INTERNATIONAL STANDARD

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Information and documentation — Transliteration of Georgian characters into Latin characters

Information et documentation — Translittération des caractères géorgiens en caractères latins

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 9984 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 2, *Conversion of written languages*.

Annexes A and B of this International Standard are for information only.

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Introduction

This International Standard is one of a series of International Standards dealing with the conversion of systems of writing. The aim of this International Standard and others in the series is to provide a means for international communication of written messages in a form which permits the automatic transmission and reconstitution of these by men or machines. The system of conversion, in this case, must be univocal and entirely reversible.

This means that no consideration should be given to phonetic and esthetic matters nor to certain national customs: all these considerations are, indeed, ignored by the machine performing the function.

The adoption of this International Standard for international communication leaves every country free to adopt for its own use a national standard which may be different, on condition that it be compatible with the International Standard. The system proposed herein should make this possible and be acceptable to international use if the graphisms it creates are such that they may be converted automatically into the graphisms used in any strict national system.

This International Standard may be used by anyone who has a clear understanding of the system and is certain that it can be applied without ambiguity. The result obtained will not give a correct pronunciation of the original text in a person's own language; but it will serve as a means of finding automatically the original graphism and thus allow anyone who has a knowledge of the original language to pronounce it correctly. Similarly one can only pronounce correctly a text written in, for example, English or Polish, if one has a knowledge of English or Polish.

The adoption of national standards compatible with this International Standard will permit the representation, in an international publication, of the morphemes of each language according to the customs of the country where it is spoken. It will be possible to simplify this representation in order to take into account the extent of the character sets available on different kinds of machine.

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Information and documentation — Transliteration of Georgian characters into Latin characters

1 Scope

This International Standard establishes a system for the transliteration of Georgian characters into Latin characters in accordance with the principles of stringent conversion in order to permit international information exchange, particularly by electronic means.

2 General principles of conversion of writing systems

2.1 The words in a language, which are written according to a given script (the converted system), sometimes have to be rendered according to a different system (the conversion system) normally used for a different language. The procedure is often used for historical or geographical texts, cartographical documents and in particular bibliographical work where characters must be converted from different writing systems into a single alphabet to allow for alphabetical intercalation in bibliographies, catalogues, indexes, toponymic lists, etc.

It is indispensable in that it permits the univocal transmission of a written message between two countries using different writing systems or exchanging a message the writing of which is different from their own. It thereby permits transmission by manual, mechanical as well as electronic means.

The two basic methods of conversion of a system of writing are transliteration and transcription.

2.2 Transliteration is the process of representing the characters[1)] of an alphabetical or syllabic system of writing by the characters of a conversion alphabet.

In principle, the conversion shall be made character by character: each character of the converted graphical system is rendered by only one character of the conversion alphabet, this being the easiest way to ensure the complete and unambiguous reversibility of the conversion alphabet in the converted system.

In certain exceptional cases, for example when the number of characters used in the conversion system is smaller than the number of characters of the converted system, it is necessary to use digraphs or diacritical marks. In this case, arbitrary choices and the use of purely conventional marks shall be avoided as far as possible, and a certain phonetic logic shall be maintained in order to give the system a wide acceptance.

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1) A character is an element of an alphabetical or other type of writing system that graphically represents a phoneme, a syllable, a word or even a prosodical characteristic of a given language. It is used either alone (e.g. a letter, a syllabic sign, an ideographical character, a digit, a punctuation mark) or in combination (e.g. an accent, a diacritical mark). A letter having an accent or a diacritical mark, for example â, è, ö, is therefore a character in the same way as a basic letter.

However, it must be accepted that the graphism obtained cannot always be correctly pronounced according to the phonetic habits of the language (or of all the languages) which usually use(s) the conversion alphabet. On the other hand, this graphism shall be such that the reader who has a knowledge of the converted language can mentally restore unequivocally the original graphism and thus pronounce it.

2.3 Retransliteration is the process whereby the characters of a conversion alphabet are transformed back into those of the converted writing system. It is the exact opposite of the transliteration process in that the rules of a transliteration system are applied in reverse so as to reconvert the transliterated word to its original form.

2.4 Transcription is the process whereby the sounds of a given language are noted by the system of signs of a conversion language.

A transcription system is of necessity based on the orthographical conventions of the conversion language. Transcription is not strictly reversible.

Transcription may be used for the conversion of all writing systems. It is the only method that can be used for systems that are not entirely alphabetical or syllabic and for all ideophonographical systems of writing like Chinese.

2.5 To carry out **romanization** (the conversion of non-Latin writing systems to the Latin alphabet), either transliteration or transcription or a combination of the two may be used depending on the nature of the converted system.

2.6 A conversion system proposed for international use may call for compromise and the sacrifice of certain national customs. It is therefore necessary for each community of users to accept concessions, fully abstaining in every case from imposing, as a matter of course, solutions that are actually justified only by national practice (for example, as regards pronunciation, orthography, etc.).

When a country uses two systems to write its own language so that they are univocally convertible into each other, the system of transliteration implemented shall be taken a priori as a basis for the international standardized system, as far as it is compatible with the other principles addressed hereafter.

2.7 When necessary, the conversion systems should specify an equivalent for each character, not only the letters but also the punctuation marks, numbers, etc. Similarly, the arrangement of the sequence of characters that make up the text, for example the direction of the script, should be taken into account. The way of distinguishing words and of using separation signs should also be specified, following as closely as possible the customs of the language(s) which use the converted writing system.

2.8 When romanizing a script which does not have upper-case characters, it is usual to capitalize some words, following national usage.

3 Principles of conversion for alphabetical writing systems

3.1 The conversion may be made at various levels.

The first level is that of completely reversible **stringent transliteration** which is necessary to attain in full the aim given in 2.2. This conversion applies all principles of transliteration without exception. It does not permit variants. It can be useful to distinguish the end or beginning of syllabics. The conventional systems of stringent transliteration should be applied as such without any change to meet national or regional customs as regards pronunciation or orthography. They permit the univocal international transmission of messages by mechanical or electronic means.

To permit an international unequivocal communication, International Standards on transliteration must first apply the principle of stringent conversion. These can then be used as a basis for the establishment of rules for simplified conversion and for preparation of national standards.

The second level is that of **simplified conversion.** The simplification can be made necessary, for example, by the use of machines that do not accept all the alphabetical characters required for stringent conversion. The method of conversion may allow national or regional variants, which can preclude complete reversibility. The simplified conversion may be the subject of International Standards or agreements.

The third level is that of **popular conversion** which, for example, should enable the same foreign names to be written in a uniform manner in the newspapers of a given country. It is obliged to take into account phonetic or graphic practices and therefore can only be national.

3.2 In cases where the same characters appear in one alphabet used with some differences by different languages, these characters would be transliterated in the same way, irrespective of the language they belong to.

3.3 If the alphabet of the converted system gives a different form to the same character according to its place in the word (as is the case for example in the Arabic, Hebrew and Greek alphabets), the conversion alphabet will use only one character of constant form.

4 Transliteration table

NOTE — For the diacritics used in table 1, see annex A.

Table 1

No.	Georgian character	Transliteration into Latin character	No.	Georgian character	Transliteration into Latin character
1	ა	a	21	ტ	t
2	ბ	b	22	უ	u
3	გ	g	23	ვ	w
4	დ	d	24	პ	p'
5	ე	e	25	ჯ	k'
6	ვ	v	26	ღ	ḡ
7	ზ	z	27	ყ	q
8	ჱ	ē	28	შ	š
9	თ	t'	29	ჩ	č'
10	ი	i	30	ც	c'
11	კ	k	31	ძ	j
12	ლ	l	32	წ	c
13	მ	m	33	ჭ	č
14	ნ	n	34	ხ	x
15	ჲ	y	35	ჴ	h
16	ო	o	36	ჯ	ǰ
17	პ	p	37	ჰ	h
18	ჟ	ž	38	ჵ	ō
19	რ	r	39	ფ	f
20	ს	s			

5 Punctuation

Three punctuation marks that one finds in old Georgian texts are transliterated as shown in table 2.

Table 2

Georgian mark	Transliterated mark	Name	Reference
،	,	Comma	ISO 646, 2/12
։	.	Full stop	ISO 646, 2/14
։·	§	Section or paragraph mark	ISO 5426, 2/7