

ning of a line of writing. The first halves of quotation marks, parentheses and title marks can never appear at the very end of a line, and their second half can never appear at the very beginning of a line.

11.4 Use of the Hyphen; Abbreviations and Short Forms

The hyphen is no more than the “connecting dash” described in 11) above. A most striking difference between the hyphen and all other punctuation marks is that the hyphen alone can be used inside a word.

The hyphen always figured prominently in the various Latin-alphabet spelling systems for Chinese brought forward from as early as the end of the Qing dynasty. Any construction that was not indisputably either one word or two was written with a hyphen. This naturally resulted in overuse and misuse of the hyphen, and in the flooding of Latinized Chinese writings with this punctuation mark. This was and is clearly undesirable. On the other hand, however, HP cannot do without the hyphen altogether. In certain situations, the hyphen can be an important aid to comprehension. In addition, the hyphen can serve as a regulating feature, providing an interim solution in cases where it really is impossible to decide whether a construction should be written as one word or two. In view of these facts, it has been decided to make use of the hyphen in HP, though only within strict limits and according to clearly stated rules.

Various uses of the hyphen have been mentioned throughout the preceding chapters of this book. For ease of reference, all the uses of the hyphen, including a few that have not yet been dis-

cussed, are here brought together and presented systematically.

HP makes use of the hyphen in six distinct ways:

1) Coordinate constructions

When two morphemes (possible more than two in the case of noun morphemes; see Chapter 1, Section 7) stand in a close relation or in opposition to each other, and each retains its original meaning, then they are linked by a hyphen:

Noun + noun:

shī-shēng 师生 (teacher-student);

gōng-jìàn 弓箭 (bow and arrow);

Verb + verb:

mǎi-mài 买卖 (buying and selling);

dǎ-mò 打骂 (beat and scold);

Adjective + adjective:

hēi-bái 黑白 (black-and-white);

kuài-màn 快慢 (“fast-slow”: speed);

Numeral + numeral:

bā-jiǔ 八九 (eight or nine);

sān-wǔ 三五 (“three or five”: several);

Measure word + measure word:

jià-cì 架次 (sortie);

rén-cì 人次 (person-time);

Proper noun + proper noun:

Yīng-Hàn 英汉 (English-Chinese (language));

Jīng-Jīn 京津 (Beijing-Tianjin).

2) Reduplicated coordinate constructions

When monosyllabic words or morphemes are reduplicated and joined into coordinate constructions of the form AABB, a

hyphen is used to link AA to BB:

A and B are nouns:

rìrì-yèyè 日日夜夜 (night and day);

jiājiā-hùhù 家家户户 (each and every household);

A and B are verbs:

lālā-chēchē 拉拉扯扯 (drag (somebody) around);

shuōshuō-xiàoxiào 说说笑笑 (talking and laughing);

A and B are adjectives:

qūqū-wānwān 曲曲弯弯 (crooked and winding);

hónghóng-lùlù 红红绿绿 (red and green);

A and B are numerals:

sānsān-liǎngliǎng 三三两两 (in twos and threes);

qiānqiān-wàn wàn 千千万万 (thousands upon thousands);

A and B are onomatopoeic words:

pīpī-pāpā 噼噼啪啪 (slapping or patting);

dīngdīng-dāngdāng 叮叮当当 (jingling and clattering).

3) Four-syllable idioms

In a four-character idiom composed of two disyllabic *yǔjié* 语节 (segments), a hyphen is used to link the *yǔjié*:

Symmetrical:

fēngpíng-làngjìng 风平浪静 (“the wind is calm and the waves have died down”: calm and tranquil);

kāitiān-pìdì 开天辟地 (“open the sky and clear the earth”: since the beginning of history);

Asymmetrical: shùzhī-gāogé 束之高阁 (“bundle it up and put it on the top shelf”: to pigeonhole, fail to act on);

huījīn-rútǔ 挥金如土 (“throw gold about like dirt”: spend money like water);

Four syllables in coordination:

zhǐ-bǐ-mò-yàn 纸笔墨砚 (paper, brush, ink and inkstone:
the four tools of writing and painting);

zhī-hū-zhě-yě 之乎者也 (pedantic terms and archaisms).

4) Ordinal numerals

A hyphen is used to connect the prefix dì 第 to the numeral that follows it:

dì-yī 第一 (first);

dì-sānshíbā 第三十八 (thirty-eighth);

dì-356 第三百五十六 (three hundred fifty-sixth).

The prefix chū 初, used in the names of certain days of the month (see Chapter 4, Section 2), is connected directly to its numeral without a hyphen.

5) Short forms and abbreviations

Luèyǔ 略语, or short forms, are a very common type of construction in *Putonghua*. They are formed by selecting certain component syllables from a long phrase and combining them to form a short and simple word with the same meaning.

There are three types of short form. The first type includes those which, through long and widespread use, have been transformed into ordinary words. These are not usually thought of as shortened forms by the people who use them, particularly since they have almost wholly supplanted the original word in usage. These short forms are treated as ordinary words in writing, and no hyphen is used to separate their components:

chūjí zhōngxué 初级中学 (elementary high school) → chūzhōng
初中;

jūnrén jiāshǔ 军人家属 (soldiers' dependents) → jūnshǔ 军属;

sǎochú wénmáng 扫除文盲 (eliminate illiteracy) → sǎománg 扫盲;

shàonián xiānfēngduì 少年先锋队 (Young Pioneers) → shàoxiānduì 少先队.

The second type of short form includes those which, due to insufficient length of time or limited currency, have not yet become single words. Many of these are specialized vocabulary items, or are limited in use to a small number of situations. Some of them soon fall out of use and are forgotten. None of them fully qualify as words. It is therefore convenient to use a hyphen to link their components. If such a short form eventually becomes a true word, the hyphen can be dropped. A few examples of this hyphenated form:

huánjīng bǎohù 环境保护 (environmental protection) → huán-bǎo 环保;

gōnggòng guānxì 公共关系 (public relations) → gōng-guān 公关;

diàn huà jiàoyù 电化教育 (education with audio-visual aids) → diàn-jiào 电教;

tuīguǎng pǔtōnghuà 推广普通话 (popularize the use of Putonghua) → tuī-pǔ 推普;

hángú diàn huà 长途电话 (long-distance telephone call) → cháng-huà 长话.

Short forms of proper nouns should always be written with a hyphen:

Běijīng Dàxué 北京大学 (Beijing University) → Běi-Dà 北大;

Guójiā Jiàoyù Wěiyuánhuì 国家教育委员会 (National Educa-

tion Commission) → Guójiā Jiàowěi 国家教委。

The third kind of short form uses a numeral to indicate the number of items in the original phrase. It is easier and better to write this type of short form without a hyphen:

“sān hǎo” 三好 (three good”: good health, good study, good work);

“sì hài” 四害 (“the four pests”: flies, mosquitoes, rats, and sparrows);

“wǔ jiǎng, sì měi” 五讲四美 (“five stress, four beautiful”: stress civilization, politeness, hygiene, order and virtue; beautiful spirit, language, behavior and environment).

The question of abbreviations should be mentioned briefly here. Abbreviations are similar in some ways to short forms. While short forms are drawn from the spoken language, however, abbreviations are drawn from the writing system. Abbreviations are not used much in HP as yet, and only a few have received wide recognition. Of these few, some examples are given below.

Abbreviations of proper nouns:

ZRG or Z.R.G.: Zhōnghuá Rénmín Gònghéguó 中华人民共和国 (People's Republic of China);

GB or G.B.: Guójiā Biāozhǎn 国家标准 (National Standard);

BJ: Běijīng 北京;

WH: Wúhàn 武汉.

(These last two are used mainly in telegraphy.)

Abbreviations of common nouns:

kp or kp.: kēpǔ 科普 = kēxué pǔjí 科学普及 (popular science);

xs or xs.: xiānsheng 先生 (Mr.);

dd or dd.: dēngděng 等等 (etc.).

6) Word division

At the end of a written line, a word must sometimes be divided because it will not all fit on one line; the portion that will not fit is carried over onto the line below. In HP, as in other Latin-alphabet writing systems, a word is always divided between syllables. A hyphen is added to the first half of the word to indicate that it is continued below. Using chūntiān 春天 (spring) as an example:

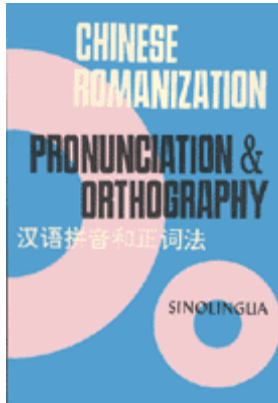
-----chūn-
-tiān...

If the word already has a hyphen in the spot where it must be divided, then this hyphen is carried along onto the next line along with the second half of the word. Taking gōng-sī 公私 (public and private) as an example:

-----gōng-
-sī

12. Hanyu Pinyin in Application

This last chapter provides the reader with a look at some examples of Hanyu Pinyin in practical use. The selections reproduced here, ranging across the spheres and styles of writing from poetry to popular science, demonstrate the wide applicability of Hanyu Pinyin to written Chinese.



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