Transcription of texts in Japanese. Guidelines for publication in “The Polish Journal of the Arts and Culture. New Series”

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A key to the modified Hepburn Romanization system of Japanese (this system should be used consistently in the articles written in English):

Romanization	Example
Long vowels	
ā	アパート *apāto*
ī	フリーター *furītā*
ū	ふうと（封筒） *fūto*
ē	おねえさん（お姉さん） *onēsan*
ō	とうじ（東寺） *tōji*
Vowels	
y	やしゃ（夜叉） *yasha*
w	わか（和歌） *waka*
Consonants	
sh	かいしゃ（会社） *kaisha*
z	ぜん（禅） *zen*
ch	ちょっと *chotto*
j	せいじん（成人） *seijin*

Further guidelines:

- transcribe the apostrophe (') between two vowels or a consonant-vowel combination if they belong to the different syllables (e.g. Jun'ichirō, *kai'ichi*),
- write the particle *no* separately from other words (e.g. *Nihon no seiji*),
- hyphenate compounds containing: personal suffixes, suffixes for place names or literary/artistic trends and the prefix *Go* (added to the names of the emperors) (e.g. Shirakaba-ha, Aomori-ken Go-Toba),
- Japanese-style name order should be observed: the first name follows the family name. In case of ancient clan names the particle *no* is included in the name (Taira no Kiyomori); in case of surnames the particle *no* is not included (Fujiwara Seika),
- to type kanji character use MS Mincho fonts.

In case of doubts it is recommended to refer to Monumenta Nipponica available at: http://monumenta.cc.sophia.ac.jp/MN_Style.html.