

## HLVC Tagalog Transcription Protocol

### Spelling

Following the HLVC guidelines, we transcribe word for word what is said. For Tagalog, we follow **standard spelling conventions**.

The following conventions are adapted from Schachter and Otones (1972:56–58)

1. The letters <c, f, j, q, v, x, z> occur mainly in proper nouns of foreign origin and in borrowings from Spanish or English that have not been Tagalized in some way.
2. The phonemes /ŋ/ and /tsd/ are orthographically represented as ‘ng’ and ‘ts’, respectively
3. The glottal stop phoneme /ʔ/ is not written in conventional spelling. However, when a syllable-initial glottal stop follows a prefix that ends in a consonant, a hyphen is placed after the prefix (the prefix effectively indicates that there is a glottal stop). For example, *pag-uwi* ‘going home’.
4. The phoneme /h/ is only represented in syllable-initial position
5. Initial consonant clusters whose second element is /y/ or /w/ are usually represented in spelling by ‘iy’ and ‘uw’, respectively. For example, *biyernes* ‘Friday’, *buwan* ‘month’
6. Conventional spelling normally reflects changes in vowel quality as a result of length shift in the presence of the suffixes *-an* or *-in*.

tiket /tiket/ [tiket] ‘ticket’      →      tikitan /tiket-an/ [tiki:tan] ‘to give a ticket’  
palo /paloʔ/ [paloʔ] ‘hittin’      →      paluin /paloʔ-in/ [palu:ʔin] ‘to hit’

7. Changes in vowel quality under other circumstances (variation of /i/~e/ or /u/~o/ in syllable-final positions) are not reflected in conventional spelling.

ano /ano/ [ano] ‘what?’      but      ano pa /ano pa/ [anupa] ‘what else?’

8. Vowel length is not reflected in conventional spelling. So minimal pairs that differ only in vowel length look identical in spelling. The meaning can be retrieved by context.

bukas /bu:kas/ [bu:kas] ‘tomorrow’      vs.      bukas /bukas/ [bukas] ‘open’

### Contractions

- If the speaker uses a contracted form, transcribe the contracted form. Use the appropriate symbol, such as apostrophe, when needed.
  - *sa'yo* (sa iyo), *'tsaka* (atsaka), *ta's* (tapos), *na'ko* (na ako), *'di* (hindi), *'wag* (huwag), *ba't* (bakit)

## Vowel reduction

- Sometimes Tagalog words have two-vowel sequences, and normally they are pronounced individually. But if the two vowels are the same, they are reduced in speech. In cases like these, transcribe the standard form
  - *saan* ‘where?’ – if you hear *san* [san], transcribe as *saan*
  - *doon* ‘there’ – if you hear *don* [don], transcribe as *doon*
  - Other examples: *yon* (yoon), *gano* (gaano), *yan* (yaan), *pano* (paano), *nung* (noong), *ganon* (ganoon)

## Palatalization

- This is what happens when a cluster /tj/ or /dj/ surfact as [tʃ] or [dʒ]. When you hear words that have been palatalized, transcribe it in the standard way:
  - [tʃan] for *tiyan* ‘stomach’ – transcribe as *tiyan*
  - *at saka* ‘also’
  - *diyan* ‘there’

## Clusters

- Native Tagalog words generally do not allow clusters. In orthography, this is reflected by using a vowel in between the two consonants:
  - *Siya, diyan, tiyan, niya, niyo, huwag, desisiyon*

## Numbers

- Numbers must be fully spelled out
- Years
  - Years must be separated by hyphens
  - 1998 : “NINETEEN-NINETY-EIGHT”

## Describing other sounds

- Vocalizations (non-speech sounds) are enclosed in double parenthesis
  - ((laughter)), ((cough)), ((chuckle)), ((sneeze)), ((lip smack))
- Other noises that are obvious
  - ((shuffling papers)), ((tapping of fingers/feet)), ((door opening))

## Fillers

- uhm
- mhm-hmm
- hmm
- uh-uhh

## Hyphenations

- Put a hyphen between the prefix and an English word
  - “nag-APPLY ako ng trabaho sa MALL”
  - “pang-BEUAITY-QUEEN ang ROUTINE ko”

- “pagka-GRADUATE ko, nagtrabaho ako sa opisina”
- Put a hyphen between the prefix and stem if the stem begins with a vowel
  - “pang-apat ako sa pamilya naming”
- **Do Not** put a hyphen between reduplicated parts and stem, even if it is a vowel
  - “nag-aaral pa rin ako”
  - “uuwi ako bukas”

## Foreign (i.e., English) word undergoing morphological processes

- Reduplication
  - When reduplicating an English word, the reduplicant is normally nativized; if so, transcribe as such
    - “magte-TWENTY-YEARS na ako dito sa Canada”
    - “magdo-DRAWING kami bukas”
    - “naglo-LAW-SCHOOL kasi ako”
    - “nagsa-SUMMER-JOB sila”
    - “mag-a-OUT-OF-TOWN sila”
- Infixation
  - When with an English word, the infix should remain in small letters.
    - “SPinONSOR ako ng tito ko”
    - “CinONSIDER ko pumunta ng amerika”

## I’s

- In cases of epenthesis on foreign words, keep the “i” lowercase but the word capitalized
  - “iSPAGHETTI”
  - “iSCHOOL”
- When it acts as a prefix insert a hyphen between it and the stem if the stem is foreign or begins with a vowel
  - “i-RECORD mo na”
  - “ibaba mo bukas yung mga damit”

## Naka-verbs

- *Naka*-verbs are past tense form of the *maka*-verbs. These prefixes do not have hyphens in between them and the following verb
  - “nakasapatos” (to wear shoes (past))
  - “nakatayo” (to stand up (past))
  - “nakabalik” (to come back (past))

## Reported speech

- If it is reported speech, please put in quotation marks
  - Sabi niya, “ayaw ko pumunta sa MALL sa biyernes”

Word in <b>standard</b> spelling	<b>Observed variants</b> in the transcripts
<i>doon</i>	<i>duon, don, dun,</i>
<i>ano</i>	<i>anu</i>
<i>e</i>	<i>eh</i>
<i>o</i>	<i>oh</i>
<i>ganoon</i>	<i>ganon, ganun</i>
<i>iyong</i> = <i>iyon</i> + <i>ng</i> (or ' <i>yong</i> if contracted)*	<i>'yung, 'yong</i>
<i>iyon</i> (or ' <i>yon</i> if contracted)*	<i>'yon, 'yun</i>
<i>din</i>	<i>den</i>
<i>kaysa</i>	<i>kesa</i>
<i>noon</i>	<i>nuon</i>
<i>noong</i> = <i>noon</i> + <i>ng</i>	<i>nung</i>
<i>kasi</i>	<i>kase</i>
<i>nandoon</i>	<i>nandun, 'andun</i>

\*The dictionary has an entry for *iyon* – which uses orthographic 'o'