PROPOSED SPELLING SCHEME: NOTES

1   General

These notes may help with filling the Proposed Spelling Scheme form.

Do not send these notes to Congress. **Deadline for proposals: 31st May 2019**.

<mark>Some example entries are given in the form, highlighted in yellow. These do not form any part of your scheme.</mark>

The form has sections A – J. Which sections you need to complete depends on the details of your proposed scheme. As you work through the form, earlier entries affect which parts you need to fill in. This may motivate you to go back and change the earlier entries.

Notes 2–6 provide general information that applies to the whole form. Notes 7–16 provide information for specific sections of the form. Section 17 is the revision history.

2   Form handling

You will download a form from the Society website, fill it and submit to the IESC as an email attachment. It may be returned needing revision, in which case you may correct it and resubmit it. This to-and-fro may be repeated. You may submit more than one scheme. When your scheme is accepted, you will receive a copy of the form bearing your Participant ID and the Scheme ID as acknowledgment. All this means you may have several versions of the form, which can easily become confusing. The following sections may help clarify the process.

2.1 Download the fillable form

Download the blank form from the Society website. You will find a link near the foot of the [IESC home page](#). The name of the downloaded form will be:

```
iesc-pss-misc.pdf
```

The file:

```
iesc-pss-additional-misc.pdf
```

is a file that you *may* need to download, if you wish to attach more comments than the form can accommodate. See Note 15.

2.2 Fill the form

The form is *fillable*, which means you can enter data into the fields. You should save a backup copy of the fillable form as you go. This means you don't have to complete the

form in a single session, and if you save a fillable copy of what you send to Congress, you will be able to revise it and resubmit if necessary.

You will need suitable software to process the form. Adobe Acrobat Reader DC is widely supported and is free. You can obtain it from:

https://get.adobe.com/reader

Some products, eg Apple Preview, may actually damage the form *even if you do not save*. A damaged form is not acceptable to Congress.

Some of the tables have fields that allow you to paste blocks of text, rather than entering isolated words or characters. These fields all initially contain the text:

```
Courier, 10pt, single spaced
```

Delete that text when you paste. It is important to ensure that your text lines up with the numbers in the left hand column, so that it is easy to refer to any part of your form data. To do this, you must use 10-point Courier, single spaced. However, Adobe Acrobat Reader does not have the facility for you to change the font of text you have pasted into a field. Instead, prepare your text in a word processor (eg Microsoft Word) or text editor (eg TextEdit) with the correct font and style. You can use styles such as underline or italic. Then copy it and paste it into the form.

The footer of each page has fields for your Participant ID and Scheme ID. Leave these fields blank. Congress will fill them for you.

2.3 Submit the form

To submit your form, first give it a name as follows:

```
IESC-PSS-(family name)-(scheme name)-(1).pdf
```

where:

- (family name) is the name by which you registered as a participant.
- (scheme name) is the name of your scheme.
- (1) means that this is the first revision of your scheme.

For example, if Dr Caligari submits a scheme called Cabinet, it will have the name:

```
IESC-PSS-(Caligari)-(Cabinet)-(1).pdf
```

Attach the form to an email and send it **before the end of May 2019** to:

```
spellconf.pss@gmail.com
```

Section I of the form allows for comments, which may require additional pages. These are submitted as separate files. See Note 15. If you have separate files, name them as follows:

```
IESC–PSS–(family name)–(scheme name)–(additional n)—(1).pdf
```

where:

- (family name), (scheme name), and (1) are as described above.
- (additional n) gives the sequence number of the additional file, beginning 2.

For example, if Dr Caligari submits 3 additional pages they will be named:

```
IESC–PSS–(Caligari)–(Cabinet)–(additional 2)—(1).pdf

IESC–PSS–(Caligari)–(Cabinet)–(additional 3)—(1).pdf

IESC–PSS–(Caligari)–(Cabinet)–(additional 4)—(1).pdf
```

Additional page 1 is in the main body of the form.

2.4   Receive acknowledgment

Congress will first assign your proposal a unique scheme ID. If you have emailed additional pages, Congress will incorporate them into the form. Congress will then watermark your proposal with your participant ID and the scheme ID, and email this back to you as a receipt.

The returned file will have the name:

```
IESC–PSS–(family name)–(scheme name)–(issue)–(app ID–pss ID).pdf
```

where:

- (family name), (scheme name), and (issue) are as before.
- (app ID-pss-ID) are the IESC IDs for you and your proposed spelling scheme.

For example, Dr Caligari's Cabinet proposal might be returned as:

```
IESC–PSS–(Caligari)–(Cabinet)–(1)–(A056GWI6G–S019V4GU6).pdf
```

Check that it agrees with your saved copy. In the event of any disagreement, Congress will prefer the watermarked copy which it has sent you.

IESC will give any resubmitted scheme a new scheme ID, so that it cannot be confused with any other scheme or revision of the same scheme.

2.5   Receive acceptance or rejection

Acknowledgment does not mean that your submission has been accepted yet. The IESC will examine your form to make sure that all the necessary information is present, and email you the result. The result will either be a confirmation that all is well, or a rejection with a list of the reasons.

2.6 Resubmit

If your submission is rejected, you may revise your form and resubmit. Use the same name as before, but increase the revision number each time. For example if Dr Caligari revised and resubmitted, he would use the file name:

```
IESC-PSS-(Caligari)-(Cabinet)-(2).pdf
```

You may wish to keep your own copies of these revisions as a record.

3   Lexicon

In several places the form refers to the 1000 most common English words. There are many ways to define and measure such a list. For consistency and convenience, all such references in the form and notes are to the Word Frequency website, from the Linguistics and English Language Department of Brigham Young University.

You can download a free copy of the top 5000 words as an Excel spreadsheet. Note that the form only refers to the top 1000 words.

4   Sampa

This form uses Sampa instead of IPA, as Sampa is easier than IPA to type on a conventional keyboard. A table showing the correspondence between Sampa and IPA for English is available here:

https://en.wikipedia.org/wiki/Speech_Assessment_Methods_Phonetic_Alphabet_chart_for_English

5   Notation

Use **brackets** to set off inline symbols as follows:

/.../	Slashes enclose one or more phonemes.	Example: /{/, /eɪ/.
<...>	Angle brackets enclose one or more graphemes.	Example: `<face>`.
"..."	Quotation marks emphasize Traditional Spelling.	Example: "cough."

When using quotation marks for TS, you may enclose punctuation as well.

Use **underline** to mark parts within a word. For example:

- In TS, /eɪ/ may be represented in many ways, such as `<rain>`, `<face>`, `<hay>`.

Use **underscore** to represent unspecified symbols. For example:

- The magic E in TS is a split digraph: /eɪ/ is represented as `<a_e>`.

6 Glossary

accent (1)	A diacritic (qv).
accent (2)	A distinctive way of pronouncing a language, especially one associated with a particular country, area, or social class. Contrast with dialect.
diacritic	A sign used to change the sound of a letter. Not common in English but used in other languages.
dialect	A particular form of a language which is peculiar to a specific region or social group. Contrast with accent (2).
digraph	A combination of two letters representing one phoneme, eg <d<u>ee</u>r>, <f<u>er</u>n>.
diphthong	A combination of two vowels within the same syllable, representing one phoneme eg <c<u>oi</u>n>, <m<u>ee</u>t>.
GenAm	A pronunciation accent claimed to be the most prevalent in the USA.
grapheme	A letter or combination of letters used to denote a phoneme, eg <a>, <b>, <sh>.
homophone	Two words pronounced the same but with different meanings. Often spelled differently, eg "nun" and "none".
IPA	International Phonetic Alphabet. A system for representing phonemes and phones and other language features.
non-standard letter	A letter not found in the current 26 letter alphabet of English language.
phoneme	A distinguishable class of sounds in a word (eg "ban" has three phonemes, /b/, /a/, and /n/).
rhotic	Refers to pronouncing the /r/ in words such as "hard", "heather", "shore". Different dialects are rhotic or non-rhotic.
RP	Received Pronunciation — a British accent, typically associated with BBC announcers.
SAMPA	Speech Assessment Methods Phonetic Alphabet. A representation of IPA using only 7-bit ASCII symbols, which are easier to type on a conventional keyboard.
schwa	The indeterminate sound found in many non-stressed syllables (<<u>a</u>ppeal>, <penc<u>il</u>>, or the phoneme representing it. Some spelling schemes use a single grapheme for this sound, some use a variety of graphemes; others retain the graphemes used in TS.
signword	A commonly used word which is not spelled according to the rules of the spelling scheme in question. Some schemes retain signwords in TS to avoid unnecessary change.
stress	In words of more than one syllable the emphasis that is given to some of the syllables, eg "<u>a</u>pple," "de<u>fer</u>," "<u>com</u>forter."
TS	Traditional Spelling, mostly as set down by Samuel Johnson or Noah Webster.

7 Section A: Graphemes

Section A must be completed for all schemes.

Use section A to show which graphemes your scheme uses to represent each of the principal phonemes of spoken English. Table A1 deals with vowels and diphthongs. Table A2 deals with consonants. There are empty rows at the foot of each table, which you may use to add any phonemes you think should be included.

The phonetics are based on **Longman's Pronunciation Dictionary**. Pub Pearson Longman. Ed 3, 3rd April 2008. By Wells, John. ISBN-10: 1405881186. ISBN-13: 978-1405881180.

The column headed **#** numbers the table rows for reference.

The column headed **/_/** shows one or more phonemes. In table A1, where alternative pronunciations are shown, the one on the left is RP, and the one to the right is usually the one used in dialects where rhotic pronunciation is the norm (eg GenAm, Scottish). Phonemes /ɒ/, /ʌː/ and /əʊ/, /oʊ/ represent the pronunciations in RP and GenAm.

The column headed **TS** shows a typical word where the corresponding grapheme occurs in TS, with the relevant letters underlined.

Use as many of the eight grapheme columns headed **<>1**, **<>2**, etc as necessary to show the grapheme(s) your scheme uses to represent the phoneme in that row. Use lower case only, unless case is significant in your scheme.

If eight grapheme columns are not sufficient, check the box at the end of the row and use section I to provide further information.

The examples in table A1 are the start of an illustration that runs through to table C2. The examples are meant to illustrate possibilities, not to be completely realistic.

After completing section A, go to section B.

8 Section B: Rules for reading and writing

Whether you need to complete section B depends on your scheme. One of the following paragraphs should apply:

1. *Section A associates each phoneme with just one grapheme, and each grapheme with just one phoneme. Table A has graphemes in column **<>1** only, and they are all different. Your scheme may or may not have signwords.*
   — **If this fits your scheme, do not complete section B. Just tick the box at the top of section B and go to section C.**
2. *Section A associates at least one phoneme with more than one grapheme, or at least one grapheme with more than one phoneme. Your scheme has rules to say which grapheme or phoneme to use in most or all cases. Your scheme may or may not have signwords.*
   — **If this fits your scheme, complete section B.**
3. *Your scheme consists of nothing but signwords, with no general rules at all.*
   — **If this fits your scheme, do not complete section B. Just tick the box at the top and go to section C.**

If none or more than one of the above paragraphs applies, contact the Society.

8.1 Rules

A reader needs to know which phoneme to use for each grapheme sequence; a writer needs to know which grapheme to use for each phoneme sequence. This requires rules for reading and writing.

The simplest type of rule applies when there is no choice. If /eɪ/ is always represented by <ae> and vice versa, then we have a *general unconditional rule*. This shows up in section A. If each row in tables A1 and A2 has only one entry, and all of the entries are different, then you do not need to complete section B, though you may have some signwords in section C.

If the same grapheme can represent more than one phoneme, or if the same phoneme can be written in more than one way, we need rules to say what to do.

There are two kinds of rule: *general conditional rules* and *partially conditional rules*. For example:

1. <y> at the end of a word represents /i/. Otherwise <y> represents /aɪ/.
2. <eight> and <neigh> represent /eɪt/ and /neɪ/ respectively.

#1 is a general conditional rule. The rule is general because it is not restricted to specific words. It has a condition — *that <y> is at the end of a word*. If this condition is met, then <y> represents the phoneme /i/. In fact this is two conditional rules, since *otherwise* is just the condition that <y> does *not* appear at the end of a word. Between them, these two general conditional rules cover every possible situation for <y> and they do not overlap, which is the ideal form of rule we hope for.

'#2 is a partially conditional rule. It applies to words such as *eight* and *neigh*. In TS they usually represent a particular phoneme but there is no reliable rule to determine when they as opposed to other graphemes will be used for that phoneme. However, they do not necessarily have to be treated as completely irregular sign words, which are to be listed in section C.

8.2 Table B1: Reading — one grapheme, several phonemes

Use table B1 for your general conditional rules for reading.

You need entries in table B1 for any grapheme in section A that corresponds to more than one phoneme.

The example entries in B1 are needed because tables A1 and A2 show that <y> can represent three different phonemes. Although it is not evident from these entries, in this example, <eigh> is only used in signwords, so it does not figure in section B.

The columns in table B1 are as follows:

> **Column 1 (#)** is filled for reference.

> **Column 2 (<_>)** shows which grapheme the rule applies to.

> **Column 3 (/_/)** shows which of the several phonemes that this grapheme can represent is being dealt with in this table row.

> **Column 4 (Condition)** gives the condition which this rule requires to be met in order to be applicable. Note that "otherwise" is a default rule for this grapheme. If the rule is not wholly reliable, enter "varies" and explain the degree of unreliability in B3, or if necessary at Section I.

> **Column 5 (Scheme example)** gives an example of this rule in action in your spelling scheme.

> **Column 6 (TS equivalent)** gives the corresponding word in TS.

8.3   Table B2: Writing — one phoneme, several graphemes

Use table B2 for your general conditional rules for writing.

You need entries in table B2 for any phoneme in section A that corresponds to more than one grapheme.

The example entries in B2 are needed because tables A1 and A2 show that `<eɪ>` can represent two different graphemes. Although it is not evident from these entries, in this example, `<eigh>` is only used in signwords, so it does not figure in section B.

The columns in table B2 are as follows:

> **Column 1 (#)** is filled for reference.

> **Column 2 (/_/)** shows which phoneme the rule applies to.

> **Column 3 (<>#)** shows which of the several graphemes that this phoneme can represent is being dealt with in this table row.

> **Column 4 (Condition)** gives the condition which this rule requires to be met in order to be applicable. Note that "otherwise" is a default rule for this phoneme. If the rule is not wholly reliable, enter "varies" and explain the degree of unreliability in B3, or if necessary at Section I.

> **Column 5 (Scheme example)** gives an example of this rule in action in your spelling scheme.

> **Column 6 (TS equivalent)** gives the corresponding word in TS.

9   Section C: Signwords

Use section C to list signwords, ie exceptions to the rules given in tables A and B.

You may choose to keep signwords with their TS spelling, or change their spelling to a more regular form, or a mix of the two.

After completing section C, go to section D.

9.1   Table C1: Proper nouns

Often it is left to the owners of proper nouns to decide whether to adopt a new spelling scheme. Indicate whether:

- **None changed**: Your scheme would not change any proper nouns.
- **All changed**: Your scheme would change all proper nouns that did not conform.
- **Owners decide**: Your scheme would leave the decision to the owners or appropriate authority.
- **Other**: none of the above apply.

9.2   Table C2: Other TS spellings retained as rule exceptions

Use table C2 to list a selection of over 200 signwords which are retained as in TS. If the table is too small, estimate the percentage of common words which your scheme will treat as signwords. See Note 3 for common words.

The example in table C2 completes the illustration that runs through tables A1, A2, B1, B2 and C2.

10   Section D: Stress

Use section D to describe any special indications to mark stress in words.

The default stress lies on the penultimate syllable as in "n<u>a</u>tion," "pres<u>ump</u>tion," "def<u>er</u>ment."

Examples of exceptions: "def<u>er</u>," "mispl<u>ace</u>," "pror<u>ogue</u>," "n<u>e</u>cessary," "m<u>u</u>ltitude."

After completing section D, go to section E.

11   Section E: Homophones

Form is self explanatory.

12 Section F: Accents

Form is self explanatory.

13 Section G: Implementation

Form is self explanatory.

14 Section H: Transcriptions

Enter your transcription of the TS in each table. Maintain the line breaks, punctuation and single spacing appropriately for your scheme. To do this, prepare your text in a word processor (eg Microsoft Word) or text editor (eg TextEdit) in the correct font and style. You can use underscore, bold etc if you wish.

To have the same line breaks in your text as in the TS, you will almost certainly have to insert newline characters in your text. You can do this before pasting, or after.

Then copy your text and paste it into the field. Check that your text lines up with the TS version.

To have the same line breaks in your text as in the TS, you will almost certainly have to insert newline characters in your text. You can do this before pasting, or after.

Table H7 automatically counts the characters in the TS and Proposed columns. No action is required by you. To ensure that the counting is fair, the counting algorithm first tidies up spaces and newlines in the text. All characters including spaces and punctuation are then counted. This allows for the possibility that these characters are significant in some schemes.

15 Section I: Additional

Use section I to add any notes or commentary that you feel is necessary for your proposal. The form provides one page for section I. If this is not enough, use the page that is available as a separate download, as described in Note 2.1. Duplicate it as many times as you need, and name the copies as described in Note 2.3.

When filling each page, use the page # field to number the pages. Page 1 is included in the form, so your additional pages begin at 2.

Check the continuation box on all but the last of your additional pages.

16 Section J: Declaration

Form is self explanatory.

17   Revision history

Revision history of the PSS form, additional and notes, from edition 3.

17.1 PSS Form

17.1.1   Edition 4

Table H5 revised as follows:

1. Rows 15, 21, 27 and 49 revised to show part of speech for *minute(n), use(n), record(n), close(v)*.
2. Row 40 typo *thhus* corrected to *thus*.
3. Rows 2, 2, 6: repetitions of *as* deleted.
4. Rows 4, 26: repetitions of *because* deleted.
5. Rows 4, 16: repetitions of *only* deleted.
6. Rows 12, 53: repetitions of *far* deleted.
7. Rows 12, 22: repetitions of *little* deleted.
8. Rows 45, 47: repetitions of *design* deleted.

17.1.2   Edition 5

Tables expecting block text rather than separate words of characters have been altered from many one-line fields to single multi-line fields, which support rich text formatting (eg underscore, bold). The affected tables are: B3, D1, F2, G2, H1, H2, H3, H4, H5, H6, I.

The character counting script for table H7 has been updated to ensure a fair comparison of TS with Proposed text, since the proposed text may have extra newlines but fewer spaces than TS.

The computed character counts have altered slightly as follows:

Transcription	Characters (Ed 4)	Characters (Ed 5)
Gettysburg Address	1280	1325
The Tale of Peter Rabbit	1623	1673
The Love Song of J. Alfred Prufrock	1322	1398
Recipes	1608	1649
Most common words	1747	1799
Assorted words	772	813

The Proposed character counts are initially 28 due to the text "Courier, 10pt, single spaced" in each field. This is corrected when the user pastes their proposed text.

17.2 PSS Additional

17.2.2   Edition 5

Additional table I has been updated as described in 17.1.2.

17.3 PSS Notes

17.3.1   Edition 4

Section 17 added.

17.3.2   Edition 5

Sections 2.2 and 14 updated to give advice on copy and paste into multi line fields.