

ICAS Press

Transliteration Method

Since 2008 ICAS Press has adopted a fresh approach to transliterating words from languages which use Arabic script such as Arabic, Farsi, and Urdu. In order to present our publications in an uncluttered manner we avoid transliterating using diacritics in the body of our publications. However, at the end of our texts we include a table of transliterated terms – complete with diacritics and native script – in order to avoid ambiguity. The following guidelines should prove a useful introduction to our method.

Transliteration Procedure

1. Foreign words appearing in a book or journal article are transliterated using the tables below. The letters of the original are substituted for the appropriate Roman characters. However, diacritics should *not* be included.

Arab./Pers./ Urdu Letter	Roman Equivalent
ع	'
ا	a
ب	b
پ	p
ت	t
ٹ	t̤
ث	th
ج	j
چ	ch
ح	ḥ
خ	kh
د	d
ڈ	d̤
ذ	dh
ر	r
ڑ	r̤
ز	z
ژ	zh
س	s

Arab./Pers./ Urdu Letter	Roman Equivalent
ش	sh
ص	ṣ
ض	ḍ
ط	ṭ
ظ	ẓ
ع	'
غ	gh
ف	f
ق	q
ك	k
گ	g
ل	l
م	m
ن	n
ه	h
و	w
ی	y
ة	h or t

Short Vowels	Long Vowels	Diphthongs
ا a	آ or إ ā	او aw
و u	وو ū	اي ay
ي i	يي ī	

2. At the end of every chapter or journal article, a table of key transliterated terms is produced which includes original terms in their native script and transliterated with diacritics. Key terms include those which are ambiguous when transliterated without diacritics and those which are particularly important in the text. The following table may serve as an example.

Term Appearing in Text	Original Term	Term With Diacritics
‘Abd al-Manaf	عبد المناف	‘Abd al-Manāf
‘Afif	عفيف	‘Afif
‘Alam al-mithal	عالم المثال	‘Ālam al-mithāl
‘Aqliyyah	عقلية	‘Aqliyah
Asalat al-wujud	أصالة الوجود	Aṣālat al-wujūd
Da’irat al-wilayah	دائرة الولاية	Dā’irat al-wilāyah
Duran-i Safaviyyih	دوران صفويه	Durān-i Ṣafavīyih
Hawzih-i ‘Ilmiyyih-i Qum	حوزه علمیه قم	Ḥawzih-i ‘Ilmīyih-i Qum
‘Iddah	عدة	‘Iddah
Jinn	جن	Jinn
Mali’	ملي	Mali’
Pish-namaz	پیش نماز	Pish-namāz
Ravan-shinasi	روان شناسی	Ravān-shināsī
Siddiqah	صدیقه	Ṣiddīqah
Tama’ninah	طمأنينة	Ṭama’nīnah
‘Ulama al-abrar	علماء الأبرار	‘Ulamā’ al-abrār
‘Ulum	علوم	‘Ulūm

Notes

The Definite Article: The Arabic definite article ‘*al*’ (always followed by a dash) is only capitalised at the beginning of a sentence. The definite article is never assimilated or abbreviated e.g. ‘*hujjatu-l islam*’, ‘*al-qur’an ul-karim*’, ‘*huruf ash-shamsiyyah*’, ‘*ar-rahmanir rahim*’, and ‘*bidayat l-hikmah*’ are all incorrect. When a noun (*marʿusuf*) is followed by an adjective (*siffah*), include the definite article ‘*al*’ before both, e.g. ‘*al-harakat al-jawhariyyah*’ not ‘*harakat al-jawhariyyah*’.

Construct phrases: Only the second word of the Arabic *idafah* takes ‘*al*’ e.g. ‘*salat al-fajr*’ not ‘*al-salat al-fajr*’. For Persian, the final *kasrah* of the word in the construct state (*mudaf*) is transliterated as ‘*i*’ unless the word ends in a ‘*y*’. E.g. ‘*Hawzih-i Ilmiyyih-i Qum*’ and ‘*Bank-i Markazi-yi Iran*’.

Patronymic particles: The patronymic particles ‘*bint*’ and ‘*ibn*’ should only be capitalised if at the beginning of a name i.e. ‘*Ibn Sina*’ is correct and so is ‘*Ali ibn Sina*’, but ‘*Ali Ibn Sina*’ is incorrect. *Kunyah* (e.g. Abu, Abi, Aba, Umm) are to be capitalized and never assimilated e.g. ‘*Bintal Huda*’ and ‘*Abulqasim*’ are incorrect. ‘*Bin*’ and ‘*b.*’ should not be used.

Naturalised words: Words that have been admitted into the English language should be transliterated according to their common spelling. For example, ‘*Ayatollah*’ not ‘*Ayat Allah*’ and ‘*Shi’a*’ not ‘*Shi’i*’.

Capitalisation: Transliterated words should be capitalised according to English convention, that is, at the beginning of sentences, in titles, and for names. However, when transliterating a sentence or phrase, capitalisation is not required.

Dashes: Where it is thought useful dashes may be used to indicate prefixes and suffixes, e.g. ‘*pish-namaz*’ and ‘*kitab-ha-yi dini*’ (in Persian) and ‘*li-takunu*’ and ‘*bi-buyutihim*’ (in Arabic).

Inflexion: The inflexion of the end letter of a word is not usually indicated, e.g. ‘*qawṭ wa fiṭ*’ not ‘*qawṭun wa fiṭun*’. On occasions it is warranted, e.g. ‘*sami’tu al-adhan*’ not ‘*sami’t al-adhan*’ and ‘*hayya ala al-salah*’ not ‘*hayy ala al-salah*’.

Miscellaneous: In Farsi transliterate with ‘*v*’ rather than ‘*w*’, except for cases like ‘*khawajih*’. For Arabic when *ta marbutah* occurs in the middle of a phrase transliterate as ‘*t*’ rather than ‘*h*’, e.g. ‘*jazirat al-‘arab*’. Modern Turkish spellings should be used for Ottoman Turkish.

Italicisation: All transliterated terms foreign to the English language should be italicised, except names of people and places (proper nouns).