The Translation Manual

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Table of Contents

Translation from Arabic into Egnlish

The Translation Cycle

1. Preparation
The preparation phase includes:
a. Preparing necessary references and dictionaries.
b. Unifying terminology and making it available to the translators through the network.
c. Translating samples from the translation texts to anticipate any problems the translators might face in their work.
d. Defining the task required from every translator.

2. Translation
The process of translation includes:
a. Undertaking the translation task, complying with available terminology databases.
b. Commitment to the manuals on Transliteration, Capitalization, Punctuation, etc.
c. Reporting any mistake in the Arabic text, and any problems in the terminology or consistency issues.
d. Undertaking ample investigation in case the text contains any ambiguities.
e. Checking the grammar and spelling.

3. Revision
The process of revision includes:
a. Insuring that the translation is sound and correct.
b. Eliminating structural mistakes.
c. Checking the spelling.
d. Reporting on the performance of translators.

4. Editing
The process of editing includes:
a. Guaranteeing the readability and understandability of English texts.
b. Insuring the soundness and correctness of style.
c. Revision and editing by a native speaker.
d. Excluding vague words and words with double-cross meaning.

Strategy of Translating from Arabic into English

1. Make sure that the name of organizations and institutions is correctly translated by referring to official web sites

The University of Aleppo	جامعة حلب
The Institute of Arab Scientific Heritage	معهد التراث العلمي العربي
Chester Beatty Library	مكتبة تشستر بيتي

2. Make sure the names of non-Arab scholars, scientists and places are written correctly

Brockelman	بروكلمان
Suter	سوتر
Donald Hill	دونالد هيل
Mordtmann	موردتمان
Stierneborg	ستيرينبورغ
Euclid	إقليدس
Archimedes	أرشميدس
Orontes River	نهر العاص

3. Make sure to arrive at the correct translation of technical terminology. Some expressions are Arabic translation of English terminology. So you have to find the exact English term

Exact Sciences	العلوم الدقيقة
Overshot wheels	دواليب الضرب من أعلى
Undershot wheels	دواليب الضرب من أسفل

4. Sometimes there are spelling mistakes in the Arabic text, avoid them in translation

Badi' al-Zaman al-Jazari	البديع الجزري
Tycho Brahe	تيكوبراهي
Uraniborg	اورانيبورغ

5. Make sure that the names of books is translated exactly as they are know in scientific circles

The Sublime Methods of Spiritual Machines	الطرق السنية في الآلات الروحانية
Almagest	الماجسطي
The Book of Knowledge of Ingenious Mechanical Devices	كتاب في معرفة الحيل الهندسية
Theodosius' Sphaerica	الاكر التاودوسيوسية

6. Looking up the meaning of old Arabic terms and expressions in classical Arabic dictionaries

الزَّيجُ	كلُّ كتاب يتضمّن جداول فلكيّة يُعرفُ منها سيرُ النجوم ويستخرج بوساطته التقويم القاموس المحيط
القُنَّبُ	(بضم القاف وكسرها): نبات حوليّ زراعيّ ليفيّ من الفصيلة القِنَّبيّة، تُفتل لحاؤه حبالاً،
الإفرِيْزُ	طُنفٌ في حائط، أي ما أشرف منه خارجاً عن البناء،
بَنْكَامُ	١. سَاعَةُ الرَّمْلِ، ٢. "أداةٌ تُتَّخَذُ مِقْياساً زَمَنِيّاً لِطَهْي البَيْضِ وَمَا شَابَهَ ذلِكَ

4

حَسَبَ الاسْتِواءِ الْمَرْغُوبِ فيهِ.	
[س ط ح]. (مص. سَطَّحَ). "تَسْطِيحُ الكُرَةِ": رَسْمُهَا عَلَى سَطْح، وَنَقْلُ مَا عَلَيْهَا مِنْ خُطُوطٍ كَمَا هُوَ الأَمْرُ فِي الخَرَائِطِ الجُغْرَافِيَّةِ وَالفَلَكِيَّةِ.	تَسْطِيحٌ
السَّمْتُ : الطَّريق الواضحُ؛ إلزَمْ هذا السَّمْتُ.- المذهَب؛ سارَ على سَمْت المؤمنين.- الوقارُ والسّكينَة؛ توجّه إلى المسجد في سَمْتٍ.- الهيئة؛ هوحَسَنُ السَّمْتِ.- نقطَةٌ وهميّة في الفَلَك تقع فوق الرأس عموديّاً.	سمت القبلة

7. Looking up the names of technical expressions from authentic references

	الطلسمات
الولاية تتكون من سناجق بما يعادل اليوم المحافظة http://www.mesopotamia4374.com/adad4/4.htm	سناجق
علم عقود الأبنية علم يتعرف منه أحوال أوضاع الأبنية وكيفية أحكامها وطرق حسنها كبناء الحصون المحكمة وتنضيد المنازل البهية والقناطر المشيدة وأمثالها http://www.al-eman.com/Islamlib/viewchp.asp?BID=266&CID=14	علم عقود الأبنية
علم أنباط المياه هو علم يتعرف منه كيفية استخراج المياه الكامنة في الأرض، وإظهارها،	علم أنباط المياه
علم المناظر من فروع الهندسة وهو علم يتبين به أسباب الغلط في الإدراك البصري بمعرفة كيفية وقوعها بناء،	علم المناظر

8. Sometimes the translation of some terms cannot be found except in other book on the same topic

Block of timber	اسطامة
Palm	شير
Cubit	ذراع
Noria	ناعورة
Paddles	فراشات
Drum	قفص
Rod	سهم

9. Consistency must be maintained and ensured in writing the names of people and places all through. Make sure that a certain name is not spelled differently in different locations of the book. Consistency must also be maintained in technical terminology.

10. Try to make the style and language of output text close to the jargon and style of books and papers published in the field. This can be done by reading a lot about the topic before starting to translate.

DIN 31635 Transliteration Table

Name of letter	Transliteration Symbol	Arabic letter shape
hamzah	ʾ	أ
bāʾ	b	ب
tāʾ	t	ت
t̲āʾ	t̲	ث
ǧīm	ǧ	ج
ḥaʾ	ḥ	ح
ḫaʾ	ḫ	خ
dāl	d	د
d̲āl	d̲	ذ
rāʾ	r	ر
zāy	z	ز
sīn	s	س
šīn	š	ش
ṣād	ṣ	ص
ḍād	ḍ	ض
ṭāʾ	ṭ	ط
ẓāʾ	ẓ	ظ
ʿaīn	ʿ	ع
ġaīn	ġ	غ
fāʾ	f	ف
qāf	q	ق
kāf	k	ك
lām	l	ل
mīm	m	م
nūn	n	ن
hāʾ	h	هـ
wāw	w	و
yāʾ	y	ي

Short Vowels

fatḥah	a	َ
kasrah	i	ِ
ḍammah	u	ُ

Long Vowels

	ā
	ī
	ū

Compound Vowels

	aw
	ai

Transliteration in Islamic Contexts

1. American spelling is the standard. Whenever there is a difference between American and British spelling, abide by the American rules.
Example:

AMERICAN SPELLING	BRITISH SPELLING
traveler	traveller
honor	honour
Muhammad	Mohammed
Muslim	Moselm
organize	organise
toward	towards

2. Some Arabic names (such as names of prophets, angels and some places have conventional spelling in English literature and dictionaries. These names are to be written according to the accepted spelling and not transliterated.
Examples:

Mecca	مكة
Medina	المدينة
Syria	الشام
Abyssinia	الحبشة
Gabriel	جبريل
Moses	موسى
Avicenna	ابن سينا
Avensoar	ابن زهر
Saladin	صلاح الدين

3. Names that do not have conventional English spelling should be written consistently according to transliteration rules.
Example:

`Umar bin Al-Khattab	عمر بن الخطاب
Al-Muzdalifah	المزدلفة

4. Any doubtful pronunciation of Arabic words should be checked first in a reliable reference before being transliterated.
Example:

Abu Rauh	أبو روح
Ibn Muhriz	ابن محرز
Abu Burdah	أبو بردة
Qabisah bin Al-Mukhariq	قبيصة بن المخارق

5. No special consideration is given to the inflectional position of an Arabic word in Arabic sentences. Even if the name is given different vowel marks in different locations, it should be written the same in all instances (preferably in a position of *raf`*)
Example:

`Abdullah narrated	عن عبد الله
In Dhul-Hijjah	في ذي الحجة

6. To make plural form of a transliterated noun, just add *s* at the end of the singular form.
Example:

SINGULAR	PLURAL
hadith	hadiths
dirham	dirhams
dinar	dinars

However, some Arabic plural forms are popular in literature. You can use them, but just be consistent. Example:

Ansar	أنصار
Muhajirin	مهاجرين
fatawa	فتاوى
mujahidin	مجاهدين

7. When Arabic letters – which are represented with one English letter – are doubled, the English equivalent should also be doubled. Example:

Shaddad	شداد
Ghassan	غسان
Muttalib	مطلب

Sometimes an Arabic letter is represented by a combination of two English letters. In this case when the Arabic letter is doubled, the English equivalent is not. Example:

Bashar	بشار
Nakhal	نخال

8. Names beginning with the Arabic word `*abd* (عبد) are transliterated as "`Abdul-".
Example:

`Abdul-Rahman	عبد الرحمن
`Abdul-Razzaq	عبد الرزاق
`Abdul-Qadir	عبد القادر

However, there are some exceptions to this rule with names that are usually written as one block.
Example:

`Abdullah	عبد الله
`Ubaidullah	عبيد الله

9. When the Arabic word *dhu* (ذو) comes before the definite article (ال), it is transliterated as "Dhul-".
Example:

Dhul-Hijjah	ذو الحجة
Dhul-Qarnain	ذو القرنين

Transliteration Table

No.	Case	Letter	Example (E)	Example (A)	Case
1	*hamzah* marked with *fathah*	a	Ahmed	أحمد	همزة مفتوحة
2	*hamzah* marked with *kasrah*	i	Ihsan	إحسان	همزة مكسورة
3	*hamzah* marked with *dammah*	u	Umaimah	أميمة	همزة مضمومة
4	*hamzah* in the middle	'	Wa'il	وائل	همزة وسط الكلام
5	*alif*	a̲	Qasim	قاسم	ألف
6	*fathah*	a	Qatadah	قتادة	فتحة
7	*ba'*	b	Bashir	بشير	باء
8	*ta'*	t	Tabuk	تبوك	تاء
9	*ta' marbutah*	h	Marwah	مروة	تاء مربوطة
10	*tha'*	th	Thabit	ثابت	ثاء
11	*jim*	j	Jabir	جابر	جيم
12	*ha'*	h	Hatim	حاتم	حاء
13	*kha'*	kh	Khalid	خالد	خاء
14	*dal*	d	Dinar	دينار	دال
15	*dhal*	dh	Dhikr	ذكر	ذال
16	*ra'*	r	Razi	زاري	راء
17	*zin*	z	Zainab	زينب	زيي
18	*sin*	s	Salman	سلمان	سين
19	*shin*	sh	Shahin	شاهين	شين
20	*sad*	s̲	Safiyah	صفية	صاد
21	*dad*	d̲	Mudar	مضر	ضاد
22	*ta'*	t̲	Tahir	طاهر	طاء
23	*zha'*	zh	Zhafir	ظافر	ظاء
24	*`ain* marked with *fathah*	`a	`Amir	عامر	عين مفتوحة
25	*`ain* marked with *kasrah*	`i	`Imran	عمران	عين مكسورة
26	*'ain* marked with *dammah*	`u	`Utbah	عتبة	عين مضمومة
27	*`ain* marked with *sukun*	`	Ma`d	معد	عين ساكنة
28	*ghain*	gh	Mughirah	مغيرة	غين
29	*fa'*	f	Fatimah	فاطمة	فاء
30	*qaf*	q	Qasim	قاسم	قاف
31	*kaf*	k	Ka`b	كعب	كاف
32	*lam*	l	Laith	ليث	لام
33	*min*	m	Maqrizi	مقريزي	ميم
34	*nun*	n	Nusair	نصير	نون
35	*ha'*	h	Hurairah	هريرة	هاء
36	*waw* marked with *sukun* and the previous letter has *fathah*	au	Saudah	سودة	واو ساكنة مفتوح ما قبلها
37	*waw* marked with *sukun* and the previous letter has *dammah*	u̲	Faruq	فاروق	واو ساكنة مضموم ما قبلها
38	*waw* with a vowel mark other than *sukun*	w	Marawan	مروان	واو متحركة
39	*dammah*	u	Hudhail	هذيل	ضمة
40	*ya'* marked with *sukun* and the previous letter has *fathah*	ai	Quraish	قريش	ياء ساكنة مفتوح ما قبلها
41	*ya'* marked with *sukun* and the previous letter has *kasrah*	i	Yazid	يزيد	ياء ساكنة مكسور ما قبلها
42	*ya'* with a vowel mark other than *sukun*	y	Sufyan	سفيان	ياء متحركة
43	*ya' mushaddadah*	iy	Umaiyah	أمية	ياء مشددة
44	*ya' mushaddadah* at the end	i	Al-Maqrizi	المقريزي	ياء النسب
45	*kasrah*	i	Bilal	بلال	كسرة
46	Definition article (*al-*)	Al-	Al-Hanbali	الحنبلي	ال: شمسية أو قمرية
47	*ibn*	Ibn	Ibn Abbas	ابن عباس	اين
48	*bin*	bin	Zaid Bin Haritha	زيد بن حارثة	بن
49	*bint*	bint	Hind bint `Utbah	هند بنت عتبة	بنت
50	*umm*	Umm	Umm Habibah	أم حبيبة	أم

Transliteration for Modern Egyptian Arabic

1. No final 'h' for *ha'*.

Madiha	مديحة
Farida	فريدة
Nabila	نبيلة

2. *Waw* as a long vowel /u:/ will be written as 'ou', the *Damma* or short vowel /u/ will be written as 'o'.

Mahmoud	محمود
Hannouma	هنومة
Hosam	حسام
Hosniya	حسنية
Mahgoub	محجوب

3. *Jim* will be written as 'g'

Nagwa	نجوى
Magda	ماجدة
Magdi	مجدي

4. *Waw* preceded by *fathah* (diphthong /aw/) will be written as 'aw'.

Fawzi	فوزي
Shawqi	شوقي

5. *'Ain* and *Hamzah* will have no special characters. They will be dropped from the beginning of words and when they occur intervocalically (between two vowels) or finally.

Ali	علي
Raouf	رؤوف
Omar	عمر
Soad	سعاد
Ismail	إسماعيل

6. *'Ain* and *Hamzah* will be written as 'a' when they are preceded by *Fathah* and followed by a consonant, or at the end, or between a vowel and consonant.

Alaa	علاء
Walaa	ولاء
Raafat	رأفت
Saadawi	سعداوي
Sanaa	سناء
Rifaat	رفعت

7. When the *'Ain* is preceded by *Kasrah*, it is replaced by 'e' whether it is followed by a consonant or the end.

Nafie	نافع
Rafie	رافع

8. When the *'Ain* has a vowel mark *Kasrah* at the beginning of the word it is spelled 'e'.

Emad	عماد
Ezzat	عزت

Effat	عفت

9. The Arabic definite article 'Al-' is written as 'El-'.

El-Masri	المصري
Abu El-Magd	أبو المجد
El-Arif	العارف
El-Din	الدين

10. There is a tendency to spell *Kasrah* as 'e'. This tendency becomes even stronger when the *Kasrah* occurs in the final syllable of the word.

Adel	عادل
El-Kashef	الكاشف
El-Mestikawi	المستكاوي
Faten	فاتن
Gaber	جابر
Ghanem	غانم
Hamed	حامد
Hazem	حازم
Nader	نادر
Zamalek	زمالك
El-Sherif	الشريف

11. *Ya'* as a consonant is spelled as 'y' and as a long vowel is spelled as 'i'.

Yosra	يسرى
Alyaa	علياء
Fahmi	فهمي
El-Ghouri	الغوري
Hosni	حسني
Ibrahim	إبراهيم
Amina	أمينة
Bakir	بكير
Fekri	فكري
Hemi	حلمي

12. There is a great tendency to spell *Sin* as 'ss' when it occurs between two vowels to avoid pronouncing it as 'z'. However, when it occurs before or after a consonant or in a word final position it is spelled as 's'. For the Arabic name يوسف the transliteration Youssef (with double 's') is twice as frequent as Yousef (with one 's').

Youssef	يوسف
Assem	عاصم
Bassiouni	بسيوني
El-Aassar	الأعسر
El-Dessouki	الدسوقي
Hassan	حسن
Yassin	ياسين
Moussa	موسى
Ismailiya	إسماعيلية
Mohsen	محسن
Salem	سالم
Idris	إدريس

13. There is a big tendency to spell *Jim* as 'gu' when it occurs before a *Kasrah* or *Ya'* to avoid making it pronounced as 'j'. (To your preference but be consistent).

El-Beltagui	البلتاجي
El-Mougui	الموجي
Guirguis	جرجس
El-Guindi	الجندي
Nagui	ناجي

14. *Zha'* is spelled as 'z'.

Hafiz	حافظ
Zaher	ظاهر
Mazhar	مظهر

15. In some cases the classical diphthong 'ai' is affected by modern pronunciation and spelled 'ei'.

El-Sheikh	الشيخ
Dedeir	بدير
El-Geneidi	الجنيدي
El-Hosseini	الحسيني
Hemeida	حميدة
Zeid	زيد

16. Compound names starting with "Abdul-" is spelled as "Abdel-".

Abdel-Badie	عبد البديع
Abdel-Fattah	عبد الفتاح
Abdel-Gelil	عبد الجليل
Abdel-Malek	عبد الملك
Abdel-Rahman	عبد الرحمن

17. The sequence "Abu" is usually spelled either as "Abu" or Abul-" depending on whether the following word starts with "al" or not.
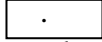
Abu Zeid	أبو زيد
Abu Ammar	أبو عمار
Abul-Fotouh	أبو الفتوح

18. The following Arabic names are conventionally written this way:

| Mohammed	محمد
Ahmed	أحمد
Sayed	سيد
Hussein	حسين
Abdallah	عبد الله
Mubarak	مبارك
Mustafa	مصطفى

Punctuation Marks

1. Period `.`

The period is used to fulfil the following tasks:

a. To terminate sentences that are neither interrogatory or exclamatory. Example:

Ahmed is a doctor. He is known for brilliance and hard work.

b. After certain abbreviations. Example:

Dr., Mr., etc.

c. After initials of proper names. Example:

D.H. Lawrance, T.S. Eliot, U.S.A.

d. After numbers and letters used in outlines and enumeration. Example.

His ideas revolved around three principles:

1. Reduction of taxes
2. Arm control
3. Health insurance for all

2. Comma `,`
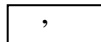
The comma is used to fulfil the following functions:

a. To separate main clauses joined by a coordinating conjunction. Example:

If John had set off earlier, he would have caught the train.

b. To set off an adverbial clause that interrupts the main clause. Example

Mr. Johnson, who is known to be a strong hard-liner, opposed the propsal.

c. To set off from the rest of the sentence transitional words, conjunctive adverbs, and expressions introducing an illustration or example. Examples:

Unemployment, on the other hand, leads to the increase of crime.

However, he had many outstanding achievements.

Software companies, Microsoft for example, are primarily interested in technologies.

d. To set off contrasting or opposing expressions within the same sentence. Example:

He changed his style, not his ethics.

e. To separate words, phrases or clauses in series. Examples:

He is eager, dynamic and restless.

I woke up, took breakfast, got dressed and went out.

John, Jack and Johnson are translators.

f. To set off parenthetical elements from the rest of the rest of the sentence. Example:

Mr. Anderson, chairman of the committee, called for a meeting.

g. To introduce and terminate a direct quotation that is neither a question nor exclamation. Examples:

"I will go," he said.

He said, "We have to update our products."

h. To set off words in direct address. Example:

Open the door, Ali, please.

3. Hyphen `-`

The hyphen is used in the following cases:

a. After some prefixes. Examples:

Multi-directional, anti-capitalist, re-establish.

b. To connect constituents of compounds, especially those containing prepositions. Examples:

father-in-law, editor-in-chief, pen-friend

c. To write compound numbers between 21 and 99. Examples:

twenty-one, thirty-four, ninety-six.

4. Dash $-$

The dash is used to make an abrupt break in the continuity of a sentence to give some details or emphasize some point. Example:

> All of us – men and women – should stand against terrorism.

5. Parentheses ( )

They set off supplementary or explanatory material when the inclusion of such material does not essentially alter the meaning of a sentence. Example:

> The three criminals (all of them are now in prison) robbed the bank.

6. Square Brackets [ ]

Square brackets are used in the following cases:

    a.   To set off extraneous data within a quoted material. Example:

> He said, "I like it [Egypt] more than my soul."

    b.   It functions as parentheses within parentheses. Example:

> In his address the President said, "I will not forgive them [the terrorists]."

7. COLON :

The colon is used to fulfill the following functions:

    a.   To introduce data that explain or restate what has already been given before. Example:

> It is a very good translated passage: it is well structured and coherent.

    b.   To introduce explanation or elaboration of what precedes it. Example:

> He has only one pleasure: reciting the Holy Qur'an.

    c.   To introduce lengthy quoted material. Example:

> In commenting on Muslim's Sahih, Al-Nawawi said:
>
>   ………………………………………………………………….
>   ………………………………………………………………….

    e. To introduce a list. Example.

> There are four nations in the United Kindom: England, Scotland, Wales and Northern Ireland.

8. Semicolon ;

The semicolon is used to fulfill the following tasks:

    a.   To join main clauses not joined by a coordinating conjunction. Example:

> Some people say, "In the name of Allah" at the beginning of eating; others do not.

    b. To link main clauses joined by conjunctive adverbs. Example:

> They disobeyed their messenger; therefore, Allah punished them.

9. Exclamation Mark !

The exclamation mark is used to fulfill the following tasks:

    a.   To terminate an emphatic command. Example:

> Get out of her!

    b.   After an exclamation of surprise, shock or dismay. Example:

> That's great!

10. Quotation Marks " "

The quotation marks are used to fulfill the following tasks:

    a.   To enclose direct quotations. Example:

> He said, "I am going to pray."

    b.   To enclose words and phrases borrowed from others. Example:

> He called himself "emperor," but he was really a dictator.

    c.   To enclose titles of books, poems, chapters of books and articles. Example:

> Our company has recently produced "Al-Bayan."

Spaces with Punctuation Marks

No.	Mark	Representation	Space before	Space after
1.	Period	.	No	Yes
2.	Comma	,	No	Yes
3.	Colon	:	No	Yes
4.	Semicolon	;	No	Yes
5.	Question mark	?	No	Yes
6.	Exclamation mark	!	No	Yes
7.	Hyphen	-	No	No
8.	Dash	–	Yes	Yes
9.	Parentheses	( )		
	First parenthesis	(	Yes	No
	Second parenthesis	)	No	Yes
10.	Square brackets	[ ]		
	First bracket	[	Yes	No
	Second bracket	]	No	Yes
11.	Quotation marks	" "		
	First quote	"	Yes	No
	Second quote	"	No	Yes
12.	Single Quotes	' '		

Note:
1. The period and the comma fall within the quotation marks.
   Example:
   "I am leaving," he said.
   He said, "I am leaving."
2. The colon and the semicolon fall outside the quotation marks.
   Example:
   He spoke of his "little cottage in the country"; he might better call it a mansion.
3. The dash, the question mark, and the exclamation mark fall within the quotation marks when they refer to the quoted matter only; they fall outside when they refer to the whole sentence.
   Example:
   He asked, "When did she leave?"
   What is the meaning of "the door open"?

Using Italics

In Short
1. Titles of Works
2. Names of Newspapers and Periodicals
3. Foreign Words
4. Words Used as Words
5. Letters as Letters
6. Emphasis
7. Cross-References
8. Enumeration
9. For Scholarly Terms

Title of Works

1. Titles and subtitles of published books, plays and long poems are set in italic type.

2. Titles of dissertations and theses, manuscripts in collections, lectures and papers read at meetings, and photocopies of typescripts are set in roman type and quoted. Titles of book-length manuscripts that are under contract to be published may be italicized, but the fact that they are not yet published, or that they are "forthcoming," should be noted. Names of depositories, archives, and the like, and names of manuscript collections are capitalized and set in roman type without quotation marks. Such words as *diary, journal,* and *memorandum* are set in roman type, not quoted, and usually lowercased in test references:

    In a master's thesis, "Charles Vaentin Alkan and His Pianoforte Works," …
    In *Hierarchies and Declivities,* a forthcoming book, Harold Ingleside maintains …

3. Titles of motion pictures are italicized. Titles of television and radio programs are set in roman type and quoted unless they are continuing series, in which case they are italicized.

    The movie *Noonstruck*
    PBS's *Sesame Street*
    National Public Radio's *All Things Considered*

    When a continuing series on radio or television, such as PBS's *Masterpiece Theater,* presents a limited series – for example, the dramatization of a novel in several episodes – the title of the limited series is italicized as well as that of the ongoing series, and the titles of individual episodes are given in quoted roman:

    Masterpiece Theater, The Fortunes of War, "Causalities"

4. Numerals denoting movie sequels are part of the title and are italicized:

    Project A and Project A II
    The Godfather Part 2

5. Titles of paintings, drawings, statues, and other works of art are italicized:

    Grant Wood's *American Gothic*
    Rodin's *The Thinker*
    Rothko, *Orange Yellow Orange*

6. Traditional but "unofficial" titles of works of arts are sometimes rendered in capitalized roman:

    Victory of Samothrace
    Mona Lisa

Newspapers and Periodicals

1. Titles of newspapers, periodicals, pamphlets, proceedings, and sections of newspapers published separately (New York Times Book Review) are set in italics when they are mentioned in the text or notes.

2. Titles of articles and features in periodicals and newspapers, chapter titles and part titles, titles of short stories, essays, and individual selections in books are set in roman type and enclosed in quotation marks:
   "A Defense of Shelley's Poetry," by Kathleen Raine in the *Southern Review*.
   "Talk of the Town" in last week's *New Yorker*.
   "Maternal Behavior and Attitudes," chapter 4 of *Human Development*.

3. If names of newspapers, titles of books, or other italicized names that are themselves singular in form are used in the plural, the inflectional ending is preferably set in roman:
   She bought two *Chicago Tribune*s and three *Milwaukee Jounal*s.

4. If the italicized name is itself plural, however, no additional inflectional ending is required:
   She also bought three *New York Times.*

5. When newspapers and periodicals are mentioned in the text, an initial 'The', omitted in note citations, is set in roman type and, unless it begins a sentence, is lowercased. In foreign language titles, however, the equivalent is retained:
   She reads the *Sun-Times* every morning.
   On the ship she read *Le Monde*.

Foreign Words

1. Isolated words and phrases in a foreign language may be set in italics if they are likely to be unfamiliar to readers:
   What they discovered was a deed of endowment (*waqf*).

2. Isolated foreign proper nouns are not italicized, even when cited as foreign terms:
   Moscow (in Russian, *Noskva*) has been the capital of the Russian national state since the late fourteenth century.

3. If a definition follows a foreign word or phrase, the definition is enclosed in parentheses or quotation marks:
   The word she used was not *une poete* (frying pan) but *un poete* (stove).

4. Familiar words and phrases in a foreign language should be set in roman type:
   Effendi – pasha – fait accompli – a priori

5. The plural of an italicized word referred to as a word ends with a roman s :
   The stanza contains three *cheval*s.
   The plural forms of foreign words are of course set entirely in italics:
   Blume, blumen   cheval, chevaux

Words Used as Words

1. When, in running text, a word or term is referred to as the word or term itself and is not being functionally to convey its meaning, it is commonly set in italics:
   Correctness and *justness* are not synonyms.
   But
   Correctness and justness are not identical concepts.

The term *critical mass* has come to be used metaphorically in many contexts.

Quotation marks are also often used for this purpose:

"Correct" and "just" are not synonyms.

Quotation marks may be preferable when the reference is to spoken language or when he word or term is used as a quotation:

Did she write "correct"?
Did he say "just"?

If the word or term is presented as required or recommended for some use, either written or spoken, it may be thought of as a quotation and may therefore be enclosed in quotation marks:

I suggest that you reply "Maybe."
I suggest that you fill the blank with "Not applicable."

2. The plurals of italicized words and terms are formed by the addition of s or es in roman type:

*Three accommodate*s – *all transfix*es

It is similar to form the plural of an italicized word than of a word enclosed in quotation marks, but if the latter seems required or preferable, the tidiest way to show the plural is to add an apostrophe and an s inside the closing quotation mark:

Tim has enough of her "maybe's."
How may "not applicable's" did Sidney enter?

Letters Used as Letters

1. Individual letters and combinations of letters of the Latin (English) alphabet are italicized:

The letter *q*   a lowercase *n*   a capital *W*
The normal sign of the plural in English is a terminal *s* or *es*.
He signed the document with an *X*.

2. In some proverbial expressions the distinction is ignored, and in that case the plural is formed by adding an apostrophe and *s*:

Mind your p's and q's.
Dot your i's and cross your t's.

Emphasis

1. A word or phrase may be set in italics type for emphasis:

Let us dwell for a moment upon the idea of *conscious* participation.
How do we learn to think in terms of *wholes*?

2. Key terms in a discussion, terms with special meaning, and in general, terms to which the reader's attention is directed are often italicized on first use. Thereafter they are best set in roman.

The two chief tactics of this group, *obstructionism* and *misinformation*, require careful analysis in what follows.
What is meant by *random selection*?

3. A question mark or exclamation point that immediately follows an italicized title and that is not part of the title should be set in roman to avoid misreading:

When did she write *Together Next*?
He reappears in *forward*!

NB

a. When you desire to call attention to a certain word or words inside a quotation, you may set such words in italics. However, you should tell the reader when this has been done, either in the note giving the source of the quotation, or in parentheses directly following the quotation, or in brackets following the italicized passage in the quotation. One or the other system should be used throughout a book. "Italics mine," "italics added," "emphasis added" are all acceptable phrases, but choose one and stick to it.

b. When italics in a quotation are the doing of the original author, this should be pointed out. Here the usual phrase is "italics in original" or, better using the name of the quoted author, "Tocqueville's italics" or "Tocqueville's emphasis."

c. When a proper name is in italic type, its possessive ending is preferably set in roman:

> The *Saturday Review*'s forty-fifth year of publication.
> Boris *Godunov*'s pact on the audience.

Cross-Reference

For any kind of cross-reference the words *see* and *see also* are normally set in italic type. If what follows, however, is in italics (a book title, for example), *see* or *see also* may be set in roman to distinguish it from the rest of the cross-reference.

Enumerations

Enumerations that are run into the text may be indicated by numerals or italic letters in parentheses. In a simple series with little or no punctuation within each item, separation by commas is sufficient. Otherwise, semicolons are used:

> This was determined by a chi-square test using as observed frequencies (*a*) the occurrence of one class and (*b*) the total occurrence of all classes among the neighbors of the subject classes.

> Data are available on three different groups of counsel: (*a*) the public defender of Cook County, (*b*) the member attorneys and (*c*) all other attorneys.

Also, we can use semicolons in place of commas.

For Scholarly Terms

1. Roman type should be used for such scholarly Latin words and abbreviations as the following:
   > ibid. – et al. – Passim – idem

   But because of sic's peculiar use in quoted matter, it seems wise to continue setting it in italics:
   > They are furnished "separate [*sic*] but equal facilities."

2. Sic ("so," "thus," "in this manner") may be inserted in brackets following a word misspelled or wrongfully used in the original. (Note that *sic* is a complete word, not an abbreviation, and therefore takes not period; it is customarily set in italics.) Overuse of this device, however, is to be discouraged, In most books it is unnecessary to call attention to every variant spelling, every oddity of expression, in quoted material. While not really necessary, it would be permissible to use *sic* in the following sentence from Throeau's Walden:
   > Or on a Sunday afternoon, if I changed to be at home, I heard the cronching [*sic*] of the snow made be the step of a long-headed farmer, who from far through the woods sought my house, to have a social "crack."

Capitalization

Capitalization is a very important and indicative stylistic tool in English. Capital letters are the guidelines for the reader; so if they are used improperly, the reader will be confused and annoyed. This manual explains where and where not to use capitalization.

1. Head Titles
Make upper case all letters of major titles which comprise many subtitles.
Example:
TRANSLITERATION
HAJJ AND `UMRAH
LEARN TO PRAY
Note: Major titles are usually centered and not followed by periods.

2. Titles and Subtitles
Make upper case first letters of a title or subtitle. The general rule of headline style is that the first and the last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (like *if, because, as* and *that*) are capitalized. On the other hand, articles (*a, an, the*), coordinating conjunctions (*and, but or, for, nor*), and prepositions, regardless of length, are lowercased unless they are the first or the last word of the title or subtitle. The *to* in infinitives is also lowercased.
Example:
Al-Bayan on Agreed-upon Hadiths
Fun and Education
Man of the Year

3. Titles with Hyphenated Words
Hyphenated compound nouns in titles are governed by the following rule: First elements are always capitalized; subsequent elements are capitalized unless they are articles, prepositions or coordinating conjunctions.
Example:
Step-by-Step Display
Out-of-Fasion Initiatives
English-Speaking People
If the firs element of a hyphenated compound noun is a prefix, the prefix is capitalized, but the second element is not capitalized, unless it is a proper noun or proper adjective.
Example:
E-mail Shipment
The Devil and His Ex-wife
Non-native Speakers
Non-Muslim Communities
A Pre-dawn Meal
The Pre-Islamic Era
Note: Titles and subtitles are not followed by periods.

3. The firs word of every sentence and every line of poetry.
Example:
The most interesting topic for him is geography.
　　　Shall I compare you to a Summer's day
　　　Thou art more lovely and temperate
Note: The first word of a sentence contained within parentheses is capitalized. Ex. The Cabinet held a meeting yesterday. (The results are still confidential.)

4. Proper nouns and words derived from them.
Example:

Jack is a native of the United States of America.
France is a member of the United Nations.
Arab and European civilizations have had a long series of clashes as well as periods of cooperation.

5. Words referring to God, His attributes, major religions and sacred books.
Example:
The Qur'an, the Torah and the Bible are divine books.
Allah and His angels curse the hypocrites.
Allah, the Exalted and Almighty, aids whomever struggles in His cause.
The Baptist Church is one of the prominent churches in England.

6. Names of major Islamic rituals.
Example:
The five daily Prayers are: the Morning, Noon, Afternoon, Sunset and Night Prayers.
Islam's five cornerstones are the Two Declarations of Faith, Prayer, Fasting, Almsgiving, and Pilgrimage to the Sacred House.
Before Prayer one should perform Ablution. If there is no water, he should perform Dry Ablution.

7. Any items used to express a definite terminology, like the kinds of hadith.
Example:
The Sound Hadith
The Traceable Hadith
The Weak Hadith
Throwing the Pebbles

9. Names of tribes, places and religious sects.
Example:
the Jurhum – the Quraish
the Shiites – the Karijites
Kufa – Basra – Mina

10. Titles of political documents.
Example:
the Magna Carta
the Constitution
the Articles of Confederation
the Declaration of Principles

11. Proper names, days of the week, months, and holidays.
Example:
David – Mary – Jane
Tuesday – Friday – Sunday
January – March – August
The Tenth of Ramadan – Thanksgiving Day

12. Titles before names, and degrees after names.
Example:
Queen Victoria – Lady Diana – Duke Andrew – Dr. Salim
Egyptian Foreign Minister Amr Mousa
Botrus Botrus Ghali, UN Secretary General
David Anderson, Ph.D.

13. Names of organizations.
Example:
American Red Cross
Department of Public Safety

14. Titles of works.
Example:
The Return of the Native
All's Well That Ends Well
The Merchant of Venice

15. Major historical periods, events, and philosophies.
Example:
the American Revolution
the Industrial Revolution
the Enlightenment
the Stone Age
Marxism
Platonism

16. The first word of a direct quotation begins with a capital. However, if the quotation is interrupted in the middle of a sentence, it does not begin with a capital.
Example:
The President said, "We have achieved a tangible progress in reorganizing the infrastructure."
"We have rejected these allegations," the Prime Minister said, "and we will not comment on it further."

17. The first word of a sentence following a colon is capitalized on the condition that this sentence is fairly lengthy and distinctly separate from the preceding clause.
Example:
The situation is critical: The youth receives no attention on the part of the government.

18. The first word of an outline heading is capitalized.
Example:
Try to avoid common mistakes, especially in the following:
    a. Spelling
    b. Punctuation
    c. Capitalization

19. Geographical references like divisions of the earth's surface and the names of distinct areas, regions, places and districts are capitalized.
Example:
Tropic of Cancer
Lake Victoria

20. Governmental and judicial bodies.
Example:
the Egyptian Parliament
the U.S. House of Representatives

21. Compass points and their adjectives are often (not always) capitalized.
Example:
the North
the Southerners

Comments on Style and Structure in Translation from Arabic into English

1. Stick to the same tense throughout the same sentence:
   Past => Past Continuous => Past Perfect.
   Present => Present Continuous => Present Perfect.
   Sample mistake: The Prophet (peace be upon him) used to lay his head toward
   `A'ishah to comb his head while she is inside her apartment
   and he is in the mosque.
2. Don't use needless complex expressions.
   Sample: He used to betake himself (go) to them.
3. Don't use (to) after (and).
   Sample mistake: He used to pray and to go to....
4. Pay attention to the position of modifiers.
   Sample mistake: Also it is called.
5. Observe proper preposition with nouns and verbs.
   Sample mistake: Leaning his back to (against) it.
6. Transliteration should be followed by an explanation once at the beginning.
   Example: Ihram [State of ritual consecration] is required at the beginning of
   Hajj [Pilgrimage].
7. Whenever speaking about past events (history) stick to the past tense.
8. The flow of a sentence or sentences should be regulated either by points
   or commas.
   Sample mistake: The Prophet (peace be upon him) stayed in Medina for ten
   years offering sacrifice every year but did not perform Hajj.
   Correct: The Prophet (peace be upon him) stayed in Medina for ten
   years, offering sacrifice every year, but did not perform Hajj.
9. Driving so many consecutive pronouns may be perplexing. So, it is better to
   mention nouns when necessary.
   Sample: The zebra was hunted by someone not in the state of Ihram and came
   in person to the Prophet (peace be upon him) who found out with
   certainty that he was not in the state of Ihram.
   Correct: The zebra was hunted by someone not in the state of Ihram. He came
   in person to the Prophet (peace be upon him), who found out with
   certainty that the hunter was not in the state of Ihram.

Translation from English into Arabic

مواضع همزة الوصل وهمزة القطع

مثال	نوع الهمزة	نوع الكلمة	م
أكل، أمر	قطع	الفعل الماضي الثلاثي	١
أنصف، أقام	قطع	الفعل الماضي الرباعي	٢
أنصف، أقم	قطع	أمر الفعل الرباعي	٣
إنصاف، إقامة	قطع	مصدر الفعل الرباعي	٤
اضرب، اشكر، اعمل	وصل	أمر الثلاثي	٥
انطلق، انفطر	وصل	الفعل الماضي الخماسي	٦
انطلق، انفطر	وصل	أمر الفعل الخماسي	٧
انطلاق، انفطار	وصل	مصدر الفعل الخماسي	٨
استخرج، استعد	وصل	الفعل الماضي السداسي	٩
استخرج، استعد	وصل	أمر الفعل السداسي	١٠
استخراج، استعداد	وصل	مصدر الفعل السداسي	١١
الناس، القمر	وصل	"ال" للتعريف	١٢
أن، إن، أو، أي ... إلخ	قطع	الحروف	١٣
إبراهيم، إسماعيل، أحمد	قطع	الأسماء	١٤
المواضع السماعية لهمزة الوصل عشرة وهي: ابن ــ ابنة ــ امرؤ ــ امرأة ــ اثنان ــ اثنتان ــ اسم ــ است ــ ايم ــ ايمن			

مواضع الهاء والتاء المربوطة في آخر الكلمة

- الهاء ضمير ملكية مع الاسم أو ضمير مفعول مع الفعل
- أغلب الأسماء تنتهي بتاء مربوطة ما عدا القليل مثل دكتوراه، مياه، إله
- بعض الأسماء تنتهي بهاء عندما يتم حذف الياء مثل ساه، متناه، لاه، متباه

Translating Proverbs

Translating proverbs can be complex and problematic. I found 7 ways to translate proverbs. They are as follows.

1. Translated Proverbs

These proverbs have been literally translated into the target language and have become proverbs in the target language.

All roads lead to Rome

كل الطرق تؤدي إلى روما

Cherchez la femme

ابحث عن المرأة

Bad news travels fast

الأخبار السيئة تنتقل بسرعة

Crocodile tears

(دموع التماسيح)

The end justifies the means

(الغاية تبرر الوسيلة)

The first blow is half the battle

الضربة الأولى هي نصف المعركة

First impressions are most lasting

(الانطباعات الأولى تدوم)

Don't cry over spilt milk

(لا تبك على اللبن المسكوب)

2. Proverbs Known in English in the target language

These proverbs are transferred into the target language as is (i.e. without translation)

Business is business

لابد من فصل العمل عن العلاقات الشخصية

3. Has an Exact Equivalent

As a coincende, these proverbs happen to have equivalent proverbs in the target language that match each other lexically, structurally, semantically and pragmatically.

Appearances are deceptive

المظاهر خداعه

All that glitters is not gold

(ما كل ما يلمع ذهبا)

All truth is not always to be told

لا ينبغي دائما أن تصرح بكل الحقيقة (ما كل ما يعلم يقال)

Astrologers lie, even if they tell the truth

(كذب المنجمون ولو صدقوا)

Better a wise enemy than a foolish friend

(عدو عاقل خير من صديق جاهل)

A drowning man will clutch at a straw

(الغريق يتعلق بعود قش)

Defer not till tomorrow what may be done today

(لا تؤجل عمل اليوم إلى الغد)

Fire begins with little sparks

(معظم النار من مستصغر الشرر)

4. Has a Close Equivalent

There is a slight change in the vocabulary or structure used but the meaning is the same.

An accidental meeting may be better than a fixed date

(رب صدفة خير من ألف ميعاد)

A bird in the hand is worth two in the bush

(عصفور في اليد خير من عشرة على الشجرة)

Actions speak louder than words

صوت الأفعال أعلى من صوت الأقوال (الأفعال أبلغ من الأقوال)

All covet, all lose

من طمع في كل شيء خسر كل شيء (الطمع يقل ما جمع)

All's well that ends well

25

(الأمور بخواتيمها)

The apples on the other side of the wall are sweetest

التفاح في حديقة الجيران أشهى (المرء تواق إلى ما لم ينل)

Birds of a feather flock together

(الطيور على أشكالها تقع)

Borrow makes sorrow

(كثرة الدين تورث الهم)

Care killed a cat

الهم قتل القطة (كثرة الهم تقصر الأجل)

A cat has nine lives

(القطة لها سبعة أرواح)

Blood is thicker than water

الدم أشد كثافة من الماء (الدم لا يصير ماء)

A contented mind is a perpetual feast

(القناعة كنز لا يفنى)

The crow thinks her own birds fairest

يظن الغراب أن أولاده هم أجمل الطيور (القرد في عين أمه غزال)

A dog's tail is always crooked

ذيل الكلب دائما معوج

Diamond cut diamond

(لا يفل الحديد إلا الحديد)

Divide and rule

(فرّق تسد)

Do as you would be done by

(عامل الناس بما تحب أن يعاملوك به)

Don't wash your dirty linen in public

(لا تنشر غسيلك القذر على الملأ)

Familiarity breeds contempt

(شدة الألفة تزيل الكلفة)

Forbidden fruit is sweetest

الفاكهة الممنوعة أشهى (كل ممنوع مرغوب)

A friend in need is a friend indeed

الصديق وقت الشدة هو الصديق الحقيقي (الصديق وقت الضيق)

A friend is never known till needed

لا يعرف الصديق إلا عند الشدة (عند الشدائد تعرف الإخوان)

A good book is a great friend

الكتاب الجيد صديق عظيم (وخير جليس في الزمان كتاب)

Haste brings regret, patience brings safety

(في التأني السلامة وفي العجلة الندامة)

He is unworthy to live, who lives only for himself

(ما استحق أن يولد من عاش لنفسه فقط)

He laughs best who laughs last

(يضحك كثيرا من يضحك أخيرا)

5. Has a Distant Equivalent
Only one part of the proverb is found in the target language.

Admonish your friends in private, praise them in public
انصح أصدقاءك في السر وامدحهم في العلن (النصح بين الملأ تقريع، أو النصيحة في الملأ فضيحة)

Comparisons are odious
المقارنة ظلم

Constant dripping wears away the stone
قطرات الماء الدائمة تذيب الصخر (طول البال يهدم الجبال)

Every family has a skeleton in the cupboard
لكل أسرة سر دفين (البيوت أسرار)

Everything has its proper time and place
لكل شيء وقت ومكان مناسب (لكل مقام مقال)

Good management is better than good income
حسن التدبير أفضل من الدخل الكبير (التدبير نصف المعيشة)

A good tongue is a good weapon
اللسان الجيد سلاح جيد (سلامة الإنسان في حلاوة اللسان)

The greatest wealth is contentment with little
أعظم ثروة هي الرضا بالقليل (الغنى غنى النفس)

Habit ever remains
العادة تبقى دائما أبدا (من شب على شيء شاب عليه)

Hanging and wiving go by destiny
الشنق والزواج من أمور القضاء (الزواج قسمة ونصيب)

Haste makes waste
(في العجلة الندامة)

He gives twice who gives quickly
أعطاك مرتين من أعطاك بسرعة (خير البر عاجله)

6. Can be Literally Translated
These proverbs can be safely translated into the target language and the meaning is still understood.

Absence makes the heart grow fonder
البعد يزيد القلب شوقا

Accidents will happen in the best-regulated families
قد تقع الحوادث في أحسن العائلات

Advice when most needed is least heeded
يتجاهل الإنسان النصيحة عندما يكون في أمس الحاجة إليها

An apple a day keeps the doctor away
تفاحة كل يوم تبعد عنك الطبيب

Beauty is in the eye of the beholder

الجمال في عين من يراه

Better bend than break

لأن تنحني أفضل من أن تنكسر (لا تكن رطبا فتعصر ولا يابسا فتكسر)

Accidents will happen in the best-regulated families

قد تقع الحوادث في أحسن العائلات

Charity begins at home

الإحسان يبدأ بالبيت (الأقربون أولى بالمعروف)

Clothes do not make the man

الملابس لا تصنع الرجال

Coming events cast their shadows before

الأحداث القادمة تلقي بظلالها

Don't put all your eggs in one basket

لا تضع كل البيض في سلة واحدة

Gluttony kills more than the sword

الشراهة تقتل أكثر من السيف

7. Cannot be Literally Translated

If you translate these proverbs literally the meaning will be lost.

Every cloud has a silver lining

لكل سحابة سوداء بطانة بيضاء (لكل أزمة بعض الجوانب الطيبة)

Beauty is but skin deep

الجمال الحقيقي هو جمال الباطن

Call a spade a spade

سم الشيء باسمه

Between two stools you fall to the ground

إذا احترت بين كرسيين وقعت على الأرض (إذا احترت في الاختيار بين شيئين خسرتهما معا)

The course of true love never did run smooth

ما جرى نهر الحب الحقيقي بهدوء أبدا (طريق الحب محفوف بالعقبات)

Curses like chickens, come home to roost

دعوات الشر تعود على أصحابها

A door must be either shut or open

لابد أن يكون الباب إما مفتوحا أو مغلقا (لابد من الحسم في اتخاذ القرارات)

Desperate diseases must have desperate remedies

الأمراض العضال لابد لها من أدوية قاسية

Don't change horses in the mid-stream

لا تغير الخيل وسط النهر (لا تشغل نفسك بأمور هامشية وقت الأزمة)

Don't cross a bridge till you come to it

لا تعبر الجسر قبل أن تصل إليه (لا تنهك أعصابك بالتفكير في المشكلة قبل حدوثها)

Don't meet trouble half-way

لا تبحث عن المشاكل قبل أن تقع

Don't put the cart before the horse

لا تضع العربة أمام الحصان (افعل الأشياء طبقا لترتيبها الصحيح، ضع الأمور في نصابها)

Don't ride the high horse

لا تركب الحصان العالي (لا تتكبر فتورد نفسك مورد التهلكة)

Footprints on the sands of time are not made by sitting down

إن البصمات في ذاكرة التاريخ لم تصنع بالركون إلى الدعة

A hedge between keeps friendship green

إذا أقمت حاجزا بينك وبين صديقك حافظت على صداقتك به (كثرة الألفة تزيل الكلفة)

Don't ride the high horse

لا تركب الحصان العالي (لا تتكبر فتورد نفسك مورد التهلكة)