

An asterisk after the name of a populated place indicates that the settlement no longer exists. Normally such names are rescinded and deleted from the topographic maps, but in the sparsely settled northern parts of Canada the name is usually retained, qualified by the word "Abandoned" or "Unoccupied".

#### IV

Although titles such as "city", "town" and "village" are reasonably consistent across Canada in designating incorporated settlements, the designations for unincorporated places vary from province to province. The term "hamlet" is used in some provinces but not in others. "Settlement" indicates a community less compact than a hamlet, while "locality" is used for cross roads, for an abandoned settlement or for a community where the population is scattered. Census data, municipal records and examination of large-scale maps and aerial photographs are used in determining the appropriate designation in the hierarchy of populated places. This descriptive terminology is listed in the "feature" column following the name of the populated place.

Cobble Hill	Post Office
Hunts Inlet	Settlement
Jackpine	Locality
Lobbville	Station
Mono Hills	Hamlet
Ottawa	City
Sifton	Village

Numerous generic terms used in Canadian toponymy are unfamiliar to the general public and require clarification in the gazetteer. This information is provided in the "feature" column in which the common descriptive term indicates the nature of features, such as "pup" (creek), "tolt" (hill), "tickle" (passage), "pingo" (hill) etc.

#### V

The system of land division and its terminology is not uniform across Canada but differs according to the historical development of the nation and the characteristics of the terrain. A county system is used in most of eastern Canada, with subdivision usually into townships or parishes with parts of northern Quebec and Ontario administered as districts. The prairie provinces utilize the cadastral subdivision of section, township and range. In British Columbia, administrative districts take the place of the eastern county system.

The "location" column provides generalized information so that the user may easily determine the general location of a populated place or natural feature. Each populated place is located according to the administrative districts or with reference to a larger, well-known settlement. Natural features are located with reference to other, more significant named features, many of which are shown on the key map in the gazetteer. The "location" column in the British Columbia gazetteer provides more detailed information than those of the other provinces because the quadrilateral indexing system used

does not provide the precision of geographical co-ordinates.

The "position" column lists the geographical co-ordinates (except in British Columbia). Latitude and longitude to the nearest minute are determined from the latest available large-scale maps or charts and indicate the positions of the mouths of streams and the centres of lakes, bays, peninsulas or islands.

#### VI

Each gazetteer includes prefatory material explaining the policy or procedures governing classification of populated places, cross references, alphabetization and the manner in which locational information has been determined. A list of abbreviations is also included. A section on the history and development of the province accompanies the British Columbia gazetteer, as well as tables listing geographic data on the main rivers, islands and lakes, and the names of incorporated municipalities. A section on climate in the first edition of this gazetteer was omitted in the second edition.

The gazetteer of Newfoundland and Labrador will include a separate section on the names of the islands of St. Pierre and Miquelon. While recognizing that Canada has no jurisdiction over the geographical nomenclature of these French possessions, it was considered that, owing to the proximity of the islands to Canada, the listing of these names, taken from French topographic maps and checked with authorities in Paris, would be of interest and use to users of the gazetteer.

#### VII

The compilation of each of the *Gazetteer of Canada* series is essentially a review of the approved geographical nomenclature of the province in question. This information is maintained in an alphabetical card file which provides the correct form of the name, the feature designation, location, position, date of approval, map or chart index and origin or meaning, if known. The information to be published is checked for accuracy to ensure that it incorporates any recent changes, discrepancies are cleared with the provincial office, and the list printed on photolist cards. After rechecking, these cards are used to prepare the proofs which are again edited by the gazetteer staff. The sale price and run are determined in consultation with the government printing office.

The collaboration of the provincial representatives on the Canadian Permanent Committee on Geographical Names is an essential part of the compilation of the respective gazetteers. While the secretariat is responsible for the basic compilation, printing arrangements, costs and general format, close liaison is maintained with the province concerning designations of features and prefatory material.

Copies of most of the *Gazetteer of Canada* may be obtained from the Queen's Printer, Ottawa, Canada. A few examples are available for examination at this conference.

### NATIONAL GEOGRAPHICAL DICTIONARIES

#### Paper presented by Guatemala\*

In 1960 and 1961, on the basis of research carried out

in the short space of a year and recorded on more than 31,000 individual cards, Guatemala published the two volumes of its geographical dictionary.

\* The original text of this paper appeared as document E/CONF. 53/L.80.

A dominant characteristic of a project of this kind is

that it must be dynamic, and not static, since an encyclopaedic register—which is what a geographical dictionary really is—reflects the environment in which we live and is thus subject to a continuous process of adjustment and change. In this it is similar to any geographical work, which must remain open to the innovations and adjustments which the progress of research and the action of the forces of nature and of man in transforming the face of the earth keep bringing in their train and which the continuous alluvium of events presents to us each year.

The geographical dictionary must contain—in alphabetical order and preferably with cross-references—all the geographical names which have been standardized as the official names in use in the country up to the date of its compilation. It must also draw on the data obtained from aerophotogrammetric maps, which, in the case of inhabited places, will include: a description of the transport routes, with figures giving the distance, preferably, to the principal town; elevation above sea level in the centre of the inhabited place or, where possible, a reference to the benchmark of the national levelling network and its location; a brief description of the place, including population data and the geographical co-ordinates; a description of the relief, of the direction and length of streams and rivers, and so on. Although co-ordinates shown to the nearest minute are adequate, the ideal arrangement is to work with maps on the scale 1:50,000, since there will then be only one contour interval for the altimetric readings, namely, ten metres, and the co-ordinates can be given—as in the case of Guatemala—to the nearest second, with a probable error of one second, or approximately thirty metres. At the end of each item of data, the corresponding grid reference should be written in script with a view to the future preparation of the national atlas as well as for general reference purposes.

The data used by Guatemala in the compilation of its geographical dictionary were drawn from the level of the smallest political and administrative sub-division of the country, namely, the *municipio* (municipality). A circular letter requesting such data was sent to each of the 326 *municipios* of the twenty-two departments. The information requested included the following:

(1) Area, date of establishment and name of the *municipio*;

(2) Name and classification of all inhabited places in the *municipio*;

(3) Name and area of relief features, and name, area and point of discharge of hydrographic features (these data being important for establishing the “generic terms”);

(4) If possible, a sketch of the *municipio* (copy of the one included in the relevant title to lands);

(5) Name and owners of rural properties, principal crops grown and area thereof, and other data of a legal nature. Complete information was requested for inclusion in the land register which was to be introduced later. In addition, the following terms were defined:

(a) *Finca*: rural property larger in area than a *caballería* (110.5 acres) which is used mainly for the growing of crops (coffee, etc.);

(b) *Hacienda*: same as the *finca* but used mainly for the rearing and/or fattening of cattle;

(c) *Labores* and *Granjas*: rural properties smaller than a *caballería*.

This information was supplemented with that from the most recent general population census (1950) and with information from such varied sources as the National Archives, ancient maps, chronicles and so on.

In accordance with a procedure determined beforehand, all the information was then entered on a detailed list which was sent to each municipality with the request that it should be reviewed at a *public* session of the municipal council within a period of not more than one month and should then be returned with the relevant observations, which were to be included in a certified copy of the proceedings of the session in question.

The next step was the standardization of all the geographical names, after which new lists were made up. Copies of these lists were sent to the appropriate local and national authorities, including the Central Statistical Office, together with a notice stating that the names were being given the status of official names in Guatemala.

The next step was to make up individual cards, except in the case of the rural properties which, because of their individual nature, were not to be included in the geographical dictionary.

With the aid of the Dewey decimal system, a register was opened for each *municipio* and placed in a folder. This facilitated quick and easy reference, as each department (in alphabetical order) had been assigned a primary number, and each of its *municipios* a sub-number.

For reasons of economy, individual letter-size cards were used for the recording of data. A space for the insertion of a reference number to be used for statistical purposes was left on the upper left-hand side, and a space for the appropriate geographical number on the upper right-hand side. Sufficient space was left for the recording of the other material, after which each card was filed in alphabetical order in up-to-date filing cabinets. In this way, all the cards relating to the same item were automatically filed together. Constant reference to the files does not present any problem, and the system in itself is very economical.

The number of cards is, of course, constantly growing as further data are obtained from the field (classification and revision by means of aerial photographs), from population and historical records and from other sources.

A point which must be stressed is that any name corresponding to a *municipio* is likewise included in the complete set of data relating to that *municipio* in the geographical dictionary, which also contains the local terms known as “*guatemaltequismos*” and the definitions of those terms.

The standardization procedures are explained in the publication *Contribución a los nombres geográficos de Guatemala* (Contribution to the geographical names of Guatemala). This publication also provides information on the Joint Commission on Geographical Names, which, as its title indicates, is made up of the institutions which, in addition to the National Geographic Institute, are concerned with geographical names—the Department of Humanities of the San Carlos University of Guatemala, the Guatemalan Society of Geography and History, the National Archives, the National Linguistic Institute, and so on.

Since, as already noted, no geographical work can ever be final, arrangements were made for the publication of a supplement to the geographical dictionary. Because of the resolute support of Mr. Carlos Rodaz Cruz, Director

of the National Printing Office, this supplement, covering the years 1962/1964, will be published in the current year. It will consist of two volumes in the same format as the geographical dictionary itself, each consisting of more than 400 pages.

The supplement includes not only revisions of the existing items but also thousands of new standardized geographical names and additional geographical and historical data; further, the great majority of the previously published items have been expanded, and extensive cross-references have been provided. A total of more than 16,000 individual cards were prepared for this supplement.

Work on the next supplement, which will cover the years 1965/1967, is also progressing well. More than

8,700 individual cards have already been prepared and filed. This supplement, which will also include information from the general population census of 1964, is expected to be ready in draft form by the end of 1968.

In the compilation of a work of the magnitude of the one described here, there is one essential and basic point which must be repeatedly stressed, namely, that no work of man is perfect and that the geographical dictionary of a country is no exception to this rule.

These notes were written upon request, and the delegation of Guatemala will be very pleased to provide any further or more detailed information to representatives requesting it.

## ADMINISTRATIVE STRUCTURE OF NATIONAL NAMES AUTHORITIES

### Paper presented by Kenya<sup>1</sup>

Recommendation I of the Group of Experts<sup>2</sup> makes several points about national names authorities. It is clear that arrangements which would be appropriate in a sophisticated developed country must differ from those which would be suitable for a country at an early stage of development, lacking complete coverage of basic topographic mapping and shortage of textbooks of grammar or dictionaries in native languages. Kenya's experience in this field may be a help to countries in the latter category.

Before considering the appropriate structure of an authority, it is necessary to consider the material from which it will have to work. The basic requirement for any thorough and systematic work on geographical names is adequate map coverage. Unless this is available, there will be uncertainty as to the true position of names and the topographic features to which they refer. The density of names increases with intensity of development. While a map at 1: 250,000 may clearly display all named features in a desert area, it is suggested that the minimum scales required elsewhere are: 1: 100,000 in thinly populated and undeveloped areas, 1: 50,000 in areas of medium population density and development, 1: 25,000 in other non-urban areas. Urban area maps have to be big enough to show individual streets, scales from 1: 10,000 to 1: 2,500 or even larger are necessary.

Investigation of names in an area without adequate map coverage is of little value because, when more knowledge in the form of up-to-date detailed maps becomes available, many of the earlier decisions will be found to be in need of revision. A country, however, need not wait for the whole of its territory to be mapped before setting up a names authority, which can start work on any area which is adequately mapped.

Now that the normal method of mapping is by photogrammetry, plotted in an office far from the area being mapped, collection of place names is no longer an integral part of map-making (as it was in the days of the surveyor travelling with a plane-table) but is a separate exercise.

Where the terrain is hostile to travel by motor vehicle, or where personnel or funds are not available for a thorough field investigation, the addition of names to a newly plotted map is often effected by unsatisfactory methods, e.g. by

transfer from old small-scale maps or by questioning persons who know the ground but are not topographers. Such methods result in names being applied to the wrong features, and many names being omitted, thus creating basic initial difficulties for the names authority. It may be necessary for the names authority to have to convince the national mapping authority of the importance of devoting adequate resources to the initial collection of names.

The first collection of names to be recorded on a new map is usually (and best) done by a topographer (land surveyor). He requires the services of a guide who knows the area, and probably of an interpreter to translate the local language or dialect. By inquiry from a sufficient number of the inhabitants, he should be able to place names in their correct position on the map, but he will not be able to render all spellings correctly because he will not be trained in the disciplines necessary to accomplish this. He must take his name recordings to one or more local authorities who can help him. These may be administrators, teachers or any person or body having thorough knowledge of both the geography and languages of the area, who will be able to amend and amplify the information already collected. Following this, the names are ready to appear on the first edition of the map.

Until the above stages have been completed, the national names authority cannot usefully do any work on the area.

A central national names authority cannot encompass in its membership sufficient geographical and linguistic knowledge to decide on the correctness of position and spelling of tens of thousands of names on the national maps. This task must be delegated to suitable local authorities which should appoint committees of local experts. Special powers may be needed to ensure that such committees are appointed and function effectively.

The central authority must lay down policy and general principles, prepare work programmes and co-ordinate, compare and approve the work of local committees. It should arrange for publication of approved names, deal with objections and ensure that finally adopted names are brought into official use. To perform these functions, it must have adequate powers written into the national legislation. It must also have adequate secretarial, clerical and records personnel.

Membership of the central authority will vary according to the state of national development. In Kenya, for

<sup>1</sup> The original text of this paper, prepared by J. Loxton, Secretary, Standing Committee on Geographical Names, appeared as document E/CONF.53/L.5.

<sup>2</sup> See annex, p. 151.