

# Chinese, Japanese and Korean (CJK) names: resources for the indexer

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*After a brief introduction to the problems facing anyone, in particular the indexer, who has to handle CJK names for a non-CJK readership, Lam Lai Heung provides an invaluable list of easily accessible, authoritative resources offering guidance.*

## Introduction

As Asian topics become mentioned more frequently in publications across a broad range of disciplines, indexers today need to work with Asian personal names a lot more than in the past. Three particular name formats – Chinese, Japanese and Korean – stand out from other Asian names due to their common cultural heritage. For historical reasons these names have many similar characteristics. For example, almost all Japanese and Korean people also take on Chinese-derived names, written as Hanzi in Chinese, Kanji in Japanese, and Hanja in Korean.

Referred to as the CJK languages in the library and software/communications world, Chinese, Japanese and Korean names that appear in publications in their own languages rarely cause problems for indexers, but for publications for a non-CJK readership, the situation can be very confusing. This is partly because of the simultaneous use of more than one romanization system, particularly with Chinese and Korean names, and partly because of inconsistent or idiosyncratic practices. It is this matter of name order<sup>1</sup> which causes the most headaches for Western indexers, but there are other possible sources of confusion. It is therefore important that non-CJK indexers have access to relevant resources when working with CJK names.

The list that follows covers a broad range of topics but with a focus on modern practice. It does not aim to be exhaustive but rather to provide useful resources that indexers can access easily. Expensive databases and hard-to-find materials have been avoided and, since the target audience is Western indexers, only English-language resources are included. In addition, existing easily available general guidance on name resources such as Noeline Bridge's comprehensive 'Resources for personal names' (2012: 339–52) is not repeated here, except when there is a need to expand on certain points specific to CJK names.

The resources are organized in five categories: online

databases, government websites, naming conventions, biographical works and background reading; then further by language or country, starting with Chinese, Japanese, Korean and followed by various combinations of the three. All citations are coded with the letters **C**, **J**, and/or **K** so that they can be tracked easily. The government websites category is intended to provide snapshots of typical name formats specific to each country as well as to illustrate regional differences. The concluding background reading section is for those who are interested in extending their understanding on matters such as romanization and language and cultural issues around CJK names. The more indexers understand how these names work, the less likely there will be confusion.

Readers may find this list to be heavily focused on Chinese resources. The reason is that English resources on Japanese and Korean names are not as readily available as Chinese, in either print or digital form. This is unfortunate as there is actually an abundance of excellent Japanese personal name and biographical dictionaries, but very few of them have been translated into English. Korean name resources in English are extremely scanty and hard to find. In fact, the latest edition of the *Chicago manual of style* (2010) does not include an 'Indexing Korean names' section as it does for Chinese and Japanese names. This means that indexers who work with Japanese and Korean names face more challenges and have to spend more time locating resources for confirmation or clarification. However, the situation might improve in the future as more and more resources become available in English.

It is hoped that indexers will find this resources list helpful and that further insights can be gained through some of the background readings. Have fun, and happy Sinospheric name indexing!

## CJK name resources

### Online databases

**China Biographical Database Project (CBDB)** <http://isites.harvard.edu/icb/icb.do?keyword=k16229>. **C**

Biographical information on approximately 116,000 individuals from the 7th to 19th centuries. Search by name, associated address, office, or keyword. Claimed to be the most comprehensive compilation of its kind. Available free for download.

**China Vitae** [www.chinavitae.com](http://www.chinavitae.com) **C**

Biographical information on over 4,000 current Chinese leaders in government, politics, military, education, business and media. Search or browse by name, institution, role or location. Indispensable for indexers who work in the fields of Chinese politics and social sciences. Searchable by both Pinyin and Chinese script. Available free.

**Biography in context** [www.gale.cengage.com/InContext/bio.htm](http://www.gale.cengage.com/InContext/bio.htm) **C J K**

Biographical information on more than 3,400 Chinese, 2,200 Japanese, and 600 Koreans from throughout history, around the world, and across all disciplines. Searchable by name, nationality, occupation, ethnicity, birth/death date and place. Indexers should note Chinese and Korean names are in original 'family name first' order, but Japanese names reversed to fit in with Western 'family name last' convention. Available free for members of many public libraries.

**Central Intelligence Agency 'World leaders'** <https://www.cia.gov/library/publications/world-leaders-1/index.html> **C J K**

Directory of current politicians published and maintained by the CIA. Includes names from China but not Hong Kong and Taiwan. Chinese names in Pinyin format; Japanese names according to the Hepburn system; North and South Korean names do not follow one system. Some South Korean names have been changed to reflect common spellings. All family names capitalized. Available free.

**Hong Kong Chinese Authority (Name)** [www.hkcan.net/hkcanopac/servlet/search/en\\_US](http://www.hkcan.net/hkcanopac/servlet/search/en_US) **C J K**

Multilingual, multi-script, union database for Chinese authors and organizational names developed by academic librarians in Hong Kong. Over 180,000 records of Chinese names, including Sinospheric Japanese and Korean names. Searchable by CJK scripts. Available free.

**Library of Congress (LOC) authorities** <http://authorities.loc.gov> **C J K**

Comprehensive database of authority headings containing 6 million names including Chinese, Japanese and Korean. Keyword searching is not available. Contains large collection of variant names useful for cross-referencing purposes. Searchable by CJK scripts. Free access.

**VIAF: The Virtual International Authority File** <http://viaf.org> **C J K**

Implemented and hosted by the Online Computer Library Centre in Dublin, Ohio. Contains name authority files drawn from international sources in the form of 'cluster records'. Supports searching across languages in many different scripts and spellings, including variant names. Excellent resource for indexers who work with foreign names. Searchable using CJK scripts. Available free.

### Government websites

#### China

Govt.cn 'China factfile: Central leadership' [http://english.gov.cn/2007-10/29/content\\_24084.htm](http://english.gov.cn/2007-10/29/content_24084.htm) **C**

Part of the Chinese Government Who's Who page. Listing of names of China's Central leadership with links to individual profiles. All names in standard Pinyin format.

#### Hong Kong (HKSAR)

Government of the Hong Kong Special Administrative Region (HKAR): Executive Council membership [www.ceo.gov.hk/exco/eng/membership.html](http://www.ceo.gov.hk/exco/eng/membership.html) **C**

Listing of Hong Kong's Executive Council members. Many examples of romanized Cantonese names including adopted Western names and female married names; also of 'family name in the middle' order. All family names capitalized.

#### Japan

National Diet of Japan: Officers of the House of Councillors [www.sangiin.go.jp/eng/member/officers/index.htm](http://www.sangiin.go.jp/eng/member/officers/index.htm) **J**

Listing of Japan's Officers of the House of Councillors. Names in traditional 'family name first' order. All family names capitalized.

#### Singapore

Singapore Parliament: List of current MPs [www.parliament.gov.sg/list-of-current-mps](http://www.parliament.gov.sg/list-of-current-mps) **C**

Listing of members of Parliament of Singapore with links to individual profiles. Family names not capitalized and in no consistent order – sometimes family names first, sometimes last, and sometimes in the middle. Links to individual profiles contain names in ethnic script as only way to confirm order for those who know the language.

#### South Korea

Republic of Korea National Assembly of the Republic of Korea: Members [http://korea.na.go.kr/mem/mem\\_01.jsp#](http://korea.na.go.kr/mem/mem_01.jsp#) **K**

Listing of South Korean National Assembly members with links to individual profiles. Names in mixed order and formats: some full name capitalized, some only family name capitalized, some no capitalization at all; some given names hyphenated, some combined as one word, others all separated.

**Taiwan**

Republic of China (Taiwan) Executive Yuan officials <http://www.ey.gov.tw/en/cp.aspx?n=6F2BABB1EAD6E42C>

Lists members of the Taiwanese Executive Council. Most names in Wade-Giles spellings. Variant names listed alongside official names. All family names capitalized and two-syllable given names hyphenated.

**Naming conventions**

Bertelsen, Cynthia D. (1998) 'Indexing Chinese names: some basic guidelines', *Key Words* 6(1), 16–17. C

Scholarly article. Covers many aspects of Chinese names in the context of indexing. Describes problems Western indexers face and common confusion. Information on cultural background, history, romanization systems, name order and formats, married names, and names with English elements. Explains implications for indexers working with names from other cultures and the importance of using cross-references. Scholarly references included.

Dai, Liqun (2006) 'Chinese personal names.', *The Indexer* 25(2), C1–8. Available at [www.theindexer.org/files/25-2/25-2-cp1\\_001.pdf](http://www.theindexer.org/files/25-2/25-2-cp1_001.pdf) (accessed 6 January 2013) C

Detailed information on Chinese personal names. Sections on name construction, romanization, establishing cross-references and how to distinguish Pinyin from other romanization systems. Includes 'The Hundred Surnames: A Pinyin index'. Essential for indexers who work with Pinyin names.

Lam Lai Heung (2013 forthcoming) 'Chinese personal names: how to decode them', in Enid Zafran (ed.), *Index it right*. Medford, NJ: Information Today in association with ASI. C

Comprehensive information about Chinese names in the context of indexing. Explains complexities and reasons for confusion. Discusses topics such as name formats and order, romanization systems, diacritic and tone marks, dialectal variations, married name formats and adoption of western names, etc. Compares name formats of people from China, Hong Kong, Taiwan and overseas diasporic communities. Includes tips and suggestions for indexers.

Pan, Junlin (2003) 'On your name and my name: transliteration of Chinese personal names.' [www.white-clouds.com/iclc/clielj/c116pan.htm](http://www.white-clouds.com/iclc/clielj/c116pan.htm) (accessed 10 February 2013) C

Anecdotal account by American librarian explaining how she copes with people mishandling her name as well as her family members' names. Also describes confusion within the library profession because of the lack of standards in handling Chinese resources.

Tan, Peter K. W. (2001) 'Englishised names? Naming patterns amongst ethnic-Chinese Singaporeans', *English*

*Today* 17, 45–53. Available at <http://courses.nus.edu.sg/course/elltankw/names.pdf> (accessed 8 February 2013) C

Scholarly article describing Chinese naming conventions and traditional naming practices in Singapore. Focus is on 'Englishization' trend where people adopt Western names in addition to birth names. Explains much of the confusion regarding name order.

Wikipedia. 'Chinese name' (modified 31 December 2012) [http://en.wikipedia.org/wiki/Chinese\\_name](http://en.wikipedia.org/wiki/Chinese_name) C

Overview of many aspects of Chinese names. Information on name formats, writing and Romanization systems. Explains variant names such as 'milk' names, school names, style names, etc. Includes information on Taiwanese names and names in overseas diasporic communities.

Wikipedia. 'Chinese style name' (modified 23 January 2013) [http://en.wikipedia.org/wiki/Style\\_name](http://en.wikipedia.org/wiki/Style_name) C

Explains the two main kinds of Chinese style/courtesy names, Zi and Hao and their differences. Information about historical use with examples of well-known figures. Valuable for indexers working in areas of Chinese history, philosophy, classical literature and arts.

Wikipedia. 'Generation name' (modified 16 January 2013) [http://en.wikipedia.org/wiki/Generation\\_name](http://en.wikipedia.org/wiki/Generation_name) C

Explains the term 'generation name' and describes the practice of using 'generation poems' to indicate lineages. Contains table with an example family. Also explains the use of affiliation characters in generation names.

Wikipedia. 'Hundred family surnames' (modified 24 January 2013) [http://en.wikipedia.org/wiki/Hundred\\_Family\\_Surnames](http://en.wikipedia.org/wiki/Hundred_Family_Surnames) C

The one hundred family surnames rhyming poem contained in ancient classic Chinese text with equivalents in Pinyin forms. Each family name links to a corresponding page of information specific to that particular name.

Wikipedia. 'List of common Chinese surnames' (modified 30 January 2013) [http://en.wikipedia.org/wiki/List\\_of\\_common\\_Chinese\\_surnames](http://en.wikipedia.org/wiki/List_of_common_Chinese_surnames) C

Lists most common Chinese family names in China, Hong Kong and Macau, as well as Taiwan and overseas diasporic communities. Explains how Chinese names also belong to many Vietnamese, Koreans and Japanese. Top 100 most common Chinese surnames table lists all names with their corresponding dialectal variations, common spellings and meanings.

Japan Weekly Monitor (2000) 'Panel seeks reverse order for romanized Japanese names', 12 June. [www.thefree-library.com/Panel+seeks+reverse+order+for+romanized+Japanese+names%2B.-a062709021](http://www.thefree-library.com/Panel+seeks+reverse+order+for+romanized+Japanese+names%2B.-a062709021) (accessed 12 January 2013) J

Covers the background to the Japanese Education

Minister's recommendation on romanized names and loanwords. Describes the Council on National Language's view that Japan's current adoption of Western 'family name last' order is 'unnatural'. Explains the Council's stance that Japan should follow China and Korea's practice of keeping the traditional 'family name first' order when romanizing names.

Nihon zatsuroku: An online Japanese miscellany. 'Japanese names' (modified 2 April 2004)  
[www.sengokudaimyo.com/miscellany/names.html](http://www.sengokudaimyo.com/miscellany/names.html) **J**

Background information on Japanese names. Information on history, structure, common elements in male and female given names, with spellings and meanings. Also listing of common surnames and information about pseudonyms.

Power, John (2008) 'Japanese names', *The Indexer* 26(2), C4: 2-6. Available at [www.theindexer.org/files/26-2/26-2-cp4\\_002.pdf](http://www.theindexer.org/files/26-2/26-2-cp4_002.pdf) (accessed 12 January 2013) **J**

Explains the confusing issues surrounding Japanese names such as name order and romanization systems. Talks about common Japanese family names, assumed, pen and married names, with examples of famous figures. Section 'Personal name nightmare' describes difficulties and confusions regarding name pronunciation and sorting order. A must-read for indexers working with Japanese names.

Wikipedia. 'Category: Japanese-language surnames' (modified 26 January 2013) [http://en.wikipedia.org/w/index.php?title=Category:Japanese-language\\_surnames&pagefrom=Kashima#mw-pages](http://en.wikipedia.org/w/index.php?title=Category:Japanese-language_surnames&pagefrom=Kashima#mw-pages) **J**

Index to over 1,000 Japanese family names that links to corresponding pages of name information. Helpful for indexers trying to confirm name order.

Wikipedia. 'Japanese name' (modified 30 December 2012) [http://en.wikipedia.org/wiki/Japanese\\_name](http://en.wikipedia.org/wiki/Japanese_name) **J**

Overview of various aspects of Japanese names. Includes structure, characters, pronunciations and customs, etc. Also information on imperial, historical and professional names. Section on Japanese names in English explains common confusion regarding name order.

Wikipedia. 'Manual of style/Japan-related articles' (modified 18 December 2012) [http://en.wikipedia.org/wiki/Wikipedia\\_talk:Naming\\_conventions\\_\(Japanese\)#Names\\_of\\_historical\\_figures](http://en.wikipedia.org/wiki/Wikipedia_talk:Naming_conventions_(Japanese)#Names_of_historical_figures) **J**

Lengthy discussions on Wikipedia's Japanese name convention rules. Explains in detail the complexities of romanized Japanese names. Indexers should note the section 'Names of Historical Figures' has the traditional 'family name first' rule for Japanese born before the Meiji Period (1868); but the rule for 'Names of modern figures' (people born after 1868) is in reverse order – family name last.

Wikipedia. 'Korean name' (modified 24 January 2013) [http://en.wikipedia.org/wiki/Korean\\_name](http://en.wikipedia.org/wiki/Korean_name) **K**

Overview of Korean name formats, usage, history, romaniza-

tion systems and pronunciation. Includes statistics of family name distribution and listing of the five most common family names in South Korea and their various spellings.

Wikipedia. 'List of Korean family names' (modified 31 January 2013) [http://en.wikipedia.org/wiki/List\\_of\\_Korean\\_family\\_names](http://en.wikipedia.org/wiki/List_of_Korean_family_names) **K**

Information about the most common family names in both North and South Korea. Includes table that lists family names in ethnic Hangeul script, Chinese Hanja script, and all possible romanized forms.

Guzman, Manuel, and Vertstappen, Bert (2001) *How to record names of persons*. Versoix, Switzerland: Huridocs. [www.huridocs.org/resource/how-to-record-names-of-persons](http://www.huridocs.org/resource/how-to-record-names-of-persons) (accessed 3 February 2013) **C J K**

Practical manual intended for documentation and information workers in human rights organizations. Contains detailed guidelines for recording names of persons from diverse ethnic backgrounds. Based on AACR2 library cataloguing rules. Downloadable free from website.

Wikipedia. 'List of most common surnames in Asia' (modified 27 January 2013) [http://en.wikipedia.org/wiki/Lists\\_of\\_common\\_Asian\\_surnames](http://en.wikipedia.org/wiki/Lists_of_common_Asian_surnames) **C J K**

Lists most common family names from 22 Asian countries including China, Taiwan, Japan and Korea. Table contains names in ethnic script, romanized forms and statistical information.

#### *Biographical works*

Zhang, Wenxian, and Alon, Ilan (2009) *Biographical dictionary of new Chinese entrepreneurs and business leaders*. Northampton: Edward Elgar. PDF e-book. **C**

Biographical profiles of over 200 business leaders and entrepreneurs in China after reform era in 1978. Helpful for establishing cross-references for variant names. May contain names not yet available in mainstream English resources.

Zhang, Wenxian, Huiyao, Wang, and Alon, Ilan (2011) *Entrepreneurial and business elites of China: the Chinese returnees who have shaped modern China*. Bingley: Emerald. **C**

Biographical profiles of over 100 top overseas Chinese returnees who have made contributions to Chinese economy. Helpful for establishing cross-references for variant names. May contain names not yet available in mainstream English resources.

National Diet Library (2004) Portraits of modern Japanese historical figures. 2004 [www.ndl.go.jp/portrait/e/index.html](http://www.ndl.go.jp/portrait/e/index.html) (accessed 18 January 2013) **J**

Bilingual website with portraits and profiles of Japanese famous figures selected by Japan's National Diet Library. Contains approximately 600 statesmen, government officials, military officers, businessmen, scholars and artists in

modern times. Browse by occupation, alphabetical name order, birthplace and date of birth. Names in original 'family name first' order.

Kim, Ilpyong J (2003) *Historical dictionary of North Korea*. Lanham, Md.: Scarecrow. **K**

Hard-to-find resources on North Korea. Information on people, places, political systems, economy, etc. All names romanized according to the North Korean system of romanization, a slightly modified version of the McCune-Reischauer system.

Wikipedia. 'List of people of Korean descent' (modified 13 December 2012) [http://en.wikipedia.org/wiki/List\\_of\\_people\\_of\\_Korean\\_descent](http://en.wikipedia.org/wiki/List_of_people_of_Korean_descent) **K**

Index with links to corresponding pages of famous Korean people or those of Korean descent. Wide-ranging professions include artists, business people, entertainers, historical leaders, politicians, religious people, scholars and scientists.

### Background reading

#### Romanization systems

Library of Congress. 'Library of Congress Pinyin conversion project: frequently asked questions – What's the difference between Wade-Giles and Pinyin?' [www.loc.gov/catdir/pinyin/difference.html](http://www.loc.gov/catdir/pinyin/difference.html) (accessed 7 January 2013) **C**

Explains differences between Wade-Giles and Pinyin, along with tips on how to differentiate between the two systems. Examples of personal as well as place names. Important for indexers working with names in both formats.

Library of Congress (1998) 'Library of Congress Pinyin conversion project: new Chinese Romanization guidelines.' [www.loc.gov/catdir/pinyin/romcover.html](http://www.loc.gov/catdir/pinyin/romcover.html) (accessed 2 February 2013) **C**

Explains the background to the LoC 1998 conversion project to replace Wade-Giles with Pinyin romanization. Includes table of 'Correspondence of Wade-Giles to Pinyin'.

Pinyin.info (Modified 2004) 'A guide to the writing of Mandarin Chinese in romanization.' <http://pinyin.info/index.html> **C**

Extensive selection of resources on various aspects of the Chinese language. Background information on all major systems for romanizing Chinese, current and past, including the lesser-known non-romanization systems. Includes section 'Rules for using Pinyin' and links to many romanization tools converting between different systems and tone mark formats. Helpful section on 'Apostrophes in Hanyu Pinyin: when and where to use them'.

Shih Hsiu-Chuan (2008) 'Hanyu Pinyin to be standard system in 2009', *Taipei Times*, 18 September. [www.taipetimes.com/News/taiwan/archives/2008/09/18/2003423528](http://www.taipetimes.com/News/taiwan/archives/2008/09/18/2003423528) (accessed 8 February 2013) **C**

Describes the Taiwanese government's plans to replace the old Tongyong Pinyin with Hanyu Pinyin as the official romanization system in 2008. Explains the rationale behind the decision. Also states the government attitude that individual preferences on name spellings will be 'respected'.

Wikipedia. 'Hong Kong Government Cantonese romanization' (modified 2 February 2013) [http://en.wikipedia.org/wiki/Hong\\_Kong\\_Government\\_Cantonese\\_Romanisation](http://en.wikipedia.org/wiki/Hong_Kong_Government_Cantonese_Romanisation) **C**

Explains the Hong Kong Government's official use of a 'non-standard' romanization system for romanizing Cantonese proper nouns, including personal names. Explains usage, spelling and linguistic elements.

Wikipedia. 'Pinyin' (modified 25 January 2013) <http://en.wikipedia.org/wiki/Pinyin> **C**

Comprehensive information on many aspects of Pinyin. Sections on history, usage, overview, linguistic rules, tones and diacritic marks. Also information on the adoption of Pinyin in Taiwan.

Wikipedia. 'Tongyong Pinyin' (modified 12 January 2013) [http://en.wikipedia.org/wiki/Tongyong\\_Pinyin](http://en.wikipedia.org/wiki/Tongyong_Pinyin) **C**

Describes the background and gives information about Taiwan's old Tongyong Pinyin romanization system. Information on history, adoption and use, features, arguments, and comparison of old and current systems. Explains the continuing use of Wade-Giles spellings for names in Taiwan.

Wikipedia. 'Hepburn romanization' (modified 19 January 2013) [http://en.wikipedia.org/wiki/Hepburn\\_romanization](http://en.wikipedia.org/wiki/Hepburn_romanization) **J**

Overview of the most common romanization system for Japanese names. Includes legal status, features and romanization chart. Section on legal status explains that although the Hepburn system is non-official, Japanese government agencies use it to romanize names on passports, as well as road and railway station signs.

Wikipedia. 'Romanization of Japanese' (modified 9 February 2013) [http://en.wikipedia.org/wiki/Romanization\\_of\\_Japanese](http://en.wikipedia.org/wiki/Romanization_of_Japanese) **J**

Explains the history of Japan's romanization systems with examples. Compares differences between modern systems. Also talks about issues regarding long vowels in passport names.

Korea.net. 'Romanization of Korean: the Revised Romanization of Korean' [http://web.archive.org/web/20070916025652/http://www.korea.net/korea/kor\\_loca.asp?code=A020303#4](http://web.archive.org/web/20070916025652/http://www.korea.net/korea/kor_loca.asp?code=A020303#4) (accessed January 2013) **K**

Explains details about the South Korean government's change from the old McCune-Reischauer system to the new revised romanization system in 2000. Section on family names describes confusion because of lack of consistency. Examples are given of the many variant forms of the name Lee.

Wikipedia. 'Revised romanization of Korean' (modified 2 January 2013) [http://en.wikipedia.org/wiki/Revised\\_Romanization\\_of\\_Korean](http://en.wikipedia.org/wiki/Revised_Romanization_of_Korean) **K**

Describes the background to the South Korean government's effort to replace the old McCune-Reischauer system with the new revised romanization system. Information on features and rules of the new system. Also explains expatriate Koreans' criticisms of the new system's lack of accuracy in terms of pronunciation.

#### *Language specific*

Omniglot: The online encyclopedia of writing systems and languages. 'Chinese' [www.omniglot.com/writing/chinese.htm#characters](http://www.omniglot.com/writing/chinese.htm#characters) (accessed 18 January 2013) **C**

Encyclopedia of 180 writing systems and languages. Comprehensive resource detailing many aspects of the Chinese language. Includes sections on writing systems, evolution of characters, simplified characters, phonetic transcription systems and dialects.

Sci.lang.japan. 'Frequently asked questions' (modified 2013) [www.sjfaq.org/afaq/afaq.html](http://www.sjfaq.org/afaq/afaq.html) **J**

Listing of questions and answers related to the Japanese language taken from Usenet Newsgroup. Covers many aspects of the Japanese language such as 'Writing and pronunciation' and 'Japanese and English'. Section on 'Names' lists answers to many of the complex issues typical of Japanese names.

Harris, Richard (2003) *Roadmap to Korean: Everything you ever wanted to know about the language*. Elizabeth, NJ: Hollym. **K**

One of the most complete and thorough introductions to the Korean language from a Western perspective. Includes topics on history, language and culture. Explains details of confusion caused by replacement of the old McCune-Reischauer system by the new Revised Romanization system in South Korea in 2000.

Society of Writers, Editors and Translators (1998) *Japan style sheet: the SWET guide for writers, editors and translators*, rev. edn. Tokyo: Stone Bridge Press. Associated website: [www.swet.jp/](http://www.swet.jp/) **J**

A guide for those who work with English-language publications about Japan. Contains advice on word formation, spelling, capitalization, italicization, personal and place names, diacritic marks and apostrophes, etc. Includes list of online resources and helpful appendices. Associated website features 'Contact us' tab for personal assistance with names.

Taylor, Insup and Taylor, Martin M. (1995) *Writing and literacy in Chinese, Korean and Japanese*. Amsterdam, Pa.: John Benjamins. **C J K**

For academic readers as well as lay people. Contains comprehensive information about the interrelated cultural histories of China, Japan and Korea. Strong focus on the three writing systems in comparison to English. One of the

most comprehensive works on CJK Sinographic language systems.

## Notes

All online resources were checked between December 2012 and February 2013. It is, of course, likely that the resources will undergo continuous development so that, for example, the number of names in a database, or the period covered by a given resource, will change.

- 1 Fiona Swee-Lin Price discusses this problem in detail in her article 'Asian names in an English-language context: negotiating the structural and linguistic minefield' in this issue of *The Indexer*.

## General references

- Bridge, N. (2012) 'Resources for personal names', pp. 339–52 in N. Bridge (ed.), *Indexing names*. Medford, N.J.: Information Today in association with ASI.
- Chicago manual of style* (2010) 16th edn. Chicago, Ill.: University of Chicago Press.

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