



# **JTF Style Guide for Translators Working into Japanese**

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JTF Style Guide Committee  
Japan Translation Federation (JTF)

This translation is based on version 2.3 of the *JTF Style Guide for Translators Working into Japanese* as released in December 2016.

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## Acknowledgements

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We are indebted to the members of the JTF Style Guide Committee's Advisory Group for their valuable advice and comments.

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## Revision History

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- 08/26/2014 Corrected the usage of "jōyō" (common use) kanji.  
Added the description of 欲しい and ほしい.
- 02/22/2016 Changed the reference of *Gairaigo (Katakana) Hyōki Gaidorain* (guidelines for representing loan words in katakana) published by the Japan Technical Communicators Association.

- 12/20/2016 Changed the reference of *Nihongo Sutairu Gaido* (Japanese style guide) edited by the Japan Technical Communicators Association.

## Twelve Principles

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### 1. Be style-consistent.

Acceptable	Unacceptable	See
本文の文型を、敬体に統一 <u>します</u> 。一般読者向けのマニュアルでは、通常、敬体が使われます。	本文の文型を、敬体に統一 <u>する</u> 。一般読者向けのマニュアルでは、通常、敬体が使われます。	1.1 <a href="#">Style</a>
Is consistently in the keitai (polite) style.	Mixes keitai (polite) style and jōtai (direct) style.	

### 2. Use double-byte punctuation marks.

Acceptable	Unacceptable	See
これは、見本となる例です。	これは、見本となる例です.	1.2. <a href="#">Punctuation</a>
Uses Japanese double-byte comma (、) and double-byte period (。).	Uses single-byte comma (,) and single-byte period (.) in Japanese text.	

### 3. Use kanjis and their readings listed in the "jōyō" (common use) kanji table.

Acceptable	Unacceptable	See
おいしい おおむね	美味しい 概ね	2.1.2. <a href="#">Kanji</a>
Does not use non-jōyō kanji.	These kanji are listed in the jōyō kanji table but their readings.	

### 4. Follow the "Okurigana no Tsukekata" honsoku (main rules) for kana endings on kanji verbs.

Acceptable	Unacceptable	See
取り消す 引き渡す	取消す 引渡す	2.1.3. <a href="#">Kanji with okurigana</a>
Includes okurigana (connecting kana) in compound verbs.	Omits the connecting kana in compound terms.	

### 5. Do not omit the vowel extension at the end of katakana words.

Acceptable	Unacceptable	See
コンピューター ユーザー	コンピュータ ユーザ	2.1.6. <a href="#">Chōon (extended vowel sound marks) with katakana</a>
Uses the standard extended vowel form.	Clips the extension off the concluding vowel sound.	

6. Separate katakana words with double-byte nakaguro (・) or single-byte spaces.

Acceptable	Unacceptable	See
ユーザー・インターフェース ユーザー インターフェース	ユーザーインターフェース	2.1.7. <a href="#">Katakana compound words</a>
First instance uses nakaguro, second uses single-byte spaces.	No separation between words.	

7. Use double-byte kanji, hiragana, and katakana.

Acceptable	Unacceptable	See
メールアドレス	メルアド <sup>レ</sup> ス	2.1.5. <a href="#">Katakana</a>
Uses full-width double-byte kana.	Uses single-byte and scrunches the kana up.	

8. Use single-byte numbers and single-byte non-Japanese alphabets.

Acceptable	Unacceptable	See
123,456	1 2 3, 4 5 6	2.1.8. <a href="#">Arabic numerals</a>
abc DEF	b c d B C D	2.1.9. <a href="#">Alphabetic script</a>

9. Use double-byte symbols.

Acceptable	Unacceptable	See
? ! : ( ) 「 」	? ! : ( ) 「 」	4. <a href="#">Writing and Using Symbols</a>

10. Do not put single-byte spaces between single-byte text and double-byte text.

Acceptable	Unacceptable	See
JTF標準	JTF 標準	3. <a href="#">Character Spacing</a>
No space after the alphabets.	Adding a space makes the separation excessive.	

11. Use single-byte periods, commas, and spaces with single-byte text.

Acceptable	Unacceptable	See
785,105	785、105	4.1.3. <a href="#">Single-byte period (.) and single-byte comma (,)</a>
12.5	12. 5	

12. Be consistent in unit nomenclature.

Acceptable	Unacceptable	See
2kg 354m 20°C	3ft 23坪 14km	5. <a href="#">Writing Units</a>
Is consistently metric.	Mixes American, Japanese, and metric units.	

# Table of Contents

---

## Introduction

<b>1. Sentences</b> .....	<b>9</b>
<b>1.1. Style</b> .....	<b>9</b>
1.1.1. Body text .....	9
1.1.2. Captions .....	9
1.1.3. Outline form .....	9
1.1.4. Text in figures .....	10
1.1.5. Figure captions .....	10
<b>1.2. Punctuation</b> .....	<b>10</b>
1.2.1. Double-byte period ( 。 ) and comma ( 、 ) .....	10
1.2.2. Single-byte period ( . ) and comma ( , ) .....	10
<b>2. Within Sentences</b> .....	<b>10</b>
<b>2.1. Script and word usage</b> .....	<b>10</b>
2.1.1. Hiragana .....	10
2.1.2. Kanji .....	10
2.1.3. Kanji with okurigana .....	11
2.1.4. Okurigana for compound words .....	12
2.1.5. Katakana .....	12
2.1.6. Chōon (extended vowel sound marks) with katakana .....	12
2.1.7. Katakana compound words .....	13
2.1.8. Arabic numerals .....	14
2.1.9. Alphabetic script .....	14
2.1.10. Position of Arabic numerals .....	14
<b>2.2. Writing Japanese script</b> .....	<b>15</b>
2.2.1. Proper use of hiragana and kanji .....	15
2.2.2. Proper use of Arabic and kanji numbers .....	18
2.2.3. Written expression of numeral classifiers .....	18
<b>3. Character Spacing</b> .....	<b>19</b>
<b>3.1. Spaces between characters</b> .....	<b>19</b>
3.1.1. Between double-byte characters and single-byte characters .....	19
3.1.2. Between two double-byte characters .....	19
3.1.3. Between two single-byte characters .....	19
<b>3.2. Between katakana words</b> .....	<b>19</b>
<b>3.3. Between Japanese parentheses and adjacent characters</b> .....	<b>19</b>
<b>4. Writing and Using Symbols</b> .....	<b>19</b>
<b>4.1. Punctuation</b> .....	<b>19</b>
4.1.1. Kuten (double-byte period) ( 。 ) .....	19
4.1.2. Tōten (double-byte comma) ( 、 ) .....	19
4.1.3. Single-byte period ( . ) and single-byte comma ( , ) .....	20
<b>4.2. Symbols</b> .....	<b>20</b>
4.2.1. Double-byte exclamation mark ( ! ) .....	20
4.2.2. Double-byte question mark ( ? ) .....	20
4.2.3. Slash ( / ) ( / ) .....	20
4.2.4. Nakaguro (middle dot) ( ・ ) .....	21
4.2.5. Namisen (wave dash) ( ~ ) .....	21
4.2.6. Hyphen ( - ) .....	21
4.2.7. Colon ( : ) .....	21
4.2.8. Semicolon ( ; ) .....	21

4.2.9.	Dash.....	21
<b>4.3.</b>	<b>Parentheses and brackets .....</b>	<b>21</b>
4.3.1.	Marukakko (parentheses) ( ) .....	21
4.3.2.	Daikakko (brackets) [ ] .....	22
4.3.3.	Kagikakko (corner brackets) 「 」 .....	22
4.3.4.	Nijū kagikakko (double corner brackets) 『 』 .....	22
4.3.5.	Nijū inyōfu (double quotation marks) " " .....	22
4.3.6.	Chūkakko (curly brackets or braces) { } .....	22
4.3.7.	Yamakakko (angle brackets) < > .....	22
4.3.8.	Ichijū inyōfu (single quotation marks) ' ' .....	22
<b>5.</b>	<b>Writing Units.....</b>	<b>22</b>
<b>5.1.</b>	<b>Units.....</b>	<b>22</b>
<b>5.2.</b>	<b>Writing unit symbols.....</b>	<b>23</b>
<b>5.3.</b>	<b>Individual units.....</b>	<b>23</b>
5.3.1.	Time .....	23
5.3.2.	Length .....	23
5.3.3.	Mass .....	23
5.3.4.	Area and Volume.....	23
5.3.5.	Electricity.....	23
5.3.6.	Temperature .....	23
5.3.7.	Frequency .....	23
5.3.8.	Speed.....	23
5.3.9.	Transmission rate .....	23
5.3.10.	Rate/ratio.....	23
5.3.11.	Angle.....	23
5.3.12.	Memory capacity .....	23
5.3.13.	Currency.....	23

## Bibliography

# Introduction

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## Why this style guide?

*The JTF Style Guide for Translators Working into Japanese* was compiled by the JTF Style Guide Committee to provide general standardization guidelines for translators working into Japanese.

Japanese poses special problems because it has multiple scripts (kanji ideograms, two kana phonetic alphabets, and foreign-language forms) in common use. Good writing being an essential part of good translation, it is imperative translators know how to select the proper script and combination of scripts. Indeed, style inconsistency may well adversely impact technical accuracy and reader comprehension.

That said, this style guide is not intended to teach readers how to translate well, or even how to write well. Rather, the rules and guidelines set forth here are to supplement those skills readers already possess by offering guidance specific to representational issues in translation.

Please note that these rules assume Japanese text written horizontally and may not apply to vertical text.

## Criteria employed

The two criteria used in formulating the JTF style guide rules were (a) that they point to currently accepted and approved usage and (b) that they be adaptable to technological advances. As such, these rules are intended to help translators understand the different Japanese writing styles used in commercial (i.e., non-literary) translation and select a style appropriate to their needs and purposes.

When several styles are in common use, the different styles are explained so the translator can make an informed decision. Examples have been selected using words and phrases that show up frequently in commercial translation because even common terms tend to be written differently by different people in different contexts.

*The JTF Style Guide for Translators Working into Japanese* will be updated from time to time to reflect changing writing styles and to offer up-to-date guidance. The latest Japanese-language version is available at [http://www.jtf.jp/jp/style\\_guide/styleguide\\_top.html](http://www.jtf.jp/jp/style_guide/styleguide_top.html).

## How to use this style guide

The styles advocated here are for general use. When specific companies and industries may have their own style rules, the translator should feel free to give preference to those in-house styles. The important thing is that the style be consistent and suited to the translation's particular requirements. Indeed, translators may well want to work with clients to compile client-specific style guides.



# 1. Sentences

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## 1.1. Style

### 1.1.1. Body text

Choose either keitai (polite/formal/friendly style) or jōtai (direct style) and be consistent throughout the text. Do not mix the two styles.

Which style to choose depends upon the nature of the text, the purpose of the text, and the intended readership.

Keitai (a.k.a. "ですます" desu/masu style)	A polite, non-confrontational style used mainly for basic texts, pamphlets, manuals, and websites for general readers.
Jōtai (a.k.a. "である" de aru style)	A simple and powerful style better suited to explanatory texts and manuals for specialist readers.

### 1.1.2. Captions

Use either jōtai or taigen-dome (sentence fragments ending with a noun or noun phrase) for captions even when keitai is used for the body text. Manuals for general readers often use captions ending with particles (e.g., …には and …とは). Periods are not used at the end of single-sentence or fragment captions.

Description	Example
Taigen-dome	用字と用語の使い方
Jōtai	タイマー予約する
Ending with a particle	困ったときには

Whichever is chosen, be consistent and do not mix styles.

### 1.1.3. Outline form

Be consistent in consideration of the style used for the body text. General rules are as follows:

- When keitai is used for a text for general readers, keitai can also be used in listing items.
- Even if keitai is used for the body text of technical or specialized texts, jōtai or taigen-dome may be used when listing items.
- When jōtai is used for the body text, use jōtai or taigen-dome in listing items.
- Do not mix keitai and jōtai in a single listing.
- Be consistent in using or not using periods.

Description	Example
Keitai for the body text, taigen-dome for items listed.	次をお知らせください。 ・商品名と型名 ・購入年月日
Keitai for the body text, jōtai for items listed.	次の順序で操作してください。 ・Shift キーを押しながら Enter キーを押す。 ・「いいえ」ボタンをクリックする。

### 1.1.4. Text in figures

Use keitai, jōtai, or taigen-dome depending upon the nature of the text. Once the decision has been made, be consistent and do not mix them. Do not use periods at the end of fragment entries.

### 1.1.5. Figure captions

Treat these the same as text in figures. Use keitai, jōtai, or taigen-dome depending upon the nature of the text. Once the decision has been made, be consistent and do not mix them. Do not use periods at the end of single-sentence or fragment entries.

## 1.2. Punctuation

### 1.2.1. Double-byte period ( 。 ) and comma ( 、 )

Use double-byte Japanese periods ( 。 ) and commas ( 、 ) within Japanese text.

Acceptable	Unacceptable
これは、見本となる例です。	これは、見本となる例です.

See also 4.1.1 "[Kuten \(double-byte period\) \( 。 \)](#)" and 4.1.2 "[Tōten \(double-byte comma\) \( 、 \)](#)."

### 1.2.2. Single-byte period ( . ) and comma ( , )

Use single-byte periods ( . ) and commas ( , ) within proper nouns and numbers written in single-byte alphabets.

Acceptable	Unacceptable
Ministry of Economy, Trade and Industry 785,105 12.5	Ministry of Economy、 Trade and Industry 785, 105 12. 5

See also 4.1.3 "[Single-byte period \( . \) and single-byte comma \( , \)](#)."

## 2. Within Sentences

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### 2.1. Script and word usage

#### 2.1.1. Hiragana

Use double-byte hiragana. Follow the rules set forth in "Gendai Kanazukai" (contemporary kana usage), Cabinet Notification No. 1 of July 1, 1986.

#### 2.1.2. Kanji

Generally follow the rules set forth in "Jōyō Kanji Hyō" (jōyō kanji table), Cabinet Notification No. 2 of November 30, 2010. There are, however, some kanji that are customarily used in business and commercial translation even though they are not in the jōyō kanji table.

Acceptable	Reason
聡明, 推敲, 莫大	Are in common use
拿捕, 改竄, 楯円	Unnatural for only one of the kanji to be represented by hiragana (e.g., だ捕, 改ざん, だ円)
罫線, 右揃え	Easier to understand when written in kanji
梱包, 斡旋	In common use as technical terms

See also see 2.2.1. "[Proper use of hiragana and kanji](#)."

### 2.1.3. Kanji with okurigana

Consistency is the prime imperative in using okurigana (kana suffixes following kanji stems). In general, follow the 2010 "Jōyō Kanji Hyō" and "Okurigana no Tsukekata" (okurigana rules), Cabinet Notification No. 2 of June 18, 1973.

Refer also to *Yōji Yōgo Shin-hyōki Jiten* (dictionary of new script and word usage standards), Dai-ichi Hōki, Tokyo, 4<sup>th</sup> edition, 2011.

"Okurigana no Tsukekata" has three general sets of rules for okurigana.

1. Honsoku (main rules)
2. Reigai (allowable exceptions)
3. Kyoyō (permissible variations on the main rules)

Among the permissible variations are:

Okurigana added		
Honsoku	Kyoyō	Reason for choosing "kyoyō"
表す	表わす	To ensure it is read "arawasu" and not "hyōsu"
行った	行なった	To ensure it is read "okonatta" and not "itta"
現れる	現われる	
断る	断わる	
Okurigana omitted		
Honsoku	Kyoyō	Reason for choosing "kyoyō"
浮かぶ	浮ぶ	Unlikely to be misread and saves space
当たる	当る	
終わる	終る	

"Okurigana no Tsukekata" provides numerous examples of the three sets of rules indicating that they tend to be very loosely and inconsistently used. That said, okurigana style should be as consistent as possible. Choose one style for each word in any given text.

#### 2.1.3.1. Okurigana for verbs

This style guide recommends following honsoku.

Recommended	Not recommended
行う	行なう
表す	表わす
現れる	現われる
浮かぶ	浮ぶ
終わる	終る

#### 2.1.3.2. Okurigana for nouns

This style guide recommends following honsoku in principle but using "kyoyō" if (a) the word is customarily used without okurigana and (b) it is unlikely to be misread.

Use	Examples
答え or 答	問いと答え, 答の欄
曇り or 曇	晴れのち曇り, 天気は曇です
届け or 届	届けを出す, 転出届
願い or 願	願いを聞く, 休暇願

## 2.1.4. Okurigana for compound words

Follow "Jōyō Kanji Hyō" and "Okurigana no Tsukekata" when using okurigana in compound words. Refer also to *Yōji Yōgo Shin-hyōki Jiten*, 4<sup>th</sup> edition, to maintain a consistent writing style.

However, there are some words that do not follow "Jōyō Kanji Hyō" and "Okurigana no Tsukekata" or are not listed in the *Yōji Yōgo Shin-hyōki Jiten* but are still commonly used.

In principle, do not omit okurigana in compound verbs.

Use	Do not use
書き込む	書込む
取り扱う	取扱う
引き換える	引換える
申し込む	申込む
請け負う	請負う
組み立てる	組立てる

Okurigana may be omitted in nouns derived from compound verbs. That said it is important to be as style-consistent as possible in any given text.

Examples
取り扱い or 取扱い or 取扱
引き換え or 引換え or 引換
申し込み or 申込み or 申込
繰り上げ or 繰上げ or 繰上
組み立て or 組立て or 組立
置き場 or 置場

Omit okurigana for nouns customarily used without okurigana.

Acceptable	Unacceptable
取締役	取り締まり役
請負	請け負い
繰入率	繰り入れ率
申込書	申し込み書
売上金	売り上げ金

## 2.1.5. Katakana

Double-byte katakana is the default unless otherwise specified. When using katakana follow the rules in "Gairaigo no Hyōki" (representing loan words), Cabinet Notification No. 2 of June 28, 1991, and *Gairaigo (Katakana) Hyōki Gaidorain* (guidelines for representing loan words in katakana) published by the Japan Technical Communicators Association, Tokyo, 2015.

## 2.1.6. Chōon (extended vowel sound marks) with katakana

Follow the rules in the Japan Technical Communicators Association's *Gairaigo (Katakana) Hyōki Gaidorain*.

### Katakana words with extended vowels

Use	Do not use	Source English is
コンピューター	コンピュータ	computer
ドライバー	ドライバ	driver
メーカー	メーカ	maker
プリンター	プリンタ	printer
タイマー	タイマ	timer
ユーザー	ユーザ	user
エレベーター	エレベータ	elevator
モーター	モータ	motor
カレンダー	カレンダ	Calendar
レーダー	レーダ	Radar
モジュラー	モジュラ	Modular
アクセサリー	アクセサリ	Accessory
エネルギー	エネルギー	Energy
アイデンティティー	アイデンティティ	Identity
メロディー	メロディ	Melody
メモリー	メモリ	Memory
パーティー	パーティ	Party
エディター	エディタ	Editor

### 2.1.7. Katakana compound words

Use a nakaguro (・) or a single-byte space to separate katakana compound words.

Acceptable	Unacceptable
グラフィック・ユーザー・インターフェース グラフィック ユーザー インターフェース	グラフィックユーザーインターフェース
First example uses nakaguro, second uses single-byte spaces.	No separation between the words

Proper nouns (e.g., foreign names) are usually separated with nakaguro.

What are the **advantages** and **disadvantages** of these different systems and why does this style guide recommend using either nakaguro or single-byte spaces?

Using nakaguro	Using single-byte spaces	Using neither
Clear separation between words	Clear separation between words	Unclear separation between words
Relatively messy appearance	Relatively neat appearance	Relatively neat appearance
Using both bullet points to list items and nakaguro may cause confusion. (See 4.2.4. "Nakaguro (middle dot) (・)")	Using bullet points to list items and single-byte spaces to separate words is unlikely to cause confusion	Using bullet points to list items and nothing to separate words is unlikely to cause confusion
Easy to computer search/replace when switching to another word-separation method	Difficult to computer search/replace when switching to another word-separation method	Difficult to computer search/replace when switching to another word-separation method

Inconsistency may arise from forgetting to insert nakaguro or inserting nakaguro in the wrong place	Inconsistency may arise from forgetting to insert single-byte spaces or inserting them in the wrong place	There being no separation, inconsistency from forgetting or erroneously inserting a separation is unlikely
May be used with both vertical and horizontal writing	Not suitable for vertical writing	May be used with both vertical and horizontal writing
Widely used in books, newspapers, textbooks, academic papers, etc.	Mainly used in IT-related manuals	Widely used in books, newspapers, magazines, etc.
		Because there is no term separation, machine translation systems may have difficulty identifying phrases as unknown words

All three systems are all typically used in commercial translation, making it difficult to select just one.

The JTF style guide recommends using either the nakaguro or a single-byte space as the clearest delineation between katakana words for both human translators and machine translation systems.

While it is up to the translator to decide which style to use, the following points should be taken into consideration.

- Once the style is selected, use it consistently throughout.
- Use terminology and usage glossaries to ensure consistency.
- Avoid creating overly long strings of katakana words.
- While it is preferable to insert separations between words, inserting separations is counter-recommended if the original compound word contains a hyphen, if each word's independence is weak and the phrase is difficult to decipher, or if the phrase is short.

Acceptable	Source English is
ログイン	log in
リアルタイム	real time
ダブルクリック	double click
スタイルガイド	style guide

### 2.1.8. Arabic numerals

Use single-byte characters to write Arabic numerals. While double-byte characters may be permissible in some special cases, single-byte characters should be used throughout for consistency.

### 2.1.9. Alphabetic script

Use single-byte characters to write non-Japanese alphabetic text. While double-byte characters may be permissible in some special cases, single-byte characters should be used throughout for consistency.

### 2.1.10. Position of Arabic numerals

Use commas to separate groups of digits and periods for decimal points (e.g., 36,333.333). That said, commas to separate groups of digits may be omitted in some cases (e.g., 2013 or 11030).

## 2.2. Writing Japanese script

### 2.2.1. Proper use of hiragana and kanji

In commercial translation, the proper use of hiragana and kanji is defined by the general practice in the industry or field. For words or phrases that can be written in either kanji or hiragana, there is a tendency to use kanji in the patent, finance, and legal fields and to use hiragana in such fields as information processing and general writing.

Some examples of hiragana and kanji character usage for high-frequency words and phrases in commercial translation are given below as reference to help ensure writing style consistency. Creating usage and terminology glossaries is an effective way to maintain consistency.

#### Words and phrases commonly written in hiragana

Use	Do not use	
あらかじめ	予め	
いずれ	何れ	
いつ	何時	
およそ	凡そ	
おもむろに	徐に	
かえって	却って	
かつ	且つ	Use hiragana even though the kanji 且 is in the jōyō kanji table
～かもしれない	～かも知れない	
～ください	～下さい	Use hiragana when it is used as a supplementary verb. E.g., 出してください. Use the kanji 下さい when it is used as a verb. E.g., 切符を下さい.
これほど	これ程	
ご～	御～	E.g., ご覧ください, ご意見.
子ども	子供, こども	
さらに	更に	Use hiragana even though the kanji 更 is in the jōyō kanji table
しかし	然し	
しばらく	暫く	
すなわち	即ち	
～すべき	～可き	
せっかく	折角	
たびたび	度々	
ただし	但し	
～たち	～達	Use hiragana when it refers to the plural of people categories.
できる	出来る	E.g., 達成できる
どこ	何処	
ないし	乃至	
なかなか	中々	
なお	尚	
ほど	程	
または	又は	Use hiragana even though the kanji 又 is in the jōyō kanji table

むしろ	寧ろ	
めったに	滅多に	
もはや	最早	
もしくは	若しくは	
もって	以て, 以って	
~ように	~様に	
よほど	余程	

### Words and phrases commonly written in kanji

Use	Do not use	
一切	いっさい	
必ず	かならず	
大いに	おおいに	
強いて	しいて	
~中	~じゅう	E.g., 世界中, 一日中
時々	ときどき	
何しろ	なにしろ	E.g., 何しろ困っている
何も	なにも	E.g., 何も知らない
何らかの	なんらかの	E.g., 何らかの策
何とも	なんとも	E.g., 何とも言えない

### Different kanji for different purposes

Use	Do not use	
箇所	個所	個 is a non-jōyō kanji when it is pronounced "ka."
箇条書き	個条書き	個 is a non-jōyō kanji when it is pronounced "ka."
付属する	附属する	付属 is preferable when it is used as a verb.
摩耗, 摩滅	磨耗, 磨滅	摩 means "to scrub," 磨 "to polish."

### Hiragana and kanji usage differs depending upon how the term is being used.

Use	Do not use	
および	及び	Kanji is in the jōyō kanji table, but hiragana is preferable when this is used as a connector.
及ぶ	およぶ	Kanji is preferable when this is used as a verb. E.g., 影響が及ぶ.
いたします	致します	Hiragana is preferable when this is used as a supplementary verb. E.g., お願いいたします.
致す	いたす	Kanji is preferable when this is a verb similar to する and 行う. E.g., 思いを致す.
したがって	従って	Hiragana is preferable when this is a transitional word.
従う	したがう	Kanji is preferable when this is a verb.
~だす	~出す	Hiragana is preferable when this is used in the "starting" sense. E.g., 動きだす and 笑いだす.
~出す	~だす	Kanji is preferable when this is used in the "out" sense. E.g., 探し出す and 見つけ出す.
付く	つく	Kanji is preferable when this is a verb. E.g., 利子が付く and 気が付く.



～つく	～付く	Hiragana is preferable when this is a suffix. E.g., 活気づく and 凍りつく.
～つき	～付き	Hiragana is preferable when this is a suffix. E.g., 目つき and 手つき.
～とおり	～通り	Hiragana is preferable when this is an adjectival suffix. E.g., 思ったとおり and 以下のとおりです.
～通り	～とおり	Kanji is preferable when this is a countable. E.g., 2通りの方法 (two ways).
ほしい	欲しい	Hiragana is preferable when this is a suffix. E.g., 考えてほしい。
欲しい	ほしい	Kanji is preferable when this is a verb. E.g., この本が欲しい。

Many common business terms have multiple acceptable forms. While both forms shown below are acceptable, it is important to be consistent within any given document. When either kanji or kana is acceptable, default to hiragana if there is no specific reason for using kanji.

あまりに	余りに	
～うえで	～上で	E.g., 学習するうえで重要な項目
きわめて	極めて	
さまざま	様々	
すでに	既に	
すべて	全て	
ともに	共に	E.g., 提携企業とともに成長する
たとえば	例えば	
ただちに	直ちに	
とうてい	到底	
はたして	果たして	
ひときわ	一際	
ひとたび	一度	
ほか	他 or 外	E.g., 他を探す, この他に必要なもの, 思いの外
ほかならぬ	他ならぬ or 外ならぬ	
まったく	全く	
もともと	元々	
わかる	分かる or 解る or 判る	
ひとつひとつ	一つ一つ	
わたし	私	
われわれ	我々	
わが	我が	E.g., 我が祖国, わが家

There are many homonyms that use different kanji to express different shades of meaning. For example:

従 vs 柔	as in 従順 and 柔順
伝 vs 電	as in 超伝導 and 超電導
附 vs 付	as in 附則 and 付則
濫 vs 乱	as in 濫獲 and 乱獲
濫 vs 乱	as in 濫造 and 乱造
濫 vs 乱	as in 濫用 and 乱用

箇 vs か	as in 5 箇所 and 5 か所
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See 2.2.3 "[Written expression of numeral classifiers](#)" for information on counters.

## 2.2.2. Proper use of Arabic and kanji numbers

Use Arabic numerals to express quantities and numbers of things that can be counted. This includes words that can be replaced with numbers. Arabic numerals are also used for ordinal numerals (e.g., first, second, and -nth).

### Using Arabic numerals

Representation	Meaning
1 億 2805 万人	128,050,000 people
3 つのボタン	Three buttons
第 3 回大会	The third meeting
4 か月	Four months
1 番目, 2 番目	First, second
2 進法	Binary
3 次元	Three dimensional

Follow the standard practice in using kanji numbers for words and phrases such as multiple-kanji phrases, approximate figures, proper nouns, and adverbs.

### Examples of using kanji numerals

Representation	Meaning
世界一	Number one in the world
一時的	Temporary
一部分	A part of
第三者	Third party
一種の	Of a kind
一部の	A portion of
一番に	First of all
数百倍	Several hundredfold
二次関数	Quadratic function
四捨五入	Round off
四角い	Square
五大陸	Five continents

## 2.2.3. Written expression of numeral classifiers

It is common to see カ, か, カ, ケ, ケ, 箇, or 個 between the number and the kanji for what it modifies. However, this style guide recommends using the hiragana か in all such cases.

Use	Example
～か月, ～か所	3 か月未満, 数か月, 10 か所
～か国	3 か国会議
～か年	5 か年計画

## 3. Character Spacing

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### 3.1. Spaces between characters

#### 3.1.1. Between double-byte characters and single-byte characters

In principle, do not insert a space between double-byte characters and single-byte characters.

#### 3.1.2. Between two double-byte characters

In principle, do not insert a space between two double-byte characters, the exception being the option of a single-byte space between katakana compound words. See also 2.1.7. "[Katakana compound words](#)."

#### 3.1.3. Between two single-byte characters

When including European text within Japanese text, for example when inserting a quote in European text within Japanese text, maintain the single-byte spaces between words in the European text.

### 3.2. Between katakana words

Separate katakana words with nakaguro (・) or single-byte spaces. See also 2.1.7. "[Katakana compound words](#)."

### 3.3. Between Japanese parentheses and adjacent characters

Do not insert spaces on either side of Japanese double-byte parentheses.

## 4. Writing and Using Symbols

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### 4.1. Punctuation

#### 4.1.1. Kuten (double-byte period) ( 。 )

The Japanese period at the end of the sentence is always double-byte ( 。 ). It is not, however, used at the end of sentences within kagikakko (corner brackets or 「 」 ) or parentheses ( ) .

Symbol	Single- or double-byte	Usage example
。	Double	A氏は「5月に新製品を発売します」と述べました。 従業員は約30,000人です（関連企業を含みます）。

#### 4.1.2. Tōten (double-byte comma) ( 、 )

The Japanese comma is always double-byte ( 、 ). It is used to indicate a pause in a sentence or to clarify the sentence structure (i.e., to make the sentence more readable and convey the meaning more accurately). It may also be used to separate words, phrases, or clauses in series.

Symbol	Single- or double-byte	Usage example
、	Double	A社は、設備投資を続けながら業績が低迷する子会社を 合併しました。 A社は設備投資を続けながら、業績が低迷する子会社を

		合併しました。 開発、営業、製造の3部門に通達しました。
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### 4.1.3. Single-byte period (.) and single-byte comma (,)

Use the single-byte comma to separate groups of digits and use the single-byte period for decimal points and after numbers in itemized lists. Do not use single-byte commas or single-byte periods in Japanese text.

## 4.2. Symbols

### 4.2.1. Double-byte exclamation mark ( ! )

This is not commonly used in Japanese business documents. Even when an exclamation mark is used in the source text, it is preferable to use a double-byte period (kuten) in the Japanese text.

An exclamation mark in the source text is replaced by a double-byte period
Source text: Just plug it in, and coffee is ready in three minutes!
Translation: プラグを差し込めば、3分でコーヒーができます。

The double-byte exclamation mark is, however, used in advertising copy and to focus reader attention. If you use it at the end of a sentence, insert a double-byte space between the exclamation mark and the following sentence. Do not follow the exclamation mark with a space when it is within a sentence.

Examples of using exclamation marks ( ! ) in translated text
警告！ 驚きの速さ！ これが新製品のキャッチコピーでした。 おおっ！という声が上がりました。

### 4.2.2. Double-byte question mark ( ? )

This is not commonly used in Japanese business documents. Even when a question mark is used in the source text, it is preferable to use the question-indicating か and a double-byte period (kuten) in the Japanese text.

A question mark in the source text changes to a period in the translation
Source text: Does the reader understand the document?
Translation: 読者は文書の内容を理解しているでしょうか。

The double-byte question mark is, however, used in advertising and in questions to readers. If you use it at the end of a sentence, insert a double-byte space between the question mark and the following sentence. Do not follow the question mark with a space within a sentence.

A question mark ( ? ) in translated text
オプションを変更しますか？ A社の成功の秘訣とは？ この本ではそれをご紹介します。 どう操作したらよいのか？というユーザーの疑問に答えます。

### 4.2.3. Slash (/) ( / )

Used when writing fractions, in non-Japanese text, and between text items to signify "or." Not commonly used in Japanese text.

Symbol	Single- or double-byte	Usage example
/, /	Either	The fraction 1/3, I/O, 50Hz/60Hz

#### 4.2.4. Nakaguro (middle dot) (・)

Used when separating katakana compound words and when listing words of the same rank side by side. Note that using nakaguro both to separate katakana compound words and to list words of the same rank in the same text should be avoided because it can easily confuse readers. See also 2.1.7 "[Katakana compound words](#)."

Symbol	Single- or double-byte	Usage example
・	Double	小・中学校, パーソナル・コンピューター

#### 4.2.5. Namisen (wave dash) (～)

Used to express ranges of numerical values.

Symbol	Single- or double-byte	Usage example
～	Double	18～22 歳まで People between the ages of 18 and 22

#### 4.2.6. Hyphen (-)

Hyphens should generally be avoided in Japanese text. When a hyphen is used (e.g., in an address or a telephone number), use a single-byte character.

Symbol	Single- or double-byte	Usage example
-	Single	千代田区一番町 1-1-1 03-5555-xxxx

#### 4.2.7. Colon ( : )

Colons (:) should not be used in Japanese text. Even if the source text uses a colon, do not use it in the Japanese text. However, colons may be used in Japanese text between categories and specific information. When using a colon in Japanese text, use a double-byte colon.

Symbol	Single- or double-byte	Usage example
:	Double	日時 : 3 月 16 日午後 1 時 Time & date: March 16 at 1:00 pm, 例 : パリ、ニューヨーク、東京 Examples: Paris, New York, and Tokyo

#### 4.2.8. Semicolon ( ; )

Semicolons (;) should not be used in Japanese text. Even if the source text uses a semicolon, do not use it in the Japanese text.

#### 4.2.9. Dash

Neither m-dashes (—) nor n-dashes (–) should be used in Japanese text. Using dashes in Japanese text may cause problems in processing documents electronically.

### 4.3. Parentheses and brackets

#### 4.3.1. Marukakko (parentheses) ( )

Used to provide supplementary explanations of and alternate wordings for the immediately preceding text.

Symbol	Single- or double-byte	Usage example
( )	Double	クォータ (割り当て)

### 4.3.2. Daikakko (brackets) [ ]

Used for special purposes, such as to indicate user interface terminology for computers and other electronic devices.

Symbol	Single- or double-byte	Usage example
[ ]	Double	[ファイル] メニュー

### 4.3.3. Kagikakko (corner brackets) 「 」

Used to indicate quotations, magazine articles, and text to be input, as well as for emphasis.

Symbol	Single- or double-byte	Usage example
「 」	Double	「第6章インストール方法」を参照してください。

### 4.3.4. Nijū kagikakko (double corner brackets) 『 』

Used to indicate literary titles and when putting kagikakko inside kagikakko.

Symbol	Single- or double-byte	Usage example
『 』	Double	『基礎日本語辞典』

### 4.3.5. Nijū inyōfu (double quotation marks) " "

Not commonly used in Japanese text, but, when used, used to indicate quotations and for emphasis.

Symbol	Single- or double-byte	Usage example
" "	Single	いわゆる"スマート"な都市

### 4.3.6. Chūkakko (curly brackets or braces) { }

Should not be used in Japanese text. Use only when the source document uses curly brackets and the same format must be maintained in the translation.

### 4.3.7. Yamakakko (angle brackets) < >

Should not be used in Japanese text. Use only when the source document uses angle brackets and the same format must be maintained in the translation.

### 4.3.8. Ichijū inyōfu (single quotation marks) ' '

Should not be used in Japanese text. Use only when the source document uses single quotation marks and the same format must be maintained in the translation.

## 5. Writing Units

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### 5.1. Units

In principle, follow the Japanese Industrial Standards (JIS) Z8202 (Weights and Units) and Z8203 (International System of Units, or SI, and Their Uses). When writing unit symbols using single-byte alphabets, numbers, and symbols, follow the SI recommendations, including the use of upper and lower cases. Non-SI symbols such as "dpi" and "カロリー" may be used in some cases.

## 5.2. Writing unit symbols

Generally use either single-byte alphabets (e.g., kg, mm, MB, W, and Hz) or double-byte katakana (e.g., キログラム, ミリメートル, メガバイト, ワット, ヘルツ) for unit symbols. Kanji is used for time units (e.g., 時, 分, 秒).



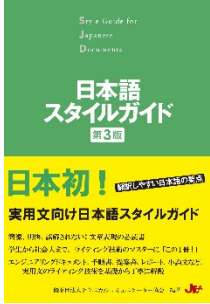
Individuals, organizations, academic bodies, and the like should be constantly thinking about the best use of symbols and should formulate standards for consistency.

## 5.3. Individual units

	What is measured	Examples of units to be used
5.3.1.	Time	時間, 時, 分, 秒, ミリ秒
5.3.2.	Length	mm, km, ミリメートル, センチメートル
5.3.3.	Mass	g, kg, t, グラム, キログラム, トン
5.3.4.	Area and Volume	m <sup>2</sup> , 平方メートル, 立方メートル
5.3.5.	Electricity	A, W, V, アンペア, ワット, ボルト
5.3.6.	Temperature	°C, 度
5.3.7.	Frequency	Hz, ヘルツ
5.3.8.	Speed	m/s, キロメートル毎時, 分速~km
5.3.9.	Transmission rate	bps, Kbps, バイト/秒
5.3.10.	Rate/ratio	%, パーセント
5.3.11.	Angle	90°, 90度
5.3.12.	Memory capacity	ビット, バイト, Kb, KB, Mb, MB
5.3.13.	Currency	円, 米ドル, ユーロ, \$, USD

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