

Transliteration Workshop

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1. In case of *shaddah* (◌◌◌): double the letter. For example: *al-Fayyāḍ*.
2. The first letter in Arabic propositions (such as *al*, *ilā*, *wa*, *yā*...) are never capitalized, unless they are at the beginning of a sentence. E.g. *al-Akḥbār* in a title has the first letter after the article capitalized, and if it is at the beginning of the title then the article as well is capitalized as such: *Al-Akḥbār*.
3. "Al" is separated by a hyphen from the noun that follows.
4. Letters that are not pronounced in Arabic should not appear in transliterated English. For example, we write: *ad-Duwal* instead of *al-Duwal*. The purpose is to correspond to the proper Arabic pronunciation.
5. In case of a title, (be it a book, a journal, an article, or any other title) the first letter of each word is capitalized, regardless of the title's position in the sentence, (just as it is in English). For example: *Kitāb Dawr al-Mar'a*.
6. Cities such as Beirut are referred to in an un-transliterated fashion.
7. There are only three vowels: ā, ī and ū corresponding to the three Arabic vowels. There is no "o" and no "e".

Transliteration character	Chat language	Arabic equivalent	Suggested Shortcut Key* *You need to create it! It is best to use a Unicode font (such as Arial Unicode MS).	Symbol Number On Word Unicode
*	2	ء	Alt+2	02BE
Ā ā	a	ا	Alt +Shift+A Alt +A	0100 0101
Th th	th or z	ث		
J j	j	ج		
Ḥ ḥ	7	ح	Alt +Shift+H Alt +H	1E24 1E25
Kh kh	5	خ		
Dh dh	th	ذ		
*	3	ع	Alt +3	02BF
Gh gh	gh or 3'	غ		
Q q	8	ق		
Ū ū W w	o	و	Alt +Shit+U Alt +U	016A 016B
Ī ī Y y	i or y or ee	ي	Alt +Shift+I Alt +I	012A 012B
H h		ه		
Z z	6'	ظ	Alt +shift+Z Alt +Z	1E92 1E93
Ṣ ṣ	9	ص	Alt +Shift+S Alt +S	1E62 1E63
Ḍ ḍ	9'	ض	Alt +Shift+D Alt +D	1E0C 1E0D
T t	6	ط	Alt +Shift+T Alt +T	1E6C 1E6D