## Transcription of texts in Arabic. Guidelines for publication in "The Polish Journal of the Arts and Culture. New Series"

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A key to the simplified transcription system of written Arabic (this system should be used consistently in the articles written in English, except for quotations):

Arabic letter and English transcription		Example
in intervocalic position ،	,	 fada'il فضائِلُ
ın other positions -	_	ard أَرْضُ
f	a	کِتابٌ $kitab$
ب	b	بابُ $bab$
ت	t	tin تِينُ
ث	th	thaub ثَوْبُ
ج	j	jamal جَمالٌ
ζ	h	hubb حُبُّ
- Ż	kh	kharaj خَراجُ
s	d	dar دارٌ
ۼ	dh	dhubab ذُبابُ
ر	r	ramz رَمْزُ
ز	Z	zabib زَبِيبٌ

Arabic letter and English transcription		Example
	S	 Sura سُورةً
ش	sh	shams شَمْسُ
ص	S	sabr صَبْرُ
ض	d	dabit ضابِطٌ
ط	t	talib طالِبُّ
ظ	Z	zill ظِلُّ
۶ in intervocalic position	ć	taʻam طُعامٌ
ε in other positions	_	ajn عَيْنُ
ę	gh	ghurfa غُرْفةُ
غ ف	f	film فِيلمُ
ق	q	qahwa قَهْوةُ
<u></u>	k	kursi كُرُّاسةُ
J	1	لَفْظُ $lafz$
r	m	madina مَدِينةٌ
ن	n	naum نَوْمُ
٥	h	handasa هَنْدَسةٌ
as a consonant ِ و	W	walad وَلَدُ
، as a long vowel	u	sura صُورةُ
as a semivowel ِ ،	W	yawm يَوْمُ
as a consonant ي	у	yad يَدُ
as a long vowel ي	i	qadim قَدِيمٌ
as a semivowel	y	sayf صَيْفُ
as an <i>alif maksura</i> ی	a	fatwa فَتُوى
រ in pause form	a	mudarrisa مُدَرِّسةٌ
in status constructus (idafa)	at	مُدَرِّسةُ الطُّلَابِ
		mudarrisat at-tullab

## Further transcription guidelines:

- the assimilation of the *l* element of the definite article into the first consonant in the word should be indicated: *ash-shams* (not: *al-shams*)
   "the sun",
- prepositions *li*-, *bi*-, *ka*-, conjunctions *wa* and *fa*-, particles *wa*-, *ta*-, *bi*-, *la*-, *a* and *sa* when preceding nouns should be hyphenated, for example: *bi-Makka* "in Mecca", *ahl as-sunna wa-l-jama'a* "the People of the Sunna and the Community", *fa-dhahaba* "so he went",
- if the definite article is not utterance-initial (the *a* element of the definite article elide), a contraction rendered as *wa-l-*, *bi-l-*, *fi-l-*, *ka-l-* etc.

- should be used, for example: wa-l-kitab (not: wa-al-kitab) "and the book", bi-l-madina (not: bi al-madina) "in the city", fi-l-Kuwayt wa-l-Iraq (not: fi al-Kuwayt wa al-Iraq) "in Kuweit and Iraq",
- English capitalization rules for the Arabic titles should be followed, for example: *Kitab al-Imta wa-l-Mu'anasa*,
- the *a* in the definite article is lowercase except if it begins a sentence,
- the connectors in personal names such as ibn (son) and bint (daughter) should be spelled in lowercase only when preceded by a name: Ibn al-Jahm (but: Ali ibn al-Jahm), Amina bint Wahb (but: Bint Wahb),
- Arabic names of living persons and individuals well known in international scientific discourse should be spelled in accordance with their preferred English spelling,
- if necessary, the abbreviation AH (Lat. *Anno Hegirae*) should be used to indicate years of the lunar Hijri calendar.