PUBLISHER SURVEY OF ETHIOPIC LAYOUT & FORMATTING PRACTICES

THE 2ND SURVEY OF THE
W3C ETHIOPIC LAYOUT REQUIREMENTS TASK FORCE

PURPOSE OF THIS SURVEY

This goal of this survey is to determine the best practices of layout and formatting for literature written in the Ethiopic script. The information gathered from the survey will be used to define an international standard governed by the World Wide Web Consortium. The resulting standard will be free to use by software companies who in turn may then apply the information to correctly format Ethiopian literature in electronic forms such as web pages, eBooks, and by word processors.

Many languages have a long history of writing in Ethiopic script and have developed different conventions and styles of writing. All of these styles can be supported by software provided that the appropriate information is collected. The aim of this survey is to collect the necessary information to support all writing traditions present and past –many of which may be unknown to the survey team. Please feel free to provide any additional information that you feel is important. The questions in the survey primarily attempt to resolve discrepancies in the most commonly observed practices of general literature.

This survey process and the standardization work activity are conducted by volunteers with a deep interest in Ethiopic literature and layout and who do not stand to profit from their involvement. You are also invited to join them to follow the work as well as to participate in its development as you desire.

References and Points of Contact:

The Ethiopic Layouts Requirements draft specification:

http://w3c.github.io/elreq/

The W3C Ethiopic Layout Task Force's mail archive with subscription information:

https://lists.w3.org/Archives/Public/public-i18n-ethiopic/

RESPONDENTS CONTACT

Name:_____

Company or Institute:_____

Role at Institute: _____

_____

Years involved with literature or publishing: _____

Literature or publishing languages: _____

Areas of expertise: _____

_____

Email: _____

Phone: _____

INSTRUCTIONS:

Please respond to the survey questions to the best of your ability based on practical experience. Survey question cover a very wide range of topics -*please do not guess an answer*. It is preferred that a question is left unanswered when the respondent is uncertain or the topic is outside of one's experience and expertise.

Please use additional space as needed. Questions on the meaning of survey questions may be addressed to the provider of this survey. You are welcome and encouraged to provide any additional information that you think is relevant.

1 Letter Shape and Appearance

1.1 Height of English Used with Ethiopic

In many Ethiopic documents with English (or European) text, the English letters might appear shorter or taller than the Ethiopic. This effect is complicated by the changing heights of Ethiopic letters against the fixed heights of English letters, therefore comparison against an average or reference height for Ethiopic should be made. Examples:

The same height: ሰUNESCO ⁊ር፣

English is taller: ሰUNESCO ⁊ር፣

Ethiopic is taller: ሰUNESCO ⁊ር፣

Survey Questions:

1. When used together in a sentence, how tall should English letters be?

   ☐ No opinion

   ☐ The same height

   ☐ English is taller

   ☐ Ethiopic is taller

1.2 English Font Weights

The historic "weight" (the letter thickness) of Ethiopic is heavier than found in European writing. When European words appear in a document, they are sometimes made heavier to match the Ethiopic letters. For Example:

ካገላበጥኳቸው ስራዎች ውስጥ ግን ታዬ አሰፋ እና ሽፈራው በቀለ የተባሉ ምሁራን በጋራ ያሳተሙት The Study of Amharic Literature: An Overview የሚለው ጥናት አጥጋቢ መልስ የሚሰጥ ሆኖ አግኝቼዋለሁ።

English words have their usual weight.

ካገላበጥኳቸው ስራዎች ውስጥ ግን ታዬ አሰፋ እና ሽፈራው በቀለ የተባሉ ምሁራን በጋራ ያሳተሙት **The Study of Amharic Literature: An Overview** የሚለው ጥናት አጥጋቢ መልስ የሚሰጥ ሆኖ አግኝቼዋለሁ።

English words are made heavier.

<u>Survey Questions:</u>

1. When publishing in the classical Ethiopic weight, how should English words appear

   ☐ No opinion   ☐ English default weight   ☐ Matching Ethiopic weight

   ☐ Other: _____

2. If heavier Latin letters are desirable, how much so?

   ☐ No opinion   ☐ Equal to Ethiopic letter thickness

   ☐ Other: _____

1.3 Ethiopicized Punctuation

Modern Ethiopic borrows a number of foreign symbols to show currency, express emphasis, time, mathematics, or communicate with Internet protocols (such as "@" , "://"). The following are believed to be in common use:

1234567890 ? ! ¡ . / () [] {} < = > \ # % & $: , € @ … _ - + ± × ÷ ' ' " " ‹ › « »

Survey Questions:

1. Are there any additional western symbols required for Ethiopic writing?

   ☐ No opinion   ☐ No   ☐ Yes – if so which?

   _____

2. Are any symbols from other foreign script (Chinese, Arabic, etc.) that should be included?

   ☐ No opinion   ☐ No   ☐ Yes – if so which?

   _____

A number of fonts will provide the western punctuation with a change of shape to visually match better with Ethiopic letters. For example:

¡ ! ? $ [] () '' ""'' () «» / , . 012345789
¡ ! ? $ [] () '' ""'' ‹› «» / , . 0123456789

Survey Questions:

1. What symbols benefit from shape change?   ☐ No opinion

   _____

2. What symbols benefit from weight change (but not shape)?   ☐ No opinion

   _____

1.4 Quotation of Foreign Phrases

When Ethiopicized punctuation is in use and a foreign phrase is to be quoted, an issue appears regarding the proper weight and style of the quotation marks. Should the quotation marks use the Ethiopic style or those of the foreign phrase? Some examples:

ካገላበጥኳቸው ስራዎች ውስጥ ግን ታዬ አሰፋ እና ሽፈራው በቀለ የተባሉ ምሁራን በጋራ ያሳተሙት «The Study of Amharic Literature: An Overview» የሚለው ጥናት አጥጋቢ መልስ የሚሰጥ ሆኖ አግኝቼዋለሁ።

A: Latin text enclosed with European weight guillemets.

ካገላበጥኳቸው ስራዎች ውስጥ ግን ታዬ አሰፋ እና ሽፈራው በቀለ የተባሉ ምሁራን በጋራ ያሳተሙት «The Study of Amharic Literature: An Overview» የሚለው ጥናት አጥጋቢ መልስ የሚሰጥ ሆኖ አግኝቼዋለሁ።

B: Latin text enclosed with Ethiopic weight guillemets.

ካገላበጥኳቸው ስራዎች ውስጥ ግን ታዬ አሰፋ እና ሽፈራው በቀለ የተባሉ ምሁራን በጋራ ያሳተሙት "The Study of Amharic Literature: An Overview" የሚለው ጥናት አጥጋቢ መልስ የሚሰጥ ሆኖ አግኝቼዋለሁ።

C: Latin text enclosed with Ethiopic weight quotes.

ካገላበጥኳቸው ስራዎች ውስጥ ግን ታዬ አሰፋ እና ሽፈራው በቀለ የተባሉ ምሁራን በጋራ ያሳተሙት "The Study of Amharic Literature: An Overview" የሚለው ጥናት አጥጋቢ መልስ የሚሰጥ ሆኖ አግኝቼዋለሁ።

D: Latin text enclosed with European weight quotes.

Survey Questions:

1. What quotation weight should be used around European phrases:

   ☐ No opinion   ☐ European   ☐ Ethiopic

   ☐ Other: _____

1.5   Positioning of the Gemination Mark (ጥበቅ)

The Ethiopic germination mark has at least a century of use yet is not commonly found outside of linguistic literature. The mark, known as **ጥበቅ**, helps indicate stress on a consonant (e.g. **ገና** compared to **ገ̈ና**) and may appear in a single dot form. Outside of linguistic works, the gemination mark appears most famously in Haddis Alemayehu's used a *Fəqər Əskä Mäqabər* where the single dot mark is used. Kidane Wolde Kifle also noted the single dot form in *Mäzgäbä Fidäl* (p. 26). ==The choice of one or two dots, as well as its position, might be different when written by hand versus a printing technology.== For example:

አሸጠ̈ Fixed height

አሸጠ̈ Floating height

Survey Questions:

1. The best style for modern publishing is: ☐ No opinion   ☐ Fixed   ☐ Floating

    ☐ Other: _____

2. Should the one or two dot form of the symbol be the default?:

    ☐ No opinion   ☐ One   ☐ Two ☐ Other:_____

2 Lines and Paragraph Formatting

2.1 Line Breaking

Word processors and text readers such as web browsers, eBook devices, etc. will automatically format the sentences of a paragraph over a number of lines as allowable by the available width of the viewing area. These software systems apply formatting rules that govern where and how a line may end and a new line begin. Line breaking rules for Ethiopic are given in the following.

A line may start with:

- A letter.
- A number.
- A tab.
- A non-terminal or non-joining punctuation (such as « ‹ " $ ([{).

Conversely, a line may not start with:

- Space, " ".
- A terminal or joining punctuation (such as: ? ! ¡ ፨)] } / % — " › » ፡ ፣ ፤ ፥ ፦ space, math operators).

Survey Questions:

1. Are the above rules valid?
   ☐ No opinion   ☐ Yes   ☐ No (Please Correct):

   _____

   _____

2. Are any additional rules needed to govern how a line may end or begin?
   ☐ No opinion   ☐ No   ☐ Yes (Please Explain):

   _____

   _____

2.2 First Paragraph Rule

Paragraph indentation is a regular practice in Ethiopic publishing, and not common in hand written manuscripts where a Hareg or Mekfel will be used instead. Some Western publishers will apply a special rule where the first paragraph of a section is *not* indented. It is unknown if this rule is also appropriate for Ethiopic publishing. An example follows:

መቅድም ፨

ፌደል ፡ ማለት ፡ የነገር ፡ የቃል ፡ ምልክት ፡ አምሳል ፡ ወይም ፡ መግለጫ ፡ ማስታወቂያ ፡ ማለት ፡ ነው፤ ሥዕል ፡ እንደ ፡ ማለት፨ ዐይነተኛ ፡ ፍችው ፡ ይህ ፡ ነው ፡ የቀረውን ፡ በግስ ፡ ይመለከቲል፨ የፌደል ፡ ተራ ፡ የተፋለሰና ፡ አልፍ ፡ አ ፡ ከርስቱ ፡ ከቀዳማዊነት ፡ ተነቅሎ ፡ በርሱ ፡ ፋንታ ፡ ሆይ ፡ ህ ፡ መጀመሪያ ፡ ፌደል ፡ የኾነ ፡ ከሣቴ ፡ ብርሃን ፡ ከሚባለ
⋮   ⋮   ⋮   ⋮   ⋮   ⋮   ⋮

Example: First paragraph of section with indentation.

መቅድም ፨

ፌደል ፡ ማለት ፡ የነገር ፡ የቃል ፡ ምልክት ፡ አምሳል ፡ ወይም ፡ መግለጫ ፡ ማስታወቂያ ፡ ማለት ፡ ነው፤ ሥዕል ፡ እንደ ፡ ማለት፨ ዐይነተኛ ፡ ፍችው ፡ ይህ ፡ ነው ፡ የቀረውን ፡ በግስ ፡ ይመለከቲል፨ የፌደል ፡ ተራ ፡ የተፋለሰና ፡ አልፍ ፡ አ ፡ ከርስቱ ፡ ከቀዳማዊነት ፡ ተነቅሎ ፡ በርሱ ፡ ፋንታ ፡ ሆይ ፡ ህ ፡ መጀመሪያ ፡ ፌደል ፡ የኾነ ፡ ከሣቴ ፡ ብርሃን ፡ ከሚባለው ፡ ካንደ
⋮   ⋮   ⋮   ⋮   ⋮   ⋮

Example: First paragraph of section *without* indentation.

<u>Survey Questions:</u>

1. How much should a regular paragraph be indented?
   ☐ No opinion   ☐ Same as English indentation   ☐ Other (Please Explain):

   _____

2. Should the first paragraph of a section be indented?
   ☐ No opinion   ☐ Never   ☐ Always   ☐ Under special rules or context (Please Explain):

   _____

3. Should a new paragraph be indented following a list?
   ☐ No opinion   ☐ Never   ☐ Always   ☐ Under special rules or context (Please Explain):

   _____

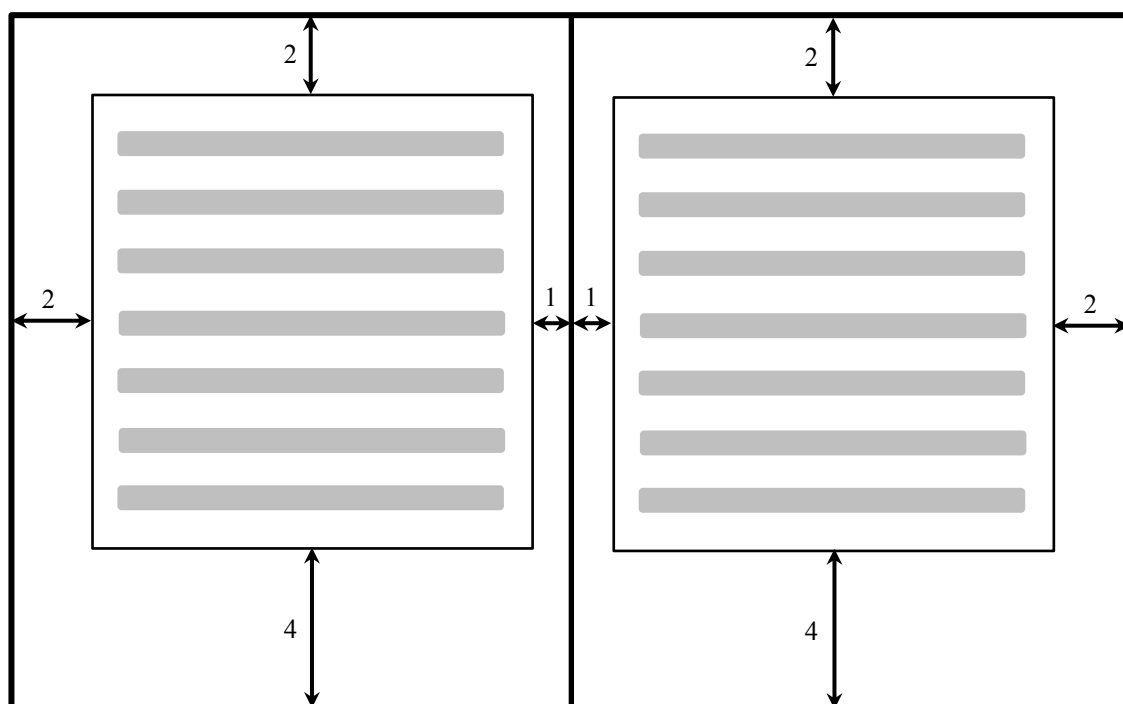4. Are there any other special rules for when to, or not to, indent a paragraph?
   ☐ No opinion

   _____

3 Layout & Pages

3.1 Page Margins

Proper document layout is very import for religious works in the Ge'ez traditions. Certain works like homiliaries (such as **ድርሳነ፡ ሚካኤል**) are consistently formatted in two columns and the Synaxarium (**መጽሐፈ፡ ስንክሳር**) in three. Margins in this class of literature will most common exhibit a 1x2x4 ratio where the top and fore edge margins are twice that of the gutter and half that of the bottom (see figure below).

These practices are not well understood by the survey team and comprehensive input is sought from respondents.

Page margins in Ge'ez literature.

Survey Questions:

1. For the types of literary works you are familiar with, what are the margin requirements?
    ☐ No opinion

    _____

    _____

    _____

2. What works should be in multiple columns? How many columns and what width and spacing should be between them? ☐ No opinion

    _____

    _____

    _____

3. Is header formatting different for Ethiopic documents than Western?
    ☐ No opinion   ☐ No   ☐ Yes (Please Explain):

    _____

4. Is footer formatting different for Ethiopic documents than Western?
    ☐ No opinion   ☐ No   ☐ Yes (Please Explain):

    _____

5. Is page number positioning and formatting different for Ethiopic documents than Western?
    ☐ No opinion   ☐ No   ☐ Yes (Please Explain):

    _____

6. Does Ethiopic page layout have any special requirements that are different from Western?
    ☐ No opinion   ☐ No   ☐ Yes (Please Explain):

    _____

    _____

    _____

3.2 Page Numbering

In Ethiopic book publishing, the first numbered page will generally be seen on the **መቅድም** section. When a **መቅድም** section is not present, numbering is expected to begin at the **መግቢያ**. The prevailing modern Ethiopic practice is to begin counting pages from the inner cover page (this is a matter of perception, by some views the outer cover is the first page and the inner cover, which is generally empty, is not counted). Thus the first printed number appearing at either the **መቅድም** or **መግቢያ** is not "1" (or "፩") but the physical page count up to this point (for example "4" or "5").

<u>Survey Questions:</u>

1. Where in a book is page 1 counted from?
    ☐ No opinion ☐ Front Cover ☐ First internal page ☐ First printed page
    ☐ Other (Please Explain):
    _____
    _____

2. Where does the first printed page appear?
    ☐ No opinion ☐ **መቅድም** ☐ **መግቢያ** ☐ Other (Please Explain):
    _____
    _____

3. Are there any other special considerations with page numbering? For example, page numbering of appendices, etc. ☐ No opinion
    _____
    _____

3.3 Preface Page Numbering

Increasingly, modern authors and publishers are adding additional front sections and moving "page 1" out to either the *መቅድም* or *መግቢያ*. Prior to "page 1" preceding pages may be numbered in one of two ways. In the first convention where pages are numbered with Ethiopic numerals, the preface numbering may be alphabetic in the *ሀለሐመ* counting system or in the *አበገደ* sequence (for example in Deste Tekle Wold's "*ዐዲስ፡ ያማርኛ፡ መዝገበ፡ ቃላት።*").

In the second convention where pages are numbers with Western numerals, the preface page numbering will apply Ethiopic numerals. Under both conventions the preface page number begins on the first printed page after the cover.

Survey Questions:

1. Are the above descriptions accurate?
   ☐ No opinion   ☐ Yes ☐ No ☐ Other (Please Explain):

   _____

   _____

2. Are there any other page numbering conventions that should be supported by software?
   ☐ No opinion   ☐ Yes ☐ No ☐ Other (Please Explain):

   _____

   _____

3.4 Footnotes & Superscript

Footnote counters are simple superscripted cardinal numbers. Microsoft Word, for example, will "top-aligned" the superscripted text with the reference text. Other text presentation systems, such as web browsers, may raise the superscripted text further. Both alignment styles work well when letters have a fixed height, but may not be visually optimal in a variable letter height writing system. The changing heights of Ethiopic letters introduces the same "fixed-vs-floating" issue with superscript text as discussed in the previous section on the Ethiopic gemination mark.

$$...ን^1 \quad ...ጠ^2 \quad ...ቸ^3 \quad \text{Fixed height}$$

$$...ን^1 \quad ...ጠ^2 \quad ...ቸ^3 \quad \text{Floating height}$$

Survey Questions:

1. What do stakeholders feel should be the default positioning style?
   ☐ No opinion ☐ Fixed ☐ Floating ☐ Other (Please Explain):

   _____

   _____

2. What should the relative height of the superscripted text be? The English default is a 7/12ths ratio.
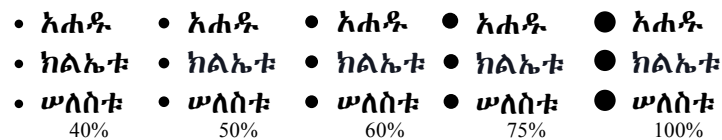   ☐ No opinion ☐ Same ratio as English ☐ Other (Please Explain):

   _____

   _____

3. Are Ethiopic numerals used for footnote counting?
   ☐ No opinion ☐ Yes ☐ No ☐ Other (Please Explain):

   _____

   _____

4. Top-alignment of superscript text may only be an Microsoft Word practice; superscript in web documents does not appear to follow the same vertical alignment rules.
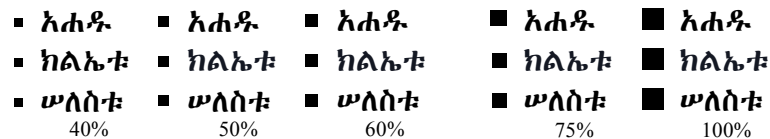   ☐ No opinion ☐ Yes ☐ No ☐ Other (Please Explain):

   _____

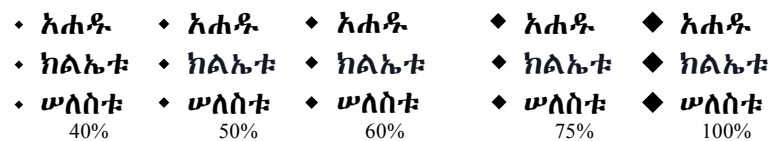   _____

4 List Styles

4.1 Bullet Lists

Bullet lists are utilized regularly in Ethiopic literature. Authors using a computer or typewriter will work with the list marker symbols made available by their software or machine. Many marker, or "bullet", symbols are accepted for Ethiopic literature though not all will be considered optimal.

• አሐዱ	• አሐዱ	• አሐዱ	● አሐዱ	● አሐዱ
• ክልኤቱ	• ክልኤቱ	• ክልኤቱ	● ክልኤቱ	● ክልኤቱ
• ሠለስቱ	• ሠለስቱ	• ሠለስቱ	● ሠለስቱ	● ሠለስቱ
40%	50%	60%	75%	100%

Circle bullet size relative to letter height.

▪ አሐዱ	▪ አሐዱ	▪ አሐዱ	■ አሐዱ	■ አሐዱ
▪ ክልኤቱ	▪ ክልኤቱ	▪ ክልኤቱ	■ ክልኤቱ	■ ክልኤቱ
▪ ሠለስቱ	▪ ሠለስቱ	▪ ሠለስቱ	■ ሠለስቱ	■ ሠለስቱ
40%	50%	60%	75%	100%

Square bullet size relative to letter height.

◆ አሐዱ	◆ አሐዱ	◆ አሐዱ	◆ አሐዱ	◆ አሐዱ
◆ ክልኤቱ	◆ ክልኤቱ	◆ ክልኤቱ	◆ ክልኤቱ	◆ ክልኤቱ
◆ ሠለስቱ	◆ ሠለስቱ	◆ ሠለስቱ	◆ ሠለስቱ	◆ ሠለስቱ
40%	50%	60%	75%	100%

Diamond bullet size relative to letter height.

Survey Questions:

1. What is the preferred default bullet shape?
   ☐ No opinion ☐ Circle ☐ Square ☐ Diamond ☐ Other:
   _____

2. Diamond shaped bullets are found commonly and may represent a desired default. The Unicode standard provides a number of similar diamond shaped symbols. From this set of diamond symbols, those suitable for adorning Ethiopic bullet lists must be determined.

   ◆ "Black Diamond"
   ◆ "Black Diamond Suit"
   ❖ "Black Diamond Minus White X"

   Which diamond shapes are appropriate for Ethiopic bullet lists?
   ☐ No opinion ☐ The following: _____

3. Are other bullet shapes needed for Ethiopic literature? For example, some authors have used the Ethiopic symbols "※" and "፨":
   ☐ No opinion ☐ No ☐ Yes, the following: _____

4. What are the preferred shape sequences in nested lists (e.g. bullet hierarchy)?
   ☐ No opinion ☐ The following: _____

5. What is bullet height and width relative to letter dimensions?
   ☐ No opinion ☐ Same spacing as English ☐ Other proportions: _____

6. What is the default distance of the list item text from the bullet?
   ☐ No opinion ☐ Same spacing as English ☐ Other amount: _____

7. Are lists indented from the left margin?
   ☐ No opinion ☐ No ☐ Same as English spacing ☐ Other amount: _____

8. Do copy editors or publishers set a policy for list symbols, or leave it up to the author to decide?
   ☐ No opinion ☐ No ☐ Yes ☐ Other Policy (Please Explain):
   _____

9. Of historic interest: when are bullet lists first found in Ethiopic writing and in what form?
   ☐ No opinion ☐ In the following publication and year:
   _____

4.2 Inline Lists

Inlined enumerated lists are commonly found in Ethiopic documents. Inline lists will follow the same sequences as regular lists. However, the spacing after the counter suffix may be different. Typically a regular keyboard space is observed following the suffix, if any. This is most likely a matter of convenience for the author and not necessarily representative of good formatting.

…፡በዘመናት፡ከአራት፡ከፍላ፡ህ/ክረምት፡ለ/መጸው፡ሐ/ጸደይ፡መ/ሐጋይ፡በማለት፡ከዓመት፡እስከ፡ዓመት፡…
…፡በዘመናት፡ከአራት፡ከፍላ፡ህ/ክረምት፡ለ/መጸው፡ሐ/ጸደይ፡መ/ሐጋይ፡በማለት፡ከዓመት፡እስከ፡ዓመት፡…
…፡በዘመናት፡ከአራት፡ከፍላ፡ህ/ ክረምት፡ለ/ መጸው፡ ሐ/ ጸደይ፡ መ/ ሐጋይ፡በማለት፡ከዓመት፡እስከ፡ዓመት፡…

Ethiopic inline list sample using wordspaces with three spacings
(none, hair and thin) following list marker.

…በዘመናት ከአራት ከፍላ ህ/ክረምት ለ/መጸው ሐ/ጸደይ መ/ሐጋይ በማለት ከዓመት እስከ ዓመት…
…በዘመናት ከአራት ከፍላ ህ/ክረምት ለ/መጸው ሐ/ጸደይ መ/ሐጋይ በማለት ከዓመት እስከ ዓመት…
…በዘመናት ከአራት ከፍላ ህ/ ክረምት ለ/ መጸው ሐ/ ጸደይ መ/ ሐጋይ በማለት ከዓመት እስከ ዓመት…

Ethiopic inline list sample using spaces with three spacings
(none, hair and thin) following list marker.

Survey Questions:

1. How much space (what width) should appear after the counter suffix?
    □ No opinion □ None □ Hair Space □ Thin Space □ Regular Space
    □ Other (Please Explain): _____

2. Is the space after the counter suffix different when Ethiopic Wordspace is used?
    □ No opinion □ No □ Yes □ Other rules (Please Explain):
    _____

4.3 Ge'ez Numeral Vertical Alignment

The Ge'ez numbers use a system where an amount greater than "ten" can be written with a single numeral. For example "fifty" uses the single numeral "፶" and "one hundred" uses the single numeral "፻". This difference leads to different ways the numbers can be aligned vertically. Three examples are:

Left Justify	Centered
.... ፻፲፮	.... ፻፶፷
.... ፲፮	.... ፶፷
.... ፮	.... ፷
.... ፻	.... ፻
.... ፲	.... ፲
.... ፮	.... ፮
Decimal Place Justify	**Right Justify**
.... ፻፲፮	.... ፻፲፮
.... ፲፮	.... ፲፮
.... ፮	.... ፮
.... ፻	.... ፻
.... ፲	.... ፲
.... ፮	.... ፮

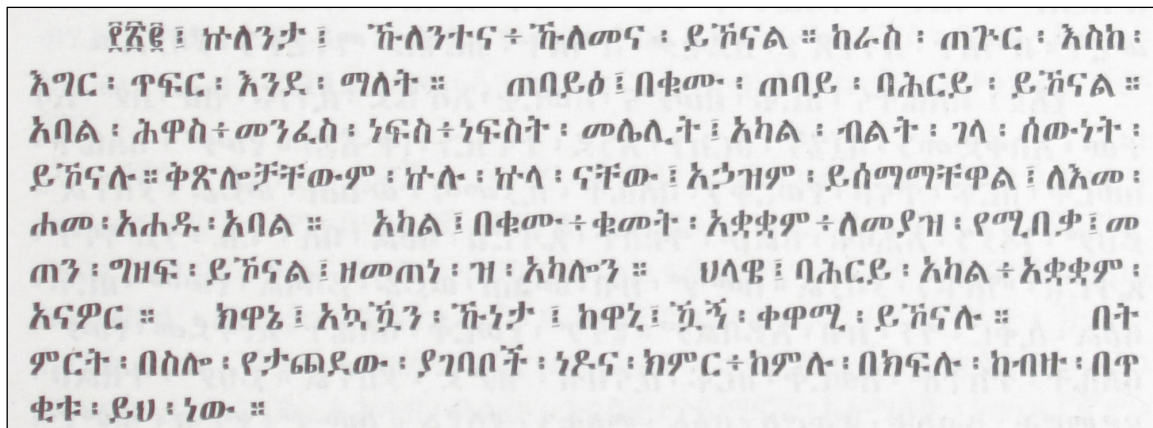**Survey Questions:**

1. Which alignment style makes the best default?

   ☐ No opinion ☐ Left ☐ Center ☐ Right ☐ Decimal ☐ Other (Please Explain):

   _____

   _____

5 Ethiopic Wordspace (፥) Formatting

5.1.1 Spacing Threshold Following Full Stop

In the regular mode of Ethiopic justification, Ethiopic full stop, "።", will be treated equally with all other punctuation symbols. In a second mode, the Ethiopic full stop will have special spacing rules whereby more space is allowed following the symbol and the start of the next word. An illustration of this mode is depicted in the following:

Justification Sample from Maṣḥafa Sawāsew, Page 159 (Kifle, 1955 (1948 EC))

Survey Questions:

1. When should additional space be added after full stop?

    ☐ No opinion ☐ In justified lines only ☐ Other (Please Explain):

    _____

2. Does the additional spacing after full stop apply to other Ethiopic punctuation? Note that the above sample applies extra space after "፤" on the first line.

    ☐ No opinion ☐ No ☐ Yes (Please indicate which punctuation and how much space):

    _____

    _____

3. Is additional spacing after punctuation desirable by current day publishers?

    ☐ No opinion ☐ No ☐ Yes ☐ Yes, but it is a special style (Please Explain):

    _____

5.2 Symbols Preceding and Following Ethiopic Wordspace

It modern literature where punctuation may be borrowed from Western writing, inconsistent formatting practices are found with respect to the presence of Ethiopic Wordspace ("፡") alongside borrowed punctuation. It is helpful to establish rules for Ethiopic Wordspace in the presence of other symbols so that software grammar and formatting checkers can offer corrections leading to better quality and more consistent literature. The following rules are proposed:

- A letter or number may border either side of Ethiopic Wordspace.
- Ethiopic Wordspace may appear before, *but not after*, an opening punctuation, such as: (, [, { , « , ‹ , " .
- Ethiopic Wordspace may appear after, *but not before*, a closing punctuation, such as:) ,] , } , » , › , " .

Example:

Incorrect: … ፅፉት፡(ፅፍዓት፡)፡ከመ፡ኪደተ፡ንስር፡(እንደ፡አምራ፡ፈጣን፡)።

ፅፉት፡(ፅፍዓት፡)ከመ፡ኪደተ፡ንስር፡(እንደ፡አምራ፡ፈጣን፡)።

Correct: … ፅፉት፡(ፅፍዓት)፡ከመ፡ኪደተ፡ንስር፡(እንደ፡አምራ፡ፈጣን)።

- No other punctuation may border Ethiopic Wordspace.
- A new line may follow, but not precede, an Ethiopic Wordspace (a wordspace may not start a new line).
- Whitespace may not follow or precede an Ethiopic Wordspace (note, this does not include stretchable space used in line justification).
- An Ethiopic Wordspace followed by another Ethiopic Wordspace must be interpreted as an Ethiopic Full Stop ("።").

Survey Questions:

1. Are the above rules valid?

   ☐ No opinion   ☐ Yes   ☐ No or Incomplete (Please Explain):

   _____

   _____

5.3 Rules of Applying Whitespace in Ethiopic Text

When Ethiopic Wordspace is used to separate words, there may still be some valid application for white space, " ". White space is permissible for the following formatting needs:

- Indentation.

  For example: At the start of a paragraph.

- Following a list counter suffix.

  For example: *ሀ/ አሐዱ…* compared to *ሀ/አሐዱ…*

- Within a numeric sequence, like a phone number.

  For example: +251 114 11 22 33

- Within a date format (sometimes, not always).
  For example:

- Within a scripture reference (sometimes not always).
  For example:

- Before and following quotation marks.
  For example:

- Following an ellipsis.
  For example:

- Within a block of embedded foreign script.
  For example:

- *[TBD: Provide examples for some of the above scenarios]*

Survey Questions:

1. Are the above rules valid?

   ☐ No opinion   ☐ Yes   ☐ No or Incomplete (Please Explain):

   _____
   _____

2. For the above cases where white space is valid, can the spacing width rules applied for Latin text be applied for Ethiopic?

   ☐ No opinion   ☐ Yes   ☐ No, other spacing rules apply (Please Explain):

   _____
   _____

6 Writing Style Best Practices

6.1 Abbreviation Formation

Abbreviations in Ethiopic languages will apply an abbreviation marker ("**/**" or "**.**") placed between the first letters of each word in a phrase. In a multi-word abbreviations the last word may sometimes remain whole. Abbreviation of a single word will keep the first and final letters of the word separated by slash "**/**". Older literature that uses the Ethiopic Wordspace may not use an abbreviation marker and instead will rely on the Ethiopic Wordspace to separate initial letter abbreviations that will be understood from context: (e.g. **ዓመተ፡ ምሕረት፡ ⇒ ዓ፡ ም፡**).

Examples:

    Single Word

        ሚኒስትር ⇒ ሚ/ር

        ሆስፒታል ⇒ ሆ/ል

    Multi-Word

        ጠቅላይ ሚኒስትር ⇒ ጠ/ሚ/ር

        ኢትዮጵያ ኦርቶዶክስ ተዋሕዶ ቤተ ክርስቲያን ⇒ ኢ/ኦ/ተ/ቤ/ክ

Survey Questions:

1. When "**.**" is used as the abbreviation marker, it is sometimes found at the end of the abbreviation. For example "**ኢ.ኢ.ዮ**" compared to "**ኢ.ኢ.ዮ.**". Which style is preferred?

   ☐ No opinion   ☐ Ending dot   ☐ No ending dot   ☐ It depends (Please Explain):

   _____

2. Are the abbreviations rules shown in the examples correct?

   ☐ No opinion   ☐ No   ☐ Yes   ☐ Other rules (Please Explain):

   _____

3. Are both "**/**" and "**.**" appropriate? Some well-established abbreviations apply a "**.**" as the marker, for example "**አዲስ አበባ ዩኒቨርሲቲ**" becomes "**ኢ.ኢ.ዮ**". This may reflect the chosen convention of the institute. While "**/**" is used with other words.

   ☐ No opinion   ☐ No   ☐ Yes   ☐ It depends (Please Explain):

   _____

4. What symbol is applied for foreign words transcribed into an Ethiopic languages?

   ☐ No opinion   ☐ The symbol used in the foreign language

   ☐ Amharic abbreviation symbol   ☐ It depends (Please Explain):

   _____

5. Do copy editors or publishers set a policy for abbreviation, or leave it up to the author to decide?

☐ No opinion ☐ No ☐ Yes ☐ Other Policy (Please Explain):

_____

6. Of historic interest: when are abbreviations first found in Ethiopic writing and in what form?

☐ No opinion ☐ In the following publication and year:

_____

6.2 Ordinal Notation

An ordinal is formed in Amharic when "ኛ", and in Tigrinya when "ይ", follows a cardinal number. The ordinal marker is often, but not always, rendered in superscript form. The superscript practice is most prevalent with ordinals in western numerals, but is also applied with Ethiopic numerals.

<div align="center">

Regular ordinal: ፬ኛ

Superscript ordinal: ፬ᵏ

</div>

Survey Questions:

1. When is a superscript "ኛ" appropriate in Amharic documents?

☐ No opinion ☐ Never ☐ After western numbers (0-9) ☐ After Ethiopic numbers

☐ After both western and Ethiopic numbers ☐ Other (Please Explain):

_____

2. What other letters should be superscripted, and it what languages and contexts? For example, "ሳ" and "ብር" may also be superscripted in presentation of prices but is not common in print (found mostly in store front advertising). ☐ No opinion

_____

_____

3. What should the relative height of the superscripted text be? The English default is a $7/12^{ths}$ ratio.

☐ No opinion ☐ Same ratio as English ☐ Other (Please Explain):

_____

_____

4. How high should the superscript text be raised?

☐ No opinion ☐ Same size as English ☐ 50% ☐ 75% ☐ Other (Please Explain):

_____

6.3   Ethiopic Comma Usage

The role of a "comma" in Ethiopic writing is often a point of confusion. The following describes what is believed to be contemporary usage.

፣ – **ነጠላ ሠረዝ** (**ትግርኛ/ ንጽል ሰረዝ**) is used in Amharic and Tigrinya to form lists and partition a sentence in the same way as a "comma" in English. In modern Eritrean practices the symbol is used as a semicolon.

፤ – **ንዑስ ሠረዝ** is another form of ፣ that is used in Ge'ez writing. Its use in Amharic is primarily for religious literature to make reference to biblical verses (e.g. **ማቴ4፥23 , ዮሐ13፥16**). Some authors may prefer **ንዑስ ሠረዝ** over **ነጠላ ሠረዝ**.

፡ – **ሁለት ነጥብ** (**ግዕዝ/ ንዑስ ነጥብ , ትግርኛ/ ክልተ ነጥቢ**) in keeping with Ge'ez heritage, is used as the word separator (i.e. space) in the classical writing practices of both Eritrean and Ethiopia. In modern Eritrean practices the symbol is used as a comma.

, – Comma is utilized in Eritrean and Ethiopian writing practices in the formatting of western numbers only (e.g. 12,345).

Survey Questions:

1.   Are the above descriptions correct?

☐ No opinion   ☐ Yes   ☐ No (Please Explain):

_____
_____
_____

2.   Should authors be able to set a default comma (፣,፤,፡) in software?

☐ No opinion   ☐ Yes   ☐ No   ☐ Other Policy (Please Explain):

_____

3.   Should authors be able to set a default space symbol in software?

☐ No opinion   ☐ Yes   ☐ No   ☐ Other Policy (Please Explain):

_____

6.4 Parenthetical Expressions

Parenthetical expressions are found regularly in modern Ethiopic writing and will apply any of the enclosing symbol pairs: // , () and [].

ንዋለወ ፡ (ወይም ፡ እስተናለወ ፡ ያስተነዋሉ ÷ ያስተንዋ(ና)ሉ) ፤ እስተደናገፀ ÷ እስተ

Inner Parenthetical Expression from Maṣḥafa Sawāsew, Page 65 (Kifle, 1955 (1948 EC))

Survey Questions:

1. What are the preferred parenthetical enclosing symbol pairs for modern writing?

   □ No opinion □ ( ) □ // □ [ ] □ Other _____ □ It depends (Please Explain):

   _____

2. Do special rules apply for inner expressions?

   □ No opinion □ No □ Yes (Please Explain):

   _____

3. Do copy editors or publishers set a policy for parenthesis symbols, or leave it up to the author to decide?

   □ No opinion □ No □ Yes □ Other Policy (Please Explain):

   _____

4. Of historic interest: when are parenthesis first found in Ethiopic writing and in what form?

   □ No opinion □ In the following publication and year:
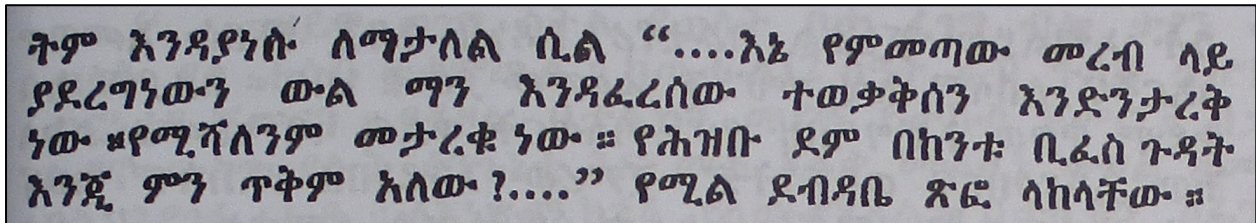
   _____

6.5   Quotation

Classical Ethiopic literature applying quotation marks will employ double guillemet (« ») in a primary style and single guillemets (‹ ›) in a secondary style. Single guillemets will be used for inner-quotation and single word quotation. Modern Ethiopic writing will additionally utilize Latin quotation marks similarly (" ", ' '). The choice of Latin script quotation may represent either an author preference or a software limitation that made guillemets unavailable or difficult to access.

Survey Questions:

1. Which style should be the default for Ethiopic literature: ☐ No opinion ☐ « » ☐ " "

2. Are both styles appropriate for Ethiopic literature? ☐ No opinion   ☐ No

     ☐ Yes (Please Explain): _____

     _____

3. What form is appropriate for outer quotation: ☐ No opinion   ☐ Single   ☐ Double

4. What form is appropriate for inner quotation: ☐ No opinion   ☐ Single   ☐ Double

5. What are the preferred quotation marks for modern Ethiopic literature?

     ☐ No opinion   ☐ « »   ☐ " "   ☐ It depends (Please Explain):

     _____

6. Is the single quotation mark usage statement correct?

     ☐ No opinion   ☐ No   ☐ Yes   ☐ Other rules (Please Explain):

     _____

7. Do any other rules apply to quotation usage in Ethiopic writing?

     ☐ No opinion   ☐ No   ☐ Yes (Please Explain):

     _____

8. Do copy editors or publishers set a policy for quotation mark choice, or leave it up to the author to decide?

     ☐ No opinion   ☐ No   ☐ Yes   ☐ Other Rules (Please Policy):

     _____

9. Do the same rules apply for Ethiopic Wordspace surrounding a closing quotation mark as with a closing parenthesis?

     ☐ No opinion   ☐ No   ☐ Yes   ☐ Other Rules (Please Explain):

     _____

10. Of historic interest: when are quotation marks first found in Ethiopic writing and in what form?

     ☐ No opinion   ☐ In the following publication and year:

     _____

6.6 Ellipsis

Both punctuation-baseline and raised ellipses are found in Ethiopic literature. In Ethiopic publishing ellipsis may have anywhere from 3 to 6 dots used regularly. The presence of one style over the other may simply be an artifact of the publishing technology and not necessarily in line with the publisher's preference.

Example: Raised 4-dot ellipsis.

<u>Survey Questions:</u>

1. How many dots should be in an ellipsis?

   ☐ No opinion   ☐ 3 (English standard)   ☐ Author's choice   ☐ Other (Please Explain):

   _____

2. Which ellipsis position is preferred as the default?

   ☐ No opinion   ☐ Bottom aligned with other punctuation   ☐ Raised

   ☐ Other (Please Explain): _____

3. How much spacing between dots is desirable?

   ☐ No opinion   ☐ Same as for English   ☐ Other (Please Explain):

   _____

4. What shape is preferred for the ellipsis dots?

   ☐ No opinion   ☐ Circles   ☐ Squares   ☐ Other (Please Explain):

   _____

5. What spacing (if any) *before* the ellipsis dots?

   ☐ No opinion   ☐ None   ☐ regular space   ☐ punctuation space

   ☐ Other (Please Explain): _____

   _____

6. What spacing (if any) *after* the ellipsis dots?

   ☐ No opinion   ☐ None   ☐ regular space   ☐ punctuation space

   ☐ Other (Please Explain): _____

   _____

6.7 Bibliographic Citation

A formally recognized standard for bibliographic citation of Ethiopic publications is not found in the Ethiopian publishing community, and bibliographic convention is left to the discretion of individual authors. Establishing a standard is recommended by the survey team and will aid in document consistency and in the machine processing of reference citations. Dereje Gebre of the AAU Amharic Language Department, and past Vice President of the Ethiopian Writer's Association Professor employs the following convention which is a useful starting point:

```
<Author Full Name> "፤" <Publication Date> "፤" <Title> ("።") <City> "፤" <Publisher> "።"
```

The Ethiopic Full Stop, ። , is only added between <Title> and <City> if the <Title> itself does not end with a terminating punctuation such as "፥ ፤ ። ?" .

An example:

ደረጀ ገብሬ፤ ሚያዝያ 1996፤ *ተግባራዊ የጽህፈት መማሪያ። ንግድ ማተሚያ ድርጅት፤* አዲስ አበባ።

Survey Questions:

1. Do stakeholders endorse any conventions for media citation? If so, which:

    ☐ No opinion   ☐ None endorsed   ☐ Some Endorsed (Please Explain):

    _____

2. What are formats for other media types?

    ☐ No opinion   ☐ No other formats   ☐ Additional (Please Explain):

    _____