

INTERNATIONAL STANDARD

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Information and documentation — Transliteration of Georgian characters into Latin characters

Sample Document

*Information et documentation — Translittération des caractères géorgiens
en caractères latins*

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ISO 9984:1996(E)

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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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 characters¹⁾ 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.

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.