* year. This system is unsatisfactory; the combination *chia tzü* occurs every 60 years, and so an indication is usually given pointing to the particular cycle, e.g., *T'ung Chih chia tzü* year.

T'ung Chih is the reign-title or *nien-hao* of the Manchu emperor who ascended the throne in 1862. The *chia tzü* year of his reign was 1864. The other method is by the reign-title or *nien-hao* of the emperor, together with a number which indicates the year of his reign: *T'ung Chih* 3d year is equivalent to our 1864. The year 1934 is recorded as the 23d year of the Republic of China: *Chung hua min kuo erh shih san nien*.

Days

The days of the week are indicated by the use of the term for Sunday, followed by a figure. For example, Monday is *hsing-ch'i-i*, first day of the week; Thursday is *hsing-ch'i-ssü*, the fourth day of the week, etc. Two terms are in general use, *hsing-ch'i* and *li pai*, which, standing alone, also mean week.

Sunday	li ³ -pai ⁴ -jih ⁴	禮 拜 日	Thursday	li ³ -pai ⁴ -ssü ⁴	禮 拜 四
Monday	li ³ -pai ⁴ -i ¹	禮 拜 一	Friday	li ³ -pai ⁴ -wu ³	禮 拜 五
Tuesday	li ³ -pai ⁴ -êrh ⁴	禮 拜 二	Saturday	li ³ -pai ⁴ -liu ⁴	禮 拜 六
Wednesday	li ³ -pai ⁴ -san ¹	禮 拜 三			

Months

January	chêng ⁴ yüeh ⁴	正 月	July	ch'i ¹ yüeh ⁴	七 月
February	êrh ⁴ yüeh ⁴	二 月	August	pa ¹ yüeh ⁴	八 月
March	san ¹ yüeh ⁴	三 月	September	chiu ³ yüeh ⁴	九 月
April	ssü ⁴ yüeh ⁴	四 月	October	shih ² yüeh ⁴	十 月
May	wu ³ yüeh ⁴	五 月	November	shih ² -i ¹ *yüeh ⁴	十 一 月
June	liu ⁴ yüeh ⁴	六 月	December	shih ² -êrh ⁴ yüeh ⁴	十 二 月

Time

chung ¹ -tien ³	hour	yüeh ⁴	month
jih ⁴	day	nien ²	year
hsing ¹ -ch'i ¹ }	week		
li ³ pai ⁴ }			

Surnames

Chinese surnames are usually written first, followed by the personal name, thus in the name *K'ang Yu-wei*, *K'ang* is the surname, not *wei*. Personal names can usually be distinguished by the hyphen.

COPTIC

Name	Character	Transliteration	Name	Character	Transliteration
Alpha	Α α	<i>a</i>	Rho	Ρ ρ	<i>r</i>
Vida	Β β	<i>b</i> ; also <i>v</i>	Seema	С с	<i>s</i>
Gamma	Γ γ	<i>g</i>	Dau	Τ τ	<i>t</i>
Dalda	Δ δ	<i>d</i>	Heh	Υ γ	<i>y</i> ; also <i>i</i>
Ey	Ε ε	<i>e</i> ; also <i>ě</i>	Phi	Φ φ	<i>ph</i>
Seeta	Ζ ζ	<i>z</i>	Chi	Χ χ	<i>kh</i>
Hída	Η η	<i>ē</i>	Psi	Ψ ψ	<i>ps</i>
Teeda	Θ θ	<i>th</i>	Ōh	Ω ω	<i>ō</i>
Jōda	Ι ι	<i>i</i> ; also <i>j</i>	Shāi	Ϡ Ϡ	<i>š</i> (<i>sh</i>)
Kappa	Κ κ	<i>k</i>	Fāi	Ϣ ϣ	<i>f</i>
Lōla	Λ λ	<i>l</i>	Kāi	Ϥ ϥ	<i>ch</i>
Me	Μ μ	<i>m</i>	Hori	Ϧ ϧ	<i>h</i>
Ne	Ν ν	<i>n</i>	Chāndsha	Ϩ ϩ	<i>dz</i> (<i>dsh</i>)
Exi	Ξ ξ	<i>x</i> (<i>ks</i>)	Shima	Ϫ ϫ	<i>č</i> (<i>tsh</i>)
Oh	Ο ο	<i>ō</i>	Dī	Ϭ ϭ	<i>ti</i>
Bī	Π π	<i>p</i>			

This language, which was doubtless descended from the ancient Egyptian, was used by the Egyptians during the period beginning early in the third century of the Christian era. The early evangelizers adapted the Greek alphabet to the various Egyptian dialects, retaining, however, seven Demotic characters, which are shown at the end of the table.

In translating religious writings from the Greek the language became highly impregnated with Greek words, but managed to survive as the language of the country until the 16th century, when it yielded to the Mohammedan invaders, and a corrupted Arabic dialect took its place, relegating the Coptic to purely religious uses just as the Latin is in the Roman Catholic Church.

The Coptic literature is principally religious and appears in five dialects: Sahidic, Akmimic, Memphitic, and Fayumic in Upper Egypt, and Bohairic in Lower Egypt.

The letter *kāi* is used only in the Bohairic dialect and the *dī* is merely a *dau* surmounted by a *jōda* = *ti*.

In the Sahidic, numbers were generally spelled, while in the Bohairic they were represented by the Greek-letter numerals.

In Coptic manuscript the words were never divided, but in printing, for the sake of appearance, they are divided so that each part may remain as a complete entity.

The Greek punctuation marks were used in later Coptic printing.

DANISH

A	a	<i>a</i> in rather; also <i>a</i> in cat	O	o	<i>o</i> in rot; also <i>o</i> in globe
B	b	<i>b</i>	P	p	<i>p</i> in pay
C	c	<i>k</i> before <i>a, o, u</i> ; <i>s</i> before other vowels	Q	q	<i>k</i> ; <i>kv</i> is usually substituted
D	d	<i>d</i> , initial; <i>th</i> , soft, between vowels	R	r	<i>r</i>
E	e	<i>a</i> in care; also <i>e</i> in met	S	s	<i>s</i> , sharp
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> , hard initial, soft final, and sometimes mute between vowels	U	u	<i>u</i> in full; also <i>u</i> in true
H	h	<i>h</i> , mute before <i>j</i> and <i>v</i>	V	v	<i>v</i>
I	i	<i>i</i> in flit; also <i>ee</i> in flee	W	w	<i>v</i>
J	j	<i>y</i> in yet	X	x	<i>ks</i> , which is usually substituted for <i>x</i>
K	k	<i>k</i>	Y	y	<i>ü</i> in German über
L	l	<i>l</i>	Z	z	<i>s</i>
M	m	<i>m</i>	Æ	æ	<i>ä</i> in German Fähre
N	n	<i>n</i>	Ø	ø	<i>ö</i> in German Götter
			AA	aa	<i>aw</i> in law

The Latin alphabet is universally used in Denmark, with the addition of *æ*, *ø*, and *aa*.

The *c*, *q*, *w*, *x*, and *z* are used only in words of foreign origin and in proper names; *aa* is not a double *a*, but a single letter; it is sometimes placed first in the alphabet. The sound of *av* is like *au* in the German word *lau*, *aj*, *eg*, and *ej* like *i* in *pie*, and *oj* like *oy* in *boy*.

Accents

Ordinarily accents are used only in foreign loan words and in certain proper names.

Capitalization

In the official Danish language all nouns are capitalized; however, some modern authors tend to follow the English usage.

Syllabication

A consonant between two vowels usually goes with the following vowel (*ta-le*); when two or more consonants occur between two vowels, the last consonant generally goes with the following vowel (*brænd-te*); *sk*, *sp*, *st* and *str* are usually not separated, but added to the following vowel (*hvi-ske*, *læ-spe*, *bed-ste*, *ven-stre*). Compound words are divided according to their component parts (*Kirke-gaard*, *ind-til*).

Punctuation

The punctuation in the official Danish language rigidly follows the clausal construction of the sentence, especially in regard to the use of the comma; however, many modern writers tend to follow the English usage.

Articles

	Common gender	Neuter gender
Indefinite article	<i>en</i>	<i>et</i>
Definite article:		
Postpositive	<i>-en, -n</i>	<i>-et, -t</i>
{ Singular		
{ Plural	<i>-ne, -ene</i>	
Prepositive	<i>den</i>	<i>det</i>
{ Singular		
{ Plural	<i>de</i>	

The postpositive article, which is suffixed to the noun, is always used when the noun is definite in sense; the prepositive article is used when the noun is modified by an adjective.

Cardinal numbers

en (een)	one	nitten	nineteen
to	two	tyve	twenty
tre	three	en og tyve	twenty-one
fire	four	tredive	thirty
fem	five	fyrretyve (fyrre)	forty
seks	six	halvtredsindstyve	fifty
syv	seven	(halvtreds)	
otte	eight	tresindstyve (tres)	sixty
ni	nine	halvfjerdsindstyve	seventy
ti	ten	(halvfjerds)	
elleve	eleven	firsindstyve (firs)	eighty
tolv	twelve	halvfemsindstyve	ninety
tretten	thirteen	(halvfems)	
fjorten	fourteen	hundrede	hundred
femten	fifteen	hundrede og en	one hundred
seksten	sixteen		and one
sytten	seventeen	to hundrede	two hundred
atten	eighteen	tusind(e)	thousand

Ordinal numbers

første	first	sekstende	sixteenth
anden	second	syttende	seventeenth
tredje	third	attende	eighteenth
fjerde	fourth	nittende	nineteenth
femte	fifth	tyvende	twentieth
sjette	sixth	enogtyvende	twenty-first
syvende	seventh	tredivte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtredsindstyvende	fiftieth
tiende	tenth	tresindstyvende	sixtieth
ellefte (elvte)	eleventh	halvfjerdsindstyvende	seventieth
tolvte	twelfth	firsindstyvende	eightieth
trettede	thirteenth	halvfemsindstyvende	ninetieth
fjortende	fourteenth	hundrede og første	h u n d r e d
femtende	fifteenth		and first

NOTE.—Hundred(e) (100) and tusind(e) (1,000) have no corresponding ordinals.

Months

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
Marts	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Maj	May	November (Nov.)	November
Juni	June	December (Dec.)	December

Days

Søndag	Sunday	Torsdag	Thursday
Mandag	Monday	Fredag	Friday
Tirsdag	Tuesday	Lørdag	Saturday
Onsdag	Wednesday		

Seasons

Foraar	spring	Efteraar, Høst	autumn
Sommer	summer	Vinter	winter

Time

Time	hour	Maaned	month
Dag	day	Aar	year
Uge	week		

Abbreviations

A/S	Aktieselskab, joint-stock company	Hds.M.	Hendes Majestæt, Her Majesty
Adrs.	Adresse, address, c/o	Hr.	Herr, sir, Mr.
Afs.	Afsender, sender	if.	ifølge, according to
ang.	angaende, concerning	jf., jfr.	jævnfør, compare
Anm.	Anmærkning, remark, observation	Kap.	Kapitel, chapter
B., Bd.	Bind, volume, volumes	kgl.	kongelig, royal
bl.a.	blandt andet, blandt andre, among other things, or others	Kl.	Klokken, o'clock; Klasse, class
d.	død, dead	Kpt.	Kaptajn, captain
d.A.	dette Aar, this year	Kr.	Krone, crown; Kroner, crowns (coin)
D.D.	Dags Dato, the date of the day, this day	m.a.O.	med andre Ord, in other words
d.M.	denne Maaned, this month	m.fl.	med flere, with others, and others
d.v.s.	det vil sige, that is, that is to say	m.H.t.	med Hensyn til, with regard to
Dr.	Doktor, doctor	m.m.	med mere, et cetera, and more, and so forth
etc.	et cetera, et cetera	N.B.	nota bene, mark (notice) well
Eks.	Eksempel, example (illustration), e.g.	N.N.	nomen nescio, Mr. * * *, Mr. such a one
Em.	Eftermiddag, afternoon, p.m.	Nr.	Nummer, number
f.	født, born	o.s.v.	og saa videre, and so forth, etc.
f.A.	forrige Aar, last year	obs.	observer, observe
f.Eks.	for Eksempel, for instance	P.s.	Postskriptum, postscript
ff.	følgende, the following	R.	Ridder, knight
fhv.	forhenværende, former, late	Red.	Redaktør, editor
Fig.	Figur, figure	S.	Side, page; Sider, pages
Fm.	Formiddag, forenoon, a.m.	s.D.	samme Dato, same date
Forf.	Forfatter, author	S.u.	Svar udbedes, an answer is requested
Frk.	Frøken, Miss	sml.	sammenlign, compare
gl.	gammel, old	vedr.	vedrørende, concerning
H.M., } Hs.M. }	Hans Majestæt, His Majesty		

DEVANĀGARĪ

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
Vowels		Diphthongs		Palatals		Dentals		Semivowels	
अ	a	ए	e	च	ca	त	ta	य	ya
आ	ā	ऐ	ai	छ	cha	थ	tha	र	ra
इ	i	ओ	o	ज	ja	द	da	ल	la
ई	ī	औ	au	झ	jha	ध	dha	व	va
उ	u	Gutturals		ञ	ña	न	na	Sibilants and Aspirates	
ऊ	ū	क	ka	Cerebrals		Labials		श ष	śa ṣa
ऋ	ṛ	ख	kha	ट	ṭa	प	pa	ष	ṣa
ॠ	ṝ	ग	ga	ठ	ṭha	फ	pha	स	sa
ऌ	ḷ	घ	gha	ड	ḍa	ब	ba	ह	h
ॡ	ḹ	ङ	ṅa	ढ	ḍha	भ	bha	Rare lingual	
				ण	ṇa	म	ma	ळ	ḷa

Ligatures

क	ka	क्य	kya	ग	gya	क्र	ṅkra	च	cca
क		क	k	ग्य	grya	क्ष	ṅkṣa	च	ccha
ख	kṛ	ख	kṣ	ग्ल	gla	क्ष	ṅkṣva	च	cchra
ख	kka	ख	kṣma	ग्व	gva	क्ष	ṅkha	च	cchva
क्त	kta	क्ष	kṣya	घ	gha	क्ष	ṅkhyā	च	cñā
क्त्य	ktya	क्ष	kṣva	घ		घ	ṅga	च	cma
क्त्वा	ktva	कस	ksa	घ्न	ghna	घ्न	ṅgra	च	cha
क्ना	kna	ख	kha	घ्न	ghma	घ्न	ṅgha	च	chra
क्या	kma	ख		ख	घ्य	ghya	घ्य	ṅghya	च
क्य	kmya	ह	kh	घ्र	ghra	घ्र	ṅghra	ज	ja
क्य	kya	ख्य	khya	ङ	ṅa	ङ	ṅṅa	ञ	
क्र	kra	ग	ga	ङ	ṅka	ङ	ṅṅa	ञ	j
क्रय	krya	ग		ग	ङ	ṅkta	ङ	ṅṅa	ञ
क्ला	kla	ग	g	ङ्य	ṅktya	च	ca	ञ	jj
क्या	klya	ग्य	gdha	ङ्य	ṅktya	च	c	ञ	jva
क्वा	kva	ग	gna	ङ्य	ṅkya	ह		ञ	jma

DEVANĀGARĪ—Continued

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
ज	<i>jya</i>	ण	<i>ṅha</i>	द	<i>dū</i>	व्य	<i>nghya</i>	ञ	<i>bja</i>
ञ	<i>jra</i>	ण	<i>ṅḥa</i>	द्र	<i>drū</i>	न	<i>nta</i>	ब्	<i>bda</i>
ज	<i>jva</i>	ण	<i>ṅdra</i>	द	<i>dr</i>	न्थ	<i>ntyā</i>	ब्ध	<i>bdha</i>
ञ	<i>jñā</i>	ण	<i>ṅdrya</i>	द	<i>dga</i>	न्त्र	<i>ntra</i>	ब्भ	<i>bba</i>
ञ	<i>jñ</i>	ण	<i>ṅḥa</i>	द	<i>dgra</i>	न्थ	<i>ntha</i>	ब्भ	<i>bbha</i>
ञ	<i>jha</i>	ण	<i>ṅḥa</i>	द	<i>dgha</i>	न्थ	<i>nda</i>	व्य	<i>bya</i>
ञ	<i>jḥa</i>	ण	<i>ṅya</i>	द	<i>dda</i>	न्थ	<i>ndra</i>	त्र	<i>bra</i>
ञ	<i>ñā</i>	ण	<i>ṅva</i>	द	<i>ddbra</i>	न्थ	<i>ndha</i>	भ	<i>bha</i>
ञ	<i>ñ</i>	ण	<i>ta</i>	द	<i>ddyā</i>	न्थ	<i>ndhya</i>	भ	<i>bh</i>
ञ	<i>ñca</i>	ण	} <i>t</i>	द	<i>ddra</i>	न्थ	<i>ndhra</i>	भ	<i>bhba</i>
ञ	<i>ñema</i>	ण		<i>tka</i>	द	<i>ddva</i>	न्थ	<i>nna</i>	भ
ञ	<i>ñya</i>	ण	<i>tka</i>	द	<i>ddha</i>	न्थ	<i>nnya</i>	भ	<i>bhra</i>
ञ	<i>ñcha</i>	ण	<i>tta</i>	द	<i>ddhya</i>	न्थ	<i>npa</i>	भ	<i>bhva</i>
ञ	<i>ñchra</i>	ण	<i>ttya</i>	द	<i>ddhva</i>	न्थ	<i>npha</i>	म	<i>ma</i>
ञ	<i>ñja</i>	ण	<i>ttra</i>	द	<i>dna</i>	न्थ	<i>nma</i>	म	} <i>m</i>
ञ	<i>ñjma</i>	ण	<i>ttva</i>	द	<i>dba</i>	न्थ	<i>nja</i>	म	
ञ	<i>ñjya</i>	ण	<i>ttha</i>	द	<i>dbra</i>	न्थ	<i>nca</i>	म	<i>mna</i>
ञ	<i>ṭā</i>	ण	<i>tna</i>	द	<i>dbha</i>	न्थ	<i>nsa</i>	म	<i>mpa</i>
ञ	<i>ṭka</i>	ण	<i>tpa</i>	द	<i>dbhya</i>	प	<i>pa</i>	म	<i>mpa</i>
ञ	<i>ṭṭa</i>	ण	<i>tpa</i>	द	<i>dma</i>	प	} <i>p</i>	म	<i>mba</i>
ञ	<i>ṭṭya</i>	ण	<i>tpha</i>	द	<i>dya</i>	प		<i>pta</i>	म
ञ	<i>ṭya</i>	ण	<i>tma</i>	द	<i>dra</i>	प	<i>ptya</i>	म	<i>mbhra</i>
ञ	<i>ṭsa</i>	ण	<i>tmya</i>	द	<i>drya</i>	प	<i>ptya</i>	म	<i>mma</i>
ञ	<i>ṭha</i>	ण	<i>tya</i>	द	<i>dva</i>	प	<i>ptrya</i>	म	<i>mya</i>
ञ	<i>ṭhya</i>	ण	} <i>tra</i>	द	<i>doya</i>	प	<i>pra</i>	म	<i>mra</i>
ञ	<i>ṭhra</i>	ण		<i>trya</i>	द	<i>dora</i>	प	<i>ppa</i>	म
ञ	<i>ḍā</i>	ण	<i>trya</i>	द	<i>dha</i>	प	<i>pma</i>	म	<i>mva</i>
ञ	<i>dga</i>	ण	<i>tva</i>	द	<i>dh</i>	प	<i>pya</i>	म	<i>mva</i>
ञ	<i>dgha</i>	ण	<i>tsa</i>	द	<i>dhna</i>	प	<i>pra</i>	म	<i>msa</i>
ञ	<i>dda</i>	ण	<i>tsa</i>	द	<i>dhna</i>	प	<i>pla</i>	य	<i>ya</i>
ञ	<i>dya</i>	ण	<i>tsna</i>	द	<i>dhma</i>	प	<i>pva</i>	य	<i>y</i>
ञ	<i>dha</i>	ण	<i>tsya</i>	द	<i>dhya</i>	प	<i>psa</i>	य	<i>-ya</i>
ञ	<i>dḥya</i>	ण	<i>tha</i>	द	<i>dhra</i>	प	<i>pha</i>	य	<i>yja</i>
ञ	<i>dhra</i>	ण	<i>th</i>	द	<i>dhoa</i>	प	<i>phya</i>	य	<i>yra</i>
ञ	<i>ṇā</i>	ण	<i>thya</i>	द	} <i>na</i>	प	<i>ba</i>	य	<i>yva</i>
ञ	<i>ṇ</i>	ण	<i>da</i>	द		<i>ṇ</i>	<i>b</i>	<i>ra</i>	य
ञ	<i>ṇa</i>	ण	<i>du</i>	द	} <i>n</i>	प	<i>bgha</i>	य	<i>ru</i>
ञ	<i>ṇṭa</i>	ण	<i>dru</i>	द		<i>ṇ</i>			य

DUTCH

Ā	ā	a in French art	M	m	m
Ā	ǎ	a in father, but much shorter	N	n	n; final, often silent
B	b	b in bay; p when final	Ō	ō	o in low
C	c	s before e, i, z; otherwise k	Ö	ö	o in not
D	d	d; t when final	P	p	p
Ē	ē	a in pale	Q	q	k in key
Ĕ	ĕ	e in met	R	r	r trilled
F	f	f	S	s	s in sister
G	g	ch in loch	T	t	t
H	h	hā; mute in Greek loan words	U	u	Long, u in du; short, oo in book
Ī	ī	ee	V	v	f
Ï	ï	i in thin	W	w	w
J	j	y in year; French j in loan words	X	x	ks in foreign words and proper names only
K	k	k	Y	y	i
L	l	l	Z	z	z in zeal before vowels and w, otherwise s in sister

The Dutch use 26 Latin letters; but of these, *c*, *q*, *x*, and *y* are used only in foreign words. They have a unique ligature, *ij*, which in manuscripts is very often changed to *ĳ*. When this ligature is the initial letter of a word at the beginning of a sentence, both are capitalized: *IJs*, ice; *IJverig*, zealous.

As in the German, the principal part of some compounds is written but once: *Taal-, lees-, en schrijfboeken*, grammar-, reading-, and copybooks.

Capitalization

Capitalization is very much the same as in English. The following exceptions should be noted:

When the first word of a sentence is represented by one letter only, the second word has the initial capital: *'s Avonds 's het koud*, in the evening it is cold.

The article or preposition between Christian and family names is not capitalized: *Jan ten Brink*, *Mathias van der Velde*.

Personal and possessive pronouns referring to the Deity are capitalized.

While *ik*, *I*, is lower-cased, the personal and possessive pronoun of the second person are capitalized: *Gisteren heb ik Uw brief ontvangen*, Yesterday I received Your letter.

Accents

The circumflex indicates that two syllables are contracted into one: *Daân*, deeds; *Goôn*, gods; *liên*, people.

The dieresis is used to indicate that two vowels are to be pronounced separately: *Zeeën*, seas; *met drieën*, with three; *oliën*, to oil. However, if two vowels cannot represent a regular sound, the dieresis is omitted: *Israeliet*, *modeartikeln*.

The acute and grave accents are used for stress on a vowel: *één gulden*, one florin; but *een gulden*, a florin; *dáár is het*, there it is; *daar is hij eindelijk*, there he is finally; *èn de een èn de ander*, the one as well as the other; *of dit of dat*, either this or that.

Syllabication

Avoid dividing short words as much as possible, but where necessary observe the following rules:

In compound words the component parts of each word must remain intact: *Eer-ambt*, post of honor; *door-een*, together; *elk-ander*, each other.

Words with prefixes *be-*, *ge-*, *her-*, etc., or with suffixes, *-aard*, *-achtig*, must be treated the same as compound words in dividing.

A single consonant between vowels is added to the following syllable, as *dee-len*, to divide; *ne-men*, to take; *la-chen*, to laugh; *li-chaam*, the body; note that *ch* is inseparable.

Where two consonants occur together, they are split: *ber-gen*, mountains; *gan-zen*, geese.

In the case of three or more consonants division is phonetical: *vor-sten*, monarchs; *ven-ster*, window; but *amb-ten*, offices; *erw-ten*, peas; *art-sen*, doctors; *koort-sen*, fevers.

Foreign words, or those of foreign origin, are divided according to pronunciation: *le-proos*, leprous; *A-driaan*, Adrian.

Cardinal numbers

een, één	one	tien	ten
twee	two	elf	eleven
drie	three	twaalf	twelve
vier	four	dertien	thirteen
vijf	five	twintig	twenty
zes	six	een en twintig	twenty-one
zeven	seven	honderd	hundred
acht	eight	duizend	thousand
negen	nine		

Ordinal numbers

eerste	first	tiende	tenth
tweede	second	elfde	eleventh
derde	third	twaalfde	twelfth
vierde	fourth	dertiende	thirteenth
vijfde	fifth	twintigste	twentieth
zesde	sixth	een en twintigste	twenty-first
zevende	seventh	honderdste	hundredth
achtste	eighth	duizendste	thousandth
negende	ninth		

Months

Januari (Jan.)	January	Juli	July
Februari (Feb.)	February	Augustus (Aug.)	August
Maart	March	September (Sept.)	September
April (Apr.)	April	October (Oct.)	October
Mei	May	November (Nov.)	November
Juni	June	December (Dec.)	December

Days

Zondag	Sunday	Donderdag	Thursday
Maandag	Monday	Vrijdag	Friday
Dinsdag	Tuesday	Zaterdag	Saturday
Woensdag	Wednesday		

Seasons

lente, voorjaar	spring	herfst, najaar	autumn
zomer	summer	winter	winter

Time

uur, ure, stond,	hour	week	week
stonde		maand	month
dag	day	jaar, jaartal	year

Articles to be disregarded in filing

de	het, 't	een	eene
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ESPERANTO

A	a	a as in pa	K	k	k
B	b	b	L	l	l
C	c	ts in wits	M	m	m
Ĉ	ĉ	ch in church	N	n	n
D	d	d	O	o	o in go
E	e	a in air	P	p	p
F	f	f	R	r	r trilled
G	g	g in go (always hard)	S	s	s in so
Ĝ	ĝ	g in gem (soft)	Ŝ	ŝ	sh in show
H	h	h, aspirated	T	t	t
Ĥ	ĥ	h, guttural, ch in loch	U	u	oo in soon
I	i	e in we	Ŭ ²	ŭ	u in bull
J ¹	j	y in yet	V	v	v
Ĵ	ĵ	s in pleasure	Z	z	z

¹ J is like the English semivowel *y*, and therefore at the end of words forms the diphthongs *aj*, *ej*, *oj*, and *uj*.
² Ŭ forms with *a* and *e* the diphthongs *aŭ* (pronounced like *ou* in house), and *eŭ* (pronounced like the words *eh* and *who*, quickly uttered, without any aspirate, *eh-hoo*).

Esperanto is a "made" language intended by its inventor, Dr. Zamenhoff, to become a ready medium of world communication. Radicles are taken from various languages to which a system of suffixes is added to provide a grammatical structure.

Accent

The principal accent is always on the antepenult, third from last syllable.

Syllabication

A syllable is necessary for every vowel regardless of how many come together; there are no double vowels: *tra-i-re*, *bo-a-o*, *me-ti-ist-o*, *zo-o-lo-gi-o*.

Punctuation

The present custom is for each writer to follow the rules of his own language since it is impossible to change the meaning of a sentence by punctuation, as is often the case in English.

Capitalization

Considerable latitude is permitted in the use of capital letters, but certain seemingly international styles have been adopted. Names of countries are capitalized, but the names of races, with the correlative adjectives and adverbs, are not: *Francujo*, France; *franco*, a Frenchman; *franca*, French; *france*, in French. The same rule applies to churches, orders, and political parties. The names of the days of the week are not capitalized.

Cardinal numbers

unu	one	naŭ	nine
du, -o	two	dek	ten
tri	three	dekunu	eleven
kvar	four	dekdu	twelve
kvin	five	dektri	thirteen
ses	six	dudek	twenty
sep	seven	cent, cento	hundred
ok	eight	mil	thousand

Ordinal numbers

antaŭa, -e	first	naŭa	ninth
dua	second	deka	tenth
tercio	third	dekunua	eleventh
kvarto	fourth	dekdua	twelfth
kvina	fifth	dektria	thirteenth
seksto	sixth	dudeka	twentieth
septimo	seventh	centa	hundredth
oka	eighth	mila	thousandth

Months

Januaro	January	Julio	July
Februaro	February	Aŭgusto, -a	August
Marto, -a	March	Septembro	September
Aprilo, -a	April	Oktobro	October
Majo	May	Novembro, -a	November
Junio	June	Decembro, -a	December

Days

dimanĉo, -a	Sunday	ĵaŭdo	Thursday
lundo	Monday	vendredo, -a	Friday
mardo	Tuesday	sabato	Saturday
merkredo	Wednesday		

Seasons

printempo, -a	spring	aŭtuno, -a	autumn
somero, -a	summer	vintro, -a	winter

Time

horo, -a	hour	monato	month
tago	day	jaro	year
samajno, septago	week		

Article to be disregarded in filing

The definite article is *la*.

ETHIOPIC

a	ā	i	ā	ē	e	ō
ሀ ha	ሁ hū	ሂ hī	ሃ hā	ሄ hē	ህ he	ሆ hō
ለ la	ሉ lū	ሊ lī	ላ lā	ሌ lē	ሎ le	ሎ lō
ሐ ḥa	ሐ፡ ḥū	ሐ፡ ḥī	ሐ፡ ḥā	ሐ፡ ḥē	ሐ፡ ḥe	ሐ፡ ḥō
መ ma	ሙ mū	ሚ mī	ማ mā	ሜ mē	ሞ me	ሞ mō
ሠ ṣa	ሠ፡ ṣū	ሠ፡ ṣī	ሠ፡ ṣā	ሠ፡ ṣē	ሠ፡ ṣe	ሠ፡ ṣō
ረ ra	ሩ rū	ሪ rī	ራ rā	ራ rē	ሮ re	ሮ rō
ሰ sa	ሱ sū	ሲ sī	ሳ sā	ሴ sē	ሶ se	ሶ sō
ቀ qa	ቁ qū	ቂ qī	ቃ qā	ቄ qē	ቆ qe	ቆ qō
በ ba	ቡ bū	ቢ bī	ባ bā	ቤ bē	ቦ be	ቦ bō
ተ ta	ቱ tū	ቲ tī	ታ tā	ቲ tē	ቲ te	ቲ tō
ኀ ḅa	ኁ ḅū	ኂ ḅī	ኃ ḅā	ኄ ḅē	ኅ ḅe	ኆ ḅō
ነ na	ኑ nū	ኒ nī	ና nā	ኔ nē	ኖ ne	ኖ nō
አ 'a	አ፡ 'ū	አ፡ 'ī	አ፡ 'ā	አ፡ 'ē	አ፡ 'e	አ፡ 'ō
ከ ka	ከ፡ kū	ከ፡ kī	ከ፡ kā	ከ፡ kē	ከ፡ ke	ከ፡ kō
ወ wa	ወ፡ wū	ወ፡ wī	ወ፡ wā	ወ፡ wē	ወ፡ we	ወ፡ wō
ዐ 'a	ዐ፡ 'ū	ዐ፡ 'ī	ዐ፡ 'ā	ዐ፡ 'ē	ዐ፡ 'e	ዐ፡ 'ō
ዘ za	ዘ፡ zū	ዘ፡ zī	ዘ፡ zā	ዘ፡ zē	ዘ፡ ze	ዘ፡ zō
የ ja	የ፡ jū	የ፡ jī	የ፡ jā	የ፡ jē	የ፡ je	የ፡ jō
ደ da	ደ፡ dū	ደ፡ dī	ደ፡ dā	ደ፡ dē	ደ፡ de	ደ፡ dō
ገ ga	ገ፡ gū	ገ፡ gī	ገ፡ gā	ገ፡ gē	ገ፡ ge	ገ፡ gō
ጠ ḥa	ጠ፡ ḥū	ጠ፡ ḥī	ጠ፡ ḥā	ጠ፡ ḥē	ጠ፡ ḥe	ጠ፡ ḥō
ጸ pa	ጸ፡ pū	ጸ፡ pī	ጸ፡ pā	ጸ፡ pē	ጸ፡ pe	ጸ፡ pō
ረ ṣa	ረ፡ ṣū	ረ፡ ṣī	ረ፡ ṣā	ረ፡ ṣē	ረ፡ ṣe	ረ፡ ṣō
ፀ ḍa	ፀ፡ ḍū	ፀ፡ ḍī	ፀ፡ ḍā	ፀ፡ ḍē	ፀ፡ ḍe	ፀ፡ ḍō
ፈ fa	ፈ፡ fū	ፈ፡ fī	ፈ፡ fā	ፈ፡ fē	ፈ፡ fe	ፈ፡ fō
ፒ pa	ፒ፡ pū	ፒ፡ pī	ፒ፡ pā	ፒ፡ pē	ፒ፡ pe	ፒ፡ pō

Ligatures

ከ፡ kua	ከ፡ kū	ከ፡ kue	ከ፡ kuā	ከ፡ kuē
ገ፡ gua	ገ፡ guī	ገ፡ gue	ገ፡ guā	ገ፡ guē
ቁ፡ qua	ቁ፡ quī	ቁ፡ que	ቁ፡ quā	ቁ፡ quē
ኀ፡ ḅua	ኀ፡ ḅū	ኀ፡ ḅue	ኀ፡ ḅuā	ኀ፡ ḅuē

ETHIOPIC-AMHARIC

a	ā	ī	ā	ē	e	ō
ሰ <i>ša</i>	ሸ <i>šū</i>	ሺ <i>ši</i>	ሻ <i>šā</i>	ሼ <i>še</i>	ሽ <i>še</i>	ሾ <i>šo</i>
ቸ <i>ča</i>	ቸ <i>čū</i>	ቸ <i>či</i>	ቸ <i>čā</i>	ቸ <i>če</i>	ቸ <i>če</i>	ቸ <i>čo</i>
ኘ <i>ña</i>	ኘ <i>nū</i>	ኘ <i>ni</i>	ኘ <i>nā</i>	ኘ <i>nē</i>	ኘ <i>ne</i>	ኘ <i>nō</i>
ከ <i>cha</i>	ከ <i>chū</i>	ከ <i>chi</i>	ከ <i>chā</i>	ከ <i>chē</i>	ከ <i>che</i>	ከ <i>chō</i>
ሠ } <i>ža</i>	ሠ } <i>žū</i>	ሠ } <i>ži</i>	ሠ } <i>žā</i>	ሠ } <i>žē</i>	ሠ } <i>že</i>	ሠ } <i>žō</i>
ገ } <i>ga</i>	ገ } <i>gū</i>	ገ } <i>gi</i>	ገ } <i>gā</i>	ገ } <i>gē</i>	ገ } <i>ge</i>	ገ } <i>gō</i>
ገ <i>ča</i>	ገ <i>čū</i>	ገ <i>či</i>	ገ <i>čā</i>	ገ <i>čē</i>	ገ <i>če</i>	ገ <i>čo</i>

Ligatures

ሠ <i>luā</i>	ሠ <i>ruā</i>	ሠ <i>buā</i>	ሠ <i>nuā</i>	ሠ <i>žuā</i>	ሠ <i>fuā</i>	ሠ <i>fuā</i>
ሠ <i>muā</i>	ሠ <i>suā</i>	ሠ <i>tuā</i>	ሠ <i>čuā</i>	ሠ <i>juā</i>	ሠ <i>čuā</i>	ሠ <i>fuā</i>
ሠ <i>muā</i>	ሠ <i>šuā</i>	ሠ <i>čuā</i>	ሠ <i>zuā</i>	ሠ <i>duā</i>	ሠ <i>suā</i>	

Numerals

፩ 1	፪ 6	፫፬፭ 11	፮ 60	፯፻ 200
፬ 2	፫ 7	፬ 20	፯ 70	፯፻፵ 1000
፭ 3	፬ 8	፭ 30	፻ 80	፻፵ 10000
፮ 4	፭ 9	፮ 40	፻፵ 90	፯፻፵፻ 100000
፯ 5	፮ 10	፯ 50	፻፵፻ 100	፯፻፵፻፻ 1000000

Punctuation

• Hyphen ; Comma ; Semicolon :: Period

The Ethiopic language is known as Geez by the natives and belongs to the southern group of the Semitic languages. It is very much like the dead Arabic dialect known as Himjaritic, and, until the Amharic displaced it in the 14th century, was the prevailing language in Abyssinia. At the present time it is merely the ecclesiastical language.

The alphabet is itself a development of the Himjaritic and formerly read from right to left, like all Semitic languages, and consisted of consonants only. Since the introduction of Christianity it has been changed to read from left to right and, with the addition of hooks and circles on certain consonants, has obtained vowel sounds.

The Amharic, named after the Abyssinian kingdom of Amhara, is at present the commercial language of the entire country. It is closely allied to the Ethiopic language, using that alphabet in addition to the characters shown above.

The continental sounds are used in the Romanization of the alphabet.

FINNISH

A	a	a in sofa	S	s	s
D	d	d	T	t	t
E	e	e in met	U	u	u in put
G	g	g in game	V	v	v in vest
H	h	h	Y	y	ÿ
I	i	i in din	Ä	ä	a in at
J	j	y in yet	Ö	ö	er in herb
K	k	k	B	b	b
L	l	l	C	c	c in calm or in cease
M	m	m	F	f	f
N	n	n	Q	q	cou in could
O	o	o in open	X	x	x in express
P	p	p	Z	z	s or ts
R	r	r in rose	Ä	ä	aw in saw

The last seven letters, *b, c, f, g, x, z,* and *d*, occur only in foreign words and proper names and are never found at the beginning of pure Finnish words.

Since 1883 the Suomi, or Finnish language, has, in common with Swedish, been an official language in Finland.

The language has no articles, and the verbs have but two tenses, past and present. The future tense is expressed by circumlocution. There are 15 cases. The principal stress is always on the first syllable.

So-called long vowels are *aa, ää, ee, ii, oo, uu, yy.*

In the following diphthongs the sound of the individual letters must not be lost: *uo, yö, ie, au, eu, iu, ou, äy, öy, ai, ei, oi, ui, yi, äi, öi.*

Syllabication

A syllable consists of a vowel or diphthong with or without one or more consonants, as, *a-pu*, help; *au-rin-ko*, sun.

A consonant between two vowels belongs to the following syllable.

Two consonants may be divided and double consonants, as *kk*, are always divided.

In words having three consecutive consonants the last will go with the following syllable.

Cardinal numbers

yksi	one	yhdeksän	nine
kaksi	two	kymmenen	ten
kolme	three	yksitoista	eleven
neljä	four	kaksitoista	twelve
viisi	five	kolmetoista	thirteen
kuusi	six	kaksikymmentä	twenty
seitsemän	seven	sata	hundred
kahdeksan	eight	tuhat	thousand

Ordinal numbers

ensimäinen	first	yhdeksäs	ninth
toinen	second	kymmenes	tenth
kolmas	third	yhdestoista	eleventh
neljäs	fourth	kahdestoista	twelfth
viides	fifth	kolmastoista	thirteenth
kuudes	sixth	kahdeskymmenes	twentieth
seitsemäs	seventh	sadas	hundredth
kahdeksas	eighth		

Months

tammikuu	January	heinäkuu	July
helmikuu	February	elokuu	August
maaliskuu	March	syyskuu	September
huhtikuu	April	lokakuu	October
toukokuu	May	marraskuu	November
kesäkuu	June	joulukuu	December

Days

sunnuntai	Sunday	torstai	Thursday
maanantai	Monday	perjantai	Friday
tiistai	Tuesday	lauantai	Saturday
keskiviikko	Wednesday		

Seasons

kevät	spring	syksy	autumn
kesä	summer	talvi	winter

Time

tunti	hour	kuukausi	month
päivä	day	vuosi	year
viikko	week		

FRENCH

A	a		LL	ll	Liquid, as in brilliant		
À ¹	à	a in madam	M	m	<i>m</i>		
Â ¹	â		N	n	<i>n</i>		
B	b	<i>b</i>	O	o	Short, vowel sound in law; long, <i>o</i> in omen		
C	c	<i>k</i> in king; <i>c</i> in cedar (before <i>e</i> and <i>i</i>)	Ô	ô			
Ç	ç	<i>c</i> in cedar	P	p	<i>p</i>		
CH	ch	<i>sh</i> in sham	Q(U)	q(u)	<i>k</i> in kite		
D	d	<i>d</i>	R	r	<i>r</i>		
E	e	<i>e</i> in let; final, mute unless accented	S	s	Hard, as in sister; soft, as in rose; final, mute		
È ¹	è		T	t	Hard, as in tit; soft, as <i>c</i> in cedar		
Ê ¹	ê		U	u	Almost <i>oo</i> in pool		
Ë ²	ë	Û ¹	û				
É	é	Ü ¹	ü				
F	f	<i>f</i>	Û ²	ü	V	v	<i>v</i>
G	g	<i>g</i> in game; <i>zh</i> like second <i>g</i> in garage (before <i>e</i> and <i>i</i>)	W	w	Only in words of foreign origin		
H	h	Silent in most cases	X	x	<i>k</i> and <i>ks</i> ; <i>z</i> and <i>gz</i> ; like hard <i>s</i> ; final mute, except in borrowed words		
I	i	<i>ee</i> in meet	Y	y	<i>ee</i>		
Î	î		Z	z	<i>z</i> in zed		
Ï ²	ï						
J	j	<i>s</i> in pleasure					
K	k	<i>k</i>					
L	l	<i>l</i> ; final <i>l</i> rarely pronounced					

¹ The orthographic signs, grave and circumflex, do not indicate the pronunciation of vowels. For example, *à* in *là* and *â* in *parlâmes* are similar.

² The dieresis shows that the vowel bearing it is divided in pronunciation from the preceding vowel, as in *Noël*.

Un has no English equivalent; *an* nearly like the English taunt; *ou* like *oo* in food; *in* like *an* in sank; *on* like *on* in long; *gn* like *ni* in onion.

Twenty-five letters of the Latin alphabet are used, the *w* being added only for foreign words.

Punctuation is practically the same as in English.

Em dashes take a space before and after (—) not closed up as in English, and are also used to denote change of speaker in dialog.

Capitalization

Capitals are used the same as in English, except that proper adjectives, names of seasons, months, days of the week, titles, and the personal pronoun *je* (I) are not capitalized. In proper names of persons taken from the Italian the article is lower-cased, as *le Dante*; otherwise use the form *La Fayette*. In names of places the article is lower-cased, as *le Havre*.

Use roman small caps for the centuries—example: XIX^e siècle.

Capitalize the following: Years of the Republican calendar (*l'An IV*), acts of plays (*l'Acte V*), volumes of books (*Tome IX*), titles of rulers (*Louis XIV*), and the numbered divisions of Paris (*le XV^e arrondissement*).

Capitalize the first word and all proper nouns in the title of a book. If the title commences with *Le*, *La*, *Les*, *Un*, or *Une*, capitalize also the second word. Examples: *Origines du culte chrétien*; *Les Origines du culte*; *La Reine Margot*.

In vivid personifications the nouns personified are capitalized, as *Ici habite la Mort* (Death abides here).

Historical events (*la Révolution*) also take the capital.

The equivalents of streets, etc., are lower-cased, as *rue de la Nation*, *avenue de l'Opéra*, *route Saint-Denis*, *boulevard Saint-Laurent*.

Observe the forms used in the following terms: *l'Académie française*; *la Légion d'honneur*; *Louis le Grand*; *son Éminence*; *l'Église* when referring to the church as an institution, and *l'État* when denoting the nation, as *le Corps d'État*, *le Conseil d'État*.

Accents

The orthographic accents used (acute, grave, and circumflex) must not be confused with the tonal accent that stresses certain syllables of words. In French there is no mark to indicate stress on any particular syllable.

Capital letters are likewise accented except where the protruding accent is likely to interfere with alinement, as in solid matter. Small caps carry all accents where indicated.

Hyphens

Geographic names containing the prepositions *en*, *de*, and *sur* are hyphenated, as *Saint-Valéry-en-Caux*. Hyphens are also used in spelled numbers under 100 with few exceptions. See list on page 57.

Spacing

No space is used after the apostrophe, as *l'arbre*, *l'homme*, *d'autrement*.

Syllabication

Division is made on a vowel or diphthong before a consonant, as *jeu-nesse*. The combinations *bl*, *br*, *ch*, *cl*, *cr*, *dr*, *fl*, *fr*, *gl*, *gn*, *gr*, *gh*, *ph*, *pl*, *pr*, *th*, *tr*, and *vr* must not be separated, as in *ré-pu-bli-que*, *dé-peu-ple-ment*, *cé-lé-brer*, *dé-cret*, *au-tre-ment*, *ou-vrier*, *qua-drille*, *dé-pê-cher*, *ca-tho-li-que*, *té-lé-gra-phi-que*, *Vau-ghan*, but where the *g* and *n* have separate sounds they are divided, as *ag-nus*, *di-ag-nos-ti-que*.

Any two consonants are divided, as *en-suite*, *im-mense*, *juil-let*, *ec-clé-sias-ti-que*.

As a rule, two vowels are not separated: *mi-nuit*; *théâ-tre*.

It is allowable to divide a monosyllable ending in mute *e*, as *mar-che*; *hom-me*.

In dividing hyphenated phrases such as *ira-t-il*, and *pré-sente-t-on* the *t* must go over.

No division should be made on *x* or *y*, as in *Alexan-dre*, *roya-liste*.

One-letter divisions, as in *a-près*, are not permissible, nor should a word be divided on one letter in combination with an elision, as *l'école*, *qu'avant*, except in narrow measure.

The ligature *œ* is inseparable.

Abbreviations

Article, *titre*, *chapitre*, *scène*, and *figure* are abbreviated only when they occur in parentheses.

In the following abbreviations superior letters are sometimes used

art.	article, article	MS. (pl. MSS.)	manuscrit, manuscript
av.	avec, with	N.-D.	Notre-Dame, Our Lady
ch.	chapitre, chapter	No	numéro, number
cie ¹	compagnie, company	N.-S.	Notre-Seigneur, Our Lord
c.-à-d.	c'est-à-dire, that is	R.S.V.P.	Répondez s'il vous plaît, An- answer is requested
Cte	Comte, Count	S.A.R.	Son Altesse Royale, His Royal Highness
Dr	docteur, doctor	sc.	scène, scene
etc.	et cætera, et cetera	s.-ent.	sous-entendu, understood
fig.	figure, figure	S.Exc.	Son Excellence, His Excel- lency
fr., f.	francs, francs	S.M. (pl. LL. MM.)	Sa Majesté, His (Her) Majesty
h.	heure, hour	S.S.	Sa Sainteté, His Holiness
1 ^{er}	premier (<i>m.</i>), first	s.v.p.	s'il vous plaît, if you please
1 ^{re}	première (<i>f.</i>), first	t.	tome, book
II ^e , 2 ^o	deuxième, second	tît.	titre, title
in-f ^o	in folio, folio	v., vol.	volume, volume
J.-C.	Jésus-Christ, Jesus Christ	voy., v.,	voyez, voir, see
M.	Monsieur, Mr.	vve	veuve, widow
M ^d	marchand, merchant	%	pour-cent, percent
Me	maître, lawyer	&	et, and
Mgr	monseigneur, my lord		
Mlle	mademoiselle, Miss		
Mme	Madame, Mrs.		
Mn	maison, house		

¹ It will be noticed that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

Abbreviations of metric signs

mm.	myriamètre	ha.	hectare	g.	gramme
km.	kilomètre	a.	are	dg.	décigramme
hm.	hectomètre	ca.	centiare	cg.	centigramme
dam.	décamètre	das.	décastère	mg.	milligramme
m.	mètre	s., m ³	stère	kl.	kilolitre
dm.	décimètre	ds.	décistère	hl.	hectolitre
cm.	centimètre	t.	tonne	dal.	décalitre
mq.	mètre carré	q.	quintal métrique	l.	litre
mm.	millimètre	kg.	kilogramme	dl.	décilitre
mmq.	millimètre carré	hg.	hectogramme	cl.	centilitre
mmc.	millimètre cube	dag.	décagramme	ml.	millilitre

Figures

Numbers are usually spelled in text unless matter is of a statistical nature.

Age and clock time will be spelled, as *huit ans* (eight years); *six heures* (six o'clock).

Dates and figures are spelled in legal documents, as *l'an mil huit cent quatre* (the year one thousand eight hundred and four).

Cardinal numbers

un, une	one	soixante-dix	seventy
deux	two	soixante et onze	seventy-one
trois	three	soixante-douze	seventy-two
quatre	four	soixante-treize	seventy-three
cinq	five	soixante-quatorze	seventy-four
six	six	soixante-quinze	seventy-five
sept	seven	soixante-seize	seventy-six
huit	eight	soixante-dix-sept	seventy-seven
neuf	nine	soixante-dix-huit	seventy-eight
dix	ten	soixante-dix-neuf	seventy-nine
onze	eleven	quatre-vingt	eighty
douze	twelve	quatre-vingt-un	eighty-one
treize	thirteen	quatre-vingt-deux	eighty-two
quatorze	fourteen	quatre-vingt-trois	eighty-three
quinze	fifteen	quatre-vingt-quatre	eighty-four
seize	sixteen	quatre-vingt-cinq	eighty-five
dix-sept	seventeen	quatre-vingt-six	eighty-six
dix-huit	eighteen	quatre-vingt-dix	ninety
dix-neuf	nineteen	quatre-vingt-onze	ninety-one
vingt	twenty	quatre-vingt-dix-sept	ninety-seven
vingt et un	twenty-one	quatre-vingt-dix-huit	ninety-eight
vingt-deux	twenty-two	quatre-vingt-dix-neuf	ninety-nine
trente	thirty	cent	hundred
trente et un	thirty-one	cent un	one hundred and one
quarante	forty	trois cents	three hundred
quarante et un	forty-one	mille (mil)	thousand
cinquante	fifty		
cinquante et un	fifty-one		
soixante	sixty		
soixante et un	sixty-one		

Ordinal numbers

premier, m. } première, f. }	first	septième	seventh
second } deuxième }	second	huitième	eighth
troisième	third	neuvième	ninth
quatrième	fourth	dixième	tenth
cinquième	fifth	onzième	eleventh
sixième	sixth	vingt et unième	twenty-first
		vingt-deuxième	twenty-second
		centième	hundredth

Fractions.—The numerator is expressed by a cardinal, the denominator by an ordinal as in English. Half=*moitié* (noun) and *demi* (adjective); $\frac{1}{4}$ =*un quart*, $\frac{1}{3}$ =*un tiers*. Use *la moitié* (not *demi*), where *the half of* is used in English.

Un huitième; les trois dixièmes=one eighth; the three tenths.

La moitié de l'année=the half of the year.

Une heure et demi=an hour and a half.

Une demi-heure=half an hour.

Les trois quarts de cette somme=three fourths of that sum.

Months

janvier (janv.)	January	juillet (juil.)	July
février (fév.)	February	août	August
mars	March	septembre (sept.)	September
avril (av.)	April	octobre (oct.)	October
mai	May	novembre (nov.)	November
juin	June	décembre (déc.)	December

Days

dimanche	Sunday	jeudi	Thursday
lundi	Monday	vendredi	Friday
mardi	Tuesday	samedi	Saturday
mercredi	Wednesday		

Seasons

printemps	spring	automne	autumn
été	summer	hiver	winter

Time

heure	hour	mois	month
jour	day	année	year
semaine	week		

Articles to be disregarded in filing

un, <i>m.</i>	le, <i>sing. m.</i>	les, <i>pl. m. and f.</i>	la, <i>sing. f.</i>
une, <i>f.</i>			

GÆLIC

À à	a in call	ì ì	i
À à	o in mock	l l	l
ᵇ ᵇ	b initial; otherwise p	m m	m
C c	k	n n	n
ᵀ ᵀ	d; also th in though; also j in the Scotch	ó ó	ou in four
É é	a in fate	o o	o
e e	e	p p	p
f f	f	R r	r
ḡ ḡ	g; final, k	S s	s; sh before e and i
h h	h	T t	t; also ch in the Scotch
í í	ee in seen	ú ú	oo in wood
		u u	u

The Gaelic is most commonly used in the western counties of Ireland, although, since a measure of independence has been achieved, the Irish Government has made a determined effort to revive the language in all parts of the country. It belongs to the Celtic linguistic family, consisting of five living languages which are divided into two groups, the Gaelic and Cymric. To the first group belongs the Gaelic, the Highland Scotch and the Manx, while the Welsh and Breton (Brittany) belong to the Cymric or Welsh group.

The alphabet was evolved from the Latin and has changed very little since the eighth century. It consists of 18 characters, 5 vowels and 13 consonants; besides these there are a great many vowel combinations, which, however, generally have but a single sound. The most important are:

e ₁	= é	í _o	} = e (long)
À ₁	} = ā	À _{o1}	
e _À		o ₁	ó ₁
o ₁	} = é	eó	
io		u ₁	eó ₁
u ₁	e _o	ú ₁	
e _o	= o	À _e	} = ā (long)
iu	= o in who	À _o	
À ₁	} = ah, aw	í _ú	= jū
e _À		ú _À	ú _À
e _À ₁	} = aye	ú _À ₁	} = īā
é ₁		í _À	
é _À		í _À ₁	

There are two accents, the acute and the dot. The former when placed on vowels indicates that they should be pronounced long. The dot is placed only on consonants and indicates they should be aspirated. The following are especially noticeable:

ᵇ	} = w, v	š	} = Modern Greek γ, and before e and i = y
m		ᵇ	
č	} = h	ḡ	is silent
ř		ḡ	= ph
č	= ch		

Cardinal numbers

ἄσπ	one	ἑἄσπ	nine
ὑἄ	two	ὑἄσπ	ten
τῑ	three	ἄσπ ὑἄσπ	eleven
ἄσπῑ	four	ὑἄσπ ὑἄσπ	twelve
ἄσπῑ	five	τῑ ὑἄσπ	thirteen
ῑ	six	ῑἄσπ	twenty
ῑἄσπ	seven	ἄσπἄσπ	hundred
ἄσπ	eight	ἄσπἄσπ	thousand

Ordinal numbers

ἄσπ	first	ἑἄσπἄσπ	ninth
ὑἄ	second	ὑἄσπἄσπ	tenth
τῑ	third	ἄσπἄσπ ὑἄσπ	eleventh
ἄσπῑἄσπἄσπ	fourth	ὑἄ	twelfth
ἄσπῑ(ἄσπ)ἄσπ	fifth	τῑ ὑἄσπ	thirteenth
ῑῑῑἄσπ	sixth	ῑἄσπ	twentieth
ῑἄσπἄσπἄσπ	seventh	ἄσπἄσπἄσπ	hundredth
ἄσπἄσπἄσπ	eighth	ἄσπἄσπἄσπ	thousandth

Months

ἄσπἄσπ	January	ἄσπ, -ἄσπ, <i>m.</i>	July
ῑἄσπἄσπ	February	ῑἄσπἄσπ	August
ἄσπῑἄσπ	March	ἄσπἄσπ ῑἄσπἄσπ	September
ἄσπἄσπ	April	ἄσπἄσπ	October
ὑἄσπἄσπἄσπ	May	ἄσπἄσπ	November
ἄσπἄσπἄσπ	June	ἄσπ ἄσπ ἄσπἄσπ	December

Days

ἄσπἄσπ, -ἄσπ, -ἄσπ, <i>m.</i>	Sunday	ὑἄσπἄσπἄσπ, -ἄσπ, -ἄσπ, <i>f.</i>	Thursday
ὑἄσπἄσπ	Monday	ἄσπἄσπ	Friday
ἄσπῑἄσπ, -ἄσπῑ, <i>m.</i>	Tuesday	ἄσπἄσπἄσπ, -ἄσπῑ	Saturday
ἄσπἄσπἄσπἄσπ, -ἄσπ, <i>f.</i>	Wednesday		

Seasons

ἄσπῑἄσπ	spring	ῑἄσπἄσπ	autumn
ῑἄσπἄσπἄσπ, -ἄσπ, <i>m.</i>	summer	ῑἄσπῑἄσπἄσπ	winter

Time

ἄσπῑ	hour	ἄσπῑ, ἄσπῑἄσπ	month
ἄσπ	day	ἄσπἄσπἄσπ	year
ῑἄσπἄσπἄσπἄσπ, -ἄσπ, <i>f.</i>	week		

Articles to be disregarded in filing

ἄσπ	ἄσπ
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GEORGIC

Name	Mechedruli	Chuzuri	Transliteration	Remarks
An	ა	ა ა	a	
Ban	ბ	ბ ბ	b	
Gan	გ	გ გ	g	
Don	დ	დ დ	d	
Eni	ე	ე ე	e	
Win	ვ	ვ ვ	w	
Sen	ზ	ზ ზ	z [s]	Weak
He	თ	თ თ	θ [e]	Obsolete
Than	თ	ტ მ	th	t, strongly aspirated
In	ი	ი ი	i	
Kan	კ	კ კ	k [kk]	Unaspirated k, long, with final falling inflection
Las	ლ	ლ ლ	l	
Man	მ	მ მ	m	
Nar	ნ	ნ ნ	n	
Je	ი	ი ი	i̇ [y]	Obsolete
On	ო	ო ო	o	Short
Par	პ	პ პ	p [pp]	Unaspirated p, long, with final falling inflection
Schan	ჭ	ჭ ყ	č [sch]	Soft, like j in French journal
Rae	რ	რ რ	r	r, lingual
San	ს	ს ს	s	Hard
Ttan	ტ	ტ ტ	t [tt]	Unaspirated t, long, with final falling inflection
Un	უ	უ უ	u [w]	
Vi	ვ	ვ ვ	v̇ [v̇]	Obsolete
Phar	ფ	ფ ფ	ph	p, highly aspirated
Khan	ქ	ქ ქ	kh	k, highly aspirated
Ghan	ღ	ღ ლ	ǰ [gh]	g, as in Dutch geel; voiced back palatal
Qar	ყ	ყ ყ	q	Deep guttural
Schin	ჭ	ჭ ყ	š [sch]	Hard

GEORGIC—Continued

Name	Mchedruli	Chuzuri	Transliteration	Remarks
Tschin	ჩ	ჩ ბ	č [tsch]	
Tšan	ც	ც ლ	c	tsz
DBil	ძ	ძ თ	dz [ds]	
Tsil	წ	წ მ	ç [z]	Hard, long, with final falling inflection
Dschar	ჭ	ჭ გ	č [dsch]	Long, with final falling inflection
Chan	ხ	ხ ე	b [ch]	Hard, like German ach
Khar	კ	კ ყ	h [khh]	Very hard; obsolete
Dschan	ჯ	ჯ ჯ	dž [dsch]	Soft
Hae	ჰ	ჰ რ	h	
Hoe		ჱ ჳ	ho	Obsolete

This is the language of the successors of the old Kolchian tribes on the southwest slopes of the Caucasus Mountains. It is the remnant of a once prolific language group, of which the Sumerian was the center, and consists of three dialects; the pure Georgic, in the eastern section, was the only one to become a literary language, of which remnants still exist that date back to the fifth century.

The Mchedruli alphabet shown above was generally used, except in ecclesiastical writings where the Chuzuri was employed, hardly a remnant of which exists today.

The text reads from left to right.

Syllabication is entirely phonetical, and punctuation is the same as in English.

Stress is always on the first syllable, but not farther back than the antepenultimate.

There are no diphthongs and all words end in a vowel.

In ancient times the Chuzuri letters were also employed as numerals in religious manuscripts, but the Arabic figures are now used.

Continental sounds are employed in transliterating the alphabet.

GERMAN

A	a	a in cart	ß	p	p
B	b	b	Q	q	kw
C	c	c in can or ts in quarts	R	r	r as in wary
D	d	d	S	ſ s	s in son or in rose, or soft sh
E	e	e in end or a in ale	T	t	t
F	f	f	U	u	oo in coo
G	g	g in gay	V	v	f in fan
H	h	h, initial; otherwise mute	W	w	v in van
I	i	i in pin	X	x	ks
J	j	y in year	Y	y	y in yet
K	k	k	Z	z	ts in quarts or ds
L	l	l	Ä	ä	Similar to a in fate
M	m	m	Ö	ö	Similar to a in day
N	n	n	Ü	ü	Similar to ee in see
O	o	o in more			

The language has no accents; the diacritical marks used are *ä*, *ö*, *ü*.

The Latin alphabet is coming into general use in German printing, and all 26 letters are used, with the addition of the ß or sz, which is used only in the lower case.

Where the em dash is used in text in parenthetical phrases, put a space on each side of the dash —, using a thick or thin space, according to the spacing of the rest of the line.

Capitalization

Initial capital letters are used as follows:

- The first word of a sentence.
- In poetry, usually, the first word of each line.
- The first word of a direct quotation; also the first word after a colon. An exception to this rule occurs when the matter following is merely complementary to the preceding. For example, "At home he was seldom, to the Court he never came: if you would find him, you must needs seek him in the forest." Lower case after interrogation and exclamation points if the phrase following is directly connected, as in "Where do we go from here?" the man said; and "Give me liberty or give me death!" cried Patrick Henry. The first word of titles of books also has a capital initial.

All nouns are capitalized, although there is an ever-growing movement in Germany to lower case common nouns.

Pronouns relating to the person addressed, as in letters, etc., as well as titles of honor, are capitalized.

The custom of capitalizing proper nouns used as adjectives is quite variable. We have *Schillersche Trauerspiel*, *Grimmsche Märchen*, but also *die lutherische Kirche* and *mohammedanische Pilger*.

Any word used as a noun (for example, *der Nächste*, *die Armen*, *das Rechte*, *Gutes*, *Böses*, etc.), takes a capital initial.

In solid matter, where the Umlaut (¨) on capital letters is likely to cause trouble in alinement, it will be omitted and a lower-case *e* added after the capital, as *Ae*, (*Aerger*), *Oe* (*Oel*), *Ue* (*Ueber*).

Hyphens

In words made up of two parts, where one part is common to both words, use the hyphen as follows: *Feld- und Gartenfrüchte* (field- and garden produce), the word *früchte* being common to both, and though a noun, is lower-cased; but use *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because the first is a compound word made up of two nouns.

Combinations of two or more words are printed without hyphens, *Fluss Wasser Stoff Säure* becomes *Flusswasserstoffsäure*.

Syllabication

The following rules are based on the Prussian "Book of Rules":

I. Polysyllabic words are divided, as a rule, phonetically—i.e., as they naturally divide themselves when pronounced slowly and distinctly, as *Wör-ter-ver-zeich-nis*, *Ge-schlech-ter*, *Ueber-lie-fe-rung*. Syllables consisting of but one letter should not be divided.

NOTE 1.—Avoid the somewhat common division *-ung* in *Lie-fer-ung*, *Schreib-ung*, which is contrary to the above rule.

NOTE 2.—(a) If there be but one consonant, carry it over, as *tre-ten*, *nä-hen*; also (b), *ch*, *sch*, *sz*, *ph*, and *th* have but a single sound and are therefore indivisible, as *Bü-cher*, *Hä-scher*, *Bu-sze*, *So-phie*, *ka-tho-lisch*; *x* and *z* are considered simple consonants, *He-xe*, *rei-zen*.

Where there is more than one consonant, the last is carried over, as *An-ker*, *Fin-ger*, *War-te*, *Rit-ter*, *Was-ser*, *Knos-pe*, *tap-fer*, *kämp-fen*, *Karp-fen*, *Ach-sel*, *krat-zen*, *Städ-te*, *Ver-wand-te*.

When using German text, *đ* is changed to *ff* when division is necessary, as *Saf-fe*.

St is never divided, as *ha-sten*, *be-ste*, *ko-sten*, *Klo-ster*, *mei-ste*, *Fen-ster*, *For-ster*, *Fing-sten*.

(1) These rules are inflexible, but the last does not apply in the case of *äs-the-tisch*, since this is not a separation of *st*, but rather of *s* and *th*.

(2) In simple non-German words the phonetic combinations of *b*, *p*, *d*, *t*, *g*, and *k* in connection with *l* and *r* are not separated, as *Pu-bli-kum*, *Me-trum*, *Hy-drant*.

(3) Retain also the phonetic combination *gn*, since, in most cases, it will be found phonetically correct, as *Ba-gno*, *Ma-gno-lie*, *Ma-gnet*, *Si-gnet*, etc. *Kompag-nie* is, however, an exception because here the *g* is really silent and the last syllable begins with an *n*.

II. Compound words are separated into their physical parts and these are then treated as simple words, as *Diens-tag*, *Tür-an-gel*, *Emp-fangs-an-zei-ger*, *Vor-aus-set-zung*. This rule applies also in certain cases where it appears phonetically incorrect, as *hier-auf*, *hin-aus*, *dar-über*, *war-um*, *wor-an*, *be-ob-ach-ten*, *Voll-en-den*.

This is also the case in certain compound words of foreign origin, as *at-mosphä-re*, *Mi-kro-skop*, *In-ter-es-se*, but if the constituent parts of a foreign word are unknown, proceed as directed in (a) and (b) of Note 2.

Compound geographic names are no exception to this rule, as *Frie-den-au*, *Schwarz-ach*, etc.

III. An old rule prohibiting the division of vowel combinations has been modified to permit division if the vowels do not dissolve, forming a diphthong. This rule also applies in the case of those foreign groups of vowels that cannot be separated into distinct separate sounds in pronunciation, as the French *oi* in *coiffeur*, *oy* in *royalist*, *ay* in *rayon*, *ea* in *orgeade*, as well as the English *ea* in *Lear* and *ee* and *ea* in *beefsteak*. It is also self-evident that in such words as *Trauung* and *Kasteiung* the separation of the final *-ung* is permissible.

Prefixes *be* and *ge* are also separable from words beginning with a vowel, as *be-ar-bei-ten*, *be-er-ben*, *ge-ar-tet*, *ge-eb-net*.

Aside from these exceptions, vowels should not ordinarily be separated, although indicated in the following cases, when unavoidable due to narrow type measure:

(a) When the first vowel is stressed, as *Hy-peri-on*, *Mu-se-um*.

(b) When both are equal but pronounced separately, as *lini-ie-ren*, *Sper-ma-to-zo-on*, *In-di-vi-du-um*.

(c) When a short word cannot possibly be divided otherwise, as *Oze-an*.

(d) When each vowel retains its own sound, as *Ela-in*, *Ka-per-na-um*, *kre-iren*, *Zel-lu-lo-id*.

Where the object of the second vowel is merely to lengthen the sound of the first, do not separate them, as *Aachen*, *Moos*.

NOTE 3.—In printing, a two-letter run-over is permissible only in very narrow measure.

IV. Where space is limited there are certain other permissible divisions that are entirely contrary to the foregoing rules. *Glit-sch(e)st* is a case of this kind; the word *glitchst*, having but one syllable, is indivisible, but by adding the *e* it may be divided: *glit-schest*.

V. If a compound noun is run over so that the second or third part of the compound begins the next line, the latter must not be capitalized. Do not use—
Gepäck-
Annahme

but

Gepäck-
annahme.

With German text the round s is used in dividing only in those cases where it would have been used had the word not been divided—i.e., at the end of a prefix or component part of a compound word and in a few words of foreign derivation, as Blasphemie, Molluske, konfiszieren, Konfiskation, kosmetisch, Kosmogonie, Tschiea, Tsifimo, bisjeral, Escorial, Escapade, Sanskrit, Susquehanna, disputieren; elsewhere the long j is used, as Drechsler, Messer, etc.

Abbreviations

The following are some common abbreviations in German:

A.	acceptiert, accepted; Acker, acre	u.drgl.	und dergleichen, and the like
a.c.	anni currentis, current year	unbest.	unbestimmt, indefinite
A.G.	Aktiengesellschaft, joint stock company	u.s.w.	und so weiter, et cetera
Art.	Artikel, article	v.H.	vom Hundert, of the hundred
bez.	bezüglich, respecting	Wwe.	Witwe, widow
bezw.	beziehungsweise, respectively	Xber.	Dezember, December (rare)
ca.	circa, about	Xr.	Kreuzer, cruiser; kreutzer, a coin
Dr.	Doktor, doctor	z.	zur, to the
E. V.	Eingang vorbehalten, rights reserved	z.B.	zum Beispiel, for example
eng.	englisch, English	Zs.	Zeitschrift, periodical
ff.	folgende, following	Ztr.	Zentner, hundredweight
Forts.	Fortsetzung, continuation	zw.	zwischen, between
fr.	franko, postpaid	Ing.	Ingenieur, engineer
Fr.	Frau, Mrs.	Kap.	Kapitel, chapter
Frä.	Fräulein, Miss	kgl.	königlich, royal
geb.	geboren, born, née	M.	Mark, mark (coin)
G.m.b.	Gesellschaft mit beschränk-	näml.	nämlich, namely
H.	ter Haftung, corporation with limited liability	n.Chr.	nach Christo, anno Domini
hrsg.	herausgegeben, published	n.F.	neue Folge, new series
i.a.	im allgemeinen, in general	no., ntto.	netto, net
I.G.	Interessengemeinschaft, amalgamation, trust	Nr., Nro.	Numero, number
Skt.	Sankt, Saint	od.	oder, or
s.o.	siehe oben, see above	p.Ct.	pro Cent, percent
St.	Stück, each	Pf.	Pfennig, penny
s.u.	siehe unten, see below	Pfd.	Pfund, pound
Thlr.	Thaler, dollar	Q.	Quadrat, square
u.	und, and	Rab.	Rabatt, discount
u. a.	unter anderen, among others; und andere, and others	resp.	respectiv, respectively
		Rm.	Reichsmark, reichsmark (coin)
		S.	Seite, page
		s.	siehe, see
		Ser.	Serie, series
		sog.	sogenannt, so-called

Chemical signs are used as in English.

Cardinal numbers

eins	one	zehn	ten
zwei	two	elf	eleven
drei	three	zwölf	twelve
vier	four	dreizehn	thirteen
fünf	five	zwanzig	twenty
sechs	six	ein und zwanzig	twenty-one
sieben	seven	hundert	hundred
acht	eight	tausend	thousand
neun	nine		

Ordinal numbers

erste	first	zehnte	tenth
zweite	second	elfte	eleventh
dritte	third	zwölfte	twelfth
vierte	fourth	dreizehnte	thirteenth
fünfte	fifth	zwanzigste	twentieth
sechste	sixth	ein und zwanzigste	twenty-first
siebente	seventh	hundertste	hundredth
achte	eighth	tausendste	thousandth
neunte	ninth		

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as 1. *Heft*; 2. *Band*.

Months

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
März	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Mai	May	November (Nov.)	November
Juni (Jun.)	June	Dezember (Dez.)	December

Days

Sonntag	Sunday	Donnerstag	Thursday
Montag	Monday	Freitag	Friday
Dienstag	Tuesday	Sonnabend, Samstag	Saturday
Mittwoch	Wednesday		

Seasons

Frühling	spring	Herbst	autumn
Sommer	summer	Winter	winter

Time

Stunde	hour	Monat	month
Tag	day	Jahr	year
Woche	week		

Articles to be disregarded in filing

der (<i>masculine, nominative case</i>)	ein
die, <i>f.</i>	eine
das, <i>n.</i>	

GLAGOLITSA

Old Slavic	Croatian	Numeral values	Name	Transliteration	Old Slavic Cyrillic
Ɀ	Ɀ	1	Az	<i>a</i> in father	Ɀ
ⱸ	ⱸ	2	Buki	<i>b</i>	ⱸ
ⱹ	ⱹ	3	Vedi	<i>v</i>	ⱹ
ⱺ	ⱺ	4	Glagol'	<i>g</i>	ⱺ
ⱻ	ⱻ	5	Dobro	<i>d</i>	ⱻ
ⱼ	ⱼ	6	Est', jest'	<i>e</i> in men	ⱼ
ⱽ	ⱽ	7	Zhivete	<i>h</i>	ⱽ
Ȿ	Ȿ	8	Zelo	<i>z</i>	Ȿ
Ɀ	Ɀ	9	Zemla, zemlja, zemja	<i>z</i>	Ɀ
Ɀ Ɀ	Ɀ	10	Izhe	<i>i</i> in field	Ɀ
Ɀ	Ɀ	20	I	<i>i</i>	Ɀ
Ɀ	Ɀ	30	Derv'	<i>dj</i>	(Ɀ)
Ɀ	Ɀ	40	Kako	<i>k</i>	Ɀ
Ɀ	Ɀ	50	Ĺudi, ljudi	<i>l</i>	Ɀ
Ɀ Ɀ	Ɀ	60	Mislite	<i>m</i>	Ɀ
Ɀ	Ɀ	70	Nash	<i>n</i>	Ɀ
Ɀ	Ɀ	80	On	<i>o</i> in old	Ɀ
Ɀ	Ɀ	90	Pokoj	<i>p</i>	Ɀ
Ɀ	Ɀ	100	R'ĕsi	<i>r</i>	Ɀ
Ɀ	Ɀ	200	Slovo	<i>s</i>	Ɀ
Ɀ	Ɀ	300	Tvrdo	<i>t</i>	Ɀ
Ɀ	Ɀ	400	Uk	<i>u</i> in wood	Ɀ
Ɀ	Ɀ	500	Fert	<i>f</i>	Ɀ
Ɀ	Ɀ	600	Kher	<i>kh</i> ; also <i>ch</i> in Scotch loch	Ɀ
Ɀ	Ɀ, Ɀ	700	O	<i>o</i>	Ɀ
Ɀ	Ɀ	900	Tsi	<i>ts</i>	Ɀ
Ɀ	Ɀ	1000	Cherv'	<i>ch</i>	Ɀ
Ɀ	Ɀ		Sha	<i>sh</i>	Ɀ
Ɀ	Ɀ	800	Shta	<i>sht</i>	Ɀ
Ɀ	Ɀ, Ɀ		Jery	<i>y, u, o, ä, $\frac{o}{e}$</i>	Ɀ
Ɀ	Ɀ		Jerek	<i>e</i> in bed, $\frac{e}{i}$	Ɀ
Ɀ	Ɀ	800	Jet'	<i>j</i> in judge, <i>ja</i>	Ɀ
Ɀ	Ɀ		Ju	<i>ju</i>	Ɀ

GLAGOLITSA—Continued

Old Slavic	Croatian	Numeral values	Name	Transliteration	Old Slavic Cyrillic
				<i>ia</i>	Ѧ
				<i>ie</i>	Ѣ
€			Ejs	<i>e</i>	Ѧ
⊕€			As	<i>a</i>	Ѧ
⊗€			Jes	<i>je</i>	ѦѢ
⊙€			Jas	<i>ja</i>	ѦѢ
			Ksi	<i>x; k</i>	Ѧ
			Psi	<i>ps</i>	Ѧ
⊕			Thita	<i>f, th</i>	Ѧ
⊗			Izhitsa	<i>y, i</i>	Ѧ

NOTE.—When using the above characters as numerals a period is placed before and after the character. In a medial position the jery has the sound of *ü* in the German word *über*.

According to Prof. S. Stanojevitch's *Narodna Entsiklopedija*, Glagolitsa takes its name quite possibly from the Croatian and Dalmatian priests who used it in their liturgical services about the 9th century and came from the Old Slavic word *glagol*, to speak; thus they called the priests *glagolashi*, speakers. There is ample evidence that it was employed especially for liturgical services wherever the Slavs lived. In fact there is evidence of its use in Russia, as shown by the Glagolitic inscriptions in the Novgorod Cathedral.

Aside from the south Slavic sections Glagolitsa has also been found on all monumental remains in Moravia and Bohemia, as also possibly in Macedonia. At the beginning of the 10th century it was used also in Bulgaria, but as the Cyrillic was being introduced it soon began to decline in common use and, by the 11th century, we find it confined mainly to Catholic liturgical use in northern Dalmatia, Croatia, and Istria, where it survived until about 1840. Its value now is merely historical, though it also possesses a great wealth of literature.

Its origin is a problem that has engrossed theologians for many years. In 1890 Isaac Taylor advanced the thesis that Glagolitsa originated from the Greek hieratic script in the 9th century and that even before the time of SS. Cyril and Methodius the Slavs used Greek letters, combining them with characters Nos. 2 and 3 when it was desired to give a particular sound that was strange to the Greek language. He believed that to be the cause for its similarity to the Greek characters. Prof. Jagich, one of the greatest of Slavic philologists, has probably studied the subject more thoroughly than anyone else and concurs in this view, but further study convinced him that St. Cyril finally developed a style for the entire alphabet, which has a similarity to the Coptic.

The first book printed in Glagolitsa came from the press in Venice in 1483 and later was followed by a great mass of printed literature. When the division of eastern Europe into several political units took place the language lost caste, Austria, in particular, doing her utmost to discourage its use. It is interesting to know that in 1903 an Old Slavic academy was found on the beautiful Dalmatian island Krk which was engaged in the publication of books on Glagolitic literature, but all in Cyrillic transcription.

The Cyrillic alphabet, shown in the last column of the table, was originated in the year 863 by the Slavic priests Cyril and Methodius for use in the translation of religious books from the Greek into the Slavic language. With its 44 characters adapted from both the Greek and possibly an extinct Slav-runic alphabet, it became the alphabet of the Slavs who were within the fold of the Greek Orthodox Church. In the 18th century Peter the Great forced upon the Russians, among his many reforms, the modified Russian alphabet, and the use of the Cyrillic was relegated to religious books.

GREEK (Classical)

A	α	alpha	ā as in father; ǎ as in papa	Ξ	ξ	xi	x as in mix
B	β	beta	b as in bad	Ο	ο	omicron	o as in obey
Γ	γ	gamma	g as in go	Π	π	pi	p as in pin
Δ	δ	delta	d as in do	Ρ	ρ	rho	r as in red
E	ε	epsilon	e as in pet	Σ	σ s	sigma	s as in see
Z	ζ	zeta	Originally as zd; later as z	T	τ	tau	t as in top
H	η	eta	e as in French fête	Υ	υ	upsilon	ū as in French sūr, German ū; ũ as in G e r m a n Brücke
Θ	θ	theta	th as in thin	Φ	φ	phi	ph as in graphic
I	ι	iota	ī as in ma- chine; ĩ as in pit	X	χ	chi	ch as in German machen
K	κ	kappa	k as in keg	Ψ	ψ	psi	ps as in gyp- sum
Λ	λ	la(m)da	l as in lip	Ω	ω	omega	o as in prone
M	μ	mu	m as in mix				
N	ν	nu	n as in now				

The Greek language uses 24 letters. Each letter has at least two forms, the majuscule, or upper-case, and the minuscule, or lower-case. The larger, or capital, letters are very like those used by the Greeks of the classical period; the smaller letters are derived from the cursive script used at a very much later period. The use given herewith is that taught generally in American schools and colleges.

Five of the lower-case letters have two forms each: α is used in text; α, as a symbol in mathematics; ε and ε̄ are rare, never used as symbols; φ, φ̄, in text and as symbols; σ, initial or medial; s, final.

Forms

The form σ is used at the beginning or in the middle of a word; the form s at the end of a word only. Various fonts of type, especially the older fonts, had variants for certain of the characters, notably for θ, β, and φ. These variant characters can generally be used indiscriminately and interchangeably.

The later manuscripts had many hundreds of ligatures, a remnant of the shorthand of the period. The earlier printers had a great many of these cast in type, but they are not generally used today.

There is the relic of the primitive Greek alphabet remaining in the use of three ancient characters as numerals, ϛ, digamma, or ϛ, stigma, used for 6; Ϟ, koppa, used for 90, and ϟ, sampi, used for 900. The only other occasion for the use of these characters is in paleography.

Attention is called to the breathings, the rough (´) which gives the sound of h to the letter on which it is written, and the smooth (˘). Every initial vowel takes one or the other of these breathings. It is written over the second letter of a diphthong, and in front of capital letters. Initials υ and ρ take the rough breathing above them, and doubled ρ was formerly written ρρ, but modern usage eliminates the breathings. The smooth breathing should not be confused with the apostrophe, which is used at the end of a word to indicate an omission.

Accents

Three accents are used in Greek, the acute (´), the tilde (circumflex) (˘) and the grave (˘). These may be combined with the breathings to give a number of "sorts", the use of which involves a knowledge of the language.

GREEK DIACRITICAL MARKS

˘ lenis	˘ lenis grave	˘ tilde asper
˘ asper	˘ asper acute	˘ dieresis
˘ acute	˘ asper grave	˘ dieresis acute
˘ grave	˘ tilde	˘ dieresis grave
˘ lenis acute	˘ tilde lenis	

The Greek marks of punctuation are the comma (,), the colon-semicolon (:), the period (.), and the mark of interrogation (?). As the ancient Greeks wrote without any breaks, even between words, these marks are of quite recent origin, and are inserted where editors think they should go, generally as in English.

Pronunciation

Scholars think that the double consonants φ , χ , θ , ζ , ξ , and ψ , originally sounded both of their component parts, but that later they took on a single sound.

The letter γ before κ , γ , χ , and ζ took the sound of n in ink. The letter ρ , when with a rough breathing, had a sound something like *hr*.

The pronunciation of the principal diphthongs is:

α as *ai* in aisle
 ϵ as *ei* in rein
 \omicron as *oi* in toil
 υ as *ui* in quit

$\alpha\nu$ as *ou* in our
 $\epsilon\nu$ as *eu* in feud
 $\omicron\nu$ as *ou* in you

The diphthong $\eta\nu$ can only be approximated by the sounds *eh-oo* pronounced quickly together.

The improper diphthongs α , η , ω , are pronounced like *a*, *η*, *ω*, respectively.

There is a division of opinion among modern scholars as to the pronunciation of ancient Greek. Some think that the pronunciation of the modern Greek is more nearly like the ancient than the ordinarily accepted scholastic pronunciation.

Capitalization

As the ancient Greeks did not know the lower-case letters, they had no scheme of capitalization. The modern use is to capitalize proper names and the first word of a sentence. Poetry does not capitalize the first word of a line, unless under the above rule.

Syllabication

Each Greek word has as many syllables as it has vowels or diphthongs. The following rules, based on ancient tradition, are used in divisions:

(a) Single consonants, combinations of consonants which can begin a word, and mutes followed by μ or ν , are placed at the beginning of a syllable.

In Greek there are found to be 41 combinations of consonants that are used to begin words. They are:

$\beta\delta$, $\beta\lambda$, $\beta\rho$, $\gamma\lambda$, $\gamma\nu$, $\gamma\rho$, $\delta\mu$, $\delta\nu$, $\delta\rho$, $\theta\lambda$, $\theta\nu$, $\theta\rho$, $\kappa\lambda$, $\kappa\mu$, $\kappa\nu$, $\kappa\rho$, $\kappa\tau$, $\mu\nu$, $\mu\lambda$, $\mu\nu$, $\mu\rho$, $\mu\tau$, $\sigma\theta$, $\sigma\kappa$, $\sigma\mu$, $\sigma\pi$, $\sigma\tau$, $\sigma\varphi$, $\sigma\chi$, $\tau\lambda$, $\tau\mu$, $\tau\rho$, $\varphi\lambda$, $\varphi\nu$, $\varphi\rho$, $\chi\theta$, $\chi\lambda$, $\chi\nu$, $\chi\rho$.

(b) Other combinations of consonants are divided.

(c) Compound words are divided into their original parts.

Cardinal numbers

α'	<i>εἷς, μία, ἓν</i>	one	ν'	<i>πεντήκοντα</i>	fifty
β'	<i>δύο</i>	two	ξ'	<i>ἑξήκοντα</i>	sixty
γ'	<i>τρεις, τρία</i>	three	\omicron'	<i>ἐβδομήκοντα</i>	seventy
δ'	<i>τέτταρες, -ρα</i>	four	π'	<i>ὀγδοήκοντα</i>	eighty
ϵ'	<i>πέντε</i>	five	ρ'	<i>ἐνενήκοντα</i>	ninety
ζ'	<i>ἕξι</i>	six	σ'	<i>ἑκατόν</i>	hundred
η'	<i>ἑπτὰ</i>	seven	τ'	<i>διακόσιοι</i>	two hundred
θ'	<i>ὀκτώ</i>	eight	υ'	<i>τριακόσιοι</i>	three hundred
ι'	<i>ἐννέα</i>	nine	φ'	<i>τετρακόσιοι</i>	four hundred
κ'	<i>δέκα</i>	ten	ψ'	<i>πεντακόσιοι</i>	five hundred
λ'	<i>ἑνδεκα</i>	eleven	χ'	<i>ἑξακόσιοι</i>	six hundred
μ'	<i>δώδεκα</i>	twelve	ψ'	<i>ἑπτακόσιοι</i>	seven hundred
ν'	<i>τρεισκαίδεκα</i>	thirteen	ω'	<i>ὀκτακόσιοι</i>	eight hundred
ξ'	<i>εἴκοσι</i>	twenty	θ'	<i>ἐνακόσιοι</i>	nine hundred
\omicron'	<i>τριάκοντα</i>	thirty	α	<i>χίλιοι</i>	thousand
π'	<i>τεττεράκοντα</i>	forty	ι	<i>μύριοι</i>	ten thousand

Ordinal numbers

<i>πρῶτος</i>	first	<i>ἕνατος</i>	ninth
<i>δεύτερος</i>	second	<i>δέκατος</i>	tenth
<i>τρίτος</i>	third	<i>ἐνδέκατος</i>	eleventh
<i>τέταρτος</i>	fourth	<i>δωδέκατος</i>	twelfth
<i>πέμπτος</i>	fifth	<i>τρίτος καὶ δέκατος</i>	thirteenth
<i>ἕκτος</i>	sixth	<i>εἰκοστός</i>	twentieth
<i>ἕβδομος</i>	seventh	<i>τριακοστός</i>	thirtieth
<i>ὄγδοος</i>	eighth	<i>χιλιοστός</i>	thousandth

These numerals, except the cardinals from 5 to 100, are regularly declinable according to the rules of the language. The exceptions are not declinable.

The numeral characters take an acute accent after them, from 1 to 999. To place an accent below and to the left of a character multiplies it by 1000: e.g., $\alpha' = 1$, $\alpha = 1000$, $\alpha\theta\lambda\gamma' = 1933$.

Chronology

The ancient Greeks divided time into periods of four years, called Olympiads, the first year of the first Olympiad beginning in the middle of the summer of 776 B.C. Each year was divided into twelve months, but there was no division into weeks.

The seasons were called $\eta\rho$, spring; $\theta\acute{\epsilon}\rho\omicron\varsigma$, summer; $\delta\acute{\omega}\rho\alpha$, autumn, and $\chi\epsilon\iota\mu\acute{\omega}\nu$, winter.

After the rise of the Roman supremacy the Julian calendar was adopted, with the Latin month names transliterated. After the advent of Christianity the weekly system was adopted, with names of the days as in modern Greek.

Months

Ἑκατομβαιῶν	Hecatombion	About July
Μεταγειτνιῶν	Metagetnion	August
Βοηδρομιῶν	Boëdromion	September
Πυανοψιῶν	Pyanopsion	October
Μαιμακτηριῶν	Maimacterion	November
Ποσειδεῶν	Poseideon	December
Ποσειδεῶν δεύτερος	Second Poseideon	In leap years only (every eight years)
Γαμηλιῶν	Gamelion	January
Ἄνθεστηριῶν	Anthesterion	February
Ἐλαφηβολιῶν	Elaphebolion	March
Μουνιχιῶν	Mounichion	April
Θαργηλιῶν	Thargelion	May
Σκιροφοριῶν	Scirophorion	June

The modern equivalents are, of course, only approximate, as the Greeks had not calculated the year as accurately as more modern mathematicians have. The first day of Hecatombion was intended to fall upon the summer solstice; but it actually varied from the middle of June to the first week in August

Time

ώρα	nour	μῆν	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

Articles to be disregarded in filing

ὁ οἱ
ἡ
τό

Ligatures, etc.

ς = stigma (st) ς = koppa (q)
 ς = sampi (sch) Ϻ = (ou)

GREEK (Modern)

A	α	Α α	alpha	a in father
B	β	Β β	beta	v
Γ	γ	Γ γ	gamma	{ Hard <i>g</i> aspirated (<i>gh</i>) as <i>g</i> in the German <i>tragen</i> , before <i>a</i> and <i>o</i> sounds; as <i>y</i> (German <i>j</i>), before <i>ε</i> and <i>ι</i> sounds. For <i>γγ</i> , <i>γκ</i> , etc., see remarks
Δ	δ	Δ δ	delta	<i>th</i> in <i>this</i>
E	ε	Ε ε	epsilon	{ A little longer than <i>e</i> in <i>well</i> , but not quite as long as <i>a</i> in <i>fate</i> ; as <i>e</i> in German <i>nehmen</i>
Z	ζ	Ζ ζ	zeta	<i>z</i>
H	η	Η η	eta	<i>ee</i> in <i>eel</i> , German <i>i</i>
Θ	θ	Θ θ	theta	<i>th</i> in <i>thin</i>
I	ι	Ι ι	iota	<i>ee</i> in <i>eel</i> . See under diphthongs
K	κ	Κ κ	kappa	<i>k</i> . For <i>γκ</i> , see remarks
Λ	λ	Λ λ	lambda	<i>l</i>
M	μ	Μ μ	mu	<i>m</i>
N	ν	Ν ν	nu	<i>n</i> . For <i>ν</i> before <i>π</i> , see remarks
Ξ	ξ	Ξ ξ	xi	<i>x</i> (<i>ks</i>)
O	ο	Ο ο	omicron	<i>o</i> in <i>mono</i>
Π	π	Π π	pi	<i>p</i> ; after <i>μ</i> or its sound, as <i>b</i>
P	ρ	Ρ ρ	rho	<i>r</i> , somewhat rolled or trilled
Σ	σ	Σ σ	sigma	<i>s</i> ; before <i>β</i> , <i>δ</i> , <i>γ</i> , <i>μ</i> , <i>ρ</i> , as <i>z</i>
T	τ	Τ τ	tau	<i>t</i> ; a medial <i>τ</i> before <i>ν</i> as <i>d</i>
Υ	υ	Υ υ	upsilon	<i>ee</i> in <i>eel</i>
Φ	φ	Φ φ	phi	<i>f</i>
X	χ	Χ χ	chi	{ Before <i>a</i> and <i>o</i> , guttural German <i>ch</i> in <i>doch</i> ; before <i>ε</i> and <i>ι</i> , palatal <i>ch</i> in <i>Licht</i>
Ψ	ψ	Ψ ψ	psi	<i>ps</i>
Ω	ω	Ω ω	omega	<i>o</i> in <i>note</i>

Modern Greek is very similar to classical Greek, being the direct descendant of that language. There are, at present, two slightly differing forms of modern Greek, the literary, or written form, and the popular or spoken, dialectal form. As practically all printed matter is in the literary form, the following rules concern that form; but certain popular pronunciations will be indicated as needed.

The modern alphabet is the same as that used for the older language. The pronunciation of some of the letters differs from that ordinarily used for the ancient Greek. It is given in the table.

Remarks

The character σ is used in initial and medial positions in a word, the character ς in the final position. Variant forms of other letters have no fixed rule for use.

The combinations $\gamma\gamma$ and $\gamma\kappa$ are pronounced as *ng* in England, and *nch* in anchor. Before χ and ξ the γ has the sound of *ng* (nasal).

N-final before π -initial is pronounced as *m*, in which case the π is pronounced as *b*.

DIPHTHONGS.—The “improper” diphthongs α and η are pronounced as *a* and *η*, respectively.

The pronunciation of the diphthongs is as follows: $\Lambda\iota$ like ϵ ; $\epsilon\iota$, $ο\iota$, $\upsilon\iota$ like η (*ee*); $ο\upsilon$ as *ou* in group. The diphthongs $α\upsilon$, $\epsilon\upsilon$, $\eta\upsilon$ are pronounced before all vowels and the consonants β , γ , δ , ζ , λ , μ , ν , ρ , as *av*, *ev*, *eev*, respectively, before θ , κ , ξ , π , σ , τ , φ , ψ , as *af*, *ef*, *eef*, respectively.

The popular language introduces a number of palatalizations into its pronunciation, notable among which is the prefixing of an ι (or a letter having an ι -sound, generally υ) when the ι takes the consonantal sound of y .

Accents and breathings

Modern Greek employs the same accents and breathings as the ancient language, and under practically identical rules. Every word, with a few exceptions has an accent on one of the three last syllables. Every initial vowel carries a rough or a smooth breathing. The initial letters ρ and υ always carry the rough breathing, and the combination $\rho\rho$ is usually written with a smooth and a rough accent. The rough breathing does not affect the pronunciation in any way.

Capitalization

Majuscules (capital letters) are used on title pages and in headings, much as in English, at the beginning of a sentence, on all proper nouns, on the titles of high-placed officials, and on the designations of corporations, associations, etc. In letters, etc., the pronoun of address is usually capitalized.

Punctuation

The comma, the period, and the exclamation point are the same as in English and are used similarly. The semicolon and the colon are represented by a point above the line. The question mark resembles the English semicolon. The scheme for quotation marks is the same as in the western languages.

Syllabication

Modern Greek forms a syllable for each vowel or diphthong. A single consonant belongs to the following syllable. Two consonants divide, except that any two consonants that may begin a Greek word are given to the following syllable; further, three consonants will be affixed to the following syllable if the first with the second, or the second with the third can begin a word. Compounds may be divided on the compound.

A list of the letters which may begin a word can be found under Greek (classical), syllabication, page 70. This can be used in modern Greek.

NUMERALS.—Modern Greek uses the Arabic figures for ordinary number work. Where western languages use roman numerals, the modern Greek uses the same scheme of letters as used by classical Greek.

Cardinal numbers

έίς, μία, έν	one	έννέα	nine
δύο	two	δέκα	ten
τρεις, τρία	three	είκοσι	twenty
τέσσαρες, -α	four	τριάκοντα	thirty
πέντε	five	εκατόν	hundred
έξ	six	χίλια	thousand
έπτά	seven	έν εκατομμύριον	hundred thousand
όκτώ	eight		

Ordinal numbers

πρώτος	first	έννατος	ninth
δέύτερος	second	δέκατος	tenth
τρίτος	third	είκοστός	twentieth
τέταρτος	fourth	τριακοστός	thirtieth
πέμπτος	fifth	εκατοστός	hundredth
έκτος	sixth	χιλιοστός	thousandth
έβδομος	seventh	εκατομμυριοστός	hundred thousandth
όγδοος	eighth		

Months

Ίανουάριος	January	Ίούλιος	July
Φεβρουάριος	February	Αύγουστος	August
Μάρτιος	March	Σεπτέμβριος	September
Ώπρίλιος	April	Όκτώβριος	October
Μάιος	May	Νοέμβριος	November
Ίουνιος	June	Δεκέμβριος	December

Days

Κυριακή	Sunday	Πέμπτη	Thursday
Δευτέρα	Monday	Παρασκευή	Friday
Τρίτη	Tuesday	Σάββατον	Saturday
Τετάρτη	Wednesday		

Seasons

ανοξίς, έαρ	spring	φθιν όπωρον	autumn
θέρος	summer	χειμών	winter

Time

ώρα	hour	μήν	month
ήμέρα	day	έτος	year
έβδομάς	week		

HAWAIIAN

A	a	a in father ¹	K	k	k ⁵
E	e	e in obey ²	L	l	l, liquid
I	i	ee	M	m	m
O	o	o in note	N	n	n, liquid
U	u	oo in too ³	P	p	p
H	h	h, aspirated ⁴	W	w	Between w and v

¹ Sometimes when it precedes *k, l, m, n,* and *p* it has the short sound of *u* in mutter, and in a few words it has the sound of *aw* or *au*. The true sound is between *a* in ask and the broad *a* in all.

² In an unaccented final syllable it has the sound of *y*.

³ When preceded by *i* it has the sound of *u* or *yu*.

⁴ Sometimes changed to *l*.

⁵ In Kauai it has the sound of *t*, but the best usage gives the Hawaiian consonants their unchangeable sounds.

Remarks

In pronouncing the digraphs *ai, ao, au, ei, eu,* or *ou* the stress is on the first letter.

Words taken from the English retain their Latin consonants: *sabati*, Sunday, not *kapaki*; *buke*, book, not *puke*; *Baibala*, Bible, not *Paipala*.

Accent

Bisyllabic words are generally accented on the first syllable, but when that is not the case the stressed syllable carries the accent mark: *po-ho*, chalk; *po-hó*, loss.

In words of more than two syllables stress is usually on the penult; if not, the stressed syllable carries the accent: *ka-na-ka*, a man; *ká-na-ka*, men.

Reduplicated words follow the stress of their primitives: *kúhikúhi*, from *kúhi*; *hólohólo*, from *hólo*, the penult of the reduplicated word taking the primary stress.

The causative *hoo* prefixed to a verb does not change the stress, but receives a secondary stress: *hobapóno*.

The sign of the passive *i-a* takes a secondary stress: *huná, hundáia*.

Cardinal numbers

hookahi, kekahi	one	umikumamkolua	thirteen
elua	two	iwa kalua	twenty
e kolu	three	kana kolu	thirty
e hā, he kauna	four	kanaha', he kaau	forty
elima	five	kauailima'	fifty
e ono	six	kaua-ono	sixty
e hoku	seven	kauahiku	seventy
ewalu	eight	kauawalu	eighty
eiwa	nine	kauaiwa	ninety
umi	ten	haneri	hundred
umikumamakahi	eleven	kausani, tausani	thousand
umikumamalua	twelve		

Ordinal numbers

ka mua, ka makamua	first	ka walu	eighth
lua	second	hapa-iwa, ka iwa	ninth
ke kolu, hapa-kolu	third	hapa-umi, ka umi	tenth
ka ha, he hapaha'	fourth	ka umikumamakahi	eleventh
ka lima, ka mahele elima	fifth	hapa umikumamalua	twelfth
he hapa-ono, ka ono	sixth	ke kanalima o	fiftieth
ka hiku, he kapahiku	seventh	ka hapa haneri, ka haneri	hundredth

Months

Januari	January	Iulai	July
Feberuari	February	Augate, ka mahina	August
Maraki	March	Sepetemaba	September
Aperila, ka ha o na mahina o ka makahiki	April	Okatoba	October
Mahina o Mei	May	Novemaba	November
Iune, ka ono o na mahina	June	Dekemaba	December

Days

la Sabati	Sunday	Poaha'	Thursday
Monede, poaka hi	Monday	Poalima	Friday
Poalua	Tuesday	Poaono, la hoomalolo	Saturday
Poakolu	Wednesday		

Seasons

kai piha	spring	kau haule o na lau	autumn
kau wela	summer	kau hooilo	winter

Time

hora, mahele manawa	hour	he mahina, malama	month
la	day	makahiki	year
hebedoma	week		

Articles to be disregarded in filing

ka, ke	kekahi
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HEBREW

Square	Rabbinical	Cursive	Name	Phonetic value	Numeral value
א	א	א	Aleph	Silent	1
ב	ב	ב	Veth	<i>v</i>	2
ג	ג	ג	Gimel	<i>g</i>	3
ד	ד	ד	Daleth	<i>d</i>	4
ה	ה	ה	Heh	<i>h</i>	5
ו	ו	ו	Vav	<i>v</i>	6
ז	ז	ז	Zayin	<i>z</i>	7
ח	ח	ח	Cheth	{ <i>ch</i> , as in German doch	8
ט	ט	ט	Teth	<i>t</i>	9
י	י	י	Yod	<i>y</i>	10
כ	כ	כ	Chaph	{ <i>ch</i> , as in German doch	20
ל	ל	ל	Lamed	<i>l</i>	30
מ	מ	מ	Mem	<i>m</i>	40
נ	נ	נ	Nun	<i>n</i>	50
ס	ס	ס	Samekh	<i>s</i>	60
ע	ע	ע	Ayin	Silent	70
פ	פ	פ	Feh	<i>f</i>	80
צ	צ	צ	Tsadi	<i>ts</i> , as in <i>pets</i>	90
ק	ק	ק	Koph	<i>k</i>	100
ר	ר	ר	Resh	<i>r</i>	200
ש	ש	ש	Sin	<i>s</i>	300
ת	ת	ת	Thav	<i>th</i> , as in both	400

The final forms of the letters chaph, mem, nun, feh, and tsadi for the square, rabbinical, and cursive alphabets, respectively, are shown at their immediate right.

The Hebrew alphabet consists of 22 consonants, represented by 22 letters, which are also used as numerical signs. Hebrew is read from right to left.

The sound represented by the consonant א (Aleph) is no longer known; ע (Ayin) is a guttural not generally pronounced and is usually transliterated by (').

The characters (ב) Veth, (ב) Chaph, (פ) Feh, and (ת) Thav are hardened with the introduction of a point into (ב) Beth, (ב) Caph, (פ) Peh, and (ת) Tav. The position of the point also determines the sound of (ש) Shin and (ס) Sin.

Similarity of certain letters

[Veth Chaph]	[Daleth Chaph (final) Resh]	[Mem (final) Samekh]
[ב כ]	[ד ך ר]	[ם ס]
[Gimel Nun]	[Teth Mem]	[Ayin Tsadi]
[ג נ]	[ט ם]	[ע צ]
	[Vav Zayin Yod Nun (final)]	[Cheth Heh Thav]
	[ו ז י ן]	[ח ה ת]

Vowel-signs or points

Besides the letters, which are all consonants, there are ten signs used as vowels. These are the Masoretic points, which, when placed above or below the consonants, indicate the vowel pronunciation. The majority of Hebrew works must be read without the aid of the vowel-points.

LONG VOWELS

◌ֹ Kametz	<i>a</i> as in father
◌ֶ Tzere	<i>ei</i> as in their
◌ֵ Chirik gadol	<i>ie</i> as in believe
◌ִ Cholam	<i>o</i> as in no
◌ֻ Shuruk	<i>oo</i> as in moon

SHORT VOWELS

◌ַ Patach	<i>a</i> as in carry
◌ֿ Segol	<i>e</i> as in bed
◌ִ Chirik katon	<i>i</i> as in big
◌ֵ Kametz katon	<i>o</i> as in of
◌ֻ Kubbutz	<i>u</i> as in full

The sh'va

Two dots placed vertically under a consonant (:) is called Sh'va, and indicates the absence of a vowel. When the Sh'va is united with the following consonant it is vocal, and has the phonetic value of the short *e* in believe, e.g., שְׁמַע (Shema).

When united with the preceding consonant it is silent, e.g., אַבְרָם (Ab-ram).

Certain consonants which may not receive a Sh'va, combine the Sh'va with one of the short vowels, e.g., אֶמֶת, חֵלִי, אֲנִי

The rule is not to divide Hebrew words.

HUNGARIAN

A	a	<i>o</i> in dog	NY	ny	<i>ni</i> (ny) in Virginia
Á	á	<i>a</i> in father	O	o	<i>o</i> in horn
B	b	<i>b</i>	Ó	ó	<i>o</i> in stone
C	c	<i>ts</i>	Ö	ö	<i>u</i> in purr
CS	cs	<i>ch</i> in change	Ő	ő	<i>eu</i> in French peur ^{1 2}
CZ	cz	<i>ts</i> in its	P	p	<i>p</i>
D	d	<i>d</i>	R	r	<i>r</i> (trilled)
E	e	<i>e</i> in lend	S	s	<i>sh</i> in shut
É	é	<i>ai</i> in wait	SZ	sz	<i>s</i> in silly
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> in pig	TY	ty	<i>t</i> (ty) in tune
GY	gy	<i>d</i> in duke, or <i>j</i> in joy	U	u	<i>oo</i> in good
H	h	<i>h</i>	Ú	ú	<i>u</i> in brute
I	i	<i>i</i> in bits	Ű	ű	<i>u</i> (y) of French nu, mue ^{1 2}
Í	í	<i>i</i> in ravine	Ű	ű	(²)
J	j	<i>y</i> in yard	V	v	<i>v</i>
K	k	<i>k</i>	Y	y	<i>ɣ</i> ³
L	l	<i>l</i>	Z	z	<i>z</i>
LY	ly	<i>l</i> (ly) in lute	ZS	zs	French <i>j</i>
M	m	<i>m</i>			
N	n	<i>n</i>			

¹ No corresponding sound in English.² Really only lengthened form of preceding vowel.³ Except as final, it is merely a sign of the softening of the preceding consonant.

There are no exceptions to these rules of pronunciation.
Punctuation is practically the same as in English.

Accent

Stress is without exception on the first syllable.

Capitalization

Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship).

Proper names and those referring to God are capitalized.

Adjectives formed from proper names are not capitalized: *budapesti* (of Budapest); *magyar* (Hungarian).

Syllabication

Simple words are divided at the end of a line so that where two vowels follow one another they are separated: *fi-am, mi-enk, ti-e-id*.

Where two consonants follow one another, they also are separated: *nap-pal, er-dő*.

Where a single consonant between two vowels, it goes with the next syllable: *vá-ros, va-dász*. This rule also holds good where the consonant is a double one: *gy, cz, ly, ny, sz, ty, cs, zs* (*a-gyag, e-cset, e-czel, a-nya, a-tya, ró-zsa*).

Two combinations of consonants occurring together in one word are abbreviated: *ssz* instead of *szsz*; but when they are divided, the original spelling is restored: *hosz-szu*.

Compound words are divided according to their construction: *rend-br, meg-áll*.

Abbreviations

The following will be of interest because of their frequent use:

kir.	királyi, royal	p.	pengő, 100 filler	szt.	szent, Saint
f.é.	folyó évi, current year	pl.	például, for instance	t.i.	tudnillik, that is
fil.	fillér, half penny	stb.	és a többi, et cetera		
k.	korona, crown	sz.	szám, number (no.)		

Cardinal numbers

egy	one	kilencz	nine
kettő	two	tíz	ten
három	three	tizenegy	eleven
négy	four	tizenkettő	twelve
öt	five	tizenhárom	thirteen
hat	six	husz	twenty
hét	seven	száz	hundred
nyolcz	eight	ezer	thousand

Ordinal numbers

első	first	kilenczedik	ninth
második	second	tizedik	tenth
harmadik	third	tizenegyedik	eleventh
negyedik	fourth	tizenkettedik	twelfth
ötödik	fifth	tizenharmadik	thirteenth
hatodik	sixth	huszadik	twentieth
hetedik	seventh	századik	hundredth
nyolczadik	eighth	ezredik	thousandth

Months

Január (Jan.)	January	Julius (Jul.)	July
Február (Feb.)	February	Augusztus (Aug.)	August
Márczius (Márcz.)	March	Szeptember (Szept.)	September
Április (Ápr.)	April	Október (Okt.)	October
Május (Máj.)	May	November (Nov.)	November
Junius (Jun.)	June	Deczember (Decz.)	December

Days

Vasárnap	Sunday	Csütörtök	Thursday
Hétfő	Monday	Péntek	Friday
Kedd	Tuesday	Szombat	Saturday
Szerda	Wednesday		

Seasons

tavas	spring	ősz	autumn
nyár	summer	tél	winter

Time

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

Articles to be disregarded in filing

az, a	egy
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ICELANDIC (Modern)

A	a	Intermediate between <i>a</i> in father and <i>a</i> in cat	Í	í	<i>ee</i> in green
Á	á	<i>ov</i> in cow	J	j(joð)	<i>y</i> in yell <i>j</i> in hallelujah
B	b(bje)	<i>b</i> in book	K	k(ká)	<i>k</i> in kernel
D	d(dje)	<i>d</i> in day	L	l(eddl)	<i>l</i> in steel, with certain exceptions
Ð	ð(eð)	<i>th</i> in bathe	M	m(emm)	<i>m</i>
E	e	{short: <i>e</i> in bet long: <i>è</i> in French père	N	n(enn)	<i>n</i> , with certain exceptions
É	é(je)	Like Icelandic <i>i</i> (short) followed by short <i>e</i>	O	o	{short: <i>o</i> in not long: <i>a</i> in war
		<i>f</i> in file, when initial or when followed by <i>k</i> , <i>s</i> or <i>t</i>	Ó	ó	When long like <i>oe</i> in south English toe
F	f(eff)	<i>v</i> , between vowels or at end of words	P	p(pje)	<i>p</i>
		<i>b</i> , when followed by <i>l</i> or <i>n</i>	R	r(err)	<i>r</i> (Scotch)
G	g(gje)	<i>g</i> in gold, with certain exceptions	S	s(ess)	<i>s</i> in house
H	h(há)	<i>h</i>	T	t(tje)	<i>t</i>
I	i	{short: <i>i</i> in sin long: no English equivalent	U	u	<i>eu</i> in French deux
			Ú	ú	<i>oo</i> in moon
			V	v(vaff)	<i>v</i>
			X	x(ex)	<i>x</i>
			Y	y(uj)	<i>i</i> (Icelandic)
			Ý	ý(új)	<i>í</i> (Icelandic)
			Z	z(seta)	<i>s</i> (Icelandic)
			Þ	þ(þoddn)	<i>th</i> in thin
			Æ	æ(œ)	<i>i</i> in mile
			Ö	ö	<i>u</i> in burn

The use of the letter *é*, although retained by many writers, is questionable in modern Icelandic and the letter is now often replaced by *je* which has the same value. The letters *y* and *ý* denote mutation of original *u* and *ú*; *x* is a mutation of *á* and *ó*; *ö* a mutation of *a*. *Z* is by some grammarians considered an unnecessary letter and many writers entirely discard it. Diphthongs: *au* (composed of *ö* followed by the sound of *ee* in *seen*), *ei* and *ey* (with the same sound, composed of the French *é* followed by the sound of *ee* in *seen*).

Accent

The accent almost invariably falls on the first syllable.

Articles

There is only one article, the definite article. When used with an adjective employed as a noun, or with a noun further defined by an adjective or an ordinal number, it stands before the adjective, and is then declined as follows:

	Singular			Plural		
	Masc.	Fem.	Neut.	Masc.	Fem.	Neut.
Nom.	<i>hinn</i>	<i>hin</i>	<i>hið</i>	<i>hinnir</i>	<i>hinar</i>	<i>hin</i>
Acc.	<i>hinn</i>	<i>hina</i>	<i>hið</i>	<i>hina</i>	<i>hinar</i>	<i>hin</i>
Dat.	<i>hinum</i>	<i>hinni</i>	<i>hinu</i>	<i>hinum</i>	} all genders	
Gen.	<i>hins</i>	<i>hinnar</i>	<i>hins</i>	<i>hinna</i>		

If the noun is without any adjectival definition, or if the adjective follows it, the article is suffixed to it, in which case it drops the initial *h*, and if the word ends in a short or unaccented vowel, it drops the *i* also.

Syllabication

Division is made on the last consonant before a vowel: *dag-ar*, *hrafn-ar*, *hepp-in*, *elok-að-i*. Compound words are divided according to their component parts: *vor-draum-ur*.

Cardinal numbers

einn	one	seytján	seventeen
tveir	two	átján	eighteen
þrír	three	nítján	nineteen
fjórir	four	tuttugu	twenty
fimm	five	tuttugu og einn	twenty-one
sex	six	þrjátíu	thirty
sjö	seven	þrjátíu og tveir	thirty-two
átta	eight	fjörutíu	forty
níu	nine	fímtíu	fifty
tíu	ten	sex tíu	sixty
ellefu	eleven	sjötíu	seventy
tólf	twelve	áttatíu	eighty
þrettán	thirteen	níutíu	ninety
fjörtán	fourteen	(eitt) hundrað	hundred
fímtán	fifteen	tvö hundruð	two hundred
sextán	sixteen	þúsund	thousand

Ordinal numbers

fyrsti	first	sex tándi	sixteenth
annar	second	seytjándi	seventeenth
þriðji	third	átjándi	eighteenth
fjórði	fourth	nítjándi	nineteenth
fímti	fifth	tuttugasti	twentieth
sjötti	sixth	tuttugasti og fyrsti	twenty-first
sjöundi	seventh	þrítugasti	thirtieth
áttundi	eighth	fertugasti	fortieth
níundi	ninth	fímtugasti	fiftieth
tíundi	tenth	sex tugasti	sixtieth
ellefti	eleventh	sjötugasti	seventieth
tólfti	twelfth	áttugasti	eightieth
þrettándi	thirteenth	nítugasti	ninetieth
fjörtándi	fourteenth	hundraðasti	hundredth
fímtándi	fifteenth	þúsundasti	thousandth

Months

janúar (mánuður)	January	júlí	July
febrúar	February	ágúst	August
marz	March	september	September
apríl	April	október	October
maí	May	nóvember	November
júní	June	desember (mánuður)	December

Days

sunnudagur	Sunday	fímtudagur	Thursday
mánudagur	Monday	föstudagur	Friday
þriðjudagur	Tuesday	laugardagur	Saturday
miðvikudagur	Wednesday		

Seasons

vor	spring	haust	autumn
sumar	summer	vetur	winter

Time

klukkustund	hour	mánuður	month
dagur	day	ár	year
vika	week		

ITALIAN

A	a	<i>a</i> in far	M	m	<i>m</i>
B	b	<i>b</i>	N	n	<i>n</i>
C	c	Before <i>a</i> , <i>o</i> , or <i>u</i> , as <i>c</i> in can; before <i>e</i> or <i>i</i> , similar to but softer than <i>ch</i> in chant	O	o	<i>o</i> in note; like <i>aw</i> in saw
D	d	<i>d</i>	P	p	<i>p</i>
E	e	<i>a</i> in grate; <i>e</i> in bell	Q	q	<i>q</i> in quart
F	f	<i>f</i>	R	r	<i>r</i> in wary, rolled
G	g	Before <i>a</i> , <i>o</i> , or <i>u</i> , as <i>g</i> in gay; before <i>e</i> or <i>i</i> like <i>j</i> , but softer	S	s	<i>s</i> ; usually <i>z</i> between two vowels
H	h	Silent, but makes a preceding <i>c</i> or <i>g</i> hard	T	t	<i>t</i>
I	i	<i>e</i> in me	U	u	<i>oo</i> in coo
J	j	<i>y</i> ; final, <i>ee</i>	V	v	<i>v</i>
K	k	<i>k</i> , only in foreign words	W	w	} In foreign words only
L	l	<i>l</i>	X	x	
			Y	y	Like the vowel <i>i</i> ; only in foreign words
			Z	z	<i>ts</i> in quarts or as <i>ds</i> in a few words

Syllabication

A single consonant between two vowels is always carried over; in case of two or more consonants, sound combinations must not be separated.

Combinations of two consonants are divisible if the first is a liquid; if one of the liquids, *l*, *m*, *n*, or *r*, is the first of the consonants, divide on these: *Sar-co*, *com-pi-ti*, *quin-di-ci*, *par-la-re*, *dol-cez-ze*. If the first consonant is not a liquid, the entire combination is carried over: *Ri-spo-sta*, *de-sti-no*, *lu-stri*, *se-sto*, *que-sta*.

Do not separate combinations representing a single sound, as *ch*, *gh*, *gl*, *gn*, *sce*, *sci*, *scia*, *scio*: *Po-chi*, *lun-ghez-za*, *fi-glia*, *bi-so-gno*, *cre-sce-re*, *u-sci-re*, *la-scia-re*.

Double consonants are divided: *Quel-lo*, *af-flit-to*, *fac-cio*, *fug-gi-re*, *oc-chi-o*, *vec-chi-o*, *cac-cia*.

Combinations of three consonants are divided on the first, except where the first is an *s* not belonging to a prefix: *Sem-pre*, *men-tre*, *in-con-tro*, *com-pren-do*, *dis-gra-zia*, but *lu-stri*, *re-gi-stro*, *co-stret-to*, *me-schi-no*.

Diphthongs, triphthongs, and sound combinations with *i* (semivowel) in *ci*, *gi*, *gli*, are not separated. Vowel combinations which are not diphthongs may be separated: *e-go-is-mo*.

Groups of two vowels with accent on the first are not separated: *O-cléa-no*, *gé-o-gra-fía*, *Béa-tri-ce*. If the first is *a*, *e*, or *o* and the second carries the accent they are divided: *Ma-é-stro*, *pa-ú-ra*, *te-á-tro*, *cre-ò*, *po-é-ta*, *so-á-ve*. If the first is *i* or *u*, they may or may not be divided: *Vi-sio-ne*, *gra-zio-so*, but *ri-ar-so*, *tri-ón-fo*, *ru-i-na*, *flu-en-te*.

While it is permissible, it is not well to divide so as to carry over a single vowel, as *orari-o*, and word groups with an apostrophe must not divide on the apostrophe, as *all'*, *coll'*, etc., but are divided on the first *l*, so that the second *l* and the apostrophe begin the next line, as *del-l'albero*; *un'ar-te*.

The space after the apostrophe is no longer required.

Capitalization

Capitalize all proper nouns, names of the Deity, the initial word of a sentence or a line of poetry, but lower case names of the months and proper nouns when used adjectively.

Capitalize adjectives when forming an integral part of a proper noun, as *Alto Adige*.

In book titles capitalize the first word and all proper nouns: *Storia della diplomazia europea in Italia*.

Accents

The grave is the only accent used and occurs on the final vowel of a word, indicating that the voice rests on that syllable; it also serves for the distinction of monosyllabic words.

The apostrophe indicates that a vowel has been left out, and may occur either at the beginning or end of a word, e.g., *sopra 'l letto*, on the bed; *l' opera*, the work, etc.

Cardinal numbers

uno	one	quattordici	fourteen
due	two	quindici	fifteen
tre	three	sedici	sixteen
quattro	four	diciasette	seventeen
cinque	five	diciasette }	
sei	six	diciotto	eighteen
sette	seven	diciannove	nineteen
otto	eight	diciannove }	
nove	nine	venti	twenty
dieci	ten	ventuno	twenty-one
undici	eleven	cento	hundred
dodici	twelve	mille	thousand
treddici	thirteen	due mille	two thousand

Ordinal numbers

primo	first	decimoprimo	eleventh
secondo	second	undicesimo }	
terzo	third	dodicesimo	twelfth
quarto	fourth	treddicesimo	thirteenth
quinto	fifth	quattordicesimo }	fourteenth
sesto	sixth	decimoquarto }	
settimo	seventh	ventesimo	twentieth
ottavo	eighth	ventunesimo	twenty-first
nono	ninth	ventesimo primo }	
decimo }	tenth	centesimo	hundredth
decima }		millesimo	thousandth

Months

gennaio (genn.)	January	luglio	July
febbraio (febb.)	February	agosto	August
marzo	March	settembre (sett.)	September
aprile	April	ottobre (ott.)	October
maggio (magg.)	May	novembre (nov.)	November
giugno	June	dicembre (dic.)	December

Days

domenica	Sunday	giovedì	Thursday
lunedì	Monday	venerdì	Friday
martedì	Tuesday	sabato	Saturday
mercoledì	Wednesday		

Seasons

primavera	spring	autunno	autumn
estate	summer	inverno	winter

Time

ora	hour	mese	month
giorno	day	anno	year
settimana	week		

Articles to be disregarded in filing

il, lo		l'
i, gl'		un, uno
la, le		una, un'

JAPANESE

SYLLABARY

Pronunciation	Katakana	Hiragana	Pronunciation	Katakana	Hiragana
i	イ	い	yo	ヨ	よ
ro	伊	以	ta	夕	と
ha	口	呂	re	夕	右
ni	呂	呂	so	多	堂
ho	ハ	波	tsu	レ	托
he	八	走	ne	レ	禮
to	八	仁	na	ソ	禮
chi	二	二	ra	ソ	曾
ri	二	仁	mu	ソ	曾
nu	ホ	保	u	ツ	門
ru	保	保	i	門	門
wo	へ	遍	no	子	祢
wa	四	止	o	祢	祢
ka	四	止	ku	祢	祢

JAPANESE—Continued

Pronunciation	Katakana	Hiragana					Pronunciation	Katakana	Hiragana				
ya	ヤ	也	屋	耶	夜		yu	ユ	由	由	遊	遊	
ma	マ	末	末	末	滿	滿	me	メ	め	免	面	米	馬
ke	ケ	計	計	希	氣	ヶ	mi	ミ	み	美	美	美	見
fu	フ	不	不	婦	布	富	shi	シ	之	之	志	新	事
ko	コ	己	己	古	許	故	e	エ	慧	惠	惠	衛	衛
e	エ	江	江	衣	衣	兄	hi	ヒ	比	比	飛	飛	比
te	テ	天	天	天	豆	亭	mo	モ	毛	毛	毛	毛	母
a	ア	阿	安	安	阿		se	セ	世	世	勢	勢	
sa	サ	散	左	佐	左	差	su	ス	須	寸	春	壽	數
ki	キ	幾	幾	起	幾	支	n	ン	ん	元			

The affinities of the native Japanese language are not yet known. One school relates it to the Ural-Altaic group, while the other to Polynesian tongues. In its early stage, the Chinese ideographs were used for phonetic purposes as well as for their regular ones; but to simplify them, a syllabary, called *iroha*, consisting of 47 abbreviated characters, was selected to represent one Japanese sound each. Its cursive forms represented by several characters are called *hiragana*, and its plain forms represented with one sign for each, *katakana*. Modern Japanese writing is an intermixture of Chinese characters with *kana*.

The first column of the above table contains the English pronunciation; the second, the *katakana*, with the Chinese characters of which they are the abbreviated forms, and the remaining columns, the *hiragana* with their variants, arranged in the order of their most frequent occurrence.

ROMANIZED FORM OF JAPANESE PHONETIC SYSTEM

For the purpose of spelling out the language phonetically, the Japanese at an early date classified its sounds into a system of syllables. The following is patterned after the revised Hepburn system as used by A. Rose-Innes and T. Takenobu, with some further modifications:

Consonants	Vowels											
	a	e	i	o	ō	u	ū	ya	yo	yō	yu	yū
b	ba	be	bi	bo	bō	bu	bū	bya	byo	byō	byu	byū
ch	cha	—	chi	cho	chō	chu	chū	—	—	—	—	—
d	da	de	—	do	dō	—	—	—	—	—	—	—
f	—	—	—	—	—	fu	fū	—	—	—	—	—
g	ga	ge	gi	go	gō	gu	gū	gya	gyo	gyō	gyu	gyū
h	ha	he	hi	ho	hō	—	—	hya	hyo	hyō	hyu	hyū
j	ja	—	ji	jo	jō	ju	jū	—	—	—	—	—
k	ka	ke	ki	ko	kō	ku	kū	kya	kyo	kyō	kyu	kyū
m	ma	me	mi	mo	mō	mu	mū	mya	myo	myō	myu	myū
n	na	ne	ni	no	nō	nu	nū	nya	nyo	nyō	nyu	nyū
p	pa	pe	pi	po	pō	pu	pū	pya	pyo	pyō	pyu	pyū
r	ra	re	ri	ro	rō	ru	rū	rya	ryo	ryō	ryu	ryū
s	sa	se	—	so	sō	su	sū	—	—	—	—	—
sh	sha	—	shi	sho	shō	shu	shū	—	—	—	—	—
t	ta	te	—	to	tō	—	—	—	—	—	—	—
ts	—	—	—	—	—	tsu	tsū	—	—	—	—	—
w	wa	—	—	—	—	—	—	—	—	—	—	—

The sounds *che*, *je*, and *she* are possible, but are not used except in foreign words and a few exclamations.

Any vowel may be followed by an *n*. This *n*, however, almost always should be changed to *m* if the first letter following it is a *b*, *m*, or *p*. The sound *tsu* before a *k*, *s*, *sh*, *t*, *ts*, *ch*, *h*, or *f*, and the sounds *ku* and *ki* before a *k* are replaced by doubling the following consonant. *sh*, *ts*, and *ch* become *ssh*, *ts*, and *tch*. However, this doubling of the consonant is done only for reasons of euphony when the pronunciation of *tsu* preceded by a vowel and followed by a consonant would be difficult or harsh.

Romanization

There are two main styles of romanization. The first, which is widely accepted among the English-speaking people, is called the Hepburn style, named after its originator, James C. Hepburn. The second is called the Nihon style, based primarily on the structure of the Japanese language. The main points of difference in the two are the following:

Hepburn:	shi	ji	chi	tsu	ji	zu	fu
Nihon:	si	zi	ti	tu	di	du	hu

A committee appointed by the Japanese Department of Education is at present investigating the problem of romanization, and their report will decide which system is to be officially adopted.

The *Romaji Hirome kwai*, *Romaji kwai*, and others, have been recommending the exclusive use of roman letters for the scholarly and scientific writings, but, on the whole, they have not made much progress.

Accents

Accents in Japanese have but little importance for the student of either the spoken or the written language. Briefly the consonants should be pronounced as in English and the vowels as in Italian; the voice should maintain an even tone, no special emphasis being laid on any but long syllables.

Days

Nichiyō	Sunday	Mokuyō	Thursday
Getsuyō	Monday	Kinyō	Friday
Kayō	Tuesday	Doyō	Saturday
Suiyō	Wednesday		

Seasons

haru	spring	aki	autumn
natsu	summer	fuyu	winter

Time

ji	time	tsuki, getsu	month
nichi, hi	day	toshi, nen	year
shu	week		

Cardinal numbers

ichi	one	niju	twenty
ni	two	hyaku	hundred
san	three	hyakuichi	hundred and one
shi	four	nihyaku	two hundred
go	five	sen	thousand
roku	six	man	ten thousand
shichi	seven	juman	hundred thousand
hachi	eight	hyakuman	million
ku	nine	happyakuman	eight million
ju	ten	senman	ten million
juichi	eleven	ichi oku	hundred million
juni	twelve	cho	billion

For the native characters see the Chinese list of cardinal numbers.

Ordinal numbers

Cardinal forms are converted into ordinals by prefixing *dai*, as *dai ni*, the second.

Certain sets of characters are often used in place of numerals in numbering the volumes of a book, the prints in a set, and the like:

1, 2: 上 *jō*, 下 *ge*; or 前 *zen*, 後 *go*.

1, 2, 3: 上 *jō*, 中 *chū*, 下 *ge*; or 前 *zen*, 中 *chū*, 後 *go*; or 天 *ten*, 地 *chi*, 人 *jin*; or 雪 *setsu*, 月 *getsu*, 花 *kwa* (the order is sometimes *getsu*, *setsu*, *kwa*).

1, 2, 3, 4: 乾 *ken*, 坤 *kon*, 巽 *son*, 艮 *gon*; or 花 *kwa*, 鳥 *chō*, 風 *fū*, 月 *getsu*.

1, 2, 3, 4, 5: *kwa*, *chō*, *fū*, *getsu*, as above, and 雪 *setsu*.

JAVANESE

Normal character	Ligature sign	Transliteration	Normal character	Ligature sign	Transliteration	Normal character	Ligature sign	Transliteration
හ	හ	hâ	ඳ			Initial letters		
ඳ		nâ	ඳ	ඳ	djâ			
ඳ	ඳ	tjâ	ඳ	ඳ	yâ	ඳ	Nâ
ඳ	ඳ	râ	ඳ	ඳ	njâ	ඳ	Tjâ
ඳ	ඳ	kâ	ඳ	ඳ	mâ	ඳ	ඳ	Kâ
ඳ	ඳ	dâ	ඳ	ඳ	gâ	ඳ	ඳ	Tâ
ඳ	ඳ	tâ	ඳ	ඳ	bâ	ඳ	Sâ
ඳ	ඳ	sâ	ඳ	ඳ	tâ	ඳ	
ඳ	ඳ	wâ	ඳ	ඳ	ngâ	ඳ	Pâ
ඳ	ඳ	lâ	ඳ	ඳ	rě	Njâ
ඳ	ඳ	pâ	ඳ	ඳ	lě	Gâ
ඳ	ඳ	dâ	ඳ	ඳ		Bâ

Name	Character	Transliteration	Remarks	Character	Transliteration
Vowel and reading signs (Sandangan)				Arabic sounds	
Pěpět	ඳ	ě		ඳ	a
Wulu	ඳ	i		ඳ	i
Suku	ඳ	u		ඳ	u
Taling	ඳ	e		ඳ	e
Taling-Tarung	ඳ	o		ඳ	o
Patěn or Pangkon	ඳ		Where a letter takes vowel sound	Isolated vowels	
Wigñan	ඳ	h	At end of syllable	ඳ	h
Tjětjak	ඳ	ng	Do.	ඳ	k
Layar	ඳ	r	Do.	ඳ	đ
Tjâkrâ	ඳ	r	Between a consonant and the following sound	ඳ	j
Kěrět	ඳ	rě		After a consonant	ඳ
Pingkal	ඳ	yâ	Do.	ඳ	g
	ඳ			ඳ	p
	ඳ			ඳ	ng

Javanese is a language spoken in central and eastern Java by some 18,000,000 people. It is a branch of the Malay-Polynesian language family and a direct descendant of the old Javanese, or Kawi, language. It has adopted a considerable number of words from the Sanscrit without, however, making any change in its grammatical construction. The alphabet, also, is derived from the old Kawi, which, in turn, was evolved from a south Indian alphabet. The text reads from left to right.

The ligature character is sometimes used instead of the *patèn* to give the consonant the vowel sound.

Numerals

ᦞ	ᦟ	ᦠ	ᦡ	ᦢ	ᦣ	ᦤ	ᦥ	ᦦ	ᦧ	ᦨ
1	2	3	4	5	6	7	8	9	0	0

Punctuation

ᦺ	Comma	ᦻ	Half pause	ᦼ	Complete pause	ᦽ	Extract
---	-------	---	------------	---	-------------------	---	---------

KANARESE (KANNADA)

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
ಅ	a	ಓ	ō	ಋ	jha	ಬ	ba
ಆ	ā	ಔ	au	ಞ	ña	ಭ	bha
ಇ	i	ಋ	m̄	ಟ	ṭa	ಮ	ma
ಈ	ī	ಃ	ḥ	ಠ	ṭha	ಯ	ya
ಉ	u	ಙ	ṅ	ಡ	ḍa	ರ	ra
ಊ	ū	ಂ	ṁ	ಢ	ḍha	ಱ	ṛa
ಯ	y	ಕ	ka	ಣ	ṇa	ಲ	la
ಮೂ	m̄	ಖ	kha	ತ	ta	ವ	va
ೞ	ṣ	ಗ	ga	ಥ	ṭha	ಶ	śa
ೞ	ṣ̄	ಘ	gha	ದ	da	ಷ	ṣa
ಎ	e	ಜ	ja	ಧ	dha	ಸ	sa
ಏ	ē	ಚ	cha	ನ	na	ಹ	ha
ಐ	ai	ಛ	cha	ಪ	pa	ಳ	ḷa
ಒ	o	ಜ್	ja	ಫ	pha	ಲ	ḷa

Kanarese is the language spoken in Mysore, Hyderabad, and the adjoining districts of Madras and Bombay, and it belongs to the Dravidian language group. The irregular forms are similar to the Telugu, but it is closely related to the Tamil. The text reads from left to right and, as shown in the table, has many ligatures.

Besides the vowels shown, there are vowel signs which are placed over or on the sides of the consonants; those for the *g* are as follows:

ಗ	ga	ಗ್ಯ	gā	ಗೇ	gē
ಗಾ	gā	ಗ್ಯಾ	gāi	ಗೈ	gai
ಗಿ	gi	ಗ್ಯಿ	gi	ಗೇ	gē
ಗೀ	gī	ಗ್ಯಿ	gī	ಗೋ	gō
ಗು	gu	ಗ್ಯು	gū	ಗೋ	gō
ಗೂ	gū	ಗೈ	gū	ಗಾ	gā

Consonantal doubling and combinations are also made by connecting two consonants or using a combination of parts of two consonants, as follows:

$$ಗ್ಗ = gga, ರ್ಕ = rka, \text{ etc.}$$

Numerals

೧	೨	೩	೪	೫	೬	೭	೮	೯	೦
1	2	3	4	5	6	7	8	9	0

KOREAN

In 1933 the office of the Governor General of Korea modified and simplified the alphabet and this table follows the new system.

COMBINATIONS		VOWELS: TRANSLITERATION AND TONE VALUE	
하	하	가	(아) a (as in ah)
히	히	가	(야) ya
호	호	거	(어) u (approximately as in fur)
후	후	겨	(여) yu (approximately as you in young)
하	하	고	(오) o (equal to the initial sound of long o and approximately as in for)
히	히	교	(요) yo (approximately as in yo-ho)
호	호	구	(우) oo (long oo as in soon)
후	후	규	(유) yoo or u (as in use)
하	하	그	(으) oo (somewhere near short oo, as in book, though there is really no close English equivalent)
히	히	기	(이) i (as in police)
호	호	르	or ee (as in see)
후	후	르	or ee (as in see)
하	하	나	나
히	히	너	너
호	호	노	노
후	후	누	누
하	하	다	다
히	히	더	더
호	호	도	도
후	후	두	두
하	하	라	라
히	히	러	러
호	호	로	로
후	후	루	루
하	하	마	마
히	히	머	머
호	호	모	모
후	후	무	무
하	하	바	바
히	히	버	버
호	호	보	보
후	후	부	부
하	하	사	사
히	히	서	서
호	호	소	소
후	후	수	수
하	하	자	자
히	히	저	저
호	호	조	조
후	후	주	주
하	하	차	차
히	히	취	취
호	호	초	초
후	후	추	추
하	하	카	카
히	히	커	커
호	호	코	코
후	후	쿠	쿠
하	하	타	타
히	히	터	터
호	호	토	토
후	후	투	투
하	하	파	파
히	히	퍼	퍼
호	호	포	포
후	후	푸	푸
하	하	리	리
히	히	려	려
호	호	로	로
후	후	루	루
하	하	리	리
히	히	려	려
호	호	로	로
후	후	루	루

DIGRAPHS

나 (나)	ㄴ + ㅏ (approximately <i>na</i>)
저 (저)	ㅈ + ㅓ (approximately <i>wo</i>)
너 (너)	ㄴ (as in <i>as</i>)
녀 (녀)	ㅈ (as in <i>yankee</i>)
어 (어)	ㅓ (approximately as in end, and equal to the initial sound of long <i>a</i>) = French <i>ê</i>
여 (여)	ㅕ (approximately as in <i>yét</i>)
나 (나)	no English equivalent (approximately German <i>ö</i>)
나 (나)	no English equivalent (approximately <i>y + ö</i>)
기 (기)	<i>we</i>
기 (기)	approximately <i>y + we</i>
기 (기)	no English equivalent (approximately French <i>ui</i> as in <i>hute</i>)
기 (기) = ㅈ	
나 (나)	no English equivalent; ㄴ + ㅏ (approximately <i>wa</i> as in <i>wagon</i>)
제 (제)	no English equivalent; ㅈ + ㅓ (approximately <i>wa</i> as in <i>ware</i>)

COMBINATIONS OF CONSONANTS

ㅈ (= *g*), ㅊ (= *d*), ㅃ (= *b*), ㅆ (= *s*), ㅈ (= *j*) are used for both ㅈ and ㅊ. And any other combinations may be made for ㅈ, ㅊ.

Examples: ㅈ approximately *ik* or *rk*,
 ㅊ approximately *im* or *rm*,
 ㅃ approximately *ib* or *rb*, etc.

CONSONANTS¹

파 (파)	ㅍ (기음)	a sound approximately between <i>k</i> and <i>g</i> (as in <i>go</i>); when doubled = <i>g</i> (in <i>go</i>)
바 (바)	ㅂ (바음)	<i>n</i>
다 (다)	ㄷ (다음)	a sound approximately between <i>d</i> and <i>t</i> ; when doubled = <i>d</i> .
라 (라)	ㄹ (라음)	no exact English equivalent; a sound approximately between <i>l</i> and <i>r</i> .
마 (마)	ㅁ (마음)	<i>m</i>
바 (바)	ㅃ (바음)	no English equivalent; a sound approximately between <i>b</i> and <i>v</i> . When doubled = <i>b</i> .
사 (사)	ㅅ (사음)	as initial (ㅅ) approximately = <i>s</i> ; though weaker than <i>s</i> ; as final (ㅅ) approximately = <i>t</i> , when doubled (ㅅ) = <i>s</i> .
오 (오)	ㅇ (오음)	<i>ng</i>
자 (자)	ㅈ (자음)	no English equivalent; a sound approximately between <i>j</i> and <i>z</i> ; when doubled = <i>j</i> .
차 (차)	ㅊ (차음)	approximately <i>ch</i> .
카 (카)	ㅋ (카음)	<i>k</i>
타 (타)	ㅌ (타음)	<i>t</i>
파 (파)	ㅍ (파음)	<i>p</i>
화 (화)	ㅎ (화음)	<i>h</i>

¹ The form in the parentheses is the name of the letter (as *h*, in *bee*). The Korean child, in learning the sounds, recites them as shown in the table; i.e., as a syllable—each consonant followed in turn by all the vowels.

² The form in parentheses is the Korean name of the letter. Since there is a distinction between initial and final uses of the consonants, the name may use the consonant in both positions; but where there is no distinction, the name contains the consonant only once.

³ We may say that a sound (3) is between two other sounds (1) and (2) when the organs of speech, moving from the position for (1) to that for (2), pass also through an intermediate position which, if paused at, would produce (3). This applies to both vowels and consonants.

The Koreans have a true alphabet, not a syllabary, like that of the Japanese, nor a system of characters representing individual ideas, like that of the Chinese. It doubtless belongs to the Ural-Altai language family and is at present spoken by some 17,000,000 people, the Chinese characters being used by the upper classes and in technical works. There are dialectic variations in different parts of the country, but these are unimportant. The alphabet, called Önmun, was introduced by the Emperor Sëtjong, with the assistance of some Chinese scholars, during the period embraced in the years 1443-46, and is particularly well adapted for writing the Korean. The characters, of which 14 are consonants and 11 vowels, are quite simple and bear some resemblance to the Sanscrit, although the historical evidence of their origin is lacking.

Korean spelling is very simple, because there are no silent letters and practically all the letters represent invariable sounds. It should be noted, however, that the letters of each syllable are not written in a line but are grouped into one sign, and the final consonant is always placed at the bottom of the sign. Like the Chinese, the text is generally written in columns, from top to bottom, the columns reading from right to left. In modern printing, however, the English style, in lines reading from left to right, has become quite common.

The character for *s* was formerly used after a letter that was to be doubled, but that has now been discontinued and the character is repeated.

The language has neither punctuation, division of syllables, nor distinction as to capital or lower-case letters. If necessary, division may occur after any syllable.

The Chinese figure characters are in use generally.

The lunar month is used, the months being designated "first", "second", etc. In naming the days of the month, the numerals from 1 to 10 are used, and thus the 11th would be designated "second first", the 21st, "third first", etc.

LADINO

Ladino (Judæo-Spanish) is a dialect composed of a mixture of Spanish and Hebrew elements. It is used as the vernacular as well as literary language by the Sephardim or "Spagnoli", descendants of the Jews expelled from Spain and now scattered throughout Turkey, Jugoslavia including Bosnia, Bulgaria, and Morocco. The so-called Rabbinical cursive characters are used in writing Ladino, but it is printed generally in Rabbinical, though sometimes in the square Hebrew characters (see p. 77), and also quite frequently in Latin letters.

It is most nearly like the Old Spanish, or Castilian, of the 15th century, containing about 80 percent of Spanish words, and is frequently called "idioma castellana" or "lengua vulgar." Students of Old Spanish should first familiarize themselves with Ladino. It resembles the Yiddish in that it includes many old Hebrew and Talmudic words, particularly such as have been transmitted from generation to generation or cannot be exactly translated into another language; e.g., *chen*, *rachmonuth*, *zedackah*. It differs from modern Spanish in that it contains many forms and words now obsolete which were still current in Castile toward the close of the 15th century when the Jews were expelled from Spain; e.g., *fruchiguar*, *ermollecer*, *escuenter*, *muchiguar*, *podestania*, *pecilgo* (= *pellizo*), *expandir*, etc.

One of the characteristics of Ladino is that it contains words taken from the Hebrew that have become Spaniolized; e.g., *meldar*, to read; *meldador*, the reader; *melda*, school; *darsar* (from the Hebrew root דרש), to investigate, to instruct; *chanufer* (from חנף), the flatterer, etc. Some of these words from the Hebrew have become current in the Iberian Peninsula; i.e., *malshin* = Spanish *malsin*, and Portuguese *malsim*, accuser, slanderer, and its derivatives *malsinar* and *malsindad*; the Rabbinical *get* became the Spanish *quet*, etc.

In Ladino, as also in the Old Spanish, *f* and *g* are each used instead of *h*; e.g., *fijo* instead of *hijo*; *fablar* instead of *hablar*; *fambre* instead of *hambre*; *fermosa* instead of *hermosa*; *agora* instead of *ahora*. The *h*, whether initial or median, is frequently omitted, as in *ermano* for *hermano*, and *conortar* for *conhortar*. Often *m* takes the place of *n*, as in *muestrros* for *nuestrros*, *mos* and *muevo* for *nos* and *nuevo*; *m* and *n* are sometimes inserted, as in *amvisar* for *avisar*, and *munchos* for *muchos*. Metastasis of *d* before *r* also takes place, as *vedrad*, *vedre*, *acodro*, and *pedrer* for *verdad*, *verde*, *acordo*, and *perder*; or of *r* before *o*, as *probe* for *pobre*, and *proberia* (still used in Galicia) for *pobreria*. The *b* is quite frequently used for *v*, as *biuda*, *bolar*, instead of *viuda* and *volar*. The Ladino has also absorbed a considerable number of Turkish words. One of its phonetic characteristics is the change of the Spanish *ll* to *y*; e.g., *cabayero* for *caballero*, and *estreya* for *estrella*. In printing with Hebrew square or Rabbinical characters this sound is represented by a lamed and double yod (ל"י), e.g., ל"י אבאר for *llamar*; ל"י באר for *llevar*; קאל"י for *calle* (street). For the letter *q* preceding *e* and *i*, ק is used, as ק"י for *que*; אק"י for *aqui*; ק"י"ן for *quien*. The *s* is used instead of *c* and *z*, as in *sielo* and *cabeson* for *cielo* and *cabezon*; while ך, pronounced *j*, is used instead of *yod* and *gimel* before *e* and *i*, as ך"ו" for *mujer*, and ך"ו" for *hijo*. The *r* is never doubled in Ladino.

The language has a comparatively rich literature, the origin of which dates back to the beginning of the 16th century, and this has in recent years been augmented by translations from the best in the literature of the leading countries of the world.

LATIN

Ā	ā	<i>a</i> in father	N	n	<i>n</i>
Ă	ă	<i>a</i> in Cuba	Ō	ō	<i>o</i> in old
B	b	<i>b</i>	Ö	ö	<i>o</i> in obey
C	c	<i>k</i> in king	P	p	<i>p</i>
D	d	<i>d</i>	Q	q	<i>q</i>
Ē	ē	<i>e</i> in prey	R	r	<i>r</i>
Ĕ	ĕ	<i>e</i> in net	S	s	<i>s</i> in son
F	f	<i>f</i>	T	t	<i>t</i> in time
G	g	<i>g</i> in get	Ū	ū	<i>u</i> in rule
H	h	<i>h</i>	Ū	ū	<i>u</i> in full
Ī	ī	<i>i</i> in machine	V	v	<i>w</i> in we
Ĭ	ĭ	<i>i</i> in cigar	X	x	<i>x</i>
J	j	<i>y</i> in yet	Y	y	<i>ū</i> in German (only in foreign words)
K	k	<i>k</i>	Z	z	<i>z</i> in zone (only in foreign words)
L	l	<i>l</i>			
M	m	<i>m</i>			

I preceded by an accented *a*, *e*, or *o*, and followed by another vowel, becomes a semivowel, with the sound of *y* in yet.

U in *qu*, and generally in *gu* and *su*, has the sound of *w*.

The combination *ch* has nearly the pronunciation of the German *ch*. This, with certain other combinations, and the letters *y* and *z* were introduced in the second century B.C. for the purpose of transliterating Greek words.

The digraphs *æ* and *œ* are not to be considered separate letters, any more than the English *fi* or *fl*. The present tendency is away from the use of these characters.

The so-called "English" and "Continental" methods of pronunciation are no longer in use by scholars. There is an ecclesiastical pronunciation that approximates Italian.

Diphthongs

The pronunciation of diphthongs was to sound each vowel rapidly with the other: as *ae*=aye, *oe*=boy, *au*=our, *ei*=feint, *ui*=we, almost; *eu* can be represented by eh-oo.

Capitalization

Inasmuch as the Romans used only one form of letter, they had no rules for capitalization. Modern editors usually begin the first word of a sentence and proper names with capital letters, but not the first word of a line of poetry.

Accent

Words of two syllables are always accented on the first: *men'-sa*.

Words of more than two syllables are accented on the penult (next to last syllable) if that be long, otherwise on the ante-penult: *ho-nō'-ris*, *cōn'-su-lis*.

Syllabication

The number of syllables is governed by the number of vowels or diphthongs in the word: *a-mi-ci-ti-am*, *se-ri-o*, *car-du-us*.

When a single consonant occurs between two vowels or between a diphthong and a vowel, division is made before the consonant: *Cae-sar*, *fre-num*.

When two or more consonants occur together, division is usually before the last consonant: *inep-ti*, *nar-cis-sus*, *ves-ti-gia*.

Any combination of consonants that can begin a word belongs to the subsequent vowel; in other combinations the first consonant belongs to the preceding vowel.

There are found to be 28 combinations of consonants that are used to begin words and which are placed at the beginning of syllables in divisions. They are as follows:

Bd, bl, br; ch, cl, cn, cr, ct; dr; fl, fr; gl, gn, gr; mn; ph, pl, pr, ps, pth; rh; sc, sm, sp, sq; th, tl, tm, tr. *Ch, ph,* and *th* may be treated as single consonants and keep *l* and *r* with them. *Gu* and *qu* should be kept together.

Compounds are separated into their component elements.

Calendar

The Romans numbered their years from the foundation of the city of Rome (*a.u.c.*), which corresponded with the year 753 B.C.

The first day of each month was called *kalendæ* (calends).

The seventh day of March, May, July, and October, and the fifth day of the other months were the *nonæ* (nones).

The fifteenth day of March, May, July, and October, and the thirteenth day of the other months were the *idus* (ides).

This is the scheme of the Julian Calendar, which was put into effect in 46 B.C.

After the introduction of Christianity and the seven-day week *Dominica dies* was adopted in place of *dies solis*, and the other days were numbered *feriæ*. For Friday the Greek term *parasceve* was sometimes employed, and for Saturday *vigilium*.

Cardinal numbers

unus, una, unum	one	decem	ten
duo, duæ, duo	two	undecim	eleven
tres, tria	three	duodecim	twelve
quattuor	four	tredecim	thirteen
quinque	five	viginti	twenty
sex	six	viginti unus	twenty-one
septem	seven	centum	hundred
octo	eight	mille	thousand
novem	nine		

Ordinal numbers

primus	first	decimus	tenth
secundus	second	undecimus	eleventh
tertius	third	duodecimus	twelfth
quartus	fourth	tertius decimus	thirteenth
quintus	fifth	vicesimus, vigesimus	twentieth
sextus	sixth	vicesimus primus	twenty-first
septimus	seventh	centesimus	hundredth
octavus	eighth	millesimus	thousandth
nonus	ninth		

Months

Januarius	January	Julius	July
Februarius	February	Augustus	August
Martius	March	September	September
Aprilis	April	October	October
Maius	May	November	November
Junius	June	December	December

Days

dies solis	} Sunday	dies Mercurii	Wednesday
dies dominica		dies Jovis	Thursday
dies lunæ	Monday	dies Veneris	Friday
dies Martis	Tuesday	dies Saturni	Saturday

Seasons

ver	spring	autumnus	autumn
æstas	summer	hiems	winter

Time

hora	hour	mensis	month
dies	day	annus	year
hebdomas	week		

LATIN ABBREVIATIONS

[The use of the ligatures æ and œ is not in as much favor in American printing as formerly]

- a., annus, year; ante, before
 A.A.C., anno ante Christum, in the year before Christ
 A.A.S., *Academiæ Americanæ Socius*, Fellow of the American Academy [Academy of Science and Arts]
 A.B., *artium baccalaureus*, bachelor of arts
 ab init., ab initio, from the beginning
 abs. re., *absente reo*, the defendant being absent
 A.C., ante Christum, before Christ
 A.D., anno Domini, year of our Lord
 a.d., ante diem, before the day
 ad capt., ad captandum, for the purpose of catching
 ad fin., ad finem, at the end, to one end
 ad h.l., ad hunc locum, to this place, on this passage
 ad inf., ad infinitum, to infinity
 ad init., ad initium, at the beginning
 ad int., ad interim, in the meantime
 ad lib., ad libitum, at pleasure
 ad loc., ad locum, at the place
 ad s., ad sectam, at the suit
 adv., adversus, against
 ad val., ad valorem, according to value
 æq., æquales, equal, equals
 æt., ætatis, of age, aged
 Ag., argentum, silver
 A.H., anno Hegiræ, in the year of Hegira, or flight of Mohammed
 a.h.l., ad hunc locum, on this passage
 A.H.S., anno humanæ salutis, in the year of human salvation
 a.h.v., ad hunc vocem, at this word
 A.I., anno inventionis, in the year of the discovery
 al., alia, alii, other things
 A.L., anno lucis, in the year of light
 A.M., anno mundi, in the year of the world; Ave Maria, Hail Mary; a.m., ante meridiem, before noon
 an., anno, in the year; ante, before
 ann., annales, annals; anni, years; annona, yearly produce
 ap., apud, according to
 A.P.C.N., anno post Christum natum, in the year after the birth of Christ
 A.P.R.C., anno post Romam conditam, in the year after the building of Rome [753 B.C.]
 A.R.R., anno regni regis or reginæ, in the year of the king's or queen's reign
 A.R.S.S., *Antiquariorum Regiæ Societatis Socius*, Fellow of the Royal Society of Antiquaries
 A.S., anno salutis, in the year of salvation
 a.t., a tempo, in time
 Au., aurum, gold
 A.U.C., anno urbis conditæ, in [the year from] the building of the city [Rome], 753 B.C.
 a.v., annos vixit, he, or she, lived so many years
 B.A., *baccalaureus artium*, bachelor of arts
 bals., balsamum, balsam
 bibl., *bibliotheca*, library
 B.M., *beatæ memoriæ*, of blessed memory; b.m., bene merenti, to the well deserving
 b.p., *bonum publicum*, the public good
 B.Q., bene quiescat, may he, or she, repose well
 B.Sc., *baccalaureus scientiæ*, bachelor of science
 B.V., *Beata Virgo*, the Blessed Virgin; b.v., bene vale, farewell
 C., or cent., centum, a hundred
 c., circa, about
 cap., capiat, let him, or her, take; caput, head
 c.a.v., *curia advisare vult*, the court desires to consider
 c.d., cum dividendo, with dividend
 cet. par., *ceteris paribus*, other things being equal
 cf., confer, compare
 circ., circiter, about
 C.M., *chirurgiæ magister*, master of surgery; c.m., *causa mortis*, by reason of death
 coch., cochlear, a spoon, spoonful
 coch. amp., *cochlear amplum*, a table-spoonful
 coch. mag., *cochlear magnum*, a large spoonful
 coch. med., *cochlear medium*, a dessert spoonful
 coch. parv., *cochlear parvum*, a tea-spoonful
 con., contra, against
 cont. bon. mor., *contra bonos mores*, contrary to good manners
 C.P.S., *custos privati sigilli*, keeper of the privy seal
 C.R., *civis Romanus*, a Roman citizen; *custos rotulorum*, keeper of the rolls
 C.S., *custos sigilli*, keeper of the seal
 Cu., cuprum, copper
 cuj., *cujus*, of which
 cwt., c. for centum, wt. for weight, hundredweight
 D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny
 D.D., *divinitatis doctor*, doctor of divinity; D.d., Deo dedit, gave to God

- D.D.D., dat, dicat, dedicat, he gives, he devotes, he dedicates; dono dedit, dedicavit, he gave and dedicated as a gift
- de d. in d., de die in diem., from day to day
- del., delineavit, he, or she, drew it
- D.F., defensor fidei, defender of the faith
- D.G., Dei gratia, by the grace of God; Deo gratias, thanks to God
- D.N., Dominus noster, our Lord
- D.N.P.P., Dominus noster Papa Pontifex, our Lord the Pope
- D.O.M., Deo optimo maximo, to God the best and greatest
- D.P., Domus Procerum, the House of Lords
- drams. pers., dramatis personæ, the persons of the drama
- D.Sc., doctor scientiæ, doctor of science
- d.s.p., decessit sine prole, died without issue
- D.V., Deo volente, God willing
- d.v.p., decessit vita patris, died during his, or her, father's lifetime
- dwt., d. for denarius, wt. for weight, pennyweight
- e.g., exempli gratia, for example
- E.M., Equitum Magister, Master of the Horse
- E.R., Eduardus Rex, King Edward
- E.R. et I., Eduardus Rex et Imperator, Edward King and Emperor
- et al., et alibi, and elsewhere; et alii, and others
- etc., et ceteri or cetera, and others, and so forth
- et seq., et sequentes, and those that follow
- et ux., et uxor, and wife
- exc., excudit, he, or she, engraved it
- ex div., ex dividend, without next dividend
- F., fluorine; f., forte, strong
- fac., factum similis, facsimile; an exact copy
- fasc., fasciculus, a bundle
- f.c., fidei commissum, bequeathed in trust
- F.D., fidei defensor, defender of the faith
- Fe., ferrum, iron
- fec., fecit, he, or she, made it
- ff., fecerunt, they made it
- fict., fictilis, made of pottery
- fi. fa., fieri-facias, a writ
- fl., flores, flowers; floruit, flourished; fluidus, fluid
- f.l., falsa lectio, a false reading
- flor., floruit, flourished
- F.R., Forum Romanum, the Roman Forum
- F.R.S., Fraternalitatis Regiæ Socius, Fellow of the Royal Society
- f.v., folio verso, on the back of the leaf
- gen., genus, kind
- ger., gerund, a part of the Latin verb expressing the carrying on of the action of the verb
- G.P., gloria Patri, glory be to the Father
- gl., gloria, glory
- G.P.R., genio populi Romani, to the genius of the Roman people
- G.R., Georgius Rex, King George
- G.R.I., Georgius Rex et Imperator, George King and Emperor
- h.a., hoc anno, this year; hujus anni, this year's
- hab. corp., habeas corpus, a writ
- h.e., hic est, this is; hoc est, that is
- her., heres, heir
- H.I., hic iacet, here lies
- H.I.S., hic iacet sepultus, here lies buried
- h.m., hoc mense, in this month; hujus mensis, this month's
- H.M.P., hoc monumentum possuit, he, or she, erected this monument
- h.q., hoc quære, look for this
- H.R.I.P., hic requiescat in pace, here rests in peace
- H.S., hic sepultus, here is buried; h.s., hoc sensu, in this sense
- H.S.S., Historiæ Societatis Socius, Fellow of the Historical Society
- h.t., hoc tempore, at this time; hoc titulo, in or under this title
- I., imperator, emperor; imperium, empire; i., id, that
- ib. or ibid., ibidem, in the same place
- I.C., Iesus Christus, Jesus Christ
- I.C.N., in Christi nomine, in Christ's name
- I.C.T., Iesu Christo Tutore, Jesus Christ being our protector
- Id., idem, the same
- i.e., id est, that is
- ign., ignotus, unknown
- i.h., iacet hic, here lies
- I.H.S., Iesus hominum Salvator, Jesus, Saviour of men
- Ill., illustrissimus, most distinguished
- imp., imprimatur, sanction: let it be printed
- I.N.D., in nomine Dei, in the name of God
- in f., in fine, at the end
- inf., infra, below
- inf. dig., infra dignitatem, undignified
- infus., infusus, an infusion
- I.N.I., in nomine Iesu, in the name of Jesus
- init., initio, in the beginning

in lim., in limine, at the outset
 in loc., in loco, in its place
 in loc. cit., in loco citato, in the place cited

in pr., in principio, in the beginning
 I.N.R.I., Iesus Nazarenus Rex Iudæorum, Jesus of Nazareth, King of the Jews

I.N.S.T., In nomine Sanctæ Trinitatis, in the name of the Holy Trinity

in trans., in transitu, on the way

I.P.D., In præsentia Dominorum, in the presence of the Lords [of Session]

i.p.i., in partibus infidelium, in the regions of the unbelievers

i.q., idem quod, the same as

i.q.e.d., id quod erat demonstrandum, what was to be proved

I.S.M., Iesus Salvator mundi, Jesus Saviour of the world

J., iudex, judge

J.C., juris consultus, juriconsult, justice-clerk

J.C.D., juris civilis doctor, doctor of civil law

J.D., jurum doctor, doctor of laws

J.R., Jacobus Rex, King James

J.U.D., juris utriusque doctor, doctor of both civil and canon law

L., liber, a book; locus, a place
 £, libra, pound; placed before figures, thus £10; if l., to be placed after, as 40l.

L.A.M., liberalium artium magister, master of the liberal arts

L.B., baccalaureus literarum, bachelor of letters; lectori benevolo, to the kind reader

lb., libra, pound; singular and plural

l.d., litera dominicalis, dominical letter

leg., legit, he, or she, reads; legunt, they read

L.H.D., literarum humaniorum doctor, approximately doctor of the more humane letters

Lit. Hum., literæ humaniores, classics

Litt.D., literarum doctor, doctor of letters

l.l., leges, laws

LL.B., legum baccalaureus, bachelor of laws

LL.D., legum doctor, doctor of laws

LL.M., legum magister, master of laws

loc. cit., loco citato, in the place cited

loc. laud., loco laudato, in the place cited with approval

loq., loquitur, he, or she, speaks

L.S., locus sigilli, the place of the seal

l.s.c., loco supra citato, in the place cited

£ s. d., libræ, solidi, denarii, pounds, shillings, pence

M., magister, master; medicinæ, of medicine; m., merides, noon

M.A., magister artium, master of arts

M.B., medicinæ baccalaureus, bachelor of medicine

M.Ch., magister chirurgiæ, master of surgery

M.D., medicinæ doctor, doctor of medicine

m.d., manu dextra, with the right hand

mem., memento, remember, a souvenir

m.m., mutatis mutandis, with the necessary changes

m.n., mutato nomine, the name being changed

M.P., mille passus, 1,000 paces, the Roman mile

MS., manuscriptum, manuscript; pl. MSS.

M.S., memoriæ sacrum, sacred to the memory

Mus.B., musicæ baccalaureus, bachelor of music

Mus.D., musicæ doctor, doctor of music

Mus.M., musicæ magister, master of music

N., nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night

N.B., nota bene, mark well

n.e.i., non est inventus, he has not been found

nem. con., nemine contradicente, unanimously

nem. dis., nemine dissentiente, no one dissenting

ni. pri., nisi prius, unless before

nob., nobis, for, or on, our part

no. pros., nolle prosequi, will not prosecute

non cul., non culpabilis, not guilty

non obs., non obstante, notwithstanding

non pros., non prosequitur, he does not prosecute

non seq., non sequitur, it does not follow logically

N.S.I.C., Noster Salvator Iesus Christus, our Saviour Jesus Christ

O., octavius, a pint

ob., obiit, he, or she, died; obiter, incidentally

ob.s.p., obiit sine prole, died without issue

o.c., opere citato, in the work cited

O.P., ordinis prædicatorum, of the order of preachers

op., opus, work; opera, works

op. cit., opere citato, in the work cited

o.p.n., ora pro nobis, pray for us

P., papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; pius, holy; pondere, by weight; post, after; primus, first; pro, for

p.a., or per ann., per annum, yearly

p.æ., partes æquales, equal parts

- Pb., plumbum, lead
 P.B., Pharmacopœia Britannica, British Pharmacopœia
 percent., per centum, by the hundred
 p.p., or per proc., per procurationem, by procuration
 pil., pilula, pill
 Ph.B., philosophiæ baccalaureus, bachelor of philosophy
 p.m., post meridiem, afternoon
 pnxt., pinxit, he, or she, painted it
 P.P.C., patres conscripti, conscript fathers
 P.R., populus Romanus, the Roman people
 P.R.C., post Romam conditam, after the building of Rome [753 B.C.]
 p.r.n., pro re nata, as the occasion arises
 pr. pr., præter propter, about, nearly
 pro tem., pro tempore, for the time being
 prox., proximo, in, or of, the next month
 prox. acc., proxime accessit, he, or she, came very near
 P.S., postscriptum, postscript; pl., P.SS.
 q., quære, inquire
 q.d., quasi dicat, as if one should say; quasi dictum, as if said
 q.e., quod est, which is
 Q.E.D., quod erat demonstrandum, which was to be demonstrated
 Q.E.F., quod erat faciendum, which was to be done
 Q.E.I., quod erat inveniendum, which was to be found out
 q.l., quantum libet, as much as you please
 q.m. quo modo, by what means
 q.s., quantum sufficit, sufficient quantity
 q.v., quantum vis, as much as you will; quod vide, which see; pl., q.q.v.
 R., regina, queen; respublica, commonwealth; rex, king
 R., recipe, take
 R.I.P., requiescat, or requiescant, in peace, may he, she, or they, rest in peace
 R.P.D., rerum politicarum doctor, doctor of political science
 R.S.S., Regiæ Societatis Sodalitatis, Fellow of the Royal Society
 S., sepultus, buried; socius or sodalis, fellow; s., semi, half; solidus, shilling
 s.a., sine anno, without date; secundum artem, according to art
 S.A.S., Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries
 sc., scilicet, namely; sculpsit, he, or she, carved or engraved it
 S.C., senatus consultum, a decree of the senate
 scan. mag., scandalum magnatum, defamation of high personages
 Sc.B., scientiæ baccalaureus, bachelor of science
 Sc.D., scientiæ doctor, doctor of science
 s.d., sine die, indefinitely
 sec., secundum, according to
 sec. art., secundum artem, according to art
 sec. leg., secundum legem, according to law
 sec. nat., secundum naturam, according to nature, or naturally
 sec. reg., secundum regulam, according to rule
 seq., sequens, the following
 S.H.S., Societatis Historiæ Socius, Fellow of the Historical Society
 s.h.v., sub hac voce or sub hoc verbo, under this word
 s.l.a.n., sine loco, anno, vel nomine, without place, date, or name
 s.l.p., sine legitima prole, without lawful issue
 S.M.E., Sancta Mater Ecclesia, Holy Mother Church
 S.M.M., Sancta Mater Maria, Holy Mother Mary
 s.m.p., sine mascula prole, without male issue
 s.n., sine nomine, without name
 s.p., sine prole, without issue
 S.P.A.S., Societatis Philosophiæ Americanæ Socius, Fellow of the American Philosophical Society
 S.P.Q.R., Senatus Populusque Romanus, the Senate and Roman people
 s.p.s., sine prole superstite, without surviving issue
 S.R.I., Sacrum Romanum Imperium, the Holy Roman Empire
 S.R.S., Societatis Regiæ Sodalitatis, Fellow of the Royal Society
 ss., scilicet, namely, in law
 S.S.C., Societas Sanctæ Crucis, Society of the Holy Cross
 SS.D., sanctissimus dominus, most holy lord, i.e., the pope
 stat., statim, immediately
 S.T.B., sacre theologiæ baccalaureus, bachelor of theology
 S.T.D., sacre theologiæ doctor, doctor of theology
 S.T.P., sacre theologiæ professor, professor of sacred theology
 sub, subaudi, understand, supply
 sup., supra, above
 sus. per coll., suspensio per collum, hanging by the neck
 S.V., Sancta Virgo, Holy Virgin; Sanctitas Vestra, your holiness; s.v., sub voce or sub verbo, under a specified word

t. or temp., tempore, in the time of
 tal. qual., talis qualis, just as they come;
 average quantity
 text. rec., textus receptus, the received
 text

U.J.D., utriusque juris doctor, doctor
 of both civil and canon law
 ult., ultimo, last month; may be abbrevi-
 ated in writing but should be
 spelled out in printing
 ung., unguentum, ointment
 u.s., ubi supra, in the place above
 mentioned
 ut dict., ut dictum, as directed
 ut sup., ut supra, as above

v., versus, against; vide, see; voce,
 voice
 v.a., vixit . . . annos, lived [so many]
 years
 V.D.M., Verbi Dei minister, preacher
 of the Word of God
 verb. sap., verbum [satis] sapienti, a word
 to the wise suffices
 v.g., verbi gratia, for example
 viz, videlicet, namely
 v.l., varia lectio, a variant reading
 V.R.P., vestra reverendissima pater-
 nitas, your most reverend paternity
 v.s., vide supra, see above
 vv. ll., variæ lectiones, variant readings

LATVIAN

A	a	<i>a</i> in father	L	l	<i>l</i>
Ā	ā	<i>a</i> in fate	Ļ	ļ	<i>ly</i> in lyonnaise
B	b	<i>b</i>	M	m	<i>m</i>
C	c	<i>ts</i>	N	n	<i>n</i>
Č	č	<i>ch</i> in church	Ņ	ņ	<i>ny</i> in canyon
D	d	<i>d</i>	O	o	<i>ua</i> , in foreign words in lotto
DZ	dz	<i>dz</i> in adze	P	p	<i>p</i>
DŽ	dž	<i>j</i>	R	r	<i>r</i> , rolled
E	e	<i>e</i>	Ŕ	ŗ	<i>ry</i> in country
Ē	ē	<i>e, ä</i>	S	s	<i>s</i> , soft; final <i>s</i> is sharp, as <i>ss</i>
F	f	<i>f</i>	Š	š	<i>sh</i> in shut
G	g	<i>g</i> , hard	T	t	<i>t</i>
Ģ	ģ	<i>gy</i> with consonantal <i>y</i>	U	u	<i>u</i> in shut
H	h	<i>h</i> , only in foreign words	Ū	ū	<i>oo</i> in fool
I	i	<i>i</i> in pin	V	v	<i>v</i> ; final <i>v</i> has <i>u</i> sound
Ī	ī	<i>i</i> in mine	Z	z	<i>z</i>
IE	ie	<i>ia</i> in Philadelphia	Ž	ž	<i>j</i> in French journal
J	j	<i>y</i> , consonantal			
K	k	<i>k</i>			
Ķ	ķ	<i>ky</i>			

The following variations are also found in old Latvian prints:

Ģ *g* (ġ), Ķ *k* (ķ), Ļ *l* (ļ), Ņ *n* (ņ), Ŕ *r* (ŗ), and S *ſ* (*s* and *š*).

In 1921 the old German text was superseded by the Latin in Latvia.

The language is purely phonetic and makes use of the diacriticals *č*, *š*, and *ž* to indicate the *tch*, *sch*, and *tsch* sounds, respectively.

Accents

The accents are as follows: ^ indicates a long vowel; - indicates that the syllable is to be pronounced clearly and not slurred, as *devās*; the apostrophe indicates the elision of a vowel. The new orthography customarily uses but one sign of prolongation, the -.

The stress is always on the first syllable, but the others are also pronounced distinctly, whether long or short; sometimes the unaccented long syllable has a ^ or ˇ, and thus receives a secondary accent.

In a few cases the second syllable has the accent, as *labrīt* (good morning).

In words having the negative *ne*, the accent is on the first syllable of the stem word: *nekā* (nothing), *nekār* (nowhere).

Syllabication

Letters forming but a single sound must not be separated, nor will the *h* be separated from the preceding vowel.

Divide on a vowel followed by a consonant.

A single consonant goes with the vowel, two may be divided, but the consonant combinations *dz* and *dž*, must not be divided.

Cardinal numbers

viens, <i>viena, f.</i>	one	desmit (desmits)	ten
dvas, <i>f.</i>	two	vienpadsmit	eleven
trīs	three	divpadsmit	twelve
četri, <i>četras, f.</i>	four	trīspadsmit	thirteen
pieci, -as	five	divdesmit (dividesmit)	twenty
seši, -as	six	divdesmit viens	twenty-one
septiņi, -as	seven	simt(s)	hundred
astoņi, -as	eight	tūkstošs (tūkstots)	thousand
deviņi, -as	nine		

Ordinal numbers

pirmais, pirmā, <i>f.</i>	first	desmitais, desmitā	tenth
otrais (otrs), otrā	second	vienpadsmitais, -tā	eleventh
trešais, trešā	third	divpadsmitais, -tā	twelfth
ceturtais, ceturkā	fourth	trīspadsmitais, -tā	thirteenth
piektais, piektā	fifth	divdesmitais, -tā	twentieth
sestais, sestā	sixth	divdesmit pirmais or	twenty-first
septītais, septītā	seventh	pirmā	
astotais, astotā	eighth	simtais, simtā	hundredth
devītais, devītā	ninth	tūkstošais, -šā	thousandth

Months

jānvaris, -ra, <i>m.</i>	January	julijs, -ija, <i>m.</i>	July
februāris, -ra, <i>m.</i>	February	augusts	August
mārts, -a, <i>m.</i>	March	septembris, -ra, <i>m.</i>	September
aprīlis, -ļa, <i>m.</i>	April	oktobris, -ra, <i>m.</i>	October
maījs, -a, <i>m.</i>	May	novembris, -ra, <i>m.</i>	November
jūnijs, -ija, <i>m.</i>	June	decembris, -ra, <i>f.</i>	December

Days

svētdiena, -as, <i>f.</i>	Sunday	ceturtdiena, -as, <i>f.</i>	Thursday
pirmdiena, -as, <i>f.</i>	Monday	piektdiena, -as, <i>f.</i>	Friday
otrdiena, -as, <i>f.</i>	Tuesday	sestdiena, -as, <i>f.</i>	Saturday
vidus	Wednesday		

Seasons

pavasaris, ra, <i>m.</i>	spring	rudens	autumn
vasar	summer	ziema, -as, <i>f.</i>	winter

Time

stunda, -as, <i>f.</i>	hour	mēnesis, -ša, <i>m.</i>	month
diena, -as, <i>f.</i>	day	gads, -a, <i>m.</i>	year
nedēļa, -as, <i>f.</i>	week		

LITHUANIAN

A	a	a in father	J	j	y, almost
A ¹	ą	a, long	K	k	k
B	b	b in boy	L	l	l, before e, i, and y
C	c	ts	Ĺ ²	į	Almost open o
Č CZ	č cz ¹	tsch	M	m	m
CH	ch	k, only in foreign words	N	n	n
D	d	d	O	o	o
E	e	Open e, almost a	P	p	p in pay
E ¹	ę	e, long	R	r	r
Ē	ė	Closed long e	S	s	s
Ē ²	ë	ie	Š SZ	š sz ²	sh, almost
F	f	f, only in foreign words	T	t	t
G	g	g, in gay	U	u	oo
H	h	h, only in foreign words	U ¹	ų	oo
I	i	e	Ū	ū	ōō
I ¹	į	i, long	Ū ²	ũ	uo
Y	y	i in high	V W	v w ²	w in way
			Z	z	s
			Ž, Ż	ž, ż ²	sh voiced

¹ Only in etymological works.² Used mainly in German and Polish works.

Syllabication

Syllabication is the same as in the German and punctuation is the same as in English.

Cardinal numbers

vienas	one	devyni	nine
dvy	two	dešimt	ten
trys	three	vienuolika	eleven
keturi	four	dvylika	twelve
penki	five	trylika	thirteen
šeši	six	dvidešimi	twenty
septyni	seven	šimtas	hundred
aštuoni	eight	tukstantis	thousand

Ordinal numbers

pirmas	first	devintas	ninth
antras	second	dešimtas	tenth
trečias	third	vienuoliktas	eleventh
ketvirtas	fourth	dvyliktas	twelfth
penktas	fifth	tryliktas	thirteenth
šeštas	sixth	dvidešimtas	twentieth
septintas	seventh	šimtinis, šimtoji, f.	hundredth
aštuntas	eighth	tukstantinis	thousandth

Months

sausis	January	liepos mėnuo	July
vasaris	February	rugpiūtis	August
kovas	March	rugsėjas	September
balandis, karvelis	April	spalnis, spalius	October
gegužis	May	lapkritis	November
sėjos mėnuo, berželis	June	gruodis	December

Days			
nedēļa, nedēldienis, Sunday		sereda	Wednesday
-io, <i>m.</i>		ketvergas	Thursday
panedēlis	Monday	pētnīcīa	Friday
utarninkas	Tuesday	subata	Saturday
Seasons			
pavasaris, -io, <i>m.</i>	spring	ruduo	autumn
vasara	summer	ziema	winter
Time			
valanda	hour	mēnesis, mēnuo	month
diena	day	metai	year
sanvairē, nedēļa	week		

MAGHREB

Name	Isolated	Final	Median	Initial	Transliteration and tone value
Alif	ا	ا			—, ', Spiritus lenis, smooth breathing, without <i>h</i> sound
Bē	ب	ب	ب	ب	<i>b</i>
Tē	ت	ت	ت	ت	<i>t</i> , sometimes <i>ts</i>
Sē	ث	ث	ث	ث	<i>t</i> , English hard <i>th</i> ; also <i>t</i> and <i>s</i>
Jīm	ج	ج	ج	ج	<i>ǧ</i> ; generally French <i>j</i> ; isolated, <i>g</i>
Hē	ح	ح	ح	ح	<i>h</i> , strongly aspirated
Khē	خ	خ	خ	خ	<i>h</i> ; <i>ch</i> in German <i>ach</i>
Dāl	د	د			<i>d</i>
Zāl	ذ	ذ			<i>d</i> ; soft English <i>th</i>
Rē	ر	ر			<i>r</i> , lingual
Zē	ز	ز			<i>z</i> ; like <i>s</i> in <i>saw</i>
Šīn	س	س	س	س	<i>s</i> ; like <i>sz</i> in the German <i>grüßen</i>
Shīn	ش	ش	ش	ش	<i>sh</i> ; as in <i>shell</i>
Šād	س	س	س	س	<i>š</i> ; emphatic, sharp <i>s</i>
Dād	د	د	د	د	{ <i>d</i> ; emphatic, soft English <i>th</i> or emphatic <i>d</i>
Tā	ط	ط	ط	ط	<i>t</i>
Zā	ظ	ظ	ظ	ظ	<i>ʔ</i>
Ain	ع	ع	ع	ع	ʿ; equivalent to English <i>h</i>
Ghain	غ	غ	غ	غ	<i>ǧ</i>
Fē	ف	ف	ف	ف	<i>f</i>
Qāf	ق	ق	ق	ق	<i>q</i> ; guttural
Kēf	ك	ك	ك	ك	<i>k</i>
Lām	ل	ل	ل	ل	<i>l</i>
Mīm	م	م	م	م	<i>m</i>
Nūn	ن	ن	ن	ن	<i>n</i>
Hē	ه	ه	ه	ه	<i>h</i>
Wāw	و	و			<i>w</i> ; as in English
Yē	ي	ي	ي	ي	<i>y</i> ; as in <i>yet</i>

Maghreb is the name applied to the language in use at present in northern Africa, from the Egyptian border to Morocco, which may also include the Maltese, as well as the old Spanish Arabic. The various dialects show a strong Berber influence as well as some trace of the Romance languages, the Maltese being highly impregnated with Italian.

As shown in the table of the Moroccan alphabet, the Maghreb has developed from the Arabic alphabet a unique type face of its own, which is particularly noticeable in the *fē*, *qāf*, and *ye*. Eastward from Tunis it is displaced by the Arabic alphabet, while in Malta the Latin characters are employed.

The Arabic numerals are in general use.

MALAY

Name	Iso-lated	Final	Me-dian	Ini-tial	Translit-eration	Name	Iso-lated	Final	Me-dian	Ini-tial	Translit-eration
Alif	ا	ا			'	Zā ¹	ظ	ظ	ظ	ظ	<i>dl</i>
Bē	ب	ب	ب	ب	<i>b</i>	Ain ¹	ع	ع	ع	ع	'
Tē	ت	ت	ت	ت	<i>t</i>	Ghain ¹	غ	غ	غ	غ	<i>gh</i>
Sē ¹	ث	ث	ث	ث	<i>th</i>	Nga	غ	غ	غ	غ	<i>ng, n</i>
Jīm	ج	ج	ج	ج	<i>j</i>	Fē ¹	ف	ف	ف	ف	<i>f</i>
Chīm	ح	ح	ح	ح	<i>ch</i>	Pa	ف	ف	ف	ف	<i>p</i>
Ḥē ¹	ح	ح	ح	ح	<i>h</i>	Qāf, Kāf	ق	ق	ق	ق	<i>k, q</i>
Khē ¹	خ	خ	خ	خ	<i>k</i>	Kēf	ك	ك	ك	ك	<i>k</i>
Dāl	د	د			<i>d</i>	Ga	گ	گ	گ	گ	<i>g²</i>
Zāl ¹	ذ	ذ			<i>dz</i>	Lām	ل	ل	ل	ل	<i>l</i>
Rē	ر	ر			<i>r</i>	Mīm	م	م	م	م	<i>m</i>
Zē ¹	ز	ز			<i>z</i>	Nūn	ن	ن	ن	ن	<i>n</i>
Sin	س	س	س	س	<i>s</i>	Wāw	و	و			<i>u, w</i>
Shīn ¹	ش	ش	ش	ش	<i>sh</i>	Hē	ه	ه	ه	ه	<i>h</i>
Sād ¹	ص	ص	ص	ص	<i>s</i>	Yē	ی	ی	ی	ی	<i>y</i>
Dād ¹	ض	ض	ض	ض	<i>dl</i>	Nja	ن	ن	ن	ن	<i>ny, ñ</i>
Tā ¹	ط	ط	ط	ط	<i>t</i>						

¹ Characters alien to the Malay and found only in foreign, mainly Arabic, words.² Often *n*.

A distinct connection is apparent between most of the languages which prevail from Madagascar to Easter Island, in the Pacific, and from Formosa, on the China coast, to New Zealand, the most wide-spread in the history of rude languages. One of the most important of these languages is the Malay, which, however, has been strongly impregnated by alien languages, most important of which is the Arabic, the exact extent of which is rather difficult to determine.

There are also some 50 or 60 Persian words, mainly nouns and names of objects.

The few Portuguese words found in the language represent objects and ideas new to the Malays before their contact with Europeans.

Remarks

Where two vowels come together both must be sounded, but the first coalesces with the second: *au*, nearly *ow* in cow.

The consonants have the English sound, with the exception of the *r*, which is sounded more clearly and with a more decided roll than in English.

The final *k* is not sounded, and thus the word ends with an *n* sound.

An apostrophe at the end of a syllable indicates an abrupt shortening of sound; between two vowels it indicates that they are pronounced separately.

Final *h* shortens the syllable.

The *jazm* (◡) indicates that the vowel over which it is placed closes the syllable.

Cardinal numbers

satu or s-	one	ěnam	six
dua	two	tujuh	seven
tiga	three	dělapan	eight
ěmpat	four	sěmbilan	nine
lima	five	s-puloh	ten

By adding *bělas* to the numerals from 1 to 9 those from 11 to 19 are formed: *s-bělas*, 11; *dua-bělas*, 12, etc.

Multiples of 10 are formed by the addition of *puloh*: *dua-puloh*, 20; *tiga-puloh*, 30, etc.

Units are placed after the tens to form the intermediate numbers above 20: *dua-puloh-satu*, 21; *tiga-puloh-satu*, 31, etc.

sa-ratus	hundred	sa-ribu	thousand
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Ordinal numbers

The ordinals are formed by adding to the cardinals the word *yang*, which corresponds to the English definite article, and prefixing *ke* to the cardinal: *yang kědua*, second, etc.; it should be noted, however, that *yang pertama*, first, is an exception to this rule.

Year

The Mohammedan year is lunar, consisting of approximately 354 days and 9 hours. The Arabic names for the months are used in the Malay.

Muharram ¹	first month	Rajab	seventh month
Safar	second month	Sh'aban	eighth month
Rabi'u 'l-awwal	third month	Ramadhan	ninth month
Rabi'u 'l-akhir	fourth month	Shawwal	tenth month
Jumadi 'l-awwal	fifth month	Dhu 'l-k'adah	eleventh month
Jumadi 'l-akhir	sixth month	Dhu 'l-hijjah	twelfth month

Week

Ahad	first day	Sunday
Ithnain, Isnein, Snin	second day	Monday
Thalatha, Salasa	third day	Tuesday
Arba, Rabu	fourth day	Wednesday
Khamis	fifth day	Thursday
Jum'ah, Jum'at	the congregation ²	Friday
Sabatu	sabbath	Saturday

The colloquial names for the days of the week are Hari minggo, Hari satu, Hari dua, Hari tiga, Hari empat, Hari lima, and Hari anam.

Seasons

rebia	spring	ákir moosim	autumn
kámarau, moosim paaras	summer	moosim dingin	winter

Time

jam	hour	bulan	month
hari	day	táun, tahun	year
juma'at, minggu	week		

¹ According to the best calculation this month approximately corresponds to the English July.

² Celebrated instead of Sunday.

MANCHU

Initial	Median	Final	Isolated	Transliteration	Initial	Median	Final	Isolated	Transliteration
ᠰ	ᠰ	ᠰ	ᠰ	a	ᠰ	ᠰ	ᠰ		l
ᠮ	ᠮ	ᠮ	ᠮ	e	ᠮ	ᠮ	ᠮ		m
ᠨ	ᠨ	ᠨ	ᠨ	i	ᠨ	ᠨ			cl
ᠯ	ᠯ	ᠯ	ᠯ	ó	ᠯ	ᠯ			j
ᠪ	ᠪ	ᠪ	ᠪ	u	ᠪ	ᠪ			y
ᠬ	ᠬ	ᠬ	ᠬ	ó	ᠬ	ᠬ	ᠬ		k
ᠮ	ᠮ ¹ ᠮ ²	ᠮ	}	n	ᠮ	ᠮ	}	(6)	
ᠮ	ᠮ ¹ ᠮ ²	ᠮ		k	ᠮ	ᠮ			kh
ᠮ	ᠮ			(3)	g	ᠮ			ᠮ
ᠮ	ᠮ		}	kh	ᠮ	ᠮ	(7)	f	
ᠮ	ᠮ	ᠮ		b	ᠮ	ᠮ		w ^s	
ᠮ	ᠮ			p	ᠮ	ᠮ		ts	
ᠮ	ᠮ	ᠮ		s	ᠮ	ᠮ		ths	
ᠮ	ᠮ ᠮ			sh	ᠮ			sh	
ᠮ	ᠮ	ᠮ	}	(4)	t	ᠮ	ᠮ		ss
ᠮ	ᠮ				d	ᠮ	ᠮ	ch ^c	
ᠮ	ᠮ	}	(5)	t	ᠮ			j ^c	
ᠮ	ᠮ			d					

¹ Used before vowels.

² Used before consonants.

³ Used before a, o, and ó.

⁴ Used before a, i, and o.

⁵ Used before e and u.

⁶ Used before e, i, and u.

⁷ Used only before a and e.

⁸ Used only before a and e; before i, o, ó, and u it is transliterated f.

Ligatures

ᠪ	ᠪᠠ	ᠬ	ᠬᠠ	ᠬᠢ	ᠬᠤ
	ᠪᠡ		ᠬᠡ		
ᠮ	ᠮᠠ	ᠬᠡ	ᠬᠡᠭ	ᠬᠡᠬᠡ	ᠬᠡᠬᠤ
	ᠮᠡ		ᠬᠡᠭᠡ		
ᠪ	ᠪᠠ	ᠬᠢ	ᠬᠢᠭ	ᠬᠢᠬᠢ	ᠬᠢᠬᠤ
	ᠪᠡ		ᠬᠢᠭᠡ		
ᠪ	ᠪᠠ	ᠬᠤ	ᠬᠤᠭ	ᠬᠤᠬᠤ	ᠬᠤᠬᠡ
	ᠪᠡ		ᠬᠤᠭᠡ		
ᠠᠨ		ᠨᠭ			

Diphthongs

ᠠᠢ	ᠠᠨ	ᠠᠢ
ᠠᠨ	ᠠᠨ	ᠠᠢ

Manchu belongs to the Tungus group of languages and was doubtless in use by the Tungus people, in what is now called Manchuko, already in the 3d century B.C. It is an adaptation of the Mongolian and the text is arranged in columns, reading from the top down, the columns being arranged from left to right.

Books were already printed in Manchu in 1647, and soon the Chinese and Mongolian classics were translated and published, which fact accounts for the present-day interest in the language on the part of scholars, since these accurate translations have greatly facilitated the interpretation of those classics.

The vocalic harmony is not very strictly observed in the Manchu, and there are no alternative hard and soft forms in the case of grammatical suffixes (post-positions), which are as follows:

Accusative,	<i>be</i>
Genitive instrumental,	<i>i, ni</i>
Dative locative	<i>de</i>
Ablative,	<i>chi</i>

The verb does not distinguish either person or number, and the tenses are only imperfectly expressed, general notions being expressed by adverbial and participial forms.

There is no relative pronoun and participles are employed to express relative prepositions.

Affixes are added to the verbal root to express some extended meaning; thus *bu* added to *ara* (to write), becomes *arabu* (to cause to write), and *ja* added to *wa* (to kill), becomes *waja* (to kill oneself).

The vowel *a* is changed to *e* to distinguish gender, or between strong and weak; thus *ama* (father), becomes *eme* (mother); even foreign words are treated in this manner as we find the Turkish *arsalan* (lion), changed to *erselen* for the female of the species, and the Sanserit *garudai* (male phoenix) becomes *gerudei* (female phoenix). We also have *ganggan* (strong), changed to *genggen* (weak), and *wasima* (descend) becomes *wesime* (climb), etc.

MONGOLIAN

Initial	Median	Final	Transliteration	Initial	Median	Final	Transliteration
ᠠ	ᠡ	ᠢ ᠣ	<i>a</i>	ᠤ	ᠤ	² ᠤ ³ ᠤ	<i>k</i>
ᠡ	ᠢ	ᠣ ᠤ	<i>e</i>	ᠥ	ᠥ		<i>g</i>
ᠢ	ᠣ	ᠤ	<i>i</i>	ᠨ	ᠨ	ᠮ	<i>m</i>
ᠣ	ᠤ	ᠥ	<i>o</i>	ᠮ	ᠮ	ᠬ	<i>l</i>
ᠤ	ᠥ	ᠦ	<i>u</i>	ᠬ	ᠬ	ᠷ	<i>r</i>
ᠥ	¹ ᠬ ᠤ	ᠦ	<i>ö</i>	ᠳ	⁴ ᠳ ⁵ ᠳ	ᠲ	<i>t</i>
ᠦ	¹ ᠬ ᠥ	ᠦ	<i>ü</i>	ᠳ	ᠳ		<i>d</i>
ᠦ	ᠦ	ᠨ ᠣ	<i>n</i>	ᠯ	ᠯ		<i>j, y</i>
ᠦ	ᠦ	ᠪ	<i>b</i>	ᠯ	ᠮ		<i>s, ds</i>
ᠦ	ᠦ		<i>kh</i>	ᠮ	ᠮ		<i>ts</i>
ᠦ	ᠦ		<i>gh</i>	ᠳ	ᠳ	ᠰ	<i>s</i>
				ᠳ	ᠳ		<i>sh</i>
				ᠯ	ᠯ		⁶ <i>w</i>

¹ Used only in first syllable.

² Used after a soft vowel.

³ Used after a hard vowel.

⁴ Used before vowels.

⁵ Used before consonants.

⁶ Used only in foreign words.

The Mongolian, dating back to the 14th century, belongs to the Altaic language group. The three principal dialects are the Khalkha, Kalmuk, and Buriatic, which differ only slightly. The alphabet is very imperfect, and, as a result, many words of widely different meaning are written alike.

The language is written vertically downwards, the columns running from left to right.

Future participles or infinitives are *-qu, kü*.

Various adjunctive forms and the gerund ending in *-jü, -ged, -tele, -rün, etc.*, are used.

Negation is expressed by the adverbs *ülü, ese, ügei*, and the imperative *buu*, while *uu* expresses the interrogation.

There are no prepositions, and sentences are joined by certain adjunctive and participial forms of the verb.

Following are the forms of the so-called "oi diphthongs" as used in the various positions:

Initial	Median	Final	Transliteration
			ai
			oi

Ligatures

Final	Median	

The word order is almost the reverse of the English. The nouns have six oblique cases:

Genitive	-yin, ū (n)
Dative locative	-dür, -e
Accusative	-(y) i
Ablative	-eče
Instrumentative	-ber, -iyer
Cooperative	-lüge

With certain modifications this is also true of the pronouns:

bi	I	ta	ye
či	thou	ene	this
bide	we	tere	that

The nominative case of a noun is usually indicated by *inu*, *anu*, or *ber*, and the plural by *-ner*, *-(ü)d*, *s*, etc.

Adjectives do not deflect for comparison and are often used substantively.

Person and number are not expressed by verbs, but these are conjugated for tense and mood:

Indicative present and future	-mü(i), etc.
Indicative past	-be(i), etc.
Optative	-sü(gei), etc.
Conditional	-basu, -besü
Present participle	-gči
Past participle	-gsen

NORWEGIAN

A	a	<i>a</i> in father, short or long	P	p	<i>p</i> in pay
B	b	<i>b</i> ¹	Q	q	<i>kv</i> ; as a rule <i>kv</i> is substituted for <i>q</i>
C	c	<i>k</i> before <i>a, o, u</i> ; <i>s</i> before other vowels ²	R	r	<i>r</i>
D	d	<i>d</i> , sometimes mute ³	S	s	<i>s</i> , sharp
E	e	<i>a</i> in care, also <i>e</i> in met	T	t	<i>t</i>
F	f	<i>f</i>	U	u	<i>u</i> in full, also <i>u</i> in true
G	g	<i>g</i> in give <i>y</i> ⁴ ; in yet before soft vowels	V	v	<i>v</i> , also <i>f</i> in some words, often mute after <i>l</i>
H	h	<i>h</i> , mute before <i>j</i> and <i>v</i>	W	w	<i>w</i> or <i>v</i> ; usually <i>v</i> is used instead
I	i	<i>i</i> in flit, also <i>ee</i> in flee	X	x	<i>ks</i> , which is usually substituted for <i>x</i>
J	j	<i>y</i> in yet	Y	y	<i>ü</i> in German über
K	k	<i>k</i> , before <i>i</i> and <i>y</i> like <i>ch</i> in German ich	Z	z	<i>s</i> , which is used instead
L	l	<i>l</i> , mute when initial before <i>j</i>	Æ	æ	<i>a</i> in care ⁵
M	m	<i>m</i>	Ø	ø	<i>ö</i> in German Götter or <i>eu</i> in French peu ⁶
N	n	<i>n</i>	Å	å	<i>aw</i> in law ⁷
O	o	<i>o</i> in rot, also <i>o</i> in globe			

¹ In older spelling *b* was often used for the sound *p*; now *p* is used.

² *k* and *s* are now usually substituted for *c*.

³ Many mute *d*'s found in older spelling are now omitted; *d* was also formerly used in many words to express the sound *t*, where *t* is now used.

⁴ In former spelling *g* was used for *k* in many words, where *k* is now used.

⁵ The letter *æ* is now often used for this sound, where *æ* was formerly used.

⁶ Usually written *ö* and printed *ø*.

⁷ The form *aa* was formerly used, but *å* is now preferred.

Norway has two official languages, "riksmål" and "landsmål".

The "riksmål" was in the past often called "Dano-Norwegian", because, under strong Danish influence, its written form was almost identical with Danish. The development has been in a distinctly nationalistic direction and there are now many differences between Norwegian "riksmål" and Danish, both in grammar, spelling, and vocabulary.

The "landsmål" is based upon the dialects, which have developed from the Old Norse, free from Danish influence. Both languages are taught in the schools and used in the government service.

The Latin alphabet is universally used in Norway, with addition of the letters *æ*, *ø* or *ö* and *å* or *aa*. *Æ* and *ø* are not diphthongs but separate letters, likewise *å*, although it may be written *aa*, is not a double *a* but the 29th letter in the alphabet, and usually found in that place in dictionaries. *C, q, w, x* and *z* are used only in foreign words and proper names. Even in words of foreign origin they are preferably avoided by substituting *k* or *s* for *c*, *kv* for *q*, *v* for *w*, *ks* for *x*, and *s* for *z*.

Capitalization

Capital letters are used only at the beginning of a sentence, or after a full stop, after colon and quotation marks, in proper names and in the personal pronouns *De, Dem* and *Deres*. Proper names used as adjectives and the names of months and the days of the week are not capitalized.

Syllabication

Where one consonant stands between vowels, divide before the consonant. Of one or more consonants, the last only is carried over. Compound words are divided so that the component parts remain intact, regardless of the consonant rule.

Punctuation

English rules for punctuation will apply.

Cardinal numbers

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
en, ett	ein, ei, eit	one	seksten	sekstan	sixteen
to	tvo	two	sytten	syttan	seventeen
tre	tri	three	atten	attan	eighteen
fire	fire	four	nittan	nittan	nineteen
fem	fem	five	tyve	tjuge	twenty
seks	seks	six	enogtyve	ein og tjuge	twenty-one
syv	sju	seven	tredve	tretti	thirty
otte	åtte	eight	firti	fyrty	forty
ni	ni	nine	femti	femti	fifty
ti	ti	ten	seksti	seksti	sixty
elleve	elleve	eleven	sytti	sytti	seventy
tolv	tolv	twelve	otti	åtti	eighty
tretten	trettan	thirteen	nitti	nitti	ninety
fjorten	fjortan	fourteen	hundre	hundrad	hundred
femten	femtan	fifteen	tusen	tusund	thousand

Ordinal numbers

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
første	fyrste	first	tiende	tiande	tenth
annen,	andre	second	ellefte	ellefte	eleventh
annet			tolvte	tolvte	twelfth
tredje	tridje	third	trettende	trettande	thirteenth
fjerde	fjorde	fourth	tyvende	tjugande	twentieth
femte	femte	fifth	enogty-	ein og	twenty-first
sjette	sjette	sixth	vende	tjugande	
syvende	sjuande	seventh	tredevte	trettiande	thirtieth
ottende	åttande	eighth	firtiende	fyrtyande	fortieth
niende	niande	ninth			

Months

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
mai	May	november (nov.)	November
juni	June	desember (des.)	December

Days

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
søndag	sundag	Sunday	torsdag	torsdag	Thursday
mandag	mondag	Monday	fredag	fredag	Friday
tirsdag	tysdag	Tuesday	lørdag	laurdag	Saturday
onsdag	onsdag	Wednesday			

Seasons

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
vår	vår	spring	høst	haust	autumn
sommer	sumar	summer	vinter	vinter, vetter	winter

Time

<i>Riksmål</i>	<i>Landsmål</i>		<i>Riksmål</i>	<i>Landsmål</i>	
time	time	hour	måned	månad	month
dag	dag	day	år	år	year
uke	vika	week			

Articles to be disregarded in filing

en	ein	den	den
et	{ei, e	det	det
	{eit	de	dei

OSSETTE

Name	Character	Script	Transliteration and tone value	Name	Character	Script	Transliteration and tone value
A	А а	<i>А а</i>	a; medium long a	Es	С с	<i>С с</i>	s; sharp
Ae	Æ æ	<i>Æ æ</i>	a; short a	T'e	Т т	<i>Т т</i>	t; aspirated as in terror
B'e	Б б	<i>Б б</i>	b	U	У у	<i>У у</i>	u
W'e	В в	<i>В в</i>	v; w	Ef	Ф ф	<i>Ф ф</i>	f
G'e	Г г	<i>Г г</i>	g	Cha	Х х	<i>Х х</i>	x
Ghie	Б б	<i>Б б</i>	g; Dutch g	Ý	ÿ ÿ	<i>ÿ ÿ</i>	w; as in English
D'e	Д д	<i>Д д</i>	d	S'e	З з	<i>З з</i>	z; soft Dutch z
Je	Е е	<i>Е е</i>	e; long closed e	Dse	Дз дз	<i>Дз дз</i>	dz; ds
I	І і	<i>І і</i>	i	Dsche	Дж дж	<i>Дж дж</i>	dž; dsh
Joč	Ј ј	<i>Ј ј</i>	j	Tsze	Ц ц	<i>Ц ц</i>	c; ts
Ka	К к	<i>К к</i>	k; aspirated as in German	K'a	К' к'	<i>К' к'</i>	k; guttural ending
El	Л л	<i>Л л</i>	l	P'e	П п	<i>П п</i>	p; guttural ending
Em	М м	<i>М м</i>	m	T'e	Т' т'	<i>Т' т'</i>	t; guttural ending
En	Н н	<i>Н н</i>	n	Tsz'e	Ц' ц'	<i>Ц' ц'</i>	c; ts
Oh	О о	<i>О о</i>	o; long closed o	Tsche	Ч ч	<i>Ч ч</i>	č; tsch
P'e	П п	<i>П п</i>	p; aspirated as in French pain	Tsch'e	Ч' ч'	<i>Ч' ч'</i>	c; tsch, hard
Qa	Q q	<i>Q q</i>	q; back palatal, like Arabic qāf	З	З	<i>З</i>	ə; like u in sun
Er	Р р	<i>Р р</i>	r	Hæ	Б б	<i>Б б</i>	h

The Ossetes are an Indo-Germanic people descended from the ancient Massagetae and Alani which were a branch of the Ostrogoths, portions of which moved on into northern Africa. They live mainly in the middle Caucasus, and there are two principal dialects, the Iron and the Digor. The similarity of some of the words indicates a possible connection with the Hungarian.

The language was first reduced to writing toward the close of the 18th century, when the Russian alphabet was used with the addition of several characters to represent sounds foreign to the Russian. At the present time the Latin text is employed; and while some newspapers and books have been printed, literacy is very low among the people.

Syllabication and punctuation are like the German.

PERSIAN (Nestalic)

Name	Isolated	Final	Median	Initial	Transcription	Pronunciation
Alef	ا	آ			'	Soft breathing ¹
Bē	ب	ب	ب	ب	b	<i>b</i>
Pē	پ	پ	پ	پ	p	<i>p</i>
Tē	ت	ت	ت	ت	t	Italian <i>t</i>
Şē	ث	ث	ث	ث	ş	<i>s</i>
Jīm	ج	ج	ج	ج	j	<i>j</i>
Chē	چ	چ	چ	چ	ch	<i>ch</i> in church
Hē	ح	ح	ح	ح	h	<i>h</i>
Khē	خ	خ	خ	خ	kh	<i>ch</i> in Scotch loch
Dāl	د	د			d	Italian <i>d</i>
Zāl	ذ	ذ			z	<i>z</i>
Rē	ر	ر			r	Italian <i>r</i>
Zē	ز	ز			ž	<i>z</i>
Žē	ژ	ژ			zh	French <i>j</i> in jour
Sin	س	س	س	س	s	<i>s</i>
Shin	ش	ش	ش	ش	sh	<i>sh</i>

¹ Often omitted.

PERSIAN (Nestalic)—Continued

Name	Isolated	Final	Median	Initial	Transcription	Pronunciation
Sād	ص	ص	ص	ص	ʃ	s
Zād	ض	ض	ض	ض	ʒ	z
Tā	ط	ط	ط	ط ط	t̄	Italian t
Zā	ظ	ظ	ظ	ظ ظ	z̄	z
Ain	ع	ع	ع	ع	ʿ	Soft breathing ²
Ghain	غ	غ	غ	غ	g	Hard, guttural g
Fē	ف	ف	ف	ف	f	f
Qāf	ق	ق	ق	ق	q	Hard, guttural k
Kāf	ک	ک	ک	ک	k	k
Gāf	گ	گ	گ	گ	g	g in go (soft)
Lām	ل	ل	ل	ل	l	l
Mīm	م	م	م	م	m	m
Nūn	ن	ن	ن	ن	n	n
Vāv	و	و	و	و	v	v ³
Hē	ه	ه	ه	ه	h	h
Ye	ی	ی	ی	ی	y, i	Consonantal y

² It has exactly the same sound as the initial alef.³ Vāv preceded by zammeh (expressed or understood) sounds like the Italian *u*; when preceded by fathā and not followed by another vowel the two form a diphthong *au* pronounced as the English long *o*.

NOTE.—The characters Ain and Ghain appear to be hard gutturals; Ghain is always *g*, but from a grammatical standpoint Ain cannot be well defined in any of the three Near Eastern languages. While at best it has only a very short sound, it cannot be omitted from the alphabet because of the effect it has on the proper pronunciation of the words.

It is also considered a vowel, especially at the beginning of words, taking the place of *a*, *ā*, *i*, *ī*, *u*, *ū*. In a median position it generally takes the place of *i* or *ii*, depending mainly on the proper relation of the words and its nearest transcription and pronunciation into the Latin alphabet.

Ligatures

But one example is given of the characters that differ only in the diacritical sign

لا	l-a	د	h-d	ط	t-r	ر	h-r	م	k-m-r	ب	b-h-h	بی	b-j
کا	k-a	خ	b-r	غ	g-r	ک	k-l	ل	l-m	خ	g-h	کی	k-j
ما	m-a	ش	ṣ-r	ف	f-r	کل		م	l-m-r	ق	q-h	لی	l-j
ها	h-a	ض	d-r	م	m-r	ک	k-m	ح	h-h	م	m-h	ه	h-j

Cardinal numbers

yak	one	nuh	nine
dū	two	dah	ten
sih	three	yazdeh	eleven
chahār	four	davāzdeh	twelve
pañj	five	sīzdah	thirteen
shash	six	bist	twenty
haft	seven	sad	hundred
hasht	eight	hazār	thousand

Ordinal numbers

yakum, nukhustīn ¹	first	shashum	sixth
duvum	second	haftum	seventh
sivum	third	hashtum	eighth
chahārum	fourth	nuhum	ninth
pañjum	fifth	dahum	tenth

Year

The Iranian (Persian) year is a solar one, beginning and ending in the spring, March 21, and is divided into 12 months of 30 days each, 5 days being added to the twelfth month to bring the total up to 365, and every fourth year there is a leap year as with us.

Since the Arabic conquest the Mohammedan calendar has been in use in Iran (Persia) for all ordinary purposes.

Persian	Arabic	
Farvardīn	Muharram	first month
Urdībihisht	Safar	second month
Khurdād	Rabi'ul avval	third month
Tīr	Rabi'ussani	fourth month
Murdād	Jumadiyu'lavval	fifth month
Shahrivar	Jumadiyu'ssani	sixth month
Mīhr	Rajab	seventh month
Ābān	Sha'ban	eighth month
Azur	Ramaẓān	ninth month
Dai	Shavvāl	tenth month
Bahman	Zu'l Qa'deh	eleventh month
Isfand	Zu'l Hijjah	twelfth month

¹The Arabic word *awwal* is also sometimes used

Days

yakshanbeh	Sunday	panj-shanbeh	Thursday
dōshanbeh	Monday	jum'eh	Friday
sih-shanbeh	Tuesday	shanbeh	Saturday
chahār-shanbeh	Wednesday		

Seasons

bahār	spring	pāiz	autumn
tābistān	summer	zamīstān	winter

Time

sā'at	hour	māh	month
rūz, yaum	day	sāl, saneh	year
haftēh	week		

POLISH

A	a	<i>a</i> in <i>ah</i>	M	m	<i>m</i> in <i>him</i>
Ą	ą	<i>on</i> ^s (nasal)	N	n	<i>n</i> in <i>new</i>
B	b	<i>b</i> in <i>bah</i>	Ń	ń	<i>ny</i> sound in <i>gnar</i>
C	c	<i>tsz</i>	O	o	<i>o</i> in <i>boy</i>
Ć	ć	<i>tszj</i>	Ó	ó	<i>oo</i> in <i>goose</i>
CH	ch	<i>ch</i> (Scotch loch)	P	p	<i>p</i> in <i>poor</i>
CZ	cz	<i>tsch</i>	R	r	<i>r</i> in <i>rare</i>
D	d	<i>d</i> in <i>dough</i>	RZ	rz	<i>zh, r</i> mute
DZ	dz	<i>ds</i>	S	s	<i>s</i> in <i>salt</i>
DŹ	dź	<i>dzj</i> (voiced)	Ś	ś	<i>sh</i> in <i>shut</i>
DŻ	dż	<i>j</i>	ŚĆ	ść	<i>shch</i>
E	e	<i>e</i> in <i>ever</i>	SZ	sz	<i>sh</i> in <i>shall</i>
Ę	ę	<i>en</i> ^s (nasal)	SZCZ	szcz	<i>schtsch</i>
F	f	<i>f</i> in <i>favor</i>	T	t	<i>t</i>
G	g	<i>g</i> in <i>good</i>	U	u	<i>u</i>
H	h	<i>h</i> in <i>half</i>	W	w	<i>v</i> in <i>vaudeville; f,</i> <i>final</i>
I	i	<i>e; before vowel, y</i>	Y	y	<i>y</i> in <i>pity</i>
J	j	<i>y</i> in <i>yell</i>	Z	z	<i>z</i> in <i>zebra</i>
K	k	<i>c</i> in <i>cost</i>	Ż	ź	<i>s</i> ^j
L	l	<i>l</i> (trilled)	Ź	ź	<i>j, French</i>
Ł	ł	<i>w</i> in <i>wood</i>			

Punctuation is practically the same as in English.

The Polish has six words consisting of but one letter each: *w*, *in*; *z*, *with*; *i*, *and*; *a*, *and*; *o*, *about*; *u*, *by*.

Accent

Stress is invariably on the next to the last syllable.

Syllabication

1. Divide on a vowel followed by a single consonant (*ch*, *cz*, *dz*, *dź*, *dż*, *rz*, *sz*, and *szcz* being treated as single consonants, cannot be divided), as *chło-pak*, *cho-dak*. Vowels are *a*, *ą*, *e*, *ę*, *i*, *o*, *ó*, *u*, and *y* (*ą*, *ę*, and *ó* not properly accentual).

2. Divide on the first of two or more consonants (*szcz*, *zd*, and *zg* are not separable), as *an-te-nat*, *jutrz-nia*.

3. The following vowel and consonant combinations are inseparable: *bi*, *fi*, *gi*, *gie*, *ki*, *kie*, *mi*, *ni*, *pi*, and *wi*.

Abbreviations

The following frequently used abbreviations will be helpful:

i.t.d.	i tak dalej, et cetera	r.	rok, year
n.p.	na przykład, for instance	św.	święty, Saint
p.	pani, Mr., Mrs.	w.	wiek, century
por.	porównaj, compare with	ś.p.	świętej pamięci, deceased

Cardinal numbers

jeden, -na, -no	one	jedenście	eleven
dwa (dwaj), dwie, dwa	two	dwanaście	twelve
trzy	three	trzyście	thirteen
cztery	four	czternaście	fourteen
pięć	five	piętnaście	fifteen
sześć	six	szesnaście	sixteen
siedm (siedem)	seven	siedmnaście (siedemna- ście)	seventeen
ośm (osiem)	eight	ośmnaście (osiemnaście)	eighteen
dziewięć	nine	dziewiętnaście	nineteen
dziesięć	ten		

Cardinal numbers—Continued

dwadzieścia	twenty	trzysta	three hundred
dwadzieścia-jeden	twenty-one	czterysta	four hundred
trzydzieści	thirty	pięćset	five hundred
czterdzieści	forty	sześćset	six hundred
pięćdziesiąt	fifty	siedmset (siedemset)	seven hundred
sześćdziesiąt	sixty	ośmset (osiemset)	eight hundred
siedmdziesiąt (siedemdziesiąt)	seventy	dziewięćset	nine hundred
ośmdziesiąt (osiemdziesiąt)	eighty	tysiąc	thousand
dziewięćdziesiąt	ninety	dwa tysiące	two thousand
sto	hundred	trzy tysiące	three thousand
dwieście	two hundred	pięć tysięcy	five thousand
		sto tysięcy	hundred thousand
		miljon	million

Ordinal numbers

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -a, -e	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąty	fiftieth
czwarty	fourth	sześćdziesiąty	sixtieth
piąty	fifth	siedmdziesiąty	seventieth
szósty	sixth	(siedemdziesiąty)	
siódmy	seventh	ośmdziesiąty	eightieth
ósmy	eighth	(osiemdziesiąty)	
dziewiąty	ninth	dziewięćdziesiąty	ninetieth
dziesiąty	tenth	setny	hundredth
jedenasty	eleventh	sto pierwszy	hundred and first
dwunasty	twelfth	dwusetny	two hundredth
trzynasty	thirteenth	trzysetny	three hundredth
czternasty	fourteenth	czterechsetny	four hundredth
piętnasty	fifteenth	pięćsetny	five hundredth
szesnasty	sixteenth	sześćsetny	six hundredth
siedmnasty (siedemnasty)	seventeenth	siedmsetny	seven hundredth
ośmnasty (osiemnasty)	eighteenth	ośmsetny	eight hundredth
dziewiętnasty	nineteenth	dziewięćsetny	nine hundredth
dwudziesty	twentieth	tysiączny	one thousandth
dwudziesty-pierwszy	twenty-first	dwutysięczny	two thousandth
		miljonowy	millionth

Months

Styczeń (Styc.)	January	Lipiec (Lip.)	July
Luty	February	Sierpień (Sierp.)	August
Marzec (Mar.)	March	Wrzesień (Wrzes.)	September
Kwiecień (Kwiec.)	April	Październik (Paźd.)	October
Maj	May	Listopad (Listop.)	November
Czerwiec (Czerw.)	June	Grudzień (Grud.)	December

Days

Niedziela	Sunday	Czwartek	Thursday
Poniedziałek	Monday	Piątek	Friday
Wtorek	Tuesday	Sobota	Saturday
Środa	Wednesday		

Seasons

wiosna	spring	jesień	autumn
lato	summer	zima	winter

Time

godzina	hour	miesiąc	month
dzień	day	rok	year
tydzień	week	wiek	century

PORTUGUESE

A	a	a in mar	N	n	n; final, nasal
ÃE	ãe	a, nasal	NH	nh	ni in minion
ÃO	ão	a, nasal	O	o	o in more
B	b	b	ÕE	õe	French on
C	c	c in car or s in mason	P	p	p
Ç	ç	s	Q	q	k; qu = kw
D	d	d	R	r	r in wary or trilled as Spanish rr
E	e	a in fate	S	s	s, z between vowels
F	f	f	T	t	t
G	g	g in gay, j before e and i	U	u	oo
H	h	h, mute	V	v	v
I	i	e in he	W	w	w in wind; used only in foreign words
J	j	j	X	x	sh, x
K	k	k	Y	y	e in me
L	l	l	Z	z	z, zh; final, s
LH	lh	Liquid; nearly ly			
M	m	m; final, nasal			

Remarks

Nouns and adjectives ending with an *m* in the singular change their ending to *ns* in the plural, as *homem* (*homens*), *bem* (*bens*).

Pronouns appended to verbs are preceded by a hyphen as *praz-me*, *louvando-nos*, *dar-lhe-hei*.

Do not put a space after the apostrophe, as in *d'aquella*, *n'estas*.

The sign \$ is used as follows in Brazil: 234:583\$120, meaning 234 *contos*, 583 *milreis*, and 120 *reis*.

Punctuation marks are used in the same manner as in English.

Capitalization

Capital letters are used for proper names, titles of books, plays, etc., and the first word of a sentence.

Adjectives derived from proper nouns are lower-cased.

Syllabication

Divide on a vowel, as *e-di-fi-cio*.

Divide on the first of two consonants, except *lh* (*fi-lho*), *nh* (*se-nho-ra*), *bl*, *br*, *ch*, *cl*, *cr*, *ct*, *dr*, *fl*, *fr*, *gl*, *gn*, *gr*, *ph*, *pl*, *pr*, *pt*, *st*, *th*, *tr*. But if a consonant precedes *st*, the *s* remains with the first consonant, as in *de-mons-tra-ção*, *cons-ti-tui-ção*.

Certain prepositions (*inter*, *post*, etc.) before vowels should remain intact: *inter-cambio*, *post-operatorio*, but *in-te-resse*.

The combination of two vowels should not be divided, such as *ao*, *au*, *eu*, *ia*, *io*, *iu*, *ou*, *ui*, *uo*, *uu*, etc.

The nasal diphthongs are distinguished by the tilde (~) placed over the first vowel, and must not be divided, as *ãe*, *ãi*, *ão*, *õe*.

Do not divide the triphthongs *eia*, *éia*, *eão*, *ião*, *oêi*.

Abbreviations

cm	centimetro, centimeter	Illmo.	Illustrissimo, Illustrious
D.	dona, lady	kilo., kg.	kilogrammo, kilogram
Dr.	doutor, doctor	km.	kilometro, kilometer
Dra.	doutora, doctress	l.	litro, liter
EE.UU.da A., E.U.A.	Estados Unidos da America; United States of America	m	metro, meter
Exmo.	Excellentissimo, Excellency,	p.	pagina, page
hect.	hectare, hectare	pp.	paginas, pages
		S.Excia.	Sua Excellencia, His Excellency

Abbreviations—Continued

S.	São (contraction of santa), saint	Sta.	santa, saint
Snr., Sr.	senhor, Mr.; also Lord	V.E., V.Excia	Vossa Excellencia, Your Excellency
Snra., Sra.	senhora, Mrs.	Vmcê., V.M.	Vossa Mercê, Your Grace
Snrta., Srta.	senhorita, Miss		

Cardinal numbers

um, -a	one	dez	ten
dois, dous, duas	two	onze	eleven
tres	three	doze	twelve
quatro	four	treze	thirteen
cinco	five	vinte	twenty
seis	six	vinte e um	twenty-one
sete	seven	cem	hundred
oito	eight	mil	thousand
nove	nine		

Round millions used adjectively are followed by *de*: *Um milhão de contos*, or *1,000,000 de contos*.

Ordinal numbers

primeiro	first	decimo	tenth
segundo	second	undecimo }	eleventh
terceiro	third	onzeno }	
quarto	fourth	duodécimo, decimo	twelfth
quinto	fifth	segundo	
sexto	sixth	decimo terceiro	thirteenth
setimo	seventh	vigesimo	twentieth
oitavo	eighth	centesimo	hundredth
nono	ninth	millesimo	thousandth

Months

janeiro (jan.)	January	julho (jul.)	July
fevereiro (fev.)	February	agosto (agto.)	August
março (mço.)	March	setembro (set.)	September
abril (abr.)	April	outubro (obro.)	October
maio	May	novembro (nov.)	November
junho (jun.)	June	dezembro (dez.)	December

Days

domingo	Sunday	quinta-feira	Thursday
segunda-feira	Monday	sexta-feira	Friday
terça-feira	Tuesday	sabbado	Saturday
quarta-feira	Wednesday		

Seasons

primavera	spring	outumno	autumn
verão	summer	inverno	winter

Time

hora	hour	mez	month
dia	day	anno	year
semana	week		

Articles to be disregarded in filing

o a os as um uma

REFORMED PORTUGUESE ORTHOGRAPHY

On September 1, 1911, the commission appointed on February 15 of the same year for the purpose of revising the national language, made its report to the Minister of the Interior. The commission recommended the adoption, with very slight changes, of "Ortografias Portuguesas," a volume containing 183 pages, which had been published by the Academy of Sciences of Lisbon in 1902, and further that it be adopted for all governmental publications and institutions of learning.

On June 15, 1931, the Provisional Government of the Republic of Brazil, the largest and most important Portuguese-speaking country in the world, issued a decree making extensive and somewhat radical changes in the orthography of the language "for the purpose of securing uniformity in the national language." The new orthography had been adopted previously by the Brazilian Academy of Letters, and the decree directs that it be used in all public departments, educational institutions, the Official Journal, and in all other official publications. A decree dated August 3, 1933, provided that after January 1, 1935, only those textbooks conforming to the decree of June 5, 1931, will be used in the public schools. However, its official use has since been abandoned.

The following is a free translation of the essential portions of the decree:

MUTE CONSONANTS

Do not use any consonant that is not sounded:

autor <i>not</i> auctor	aluno <i>not</i> alumno
sinal <i>not</i> signal	salmo <i>not</i> psalmo
adesão <i>not</i> adhesão	

but do not change the words—

abdicar	recepção	egipcio	espectador
acne	caracteres	egipciaco	espectativa
gnomo	optar	egiptologo	mnemonica

or any other words in which the letters *bd, cn, gn, pç, ct, pt, pc, or mn* are sounded separately and distinctly.

Double letters.—Do not double consonants:

sabado <i>not</i> sabbado	belo <i>not</i> bello
acusar <i>not</i> accusar	chama <i>not</i> chamma
adido <i>not</i> addido	pano <i>not</i> panno
efeito <i>not</i> effeito	aparecer <i>not</i> apparecer
sugerir <i>not</i> suggerir	atitude <i>not</i> attitude

Exceptions.—(a) The letters *r* and *s* are doubled for emphasis:

barro	parra	passo	russo, etc.
carro	cassa		

(b) The *c* is doubled or used with the *ç* when each is sounded separately:

secção	seccionar	infeccionar	sucção, etc.
seccional	infeccção	infeccioso	

(c) The letters *r* and *s* are doubled in words having a prefix ending in a vowel:

prorrogar	prorromper	arrasar	assegurar
prerrogativa	pressentir	(from raso)	(from seguro)

THE LETTER H

Retain the initial, median, and final *h*, (*a*) when it conforms to the etymology of the word:

hoje	homem	hora	honorario, etc.
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(b) In words having a prefix and a complete Portuguese word:

deshabitar	deshumano	inhumano	rehaber, etc.
deshonra			

(c) When used in combination as *ch, lh, or nh* to form arbitrary sounds:

chave	malha	lenho	manha, etc.
chapéu	velho		

(d) In interjections: *oh! ah!*

Drop the *h*, (*a*) when it occurs in the middle of a word, except as above noted:

sair <i>not</i> sahir	cair <i>not</i> cahir
comprender <i>not</i> comprehender	exumar <i>not</i> exhumar
coorte <i>not</i> cohorte	proibir <i>not</i> prohibir

(b) In future and conditional pronominal forms of verbs:

dever-se-á <i>not</i> dever-se-há	dir-se-ia <i>not</i> dir-se-hia, etc.
escrever-se-á <i>not</i> escrever-se-há	

Where it occurs at the end of a word:

Jeova <i>not</i> Jehovah	raja <i>not</i> rajah
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CHANGES FROM INITIAL S C

The initial *s* has been dropped in words like—

ciencia	cetiro	cisão	cintilar
cena	cetico	centelha	ciatico

also when used with a prefix:

precientífico	preciência, etc.
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USE OF THE APOSTROPHE

Drop the apostrophe, (*a*) in the contraction of the preposition *de* with the personal pronoun of the third person:

dêle	dela	dêles	delas
------	------	-------	-------

with the demonstrative pronouns:

disto	disso	daquilo
-------	-------	---------

with the article:

do	dos	dum	dumas
da	das	duns	

with the demonstrative adjectives:

dêsse	dessá	dêsses	dessas
dêste	desta	dêstes	destas
daquele	daquela	daqueles	daquelas

with the adverbs:

aí <i>as in</i> daí	onde <i>as in</i> donde
aquí <i>as in</i> daqui	aquem <i>as in</i> daquem
alí <i>as in</i> dali	alê <i>as in</i> dalê
antes <i>as in</i> dantes	

with the preposition:

entre *as in* dentre

(b) Drop it in the combinations *em*, with the pronoun in the third person: *nele*, etc., and with the demonstrative pronoun: *nesto*, etc.

(c) In forms composed of the demonstrative adjectives:

essoutro	destoutro	aqueoutro	outrora
nestoutro			

THE LETTERS K, W, AND Y

These letters are not used in the Portuguese nor in translated words, but are replaced: (*a*) the *k* by *qu* before *e* and *i*:

querosene	quilo	quilômetro	faquir
quiosque			

and by *c* in every other case:

calendar	caleidoscopio	cleptomania	cleptofobia
cágado			

NOTE.—Retain the *k* in abbreviations of *quilo*, *quilogramo*, *quilolitro*, and *quilômetro*, as *k*, *kg*, *kl*, *km*. Although it does not belong to the Portuguese alphabet, the *k* is used in foreign proper names and foreign words which have been adopted into the language. Limit its use to—

kantismo	kantista	kaiser	kaiserista
kappa (Greek)	Kepler	kepleria	kepleriana
kermesse	Kiel	Kiew	kummel
kiries			

(b) The *w* is replaced by *u* or *v*, according to its pronunciation:

vigandias	vagão	valsa	Oswaldo
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NOTE.—Retain the *w* as a symbol for *oeste* (west).

(c) The *y* is replaced by *i*:

juri	mártir	tupí	Andaraí
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THE COMBINATIONS CH (HARD), PH, RH, AND TH

(a) Substitute *qu* for *ch* (hard) before *e* and *i*:

traquéa <i>not</i> trachéa	querubim <i>not</i> cherubim
quimera <i>not</i> chimera	química <i>not</i> chimica

Elsewhere it is replaced by *c*:

caldeu <i>not</i> chaldeu	cromo <i>not</i> chromo
caos <i>not</i> chaos	Cristo <i>not</i> Christo
corografia <i>not</i> chorographia	cloro <i>not</i> chloro
catecumento <i>not</i> catechumeno	

(b) The digraphs *ph*, *rh*, and *th* are replaced by *f*, *r*, and *t*, respectively:

filosofia <i>not</i> philosophia	reumatismo <i>not</i> rheumatismo
fosforo <i>not</i> phosphoro	tesouro <i>not</i> thesouro
retorica <i>not</i> rhetorica	ortografia <i>not</i> orthographia

THE COMBINATION MP

Substitute *n* for *m* in the words which etymologically carry the *p*:

pronto <i>not</i> prompto	isento <i>not</i> isempto
assunto <i>not</i> assumpto	

USE OF THE LETTER S

Use the final *s* and not *z*, (a) in the pronouns *nós* and *vós*;

(b) In the second person singular of the future indicative:

amarás	ofenderás	irás	porás
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(c) In the second person singular of the present indicative of the monosyllabic verbs and their compounds:

dás	vês	revês	ris
desdás	crês	descreês	sorris

(d) In the plural of words ending in a long vowel:

pás	frenesís	teirós	perús
cafés			

(e) In foreign adjectives and other words formed with the suffix *ês* (Latin, *ense*):

aragonês	inglês	turquês	cortês
barcelonês	iroquês	veronês	pedrês
berlinês	javanês	marquês	baionês
borgonhês	português	burguês	garcês
finês	siamês	camponês	tamarês
francês	sudanês	montanhês	tavanês, etc.
holandês	turquianês	montês	

(f) In Latin words in common use which maintain their original form:

bis	plus	virus	pus (substantive)
jus			

(g) In the monosyllables and the following stressed words:

aliás	carajás	fregués	piós
ananás	catrapús	gilvás	princês
após	convés	grós	rês
arnês	cós	linaloés	res
arrás	cris	luís (money)	resvês
arriós	darués	macis	tornês
ás	dês (since, from)	mês	trás
atrás	detrás	obús	tris
através	enapupês	pardês	viês
calcês	enxós	paspalhós	zás-trás, etc.
camoês	filhós	pavês	

USE OF THE MEDIAN S

(a) In the feminine forms (substantive) which take the ending *esa* or *isa*:

baronesa	consulesa	sacerdotisa	diaconisa
duquesa	prioresa	poetisa	profetisa
princesa			

(b) In adjectives formed from the substantives with the augmentative suffix *oso*:

animoso	formoso	populoso	teimoso
doloroso			

(c) In the different tenses of the verbs *querer* and *pôr*, with their components:

quis	quisemos	puseram	compôs
quisestes	pus	pusemos	dispusestes
quiseram	pusestes	compús	

(d) In the words ending in *esa* or *eso*, which are not truly Portuguese, in harmony with the language of their origin, also their derivatives in conformity with them:

empresa	surpresa	represa	defeso
despesa	framboesa	poesa	obeso
defesa	presa	aceso	teso
mesa	devesa	ileso	

(e) In the verbs of Latin origin ending in *sar*:

acusar (acusare)	recusar (recusare)	refusar (refusare)
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(f) In the substantives, adjectives, and the participles terminating in (or consisting of) *aso* *asa*, *iso*, *isa*, *oso*, *osa*, *uso*, *usa*:

caso	paraiso	divisa	uso
aso	siso	esposo	abuso
vaso	guiso	glosa	luso
asa	liso	rosa	fuso
casa	friso	raposa	escuso
brasa	narciso	grosa	infuso
viso	brisa	entrosa	concluso
conciso	frisa	tosa	contuso
aviso	camisa	prosa	musa
graniso			

(g) In the prefix *trans*, as well as the forms *tras* and *tres*, and also their derivatives:

transação	transandino	transoceanico	traseiro
transiguir	transição	trasante-hontem	trasordinario
tresandar			

(h) In the nouns ending in *ase*, *ese*, *ise*, and *ose*:

crase	fase	gênese	apófise
frase	perípase	diurése	bacilóse
acroase	diátese	síntese	diagnóse
apófase	tése		

(i) In composite words derived from the Greek with *isos*:

khrysos	stasis	crisóstomo	quersoneso
lysis	thesis	crisântemo	fisiologia
mesos	isocolo	analise	ptoseonomia
nesos	isodico	mesartérite	êxtase
physis	isodinamico	mesaulio	sintese
ptosis	crisóptero		

(j) In verbs terminating in *isar* whose roots terminate in *s* formed with the suffix *ar*:

avisar (avis ar)	precisar (precis ar)	analisar (analís ar)	irisar (iris ar)
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USE OF THE Z

Use final *z* in stressed words ending in *az*, *ez*, *iz*, *oz*, or *uz*:

assaz	perdiz	veloz	arcabuz
xadrez			

NOTE.—See exceptions given in the rules governing the use of the letter *s*.

USE OF THE MEDIAN Z

(a) Use *z* in words of Latin origin in which the *z* displaces the *c*, *ci*, or *ti*:

azêdo (acetum)	vizinho (vicinus)	prezar (pretiare)
fiuza (fiducia)	razão (rationem)	mezinha (medicina)
juízo (judicium)	prazo (placitum)	

(b) In verbs ending in *zer* or *zir* and their components:

aprezer	jazer	conduzir	luzir
dizer	cozer	induzir	produzir
fazer	(to cook)		

NOTE.—Spell *coser* (with *s*) when it means to sew, and also in the variations *descoser*, *recoser*, etc.

(c) In the terminations (*z*)*inho* and (*z*)*ilo* of the diminutives:

florzinha	paizinho	avezita	pobrezito
maezinha			

(d) In words of Arabic, oriental, and Italian origin and their derivatives which have been adopted into the language:

azáfama	azar	gazúa	bizantino
azeite	azeviche	vizir	bizarro
azul	bazar	bezante	gazeta
azouge	ogeriza		

(e) In verbs ending in *izar* (Latin *izare*):

autorizar	batizar	civilizar	colonizar
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(f) In substantives formed from the adjectives with the suffix *eza* (Latin *itia*):

beleza	firmeza	moleza	pobreza
fereza	madureza		

(g) In words derived from those ending in *z*:

apaziguar	cruzado	dezena	felizardo
avezar			

PROPER NOUNS

Portuguese or translated proper nouns, whether personal or locative, are written with the final *z* when terminating in a long syllable:

Quieroz	Luiz	Tomaz	Andaluz
Garcez	Queluz		

When the last syllable is short use the final *s*:

Alvares	Dias	Fernandes	Nunes
Peres	Pires		

NOTE.—The name *Jesus* and *Paris* retain the *s*.

Retain the corresponding vernacular forms of spelling already in use in the case of foreign proper names:

Antuerpia	Berna	Bordéus	Cherburgo
Colonia	Escandinavia	Escalda	Florença
Londres	Marselha	Viena	Algeria

NOTE.—Wherever such exist, vernacular names for those in foreign languages are to be preferred. Retain, however, the original forms of those that are not adapted to the Portuguese language:

Anatole France	Byron	Conte Rosso	Carlyle
Carducci	Musset	Shakespeare	Southampton

DUAL FORMS OF SPELLING

Where two forms have been in use, adopt the following (also in their derivatives and compounds):

- (a) Brasil *not* Brazil
- (b) idade *not* edade igreja *not* egreja igual *not* egual
- (c) assucar *not* açucar alvissaras *not* alviçaras sossegar *not* socegar
 pessego *not* pecego dossel *not* docel jovem *not* joven
 rossio *not* rocio criar (to raise) crear (to create)
 almaço *not* almasso maciço *not* massiço solene *not* solemne
- (d) ansia *not* ancia farsa *not* farça cansar *not* cançar
 dansar *not* dançar ascensão *not* ascenção pretensão *not* pretenção

ENDINGS IN *ã*, *ão*, *am*

Use *ã* and not *an* in words where the last syllable is stressed:

amanhã maçã talismã, etc.

in the feminine of words ending in *ão* in the masculine—

aldeã cristã irmã, etc.

and the monosyllables—

lã vã sã, etc.

Use *ão*, and not *am*, in the case of monosyllables:

cão chão vão

in the stressed words—

coração verão alcorão

in the future form of the verbs—

amarão deverão farão

and in other words which are now written either *ão* or *am*—

acórdão bênção órgão órfão
 sótão

NOTE.—The tonic syllable of words ending in *ão* must carry an acute accent as shown in the case of the five examples given above.

Use *am* in the unstressed terminations of the verbs:

amam	amavam	amaram	disseram
fizeram	expuseram		

DIPHTHONGS

The diphthongs *ae* and *ao* will be written with *i* and *u*:

pai	cai	sai	amais, etc.
grau	mau	pau	

The diphthong *eo* is replaced by *éu* or *eu*:

céu	véu	teu, etc.
chapéu	meu	

The diphthong *iu* replaces *io*:

feriu	partiu	viu
-------	--------	-----

The diphthong *oi* replaces *oe*:

ançois	doi	heroi, etc.
--------	-----	-------------

NOTE.—When these vowels do not form a diphthong, no change is made:

aérides	aéreo	caós	caótico
teologia	rio	tio	oeste
oeta	telelogia		

Write *ao* and not *au* when it is a combination of the preposition *a* with the article *o*.

Retain the diphthongs *ãe*, *õe*, and *ue*:

mãe	anões	dispões	pões
tabeliães	azues		

USE OF THE LETTER G

Retain the median *g* in the following, also in their components and derivatives:

imagem	eleger	legítimo	fugir
pagem			

THE PRONOUN LO

Retain the forms *lo*, *la*, *los*, *las*: (a) with the infinitives of the verbs:

amá-lo	ofendê-la	possuí-los	repô-las
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(b) With the verbal forms ending in *s*:

ama-lo, etc.

and also when they end in *z*—

di-lo	fá-los
-------	--------

(c) With the pronouns *nós*, *vós*, and the form *eis*:

vo-lo	no-la	ei-lo
-------	-------	-------

NOTE.—These pronouns are connected by a hyphen and the tonic vowel of the verb is accented.

THE LETTER X

In words taking *x*, *s*, *z*, *cs*, *ss*, *ch*, their prosodic values (*s*, *z*, *cs*, *ss*, and *ch*) are retained:

excelente	exato	fixe	proximo
luxo			

SYLLABICATION

Divide words phonetically according to the spelling, and do not separate them into the elements of derivation, composition, or formation:

subs-cre-ver	sec-ção	de-sar-mar	in-ha-bil
bi-sa-vô	e-xer-ci-to	ex-ce-der	cons-ti-tui-ção

In order to do this readily, observe the following rules:

(a) Separate double letters:

ar-ras-trar	pas-sa-gem	suc-ção
-------------	------------	---------

(b) The *s* of the prefixes *des*, *dis* remains with the first syllable when followed by a consonant:

des-di-zer	dis-con-ti-nu-ar
------------	------------------

If followed by a vowel, it is carried over to the next syllable:

de-sen-ga-nar	de-sen-vol-ver	de-si-lu-são
---------------	----------------	--------------

(c) Where two consonants are pronounced separately, the first is retained with the preceding syllable:

con-tac-to	re-cep-ção	es-pec-ta-ti-va
------------	------------	-----------------

(d) Do not separate diphthongs:

neu-tro	nai-pe	rei-na-do	au-to
i-gual (i-guais)			

(e) Separate vowels of equal force:

co-or-te	co-or-de-na-da
----------	----------------

as well as consecutive vowels that do not form a diphthong—

vo-ar	po-ei-ra	pro-e-mio	me-ú-do
ci-ú-me			

THE HYPHEN

Separate compound words whose different elements retain their phonetic independence with a hyphen:

para-raios	guarda-pó	contra-almirante
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NOTE.—Do not use a hyphen between the elements in the made-up words:

claraboia	parapeito	malmequer	malferido
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ACCENTUATION IN REFORMED PORTUGUESE

Use the acute accent on bisyllabic or polysyllabic words where the stress is on the last syllable, and which terminate in *i* or *u*, whether or not followed by *s*:

aquí	tupí(s)	colibrí(s)
perú(s)	urubú(s)	

RULES GOVERNING THE USE OF WRITTEN ACCENTS

1. Differentiate between stressed and unstressed words and distinguish the predominant syllable where there are more than one.

2. Distinguish words that are spelled the same, but differ in either pronunciation or meaning and grammatical function.

There are monosyllabic, bisyllabic, and polysyllabic words:

pá	pára	parada
----	------	--------

There are monosyllabic and bisyllabic stressed words:

dá	pára
----	------

as well as unstressed words:

da	para
----	------

In bisyllabic words the first syllable usually receives the stress: *mares*, but if the second, that carries the accent mark: *marés*.

In polysyllabic words when the stress is on the last syllable the accent mark is used: *falará*; when on the penultimate, the mark is omitted: *falara*, but when on the antepenultimate, it is used: *faláramos*.

Words in which the last syllable is predominant are called "acutes" or "ultimates." If the next to the last syllable is predominant, they are called "grave", "perfect", or "penultimate." If the predominant syllable is that next to the penultimate, it is called "antepenultimate" or "prepenultimate."

No Portuguese word carries the stress on a syllable preceding the antepenultimate syllable, except in cases of pronouns connected by hyphens, where the stress will remain as in the original verbal form, regardless of how many syllables there are: *dávamos-to*, *dávamo-vo-lo*.

Where a written accent is necessary, use an acute on the stressed vowel in *i* and *u* and in the case of *a*, *e*, *o*, when open:

fará	maré	portaló
diffícil	útil	

Use the circumflex on *a*, *e*, and *o*, closed:

câmara	mercê	avô
ânsia	indulgência	brônzeo

but—

fímbria	núncio
---------	--------

The tilde serves to indicate the stress in words not otherwise indicated:

varão	maçã	capitães
órgão	órfã	

The grave accent serves to designate, wherever convenient or necessary to the correct pronunciation of a word, the value of the vowels *a*, *e*, and *o*, regardless of whether or not they are stressed, but especially where they are not:

à	pêgada	môlhada
sòzinho	fácilmente	

The dieresis over unstressed *i* or *u* indicates that it does not form a diphthong with the preceding vowel:

saïmento	saüdar
----------	--------

But if the vowel should be stressed, use the acute—

saída	saúde
-------	-------

Use the dieresis also on the *u*, if followed by *e* or *i*, in combinations of *gu* and *qu* where the *u* is to be sounded—

freqüência	agüentar	argüir
------------	----------	--------

WORDS THAT DO NOT TAKE THE WRITTEN ACCENT

(a) Unstressed monosyllabic and bisyllabic words:

o(s)	a(s)	lo(s)	la(s)	no(s)	na(s)
do(s)	da(s)	ao(s)	pelo(s)	pela(s)	polo(s)
pola(s)	me	mo(s)	ma(s)	te	to(s)
ta(s)	lhe(s)	nos	no-lo(s)	no-la(s)	vo-lo(s)
vo-la(s)	lho(s)	lha(s)	se	de	por
sem	sob	com	mas	que	porque

(b) Monosyllabic stressed words ending in *em* or *ens*:

bem	bens	tem	tens	cem
-----	------	-----	------	-----

(c) Verbal forms ending in *am* or *em* where the penultimate is the prominent syllable:

louvam	louvem	contem (of the verb contar)
--------	--------	-----------------------------

Also in bisyllabic and polysyllabic substantives ending in *em* or *ens* where the penultimate is the stressed syllable:

ordem	ordens	viagem	viagens	ferrugem	ferrugens
-------	--------	--------	---------	----------	-----------

(d) Stressed monosyllabic words with a final *i* or *u*, whether or not followed by *s*:

vi(s)	cru(s)
-------	--------

(e) Stressed monosyllabic and bisyllabic words, and polysyllabic words terminating in a nasal vowel, diphthongs, whether or not followed by *s*:

lã(s)	maçã(s)	sai(s)	arraís	mau(s)	sarau(s)
som	sons	atum	atuns		

Also those followed by any other consonant where the stress is on the last syllable:

mar	der	ser	dor	mal	canal
painel	funil	farol	azul	cruz	Artur
mão(s)	verão	varões			

(f) Bisyllabic and polysyllabic words terminating in *a(s)*, *e(s)*, or *o(s)*, where the penultimate syllable is stressed:

casa(s)	camada(s)	camarada(s)	trave(s)	parede(s)
vicissitude(s)	desaire(s)	modo(s)	devoto(s)	lume(s)

This applies to a majority of Portuguese words, including most of the verbal forms:

louvo	louva(s)	louve(s)	louvava(s)
louvara(s)	louvaria(s)	louvare(s)	

(g) Bisyllabic and polysyllabic words, having the stress on the penultimate syllable, which end in *i* or *u*, whether or not followed by *s*:

juri(s)	quasi	tribu(s)	iris
Amarilis	oasis	Venus	onus

WORDS THAT TAKE THE WRITTEN ACCENT

(a) Those ending in *a(s)*, *e(s)*, or *o(s)* with stress on the last syllable:

pá(s)	sé(s)	vê(s)	mês	pó(s)
pôs	fará(s)	maré(s)	avó(s)	avô(s)
mercê(s)	alvará(s)	jacaré(s)	português	portaló(s)

(b) Bisyllabic and polysyllabic words with stress on the last syllable and ending in *i(s)* or *u(s)*:

alí	aquí	escreví	tupí(s)	colibrí(s)	anís	funís (pl. of funil)
perú(s)		urubú(s)				

(c) Bisyllabic and polysyllabic words ending in *em* or *ens* with stress on the last syllable:

vintém	vinténs	armazém	armazéns
cecém	cecéns	contém	conténs (fr. verb conter)
porém	Jerusalém	Belém	

(d) Bisyllabic and polysyllabic words ending in a nasal vowel, diphthong, whether or not followed by *s*, or by any other consonant, with stress on the penultimate syllable:

órfã(s)	órfão(s)	louváveis	louváveis
fácil	fáceis	têxtil	têsteis
cônsul	sável	sáveis	cadáver
éter	mártir	sóror	alcáçar
Sófar	açúcar	gêrmen	líquen
Félix	córtex	sílex	

(e) The diphthongs *éi*, *éu*, *ói*, with open *e* or *o* are always stressed:

reís	batéis ¹	véu(s)	chapéu(s)	soís ²
roís	herói(s)	jóia	gibóia	

(f) The *a* of the suffix *âmos* of the first person, plural of the preterit, to distinguish it from the first person, present:

louvâmos (cf., louvamos=louvâmos).

(g) Monosyllabic and bisyllabic words stressed to distinguish them from other unstressed homographs:

quê	porquê	pôr ³	pára ⁴	pêla
pélo	pêlo ⁵	pólo ⁶	pêra	

(h) All words stressed on the antepenult:

prática	ânimo	ânsia	férvido
gênero	gêmeo	gênio	pêssego
fêmea	concêntrico	físico	tirocinio
fimbria	próximo	próprio	antimônio
lôbrego	brônzeo	úbere	lúgubre
único	núncio	cadáveres	árvore(s)
múltiplice(s)	múltiplo(s)	quádruplo(s)	

Also the verbal forms stressed on the antepenult—

louvávamos	louváramos	louvaríamos	devíamos
devêramos	deveríamos	puníamos	puníramos
puniríamos	louvássemos	devêssemos	puníssemos
sássemos	fizêssemos		

¹ Cf., reis, bateis.

² Cf., verb sois.

³ Cf., *por*, a preposition.

⁴ Cf., *para*, a preposition.

⁵ Cf., *pelo*, *pela*, prepositions for the articles *lo*, *la*.

⁶ Cf., *polo*, preposition for the article *lo*.

(i) Use the circumflex on the *e* and *o* when stress is on the penult, ending in *a(s)*, *e(s)*, or *o(s)*, closed, as well as in those having the same spelling where the vowels are open:

Substantives		Verbs		
rêgo	rôgo	rego	rogo	
Present		Preterit		
dêmos		demos		
Closed	-----sêde	côrte	côr	mêdo
Open	-----sede	corte	cor	medo

(j) Use the acute accent on stressed *i*, *e*, *o*, and *u* where they do not form a diphthong with the preceding vowel:

país	saída	faisca	Taígeto
saúde	balaústre	baú	

(k) Do not use the accent before *nh*, *nd*, and *mb*, nor before any consonant, except *s*, which does not begin a syllable:

bainha	ainda	Coimbra	juiz
ruim	paul	cair	sair

but

juízes	caíres	saíres	
--------	--------	--------	--

(l) Where *o*, *i*, or *u* do not form a diphthong with the preceding vowel and are unstressed use the dieresis instead of the acute:

saïmento	paísagem	saúdar	abaúlado
----------	----------	--------	----------

(m) The dieresis is also used in the combinations *gu* and *qu*, where the *u* is to be sounded:

conseqüência	agüentar	argüir
--------------	----------	--------

But if the *u* is the predominant vowel, use the acute:

apazigúe

(n) Use the grave accent to indicate that the unstressed *a*, *e*, or *o* are open:

àquele(s)	àquela(s)	àparte (substantive)
aquele(s)	aquela(s)	aparte (verb)

Also in homographs where a vowel is mute:

prêgar	pregar (de prego)
molhàda (de molho)	molhada (de molhar)

(o) To avoid mistakes in reading, the acute accent is replaced by the grave as follows:

1. In derivatives, whether augmentatives or diminutives, formed with the letter *z*:

má, màzinha, màzona	avó, avòzinha
órfã, òrfãzinha	anéis, anèizinhos

2. In those adverbs ending in *mente* in whose primary form the vowel carries the acute accent:

rápido, ràpidamente	benéfico, benêficamente
exótico, exòticamente	lícito, licitamente
último, ùltimamente	fácil, fàcilmente
só, sòmente	

but—

contraído, contraidamente	miúdo, miudamente
---------------------------	-------------------

The circumflex designates the closed *e* and *o* and is used in monosyllabic, as well as bisyllabic and polysyllabic homographs; it is, however, omitted in *dor*, *poço* and *cera*, for example, since there are no such words as *dór* and *cêra*, and the verb *posso* is spelled with the *ss* which distinguishes it from *poço*.

Cortês, cortêsmemente	sêco, sêcamente
sôfrego, sôfregamente	cômico, cômicamente
cristã, cristãmente	vã, vãmente

Omit the written accent in homographs where there is no question as to the meaning; thus we use the circumflex on—

sêco	sêca	lôgro
------	------	-------

to distinguish them from the corresponding verbal forms—

seco	seca	logro
------	------	-------

With the *e* or *o*, open, omit the written accent in the plural, as—

secos	logros
-------	--------

but retain it in *sêcas* to distinguish it from the verbal form *secas*.

Also use *vaidoso(s)*, *vaidosa(s)* without the accent on the penultimate syllable, even though the pronunciation is *vaidôso*, *vaidôsos*, *vaidôsa(s)*.

The open *o* in the plural of the different substantives is the same as the closed *o* in the singular:

tijolo (tijôlo)	tijolos (tijólos)
-----------------	-------------------

but—

trôco	trocós	troco (verb)
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The words *espôso*, *espôsa(s)* take the written accent because of the verbal forms with the open *o*, *esposo*, *esposa(s)*, but the plural *esposos* does not take the accent because it is not a homograph.

Write *pôr* with the circumflex to distinguish it from the preposition *por*, but—

dispor	propor	expor
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dispense with the written accent.

The circumflex is used on the *e* in the following because the stress is on the last syllable:

português	cortês	têm
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In the following the written accent is omitted because the stress has passed from the last to the next to the last syllable:

portugeses	portuguesa(s)	cortesés
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The accent is placed on *árvore(s)* because stress is on the antepenultimate syllable; *arvore(s)* (verb) does not take it because stress is on the penultimate.

The imperfect and conditional verb forms, as

louvaria	deveria	puniria
louvava	devia	punia

take the accent if the stress is on the antepenult, as—

louvaríamos	louvávamos	deveríamos
devíamos	puniríamos	

also on the penult of a form ending in a diphthong—

louváveis	louvarfeis	devfeis
deverfeis	punifeis	punirfeis

but—

saía	tê-lo-á
------	---------

The accent is used in all persons of the imperfect tense:

saía	saías	saía	saíamos
saíeis	saíam		

because the *i* does not form a diphthong with the preceding *a*.

Use the written accent in proper nouns under the same conditions as in common nouns:

Pôrto	pôrto (to distinguish it from the verb porto)		
Setúbal	Pontével	Pedrógão	Antônio
Tomé	Nazaré	Belém	Águeda

Compound words retain their appropriate accents:

mãe-d'agua	pára-raios	pesa-papéis
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RUMANIAN

Ȧ	a	<i>a</i> in far	J	j	<i>s</i> in measure
Ă	ă	<i>e</i> in her; also <i>ö</i>	K	k	<i>k</i> , only in foreign words
Â	â	Deep guttural <i>öi</i>	L	l	<i>l</i> in lemon
B	b	<i>b</i> in bell	M	m	<i>m</i> in member
C	c	<i>c</i> hard, but before <i>i</i> and <i>e</i> as <i>ch</i> in chin, church; before <i>h</i> like <i>k</i> in king	N	n	<i>n</i> in natural
D	d	<i>d</i> in Delaware	O	o	<i>o</i> in horse
E	e	<i>e</i> in hen; <i>ye</i>	P	p	<i>p</i> in pantry
F	f	<i>f</i> in federal	R	r	<i>r</i> in remedy
G	g	<i>g</i> in gem before <i>e</i> and <i>i</i> ; <i>g</i> in get before <i>h</i> ; otherwise like <i>g</i> in gate	S	s	<i>s</i> in sex
H	h	Almost <i>kh</i>	Ș	ș	<i>sh</i> in shelf
I	i	<i>i</i> in machine	T	t	<i>t</i> in ten
Î	î	Deep guttural	Ț	ț	<i>ts</i>
			U	u	<i>oo</i> in wood; also <i>w</i>
			V	v	<i>v</i> in value
			X	x	<i>cs</i> in relics
			Y	y	Only in foreign words
			Z	z	<i>z</i> in maze

The Rumanian is one of the smaller branches of the Romance family of languages, and is a product of the changes which the ecclesiastical Latin suffered in the Roman Province of Dacia after the first century of the Christian era. It is highly impregnated with Magyar, Turkish, and Greek elements, and departs very decidedly from its sister languages.

The orthography has recently undergone another of its frequent reforms and *ğ*, *é*, *ê*, *ë*, *ï*, *ó*, and *û* are obsolete, and *î* nearly so.

Syllabication

This is very much the same as in the other Romance languages. Combinations of consonants, particularly those that produce a single sound, must not be separated.

Cardinal numbers

și	one	nouă	nine
două, două	two	zice	ten
trei	three	unsprezece	eleven
patru	four	douăsprezece	twelve
cinci	five	treisprezece	thirteen
șase	six	douăzeci	twenty
șapte	seven	sută	hundred
opt	eight	mie	thousand

Ordinal numbers

întâiu	first	nouălea	ninth
doilea	second	zecelea	tenth
treilea	third	unsprezecelea	eleventh
patrulea	fourth	doisprezecelea	twelfth
cincilea	fifth	treisprezecelea	thirteenth
șaselea	sixth	douăzecilea	twentieth
șaptelea	seventh	sutelea	hundredth
optulea	eighth	mielea	thousandth

Months

ianuarie	January	iulie	July
februarie	February	august	August
martie	March	septembrie	September
aprilie	April	octombrie	October
mai	May	noembrie	November
iunie	June	decembrie	December

Days

dominecă	Sunday	joi	Thursday
luni	Monday	vineri	Friday
marți	Tuesday	sămbătă	Saturday
mercuri	Wednesday		

Seasons

primăvară	spring	toamnă	autumn
vară	summer	iarnă	winter

Time

oră } ceas }	hour	săptămână	week
zi	day	lună	month
		an	year

Articles to be disregarded in filing

un, o	l, le
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RUNES

Nordic			Old Germanic	
Name	Character	Transliteration	Character	Transliteration
Fê	ƿ	<i>f</i>	ƿ	<i>f</i>
Ûr	ŋ	<i>oo</i>	ŋ	<i>oo</i>
Thurs, Thorn	þ	<i>th</i> ¹	þ	<i>th</i> ²
Ôs	ƒ	<i>o</i>	ƒ	<i>a</i> in father
Reith	ᚱ	<i>r</i>	ᚱ ᚱ	<i>r</i>
Kaun	ƿ	<i>k, g, hard</i>	<	<i>k</i>
			X	<i>g</i>
			ƿ ƿ	<i>w</i>
Hagal	*HH	<i>h</i>	HH	<i>h</i>
Nauth	† †	<i>n</i>	† †	<i>n</i>
Îs	l	<i>e</i>	l	<i>e</i>
Âr	† †	<i>a</i> in father	ſ	<i>y</i>
Ûr	ʀ	<i>r</i>	ʀ	
			ƿ	<i>ts</i> ³
Sól	h	<i>s</i>	ſ ʀ	<i>s</i> ⁴
TÛr	† †	<i>t, d</i>	†	<i>t</i>
Bjarkan	ᚷ	<i>b, p</i>	ᚷ	<i>b</i>
			M	<i>a</i> in way
Mathr	ƿ	<i>m</i>	ᚱ	<i>m</i>
Lögr	l	<i>l</i>	l	<i>l</i>
			◊ ◊	<i>ng</i> in singe
			ᚱ	<i>d</i>
			ʀ	<i>o</i>

¹ As *th* in thing; also *th* in there.² Labial *th*.³ Soft *s*.⁴ Hard *s*.

As the Nordic alphabet has only 16 characters, kaun, tÛr, and bjarkan each have two sounds.

The runes, the earliest form of Teutonic writing, are believed to have come originally from southeastern Europe as they exhibit Gothic influence. They were, therefore, in contact with both Greek and Latin culture, and it is believed they had their origin in one of these classical alphabets, or possibly both. They have the same signs for the vowels *a*, *e*, and *o*, and the runes for *f*, *h*, and *r* are clearly taken from the Latin alphabet. They may, possibly, have come via some late Northern Etruscan alphabet, most of whose letters came from the Latin. In this connection, it is interesting to note the possible influence of the runes in the formation of the Cyrillic alphabet.

The original runes found in western Europe consisted of 24 letters divided in groups (*oett*) of 8. The first evidences of them are found in Denmark and date from the 3d century. They flourished all through the Anglo-Saxon period in England, for five centuries, but there they varied somewhat from the continental alphabet. From Denmark they were introduced into Sweden at the beginning of the 11th century and there they continued in use for centuries, in fact in some remote districts almost up to the present day.

The relics found consist mainly of inscriptions on monuments, weapons and ornaments.

RUSSIAN

А	а	<i>А а</i>	a	a in far
Б	б	<i>Б б</i>	b	b in bed
В	в	<i>В в</i>	v	v in vague
Г	г	<i>Г г</i>	g (h)	g in gay ⁵
Д	д	<i>Д д</i>	d	d in day
Е	е	<i>Е е</i>	e, iē	ye in yell
Ж	ж	<i>Ж ж</i>	zh	z in azure
З	з	<i>З з</i>	z	z in zeal
И ¹²	и	<i>И и</i>	i	i in machine
І ¹³	і	<i>І і</i>	i	i in élite
Й ⁴	й	<i>Й й</i>	ī	y in boy
К	к	<i>К к</i>	k	k in kite
Л	л	<i>Л л</i>	l	l in long
М	м	<i>М м</i>	m	m in man
Н	н	<i>Н н</i>	n	n in no
О	о	<i>О о</i>	o	o in mother
П	п	<i>П п</i>	p	p in pay
Р	р	<i>Р р</i>	r	r in error
С	с	<i>С с</i>	s	s in say
Т	т	<i>Т т</i>	t	t in tea
У	у	<i>У у</i>	u	oo in boot
Ф	ф	<i>Ф ф</i>	f	f in fold
Х	х	<i>Х х</i>	kh	kh (as German <i>ch</i>)
Ц	ц	<i>Ц ц</i>	ts	ts in hoots
Ч	ч	<i>Ч ч</i>	ch	ch in church
Ш	ш	<i>Ш ш</i>	sh	sh in shawl
Щ	щ	<i>Щ щ</i>	shch	shch, somewhat like <i>sti</i> in Christian
Ъ ¹	ъ ⁶⁷	<i>Ъ ъ</i>		Mute
Ы	ы	<i>Ы ы</i>	y	y in nymph
Ь ⁸⁹	ь	<i>Ь ь</i>	'	Mute
Ѣ ¹	ѣ	<i>Ѣ ѣ</i>	iē	ye in yea
Э	э	<i>Э э</i>	e	e in Emma
Ю	ю	<i>Ю ю</i>	īū	u in union
Я	я	<i>Я я</i>	īā	ya in yard
Ф ¹	ф	<i>Ф ф</i>	f	ph in philosophy
У ¹⁰	у	<i>У у</i>	y	y in rhythm

¹ See paragraph 2, p. 148.² Dvoinoie.³ S tochkoi.⁴ S kratkoi.⁵ Used also in place of Latin *ā*.⁶ Tverdy znak.⁷ Indicates that preceding consonant is hard.⁸ Miagky znak.⁹ Indicates that preceding consonant is soft.¹⁰ Now replaced by *и*.

The Russians use the Cyrillic alphabet, which has been modified so that it bears some resemblance to the Latin alphabet.

Punctuation is very similar to the English usage.

Capital letters are used in beginning sentences, for proper names, in addresses in letters, and in words referring to the Deity.

The *з* in the prefixes *воз, въ, из, на, раз*, when it precedes *с*, is dropped.

Syllabication

1. A single vowel, with or without one or more consonants, constitutes a syllable.

2. Where a vowel is followed by but one consonant, the syllable ends on the vowel, the consonant beginning the next syllable. Example: Па-ри-ца.

3. Where a vowel is followed by more than one consonant, the syllable ends with the first consonant. Example: Зав-тра; Сол-дат.

4. The semiconsonants *ъ, ь*, and *й*, when they occur within a word, terminate a syllable.

5. The prepositional prefixes *без, до, пере, вы, на, не, от, за, пре, чрез, раз*, and *воз* must remain intact.

6. The consonant combinations *ств, ст, стр, бл, вл, мл, пл* must not be separated.

7. Where two or more words are used to form a compound, divide so as to keep each component part intact.

Transliteration

The Russian language being phonetic, transliteration is simply a matter of substituting the proper English values for the respective Russian letters, as *Полтава = Poltava*.

The following important points should, however, be carefully observed:

1. *ъ* and *ь* are mute and indicate only that the consonant preceding such letter is, respectively, hard or soft.

былъ = byl = he was.

быль = byl' = a tale.

NOTE.—The apostrophe (') is used to indicate the soft consonant.

2. *ѣ* and *е* are to be transliterated by *e* only when hard, by *ie* when soft:

весь = ves' = all.

поле = polie = field.

ѣмъ = iem = I eat.

Cardinal numbers

одинъ, одна, одно <i>m., f., n.</i>	one	двѣнадцать	twelve
два, двѣ <i>m. & n., f.</i>	two	тринадцать	thirteen
три	three	четыренадцать	fourteen
четыре	four	пятнадцать	fifteen
пять	five	шестнадцать	sixteen
шесть	six	семнадцать	seventeen
семь	seven	восемнадцать	eighteen
восемь	eight	девятнадцать	nineteen
девять	nine	двадцать	twenty
десять	ten	двадцать одинъ	twenty-one
одиннадцать	eleven	сто	hundred
		тысяча	thousand

Ordinal numbers

первый ¹	first	седьмой	seventh
второй	second	восьмой	eighth
третій	third	девятый	ninth
четвёртый	fourth	десятый	tenth
пятый	fifth	одиннадцатый	eleventh
шестой	sixth	двѣнадцатый	twelfth

¹ The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine change *ый* to *ая*, *ий* to *ія*, *ой* to *оя*. For the neuter change *ый* to *ое*, *ий* to *ье*, and *ой* to *ое*.

Ordinal numbers—Continued

тринадцатый	thirteenth	девятнадцатый	nineteenth
четырнадцатый	fourteenth	двадцатый	twentieth
пятнадцатый	fifteenth	двадцать первый	twenty-first
шестнадцатый	sixteenth	сотый	hundredth
семнадцатый	seventeenth	тысячный	thousandth
восемнадцатый	eighteenth		

Months

Январь (Янв.)	January	Июль	July
Февраль (Февр.)	February	Августъ (Авг.)	August
Мартъ	March	Сентябрь (Сент.)	September
Апрѣль (Апр.)	April	Октябрь (Окт.)	October
Май	May	Ноябрь	November
Июнь	June	Декабрь (Дек.)	December

Days

Воскресенье	Sunday	Четвергъ	Thursday
Понедѣльникъ	Monday	Пятница	Friday
Вторникъ	Tuesday	Суббота	Saturday
Среда	Wednesday		

Seasons

Весна	spring	Осень	autumn
Лѣто	summer	Зима	winter

Time

часъ	hour	мѣсяцъ	month
день	day	годъ	year
недѣля	week		

REFORMED ORTHOGRAPHY AND GRAMMAR

The movement to reform the Russian orthography and grammar had its origin long before the Revolution. It was sponsored by many of the scientific and scholastic academies and institutions of the Empire, but resulted in no official action until after the Revolution. The old style is presented in this Manual, however, because of the great number of the old works that are still extant. The student will bear in mind the various changes given below when dealing with present-day literature.

By the decree of the Council of the People's Commissars of October 10, 1918, relating to the introduction of the new orthography (Collection of Laws and Decrees of the Workers' and Peasants' Government no. 74, of October 17, 1918, item 804) all governmental publications, periodicals (newspapers and magazines) and nonperiodical publications (learned works, collections, etc.), and all documents and legal papers must, beginning with October 15, 1918, be printed according to the new rules of spelling given below. This spelling has also been introduced in all schools.

1. Replace the letter ѣ by е (колено, вера, семя, в избе). (Cf. nos. 9, 10.)
2. Replace the letter о everywhere by ф (Фома, Афанасий, кафедра).
3. Drop the letter ъ at the end of words and parts of compound words (хлеб, посол, меч, контр-адмирал), but retain it in the middle of words as a sign of division (съемка, разъяснить, адъютант).

NOTE.—The apostrophe (') in the middle of words is also used instead of ъ.

4. Replace the letter і everywhere by и (учение, Россія, пивка, Иоанн, высокий).

5. Write prefixes из, воз, вз, раз, роз, низ, без, чрез, через before vowels and hard consonants with з but replace з by с before mute consonants (к, п, т, х, ц, ч, ш, щ, ф) also before с (расставаться, чрессидельник, беспокойство, череполосица).

NOTE.—This rule differs from the old one in that the prefixes без, роз, чрез, через were also added to this group and that з is now replaced by с before с.

6. In the genitive case of adjectives, participial adjectives, and pronouns of masculine gender write ого, его instead of аго, яго (доброего, пятого, которого, синего).

NOTE.—Adjectives whose roots end in ж, ч, ш, щ, have in the genitive case его instead of ого (вышего, текущего, свежего, кипучего).

7. In the nominative and accusative plural of feminine and neuter adjectives, participial adjectives and pronouns write *ые, ие* instead of *ья, яя* (*Добрые, старые, синие, какие*). (Cf. No. 4.)

8. Use *они* instead of *онѣ* in the feminine nominative plural.

9. Write in the feminine *одни, одних, одними* instead of *однѣ, однѣх, однѣми*.

10. Use *еe* instead of *ея* in the feminine genitive singular personal pronoun. NOTE.—In connection with the discontinuance of *ѣ*, the letter *ë* is sometimes used to designate the fluctuating *e* sound (*ѣлка, всеë*).

11. Of all the rules on syllabication only the following are retained: When dividing words a consonant (one or the last in a group of consonants) immediately preceding a vowel must not be separated from this vowel; likewise a group of consonants at the beginning of a word must not be separated from a vowel; the letter *й* before a consonant must not be separated from the preceding vowel; also a final consonant, final *й* and a group of consonants at the end of words must not be separated from the preceding vowel. In dividing words having prefixes, a consonant at the end of the prefix, if preceding another consonant, is not to be carried over to the next line.

SAMARITAN

Name	Character	Transliteration and tone value	Name	Character	Transliteration and tone value
Aleph	Ⲁ	—, '	Lamedh	Ⲍ	<i>l</i>
Beth	Ⲃ	<i>b, bh</i>	Mem	Ⲅ	<i>m</i>
Gimel	Ⲅ	<i>g, gh</i>	Nun	Ⲇ	<i>n</i>
Daleth	Ⲇ	<i>d, dh</i>	Samekh	Ⲉ	<i>s</i>
Heh	Ⲉ	<i>h</i>	Ayin	Ⲋ	·
Vau	Ⲋ	<i>v, w</i>	Pe	Ⲍ	<i>p, ph</i>
Zayin	Ⲍ	<i>z, soft s</i>	Sadhe	Ⲏ	<i>š, s sharp</i>
Cheth	Ⲏ	<i>h, ch</i>	Koph	Ⲑ	<i>q, k</i>
Teth	Ⲑ	<i>t</i>	Resh	Ⲓ	<i>r</i>
Yod	Ⲓ	<i>j</i>	Shin	Ⲕ	<i>š, sh</i>
Caph	Ⲕ	<i>k, kh</i>	Tav	Ⲗ	<i>t, th</i>

This language is a dialect of the Aramaic of Palestine, the best examples of which are found in the literature belonging to the 4th century A.D., in which the alphabet derived from the old Hebrew was used. This had been used by the Jews up to the time of the Babylonian Captivity. The alphabet is still employed for writing Aramaic, Hebrew, and even Arabic. The literature is chiefly of a religious character.

The alphabet consists of 22 characters, and the text reads from right to left. Since there are neither vowels nor diacritical marks above or below the characters, the following consonants are employed as vowel characters:

$$\begin{array}{ll}
 \text{Ⲁ} = a, e, & \text{Ⲏ} = e, i, \\
 \text{Ⲉ} = a, & \text{Ⲋ} = o, u. \\
 \text{Ⲋ} = a, & \\
 \text{Ⲍ} = a, &
 \end{array}$$

Punctuation

The last letter of a word is surmounted by a point; : or · or ·: are used at the end of a sentence; .. at the end of a phrase; =·: or —<: at the end of a paragraph; and <·:· = ·:·> at the end of a chapter.

SAMOAN

A	a	a in father; also a in mat ¹	M	m	m
E	e	a	N	n	n
I	i	ee in keep	P	p	p
O	o	o	S	s	s, not sibilant as in English
U	u	oo in book	T	t	t
F	f	f	V	v	v
G	g	ng in sing			
L	l	l; soft r before i or after a, o or u			

¹ The distinction between long and short *a* is very important as a great many words spelled the same way have very different meanings: *tamā*, father; *tāma*, boy; *tina*, mother; *tinā*, wedge; *fai*, to do; *fāi*, to abuse.

The Samoan is a Malay language which became highly impregnated with Arabic centuries ago, and again in the last century absorbed a great many English and other European words.

The Samoan names for the consonants are *fa*, *nga*, *la*, *mo*, *nu*, *pi*, *sa*, *ti*, *vi*.

In addition to the above letters there is a sound somewhat between *h* and *k* which has the value of a consonant and represents the *k* sound of other kindred dialects. It is called a "break" and is represented by an inverted comma: *n'a*, paper-mulberry. The word is in Niuean *uka*. It is a very important distinction between words that are otherwise similar in spelling and must be carefully observed: *fua*, fruit; *f'u'a*, flag. It is also a general rule that two similar vowels cannot occur without a "break" between them.

Every letter is distinctly sounded, so that there are no improper diphthongs. The proper diphthongs are *au*, *ai*, *ae*, *ei* and *ou*.

The *k* and *r* are retained in foreign words introduced into the Samoan language: *Keriso* (Greek, Christon), but *d* becomes *t*: *Tavita*, David; *ph* becomes *f*: *Ferukia*, Phrygia; *g* and hard *c* become *k*: *Kanana*, Canaan; *h* is also retained at the beginning of some proper names: *Herota*, Herod; *z* becomes *s*: *Sakaria*; *w* becomes *u* or *v*: *Uiliamu*, William; *b* becomes *p*: *Petania*, Bethany. In some foreign names *h* is changed to *s*: *Sapai* for Hapai.

Syllabication

Every syllable must end in a vowel and no syllable can have more than three letters, a consonant and two vowels, the vowels forming a diphthong: *fai*, *mai*, *tau*. There must be a vowel between any two consonants.

Accent

As a general rule the accent is on the penultimate syllable, but there are many exceptions to this rule; where the accent is on the last, which take it on more than one syllable, or which take no accent whatever.

Reduplicated words take two accents: *pālapāla*, mud. In this way compound words may have three or four accents.

Cardinal numbers

e tasi	one	e iva	nine
e lua	two	e sefulu	ten
e tolu	three	e sefulu ma le tasi	eleven
e fa	four	e sefulu ma le lua	twelve
e lima	five	e sefulu ma le tolu	thirteen
e ono	six	e luafulu, e luasefulu	twenty
e fitu	seven	e selau	hundred
e valu	eight	e afe	thousand

Ordinal numbers

'o le ulua'i } 'o le muamua }	first	'o le iva 'o le sefulu	ninth tenth
'o le lua	second	'o le sefuluma letasi	eleventh
'o le tolu	third	'o le sefulu ma lua	twelfth
'o le fā	fourth	'o le sefulu ma tolu	thirteenth
'o le lima	fifth	'o le luafulu	twentieth
'o le ono	sixth	'o le lua sefulu }	
'o le fitu	seventh	'o le selau	hundredth
'o le valu	eighth	'o le afe	thousandth

Distributives are formed by prefixing *ta'i* to the cardinal: *ta'itasi*, one by one.

The adverbial numerals are expressed by prefixing *atu*: *'o le atutasi*, one by one; by prefixing *fa'a*: *Ua'ou sau fa'alua*, I have come twice; or by prefixing *fo'i* as well as *fa'a*: *Ua fo'i fa'afa ona'ou alu*, I went back four times.

Months

Januari	January	Iulai	July
Fepuari	February	Aokuso	August
Mati	March	Setema	September
Aperila	April	Oketopa	October
Me	May	Novema	November
Iuni	June	Tesema	December

Days

Aso Sa	Sunday	Aso Tofi, Asotuloto	Thursday
Aso Gafua	Monday	Aso Falaile	Friday
Aso Lua	Tuesday	Aso To'ona'i	Saturday
Asolulu, Asomanu	Wednesday		

Seasons

taisuuusu'e, tai-ofeiti vaitoelau	spring summer	o le tau inu'uile Sone fa'aleogalua e ma- maeaila'au vai palolo tau ma'alili	autumn winter
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Time

ituaso, itulā, itupo	hour	masina	month
aso	day	tausaga, usuitau	year
vāi'asosa, vaiaso	week		

Articles to be disregarded in filing

le, se

SANSKRIT

Sanskrit, though no longer a spoken language, is still the classical language of India and the key to her religious, philosophical, and legal literature, as well as the source of many of her modern languages. The earliest Sanskrit compositions date back as far as 1500 B.C., and it became the official language of the Indo-Aryan people in the 4th century A.D.

There are two principal periods in the history of Sanskrit literature, the Vedic and the Classical, which overlap somewhat; the first extending from 1500 to 200 B.C., and the second from 500 B.C. to 1000 A.D.

The alphabet comprises the following letters:

I. Five short and five long vowels, viz:

Short: अ *a*, इ *i*, उ *u*, ऋ *ri*, लृ *li*,

Long: आ *á*, ई *í*, ऊ *ú*, ऋ *rī*, लृ *lī*.

II. Four diphthongs: ए *e*, ऐ *ai*, ओ *o*, औ *au*.

Note that ए *e* is in most cases a combination of *a* and *i*, ऐ *ai* of *á* and *i*, ओ *o* of *a* and *u*, and औ *au* of *á* and *u*.

III. 1. Two slight nasals; the one, called *anusvāra*, is denoted by a dot — placed above the letter after which it is to be pronounced, e.g. अं *am̐*; the other, called *anunāsika*, is denoted by a half-moon with a dot in it — and placed either above or after the preceding letter, in the latter case with an oblique dash under it, e.g. अँ or अँ *aw*.

2. An aspirate, called *visarga*, which is denoted by two dots, placed one above the other (:), e.g. अः *ah*.

IV. Thirty-three consonants:

1. Five gutturals: क *ka*, ख *kha*, ग *ga*, घ *gha*, ङ *ña*,

2. Five palatals: च *cha*, छ *chha*, ज *ja*, झ *jha*, ञ *ña*,

3. Five linguals: ट *ṭa*, ठ *ṭha*, ड *ḍa*, ढ *ḍha*, ण *ṇa*,

4. Five dentals: त *ta*, थ *tha*, द *da*, ध *dha*, न *na*,

5. Five labials: प *pa*, फ *pha*, ब *ba*, भ *bha*, म *ma*,

6. Four semivowels: य *ya*, र *ra*, ल *la*, व *va*,

7. Three sibilants: श *ṣa*, ष *sha*, स *sa*,

8. The soft aspirate: ह *ha*.

It is not possible to state positively what the original sounds of the letters were. However, the transcription of Hindu proper names in Greek and Latin literature, as well as some other facts bearing on this subject, enable us to give the following rules with considerable confidence: *a* as in apt; *á* as in far; *i* as in pin; *í* like *ee* in feeble; *u* as in full; *ú* like *o* in move; *ri* like *ri* in rid; *rī* like *ree* in reed; *li* as in lid; *lī* like *lea* in to lead; *e* like *a* in fate; *ai* as in the Italian mai; *o* as in note; *au* like *ou* in our.

Before the semivowels *ya*, *ra*, *la*, *va*, the sibilants *ṣa*, *sha*, *sa*, and the aspirate *ha*, the *anusvāra* is pronounced like *ng* in king. Before all other consonants it sounds like the nasal of the class to which the following letter belongs. The *anunāsika* seems to have been almost inaudible, and the *visarga* like the Greek spiritus lenis

The *ka* was like *k* in king; *kha* as in khan; *ga* like *g* in gun; *gh* as in afghan; *na* like *ng* in sing; *cha* like *ch* in church; *chha* like *ch+h* in Churchhill; *ja* like *j* in jet; *jha* like *j+h*; *na* like *n* in singe.

The unaspirated dentals and labials, the *sa* and the *ha* are all pronounced like the corresponding English letters; in the aspirated dentals and labials an *h* sound must be added: *sha* to be pronounced like *sh* in shun, and *ṣa* like a sharp *s* in sit.

The forms of the vowels and diphthongs, if preceded by a consonant, are as follows:

ॠ <i>á,</i>	ॡ <i>i,</i>	ॢ <i>í,</i>	ॣ <i>u,</i>	। <i>ú,</i>	॥ <i>ri,</i>	० <i>ri,</i>	२ <i>li,</i>	३ <i>li,</i>	e.g.
का <i>ká,</i>	कि <i>ki,</i>	की <i>kí,</i>	कु <i>ku,</i>	कू <i>kú,</i>	कृ <i>kṛi,</i>	कृ <i>kṛi,</i>	कृ <i>kṛi,</i>	कृ <i>kṛi,</i>	
— <i>e,</i> — <i>ai,</i> ॠ <i>o,</i> ॠ <i>au,</i> e.g.									
के <i>ke,</i> कै <i>kai,</i> को <i>ko,</i> कौ <i>kau.</i>									

Some consonants also change their forms when combined with vowels. Thus

ॠ <i>ra</i>	with	ॣ <i>u</i>	becomes	ॡ <i>ru</i>
—	"	। <i>ú</i>	"	ॢ <i>rú</i>
ह <i>ha</i>	"	ॣ <i>u</i>	"	ॡ <i>hu</i>
—	"	। <i>ú</i>	"	ॢ <i>hu</i>
—	"	॥ <i>ri</i>	"	ॡ <i>hri</i>
ॡ <i>ṣa</i>	"	ॣ <i>u</i>	"	ॡ <i>ṣu</i>
—	"	। <i>ú</i>	"	ॡ <i>ṣú</i>
—	"	॥ <i>ri</i>	"	ॡ <i>ṣri.</i>

The declensions of nouns comprises three numbers: Singular, dual, and plural; and eight cases: Nominative, accusative, instrumental, dative, ablative, genitive, locative, and vocative.

The verb has the following stems: Present, aorist, perfect, and future, the latter being rare in the old language. The present stem is predominant in classical Sanscrit.

There are three genders, as in English.

Accent

The accent was mainly a musical or tonic, not a stress. Three different types are distinguished: *Udāṭṭa* (raised), *anudatta* (unraised), and *svarita* (rising-falling), following the *udāṭṭa*.

Numerals

The system was constructed on a decimal basis; there are two separate names for the numbers up to 10, while up to 19 there are compounds of the units with the word for 10: *d(ū)yadsá*, 12; 20, 30, etc., are compounds that express a number of tens, and the intermediate numbers are formed by adding the various units: *pāñca*, 5; *pāñcāśat*, 50; *pāñcapañcāśat*, 55. There are separate words for 100, 1,000, and 100,000, the latter, *lakṣah*, being post-Vedic. The numerals from 1 to 19 are adjectives, while the rest are substantives.

SERBO-CROATIAN

Serbian	Croatian		Serbian	Croatian	
A	a	A	a	<i>a</i>	<i>a</i> in car
Б	б	B	b	<i>b</i>	
В	в	V	v	<i>v</i>	<i>v</i> (<i>w</i>)
Г	г	G	g	<i>g</i>	<i>g</i> in good
Д	д	D	d	<i>d</i>	
Ђ	ђ	{ Dj, Đ	{ dj, đ	<i>j</i>	<i>j</i> in James
Е	е	Ђ	ђ	<i>e</i>	<i>e</i> in end
Ж	ж	Ž	ž	<i>s</i>	<i>s</i> in measure
З	з	Z	z	<i>z</i>	<i>z</i> in zeal
И	и	I	i	<i>ī</i>	<i>ī</i> in high
Ј	ј	J	j	<i>y</i>	<i>y</i> in you
К	к	K	k	<i>k</i>	
Л	л	L	l	<i>l</i>	
Љ	љ	Lj	lj	<i>li</i>	<i>li</i> in million
М	м	M	m	<i>m</i>	
Н	н	N	n	<i>n</i>	
Њ	њ	Nj	nj	<i>ni</i>	<i>ni</i> in opinion
О	о	O	o	<i>o</i>	<i>o</i> in note
П	п	P	p	<i>p</i>	
Р	р	R	r	<i>r</i>	<i>r</i> in very
С	с	S	s	<i>s</i>	<i>s</i> in son
Т	т	T	t	<i>t</i>	
Ћ	ћ	Č	č	<i>ch</i>	<i>ch</i> in church
У	у	U	u	<i>oo</i>	<i>oo</i> in room
Ф	ф	F	f	<i>f</i>	
Х	х	H	h	<i>ch</i>	<i>ch</i> in Scotch loch
Ц	ц	C	c	<i>ts</i>	<i>ts</i> in cats
Ч	ч	Č	č	<i>ch</i>	<i>ch</i> in church
Џ	џ	Dž	dž	<i>j</i>	<i>j</i> in James
Ш	ш	Š	š	<i>sh</i>	<i>sh</i> in sheep

In the western part of the country the language is written with Latin characters, while in the eastern part the Cyrillic are used. The language may be written equally well with either. The important differences are that in the Croatian diacritical marks are used to indicate phonetic values, and the letters follow the regular order of the English, while the Serbian follows the order of the Greek on which it was founded.

There are three dialects: the Southern, or jekavski; the Eastern, or ekavski, and the Western (Dalmatian), or ikavski, but only the first two have any literary value.

Punctuation is practically the same as in English.

The accent is musical, and there are four different kinds: two long and two short. Of the former, the first is a rising inflection, marked by the acute sign (´), while the second is a falling inflection which is marked by the circumflex sign (˘). Of the short accents the first also has a rising inflection which is marked by the grave sign (`), while the second has a falling inflection and is either marked by a double grave sign (˝) or is not marked at all. The stress is invariably on the first syllable.

Syllabication

A consonant between two vowels goes with the next syllable.

Where two or more consonants occur between two vowels, they are separated, provided it is a combination with which no Serbian word can be begun.

The following consonants must not be divided: бл, бр, вл, вр, гв, гд, гл, гр, дв, др, зб, зв, зл, зм, зн, зр, кл, кљ, кн, књ, кр, мл, мн, мр, пл, пр, пч, п, ш, рђ, св, ск, сл, см, сн, сп, ср, ст, ств, стр, тв, тр, фл, фр, хл, хр, хт, цв, цр, чл, чр, ђб, шк, шљ, шт.

Abbreviations

The following abbreviations will be helpful:

t.j. Тојест, that is
 ов.год. ове године, current year
 и.т.д.и тако даље, et cetera
 Г Господин, Mr.
 ов.год. ове године, that is
 и.т.д. и тако даље, et cetera
 п.пр. на примјер, for example
 Г. Господин, Mr.

Г-ђа Госпођа, Mrs.
 Г-ђица Госпођица, Miss
 Г.Г. Господа, Господо, gentlemen
 и пр. на пример, for example
 Г-да Господа, Mrs.
 Г-ђица Господица, Miss
 Г.Г. Господа, Господо, gentlemen
 Г де Господо, Ladies

Cardinal numbers

један	jedan, -dna, -dno	one
два	dva	two
три	tri	three
четири	četiri	four
пет	pet	five
шест	šest	six
седам	sedam	seven
осам	osam	eight
девет	devet	nine
десет	deset	ten
једанаест	jedanaest	eleven
дванаест	dvanaest	twelve
тринаест	trinaest	thirteen
двадесет	dvadeset	twenty
стотина	sto	hundred
хилада	hiljada, tisuća	thousand

Ordinal numbers

први	prvi	first
други	drugi	second
трећи	treći	third
четврти	četvrti	fourth
пети	peti	fifth
шести	šesti	sixth
седми	sedmi	seventh
осми	osmi	eighth
девети	deveti	ninth
десети	deseti	tenth
једанаести	jedanaesti	eleventh
дванаести	dvanaesti	twelfth
тринаести	trinaesti	thirteenth
двадесети	dvadeseti	twentieth
стоти	stoti	hundredth
хиладити	hiljaditi, tisući	thousandth

Months

јануар (јан.)	siječanj (siječ.)	January
фебруар (фебр.)	veljača (velj.)	February
март	ožujak (ožuj.)	March
април (апр.)	travanj (trav.)	April
мај	svibanj, maj (svib.)	May
јуни	lipanj (lip.)	June
јули	srpanj (srp.)	July
аугуст (ауг.)	kolovoz (kol.)	August
септембар (септ.)	rujan (ruj.)	September
октобар (окт.)	listopad (list.)	October
новембар (нов.)	studeni (stud.)	November
децембар (дец.)	prosinac (pros.)	December

Days

недеља	nedjelja	Sunday
понедељак	ponedjeljak	Monday
уторак	utorak	Tuesday
среда	srieda	Wednesday
четвртак	četvrtak	Thursday
петак	petak	Friday
субота	subota	Saturday

Seasons

прољеће	proljeće	spring
лето	ljetо	summer
јесен	jesen	autumn
зима	zima	winter

Time

сат	ura, sat	hour
дан	dan	day
седмица	sedmica	week
месец	mjesec	month
година	godina	year

SIAMESE ¹

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
ก	ko	ท	tho	ย	jo	ุ	u
ข	kho	ฌ	tho	ง	ro	ฤ	rū'
ช	khó	ณ	no	ด	lo	ฌ	ri'
ค	kho	น	do	ว	vo	ฤ	lū'
ก	kho	ค	to	ศ	só	ฌ	hí
ฌ	kho	ค	to	ษ	só	เ	e
ฌ	kho	ด	thó	ช	só	แ	ě
ง	ngo	ท	tho	ช	só	ไ	äi
จ	cho	ท	tho	ท	hó	ใ	äi
ฉ	xó	น	no	ฬ	lo	ใ	ó
ช	xo	บ	bo	อ	o	ใ	áo
ซ	so	ป	po	ฮ	ho	ใ	ám
ฌ	xo	ผ	phó	...	a	:	a:
ญ	jo	ฝ	fó	...	i		
ด	do	พ	pho	...	i		
ด	to	ฟ	fo	...	ü'		
ด	thó	ภ	pho	...	u'		
		ม	mo	...	ü		

¹ Continental sounds are used in the transliteration.

This language belongs to the Tai group, and the alphabet was derived from a south Indian source. The language is purely monosyllabic, each true word consisting of a single vowel sound, preceded or followed by a consonant. There are less than 2,000 of these monosyllables and, consequently, many of them serve for the expression of more than one idea, the variations being indicated, as in the Chinese, by the tone employed.

Siamese is written from left to right, and in the old manuscripts there was no spacing, although in modern writings it is used.

There are 44 consonants, each having inherent the vowel sound *aw*, and 32 vowels which are not indicated by individual letters but by signs that are placed either above, below, before, or after the consonants. Only vowel or diphthong sounds, or the letters *m*, *n*, *ng*, *k*, *t*, and *p* are permissible at the end of words, and where, as in foreign words, some other letter is final it is not sounded.

There are five simple tones: Even, circumflex, descending, grave, and high, and any one of these placed on a word will change the meaning radically. Four of these tones are indicated by signs placed over the consonant affected, while the absence of a sign indicates that the fifth tone is to be used.

The consonants are grouped in three classes, each having a special tone, and thus the application of a tonal sign to a letter has a different effect, dependent on the class to which the letter belongs.

The person, number, tense, and mood of a verb are indicated by auxiliary words when they cannot be inferred from the context. There are a great many adverbs, both single and compound. The prepositions are mainly nouns.

The subject of the sentence precedes the verb and the object follows it. In compound sentences the verbs are placed together.

Accents and other signs

! ...	1.	Accent	◌̂	<i>ä</i>
˘ ...	2.	Accent	◌̇	<i>thäntha:khat</i>
◌̃ ...	3.	Accent	◌̃	<i>lek pët</i>
◌̄ ...	4.	Accent		

Numerals

๑	1	๖	6
๒	2	๗	7
๓	3	๘	8
๔	4	๙	9
๕	5	๐	0

SLOVAK

A	a	a in father	N	n	n
Á	á	aa in German Haar	Ň	ň	ñ in Spanish cañon
B	b	b	O	o	o in long
C	c	ts	Ó	ó	o in low
Č	č	ch in church	P	p	p
D	d	d	Q	q	qu in question
Ď	d' d̃	dj in Hedjaz	R	r	r
E	e	a	Ř	ř	rsh
É	é	ee in German Seele	S	s	s in sing
Ě	ě	ye in yesterday	Š	š	sh in show
F	f	f	T	t	t
G	g	g in gay	Ť	t' t̃	tj
H	h	h	U	u	u
CH	ch	ch in Scotch loch	Ů	ú	oo in stool
I	i	e	Ů	ů	ōō
Í	í	ie in field	V	v	w in wand
J	j	y	X	x	ks
K	k	k	Y	y	i in silt
L	l	l	Ý	ý	ie in field
Ľ	ľ	l, trilled	Z	z	s
Ĺ	ĺ	ly in lyric	Ž	ž	s (zh sound in French journal)
M	m	m			

The *ó*, *q*, and *x* are used only in foreign words.
Stress is consistently on the first syllable.

Capitalization

Begin sentences with a capital letter, but after exclamation and interrogation points only if these complete the previous sentence. Capitalize after the colon, as a general rule. Capitalize all proper nouns, including God and any word used to designate the Deity.

Syllabication

Divide on a vowel, but bear in mind that *l*, *r*, and *v*, often have the characteristics of vowels. The consonants *sk*, *št*, *st*, and *sd* are inseparable and begin the following syllable. Division between two vowels is permissible. Compound words are treated as two separate words in regard to syllabication.

Punctuation is practically the same as in English.

Cardinal numbers

jeden, -dna, -dno	one	desät'	ten
dva, dve	two	jedenást'	eleven
tri	three	dvanást'	twelve
štyr-i, -y	four	trinást'	thirteen
pät'	five	dvacat'	twenty
šest'	six	dvacat' jeden	twenty-one
sedem	seven	sto	hundred
osem	eight	tisíc	thousand
devät'	nine		

Ordinal numbers

prvy	first	deviaty	ninth
druhý	second	desiaty	tenth
tretti	third	jedonásty, -a, -e	eleventh
šivrtý	fourth	dvanásty	twelfth
piaty	fifth	trinasty	thirteenth
šiesly	sixth	dvadsiaty	twentieth
siedmy	seventh	stolý, stý	hundredth
ôsmy	eighth	tisíci	thousandth

Months

l'adeň (l'ad.)	January	červenec (červen.)	July
únor (ún.)	February	srpen (srp.)	August
brezeň (brez.)	March	zári	September
dubeň (dub.)	April	rujeň (ruj.)	October
kveteň (kvet.)	May	listopad (list.)	November
červen (červ.)	June	prosinec (pros.)	December

Days

nedel'a	Sunday	štvrtok	Thursday
pondelok	Monday	piatok	Friday
utorok	Tuesday	sobota	Saturday
sreda	Wednesday		

Seasons

jaro	spring	jaseň	autumn
leto	summer	zima	winter

Time

hodina	hour	mesiac	month
deň	day	rok	year
týdeň	week		

SLOVENIAN

A	a	a	N	n	n
B	b	b	NJ	nj	nj, as the French <i>gn</i>
Č	c	ts	O	o	o
Č	č	ch	Ō	ô	ô
D	d	d	P	p	p
DJ	dj	dj	R	r	r
E	e	e	RJ	rj	rj
Ê	ê	ē	S	s	s
F	f	f	Š	š	sh
G	g	g	T	t	t
H	h	h, <i>ch</i> , as in German Dach	TJ	tj	tj
I	i	i	U	u	u
J	j	y	V	v	v
K	k	k	KS	ks	ks
L	l	l	Z	z	z
LJ	lj	lj as Italian <i>gl</i> in <i>egli</i>	Ž	ž	zh sound in French journal
M	m	m			

The Slovenian language is related to the Serbo-Croatian language, with which it forms the Yugoslavic language group.

The one-letter words, *s*, *z*, *k* and *v*, must not be placed at the end of a printed line.

Syllabication

Division is phonetical, though compound words are divided as though they were separate words, as, *po-mlád* (spring); the consonantal combinations *dj*, *lj*, *nj*, *rj*, *tj*, and *ks* must not be separated.

Proper nouns only are capitalized and punctuation is as in English.

Abbreviations

dr.	doktor, doctor	itd.	in tak dalje, et cetera	n.pr.	na primer, for instance
i.dr.	in drugi, and others	itn.	in tak napred, and so forth	p.K.	pro Kristus, A.D.

Cardinal numbers

édén, jedén	one	devet	nine
dva	two	desét	ten
tri	three	jednajst	eleven
štiri	four	dvanájst	twelve
pét	five	trinájst	thirteen
šest	six	dvajset	twenty
sedem	seven	sto, stotina	hundred
osém	eight	tisoč, tisočina	thousand

Ordinal numbers

prvi	first	devéti	ninth
drugi	second	deséti	tenth
tretji	third	enajsti, jednajsti	eleventh
četfti	fourth	dvanájsti	twelfth
péti	fifth	trinájsti	thirteenth
šesti	sixth	dvájseti	twentieth
sedmi	seventh	stoti, stotni	hundredth
osmi	eightth	tisočni	thousandth

Months

januar, janvar (jan.)	January	julij (jul.)	July
februar, februvarij (feb.)	February	avgúst (avg.)	August
maréc (mar.)	March	septémběr (sept.)	September
april (apr.)	April	októběr (okt.)	October
maj	May	novémběr (nov.)	November
junij (jun.)	June	decemběr (dec.)	December

Days

nedélja	Sunday	četftěk	Thursday
ponedéljěk	Monday	petěk	Friday
torěk	Tuesday	sobóta	Saturday
sreda	Wednesday		

Seasons

pomlád, spomlad	spring	jesén	autumn
leto, polétje	summer	zima	winter

Time

ura	hour	mesec, mesěc	month
dan, den	day	leto	year
teděn	week		

Articles to be disregarded in filing

a k s v z

SPANISH

A	a	<i>a</i> in art	O	o	<i>o</i> in note
B	b	(¹)	P	p	<i>p</i>
C	c	Preceding <i>e</i> or <i>i</i> , as <i>th</i> in Martha. Otherwise, as in car	Q	q	<i>q</i> in quart
CH	ch	<i>ch</i> in chart	R	r	<i>r</i> in wary, trilled
D	d	Initial and following <i>l</i> and <i>n</i> , <i>d</i> ; elsewhere, shading heavily toward <i>th</i> in breathe	RR	rr	<i>r</i> forcibly rolled
E	e	<i>a</i> in ale	S	s	<i>s</i> in saw
F	f	<i>f</i>	T	t	<i>t</i>
G	g	Preceding <i>e</i> or <i>i</i> , as <i>kh</i> energetically pronounced; otherwise as in gate	U	u	<i>oo</i> in <i>coo</i> ²
H	h	Almost mute	V	v	Between <i>b</i> and <i>v</i> , with the <i>v</i> sound slightly stronger
I	i	<i>e</i> in he	W	w	<i>w</i> only in foreign words
J	j	<i>kh</i> energetically pronounced	X	x	<i>x</i> in axle
K	k	<i>k</i> (only in foreign words)	Y	y	<i>e</i> in he
L	l	<i>l</i>	Z	z	<i>th</i> ; <i>z</i>
LL	ll	<i>llio</i> in million	Á	á	} As same letters unaccented
M	m	<i>m</i>	È	é	
N	n	<i>n</i>	Í	í	
Ñ	ñ	<i>ny</i>	Ó	ó	
			Ū	ú	
			Ü	ü	<i>oo</i> (dieresis indicates that the <i>u</i> is pronounced where it otherwise would form a diphthong with the vowel following)

¹ Softer than in English, produced by joining the lips without pressure; between vowels, almost *v*.² Between *g* and *e* or *i*, silent, rendering the *g* hard.

Punctuation

Punctuation is practically the same as in English, and, in addition, inverted interrogation and exclamation marks are used at the exact beginning of the question or exclamation.

Si es así, ¿qué he de hacer? Pero, ¡ay de mí! no es posible.

Quotation marks begin the first paragraph of a dialogue. The succeeding paragraphs sometimes start with em dashes instead of quotation marks, and the latter are not used until the dialogue ends.

—¿Es así, señor?

—Sí; es verdad.

—¿Cómo se puede averiguarlo?

—No sé; pero es la verdad."

Capitalization

The English style of capitalization is followed, with few exceptions.

Adjectives derived from proper nouns are lower-cased, as *las mujeres colombianas* (the Colombian women) and *los cruceros brasileños* (the Brazilian cruisers).

The first word of a question occurring within a sentence is lower-cased, as:

Quando viene la noche, ¿cómo se puede ver?

Note the following forms of capitalization:

El señor Enrique Palava; el señor don Enrique Palava.

Days of the week and months begin with a lower-case letter.

In titles of books only the initial and proper nouns, are capitalized: *Historia crítica de España y de la cultura española*.

Accents

(1) Words ending in *n*, *s*, or a vowel, and emphasized normally on the last syllable but one (penultimate), dispense with the accent mark.

(2) Words ending in a consonant except *n* or *s*, and emphasized normally on the last syllable, dispense with the accent mark.

(3) Words not included in (1) and (2) require an accent on the syllable carrying the emphasis, as *é-po-ca*, *se-gún*, *in-cóg-ni-to*. This includes verbs to which pronouns are appended, as *págaselo*.

Words having a dual meaning, as *mas* (but) and *más* (more), do not fall under these rules, and the proper accent should be carried.

Usually but one accent is used in a word, regardless of the number of syllables.

Formerly the words, *a*, *e*, *o*, and *u* were accented, but this has become obsolete. However, changes should not be made without authority, as some authors follow the old custom.

When the word *o* (or) is used adjoining numerals, as *14 ó 15*, the accent should be used to prevent confusing the *o* with a cipher.

Syllabication

Words are usually divided on a vowel: *a-si-mi-la-ción*, *pa-la-bras*.

The letter *y* is considered a vowel when standing alone, or at the end of a word. At the beginning of a word or syllable it is treated as a consonant.

The following combinations must not be divided: *ai*, *au*, *ei*, *eu*, *ia*, *ie*, *io*, *iu*, *oi*, *ou*, *ua*, *ue*, *ui*, *uo* (*a-li-via-dor*). This does not apply when either letter carries an accent (*pa-is*, *ri-o*), which permits the vowels to be separated, but exceptions are made in certain cases.

The combinations of *ay*, *ey*, *oy*, and *uy* may be separated only when followed by a vowel, but must not be separated when followed by a consonant or when occurring at the end of a word:

	<i>ha-ya</i>	<i>re-yes</i>	<i>a-rro-yo</i>	<i>cu-yo</i>
but—	<i>rey-na</i>	<i>voy-me</i>	<i>Go-doy</i>	<i>muy</i>

A consonant occurring between two vowels should be carried over: *com-po-sición*.

Do not separate the following combinations of two consonants:

<i>bl</i>	<i>br</i>	<i>cl</i>	<i>cr</i>	<i>dr</i>	<i>fl</i>	<i>fr</i>
<i>gl</i>	<i>gr</i>	<i>pl</i>	<i>pr</i>	<i>tl</i>	<i>tr</i>	

Two separable consonants standing between vowels are divided: *ac-ta*, *chas-co*, *cuer-da*, *pron-to*.

The letters *ch*, *ll*, and *rr* are never divided and always begin a syllable, as *ria-chue-lo*, *gue-rrí-lla*, *je-rro-ca-rril*.

Prepositional prefixes form a separate syllable, as: *des-agradable*, *pre-colombiano*; but when the prefix is followed by *s* and another consonant, the *s* is joined to the prefix. Examples: *abs-tener*, *cons-trucción*, but *ab-solver*.

A syllable cannot begin with *s* followed by a consonant, as *cir-cuns-tan-cia*.

The liquid consonants *l* and *r*, when preceded by any consonant other than *s*, must not be separated from the consonant, except in uniting parts of compound words. Examples: *ha-blar*, *po-dría*, *sub-lu-nar*, *ab-ro-gar*, *es-la-bón*.

Double *c* and *n* may be divided as in English: *ac-ce-so*, *in-na-to*.

Abbreviations

Spell out names of countries, States, and Provinces, whether town is given or not.

Titles preceding names are usually spelled out, but both forms are permissible; uniformity should be adopted when possible. Observe the following form: *el Sr.* (or *señor*) *Enrique Palava*.

A.	autor, author	C.A.	Centroamérica, Central America
AA.	autores, authors	cap.	capítulo, chapter
ab.	abril, April	Cía.	compañía, company
agto.	agosto, August	C.M.B.	cuyas manos beso, very respectfully (<i>lit.</i> whose hands I kiss)
art.	artículo, article	c/l.	curso legal, legal procedure.
B.	beato, blessed		
B.S.M.	beso a sus manos, with great respect (<i>lit.</i> I kiss your hands)		

Abbreviations—Continued

D.	don, Mr.	Q.E.P.D.	que en paz descanse, deceased
dbre.	diciembre, December	S.A.	Sociedad Anónima, stock company; Su Alteza, His Highness; Sudamérica, South America
D.F.	Distrito Federal, Federal District	sbre.	septiembre, September
Dña.	doña, Mrs.	S.E.u.O.	salvo error u omisión, errors and omissions excepted
Dr.	doctor, doctor	S.E.	Su Excelencia, His Excellency
Dra.	doctora, doctress	S.M.	Su Majestad, His Majesty
eno.	enero, January	sec.	sección, section
EE. UU.,	Estados Unidos, United States	Sr.	señor, sir; also God
E.U.	Estados Unidos de América, United States of America	Sra.	señora, lady
E.U.A.	Estados Unidos de América, United States of America	Sres.	señores, sirs
fbro.	febrero, February	Srio.	secretario, secretary
Gral.	general, general	Srita., Srta.	señorita, young lady, miss
hh.	hojas, leaves	S.S.	Su Señoría, His Lordship
Hnos.	hermanos, brothers	S.Atto.S.S.,	su atento y seguro servidor, your obedient and faithful servant
fd.	ídem, the same	S.A.S.S.	su atento y seguro servidor, your obedient and faithful servant
fb.	íbidem, in the same place	Sto.	santo, saint
Ilmo.	ilustrísimo, very illustrious	t.	tomo, volume
jul.	julio, July	t.p.	tipografía, printing office
jun.	junio, June	Ud., V., Vd.	usted, you
Lic., Lcdo.	licenciado, licensed	Uds., VV.	ustedes, pl. of you
L.S.	lugar del sello, place of the seal	V.	véase, see
Méx.	México, Mexico	V.A.	Vuestra Alteza, Your Highness
mzo.	marzo, March	V.E.	Vuestra Excelencia, Your Excellency
m/n.	moneda nacional, national currency	V.M.	Vuestra Majestad, Your Majesty
n.a.	nota del autor, author's note	Vm.	Vuestra Merced, Your Worship
nbre.	noviembre, November	&	y, and
No., N ^o ,	número, number		
núm.			
N.Y.	Nueva York, New York		
obre.	octubre, October		
P.R.	Puerto Rico, Porto Rico		
pág.	página, page		
pár.	párrafo, paragraph		
R.A.	República Argentina, Argentine Republic		

Figures

Arabic and roman numerals are used as in English.

The following form is used in numbering paragraphs and sentences:

(1°) Todos los días, etc. (2°) Los hombres, etc.

Note that a superior lower-case o (°), not a degree mark, is used.

Cardinal numbers

un, -o, -a	one	diez	ten
dos	two	once	eleven
tres	three	doce	twelve
cuatro	four	trece	thirteen
cinco	five	veinte	twenty
seis	six	veintiuno (veintiun)	twenty-one
siete	seven	cient, ciento	hundred
ocho	eight	mil	thousand
nueve	nine		

Round millions preceding units of quantity are followed by the preposition *de*: *tres millones de pesos, 3,000,000 de pesos.*

Ordinal numbers

primero (1°)	first	décimo	tenth
segundo (2°)	second	undécimo	eleventh
tercero, tercer	third	duodécimo	twelfth
cuarto	fourth	décimotercio	thirteenth
quinto	fifth	vigésimo	twentieth
sexto	sixth	vigésimo primero	twenty-first
séptimo	seventh	centésimo	hundredth
octavo	eighth	milésimo	thousandth
noveno, nono	ninth		

Months

enero (eno.)	January	julio (jul.)	July
febrero (fbro.)	February	agosto (agto.)	August
marzo (mzo.)	March	septiembre (sbre.)	September
abril (ab.)	April	octubre (obre.)	October
mayo	May	noviembre (nbre.)	November
junio (jun.)	June	diciembre (dbre.)	December

Days

domingo	Sunday	jueves	Thursday
lunes	Monday	viernes	Friday
martes	Tuesday	sábado	Saturday
miércoles	Wednesday		

Seasons

primavera	spring	otoño	autumn
verano	summer	invierno	winter

Time

hora	hour	mes	month
día	day	año	year
semana	week		

Articles to be disregarded in filing

un, uno	una, unas	el, los	la, las
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SWEDISH

A	a	a in father	N	n	n; before <i>k</i> has sound of <i>ng</i>
B	b	<i>b</i>	O	o	o in folio, also oo in boon
C	c	<i>k</i> before <i>a, o, u</i> ; <i>s</i> in foreign words and before <i>e, i, ä</i> and <i>y</i>	P	p	<i>p</i>
D	d	<i>d</i>	Q	q	<i>k</i>
E	e	<i>e</i> in felt	R	r	<i>r</i> , strongly enunciated
F	f	<i>f</i> , but <i>v</i> at end of word	S	s	<i>s</i> , hard ²
G	g	<i>g</i> before <i>l, r, t, a, o, u</i> and <i>ä</i> ; <i>y</i> before <i>e, i, j, y, ä, ö</i> ; before <i>n</i> the French <i>en</i>	T	t	<i>t</i>
H	h	<i>h</i> aspirated, except before <i>j</i> and <i>v</i>	U	u	<i>u</i> in value (no <i>y</i> sound); when short, <i>u</i> in up
I	i	<i>ee</i> in tree	V	v	<i>v</i>
J	j	<i>y</i> in yellow	W	w	<i>v</i>
K	k	<i>k</i> ¹	X	x	<i>x</i>
L	l	<i>l</i> ; silent before <i>j</i>	Y	y	<i>ü</i> in German über
M	m	<i>m</i>	Z	z	<i>s</i> hard
			Å	å	<i>aw</i> in saw
			Ä	ä	<i>ä</i> in German Fährte; when short, <i>e</i> in wren
			Ö	ö	<i>ö</i> in German Götter

¹ Before *l, r*, and *v*, and before the hard vowels *a, ä, o, u*, as well as at the end of words. Before the soft vowels *ä, e, i, y*, and *o* it has what is called the "tjé" sound, nearly equivalent to *ch*.

² Before *e, i, j, y, ä*, and *ö, sh, sk*, and *stj* are pronounced as *sh*.

The Latin alphabet is universally used in Sweden, with the addition of the letters *å, ä*, and *ö*. The *a, o, u* and *ä* are hard vowels; *e, i, y, ä*, and *ö* soft vowels. *C, q, w, x*, and *z* are used only in words of foreign origin and in proper names.

Accents

Accents are used only in foreign loan words (*resumé*) and in certain proper names (*Tegnér*).

Capitalization

Capitals are used almost as in English: At the beginning of a sentence, in proper names, but not in the case of adjectives derived from them. The names of the months and the days of the week are not capitalized.

Syllabication

A consonant between two vowels usually goes with the following vowel (*lä-ra-re*); when two or more consonants occur between two vowels, the last consonant generally goes with the following vowel (*fladd-ra*); *sch* and *sk* when used for the *sj* sound are not separated, but added to the following vowel (*mar-schera*, *männi-ska*); *ng* remains with the preceding vowel unless *n* and *g* belong to different parts of a compound word. Compound words are divided according to their component parts.

Punctuation

The rules of punctuation are essentially the same as in English, although the Swedish punctuation is perhaps somewhat closer, the comma, especially, being used more freely.

Articles

	Common gender	Neuter gender
Indefinite article	<i>en</i>	<i>ett</i>
Definite article:		
Postpositive	Singular <i>-en, -n</i> Plural <i>-na</i> (rarely <i>-ne</i>)	<i>-et, -t</i> <i>-na, -a, -en</i>
Prepositive	Singular <i>den</i> Plural <i>de</i>	<i>det</i>

The postpositive article, which is suffixed to the noun, is always used when the noun is definite in sense; the prepositive article is used together with the postpositive article when the noun is modified by an adjective.

Cardinal numbers

en, ett	one	sjutton	seventeen
två	two	aderton	eighteen
tre	three	nitton	nineteen
fyra	four	tjugu (tjugo)	twenty
fem	five	tjuguen	twenty-one
sex	six	(tjuguet)	
sju	seven	trettio	thirty
åtta	eight	fyrtio	forty
nio	nine	femtio	fifty
tio	ten	sextio	sixty
elva	eleven	sjuttio	seventy
tolv	twelve	åttio	eighty
tretton	thirteen	nittio	ninety
fjorton	fourteen	hundra	hundred
femton	fifteen	tusen	thousand
sexton	sixteen		

Ordinal numbers

(den) förste(a)	first	sextonde	sixteenth
andre(a)	second	sjuttonde	seventeenth
tredje	third	adertonde	eighteenth
fjärde	fourth	nittonde	nineteenth
femte	fifth	tjugonde	twentieth
sjätte	sixth	tjuguförsta	twenty-first
sjunde	seventh	trettionde	thirtieth
åttonde	eighth	fyrtonde	fortieth
nionde	ninth	femtionde	fiftieth
tionde	tenth	sextionde	sixtieth
elfte	eleventh	sjuttionde	seventieth
tolfte	twelfth	åttionde	eightieth
trettonde	thirteenth	nittionde	ninetieth
fjortonde	fourteenth	hundrade	hundredth
femtonde	fifteenth	tusende	thousandth

Months

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

Days

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

Seasons

vår	spring	höst	autumn
sommar	summer	vinter	winter

Time

timme	hour	månad	month
dag	day	år	year
vecka	week		

Abbreviations

Where the last letter of the abbreviation is the last letter of the complete word the period is not used.

a.-b.	aktiebolag, joint-stock company	hr	herr, Sir, Mr.
adr.	adress, address, c/o	i st.f.	i stället för, in place of
ang.	angående, concerning	jfr	jämför, compare
anm.	anmärkning, remark, observation	kap.	kapitel, chapter
b., bd	band, volume, volumes	kl.	klockan, o'clock
bl.a.	bland annat, bland andra, among other things, or others	kr.	krona, crown; kronor, crowns (coin)
d.	död, dead	kungl.	kunglig, royal
d:o	dito, ditto	m.a.o.	med andra ord, in other words
dr, d:r	doktor, doctor	m.fl.	med flera, with others, and others
d.v.s.	det vill säga, that is, that is to say	m.m.	med mera, etc., and so forth
d.y.	den yngre, junior	n.b.	nota bene, mark (notice) well
d.ä.	den äldre, senior; det är, that is	nr, n:o	nummer, numro, number
e.m.	eftermiddagen, afternoon, p.m.	näml.	nämmligen, namely, viz, to wit
etc.	et cetera, and so forth	obs.	observera, observe
ex.	exempel, example (illustration), e.g.	o.d.	och dylikt (dylika), and the like
f.	född, born	o.s.a.	om svar anhålles, an answer is requested
f.d.	för detta, before this, formerly	o.s.v.	och så vidare, and so forth
f.m.	förmiddagen, before noon, a.m.	p.s.	postskriptum, postscript
frk.	fröken, Miss	red.	redaktör, editor
förf.	författare, author; författarinna, authoress	s., sid.	sida, page; sidor, pages
f.ö.	för övrigt, besides	s.d.	samma dag, the same day
H.M.	} Hans Majestät, His Majesty	s.k.	så kallad, so called
H.Maj:t		t.ex.	till exempel, for instance
		t.o.m.	till och med, even
		und.	undantag, exception

TAGALOG

A	a	ah	O	o	o
B	b	b	P	p	f
C	c	c, k	R	r	r
D	d	d	S	s	s
E	e	a	T	t	t
G	g	g, hard	U	u	oo
H	h	h	V	v	b
I	i	e	W	w	ua (wa); ao (aw)
K	k	Often used for hard c and q	X	x	h, initial; only in Spanish words
L	l	l	Y	y	ay (ai); also initial consonant
M	m	m	Z	z	s, only in Spanish words
N	n	n			
NG	ng	ng in ringing			

The Tagalog is the most important of the Philippine languages, of which there are some three score.

The vowels *e* and *i* are very often confused, but *e* does not exist in pure Tagalog.

Syllabication

Division is on the vowel and a consonant goes with the following vowel; two consonants between vowels are separated, but *ng* being a single letter must not be separated.

Capitalization

The capital letters are used for initials of proper names and at the beginning of a sentence.

Accents

The Tagalog uses three accents, the acute, grave and circumflex.

The acute may fall on any syllable, but usually the last or next to the last. In a word ending with a vowel the accent indicates that the vowel has a broad sound and that the suffixed particles *an* and *in* prefix an *h* when joined to such words: *Umútang*, to borrow; *magútang*, to lend; *magpaútang*, to lend freely. In some cases the suffixing of *han* or *hin* draws the accent one syllable nearer the end of the word.

As a rule words not carrying an accent take the stress on the last syllable if ending with a consonant, except in the case of *n* or *s*, when stress is on the next to the last syllable.

The grave accent marks words ending in a vowel which take *an* or *in*, instead of *han* or *hin*, and the stress is on the preceding syllable: *Batà*, child, pronounced "báhta." The grave accent is not used in words ending with a consonant.

The circumflex is used only on the final vowel of words ending with an abrupt, obscure vowel sound on which the stress is placed, and permits only *an* or *in* as a suffix: *Dumalítà*, to endure.

Proper accentuation is very important as many words are only distinguished by the accent, differing entirely in meaning: *Gátas*, milk; *gatás*, trail; *sumílang*, to rise; *sumílang* (stress on last syllable), to pass between.

Articles

The article of proper nouns is *si* and is generally prefixed to nouns designating persons related or well known to the writer, as well as terms of endearment; it may also be used with the proper name of an animal belonging to the speaker. It is declined as follows:

Nom.	Joseph	} <i>kay José</i>
Gen.	Joseph's; of Joseph	
Dat.	To, for Joseph	
Acc.	Joseph	
Abl.	From, with Joseph	

si José

ni José; kay José

kay José

The plural article for names when coupled with words is declined as follows:

Nom.	Joseph and his	_____	<i>siná José</i>
Gen.	The field of Joseph and his family	_____	<i>ang búkid nina José</i>
Dat.	To, for Joseph and his	_____	} <i>ang kaná José búkid</i>
Acc.	The field of Joseph and his family	_____	
Abl.	From, by Joseph and his	_____	

The article of common nouns is *ang*, and is declined as follows:

	Singular	Plural	
Nom.	<i>ang</i>	<i>ang mañgá</i>	the
Gen.	<i>nang, sa</i>	<i>nang mañgá, sa mañgá</i>	of the
Dat.	<i>sa</i>	<i>sa mañgá</i>	to, for the
Acc.	<i>nang, sa</i>	<i>nang mañgá, sa mañgá</i>	the
Abl.	<i>nang, sa</i>	<i>sa mañgá, nang mañgá</i>	from, with the

There is no indefinite article, though the numeral *isá* (one) may be used.

Numerals

In Tagalog there are four classes: Cardinals, ordinals, adverbials, and distributives.

Cardinal numbers

<i>isá</i>	one	<i>dalawang pouó't isá</i>	twenty-one
<i>dalawá</i>	two	<i>tatlong pouó</i>	thirty
<i>tatló</i>	three	<i>apat na pouó</i>	forty
<i>apat</i> ¹	four	<i>limang pouó</i>	fifty
<i>limá</i>	five	<i>anim na pouó</i>	sixty
<i>anim</i> ¹	six	<i>pitong pouó</i>	seventy
<i>pitó</i>	seven	<i>walong pouó</i>	eighty
<i>waló</i>	eight	<i>siyam na pouó</i>	ninety
<i>siyam</i>	nine	<i>isang dáan, sangdáan</i>	hundred
<i>sangpouó</i>	ten	<i>sangdáa't isá</i>	hundred
<i>labing isá</i>	eleven		and one
<i>labing dalawá</i>	twelve	<i>sanglibo</i>	thousand
<i>dalawang pouó</i>	twenty		

Ordinal numbers²

<i>naóna</i>	first	<i>ikasiyam</i>	ninth
<i>ikalawá</i>	second	<i>ikapouó, ikasang pouó</i>	tenth
<i>ikatló</i>	third	<i>ikalabing isá</i>	eleventh
<i>ikápat</i>	fourth	<i>ikalabing dalawá</i>	twelfth
<i>ikalimá</i>	fifth	<i>ikadalawang pouó</i>	thirtieth
<i>ikánim</i>	sixth	<i>ikadalawang pouo't isá</i>	twenty-first
<i>ikapitó</i>	seventh	<i>ikasangdáan</i>	hundredth
<i>ikawaló</i>	eighth	<i>ikasanglibo</i>	thousandth

Adverbial numbers

<i>minsán, ninsán</i> (rare)	once	<i>makasiyam</i>	nine times
<i>makalawá</i>	twice	<i>makasangpouó</i>	ten times
<i>makatatló</i>	three	<i>makalabing ápat</i>	fourteen times
<i>makaápat, makápat</i> (rare)	four times	<i>makadalawang pouó</i>	twenty times
<i>makalimá</i>	five times	<i>makadalawang pouó't</i> <i>limá</i>	twenty-five times
<i>makaánim</i>	six times	<i>makasangdáan</i>	hundred times
<i>makapitó</i>	seven times	<i>makasanglibo, maka</i> <i>libo</i>	thousand times
<i>makawaló</i>	eight times		

Distributive numbers

<i>isáisá</i>	one by one	<i>sangposangpouó</i>	ten by ten
<i>daladalawá</i>	two by two	<i>labilabing isá</i>	eleven by eleven
<i>tatlóatló</i>	three by three	<i>labilabing dalawá</i>	twelve by twelve
<i>apatápat</i>	four by four	<i>daladalawang pouó</i>	twenty by
<i>limálimá</i>	five by five		twenty
<i>animánim</i>	six by six	<i>sangdasangdáan</i>	hundred by
<i>pitópitó</i>	seven by seven		hundred
<i>walówaló</i>	eight by eight	<i>sanglisanglibo</i>	thousand by
<i>siyamsiyam</i>	nine by nine		thousand

¹ Stress on the first syllable.

² Ordinals are used for all the days of the month as in English.

Months

enero (eno.)	January	julio (jul.)	July
febrero (fbro.)	February	agosto (agto.)	August
marzo (mzo.)	March	septiembre (sbre.)	September
abril (ab.)	April	octubre (obre.)	October
mayo	May	noviembre (nbre.)	November
junio (jun.)	June	diciembre (dbre.)	December

Days

lingo	Sunday	jueves	Thursday
lunes	Monday	viernes	Friday
martes	Tuesday	sábado	Saturday
miércoles	Wednesday		

Seasons

ang tagárao	the dry sea- son	ang tagulán	the wet sea- son
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Time

ora	hour	buán	month
árao	day	taón	year
lingo	week		

TAMIL

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
அ	a	ஊ	ū	ஐ	ai, ei	ஔ	ña	ப	va, ba	வ	va
ஆ	ā	எ	e	ஓ	au	ட	ʈa	ம	ma	ழ	ra
இ	i	ஏ	ē	க	ka, ga	ண	na	ய	ya	ள	la
ஈ	ī	ஓ	o	ங	ṅa	த	ta	ர	ra	ற	ra
உ	u	ஔ	ō	ச	śa	ந	na	ல	la	ன	na

COMBINATIONS

	a	ā	i	ī	u	ū	e	ē	o	ō	ai	au
k	க	கா	கி	கீ	கு	கூ	கெ	கே	கொ	கோ	கை	கௌ
ṅ	ங	ஙா	ஙி	ஙீ	ஙு	ஙூ	ஙெ	ஙே	ஙொ	ஙோ	ஙை	ஙௌ
ś	ச	சா	சி	சீ	சு	சூ	செ	சே	சொ	சோ	சை	சௌ
ñ	ஞ	ஞா	ஞி	ஞீ	ஞு	ஞூ	ஞெ	ஞே	ஞொ	ஞோ	ஞை	ஞௌ
ʈ	ட	டா	டி	டீ	டு	டூ	டெ	டே	டொ	டோ	டை	டௌ
ṇ	ண	ணா	ணி	ணீ	ணு	ணூ	ணெ	ணே	ணொ	ணோ	ணை	ணௌ
t	த	தா	தி	தீ	து	தூ	தெ	தே	தொ	தோ	தை	தௌ
n	ந	நா	நி	நீ	நு	நூ	நெ	நே	நொ	நோ	நை	நௌ
p	ப	பா	பி	பீ	பு	பூ	பெ	பே	பொ	போ	பை	பௌ
m	ம	மா	மி	மீ	மு	மூ	மெ	மே	மொ	மோ	மை	மௌ
y	ய	யா	யி	யீ	யு	யூ	யெ	யே	யொ	யோ	யை	யௌ
r	ர	ரா	ரி	ரீ	ரு	ரூ	ரெ	ரே	ரொ	ரோ	ரை	ரௌ
l	ல	லா	லி	லீ	லு	லூ	லெ	லே	லொ	லோ	லை	லௌ
v	வ	வா	வி	வீ	வு	வூ	வெ	வே	வொ	வோ	வை	வௌ
r	ழ	ழா	ழி	ழீ	ழு	ழூ	ழெ	ழே	ழொ	ழோ	ழை	ழௌ
l	ள	ளா	ளி	ளீ	ளு	ளூ	ளெ	ளே	ளொ	ளோ	ளை	ளௌ
r	ற	றா	றி	றீ	று	றூ	றெ	றே	றொ	றோ	றை	றௌ
n	ன	னா	னி	னீ	னு	னூ	னெ	னே	னொ	னோ	னை	னௌ

Tamil is the language spoken in the Madras Presidency, Tanjore, Tinnevely, Coimbatore, Chittoor, and the Nilgris, as also in the coffee and tea districts of northern Ceylon. It is the oldest, richest, and most thoroughly organized of the Dravidian languages, and has also the distinction of having fewer Sanscrit words than any of the others.

Tamil has borrowed words from the Hindustani, Arabic, Persian, and, more recently, English, while a few Tamil words have crept into the English, as curry (*kari*), mulligatawny (*milagu*, pepper, and *tannir*, cool water), cheroot (*suruttu*), and pariah (*pareigan*).

The characters shown in the table have changed but little in the past 500 years. They differ from the other Dravidian alphabets, both in shape and phonetic value.

The alphabet is well adapted to express the 12 vowels of the language (*a, ā, i, ī, u, ū, e, ē, o, ō, ei, and au*), but the consonantal sounds are very meagerly served; the character *k* must also serve for *kh, g, and gh*, and, occasionally, *h*, while *ch* also serves for *s*; of the other surd consonants, *ch, ṭ, ṭ,* and *p*, each represents the remaining three sounds of its class. Each of the consonants *k, ch, ṭ, ṭ,* and *p* has its own nasal.

The short *a* remains with the consonant, but, if it should separate, a point will be placed above the letter. All the other vowels will remain either before or after the consonant.

In addition to the four semivowels, there are a cerebral *r* and *l*, as also a liquid *l*, that was formerly a feature of all Dravidian languages, the sound, however, varying in different districts. There is also a peculiar *n*, differing in function though not in pronunciation, from the dental *n*.

Vowel ligatures

ஷ	ஸ	ஹ	ஜ	க்ச	ஃ	உ	ம்	வ்
sha	sa	ha	ja	ksha	ḥ	Day	Month	Year
					or			
					Visarga			

The consonants are classified as follows:

- | | | | | | | |
|------------------------|----------|----------|----------|----------|----------|----------|
| 1. Hard | <i>k</i> | <i>ś</i> | <i>ṭ</i> | <i>t</i> | <i>p</i> | <i>r</i> |
| 2. Soft (nasal) | <i>ñ</i> | <i>ṇ</i> | <i>ṅ</i> | <i>n</i> | <i>m</i> | <i>ṃ</i> |
| 3. Medium (semivowels) | <i>y</i> | <i>r</i> | <i>l</i> | <i>v</i> | <i>ṛ</i> | <i>ḷ</i> |

Divide words on any syllable, but do not separate a consonant from its vowel. The period is the only punctuation mark used.

Numerals

க	உ	ந	ஈ	ஐ	கா	ஏ	அ	கூ	ய	யக	ந	கூ
1	2	3	4	5	6	7	8	9	10	11	100	1000

TELUGU

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
అ	a	ఒ	o	నా	na	ఫ	pha
ఆ	ā	ఓ	ō	ట	ṭa	బ	ba
ఇ	i	ఔ	au	థ	ṭha	భ	bha
ఈ	ī	ఁ	ñ	డ	ḍa	మ	ma
ఉ	u	ః	ḥ	ధ	dha	య	ya
ఊ	ū	క	ka	ణ	ṇa	ర	ra
ఋ	r̄	ఖ	kha	త	ta	ల	la
ౠ	r̄̄	గ	ga	థ	ṭha	వ	va
ఎ	e	ఘ	gha	ద	da	శ	śa
ఏ	ē	ఙ	ṅa	ధ	dha	స	śa
ఐ	ai	చ	ca	ప	pa	హ	ha
		ఛ	cha			ళ	ḷa
		జ	ja			క్ష	kṣa
		ఝ	jha				

Consonantal combinations

Numerals

The second is often placed under the first, often in widely variant form; some forms are shown here:

గ్ర	gra	త్క	tkā
స్లి	sti	ట్న	ṭna
క్వ	kva	స్మ	sma

౧	1	౬	6
౨	2	౭	7
౩	3	౮	8
౪	4	౯	9
౫	5	౦	0

Punctuation

© ○ ∴ ¶ ¶ || |

COMBINATIONS

	ā	i	ī	u	ū	e	ē	o	ō	au	ai
k	కా	కి	కీ	కు	కూ	కె	కే	కొ	కో	కౌ	కాి
kh	ఖా	ఖి	ఖీ	ఖు	ఖూ	ఖె	ఖే	ఖొ	ఖో	ఖౌ	ఖాి
g	గా	గి	గీ	గు	గూ	గె	గే	గొ	గో	గౌ	గాి
gh	ఘా	ఘి	ఘీ	ఘు	ఘూ	ఘె	ఘే	ఘొ	ఘో	ఘౌ	ఘాి
ñ	ణా	ణి	ణీ	ణు	ణూ	ణె	ణే	ణొ	ణో	ణౌ	ణాి
c	చా	చి	చీ	చు	చూ	చె	చే	చొ	చో	చౌ	చాి

COMBINATIONS—Continued

	ā	i	ī	u	ū	e	ē	o	ō	au	ai
ch	చా	చి	చీ	చు	చూ	చె	చే	చొ	చో	చాు	చాి
j	జా	జి	జీ	జు	జూ	జె	జే	జొ	జో	జాు	జాి
jh	ఝా	ఝి	ఝీ	ఝు	ఝూ	ఝె	ఝే	ఝొ	ఝో	ఝాు	ఝాి
ñ	ఞా	ఞి	ఞీ	ఞు	ఞూ	ఞె	ఞే	ఞొ	ఞో	ఞాు	ఞాి
t	తా	తి	తీ	తు	తూ	తె	తే	తొ	తో	తాు	తాి
th	థా	థి	థీ	థు	థూ	థె	థే	థొ	థో	థాు	థాి
d	డా	డి	డీ	డు	డూ	డె	డే	డొ	డో	డాు	డాి
dh	ఢా	ఢి	ఢీ	ఢు	ఢూ	ఢె	ఢే	ఢొ	ఢో	ఢాు	ఢాి
n	నా	ని	నీ	ను	నూ	నె	నే	నొ	నో	నాు	నాి
t	తా	తి	తీ	తు	తూ	తె	తే	తొ	తో	తాు	తాి
th	థా	థి	థీ	థు	థూ	థె	థే	థొ	థో	థాు	థాి
d	డా	డి	డీ	డు	డూ	డె	డే	డొ	డో	డాు	డాి
dh	ఢా	ఢి	ఢీ	ఢు	ఢూ	ఢె	ఢే	ఢొ	ఢో	ఢాు	ఢాి
n	నా	ని	నీ	ను	నూ	నె	నే	నొ	నో	నాు	నాి
p	పా	పి	పీ	పు	పూ	పె	పే	పొ	పో	పాు	పాి
ph	ఫా	ఫి	ఫీ	ఫు	ఫూ	ఫె	ఫే	ఫొ	ఫో	ఫాు	ఫాి
b	బా	బి	బీ	బు	బూ	బె	బే	బొ	బో	బాు	బాి
bh	భా	భి	భీ	భు	భూ	భె	భే	భొ	భో	భాు	భాి
m	మా	మి	మీ	ము	మూ	మె	మే	మొ	మో	మాు	మాి
y	యా	యి	యీ	యు	యూ	యె	యే	యొ	యో	యాు	యాి
r	రా	రి	రీ	రు	రూ	రె	రే	రొ	రో	రాు	రాి
l	లా	లి	లీ	లు	లూ	లె	లే	లొ	లో	లాు	లాి
l	ల్లా	ల్లి	ల్లీ	ల్లు	ల్లూ	ల్లె	ల్లే	ల్లొ	ల్లో	ల్లాు	ల్లాి
v	వా	వి	వీ	వు	వూ	వె	వే	వొ	వో	వాు	వాి
s	సా	సి	సీ	సు	సూ	సె	సే	సొ	సో	సాు	సాి
s	షా	షి	షీ	షు	షూ	షె	షే	షొ	షో	షాు	షాి
s	శా	శి	శీ	శు	శూ	శె	శే	శొ	శో	శాు	శాి
h	హా	హి	హీ	హు	హూ	హె	హే	హొ	హో	హాు	హాి
ks	క్షా	క్షి	క్షీ	క్షు	క్షూ	క్షె	క్షే	క్షొ	క్షో	క్షాు	క్షాి

Telugu is one of the most important of the five great Dravidian languages, and is spoken by the non-Aryan subjects of the nizam of Hyderabad as well as some who are under British rule. These occupy the territory extending from a point north of the city of Madras and extending northwestward to Bellary (where the Telugu meets the Kanarese), and northeast nearly to Orissa. It is the only descendant of the Āndhra dialect of the Old Dravidian and is strongly impregnated with Sanscrit.

The text reads from left to right. Vowel signs are very similar to the Devanāgarī.

Vowel signs

The consonant is inherent with the short *a*, even where the "hook" √ is missing, while the other vowel ligatures are as shown in the table.

TIBETAN

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
ཀ	ka	ཐ	tha	ད	dsa	ས	sa
ཁ	kha	ད	da	འ	wa	ལ	la
ག	ga	ན	na	ཟ	za	ཨ	'a
ང	na	པ	pa	ཛ	za	ཌ	ʃa
ཅ	ca	ཕ	pha	ཎ	a, a	ཏ	tha
ཆ	cha	བ	ba	ཤ	ya	ཌ	da
ཇ	ja	མ	ma	ར	ra	ཎ	na
ཉ	ña	ཙ	tsa	ལ	la	ཏ	ʃa
ཏ	ta	ཙ	tsha	ཤ	sa		

Ligatures

Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration	Character	Transliteration
ཀྱ	kya	གྱ	gva	རྱ	rju	འྱ	rna	བྱ	bla	ཙྱ	stsa
ཀྲ	kra	གྲ	rga	རྲ	lja	འྲ	sna	བྲ	rba	ཙྲ	rdsa
ཀླ	kla	གླ	rgya	རླ	rña	འླ	snra	བླ	lba	ཙླ	zu
ཀྴ	kva	གྴ	lga	རྴ	sña	འྴ	pu	བྴ	sba	ཙྴ	zu
ཀྵ	rka	གྵ	sga	རྵ	tra	འྵ	pya	བྵ	sbya	ཙྵ	zla
ཀྶ	rkya	གྶ	sgya	རྶ	rta	འྶ	pra	བྶ	sbra	ཙྶ	u
ཀྷ	lka	གྷ	sgra	རྷ	lta	འྷ	lpa	བྷ	mu	ཙྷ	yu
ཀྸ	ska	གྸ	ñu	རྸ	sta	འྸ	spa	བྸ	mya	ཙྸ	ru
ཀྐྵ	skya	གྐྵ	rña	རྐྵ	thra	འྐྵ	spya	བྐྵ	mra	ཙྐྵ	lu
ཀྺ	skra	གྺ	sña	རྺ	dra	འྺ	spra	བྺ	rma	ཙྺ	rla
ཀྻ	khya	གྻ	liã	རྻ	dva	འྻ	phu	བྻ	rmya	ཙྻ	ʃra
ཀྼ	khra	གྼ	cu	རྼ	rda	འྼ	phya	བྼ	sma	ཙྼ	su
ཀ྽	khva	ག྽	lea	ར྽	lda	འ྽	phra	བ྽	smya	ཙ྽	sra
ཀ྾	gya	ག྾	chu	ར྾	sda	འ྾	bu	བ྾	smra	ཙ྾	sla
ཀ྿	gra	ག྿	ñu	ར྿	sdu	འ྿	bya	བ྿	tsu	ཙ྿	hra
ཀྺ	gla	གྺ	rja	རྺ	nra	འྺ	bra	བྺ	rtsa	ཙྺ	lha
									འྻ	ཙྻ	rtsva

There are a number of dialects in the three groups which, with the Burmese, comprise the Burman language family. This language was first reduced to writing in the middle of the 7th century A.D., and the letters, which are really a variation from those of the Indian Sanscrit of that period, follow the same arrangement as the Sanscrit. The text reads from left to right.

The 30 consonants are considered to have an *a* sound and are as follows:

ka, k'a, ga, nga, ða, ça, ja, nya, ta, t'a, da, na, pa, p'a, ba, ma, tsa, ts'a, dza, wa, z'a, za, 'ha, ya, ra, la, s'a, sa, ha, a.

The Sanscrit cerebrals were introduced later and are written by the *ta, t'a, da, na,* and *s'a,* which were turned to face in the opposite direction as shown in the table.

There are also a large number of ligatures made by combining two or more letters, and each ligature will form a syllable.

The vowels are *a, i, u, e,* and *o* which are not distinguished as either long or short, except in loan words.

The all-important feature of the language appears to be euphony.

The cases of the nouns are indicated by suffixes, and the plural is indicated by adding one of several words of plurality.












The language has personal, demonstrative, interrogative, and reflexive pronouns, as well as an indefinite article which is also the numeral "one".

The verb is really a kind of noun or participle and has no element of person, denoting the tense and mood by an external inflection or the addition of auxiliary verbs and suffixes when the stem cannot be inflected.











The Tibetans have developed tones along the same lines as the Chinese. It is quite improbable that any of the original consonants were hard, since many of these old soft consonants, which are hardened in the modern language, are preserved in the Tibetan classics of the period extending from the 7th to the 9th centuries.

The table shows the older text, known as the *dbu-can*, which has been preserved in the sacred literature. Later this was followed by an italic-like face, known as *dbu-med*, as well as a more flowing text: *akhyug-yig*.

Super- and subscripts

	<i>i</i>		<i>tse</i>
	<i>u</i>		<i>tso</i>
	<i>e</i>		<i>r</i>
	<i>o</i>		<i>y</i>
	<i>ts</i>		<i>v</i>
	<i>tsi</i>		<i>m</i>

Numerals

	1		6
	2		7
	3		8
	4		9
	5		0

Punctuation

 Initial sign

| Comma

|| Period

• Hyphen

TURKISH (Ryk'a)

Name	Isolated	Final	Median	Initial	Name	Isolated	Final	Median	Initial
Elif	ا	ا			Sad	ص	ص	ه	ص
Be	ب	ب	ب	ب	Dad	د	د	ذ	ذ
Pe	پ	پ	پ	پ	Ti	ط	ط	ط	ط
Te	ت	ت	ت	ت	Zi	ظ	ظ	ظ	ظ
Se	س	س	س	س	'Ain	ع	ع	ه	ع
Djim	ج	ج	ج	ج	Ghain	غ	غ	غ	غ
Chim	چ	چ	چ	چ	Fe	ف	ف	ف	ف
Ha	ح	ح	ح	ح	Qaf	ق	ق	ق	ق
Kha	خ	خ	خ	خ	Kef	ك	ك	ك	ك
Dal	د	د			Lam	ل	ل	ل	ل
Zal	ذ	ذ			Mim	م	م	م	م
Re	ر	ر			Nun	ن	ن	ن	ن
Zs	ز	ز			Waw	و	و		
Zhe	ز	ز			He	ه	ه	ه	ه
Sin	س	س	س	س	Ye	ی	ی	ی	ی
Shin	ش	ش	ش	ش					

Ligatures

(Of characters that are distinguished by diacritical marks but one example is given)

لا ل	l-a	ك	k-h	ض	b-r	ل م	l-m	ظ	b-h	ضی	z-b
لا ل	k-a	ل ل	l-b	ل ل	l-r	ف	f-m	س	s-h	عی	z-
لا ل	k-l	ف	m-b	م	m-r	م	m-m	ل ل	l-h	کی کی	k-z
لا ل	k-l-a	م	m-h-m	م	b-m	م	p-n-m	ل ل	l-l-h	لی لی	z-l
لا ل	t-b	م	m-h-m-d	ک	k-m	ل ل	l-w	ل ل	m-h	می	m-j

The Osmanic-Turkish language is the most important member of the Turko-Tartar language group. It is highly impregnated with both Arabic and Persian words, but its grammar is both clear and simple.

The language has a fixed rule that a strong vowel (*a*, *o*, and *u*), must be followed by a similar vowel, and, likewise, a weak vowel is followed by a weak vowel; e.g., *dere* (valley), *dereler* (valleys), *ada* (island) and *adalar* (islands).

Until the introduction of the modified Latin alphabet the Turks used the Arabic alphabet with the addition of three Persian characters. Of the many different styles formerly in use the one that was the most popular was the Ryk'a, which is here reproduced.

The text was written and read from right to left.

While Turkey has adopted the Latin alphabet it is well to bear in mind, before taking up the Latinized form, that it is very important from a philological standpoint to acquire a knowledge of the old Arabic script, its grammar, spelling, and pronunciation before taking up the New Turkish.

TURKISH (New)

A	a	<i>a</i> in father; also <i>a</i> in past	L	l	<i>l</i>
B	b	<i>b</i> ¹	M	m	<i>m</i>
C	c	<i>j</i> in joint	N	n	In words with <i>ç</i> like <i>n</i>
Ç	ç	<i>ch</i> , hard	O	o	<i>o</i> in or; also <i>o</i> in note
D	d	<i>d</i> ¹	Ö	ö	<i>oe</i> in Goethe
E	e	<i>e</i> in red	P	p	<i>p</i> ¹
F	f	<i>f</i> in fay	R	r	<i>r</i>
G	g	<i>g</i> , hard, sometimes mute between consonants	S	s	<i>s</i> in sun
Ğ	ğ	<i>g</i> , soft, nearly <i>gh</i> in eight	Ş	ş	<i>sh</i> in shape
H	h	<i>h</i> , always	T	t	<i>t</i>
I	i	<i>i</i> in ring; long, as in machine	U	u	<i>u</i> in push; long as in through
Î	î	<i>i</i> in high	Ü	ü	<i>ue</i> in German ueber, or <i>u</i> in French musée
J	j	<i>j</i> in French journal	V	v	<i>v</i> in vain
K	k	<i>k</i> , hard	Y	y	<i>y</i> in yet
Ğ	ğ	<i>k</i> , soft	Z	z	<i>z</i> in zero

¹ In using the new alphabet *p* is sometimes substituted for *b*, as *edip* instead of *edib*, *kutubhane* instead of *kutubhane*; this is also the case where *t* is substituted for *d*, as *alaettin* instead of *alaredin*. However, this is not always correct.

Remarks for transliterators

The language is practically phonetic; there being no silent letters, diphthongs or compound consonants, each is invariably the symbol of but one sound.

The soft vowels are *e*, *ö*, *ü*, and *i*.

The soft *ğ* cannot be used as the initial or final letter of a word.

The *y* is not always a consonant, as it sometimes takes the place of *i*, usually at the end of a word.

When the circumflex is used over *a*, *i*, or *u*, the sound is long, but *â* and *û* after *g*, *k*, and *l* are used for softening these consonants.

There is no silent *e* in the Latin transliteration, nor has the Turkish a vowel sound corresponding to *a* in man, *o* in not, *e* in her, or *i* in bird, and *o* in not.

An infallible table for transliterating from the Arabic into the New Turkish is out of the question, as only a thorough knowledge of the Turkish will enable one to determine whether a vowel is hard or soft, or whether words are correctly spelled or pronounced.

Accent

There is practically no accent, the long vowels replacing, to some extent, the accent in other languages, but without stress.

Capitalization

Capitalize proper names, both personal and geographic, but lower case the latter when used adjectively.

Capitalize the first word of a sentence, but lower case, as a rule, after a colon.

Capitalize the name of the Deity as also the first word in a line of poetry.

Syllabication

Divide on a vowel, but diphthongs must not be separated.

A consonant goes with the following vowel, but if there be two consonants, they are separated.

Cardinal numbers

bir	one	dokuz	nine
iki	two	on	ten
üç	three	on bir	eleven
dört	four	on iki	twelve
beş	five	on üç	thirteen
altı	six	yirmi	twenty
yedi	seven	yüz	hundred
sekiz	eight	bin	thousand

Ordinal numbers

birinci	first	dokuzuncu	ninth
ikinci	second	onuncu	tenth
üçüncü	third	on birinci	eleventh
dördüncü	fourth	on ikinci	twelfth
beşinci	fifth	on üçüncü	thirteenth
altıncı	sixth	yirminci	twentieth
yedinci	seventh	yüzüncü	hundredth
sekizinci	eighth	bininci	thousandth

Months

Kânunusani (Kânunus.)	January	Ağustos (Ağust.)	August
Şubat (Şub.)	February	Eylül (Eyl.)	September
Mart	March	Teşrinievvel (Teşriniev.)	October
Nisan (Nis.)	April	Teşrinisani (Teşrinis.)	November
Mayıs (May.)	May	Kânunuevvel (Kânunuev.)	December
Haziran (Haz.)	June		
Temmuz (Tem.)	July		

Days

Pazar günü	Sunday	Perşembe	Thursday
Pazarirtesi	Monday	Cuma	Friday
Sali	Tuesday	Cumairtesi	Saturday
Çarşamba	Wednesday		

Seasons

ilkbahar	spring	sonbahar	autumn
yaz	summer	kiş	winter

Time

saat	hour	ay	month
gün	day	yıl, sene	year
hafta	week		

UIGHURIC

Final	Median	Initial	Transliteration	Ligature	Transliteration	Ligature	Transliteration
ق				ق	ka, gä,	ق	ym
ك	ك	ك	ä, a	ق	kn, gn,	ق	ymä
گ				ق	ka, ga,	ق	mz
ز	ز	ز	i, i	ق	kr, gr	ق	
و	و	و	{ o, ö, u, ü (and w)	ق	ki, gi	ق	mkä, mgä
م	م	م		ق		ق	müs, müs
ن	ن	ن	γ, q, x	ق	kū, gū, kō, gō, ku, gu	ق	ml
ه	ه	ه	k, g	ق		ق	pā, bā, pa, ba, pn, bn, pr, br
و	و	و	y; ŷ; i	ق	kū, gū, kō, kō	ق	
د	د	د	r	ق	kd, gd	ق	pi, bi
ز	ز	ز	l	ق	kz, gz	ق	pu, bu, po, bo, pū, pū etc.
ج	ج	ج	t	ق	kγ, gγ	ق	
ب	ب	ب		ق	kq, gq	ق	pd, bd
ا	ا	ا	d	ق	kt, gt	ق	pz, bz
ف	ف	ف	č	ق	{ kkä, gkä, ggä	ق	py, by
ق	ق	ق	s	ق	kki, gki	ق	pq, bq
ق	ق	ق	š	ق	kl, gl	ق	pt, bt
ق	ق	ق	z, ž	ق	km, gm	ق	{ pkä, bkä, bgä
ق	ق	ق	n	ق	ks	ق	pki, bgi
ق	ق	ق	b, p	ق		ق	pl, bl
ق	ق	ق	v	ق	kš, gš	ق	pm, bm
ق	ق	ق	w	ق		ق	ps, bs
ق	ق	ق	m	ق	da, dā	ق	ps, bs
ق	ق	ق	h	ق	di	ق	pš, bš
ق	ق	ق		ق	do, dv, dō, dū	ق	čmbu
ق	ق	ق		ق	dkū, dgū	ق	so, su, sō, sū

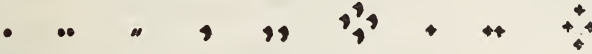
The Uighurs were a Turkish people who reached a high state of culture only in the time of their descendants who inhabited the region comprising the Provinces of Kashgar and Khotan, and extending from the Orkhon to what is now Eastern Turkestan during a period beginning about the eighth century. Their chief city, Chotscho, which is now merely a ruin, lies some 19 miles east of the present city of Turfan.

The alphabet was not, as formerly commonly believed, derived from the Syriac Estrangela but owes its origin to an unknown Semitic text. The Manchu, Mongolian, and Kalmuck alphabets have their origin in the Uighuric.

The existing literature is entirely of a religious character, and a great many of the works are Buddhistic, some are Manichaeistic, while the minority are Christian. The authors, following a Manichaeistic custom, were very fond of decorating the pages of their books with a great profusion of miniatures and ornamental scrolls, and the existing remnants are a perpetual source of admiration to book lovers. In the main they were printed from blocks after the manner of the Chinese and were often embellished with wood cuts. The text reads from right to left although, at times, probably under Chinese influence, it was written in columns, reading from the top downward, the columns, unlike the Chinese, reading from left to right. The striking similarity of a number of the letters to one another adds to the difficulty in reading the language.

Syllables must not be separated; and if there remains any space at the end of a line, a space is inserted between the last and next to the last letters, or else an extended final letter is used. These letters are shown in the table.

The following punctuation marks are used:



UKRAINIAN

Character	Transliteration and tone value	Remarks on tone value
А а	<i>a</i>	
Б б	<i>b</i>	
В в	<i>v (w)</i>	After vowels and at close of syllable has weak <i>u</i> sound
Г г	<i>g (h)</i>	Before unvoiced consonants and at close of syllable it becomes a weak <i>x</i>
Ґ ґ	<i>g̣ (g)</i>	Softened to <i>gi</i> before <i>e-</i> and <i>i-</i> sounds
Д д	<i>d</i>	
Е е	<i>e</i>	Open <i>e</i> as in ever
Є є	<i>je</i>	After <i>p</i> like <i>ie</i>
Ж ж	<i>ž (voiced)</i>	Like <i>j</i> in French journal
З з	<i>z (s)</i>	Voiced as in saw
И и	<i>e (closed)</i>	As in German Seele
І і	<i>i</i>	
Ї ї	<i>ji</i>	
Й й	<i>j</i>	Before <i>o</i> like German <i>j</i>
К к	<i>k</i>	
Л л	<i>l</i>	Like Polish <i>ł</i> ; before <i>є, і, ю, я, б</i> , like <i>lʰ</i>
М м	<i>m</i>	
Н н	<i>n</i>	
О о	<i>o</i>	Mainly open <i>o</i> as in loss
П п	<i>p</i>	
Р р	<i>r (lingual)</i>	
С с	<i>s (ss)</i>	Unvoiced as in German <i>das</i> ; softened before <i>є, і, ю, я, б</i>
Т т	<i>t</i>	Becomes <i>tʰ</i> before <i>є, і, ю, я, б</i>
У у	<i>u</i>	
Ф ф	<i>f</i>	
Х х	<i>ch</i>	As in German <i>ach</i> ; before unvoiced consonants as also after <i>є, и, і</i> , and in the initial sound of these vowels like <i>ch</i> in German <i>ich</i>
Ц ц	<i>c (ts)</i>	
Ч ч	<i>č (tsh)</i>	
Ш ш	<i>š (sh)</i>	
Щ щ	<i>šč</i>	
Ю ю	<i>ju</i>	} After <i>p</i> like 'u or 'a
Я я	<i>ja</i>	
Ь ь	<i>'</i>	Soft sign

The Ukrainian language group is also known as Ruthenian, and its territory is bounded on the west by the Polish and Czech, and extends eastward over southern Russia to the districts of Kharkov and Woronesch. In the north it extends to Minsk and Tschernigov where White Russian is used.

The language is remarkably uniform when we take into consideration the great variation in conditions in the widely separated portions of its realm. The number of dialects is very small.

In ordinary literature the Russian alphabet introduced by Peter the Great is used, though the Cyrillic alphabet is still employed in religious books. The characters г, ґ, and і have been added, while the Russian letters ъ, ы, ѓ, э, ө, and в are not used.

Syllabication is the same as in Russian and punctuation as in English.

Cardinal numbers

один	one	дѣсять	ten
два, двѣ	two	одина́дцать	eleven
три	three	двана́дцать	twelve
четы́ри	four	трина́дцать	thirteen
пять	five	два́дцать	twenty
ше́сть	six	два́дцать один	twenty-one
се́м	seven	сто	hundred
вѣ́сім	eight	сто один	hundred and one
де́вять	nine	ты́сяч, -а	thousand

Ordinal numbers

пе́рший	first	де́сятый	tenth
дру́гий	second	одина́дцатый	eleventh
тре́тій	third	двана́дцатый	twelfth
четве́ртый	fourth	трина́дцатый	thirteenth
пя́тый	fifth	два́дцатый	twentieth
ше́стий	sixth	два́дцать пе́рший	twenty-first
се́мий	seventh	со́тний	hundredth
во́сьмий	eighth	стопе́рший	hundred and first
девя́тый	ninth	ты́сячный	thousandth

Months

Сѣ́чень	January	Ли́пень	July
Лю́тий, Люте́нь	February	Се́рпень	August
Ма́рець	March	Ве́ресень	September
Ква́ртень	April	Жовте́нь	October
Ма́й	May	Падо́лист	November
Че́рвень	June	Гру́день	December

Days

Неді́ля	Sunday	Четвер	Thursday
Понеді́лок	Monday	П'я́тниця	Friday
[Ві]второк	Tuesday	Субо́та	Saturday
Середа	Wednesday		

Seasons

весна	spring	осі́нь	autumn
лі́то	summer	зима́	winter

Time

година	hour	мі́сяць	month
дня, де́нь	day	рі́к	year
ты́ждень	week	ві́к	century

URDU (HINDUSTANI)

Name	Iso- lated	Final	Medi- an	Ini- tial	Translitera- tion and tone value	Name	Iso- lated	Final	Medi- an	Ini- tial	Translitera- tion and tone value
Alef	ا	ا			—, ' (', a)	Shīn	ش	ش	ش	ش	š; sh
Bē	ب	ب	:	:	b	Sād	ص	ص	ص	ص	{s; Ger- m a n sz
Pē	پ	پ	:	:	p	Zad	ض	ض	ض	ض	ḏ; soft s
Tē	ت	ت	:	:	t	Tō	ط	ط	ط	ط	t; as in Italian
Te	ٹ	ٹ	:	:	t; cere- bral	Sō	ظ	ظ	ظ	ظ	z; soft s
Ṣē	ث	ث	:	:	t; sz	Ain	ع	ع	ع	ع	‘; gut- tural
Jīm	ج	ج	:	:	ǰ; j in joy	Ghain	غ	غ	غ	غ	ǰ; g in Wagen
Chē	چ	چ	:	:	č; tsh	Fē	ف	ف	ف	ف	f
Ḥe	ح	ح	:	:	{h; high- ly as- pirat- ed	Qāf	ق	ق	ق	ق	q; gut- tural
Khē	خ	خ	:	:	k; ch in loch	Kāf	ک	ک	ک	ک	k
Dāl	د	د			d	Gāf	گ	گ	گ	گ	g
Ḍa	ڈ	ڈ			d; cere- bral	Lām	ل	ل	ل	ل	l
Zal	ذ	ذ			ḏ; soft s	Mīm	م	م	م	م	m
Rē	ر	ر			r	Nūn	ن	ن	:	:	n
Rā	ڑ	ڑ			r; cere- bral	Wāw	و	و			ñ; nasal
Zē	ز	ز			z; soft s	Hē	ہ	ہ	ہ	ہ	w; w, o, u ¹
Žē	ژ	ژ			French j	Ye	ی	ی	:	:	h
Sin	س	س	:	:	{s; sz in Ger- man						j; j, i, e ¹

¹ Depending on its location in the word.

Urdu is an Indo-Aryan dialect spoken by some 25,000,000 people. Its history dates back to the early part of the nineteenth century.

With the exception of some dialectic differences, its grammar is like that of the Hindī but differs from the latter in its extensive vocabulary, which contains large numbers of Persian and Arabic words, so that it might well be termed the Persianized Hindostani of the educated Moslems. Some European words have also been incorporated, especially English technical terms. Because of the large number of Persian words, it can be written best in the Arabic characters, with the addition of some characters used to represent non-Arabic sounds.

Syllabication is the same as in the Arabic.

Vowel and reading signs

Sukūn ° or ^ is sometimes written °, but all the other signs are as in the Arabic.

Punctuation (used only in modern prints)

- ‡ Interrogation mark.
- Period.
- + End of an extract.

WELSH

A	a	<i>a</i> in father	LL	ll	<i>ll</i> in Spanish and <i>gl</i> in Italian
B	b	<i>b</i> in ban	M	m	<i>m</i>
C	c	<i>k</i>	N	n	<i>n</i> , liquid and nasal
CH	ch	<i>ch</i> in Scotch loch	O	o	<i>o</i>
D	d	<i>d</i>	P	p	<i>p</i>
DD	dd	<i>th</i> in they	PH	ph	<i>ph</i> in phimosi
E	e	<i>a</i> in race	R	r	<i>r</i> , liquid, as in <i>err</i>
F	f	<i>v</i> in van, and <i>f</i> in of	RH	rh	<i>r</i>
FF	ff	<i>f</i> in for or <i>ff</i> in effort	S	s	<i>s</i> , sibilant
G	g	<i>g</i> in log	T	t	<i>t</i>
H	h	<i>h</i> in hand, not <i>h</i> in hour	TH	th	<i>t</i> aspirate, as in Beth
I	i	<i>ee</i> in fee	U	u	<i>eu</i>
J	j	<i>ia</i> sound; in foreign words only	W	w	<i>oo</i> in wooing
K	k	<i>c</i> ; seldom used	Y	y	<i>u</i> in fur
L	l	<i>l</i> , liquid			

Cardinal numbers

un	one	naw	nine
dau	two	dēg	ten
tri	three	unarddeg	eleven
pedwar	four	dauarddeg	twelve
pump (pimp)	five	triarddeg	thirteen
chwech	six	ugain	twenty
saith	seven	cant	hundred
wyth	eight	mil (meal)	thousand

Ordinal numbers

cynaf	first	nawfed	ninth
ail	second	degfed	tenth
trydydd	third	unfedarddeg	eleventh
pedwerydd	fourth	dauddegfed	twelfth
pumed	fifth	trydyddarddeg	thirteenth
chweched	sixth	ugainfed	twentieth
saithfed	seventh	cantfed	hundredth
wythfed	eighth	milfed	thousandth

Months

Ionawr (Ion.)	January	Gorffnaf (Gorf.)	July
Chwefror (Chwe.)	February	Awst	August
Mawrth (Mawr.)	March	Medi	September
Ebrill (Ebr.)	April	Hydref (Hyd.)	October
Mai	May	Tachwedd (Tach.)	November
Mehefin (Meh.)	June	Rhagfyr (Rhag.)	December

Days

Dydd Sul	Sunday	Dydd Iau	Thursday
Dydd Llun	Monday	Dydd Gwener	Friday
Dydd Mawrth	Tuesday	Dydd Sadwrn	Saturday
Dydd Mercher	Wednesday		

Seasons

gwanwyn	spring	hydref	autumn
haf (have)	summer	gaeaf	winter

Time

awr	hour	boreu	morning
dydd	day	canol dydd	mid-day (noon)
wythnos (eight nights)	week	hwyrnos	evening
mis (mease)	month	gwawr	dawn
blwyddyn	year	nos	night

WENDISH

A	a	a in far	Ǫ	ǫ	m ^j , soft
B	b	b	N	n	n
Ǫ	b'	b ^j	Ǫ	ǫ	n ^j , soft
C	c	c, hard	O	o	o
Ĉ	ĉ	tsz, soft	Ō	ó	ō, long
Č	č	ch, hard	Ŏ	ò	oa
D	d	d, hard	P	p	p
DǪ	dǫ	dz	Ǫ	p̄	p ^j , soft
DǪ	dǫ	dzh, soft	R	r	r
E	e	{Open e in ten Closed a in day	Ř	ř	r ^j , soft
Ě	ě	ie in field	S	s	s, hard
F	f	f	Š	š	sh, soft
G	g	g, soft	Š	š	sh, harder: Pasha
H	h	h, soft	T	t	t, hard
CH	ch	ch, soft; also kh	TS	ts	ts
I	i	e	U	u	oo
J	j	j, soft	W	w	v in value
K	k	k, soft	Ŵ	w̄	v ^j , soft
L	l	l, soft	Y	y	i in irritate
Ľ	l̄	l̄, soft	Z	z	z, hard
Ł	ł	Guttural	Ž	ž	z, very soft
M	m	m	Ž	ž	zh (like j in French journal)

Q, v, and x are used only in foreign words, and for the first kw is quite generally used, while ks takes the place of x; f is always used for the ph sound, as fosfor, phosphorus.

Stress is invariably on the first syllable.

Capitalization

Capitalization is practically as in English.

Syllabication

The general rules of the west Slavic languages are followed in the division of words.

Cardinal numbers

jeden	one	dwanasćo	twelve
dwa	two	třinasćo	thirteen
třo, tři	three	dwařasća	twenty
štyfo, štyři	four	jeden a dwařasća,	} twenty-one
pěs	five	dwaz a jeden	
šesć	six	sto	hundred
sedym	seven	žazeš stow	} thousand
wósym	eight	žaseš hundertow	
žewes	nine	towzynt	
žaseš	ten	tysac	
jědnasćo	eleven		

Ordinal numbers

prředny	first	žasety	tenth
drugi	second	jadnasty	eleventh
tšeši	third	dwanasty	twelfth
stwórtny	fourth	tšinasty	thirteenth
pěty	fifth	dwažasty	twentieth
šesti	sixth	jeden a dwažasty	twenty-first
sedymy	seventh	hundertny	hundredth
wósmy	eighth	towzyntny	thousandth
žewěty	ninth		

Months

januar (jan.)	January	julij (jul.)	July
februar (feb.)	February	awgust (awg.)	August
měrc	March	september (sept.)	September
hapryl (hapr.)	April	oktober (okt.)	October
mej	May	november (nov.)	November
junij (jun.)	June	december (dec.)	December

Days

njedžela	Sunday	štwórtk	Thursday
pónežeze	Monday	pjatk	Friday
wutora	Tuesday	sobota	Saturday
srjeda	Wednesday		

Seasons

nalěčo	spring	nazyma	autumn
lětnje	summer	zyma	winter

Time

góžina	hour	měsac	month
dzeń	day	lěto	year
tydzeń	week		

AMERICAN INDIAN LANGUAGES

INTRODUCTION

Before European contact the Indians north of Mexico had not evolved any system or systems for recording their languages by means of either phonetic or syllabic signs. In 1809-21, a Cherokee named Sequoyah invented a syllabary, based on the characters in our own alphabet, which was well suited to his language, was rapidly adopted by his people, and was used in the printing of parts of the Bible and a native weekly newspaper, *The Cherokee Phoenix*.

With this exception, systems of writing and printing Indian tongues in this portion of North America have been devised either by missionaries desiring to convert the natives to Christianity or by linguists whose interests were purely scientific.

In the former case (consult in the subjoined material Chippewa, Cree, Eskimo, Kalispel, and Muskokee) the characters used were simpler and some of the systems attained a certain amount of currency for a time, being used more particularly in religious works, but all, as well as that of the Cherokee, soon began to fall into disuse as the younger generations of Indians acquired a knowledge of English, and without exception they will be entirely discontinued within a relatively short time.

Aside from the Cherokee syllabary, systems of representation used most widely were those of the Chippewa, Muskokee, and Choctaw. The Muskokee or Creek alphabet was officially adopted by the Creek Nation, and many Creeks are still able to employ it. The Choctaw alphabet is that upon which the one contained in the present work is based, and differed from it principally in using r for l, v for a, and an underscore with the vowels (a, i, o, u) instead of the superior n (aⁿ, iⁿ, oⁿ, uⁿ) to represent nasalized vowel sounds. The Dakota system here given, founded on the widely used alphabet of S. R. Riggs, came nearest of all to enjoying both missionary and scientific currency.

The systems devised solely by students of language are not, of course, intended for popular usage but merely as contributions to a scientific study of the languages in question. In some cases, owing to the extinction of a dialect or because the work has been done in an exceptionally thorough manner, the system of a single student will persist for all time, but if several investigators have studied a variety of speech, the phonetic signs may be progressively amplified or one or more conflicting systems may arise. Numerous and serious efforts have been made, both in the United States and abroad, to introduce a uniform series of characters, and special mention may be made of the system of the International Phonetic Association and that suggested by a committee of the American Anthropological Association for use in recording Indian tongues. This last was published by the Smithsonian Institution as volume 66, number 6, of the *Smithsonian Miscellaneous Collections*, Washington, 1916. But Indian languages vary so widely and investigators themselves approach the study of them from such different angles that there seems to be no prospect of avoiding a considerable diversity of usage.

The languages in the accompanying sketch, other than those mentioned above, illustrate almost entirely the alphabets and phonetic devices used by scientific students of Indian tongues. That of Olbrechts, a painstaking modern worker in Cherokee, may be contrasted with the syllabary of Sequoyah, invented for practical use, in order to appreciate the varied forms linguistic representations may take in response to differing demands.

Unless otherwise indicated, the vowel values of the various languages are those of the continental system, and consonantal sounds are approximately those of the same characters in English.

Diacritical marks over or after letters merely indicate the position of the stress, unless otherwise indicated in tables of phonetic values.

CADDOAN

a	As in father	r	<i>r</i> trilled, in Pawnee and Arikara ²
a	As <i>u</i> in but	s	A surd, more sibilant than in English
b	<i>b</i>	t	<i>t</i> , intermediate ³
c	<i>sh</i> in show	tc	Affricative in Caddo; more intermediate in Arikara
d	Sonant	ts	Affricative intermediate; in Caddo it is surd
e	<i>a</i> in fate	u	<i>oo</i> in hoot
ε	<i>e</i> in met ¹	w	Slightly more rounded than in English
h	<i>h</i>	x	Almost <i>ch</i> in German <i>ich</i>
i	<i>ee</i> in feet	y	<i>y</i>
ι	<i>i</i> in hit	ω	<i>aw</i> in law; in Wichita
k	Intermediate, neither sonant nor surd	ai	<i>ei</i> in height; in Caddo
m	<i>m</i>		
n	<i>n</i>		
o	<i>o</i> in go		
p	<i>p</i>		

¹ In the Pawnee this sound is made with the lips very wide, the aperture between them forming a very narrow slit, and the *e* does not have the usual diphthongal quality.

² In Kitsai and Wichita, where a distinct *n* occurs, the *r* more nearly approximates the English *r*, but is not made as far back in the mouth nor trilled as strongly.

³ Pawnee final *t* is nasalized, indicated by superior *n* (*tⁿ*). Caddo *t* is a surd.

The above phonetic system is used by Drs. Lesser and Weltfish for the languages of the Caddoan stock.

The Caddoan linguistic stock is composed of four major languages: Pawnee, Wichita, Kitsai (Kichai), and Caddo. The Pawnee now occurs in three dialects; the Wichita and Caddo probably each included several dialects, though but one form is known, while the Kitsai has never developed dialectic differentiation. Pawnee, Wichita, and Kitsai are mutually unintelligible, and Caddo is the most divergent of the four languages.

Diacritical marks

The glottal catch (') and the aspiration (˙) are used in the usual way. Stress is indicated by the prime (') after the syllable: *a'*. Vowel length is indicated by a raised period (ˆ) after the vowel: *aˆ*; vowel shortness, by a breve (˘) under the vowel: *â*. Pitch accents are, *á* for high tone, and *â* for middle high. Tone combinations occurring in Pawnee are, *âˆ*: high to middle high, *ãˆ*: normal to middle high, *ãˆ*: middle high to normal, and *âˆ*: middle high to high.

Whispered or faintly articulated sounds are indicated by superior symbols: *t^o*.

CHEROKEE

- a Long, open, as in far
 ā Long, closed, as in German Wahl
 c Unvoiced, as in shut
 A Voiceless, oral vowel
 â Open vowel, as in far
 a { Nasalized vowels, but more commonly with less pronounced
 a { nasalization
 d Voiced, as in dawn
 dj Voiced, as in George
 dz Voiced, as in hands up
 D Intermediate between voiced and unvoiced dental
 D_n Voiced nasal, as in near, but preceded by a hardly audible d sound
 D₁ Voiced, as in lid, but preceded by a hardly audible d sound
 e Closed vowel, as *a* in baby¹
 ɔ̄ Vowel of indefinite quality, as *e* in father
 ε Long open vowel, as in air
 ε̄ Long nasal, as in French pain
 g Voiced consonant, as in go
 i Closed vowel, as in pin
 ɪ Voiceless, oral vowel
 ɪ Open vowel, as in seat
 j Voiced, as in French jambe
 k Unvoiced, as in back
 k̄ Unvoiced, but pronounced farther back than k
 k^c Unvoiced, aspirated, as in come, but more emphatic
 l Voiced as in lid
 l̄ Unvoiced *l*
 m Voiced, as in mother
 n Voiced nasal, as in can
 N Voiceless nasal, followed by a strong nasal aspiration
 ŋ Voiced, as in sing
 o Closed vowel, occurs only in songs
 ɔ̄ Nasalized (usually long), as in French un
 ɔ Open vowel, as in not
 ɔ̄ Very short vowel, as in German Götter
 ɔ̄ Voiceless, oral vowel
 ɔ̄ Nasalized vowel (usually long), as in French bon
 ɔ̄ⁿ Nasalized vowel (very short), as in German Götter ²

¹ This sound is rarely heard in Cherokee, and then always finally; it seems to be a contraction of ε̄ (nasalized long e+i).

² When only a slight degree of nasalization is heard a superior ⁿ is used after the vowel, instead of a hook under it, as in cases where nasalization is more pronounced.

CHEROKEE—Continued

s	Unvoiced fricative, as in sing
t	Unvoiced as in hit
t'	Unvoiced, aspirated, as in tin, but with aspiration more emphatic
tc	Prepalatal affricative, unvoiced, as in China
ts	Dental affricative, unvoiced, as in ants
tl	Lateral affricative, unvoiced <i>l</i> , preceded by unvoiced dental stop
u	Closed vowel, as in nook
ù	A short vowel sound between <i>a</i> and <i>ö</i>
u	Voiceless, oral vowel
u	Open vowel as in spoon
w	Semiconsonant ³
x̄	Unvoiced palatal, as in German nicht
y	Semiconsonant ³
z	Dental, voiced fricative, as in gaze

³ This letter may be strongly aspirated, when it is followed by a spiritus asper ('), but it may be voiceless when it is rendered by a small-capital letter. The *w* is often preceded by a barely audible *u* sound, and the phoneme is written *uw*.

NOTE.—Phonemes that are scarcely audible and occur frequently as weakly articulated vowels are indicated by small superior letters: *ɔ^u*, *eⁱ*, *u^w*, *i^y*, etc.

Diacritical marks

- ' Indicates aspiration.
- ' Indicates glottalization.
- ᵃ Indicates nasalization.
- ᵃ' Combination of the spiritus asper and nasalization hook indicates strong nasal aspiration.
- ᵃ Indicates slight nasalization.
- After a vowel indicates that it is a long vowel.
- ∴ After a vowel indicates very long quantity.
- ~ After a vowel indicates an abnormally short vowel.
- After a vowel or consonant indicates a very slight pause.
- ˘ After a phoneme, indicates primary stress.
- ˘ After a phoneme, indicates secondary stress.
- ˘ Over a vowel, indicates rising pitch.
- ˘ Over a vowel, indicates falling pitch, but this and the preceding mark can be combined to ˘˘, i.e., "falling-rising," or to ˘˘, i.e., "rising-falling" pitch.

CHEROKEE SYLLABARY

In old prints this is erroneously called "Cherokee Alphabet"

D _a	R _e	T _i	Ꭰ _o	Ꭱ _u	i _v
Ꭲ _{gu} Ꭳ _{ka}	Ꭴ _{ge}	Ꭵ _{gi}	Ꭶ _{go}	Ꭷ _{gu}	Ꭸ _{gv}
Ꭹ _{ha}	Ꭺ _{he}	Ꭻ _{hi}	Ꭼ _{ho}	Ꭽ _{hu}	Ꭾ _{hv}
Ꭿ _{ta}	Ꮀ _{te}	Ꮁ _{ti}	Ꮂ _{to}	Ꮃ _{tu}	Ꮄ _{tv}
Ꮅ _{ma}	Ꮆ _{me}	Ꮇ _{mi}	Ꮈ _{mo}	Ꮉ _{mu}	
Ꮊ _{na} Ꮋ _{na} Ꮌ _{nah}	Ꮍ _{ne}	Ꮎ _{ni}	Ꮏ _{no}	Ꮐ _{nu}	Ꮑ _{nv}
Ꮒ _{qua}	Ꮓ _{que}	Ꮔ _{qi}	Ꮕ _{qo}	Ꮖ _{qu}	Ꮗ _{qv}
Ꮘ _{sa} Ꮙ _s	Ꮚ _{se}	Ꮛ _{si}	Ꮜ _{so}	Ꮝ _{su}	Ꮞ _{sv}
Ꮟ _{ta} Ꮠ _{ta}	Ꮡ _{de} Ꮢ _{te}	Ꮣ _{di} Ꮤ _{ti}	Ꮥ _{do}	Ꮦ _{di}	Ꮧ _{dv}
Ꮨ _{ila} Ꮩ _{ita}	Ꮪ _{tte}	Ꮫ _{ti}	Ꮬ _{ilo}	Ꮭ _{tte}	Ꮮ _{dv}
Ꮯ _{sa}	Ꮯ _{se}	Ꮰ _{ti}	Ꮱ _{so}	Ꮲ _{tu}	Ꮳ _{tsv}
Ꮴ _{va}	Ꮵ _{ve}	Ꮶ _{re}	Ꮷ _{vo}	Ꮸ _{vu}	Ꮹ _{vv}
Ꮺ _{va}	Ꮻ _{ve}	Ꮼ _{ri}	Ꮽ _{yo}	Ꮾ _{yu}	Ꮿ _{yv}
Ᏸ _{va}	Ᏹ _{ve}	Ᏺ _{ri}	Ᏻ _{yo}	Ᏼ _{yu}	Ᏽ _{yv}

Vowel sounds

- a a in father; short, as a in rival
- e a in hate; short, as e in met
- i i in pique; short, as i in pit

- o aw in law; short, as o in not
- u oo in fool; short, as u in pull
- v u in but, nasalized

Consonant sounds

- g g, nearly, but approaching k
- d d, nearly, but approaching t
- h, k, l, m, n, q, s, l, w, and y as in English

Syllables beginning with g, except f, sometimes have the power of k; Ꭰ, Ꭱ, Ꭲ are sometimes sounded to, tu, and tv, and those written with tl, except g, sometimes change to dl.

CHINOOK

The Chinookan stock embraces a number of closely related dialects which were spoken on both sides of the Columbia River from the Cascades to the sea, and some distance up the Willamette Valley. There were two principal dialects, Upper Chinook and Lower Chinook. These were again subdivided into slightly different dialects. The Chinook proper of the Lower Chinook is treated here.

The phonetic system is characterized by a superabundance of consonants and consonant-clusters, combined with a great variability of vowels.

The series of consonants may be represented as follows:

	Sonant	Surd	Fortis	Spirant	Semi-nasal	Nasal	Lateral	Semi-vowels
Glottal	ε	—	—	—	—	—	—	—
Velar	(g?)	q	q!	x	—	—	—	—
Palatal	g	k	k!	ç	—	—	—	—
Anterior palatal	(g'?)	k'	k'!	x'	—	—	—	—
Alveolar	(d?)	t	t!	s, c	—	n	(l)	(y)
Dento-alveolar affricative	—	ts, tc	ts!, tc!	—	—	—	—	—
Labial	—	—	—	p	p!	—	m	m — (w)
Lateral	—	—	—	ɮ	ɮ!	ɭ, l	—	—

The system of vowels and semivowels may be written as follows:

Diphthong	Semi-vowel	Vowels							Semi-vowel	Diphthong
		E								
	w	U	o	ô	A	ê	(E) î	y		
au		u	o	(ô)	a	ê	(e) i		ai	
		ū	ō	â	ā	ä	ē (î)			

The accent affects the character of the vowel upon which it falls and modifies consonants insofar as certain consonants or consonantic clusters are not tolerated when they precede the accent.

The small-capital letter indicates an obscure sound.

The circumflex is often used instead of the breve.

â Has the sound of ai in hair.

ô Like o in top.

â Like aw in law.

u oo in soon.

hw wh in who; when final, this sound is pronounced less distinctly.

c sh sound, quite generally.

x Like ch in the German ich.

tc Similar to tch or ch in English.

Laterals (ɮ) similar to dl; ɮ, similar to tl or kl; ɭ, a surd, somewhat similar to thl.

Fortis=Explosive.

The glottal stop is a sonant stop.

CHIPPEWA (Ojibway)¹

A	a	<i>a</i> in fate
B	b	<i>b</i>
D	d	<i>d</i>
E	e	<i>e</i> in met
G	g	<i>g</i> in go
I	i	<i>i</i> in mit
J	j	<i>j</i> in judge
K	k	<i>k</i>
M	m	<i>m</i>
N	n	<i>n</i>

O	o	<i>o</i> in note
P	p	<i>p</i>
Q	q	<i>q</i>
S	s	<i>s</i> in so
T	t	<i>t</i>
U	u	<i>u</i> in but
W	w	<i>w</i>
Y	y	<i>y</i>
Z	z	<i>z</i>

DIPHTHONGS AND DOUBLE CONSONANTS

AH	ah	As <i>a</i> in father, fast, mahjah	QU	qu	As in queen, equa
AU	au	As in laugh, odenáun	NG	ng	As in king, neebing
EE	ee	As in feet, opineeg	NS	ns	Almost <i>nee</i> in prince, muhkukoons
OO	oo	As in foot	SH	sh	As in wish, kookósh
UH	uh	As in but, muhkuk	WH	wh	Like <i>w</i> in cow, owh
UY	uy	As in buy, chébuy	ZH	zh	Like French <i>j</i> , meezh
CH	ch	As in much, cheemaun			

The Chippewa (Ojibway) are a large group of the Algonkian family of Indians, occupying the wooded country about Lake Superior and westward as far as northern Minnesota. They now number some 30,000 souls.

Cardinal numbers

pázhig	one	medáhswe	ten
neezh	two	medahswe'zhe pazhig	eleven
neswé	three	medahswe'zhe neezh	twelve
néewin	four	medahswe'zhe neswe	thirteen
náhnun	five	néezhtuhnuh	twenty
ningodwáuswe	six	neehtuhnuh'zhe pazhig	twenty-one
néezhwahswe	seven	ningodwáuk	hundred
ishwáhswe	eight	medauswauk	thousand
sháunguswe	nine		

Ordinal numbers

netúm, nátumesing	first	ako-medáuching	tenth
ako-néezhing	second	ako-'zhe pázhig	eleventh
ako-nesing	third	ako-'zhe néezhing	twelfth
ako-néewing	fourth	ako-'zhe nesing	thirteenth
ako-náhuing	fifth	ako neezhtuhnuhwag	twentieth
ako-ningodwáuching	sixth	akoneezhtuhnuhwag }	twenty-first
ako-néezhwáuching	seventh	'zhe pazhig	
ako-ishwáuching	eighth	ako ningodwáukwuk	hundredth
ako-sháunguching	ninth	ako medáuswáukwuk	thousandth

¹ "The Ojibway Language," by the Rev. Edward F. Wilson, Toronto, 1874.

Months

muhnédoo-keezis	January	misquémene-keezis	July
nuhmábene keezis	February	meen-keezis	August
onáhbune-keezis	March	muhnóomene-keezis	September
babooquadáhgeming } keezis	April	penáhque keezis	October
wáhbegoone-keezis	May	kushkúdene-keezis	November
odáemene-keezis	June	múhnedoo-kéezisoons	December

Days

uhnühmeakézhégud ¹	Sunday	ahbetóosa	Wednesday
ke-ishquah-uhnúhmea- kézhéguk, netum- kezhégud } neezho kezhégud	Monday	neco-kezhégud	Thursday
	Tuesday	nahno-kezhégud	Friday
		ningodwáusokezhégud	Saturday

Seasons

séegwun, menókumme	spring	túhgwáhge	autumn
néebin	summer	pebóon	winter

Time

tebúhegun	hour	kéezis (<i>pl.</i> -oog)	month
kézhégud (<i>pl.</i> -oon)	day	pebóon ²	year
uhnühmeakézhégud	week		

¹ This word, meaning Sunday, is also used for week, thus: two weeks would be neezho-uhnühmeakézhégud, two Sundays.

² As in the case of week, year is expressed by "number of winters", thus: neezhopebóon.

CHIPPEWA (Otchipwe)¹

A	a	a in father	M	m	m in man
B	b	b in bad	N	n	n in name
C	c	c in watch	O	o	o in note
D	d	d in den	P	p	p in part
E	e	a in same	S	s	z in zeal
G	g	g in go	SS	ss	ss in mass
H	h	h in hoe	T	t	t in top
I	i	i in pin or like ee	W	w	w in wet
J	j	j in jour (French)	DJ	dj	j in judge
K	k	k in kite			

Except in foreign proper names there are neither *f, l, q, r, u, v, x, y* or *z*, as the Chippewa cannot pronounce these letters correctly; he will therefore substitute *p* or *b* for *f* and *v*, thus *Dabid* instead of *David*; for *l* and *r* they use *n*, as *Mani* instead of *Marie*; *Maginit* for *Margaret*; *Nouis* for *Louis*; *Sanswi* or *Soswen* for *Francis*, etc.

Every letter must be distinctly pronounced, as *sagaam, sa-ga-am; sagiin, sa-gi-in*.

Cardinal numbers

bejig (ningot)	one	midässwi	ten
nij	two	midässwi ashi bejig	eleven
nisswi	three	midässwi ashi nij ²	twelve
niwin	four	midässwi ashi nisswi	thirteen
nānan	five	nijtana	twenty
ningotwässwi	six	nijtana ashi bejig	twenty-one
nijwässwi	seven	ningotwak	hundred
nishwässwi (ishwasswi)	eight	midässwak	thousand
jäugasswi	nine		

Ordinal numbers

netāmissing, nitam	first	eko-midatching	tenth
eko-nijing	second	eko ashi bejig	eleventh
eko-nissing	third	eko ashi nijing	twelfth
eko-niwing	fourth	eko ashi nissing	thirteenth
eko-nananing	fifth	eko-nijtanaweg	twentieth
eko-ningotwatching	sixth	eko ashi bejig	twenty-first
eko-nijwatching	seventh	eko-ningotwakwak	hundredth
eko-nishwatching	eighth	eko-midasswakwak	thousandth
eko-jangatching	ninth		

Days

anamiégijigad	Sunday	abitosse	Wednesday
anwebiwinigijigad	Sabbath	niogijigad	Thursday
gi-ishkwa-anamiegijigak	Monday	(³)	Friday
(³)	Tuesday	mariegijigad	Saturday

¹ "Grammar of the Otchipwe Language," by the Rt. Rev. Bishop Baraga, Montreal, 1878.

² In counting from 11 to 20, midässwi (10) is usually omitted, as ashibejig, ashi nij, ashi nisswi, etc.

³ We have no record of the Chippewa terms for Tuesday and Friday [probably well-known to the Chippewa, however, who form a large tribe]. In Lemoine's dictionary of the Algonkian dialect, which is closely allied to Chippewa, Tuesday is given as Anjeni Kijik and Friday as Tcipaiatiko Kijik. In these terms, *j* is pronounced as in French, and *tc* is equivalent to English *ch*.—Report Bureau of American Ethnology.

Months

Manito-gisiss	January	Miskwimini-gisiss	July
Namebini-gisiss	February	Min-gisiss	August
Onābani-gisiss	March	Manominike-gisiss	September
Bebokwedagiming- gisiss	April	Binākwi-gisiss	October
Wabigoui-gisiss	May	Gashkadino-gisiss	November
Odeimini-gisiss	June	Manito-gisisssons	December

Seasons

sigwan, minókami	spring	tagwāgi	autumn
nibin	summer	bibōn	winter

Time

gijig, gijigad	day	gisiss	month
ningo anamiegijigad	week	bibon, bibonagad	year

CHOCTAW

A	a	<i>a</i> in father	Ł	ł	<i>l</i> aspirated
Ą	ą	<i>u</i> in tub and <i>a</i> in around	M	m	<i>m</i>
B	b	<i>b</i>	N	n	<i>n</i>
CH	ch	<i>ch</i> in church	O	o	<i>o</i> in note
E	e	<i>e</i> in they and short <i>e</i> in met	P	p	<i>p</i>
F	f	<i>f</i>	S	s	<i>s</i> in sir, never <i>s</i> in his
H	h	<i>h</i>	SH	sh	<i>sh</i> in shall
I	i	<i>i</i> in marine and short <i>i</i> in pin	T	t	<i>t</i>
K	k	<i>k</i>	U	u	<i>oo</i> in wool
L	l	<i>l</i>	W	w	<i>w</i> in war
			Y	y	<i>y</i> in you

DIPHTHONGS

AI ai *i* in pineAU au *ow* in how

NASALIZED VOWELS

A ⁿ	a ⁿ	These are pure nasals, and retain the vowel sounds, except before the letter <i>k</i> , when they are like the long <i>ang</i> , <i>ing</i> , <i>ong</i> , <i>ung</i> . The usual sound is softer than <i>ang</i> , and like that of the French vowel followed by <i>n</i> in the same syllable.
I ⁿ	i ⁿ	
O ⁿ	o ⁿ	
U ⁿ	u ⁿ	

Each consonant has but one sound and the sounds ascribed to the vowels are as indicated in accented syllables, while in unaccented syllables they have the sound of short vowels. Do not give the English sound to the vowels, except as indicated in the alphabet.

The Choctaws were a prominent Indian tribe of Muskogean stock. They are now located in eastern Oklahoma and in Mississippi and officially number about 18,000 pure bloods.

CREE

Ā	ā	a in hate	M	m	m
A	a	ā in far	N	n	n
C	c	ch in church	O	o	o in note
E	e	e in me	P	p	p
G	g	g, hard	S	s	s ⁴
H	h	h, aspirated	T	t	t
‘		(¹)	U	u	u in but
Ī	ī	i in thine	W	w	w
I	i	i in pin ²	Y	y	y
K	k	k	OO	oo	oo in soon
KW	kw	q	EW	ew	u in pure
L	l	l ³	OW	ow	ow in now

¹ Some syllables are strongly aspirated for which the *h* is not always adapted, and so the Greek asper (‘) has been adopted, usually at the end of the syllable aspirated. Some words depend on the asper for their signification: *ukochin*, he hangs, but *uko’chin*, he hangs in a liquid, he floats.

² The pronoun *I* is *nela* at Moose Factory; *neha* at Albany, Severn, and York Factory; *neya* on the east main coast; *netha* at English River, and *nera* at Isle à la Crosse.

³ Used at Moose Ferry only; elsewhere *n*, *y*, *th*, or *r* are substituted.

⁴ The *sh* sound is confined principally to Moose Factory and vicinity, and we have *sheshap*, duck; *sheshesh-pish*, small duck, while elsewhere *sesep* and *sesepe* are used.

The Cree is an Algonkian Indian tribe occupying a large territory in Canada, extending from Hudson Bay west to Manitoba and Saskatchewan. They are in the main a forest people, though one branch is known as the Plains Cree. They number about 15,000, including mixed breeds, which was probably about their original number.

Cardinal numbers

pāyuk	one	neshoshap	twelve
nesho	two	nistoshap	thirteen
nisto	three	neshitanow	twenty
nāō	four	neshitanow pāyukoshap	twenty-one
neyalul	five	nisto-mitanow	thirty
nekotwas	six	nāmitanow	forty
neswas, tāpuko’p	seven	neyalilo-mitanow	fifty
yananāō	eight	nekotwaso-mitanow	sixty
shaketat, payukostāō	nine	neswaso-mitanow	seventy
kākat metat		yananā-mitanow	eighty
metat	ten	shaketato-mitanow	ninety
pāyukoshap, metat	eleven	metato-mitanow	hundred
pāyukoshap		kiche mitato-mitanow	thousand

There are no ordinals in the Cree language.

Months

Kisāpowatukinumooewepesim, Oosāaskoonepesim	January
Kisāpesim	February
Mikisewepesim	March
Niskepesim	April
Une’kepesim	May
Wawepesim, Oopināawepesim, Pinawāwepesim, Asimoakoopesim	June
Puskoohoowepesim, Puskoowepesim Oopuskoowepesim	July
O’opuhuowepesim	August
Nimit’ahumooewepesim, Mit’ahumooewepesim, Ooskuhoowepesim, Wesakoopesim	September
Powatukinusewepesim, Miskamāyowoopesim	October
‘Akwutinoowepesim, Kuskutinoowepesim	November
Yeyekwutinoowepesim, Yeyekoopewepesim	December

Days

Ayum'eākesikow, Ayum'eāwekesikow	Sunday
Nistum kesikow, Pooneayum'eākesikow	Monday
Nesookesikow	Tuesday
Nistoo kesikow, ā ap'etowipuyik	Wednesday
Nāoo kesikow, ā ap'etowipuyik	Thursday
Neyanunoo kesikow	Friday
Matinuwā kesikow, Nikootwasikoo kesikow	Saturday

Seasons

sekwun	early spring	tukwakin	autumn
meyooskume	late spring	pipoon	winter
nepin	summer		

Time

tipp'uhikun, pesimooka-	hour	pāyukwōw ā ispuyik	week
netipp'uhikun tip-		pesim	month
p'uhipesimwan		pipoon, uske, uskewin	year
kesikow	day		

DAKOTA (Sioux)

A	a	<i>a</i> in far	N	ŋ	<i>n</i> in ink (nasal)
B	b	<i>b</i>	ⁿ		Follows a nasalized vowel
C	c	<i>ch</i> in chin	O	o	<i>o</i> in go
C'	c'	<i>ch</i> , aspirated	P	p	<i>p</i> , medial
Ç	ç	Exploded <i>ch</i> , not in English	P'	p'	Aspirate
D	d	<i>d</i>	P̣	p̣	Exploded <i>p</i> , not in English
E	e	<i>e</i> in they	S	s	<i>s</i>
G	g	<i>g</i> in give	Š	š	<i>sh</i> in she
Ĝ	ĝ	<i>g</i> , velar fricative, voiced, not in English	T	t	<i>t</i> , medial
H	h	<i>h</i>	Ṭ	ṭ	Exploded <i>t</i> , not in English
Ḥ	ḥ	velar fricative, unvoiced	U	u	<i>oo</i> in ooze
I	i	<i>i</i> in machine	W	w	<i>w</i>
K	k	<i>k</i> , medial	Y	y	<i>y</i>
K'	k'	Aspirate	Z	z	<i>z</i>
Ḳ	ḳ	Exploded <i>k</i> , not in English	Ž	ž	<i>z</i> in azure
L	l	<i>l</i>	Ȧ	Ȧ	} Nasalized vowels (Riggs used ŋ after the vowels)
M	m	<i>m</i>	İ	İ	
N	n	<i>n</i>	Ū	Ū	
			'	'	

¹ Following s, š, and ḥ (not glottalized s, š, and ḥ).

The Dakota is the largest confederation of Siouan tribes, occupying the north-western plains of the United States. Numbering about 25,000, they now occupy 10 reservations in several States.

NOTE.—Glottalized p', t', and k' must be distinguished from p, t, and k followed by a vowel which opens with glottal closure.

Syllabication

As a rule every vowel ends a syllable, but the following are exceptions:

1. The nasal ŋ always closes a syllable, as ka-hiŋ-ta, sweep.
2. A syllable, contracted by dropping the vowel, is attached to the preceding syllable, thus making it close with a consonant, as: i-piŋ-ya, cause to boil, from i-pi-ga, boil, and ya, cause.
3. The words en, in, and is (he, she, it) and their compounds do not close the syllable with a vowel.

Accents

A misplaced accent is as bad as a mispronounced letter, for it often changes the meaning of a word; as má-ga means field and ma-gá means goose.

Most words are accented on the second syllable and thus accent marks are not usually printed; also all words beginning with *wo* are accented on the first syllable, and the accent marks are not printed. In all other cases the accent is printed and should be carefully noted.

Cardinal numbers

wan̄ži	one	napciwan̄ka	nine
noŋpa	two	wikcemna	ten
yámni	three	akewan̄ži	eleven
tópa	four	akenoŋpa	twelve
záptaŋ	five	akeyamni	thirteen
šákpe	six	wikcemnanon̄pa	twenty
šakowin̄	seven	opawin̄ge	hundred
šahdogan̄	eight	kektopawin̄ge	thousand

Ordinal numbers

tokaheya	first	isakowiŋ	seventh
inoŋpa, icinoŋpa, } fyokihe	second	isahdogan	eighth
iyamni	third	inapciwanŋka	ninth
itopa, tópayusŋapi	fourth	iwikcemna	tenth
izaptan	fifth	iakewanŋzi	eleventh
isakpe	sixth	iakenoŋpa	twelfth
		fakeyamni	thirteenth

Months

Witehi	January	Mdokecokawi	July
Wicatawi	February	Wíisahdogan	August
Máni	March	Wíinapciwanŋka	September
Wíitopa	April	Wi iwikcemna	October
Wožupiwi	May	Tahecapsuŋwi	November
Wazuštecaŋawi	June	Wíiakenoŋpa	December

Days

Aŋpetuwakan	Sunday	Aŋpetuitopa	Thursday
Aŋpetutokaheya	Monday	Aŋpetu Izaptan	Friday
Aŋpetuinoŋpa	Tuesday	Owanŋkayužazapi	Saturday
Aŋpetuiyamni	Wednesday		

Seasons

wétu	spring	ptaŋyetu	autumn
mdoketu	summer	waniyetu	winter

Time

wíhiyaya	hour	wi wiyawapi	month
aŋpetu	day	wíakenoŋpa	year
aŋpetuwakan oko	week		

ESKIMO

Ā	ā	<i>a</i> in fate	O	o	<i>o</i> in not
A	a	<i>a</i> in far	Ō	ō	<i>o</i> in note
B	b	<i>b</i>	P	p	<i>p</i> in poor
D	d	<i>d</i>	R	r	<i>r</i> ³ (palatal)
Ē	ē	<i>e</i> in me	R'	r'	Like a deeply palatal <i>ch</i> in German
E	e	<i>e</i> in pen	S	s	<i>s</i> ³ in so
F	f	<i>f</i> in if	SS	ss	<i>sh</i> in short
G	g	<i>g</i>	T	t	<i>t</i> in ten
H	h	<i>h</i> (rarely used)	U	u	<i>u</i> in but
Ī	ī	<i>i</i> in thine	V	v	<i>v</i> in event
I	i	<i>i</i> in pin	W	w	<i>w</i>
J	j	<i>y</i> in yard	Y	y	<i>y</i>
K	k	(¹)	ŌŌ	ōō	<i>oo</i> in soon
L	l	<i>l</i> in holy	OU	ou	<i>ou</i> in sound
M	m	<i>m</i> in me	AU	au	<i>au</i> in caught
NG	ng	<i>n</i> ²			

¹ *K* has often a deep guttural sound something like we would pronounce *rk* or *ak*, and it is then represented by a *q*.

² *Ng* is a deep nasal sound frequently heard amongst the natives.

³ *S* and *r* are often pronounced forcibly.

There are peculiarities in the pronunciation of the Eskimo language that cannot be described, but must be acquired by intercourse with the natives.

The accents are: ' , short and sharp; - , long and sharp; ^ , long and dull.

While the above is the generally accepted alphabet, the vocabularies from Labrador westward to the Aleutian Islands, including Greenland, differ very widely.

Cardinal numbers¹

attausuk	one	tedlemaurooktoot	ten
maggook	two	tedlemaurooktoot attau-	eleven
pingashoot	three	suglo	
sittamut	four	tedlemaurooktoot maggoo-	twelve
tedlemut	five	glo	
pingashoorooktoot, ig-	six	tedlemaurooktoot pinga-	thirteen
gaktoot, (arkvenelēt in		shoolo	
Baffin Land)		avatoongegaktoot, tedle-	twenty
pingashoorooktoot attau-	seven	maurooktoolo sittamau-	
suglo		rooktoolo attausuglo	
sittamaurooktoot	eight	avate tedlemāt	hundred
tedlemulo sittamulo	nine		

Ordinal numbers

sivordluk	first	pingashoorooktoongāt	sixth
ipunga	second	maggioongnut ikaktoongāt	seventh
pingarooāt	third	sittamaurooktoongāt	eighth
sittamungāt	fourth	tedlemulogāt	ninth
tedlemungāt	fifth	tedlemaurooktoongāt	tenth

¹ There are names for only the first five numerals, after which a cumbersome system of addition and multiplication is used, which is poorly adapted for large numbers. It is used and understood by only the most intelligent of the natives on the eastern shore of Hudson Bay and Baffin Land.

ESKIMO (No. 2)

(Bureau of American Ethnology)

A	<i>a</i> in far	n	<i>n</i>
a	<i>a</i> in father	ŋ	<i>ng</i> in sing ⁴
â	<i>a</i> in man (about)	N	See q
ä	<i>e</i> in German denn	o	<i>o</i> in French rose, but slightly more closed
c	Stopped front palatal, voiceless; transcribed <i>tj</i> or <i>kj</i>	oo	Like a long <i>u</i>
ç	<i>c</i> in German ich	o	(⁵)
e	<i>e</i> in French été, but more closed; when long, like a long <i>i</i>	ɔ	<i>o</i> in more
E	<i>e</i> , uvularized	p	<i>p</i> in French pas, unaspirated
ε	<i>e</i> , uvularized, farther back than E	q̄	Uvular nasal
ə	<i>a</i> , uvularized; short mid-vowel	r	Uvular fricative, voiced ⁶
F	Bilabial fricative	r̄q	<i>q</i> , long (modified form) ⁷
g	<i>g</i> in North German Bogen	R	<i>r</i> voiceless, short or long (³)
h	<i>h</i> ; sometimes heard in interjections	s	Usually voiceless ⁸
i	<i>i</i> in French fini	t	As in French, especially between <i>a</i> and <i>o</i> ⁹
I	Between <i>i</i> and <i>e</i>	T	See <i>t</i>
j	<i>y</i> in yard	ʧ	See <i>c</i>
q	} (¹)	u	<i>ou</i> in French jour
r		U	<i>u</i> , long, between <i>o</i> and <i>u</i>
E		w	Voiced sound corresponding to F
N		x	See <i>c</i> .
k	<i>c</i> in French cas, unaspirated	ü	Between <i>u</i> and <i>y</i> in French jour, rue
l	} (²)	Y	Related to <i>ü</i> as <i>ɪ</i> to <i>i</i> , <i>ʊ</i> to <i>u</i>
L		z	<i>s</i> voiced, rare
r		<i>r</i> ³	

¹ These are uvular consonants, so called because they are articulated at the uvula; *q* is a stopped voiceless consonant.

² These are articulated nearly alike, bilaterally, with the tip of the tongue against the back of the upper teeth.

³ In some sections becomes an untrilled palatal *r*, as in Arab, but with a firmer pressure against the palate.

⁴ Frequently this sound is so loosely articulated that it may be described rather as a nasalized *g* fricative.

⁵ Uvularized *o* is rather closed like *o* in so, followed by the Eskimo fricative *r* or *q*.

⁶ Rather different than the English *r*, but somewhat similar to the German back *r*, when untrilled. Its articulation is especially tense when it is followed by *q*.

⁷ When the *r* stands alone between vowels, its place of articulation is often somewhat advanced, and the friction is not very tense; in some districts it is nasalized.

⁸ In *rs* it resembles the English *s*; in *ts* the articulation of the *s* is tenser.

⁹ Before *i*, *e*, and *u* it is often aspirated, especially when the *t* is long.

Accent and quantity

Two or more sounds may follow each other in a word without being shortened, and every sound, whether consonant or vowel, may be short or long, apart from the fact that the voiced consonants, in case they are lengthened, become unvoiced (except the nasals). Thus four types of combinations are possible: Short vowel + short consonant, short vowel + long consonant, long vowel + short consonant, and long vowel + long consonant.

FOX

Consonants

	Stops	Spirants	Affricatives	Nasals	Semivowels
Glottal.....	ε	ʔ	—	—	—
Palatal.....	k 'k g g ^k	—	—	—	y ^y
Alveolar.....	—	c 'c	tc 'tc ^d tc	—	—
Dental.....	t 't (d)	s 's	—	n ⁿ	—
Labial.....	p 'p (b)	—	—	m ^m	w ^w

Vowels and diphthongs

Full sounding:

a A e i o u
 ā â ä ē ī ō¹

(ē is always a terminal as a rhetorical lengthening of e or i, and then has an i-vanish; ō in a similar position has a u-vanish; â is found only after w.)

ai (only before y)

au (only in the exclamation 'au')

Voiceless and aspirated (terminally only):

A^t a^t e^t i^t o^t

The sibilants s and c occur only initially, elsewhere they are replaced by 's and 'c, respectively. The spirant ʔ after back vowels is nearly intermediate between a surd velar spirant and our h, although after front vowels the effect is more palatal. It always occurs before initial vowels and ai. The stops g, d, and b are articulated more forcibly than in English and never occur initially; before terminal voiceless vowels g becomes g^k; d and b (both rare), do not occur in final syllables. Voiceless n, m, y, and w are phonetic modifications of n, m, y, and w, respectively, before terminal voiceless vowels. The affricative ^dtc occurs initially and medially, except in final syllables; ^dtc occurs mostly in final syllables, though also in medial ones. 'k, 't, 'p, and 'tc are given as a series, because (outside of verbal compounds after 'ä-, nī-, kī-, and wī-, where they are transformations of k, t, p, and tc), they correspond in Cree to a sibilant followed by k, t, p, and tc, or, more rarely, followed by k, t, p, tc; 'p, 't, and 'tc never occur in terminal syllables nor initially. The surds k, t, p, and tc are unaspirated, and k never occurs in terminal syllables, p and tc rarely.

¹ ä, e, i, and u are open; ī and ō are closed.

HUPA

The Hupa belongs to the Pacific Coast division of the Athapascan linguistic stock and is spoken by Indians living on the lower portions of Trinity River in northern California.

Consonantal continuants predominate among the sounds composing this language, resulting in an absence of the definiteness produced by a predominance of stops as well as the musical character imparted by full, clear vowels standing alone or scantily attended by consonants.

The complete system of consonants is as follows:

	Stops		Continuants			
	Sonant	Surd	Spirant	Affricative	Nasal	Liquid
Glottal	—	ʼ	h (ʼ)	—	—	—
Velar	—	q	x	—	—	—
Palatal	—	k (<u>k</u>)	hw (<u>w</u>)	—	ñ	—
Anterior	} -- g, gy	k, ky	L (lateral)	{tc, tcw, dj} {L (lateral)}	—	l (lateral)
Palatal						
Dental	d	t (<u>t</u>)	s	ts, dz	n	—
Labial	—	—	hw (<u>w</u>)	—	m	—

The consonantal sounds are the same as in Chinook, except gy, and ky are used instead of g and k; k and t are the same as k! and t!.

The nine vowel sounds and two semivowels are represented as follows:

y, ī, i, ē, e, a, ū, o, ō, ū, w

The vowels are formed with much less movement of the lower jaw and lips than is employed in the corresponding sounds in English.

Words or syllables rarely begin with a vowel, but semivowels and consonants are frequent initially. Many syllables end in vowels, and when final in the word, and bearing the accent, some vowels, under certain conditions, seem to develop semivowels after themselves, becoming diphthongs. This is especially true of the vowel a in the roots of verbs.

IROQUOIAN

a	<i>a</i> in father	ñ	<i>ng</i> in ring
ā	Same sound prolonged	o	<i>o</i> in note
ǎ	<i>a</i> in what	q	<i>ch</i> in German <i>ich</i>
ä	<i>a</i> in hat	r	<i>r</i> , slightly trilled
ā̄	Same sound prolonged	s	<i>s</i> in see
â	<i>a</i> in law	t	<i>t</i> ¹
ai	<i>i</i> in fine	u	<i>u</i> in rule
au	<i>ou</i> in out	ũ	<i>u</i> in rut
c	<i>sh</i> in shall	w	<i>w</i> in wit
ç	<i>th</i> in health	y	<i>y</i> in yes
d	<i>th</i> ¹	dj	<i>j</i> in judge
e	<i>e</i> in they	hw	<i>wh</i> in what
ě	<i>e</i> in wet	tc	<i>ch</i> in church
f	<i>f</i> in waif	ⁿ	Marks nasalized vowels ²
g	<i>g</i> in gig	‘	Indicates aspiration ³
h	<i>h</i> in has	’	Indicates glottal closure ⁴
i	<i>i</i> in machine	’	Marks accented syllable of every word
ī	Same sound prolonged	th	In this combination both letters are pronounced separately
ï	<i>i</i> in pick		
k	<i>k</i> in kick		
n	<i>n</i> in nun		

¹ Pronounced in all cases with the tip of the tongue touching the upper teeth as in enunciating the English *th*.

² *e*^ⁿ, *o*^ⁿ, *ai*^ⁿ, *ě*^ⁿ, *ā*^ⁿ.

³ This is either in initial or final: ‘*h*, *ě*^ⁿ, *o*’.

⁴ This mark precedes or follows a sound: ‘*a*, *o*’, *ā*’, *ā*^ⁿ’.

The term Iroquois was originally applied to a group of five tribes at the time united in a strong confederacy, both for offense and defense, and inhabiting what is now central and eastern New York State. Other names were: Five Nations, the League of the Iroquois, and the Six Nations after they adopted the Tuscaroras in 1722. They were never numerically very strong but reached a commanding position by an incisive and unexcelled diplomacy, an effective political organization founded on maternal blood relationship, both real and fictitious, and by an aptitude for coordinate political action, all due to a mentality superior to that of the neighboring tribes. In fact they dominated the greater part of the Great Lakes region during the latter part of the seventeenth century.

KALISPEL

A	a	<i>a</i> in arm	M	m	<i>m</i> in my
CH	ch	<i>ch</i> in church	N	n	<i>n</i> in not
E	e	<i>e</i> in bet	O	o	<i>o</i> in hot
G	g	<i>h</i> in Hebrew heth	P	p	<i>p</i> in par
H	h	<i>h</i> in home	S	s	<i>s</i> in sack
I	i	<i>i</i> in river	T	t	<i>t</i> in toll
K	k	<i>k</i> in kettle	U	u	<i>u</i> in bull
L	l	<i>l</i> in lad	Z	z	<i>ts</i> not <i>ds</i>
Ł	ł	<i>w</i> in wood			

The Kalispel were related to the Flathead Indians and spoke a similar dialect but the tribe was distinct. The Flathead were also known as Salish and the latter name, in the form Salishan, has been given to the linguistic family to which both the Kalispel and Flathead belong.

Cardinal numbers

chináksi	one	ganút	nine
esél	two	open	ten
chelés	three	ópen-eł-nko	eleven
mús	four	ópen eł esel	twelve
zil	five	ópen eł chelés	thirteen
tákan	six	eselópen	twenty
sispel	seven	nkokèin	hundred
hanm	eight		

Ordinal numbers

l'es-shiit	first	łu ks-tàkani	sixth
łu ks-esél	second	łu ks-sispel	seventh
łu ks-chelés	third	łu ks-héenem	eighth
łu ksmús	fourth	łu ksganut	ninth
kłchzilzil	fifth	łu ks'ópen	tenth

Seasons

skepž, tiimulegu	spring	s'cheéi	autumn
saánłka	summer	siístch	winter

Time

s'lichch	hour	spakaní	month
sgalgált	day	spèntich, smogóp	year
spelcháskat	week		

KWAKIUTL

This is one branch of the two languages of the Wakashan stock which is spoken by a number of tribes inhabiting the coast of British Columbia and extending southward to Cape Flattery in the State of Washington. It has three main dialects, each of which is divided into subdialects which differ somewhat in phonetics, form, and vocabulary. That spoken by the Kwakiutl tribe of Vancouver Island will be treated here.

The phonetic system is very rich, abounding in sounds of the k and the l series. The system is represented as follows:

	Sonant	Surd	Fortis	Spirant	Nasal
Velar.....	g	q	q!	x	—
Palatal.....	g(w)	k(w)	k!(w)	x ^u (w)	—
Anterior palatal.....	g'	k'	k'!	x'	n
Alveolar.....	d	t	t!	s(y)	—
Affricative.....	dz	ts	ts!	—	—
Labial.....	b	p	p!	—	m
Lateral.....	ɫ	L	L!	ɭ, l	—

Glottal stop,^ε

h, y, w

The vowels are quite variable, the indistinct e being very frequent. The two pairs i e and o u probably represent each a single intermediate sound. The entire series is represented as follows:

E					
i e	î	ê	a	ô	o u
ī ē	ë	ā	ā	â	o u

By certain grammatical processes, consonants may be weakened or hardened, and these processes reveal a number of unexpected relations of sounds. For example:

Spirants	Hardened	Weakened
x	x ^ε	x
x(w)	εw	w
x'	n	εn
s	ts!	y or dz
ɭ	εɭ	l

^u Indicates a u position of the lips. The others are the same as in Chinook.

ë is an intermediate between ē and êi.

(w) = w quality accompanying the sound.

MAIDU

The Maidu (or Pujunan) stock comprises the various dialects of the language spoken by a body of Indians in northeastern California. The dialect spoken in the mountain valley extending from Big Meadows south to the Sierra Valley is given here.

The phonetic system is only moderately extensive. The glottal catch is but little used. A peculiar feature is the existence of two weak inspirational sonant stops **B** and **D**, the exact formation of these sounds not being clear. They occur, as a rule, only before *ö*, and the difference between them and the ordinary *b* and *d* is, in some cases, very slight, while in others it is very marked.

The consonant system is presented as follows:

	Sonant	Surd	Fortis	Spirant	Inspirant	Nasal
Palatal.....	g	k	k!	x	—	ñ
Alveolar.....	d	t	t!	—	D (ö)	n
Dento-alveolar.....	—	ts	—	s, c	—	—
Labial.....	b	p	p!	—	B (ö)	m
Lateral.....	l	—	—	—	—	—
Glottal catch.....	(')					
		h	y	w		

The vowels are quite variable, and one of the most characteristic features of the use of vowels is the fondness for *ö*, *ä*, and *ü* sounds. The vowels are as follows:

	ü	
	u	ū
	i	ī
	e	ē
	ä	E ö
a		o
ā	â	ō

Words may begin with a vowel, *h*, *y*, or *w*, or with any consonant except *x* or *ñ*, though most of them begin with a consonant, most commonly *t*, *k*, *b*, or *p*. The most frequent initial vowels are *a*, *o*, and *e*.

MUSKOOKEE (Creek)

A	a	<i>a</i> in far	S	s	<i>s</i>
C	c	<i>che</i> , for <i>tch</i>	T	t	<i>t</i>
E	e	<i>i</i> in pin	U	u	<i>oo</i> in wood
F	f	<i>f</i>	V	v	<i>u</i> in tub
H	h	<i>h</i>	W	w	<i>w</i>
I	i	<i>i</i> in pine	Y	y	<i>y</i>
K	k	<i>k</i>	Æ	æ	<i>ae</i> in Aenid
L	l	<i>l</i>	AU	au	<i>au</i> in Milwaukeee
M	m	<i>m</i>	EU	eu	<i>eu</i> in Euripides
N	n	<i>n</i>	OE	oe	<i>oe</i> in Oestreich
O	o	<i>o</i> in note	OU	ou	<i>ou</i> in houri
P	p	<i>p</i>	UE	ue	<i>ue</i> in Nuevitas
R	r	<i>hle</i> for <i>hl</i>			

The Muskokee or Muskogee Indians were the dominant tribe of the Creek Confederacy, and their language is usually called Creek, but the confederation included some peoples speaking related dialects and some speaking unrelated, or only distantly related, dialects. They have given their name to the Muskogean linguistic family which includes several other languages, including Choctaw (q.v.). The Muskokee language is also spoken by the greater part of the Seminole Indians.

Cardinal numbers

hvm'ken	one	pálen	ten
hokkólen	two	pálen-hvmkvntvláken	eleven
tut-cénen	three	pálen-hókkolóhkákáken	twelve
o'sten	four	pálen-tutecénóhkákáken	thirteen
cah'képen	five	pálē-hokkólen	twenty
epáken	six	pále-hokkólen-hv'm	twenty-one
kulvpáken	seven	kvntvláken	
cenvpáken	eight	cúkpē-hv'mken	hundred
óstvpáken	nine	cúkpē-rákko	thousand

Ordinal numbers

hv'tecéskv	first	es'kulvpákē	seventh
svhókkólv	second	svcénvpákat	eighth
svtucénat	third	es-ostoh-pákat	ninth
sv-óstat	fourth	espálat	tenth
résv-cáhképat	fifth	espálē-hvmkvntvláken	eleventh
esépakē	sixth		

Months

Rv'fo-cúsē	January	Híyucē	July
Hótvlē-hv'sē	February	Híyo-rakko	August
Tasáhucē	March	Oto-wóskucē	September
Tasáce-rákko	April	Oto-wáskv-rak'ko	October
Kē-hv'sē	May	Ehólē	November
Kv'co-hvsē	June	Rv'fo-rak'ko	December

Days

Net'tv-cáko	Sunday	Rv'ste, Nvr-kv'-	Thursday
Mv'ntē	Monday	pvenhiyv'tkē	
Tústē, Mvn'tē-	Tuesday	Flitē	Friday
enhíyvtkē		Sátvtē, netty-cákocúsē	Saturday
Net'tv-cákucē-	Wednesday		
ennvrkvp'v			

Seasons

tasáhčē
mes'kē, hiyo

spring
summer

rafo-hakof
rví'ó

autumn
winter

Time

hv'sē-vkérkv
nettṽ
net'tv-cákucē

hour
day
week

hvs'e-hv'mken
oh rólopē, méskē

month
year

NAVAHO

a	<i>a</i> in art	l	<i>l</i> in lad
æ	<i>a</i> in lather	ɫ	Surd of <i>l</i> ; no English equivalent
b	<i>b</i>	m	<i>m</i> in man
c	Composite of <i>t</i> and <i>s</i>	n	<i>n</i> in name
d	<i>d</i> in dig	ñ	Indicates ellipsis of a vowel; also stress
e	<i>a</i> in fate	o	<i>o</i> in more
g	<i>g</i> in get	q	<i>ch</i> in German Licht
g ^g	<i>g</i> , followed by a glide	s	<i>s</i>
gh	<i>g</i> , soft	sh	<i>sh</i> in shall
gw	<i>gw</i> , labialized	t	<i>t</i> , strongly aspirated
h	<i>h</i> in her	t'	<i>t-is</i> in it is
'	Glottal spirant	u	<i>oo</i> in foot
i	<i>e</i> in peer	w	<i>w</i> in wart, a semivowel
j	<i>j</i> in judge	x	Interchangeable with <i>q</i>
k'	<i>k</i> in kirk, aspirated	y	Palatal
kw	<i>qu</i> in quick	z	<i>z</i> in zigzag
k	<i>k-it</i> in tack it		
ky	Denotes absence of aspiration, sometimes <i>kq</i>		

The Navaho Indians are an Athapascan people living in northern Arizona, related to the Apache and probably like them of northern origin. They now number some 25,000 pure bloods.

Remarks

Capital letters are not used.

A long vowel is indicated by an inverted period after the vowel: *a'*, *e'*, *i'*, *o'*, *u'*, *æ'*.

An unusually short vowel is indicated by a breve after the vowel: *a[˘]*, *e[˘]*, *i[˘]*, *o[˘]*, *u[˘]*, *æ[˘]*.

Nasalized vowels are indicated as follows: *ã*, *ẽ*, *ĩ*, *õ*, *ũ*, *æ̃*: these may also carry the long or short signs: *ã'*, *ã[˘]*.

The colon is used to indicate the absence of a diphthong: *a:i*, *e:i*, *a:o*.

Punctuation is the same as in English, with the exception of the colon just mentioned.

Accent

Syllables are not regularly stressed as in English according to some rule, but the Navaho either raises or lowers the tone, and thus syllables may have either level, raised, or lowered tones.

When used, the acute accent usually indicates a rising inflection of the voice. In polysyllabic words its position will indicate the point of rising inflection and show that both preceding and following syllables require an even or slightly lowered tone. When the acute accent occurs twice the tone is either even, or waving from high to low to high.

Syllabication

The vowel or diphthong sounded by itself forms a syllable: *æ*, *ai*, but *aa*, *a'i*, *a:i*, *ãi*, having two distinct impulses, represent two syllables. The syllable may, therefore, begin with a vowel and end there, or it may begin with a vowel and end with a consonant, or a consonant may begin the syllable, followed by a vowel. The usual rule, therefore is a succession of consonants combined by a single impulse exerted in their utterance, and two consecutive syllables require two impulses which are separated in some manner: *ex̃a:ats' os* (*a-ts' os*).

Cardinal numbers

dałai, lái	one	tsebǰdzáda	eighteen
nak'í	two	naast'aidzada	nineteen
txa'	three	nádi'n	twenty
dj'	four	nádin dó'baa dałai,	twenty-one
ašdlá	five	nádin ła	
hastxá	six	nádin dó'baa naki,	twenty-two
tsosts'ed	seven	nádin naki	
tsebǰ	eight	txádi'n	thirty
naast'aí	nine	dísdí'n	forty
næzná	ten	ašdládi'n	fifty
ladzá'da	eleven	xastxádi'n	sixty
nakidzáda	twelve	tsosts'edi'n	seventy
txa'dzá'da	thirteen	tsebǰ'dí'n	eighty
dǰdzada	fourteen	naastádi'n	ninety
ašdlaáda	fifteen	næznádi'n	hundred
xastxaáda	sixteen	mi'l, dałai di mi'l	thousand
tsosts'edzáda	seventeen		

There are no ordinals.

Months

yásnt'es	January	næešjástso	July
atsá biya'ž	February	bini'nt'á'ts'osi	August
ğwošc'íd	March	bini'nt'á'tso	September
t'á'c'il	April	ğá'ji	October
t'á'tso	May	nits'i ts'osi	November
yaiš jášc'ili	June	nits'i tso	December

Days

damí'go	Sunday	damou na'biskáne	Tuesday
damígo biskáni	Monday	iskągo damógoyæda'	Saturday

These names are all modern and reference to the other days is usually made by numbering the days to and from Sunday.

Seasons

da	spring	ak'æd	autumn
ši	summer	xai	winter

Time

ó'la	hour	na'hidizi'di, ndi'zi'd	month
ji, ša bí'ga	day	náxai	year

There is no word for week.

OSAGE

A	a	a in father	HN	hn	(¹)
B	b	b in bad	O	o	o in note
Ç	ç	th in thin	'O	'o	o, exploded
D	d	d in dog	O ⁿ	o ⁿ	o, nasalized
E	e	e in prey	P	p	p in pipe
'E	'e	e, exploded	P̄	p̄	p, medial; between p and b
G	g	g in go	S	s	s in sit
H	h	h in he	SH	sh	sh in shun
I	i	i in pierce	T	t	t in ten
'I	'i	i, exploded	T̄	t̄	t, medial; between t and d
I ⁿ	i ⁿ	i, nasalized	TH	th	th in then
'I ⁿ	'i ⁿ	i, exploded, nasalized	U	u	u in rule
K	k	k in kin	'U	'u	u, exploded
K̄	k̄	k, medial; between k and g	W	w	w in wet
M	m	m in man	X	x	ch, German
N	n	n in no	ZH	zh	z in azure
	ⁿ	n, nasalized			

¹ The sound of the initial letter is scarcely audible.

The Osage Indians lived in Missouri and Arkansas prior to their removal to the present State of Oklahoma. Their speech belongs to the Siouan family. While their original population consisted of 5,000, they now number in the neighborhood of 2,200.

The accent is the most important item to be considered in the Osage words.

Cardinal numbers

wi ⁿ	one	gthe'-btho ⁿ tse wi ⁿ thi ⁿ -ge	nine
tho ⁿ -ba	two	gthe'-btho ⁿ	ten
tha'-bthi ⁿ	three	a-gthi ⁿ ' wi ⁿ xtsi	eleven
do'-ba, du'-ba	four	a-gthi ⁿ tho ⁿ -ba	twelve
ça'-to ⁿ	five	a-gthi ⁿ -tha-bthi ⁿ	thirteen
sha'-pe	six	gthe'-btho ⁿ tho ⁿ -ba	twenty
pe'-tho ⁿ -ba	seven	gthe'-btho ⁿ -hu-zhi ⁿ -ga	hundred
ki-e'-do-ba	eight	zho ⁿ -ku-ge	thousand

Ordinal numbers

pa-ho ⁿ 'gthe-the	first	we'-ki-e-do-ba	eighth
u-thu-a'-to ⁿ	second	we'-gthe'-btho ⁿ tse wi ⁿ -	ninth
we'-tha-bthi ⁿ	third	thi ⁿ ge	
we' do-ba	fourth	we'-gthe-btho ⁿ	tenth
we'-ça-fo ⁿ	fifth	we'-a'-gthi ⁿ wi ⁿ xtsi	eleventh
we'-sha-pe	sixth	we'-a'-gthi ⁿ tho ⁿ -ba	twelfth
we'-pe-tho ⁿ -ba	seventh	we'-a'-gthi'-tha-bthi ⁿ	thirteenth

Months

Mi'-uko ⁿ -dsi	January	Tseki'-the-xa bi	July
Ho ⁿ '-ba-stse-dse	February	Xtha-çi'-bi	August
Mi u'-k'o ⁿ thi ⁿ -ge	March	Xtha-çi'btho ga-çi	September
I'-wa-bi	April	Ŧa-ki'-thi-xa-bi	October
Hiu'-wa-thi-xtha-xtha- zhu-dsa bi	} May	Ŧa-he'-ba-xo ⁿ bi	} November
Xtha-çká zhi ⁿ -ga ts'e- the		Mi-ka'-ki-thi-xa bi	
Hiu'-wa-thi-xtha-dse zhu-dsa bi	June	Wa-ça'-be we-da-tha-bi	December

Days

Ho ^{n'} -ba Wa-ko ⁿ -da-gi	}	Sunday	Ho ^{n'} -ba we-tha-bthi ⁿ	Wednesday
O ^{n'} -ba-wa-ko ⁿ -da-gi			Ho ^{n'} -ba we-do-ba	Thursday
Ho ^{n'} -ba pa-ho ⁿ -gthe		Monday	Ṭa-tha'-ṭa-zhi ho ⁿ -ba	Friday
Ho ^{n'} -ba we-tho ⁿ ba		Tuesday	Ho ^{n'} -ba u-ga-xe-thi ⁿ -ge	Saturday

Seasons

be	spring	to ⁿ	autumn
do-ge'	summer	ba'-the	winter

Time

mi-u'-tha-ga u-ṭa-no ⁿ	hour	mi'-o ⁿ -ba	month
ho ^{n'} -ba	day	u-mo ^{n'} -i ⁿ -ka	year
ho ^{n'} -ba wa-ko ⁿ -da-gi	week		

PIMA

a	<i>a</i> in father	r	<i>r</i> , initial uvular
â	<i>a</i> in law	s	<i>s</i> in sauce
ă	<i>a</i> in what	t	<i>t</i> in touch
ä	<i>a</i> in hat	td	Between <i>t</i> and <i>d</i>
ɐ	Indeterminate, between a and ä	u	<i>u</i> in rule
c	<i>sh</i> in shall; rare	ũ	<i>u</i> in pull
d	<i>d</i> in dread	û	<i>u</i> in but
e	<i>e</i> in they	o	ö in German Göthe
ě	<i>e</i> in then	v	<i>v</i> in valve
f	<i>f</i> in fife	Λ	Synthetic sound, <i>v + w</i>
ɟ	Mere breathing	w	<i>w</i> in wish
g	<i>g</i> in good; in foreign words	y	<i>y</i> in you
g̃	Between <i>k</i> and <i>g</i>	hy	<i>hu</i> in hue
h	<i>h</i> in he	ñg	<i>ng</i> in finger
i	<i>i</i> in pique	ny	<i>ny</i> in canyon
ï	<i>i</i> in pick	tc	<i>ch</i> in church
k	<i>k</i> in kick	tʰ	Exploded breathing
l	<i>l</i> in lull	dʰ	
l̃	<i>l</i> as with a faint ɟ following	kʰ	
m	<i>m</i> in mum	pʰ	<i>k</i> sound with expulsion of breath before sounding it
n	<i>n</i> in nun	x	
ñ	<i>ng</i> in sing	ɪ	<i>m</i> , with lips closed
o	<i>o</i> in note	ʼ	Exploded breathing
ö	<i>o</i> in whole	ʼ	Laryngeal closure
p	<i>p</i> in pipe		

The Pima Indians are a semi-civilized tribe living on their reservation in southern Arizona.

TAKELMA

This language was spoken in the southwestern part of the present State of Oregon, along the middle portion of the Rogue River and certain of its tributaries.

The consonant system is represented as follows:

	Aspirated tenuis	Voiceless media	Fortis	Spirant v. unv.	Lateral	Nasal
Labial-----	p	b	p!	w - ^c w	—	m
Dental-----	t ^c	d	t!	—	l	n
Sibilant-----	—	—	ts!, ts'!	s, s ^c	—	—
Palatal-----	—	—	—	y	(t)	—
Guttural-----	k ^c	g	k!	x	—	—
Faucal-----	—	—	ε	h	—	—

In the above table the spirants have been arranged in two columns, the voiced and the unvoiced. The rare palatal lateral l is also voiceless. Any of the above consonants may occur initially, except the voiceless labial spirant -^cw, which occurs only with k at the end of a syllable. The catch (t) as an organic consonant occurs only medially or finally, the l only initially. The pronunciation of w, s, y, h, l, m, and n does not differ materially from the English.

The simple vowels appear, quantitatively considered, in two forms, short or long, or, quite appropriately called, pseudodiphthongal, meaning that a long vowel normally consists of the corresponding short vowel plus a slight rearticulation of the same vowel (indicated by a superior letter), the whole giving the effect of a diphthong without material change of vowel-quality in the course of production.

Vowels

Short	Long	Short diphthong		Long diphthong	
a	ā ^a , (ā)	ai, au,	al, am, an	āi, āu,	ā ^a l, ā ^a m, ā ^a n
e	e ^e , (è)	ei, eu,	el, em, en	ēi, èu,	ē ^e l, ē ^e m, e ^e n
i	ī ⁱ , (i)	iu,	il, im, in	īu,	ī ⁱ l, ī ⁱ m, i ⁱ n
o,(u)	ō ^u , (ō)	oi, ou,	ol, om, on	ōi, ō ^u (w),	ō ^u l, ō ^u m, ō ^u n
ū	ū ^u , (ū)	ui, ūw,	ūl, ūm, ūn	ūi, ū ^u (w),	ū ^u l, ū ^u m, ū ^u n
ü	ü ^ü , (ü)	üi, üw,	ül, üm, ün	üi, ü ^ü (w),	ü ^ü l, ü ^ü m, ü ^ü n

The ü has a sound between that in the German Mütze and muss. O is the same as u in rude.

Under proper syllabic conditions, i and u may, respectively, appear in semivocalic form as y and w; thus ō^u and ū^u appear as ōw and ūw when followed by vowels. Similarly ai, au, āi, and āu may appear as ay, aw, and a^w, and correspondingly for other vowels. Sometimes, though rather unusually, a diphthong may appear in the same word either with a semivowel or vowel as its second element, depending on whether or not it is followed by a connecting inorganic a.

TSIMSHIAN

This language is spoken on the Skeena River in northern British Columbia and on the islands farther to the south.

Its phonetic system is in many respects similar to that of other languages on the north Pacific Coast, abounding, particularly, in k and l sounds.

The system of consonants is represented as follows:

	Stops			Affricatives			Continued		Nasals	
	Sonant	Surd	Fortis	Sonant	Surd	Fortis	Sonant (trill)	Surd	Sonant	Fortis
Labial.....	b	p	p!	—	—	—	—	—	m	m!
Dental.....	d	t	t!	dz	ts	ts!	—	s	n	n!
Anterior palatal.....	g	k	k!	—	—	—	—	—	—	—
Middle palatal.....	g	k	k!	—	—	—	r	—	—	—
Velar.....	g	q	q!	—	—	—	(r) ¹	x	—	—
Glottal.....	—	—	—	—	—	—	—	—	—	—
Lateral continued	Voiced.....									l
	Voiced fortis.....									l!
	Voiceless posterior.....									l
Breathing.....										h
Semivowels.....										{ y w
Semivowels, fortis.....										{ y! w!

The series of vowels is presented as follows:

Short.....	u	o	ô	ê	e	î	i	
Long.....	—	ō	â	ä	ē	—	ī	
With parasitic vowel.....	—	ōu	âô	āa	âê	ēê	—	îî

¹ Has the sound of y.

ZUÑI

a	<i>a</i> in father	ŋ	<i>ng</i> , before <i>k</i> only
ã	<i>a</i> in hat	o	<i>ō</i>
ai	<i>i</i> in high	p	<i>p</i> in French <i>père</i>
c	<i>sh</i>	ḡ	<i>p</i> , slightly glottalized
e	<i>a</i> in may	s	<i>s</i>
h	<i>h</i> , but more affricative	t	As in French <i>té</i>
'	Glottal stop	ṭ	<i>t</i> , slightly glottalized
i	<i>e</i> in me	ts	<i>z</i> in German <i>Zeit</i> , without aspiration
k	<i>c</i> in Spanish <i>boca</i>	ṭs	<i>dz</i> almost; glottalized
k̄	<i>k</i> , palatalized, unaspirated	tc	<i>ch</i> in church
k̄̄	<i>k</i> , palatalized, glottalized	ṭc	<i>ch</i> , glottalized with slight force of articulation
k̄̄̄	<i>k</i> , glottalized	u	<i>oo</i> in mood
l	<i>l</i>	w	<i>w</i> ; vowel
ł	<i>l</i> , voiceless	y	<i>y</i> ; vowel
m	<i>m</i>		
n	<i>n</i>		

NOTE.—Both vowels and consonants may be long, and the length is indicated by a point following the letter. All accented syllables are lengthened, some of the length being accorded to the terminating consonant. Unless otherwise indicated, the primary accent is on the first syllable and the secondary accent, in words of four or more syllables, on the penult. Compound words retain their original accents.

The Zuñi Indians, numbering less than 2,000 individuals, live on their reservation in western New Mexico.







