***Requirements for Authors***

**PART 4**

**TRANSLATION & TRANSLITERATION**

**Romanization** is the conversion of writing from a different non-Latin writing system to the Roman (Latin) script, or a system for doing so. Methods of romanization include ***transliteration***, for representing written text, and ***transcription***, for representing the spoken word, and combinations of both. Transcription methods can be subdivided into ***phonemic transcription***, which records the phonemes or units of semantic meaning in speech, and more strict ***phonetic transcription***, which records speech sounds with precision. In ***scientific transliteration,*** the vain issue is ***reversibility***―whether or not the original can be restored from the converted text.

If the romanization attempts to transliterate the original script, the guiding principle is a **one-to-one mapping** of characters in the source language into the target script, with less emphasis on how the result sounds when pronounced according to the reader’s language.

There is no single universally accepted system of writing Russian using the Latin script—in fact there are a huge number of such systems: some are adjusted for a particular target language (e.g. German or French), some are designed as a librarian’s transliteration, some are prescribed for Russian travellers’ passports; the transcription of some names is purely traditional. All this has resulted in great reduplication of names. **Every** non-Latin writing system has own method(s) of transliteration and transcription. You can find following systems of transliteration:

ISO/R 9

**ISO 9/GOST 7.79A**

GOST 7.79B

Scientific (also named scholarly)

ALA-LC

BGN/PCGN with interpuncts

BGN/PCGN

BSI (BS 2979:1958)

In Review of Business and Economics Studies, **you should apply the only** system of writing Russian using the Latin script developed in **ISO 9:1995/GOST 7.79 System A.**

Transliteration of Cyrillic characters can be done automatically using online services:

<https://podolak.net/en/transliteration/russian>

<http://www.russki-mat.net/trans2.html>

The major advantage **ISO 9/GOST 7.79** has over other competing systems is its univocal system of one character for one character equivalents (by the use of *diacritics*), which faithfully represents the original spelling and allows for reverse transliteration, even if the language is unknown.

The standard features three mapping tables: the first covers contemporary Slavic languages, the second older Slavic orthographies (excluding letters from the first), and the third non-Slavic languages (including most letters from the first). Several Cyrillic characters included in ISO 9 are not available as pre-composed characters in Unicode, neither are some of the transliterations; combining diacritical marks have to be used in these cases. Unicode, on the other hand, includes some historic characters that are not dealt with in ISO 9.

**ISO 9:1995, GOST 7.79 System A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cyrillic | Latin | Unicode | Description |  |
| А | а | A | a |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Ӓ | ӓ | Ä | ä | 00C4 | 00E4 | a diaeresis |  |
| Ӓ̄ | ӓ̄ | Ạ̈ | ạ̈ | 00C4+0323 | 00E4+0323 | a diaeresis and dot below |  |
| Ӑ | ӑ | Ă | ă | 0102 | 0103 | a breve |  |
| А̄ | а̄ | Ā | ā | 0100 | 0101 | a macron |  |
| Ӕ | ӕ | Æ | æ | 00C6 | 00E6 | ae ligature |  |
| А́ | а́ | Á | á | 00C1 | 00E1 | a acute |  |
| А̊ | а̊ | Å | å | 00C5 | 00E5 | a ring |  |
| Б | б | B | b |  |  |  |  |
| В | в | V | v |  |  |  |  |
| Г | г | G | g |  |  |  |  |
| Ѓ | ѓ | Ǵ | ǵ | 01F4 | 01F5 | g acute |  |
| Ғ | ғ | Ġ | ġ | 0120 | 0121 | g dot |  |
| Ҕ | ҕ | Ğ | ğ | 011E | 011F | g breve |  |
| Һ | һ | Ḥ | ḥ | 1E24 | 1E25 | h dot |  |
| Д | д | D | d |  |  |  |  |
| Ђ | ђ | Đ | đ | 0110 | 0111 | d macron |  |
| Е | е | E | e |  |  |  |  |
| Ӗ | ӗ | Ĕ | ĕ | 0114 | 0115 | e breve |  |
| Ё | ё | Ë | ë | 00CB | 00EB | e diaeresis |  |
| Є | є | Ê | ê | 00CA | 00EA | e circumflex |  |
| Ж | ж | Ž | ž | 017D | 017E | z caron |  |
| Җ | җ | Ž̦ | ž̦ | 017D+0326 | 017E+0326 | z caron and comma below |  |
| Ž̧ | ž̧ | 017D+0327 | 017E+0327 | z caron and cedilla |  |
| Ӝ | ӝ | Z̄ | z̄ | Z+0304 | z+0304 | z macron |  |
| Ӂ | ӂ | Z̆ | z̆ | Z+0306 | z+0306 | z breve |  |
| З | з | Z | z |  |  |  |  |
| Ӟ | ӟ | Z̈ | z̈ | Z+0308 | z+0308 | z diaeresis |  |
| Ӡ | ӡ | Ź | ź | 0179 | 017A | z acute |  |
| Ѕ | ѕ | Ẑ | ẑ | 1E90 | 1E91 | z circumflex |  |
| И | и | I | i |  |  |  |  |
| Ӣ | ӣ | Ī | ī | 012A | 012B | i macron |  |
| И́ | и́ | Í | í | 00CD | 00ED | i acute |  |
| Ӥ | ӥ | Î | î | 00CE | 00EE | i circumflex |  |
| Й | й | J | j |  |  |  |  |
| І | і | Ì | ì | 00CC | 00EC | i grave |  |
| Ї | ї | Ï | ï | 00CF | 00EF | i diaeresis |  |
| І̄ | і̄ | Ǐ | ǐ | 01CF (012C) | 01D0 (012D) | i caron (or breve) |  |
| Ј | ј | J̌ | ǰ | J+030C | 01F0 | j caron |  |
| Ј̵ | ј̵ | J́ | j́ | J+0301 | j+0301 | j acute |  |
| К | к | K | k |  |  |  |  |
| Ќ | ќ | Ḱ | ḱ | 1E30 | 1E31 | k acute |  |
| Ӄ | ӄ | Ḳ | ḳ | 1E32 | 1E33 | k dot below |  |
| Ҝ | ҝ | K̂ | k̂ | K+0302 | k+0302 | k circumflex |  |
| Ҡ | ҡ | Ǩ | ǩ | 01E8 | 01E9 | k caron |  |
| Ҟ | ҟ | K̄ | k̄ | K+0304 | k+0304 | k macron |  |
| Қ | қ | K̦ | k̦ | K+0326 | 0326 | k comma below |  |
| Ķ | ķ | 0136 | 0137 | k cedilla |  |
| К̨ | к̨ | K̀ | k̀ | K+0300 | k+0300 | k grave |  |
| Ԛ | ԛ | Q | q |  |  |  |  |
| Л | л | L | l |  |  |  |  |
| Љ | љ | L̂ | l̂ | L+0302 | l+0302 | l circumflex |  |
| Ԡ | ԡ | L̦ | l̦ | L+0326 | l+0326 | l comma below |  |
| Ļ | ļ | 013B | 013C | l cedilla |  |
| М | м | M | m |  |  |  |  |
| Н | н | N | n |  |  |  |  |
| Њ | њ | N̂ | n̂ | N+0302 | n+0302 | n circumflex |  |
| Ң | ң | N̦ | n̦ | N+0326 | n+0326 | n comma below |  |
| Ņ | ņ | 0145 | 0146 | n cedilla |  |
| Ӊ | ӊ | Ṇ | ṇ | 1E46 | 1E47 | n dot below |  |
| Ҥ | ҥ | Ṅ | ṅ | 1E44 | 1E45 | n dot |  |
| Ԋ | ԋ | Ǹ | ǹ | 01F8 | 01F9 | n grave |  |
| Ԣ | ԣ | Ń | ń | 0143 | 0144 | n acute |  |
| Ӈ | ӈ | Ň | ň | 0147 | 0148 | n caron |  |
| Н̄ | н̄ | N̄ | n̄ | N+0304 | n+0304 | n macron |  |
| О | о | O | o |  |  |  |  |
| Ӧ | ӧ | Ö | ö | 00D6 | 00F6 | o diaeresis |  |
| Ө | ө | Ô | ô | 00D4 | 00F4 | o circumflex |  |
| Ӫ | ӫ | Ő | ő | 0150 | 0151 | o double acute |  |
| Ӧ̄ | о̄̈ | Ọ̈ | ọ̈ | 00D6+0323 | 00F6+0323 | o diaeresis and dot below |  |
| Ҩ | ҩ | Ò | ò | 00D2 | 00F2 | o grave |  |
| О́ | о́ | Ó | ó | 00D3 | 00F3 | o acute |  |
| О̄ | о̄ | Ō | ō | 014C | 014D | o macron |  |
| Œ | œ | Œ | œ | 0152 | 0153 | oe ligature |  |
| П | п | P | p |  |  |  |  |
| Ҧ | ҧ | Ṕ | ṕ | 1E54 | 1E55 | p acute |  |
| Ԥ | ԥ | P̀ | p̀ | P+0300 | p+0300 | p grave |  |
| Р | р | R | r |  |  |  |  |
| С | с | S | s |  |  |  |  |
| Ҫ | ҫ | Ș | ș | 0218 | 0219 | s comma below |  |
| Ş | ş | 015E | 015F | s cedilla |  |
| С̀ | с̀ | S̀ | s̀ | S+0300 | s+0300 | s grave |  |
| Т | т | T | t |  |  |  |  |
| Ћ | ћ | Ć | ć | 0106 | 0107 | c acute |  |
| Ԏ | ԏ | T̀ | t̀ | T+0300 | t+0300 | t grave |  |
| Т̌ | т̌ | Ť | ť | 0164 | 0165 | t caron |  |
| Ҭ | ҭ | Ț | ț | 021A | 021B | t comma below |  |
| Ţ | ţ | 0162 | 0163 | t cedilla |  |
| У | у | U | u |  |  |  |  |
| Ӱ | ӱ | Ü | ü | 00DC | 00FC | u diaeresis |  |
| Ӯ | ӯ | Ū | ū | 016A | 016B | u macron |  |
| Ў | ў | Ŭ | ŭ | 016C | 016D | u breve |  |
| Ӳ | ӳ | Ű | ű | 0170 | 0171 | u double acute |  |
| У́ | у́ | Ú | ú | 00DA | 00FA | u acute |  |
| Ӱ̄ | ӱ̄ | Ụ̈ | ụ̈ | 00DC+0323 | 00FC+0323 | u diaeresis and dot below |  |
| Ү | ү | Ù | ù | 00D9 | 00F9 | u grave |  |
| Ұ | ұ | U̇ | u̇ | U+0307 | u+0307 | u dot |  |
| Ӱ̄ | ӱ̄ | Ụ̄ | ụ̄ | 016A+0323 | 016B+0323 | u macron and dot below |  |
| Ԝ | ԝ | W | w |  |  |  |  |
| Ф | ф | F | f |  |  |  |  |
| Х | х | H | h |  |  |  |  |
| Ҳ | ҳ | H̦ | h̦ | H+0326 | h+0326 | h comma below |  |
| Ḩ | ḩ | 1E28 | 1E29 | h cedilla |  |
| Ц | ц | C | c |  |  |  |  |
| Ҵ | ҵ | C̄ | c̄ | C+0304 | c+0304 | c macron |  |
| Џ | џ | D̂ | d̂ | D+0302 | d+0302 | d circumflex |  |
| Ч | ч | Č | č | 010C | 010D | c caron |  |
| Ҷ | ҷ | C̦ | c̦ | C+0326 | c+0326 | c comma below |  |
| Ç | ç | 00C7 | 00E7 | c cedilla |  |
| Ӌ | ӌ | C̣ | c̣ | C+0323 | c+0323 | c dot below |  |
| Ӵ | ӵ | C̈ | c̈ | C+0308 | c+0308 | c diaeresis |  |
| Ҹ | ҹ | Ĉ | ĉ | 0108 | 0109 | c circumflex |  |
| Ч̀ | ч̀ | C̀ | c̀ | C+0300 | c+0300 | c grave |  |
| Ҽ | ҽ | C̆ | c̆ | C+0306 | c+0306 | c breve |  |
| Ҿ | ҿ | C̨̆ | c̨̆ | C+0328+0306 | c+0328+0306 | c ogonek and breve |  |
| Ш | ш | Š | š | 0160 | 0161 | s caron |  |
| Щ | щ | Ŝ | ŝ | 015C | 015D | s circumflex |  |
| Ъ | ъ | ʺ | 02BA | modifier letter double prime |  |
| Ы | ы | Y | y |  |  |  |  |
| Ӹ | ӹ | Ÿ | ÿ | 0178 | 00FF | y diaeresis |  |
| Ы̄ | ы̄ | Ȳ | ȳ | 0232 | 0233 | y macron |  |
| Ь | ь | ʹ | 02B9 | modifier letter prime |  |
| Э | э | È | è | 00C8 | 00E8 | e grave |  |
| Ә | ә | A̋ | a̋ | A+030B | a+030B | a double acute |  |
| Ӛ | ӛ | À | à | 00C0 | 00E0 | a grave |  |
| Ю | ю | Û | û | 00DB | 00FB | u circumflex |  |
| Ю̄ | ю̄ | Û̄ | û̄ | 00DB+0304 | 00FB+0304 | u circumflex with macron |  |
| Я | я | Â | â | 00C2 | 00E2 | a circumflex |  |
| Ґ | ґ | G̀ | g̀ | G+0300 | g+0300 | g grave |  |
| Ѣ | ѣ | Ě | ě | 011A | 011B | e caron |  |
| Ѫ | ѫ | Ǎ | ǎ | 01CD | 01CE | a caron |  |
| Ѳ | ѳ | F̀ | f̀ | F+0300 | f+0300 | f grave |  |
| Ѵ | ѵ | Ỳ | ỳ | 1EF2 | 1EF3 | y grave |  |
| Ӏ | ‡ | 2021 | double dagger |  |
| ʼ | ` | ` |  |  |
| ˮ | ¨ | 00A8 | diaeresis |  |

*Example*

Here is an example transliteration. The text in Cyrillic is the chorus of the hymn of the Russian Federation:

|  |  |  |
| --- | --- | --- |
| Славься, Отечество наше свободное,Братских народов союз вековой,Предками данная мудрость народная!Славься, страна! Мы гордимся тобой! |  | *Slav’sâ, Otečestvo naše svobodnoe,**Bratskih narodov soûz vekovoj,**Predkami dannaâ mudrost’ narodnaâ!**Slav’sâ, strana! My gordimsâ toboj!* |

For other non-Latin languages, you should apply appropriate transliterator or any universal transliterator.

**Translation & Translated Items**

The sources written in languages with Latin alphabet do not need to be transliterated. However, you should translate appropriate parts of the reference (in-text or/and in reference list) as shown in PART 1 and 2 (examples 4, 26, 28). If you are citing a work written in a non-Latin script (e.g., Chinese, Greek, Japanese, Russian), the reference must be ***transliterated*** into the English alphabet.

1. For foreign or translated works, a reference follows the basic APA Style templates, but you may need to add some additional information to get your reader to the source you used. For example, here’s how you would cite the original French edition of a work by Piaget (note that an English translation of the title is included in brackets):

Piaget, J. (1966). *La psychologie de l’enfant* [The psychology of the child]. Paris, France: Presses Universitaires de France.

2. Here’s another example, from a German journal. Again, brackets contain an English translation of the work’s title (the article, not the journal).

Janzen, G., & Hawlik, M. (2005). Orientierung im Raum: Befunde zu Entscheidungspunkten [Orientation in space: Findings about decision points]. *Zeitschrift für Psychologie, 213*(4), 179–186. doi:10.1026/0044-3409.213.4.179

In latter case, you may have noticed that the capitalization of the article’s title is a bit unusual. That’s because, in German, nouns are always capitalized. Since the capitalization carries grammatical weight (much like the capitalization of proper nouns in English), it’s preserved in the reference list.

3. If you read an English translation of a foreign work, the author, title, and so forth come from the version you read, with a nod to the translator:

Piaget, J. (1969). The psychology of the child (H. Weaver, Trans.). New York, NY: Basic Books.

4. If you are citing a translated chapter in a multi-authored, edited book, “Trans.” follows the chapter title and “Ed.” falls in its usual place:

Durufle, P. (2010). What’s wrong with the Rhine? (H. Weaver, Trans.). In M. Flaubert (Ed.), *Pollution in the rivers of Europe* (pp. 204-207). New York, NY: Bantam.

5. If you are citing an edited collection of the works of one author, which has been published in a translated edition, it would be somewhat different:

Dufarge, M., & Pickelstein, D. F. (Ed.). (1982). *Essays on justice* (A. B. Lincoln, Trans.). New York, NY: Woolrich.

The original date of publication (if known) is used for republished or reprinted works. And as it happens, the examples of translated works in the manual are reprinted/republished works. However, this is not necessarily true of all translated works. A ***reprint*** is a duplication of the original work. A ***translation*** is a new work. So, some reprints are translations, but not all translations are reprints. The publication date of the original work is not included unless the original and the reprint or translation is widely separated in time.

6. If the book has an author, that name goes first. If it also has an editor and a third person who is a translator:

for original source:

James, William. (2009). *The varieties of religious experience* (J. Pelikan, Ed.).

for translated source:

James, W., & Pelikan, J. (Ed.). (2009). *Die Sorten der religiösen Erfahrung* (H. Biedermeier, Trans.). Bonn, Germany: Haufpressen.

7. In general, the surname to use in the text citation is the one that will lead you to the correct entry in the reference list. This work is listed alphabetically under Barthes, not Heath, so Barthes (1967) is the correct citation. For instance, for citing the translated article of Roland Barthes’ The Death of the Author (La mort de l’auteur) by Stephen Heath, is that enough to write: Barthes (1967) or (Barthes, 1967).

8. If you write an article in English, and in this article, you quote from an original French publication. However, you are aware of an English translation of this publication and would like to offer this information to those of your readers who are not fluent in French. In this case, you could mention the translation (parenthetically or in a footnote) along with the citation for the original quote, for example:

(DePuy et al., 2009; an English translation of this work is available in Smith & Henderson, 2012)

9. If you are citing a source written in another language and you paraphrase into English, or translate a quotation into English and include it as part of your paper, you should state this in a footnote or parenthetical comment at the first translation (e.g., “all translations from French are my own”). Everything not attributed to another is assumed to be the work of the author, so it is not, however, necessary to note that you did the translation at every cite.

10. Do not forget the reference list should contain entries for the work you actually read, not the original work.

For example, the article that you read was published in French. To understand it you may have been assisted in your reading by some software, but this is no different (citation-wise) than getting help from Le Petit Larousse, or that friend who spent a year in Paris. None of you receives translation credit for the reference. You do, however, need to supply an English translation of the article's title in square brackets:

Nicolas, Y. (2004). Le partenariat entre la Bibliothèque Nationale de Nouvelle-Zélande et les Maoris [The partnership between the National Library of New Zealand and the Maoris]. *Bulletin Des Bibliotheques de France, 43*(3), 79–87. Retrieved from <http://bbf.enssib.fr/consulter/bbf-2004-03-0079-003>

11. In APA Style, only the English alphabet is used in the reference list. **References in languages that use a different writing system, such as Chinese, Russian must be transliterated**. In addition, **the titles of non-English references must be followed by an English translation in square brackets**.

If you read the book, say, in Russian and want to cite it you should use Moskva as the location. On page **186** of the *Publication Manual of the American Psychological Association,* sixth edition, it says, “Give the location . . . where the publisher is located as noted on the title page for books. . . .” Therefore, if your copy says Moskva (after transliteration, of course), do use that. The same concerns surname and initials of the author, name of the publisher, that is you should transliterate, not translated into English.

***Examples***

Мандель И.Д. Кластерный анализ. М.: Финансы и статистика, 1988. 176 с.

Mandel’, I. D. (1988). *Klasternyj analiz* [Cluster analysis]. Moskva, Rossiâ: Finansy i statistika.

Букина И.С., Лыкова Л.Н. Формирование бюджетно-налоговой политики России в условиях внешних шоков // Вестник Института экономики РАН. М., 2016. № 6. С. 52–65.

Bukina, I. S., Lykova, L. N. (2016). Formirovanie bûdžetno-nalogovoj politiki Rossii v usloviâh vnešnih šokov [Formation of Russia’s fiscal policy in the face of external shocks]. *Vestnik Instituta èkonomiki RAN, 6*, 52–65.

Стратегия-2020: Новая модель роста—новая социальная политика. Итоговый доклад о результатах экспертной работы по актуальным проблемам социально-экономической стратегии России на период до 2020 года. Книга 1; под научн. ред. В.А. Мау, Я.И. Кузьминова. Москва: Издательский дом «Дело» РАНХиГС, 2013. 430 с.

Mau, V. A., & Kuz’minova, Â. I. (Eds.). (2013). Strategiâ-2020: Novaâ model’ rosta—novaâ social’naâ politika. Itogovyj doklad o rezul’tatah èkspertnoj raboty po aktual’nym problemam social’no-èkonomičeskoj strategii Rossii na period do 2020 goda. Kniga 1. [Strategy 2020: A new growth model—a new social policy. Final report on the results of expert work on topical issues of the social and economic strategy of Russia for the period up to 2020. Book 1]. Moskva, Rossiâ: Izdatel’skij dom «Delo» RANHiGS.

Христова В.В. Оценка факторов роста ВРП Дальнего Востока в 2000–2006 гг. // Материалы XI открытой конференции-конкурса научных работ молодых ученых Хабаровского края. Хабаровск: РИОТИП, 2009. 192 с.

Hristova, V. V. (2009). Ocenka faktorov rosta VRP Dal’nego Vostoka v 2000–2006 gg. [Assessment of factors of Far East GRP growth in 2000-2006]. *Materialy XI otkrytoj konferencii-konkursa naučnyh rabot molodyh učenyh Habarovskogo kraâ* [Proceedings of the XI open conference-contest of scientific works of young scientists of Khabarovsk Krai]. Habarovsk, Rossiâ: RIOTIP.

Акерлоф Дж., Шиллер Р. Охота на простака. Экономика манипуляций и обмана [Phishing for Phools: The Economics of Manipulation and Deception]. М.: ООО «Манн, Иванов и Фербер», 2017. ISBN 978-5-00100-467-7.

Akerlof, Dž., & Šiller, R. (2017). *Ohota na prostaka. Èkonomika manipulâcij i obmana* [Phishing for Phools: The Economics of Manipulation and Deception] (È. Kondukova, Trans.). Moskva, Rossiâ: OOO «Mann, Ivanov i Ferber».

12. You are writing a paper in English for an English-speaking audience and also speak French (Russian, German, etc.), and you read an article in some of those languages that you want to cite in your paper. You translated a quotation from the article from, say, French into English. How do you format your translation of the quotation?

If you translated a passage from one language into another it is considered a ***paraphrase***, not a direct quotation. Thus, to cite your translated material, all you need to do is include the author and date of the material in the **in-text citation**. We recommend (but do not require) that you also include the page number in the citation because this will help any readers who do speak French to find the translated passage in the original. You should **not use quotation marks** around the material you translated, and you do not need to use the words “my translation” or anything like that. For example:

Original French passage:

“Les femmes dans des activités masculines adoptaient des stéréotypes masculins” (Doutre, 2014, p. 332).

The translated quotation that appeared in the paper:

Women working in masculine fields adopted masculine stereotypes (Doutre, 2014, p. 332).

In the **reference list**, provide the citation for the work in its original language. Also provide an English translation of the title of the work in square brackets after the foreign-language title, without italics. Reference list entry:

Doutre, É. (2014). Mixité de genre et de métiers: Conséquences identitaires et relations de travail [Mixture of gender and trades: Consequences for identity and working relationships]. *Canadian Journal of Behavioural Science/Revue Canadienne des sciences du comportement, 46*, 327–336. http://dx.doi.org/10.1037/a0036218