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**ELABORATION OF THE TRANSFER/NATURALIZATION  
PROCEDURE: TRANSLITERATION AND MEANING CATEGORIES**

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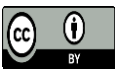
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**ABSTRACT**

Translation is the process of translating the meaning of text from the source language to the target language through certain stages, procedures and theories. A translator needs to have understanding, skills and strategies to avoid mistakes. This research aims to explain in detail the two translation procedures, namely the transfer procedure and the naturalization procedure. The method used is literature study, with data sources from related journals, articles and books. The transfer procedure involves transferring the source language to the target language phonetically, phonologically, graphically, as well as transliteration, which moves the alphabet from one system to another. Meanwhile, the naturalization procedure maintains words or expressions from the source text by adapting the spelling and rules of the target language, which is also known as adaptation. In conclusion, translation can use transfer or naturalization procedures, depending on the need to maintain the meaning and structure of the source language.

Keywords: *Transfer Procedures, Naturalization Procedures, Transliteration*



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## **Introduction**

Translation is an activity of translating the meaning of a text from the source language to the target language in the way intended by the author of the text. Knowledge and skills are needed for a translator, because not only words, phrases, and sentences at the language level but also at the level outside the language that refers to its function. In fact, the translation process does not only involve the translator, but also the reader.

The translation process will go through various stages, procedures and theories. Because in the process, translation certainly has problems such as differences in structure and system between the source language and the target language. Nida and Taber state that each language has its own special characteristics or genius.

Therefore, a translator must have a reliable method and strategy so that the meaning contained in the source language text can be conveyed without any scattering. In the translation process, a translator should focus on the semantic structure, because if the translator does not have this understanding, the results that will be achieved will be less than optimal or will be in vain. Each language has certain characteristics that give the language a special character, such as word development, unique phrase patterns, techniques for connecting clauses into sentences, and so on.

There will be obstacles in the translation process caused by several factors such as differences in language, social culture, religious culture, material culture and sociological context between the writer and the reader. There are many words that are similar but not equivalent and each of them has a special connotation. Considering that a translator serves as a mediator between the writer and the reader to express the writer's idea to the readers. Also, accuracy and patience in translating must be possessed by a translator, because when an error occurs at one stage of translation, the next will experience another error and will eventually be fatal to the user or reader of the translated text.

Thus, a translator is not only concerned with intellectual intelligence. Likewise, the nature and attitude of a translator should always be patient and thorough when translating, able to overcome obstacles in translation with various procedures. Procedure is a way used by translators in solving translation problems. Likewise, method has the same meaning as procedure. However, there is still a difference between the two, which lies in the object. In translation method, the object is the text/note as a whole, while procedure is focused on the sentence object which is the smallest translation unit. In other words, a method in translation is used to handle a text, while a procedure is used to handle a problem by showing the stages.

Since the object of the procedure is the sentence and the sentence itself is very many types and very varied, there are also many kinds of varied procedures. Newmark has suggested several procedures that are mainly or often used in translation procedures including literal procedures, transfer and naturalization procedures, cultural equivalence procedures, modulation procedures, transposition procedures. (Syihabuddin, 2016a)

Of these five procedures, the author focuses more on one of the procedures, namely transfer and naturalization procedure. Therefore, this article is made to discuss one of the translation processes, namely the transfer/naturalization procedure which includes transliteration and meaning categories. In essence, it is to solve the problem in the translation process when the translator expresses the meaning of the source text for the recipient text.

## **Research Method**

This research uses qualitative research methods. Qualitative research is research on data that is not in the form of numbers, more in the form of narratives, descriptions, stories, written documents. Qualitative research methods with a descriptive approach in the form of words and language. Data sources are obtained from literature studies, where the author looks for references to books, journals, and previous articles.

## **Result and Discussion**

### **A. Translation Procedures**

Newmark uses the term procedure to describe translation efforts to solve problems in translation. (Puspitasari et al., 2014) In this case, the procedure is very technical so that it can show the translation of linguistic units such as words, phrases, clauses, and sentences. At the micro level, translation includes linguistic units from the word level to the translated sentence. Thus, linguists use various procedural terms to describe in detail the various linguistic components, from the simplest to the most complex. For example, the translation process of pure borrowing or naturalization from one language to another. (Rwa et al., 2022).

There are several translation procedures that can be chosen to translate the source text according to Newmark. Among them are transfer, cultural matching, descriptive translation (neutralization), naturalization, meaning component analysis, International standard translation combination, paraphrase, glossary, and footnote. In this case, the author will describe two of the procedures proposed by Newmark, namely transfer and naturalization procedures.

## **B. Transfer Procedure**

The word “procedure” refers to the steps taken to express the meaning of the source text sentence in the receiving text. According to this definition, the meaning of a sentence cannot be transferred instantly to the recipient language, but must be done gradually. According to this notion, the meaning of a new sentence can be expressed in the receiving language in various ways that complement and clarify each other.

The term transfer comes from the Latin *transfere* which means to bring from one place to another. It indicates that the term transfer is about the physical movement of an object from one place and time to another place and time. (Wuryantoro et al., 2007) The purpose of transfer is to transfer the message in the source language text into the target language text.

Transfer procedure is one of the translation procedures related to vocabulary. The term transfer according to Newmark is the process of transferring a word from the source language to the target language. He then emphasized that there are several categories of vocabulary that are commonly transferred into the target language.

Categories in the transfer procedure include names of people, names of geography, names of holy books, names of God, and religious terms that are difficult to match. This procedure is used because the word cannot be matched at all in the recipient language, so the word serves to attract the attention of the reader and the word itself is a miracle (Syihabuddin, 2016b).

Furthermore, some categories of vocabulary are transferred and adjusted reasonably so that they are in harmony with the characteristics of the receiving language. This can lead to phonetic, phonological changes in the letters of the source language through the process of transferring, adding, matching, replacing phonemes and even graphically and moving from one alphabet to another and regardless of the actual pronunciation. In practice this is closely related to the problem of transliteration.

### a) Transliteration

In the transfer procedure includes transliteration, etymologically transliteration is copying by replacing letters from one alphabet to another. While in terminology transliteration is the process or result of transferring graphic signs from one writing system to another writing system. Baried also interprets that transliteration is the replacement of writing types, letter by letter from one alphabet to another. From some of the above definitions it can be concluded that transliteration is not just a script transfer from one type of script to another, but must be associated with the script system of a language. (Alif, 2022)

The result of transliteration is in the form of loanwords. This transliteration transfer procedure aims to provide local color while also requiring a sense of familiarity between the text and its readers. Thus, the translator still borrows the foreign words written in Latin letters and the way they are read in English. (Sundayra, 2023)

For example, the Latin script used in many languages although the form is the same from A to Z but the pronunciation is very diverse according to the phonology of a language. An example of Arabic-Latin transliteration in the English script system is the writing “hadith” when read with the English script system will approach the transliteration “حديث”. Unlike the Indonesian script system, the writing “hadith” to approach the letter ث, the pronunciation in Indonesian script uses the letters t and s which are combined so that it can approach the makhraj ث.

In this case, the transliteration process has guidelines that are confirmed in the form of a joint decree between the Minister of Religion and the Minister of Education and Culture.

b) Consonants

Arabic consonant phonemes in the Arabic writing system are symbolized by letters. In this transliteration some are symbolized by letters and some are symbolized by signs, and some are symbolized by letters and signs as well. The Arabic letters are transliterated into Latin letters, as follows:

Huruf Arab	Nama	Huruf Latin	Nama
أ	Alif	Tidak dilambangkan	Tidak dilambangkan
ب	Ba	B	Be
ت	Ta	T	Te
ث	Ša	š	es (dengan titik di atas)
ج	Jim	J	Je
ح	Ĥa	ĥ	ha (dengan titik di bawah)
خ	Kha	Kh	ka dan ha
د	Dal	d	De
ذ	Žal	ž	Zet (dengan titik di atas)
ر	Ra	r	er
ز	Zai	z	zet
س	Sin	s	es
ش	Syin	sy	es dan ye
ص	Šad	š	es (dengan titik di bawah)
ض	Ḍad	ḍ	de (dengan titik di bawah)
ط	Ṭa	ṭ	te (dengan titik di bawah)
ظ	Za	z	zet (dengan titik di bawah)

ع	`ain	`	koma terbalik (di atas)
غ	Gain	g	ge
ف	Fa	f	ef
ق	Qaf	q	ki
ك	Kaf	k	ka
ل	Lam	l	el
م	Mim	m	em
ن	Nun	n	en
و	Wau	w	we
ه	Ha	h	ha
ء	Hamzah	‘	apostrof
ي	Ya	y	ye

c) Vowels and diphthongs

The vowels or sounds (a), (i), and (u) are written as follows: Short vowels

Tanda Vokal	Nama	Huruf Latin	Keterangan
--◌◌	<i>fathah</i>	a	A
--◌◌	<i>kasrah</i>	i	I
--◌◌	<i>ḍammah</i>	u	U

Tanda	Nama	Huruf Latin	Keterangan
بَا	<i>fathah dan alif</i>	<i>bā</i>	<i>ā</i> dengan garis di atas
سَا	<i>fathah dan yā'</i>	<i>sā</i>	<i>ā</i> dengan garis di atas
لِي	<i>kasrah dan yā'</i>	<i>lī</i>	<i>ī</i> dengan garis di atas
مُو	<i>ḍammah dan wāw</i>	<i>mū</i>	<i>ū</i> dengan garis di atas

Example: قال : قِيلَ : qāla

رمى : ramā يقول : yaqūlu

b. Diphthongs that are often encountered in transliteration are (ai) and (au), for example the words bain (بين) and qaul (قول).

### 3. Syaddah

Syaddah or tasydid, which in Arabic writing is symbolized by a sign, the syaddah sign or tasydid sign, is transliterated with a letter, which is the same letter as the letter marked with the syaddah.

Example:

- نَزَّلَ nazzala

- البِرُّ al-birr

### 4. The article al- (alif lām ma'rifah)

It is written with a lowercase letter, unless it is at the beginning of a sentence. In this case, the word is written with an uppercase letter (Al-).

Example: According to al-Bukhārī, this Hadīth...

Al-Bukhārī says that this Hadīth...

### 5. Tā Marbūṭah (ة)

There are two transliterations for ta' marbutah, namely:

#### a. Ta' marbutah live (ة)

Ta' marbutah is alive or which gets fathah, kasrah, and dammah harakat, the transliteration is "t".

- رَوْضَةُ الْأَطْفَالِ raudah al-atfāl/raudahtul atfāl

#### b. Ta' marbutah dies (ة)

Ta' marbutah dies or which gets a sukun harakat, the transliteration is "h".

طَلْحَةُ talhah

c. If the last word with ta' marbutah is followed by a word that uses the article al and the two words are read separately, then the ta' marbutah is transliterated with "h".

- الْمَدِينَةُ الْمُنَوَّرَةُ al-madīnah al-munawwarah/al-madīnatul munawwarah

### 6. Hamzah

Hamzahs are transliterated as apostrophes, but this only applies to hamzahs located in the middle and at the end of words. While the hamzah located at the beginning of the word is symbolized, because in Arabic writing it is in the form of alif.

Example:

- تَأْخُذُ ta'khuẓu

- شَيْئٌ syai'un

- النَّوْءُ an-nau'u

- إِنَّ inna

The hamzah (ء) at the beginning of a word follows its vowel without any sign. If it is located in the middle or at the end, it is written with a sign ( ' ).

#### 7. Transliterated Arabic words or sentences

These are Arabic terms that have not yet become part of the Indonesian language treasury. As for terms that have become part of the Indonesian language, they are no longer written according to the above transliteration method, for example, the words Koran (from the word al-Qur'ān), Sunnah, special and general. Except when the term becomes a part that must be transliterated as a whole.

For example:

- ( في ظلال القرآن ) ( al-Qur'ān Zīlāl Fī
- ( السنة قبل التدوين ) ( al-tadwīn qabl Al-Sunnah
- ( الإبرة بعوم اللفظ ) ( al-lafẓ umūm bi Al-ibrah
- ( لا بسبب ) ( al-sababab khuṣūṣ bi lā

#### 8. Capital Letters

Although capital letters are not recognized in the Arabic writing system, they are used in this transliteration. The use of capital letters is like what is applicable in EYD, among others: Capital letters are used to write the initial letter of proper names and the beginning of sentences. If the proper name is preceded by an article of clothing, the initial letter of the proper name is written with a capital letter, not the initial letter of the article of clothing.

Example:

- الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ - Alhamdu lillāhi rabbi al-`ālamīn / Alhamdu lillāhi rabbil `ālamīn
- الرَّحْمَنُ الرَّحِيمُ - Ar-rahmānir rahīm/Ar-rahmān ar-rahīm

The use of an initial capital letter for Allah only applies when the Arabic writing is complete and if the writing is combined with another word so that a letter or harakat is omitted, a capital letter is not used.

Example:

- اللَّهُ غَفُورٌ رَحِيمٌ - Allaāhu gafūrun rahīm
- اللَّهُ الْأُمُورُ جَمِيعًا - Lillāhi al-amru jamī'an/Lillāhil-amru jamī'an

There are several benefits in the use of transfer procedures, including providing completeness of understanding in the semantic field, filling the void of the Indonesian lexicon, and can meet the special needs of a register.

#### b. Categories of Words Transferred

In the transliteration process, the categories of words included in it according to Newmark are several categories of vocabulary that are commonly transferred into the recipient language including names of people, geographical and topographic



names, publishing titles, names of private and government institutions, street names and addresses, and cultural objects or concepts related to certain cultural groups. (Adolph, 2016).

Here are some examples:

- وَأِنِّي سَمَّيْتُهَا مَرْيَمَ - "Indeed I have named her Maryam (36)"

The underlined word Maryam is a foreign word as the name of the mother of Isa (peace be upon him). (al Asfhanai:487). She was the daughter of \_Imran (as-Suyuthi II:142). Maryam is a person's name so this word was transferred because there is no equivalent in BP.

- فِيهَا آيَاتٌ بَيِّنَاتٌ مَّقَامَ إِبْرَاهِيمَ - "On her are evident signs, (including) the maqam of Ibrahim (97)"

In the phrase maqâm Ibrahim is the place where Prophet Ibrahim stood (al Ashfahani:432-433) when he raised the foundation of the Temple (as-Shabuni I:218). Maqam Ibrahim is a transferred place name because there is no equivalent in the BP.

- إِنَّ أَوَّلَ بَيْتٍ وُضِعَ لِلنَّاسِ لَلَّذِي بِبَكَّةَ - "Verily, the first house built for mankind is the Baitullah in Bakkah (96)."

Similarly, the word Bakkah is the classical name for Mecca. Mecca is named Bakkah because it is the place where people jostle (tabâka) during tawaf and because it bows the heads of the haughty (al-Ashfahani:55). Thus, Bakkah is a geographical name transferred to BP because there is no equivalent.

- مَنْ قَبْلُ هُدًى لِّلنَّاسِ وَ أَنْزَلَ الْفُرْقَانَ - "Before (the Qur'an), a guide for mankind, and He sent down Al Furqan (4)."

The word al-Furqân characterizes the book of Allah, whether it is the Quran, the Torah, or the Gospel. It is so named because it distinguishes between true and false beliefs, truthful and false words, and good and bad deeds (al-Ashfahani: 392).

Later this feature became one of the names of the Quran (as-Suyuthi, I:46). So, al-Furqân is one of the names of the Quran so this word was transferred to BP because it has a special meaning that has no equivalent in BP and is the name of the holy book.

- مِنْهُ آيَاتٌ مُحْكَمَاتٌ هُنَّ أُمُّ الْكِتَابِ - "Among its (contents) there are muhkamaat verses that are the main contents of the Qur'an (7)."

Furthermore, in (5) the term muhkamât means verses whose meaning is clear (as-Shabuni I:183). It is a unique term in Quranic science which is the opposite of mutasyabihat. Muhkamaat is a special term that is transferred because there is no equivalent in BP.

The above examples show that the transferred vocabulary can be grouped into the categories of names of people, names of places, names of holy books, and

special terms. This category of vocabulary is in line with the view of Newmark (1988:81-82) who says that generally the transfer procedure is used in translating vocabulary that has certain characteristics, such as vocabulary related to cultural objects or belief concepts adopted by special groups. Commonly transferred vocabulary can be grouped into the categories of names of people, names of geographies, titles of publications, and names of institutions.

Then, there is still a category of transferable words, namely the names of God. The name should be transferred to BP, not equivalent. In addition, specialized religious terms should be transferred, as it is very difficult to find their equivalents in BP. Furthermore, BS words that have become BP do not need to be translated, but transferred directly. For example, the word **عبد** should not be translated as worship, but transferred to worship. This study found that there is a tendency for translators to translate all BS vocabulary into BP without paying attention to whether the word has become BP or not.

In the case of Quranic translation, in addition to the vocabulary categories that theoretically should be transferred, there are three other categories that should be transferred. These three categories are:

- (a) names of God
- (b) religious terms that are difficult to match
- (c) vocabulary that has become BP.

### **C. Naturalization Procedure**

Naturalization procedure is a translation procedure by maintaining the words or expressions used in the source text in the target text by adjusting the spelling and rules of the target language. (Afrila et al., n.d.) So in this case, the naturalization procedure is by adjusting either the speech or writing of the language with the rules of the language or also called adaptation. However, it still maintains the meaning and culture contained in the language because there is no equivalent in the language. This procedure is often used to translate foreign language words with cultural elements of social organization. These are words related to customs, concepts, religion, and aesthetics. For example, the native word “Juice” is naturalized into “jus” in Indonesian according to the rules of the foreign language. Also the word “[’yiskər]” is naturalized to “Yizkor” in English. The word yizkor belongs to the category of culture related to religious terms which means saying prayers to remember and honor people who have passed away.

Naturalization procedures in Indonesian language theory are divided into four types. In the General Guidelines for the Formation of Terms, it is mentioned as follows (Wiranti, 2012):

a. Absorption with Spelling and Memorization Adjustments

Example: (taken from the novel *The Lost Symbol* by Dan Brown)

- Chapel [ˈtʃæpl] = Chapel [ˈtʃæpl]

- Pyramid [ˈpɪrəˌmɪd] = Pyramid

b. Absorption with Spelling Adjustment without Memorization Adjustment

Example: - Photocopy [ˈfə tə,k pɪ] = Photocopying

c. Absorption without Spelling Adjustment, but with Memorization Adjustment

Example: - Obelisk [ˈbəlɪsk] = Obelisk [ˈobelɪsk]

- Oak [o k] = Oak [ok]

d. Absorption Without Spelling and Memorization Adjustment

## **Conclusion**

Procedure is a method used by translators in solving translation problems. The procedure is focused on the sentence object which is the smallest translation unit, in other words, the procedure is used to deal with the problem by showing the stages. Transfer procedure is one of the translation procedures related to vocabulary. The term transfer according to Newmark is the process of transferring a word from the source language to the receiver language.

Naturalization procedure is a translation procedure by maintaining the words or expressions used in the source text in the target text by adjusting the spelling and rules of the target language or called adaptation. However, it still maintains the meaning and culture contained in the original because there is no equivalent in the new language. This procedure is often used to translate foreign language words with cultural elements of social organization. These are words related to customs, concepts, religion, and aesthetics.

This transfer process can cause changes in the letters of the source language phonetically, phonologically, and even graphically as well as moving from one alphabet to another and regardless of the actual pronunciation called transliteration. In the transfer procedure also has a category of words to be translated, according to Newmark, namely several categories of vocabulary that are commonly transferred into the recipient language including names of people, geographical and topographic names, publishing titles, names of private and government institutions, street names and addresses, and cultural objects or concepts related to certain cultural groups.

The transliteration process has guidelines that are confirmed in the form of a joint decree between the Minister of Religion and the Minister of Education and Culture

of the Republic of Indonesia No. 158 of 1987. Among them: consonants, vowels and diphthongs, Syaddah, article (al), ta' marbutoh, hamzah, capital letters and transliterated Arabic sentences.

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