

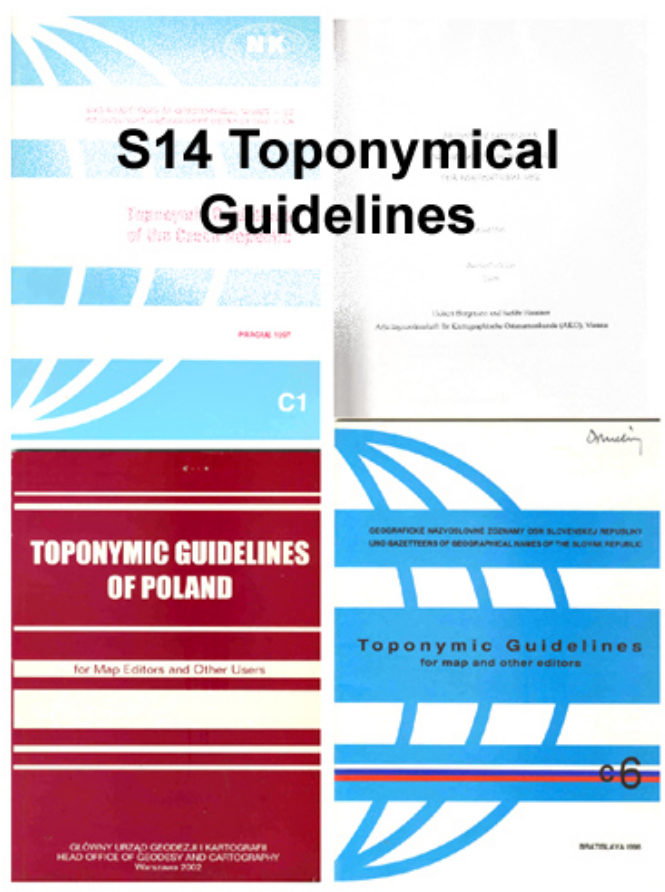
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The content of this module is based on teaching materials by Tjeerd Tichelaar and Ferjan Ormeling. These teaching materials are made available in the "[documents](#)" section.

The module contains the following chapters:

[Introduction](#)

[Chapter 1: **History** of **toponymic guidelines**](#)

[Chapter 2: The **Scope** of toponymic guidelines](#)

[Chapter 3: **Standard content** of toponymic guidelines](#)

[Chapter 4: **Hungarian toponymic guidelines**](#)

When reading through the following pages, you will come across some uncommon terms. These terms are hyperlinked to the UNGEGN [Glossary of Terminology \(pdf\)](#). Behind each term a number (#) is given that corresponds to the numbering applied in this glossary, e.g. [toponymy](#) (#344).

For exercises and documents (and literature) on this topic see respectively the "[Exercises](#)" and/or the "[Documents](#)" section of this module.

The complete module can be downloaded [here](#).

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INTRODUCTION

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Toponymic guidelines, published by UN member states, aim at systematically presenting information for each country about:

- Languages, their distribution and status
- Linguistic and administrative maps available
- Alphabet used, phonetic value of characters
- Use of capitalization, word strings
- Names standardization authorities
- Published source material on geographical names
- Glossary of generic elements* within toponyms

* definition can be found in UNGEGN [Glossary of Terminology](#) (pdf).

Toponymic guidelines aim to be **practical professional instruments** for:

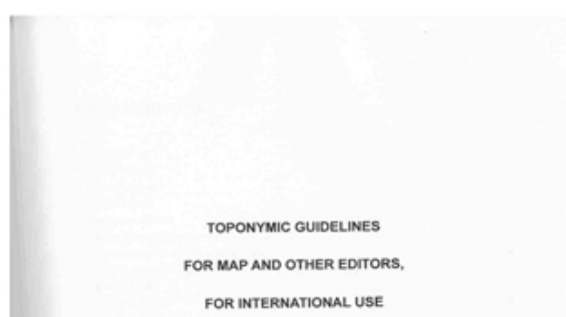
toponymists, geographers and **cartographers**.

They show how geographic names for a specific country should be rendered.

Links to [National Names authorities by country](#):

[Austria](#), [Estonia](#), [Finland](#), [Germany](#), [Hungary](#), [Netherlands](#), [Norway](#), [Poland](#), [Slovakia](#), [Slovenia](#)

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Toponymic Guidelines of the Czech Republic

PRAGUE 1997

C1

TOPONYMIC GUIDELINES OF POLAND

for Map Editors and Other Users

GLÓWNY URZĄD GEODEZJI I KARTOGRAFII
HEAD OFFICE OF GEODESY AND CARTOGRAPHY
Warszawa 2002

AUSTRIA

Revised edition
2006

Hubert Bergmann and Isolde Hausner
Arbeitsgemeinschaft für Kartographische Ortsnamenkunde (AKO), Vienna

Omeling

GEOGRAFICKÉ NÁZVOSLOVNÉ ZOZNAMY OSN SLOVENSKEJ REPUBLIKY
UNO GAZETTEERS OF GEOGRAPHICAL NAMES OF THE SLOVAK REPUBLIC

Toponymic Guidelines
for map and other editors

e6

BRATISLAVA 1996

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1. HISTORY OF TOPONYMIC GUIDELINES

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1977:

Contents of the first proposal for national toponymic guidelines by Austria

- Languages
- Names authorities and names standardization
- Source material
- Glossary of generic terms, appellatives, adjectives and other words necessary for the understanding of maps
- Abbreviations used on official maps
- Methods of differentiating toponyms from other texts on national maps

History of Toponymic Guidelines

- In 1979, **Austria** submitted Toponymic guidelines to the UNGEGN.
- At their 5th Conference on the Standardization of Geographical Names (Montreal 1987), in resolution V-14 the UN recommended that this initiative be followed by all member states.
- By 1989, more than 25 countries had published their own Guidelines.

See the website of [UN resolutions](#) ([English](#) ([pdf](#)))

UN res. IV-4 Publ. of toponymic guidelines**Guidelines should contain information on:**

- Legal status of toponyms in multilingual Countries
- Alphabets of the language(s)
- Spelling rules for toponyms
- Aids to pronunciation of toponyms
- Linguistic substrata recognisable, if it benefits cartography
- Relationship language vs dialects
- Areal distribution of dialects
- Names authorities
- Source material
- Glossary of words needed for understanding maps
- Abbreviations in official maps
- Administrative division

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1. HISTORY OF TOPONYMIC GUIDELINES - CONTINUED

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1982

- At the 4th United Nations Conference on the Standardization of Geographical Names, Geneva 1982, Toponymic Guidelines were published by [Austria](#), [China](#), [Denmark](#), [Finland](#), [the Federal Republic of Germany](#), [Iceland](#), [Norway](#), [Spain](#) (in Spanish), [Suriname](#), [Sweden](#), [Turkey](#), [the USA](#) and [Great Britain](#).
- Thorough preliminary products (called Toponymic guides) had been prepared by [France](#) and [Switzerland](#).

1987

- At the 5th Conference in Montreal in 1987, very elaborate Guidelines were submitted by [Italy](#), [the Netherlands](#) and [South Africa](#).
- Thorough preliminary products (called Toponymic guides) had been prepared by [France](#) and [Switzerland](#).

2000

- By the year 2000, toponymic guidelines were also available for [Canada](#), [Suriname](#), [Ireland](#), [Greece](#), [the Czech](#) and [Slovak Republics](#), [Poland](#), [Hungary](#), [Romania](#), [the Netherlands](#), [Estonia](#), [France](#), [Japan](#), [the Democratic Republic of Korea](#), [Iran](#), [Algeria](#), [Antarctica](#) and [Australia](#).

Coverage of toponymic guidelines



... and Cyprus.

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2. THE SCOPE OF TOPONYMIC GUIDELINES - GENERAL

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A checklist of subjects to be treated in the *Toponymic guidelines* would include the following items:

- A) Language(s)
- B) Writing system(s) and pronunciation
- C) Spelling rules
- D) Names authorities and names standardization
- E) Source materials
- F) Glossary
- G) Abbreviations
- H) Administrative division
- I) Other contents

You can find these points in details on the following pages.

As an example, the relevant contents of the Austrian toponymical guidelines are provided in **orange**.

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2. THE SCOPE - A) LANGUAGE

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What issues are dealt with here?

- What is the official language?
- Is there one nation-wide official language, or are there more?
- Are there languages that are official on a sub-national level? What is their alphabet and pronunciation?

Example of the Northern Sámi alphabet from the Norwegian Guidelines:

The Northern Sámi alphabet is as follows:

A a Đ đ J j O o T t
 Á á E e K k P p U u
 B b F f L l R r V v
 C c G g M m S s Z z
 Č č H h N n Š š Ž ž
 D d I i Ŋ ŋ T t

Table 2. Pronunciation of the Sámi alphabet.

Spelling	Pronunciation IPA alphabet (sec. value in brackets)	Spelling	Pronunciation IPA alphabet (sec. value in brackets)	Spelling	Pronunciation IPA alphabet (sec. value in brackets)
a	ɑ (a)	h	h	o	o (o: ¹)
á	a: ¹ (a)	hj	j	õ ³	ə (ə)



á ^{2,3}	a (ʌ)	hl	l̥	p	p
b	b̥	hm	m̥	r	r
c	ts	hn	ŋ̥	s	s
č	tʃ	hr	r̥	š	ʃ
ǰ ^{3,4}	ḏz	i	i (i:, j ¹)	t	t
ǰ̃ ^{3,4}	ḏz̃	j	j	t ¹	θ
d	d̥	k	k	u	u (u: ¹)
dj	d̥ ^j d̥ ^j	ķ ³	k ^j	v	v (w:)
ddj	d̥ ^j :d̥ ^j	l	l	z	ḏz (z ³)
ḏ	ḏ	lj	l̥ ^j	zz	ḏ:ḏz (zz ³)
e	e (e: ¹)	llj	l̥: ^j	ž	ḏz̃ (z̃ ³)
f	v̥	m	m	žž	ḏ:ḏz̃ ^j (z̃z ³)
g	g	n	n	y ²	y (u)
		nj	n ^j	ä ⁵	a
ǧ ³	g ^j	nnj	n ^j n ^j (n ^j :n ^j)	ä ^{2,3,4}	æ
ǧ̃ ³	γ	ŋ	ŋ	ä ³	ɔ

¹ In Northern Sámi.

² In Inari Sámi.

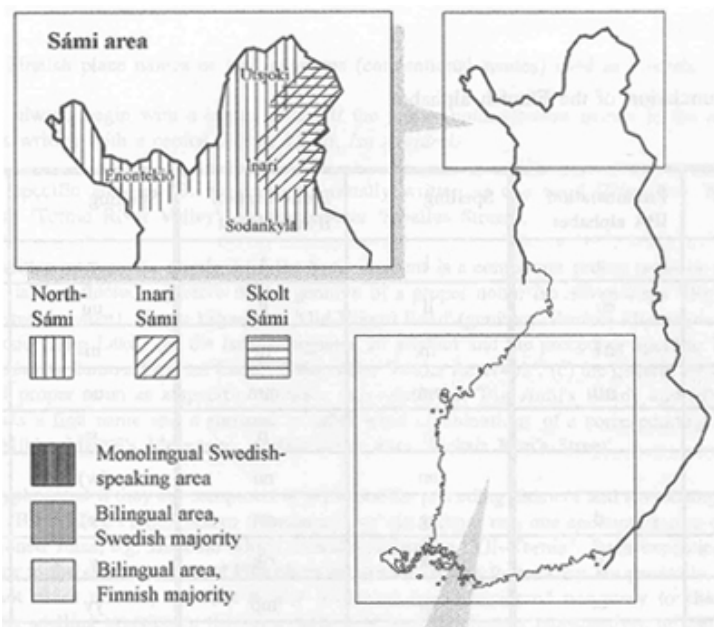
³ In Skolt Sámi.

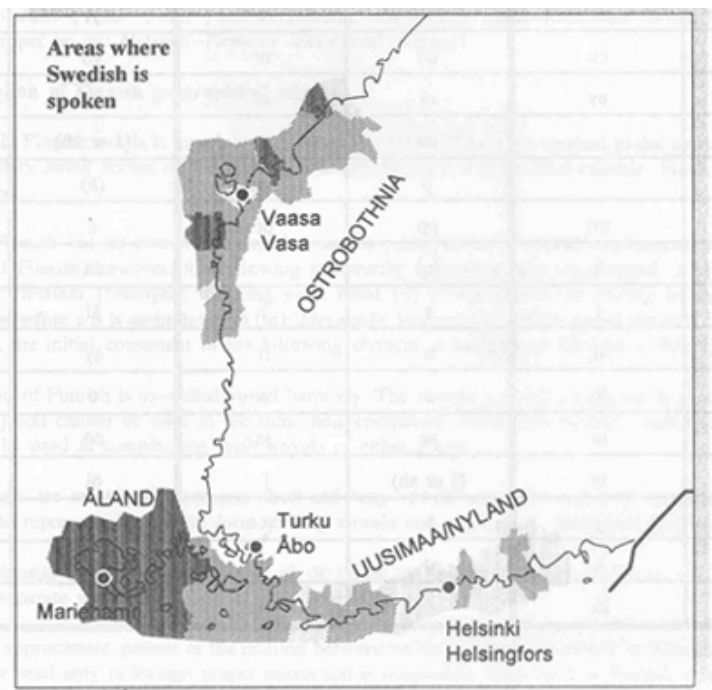
⁴ Formerly in Northern Sámi.

⁵ Formerly and in scholarly works in Inari Sámi, now = á.

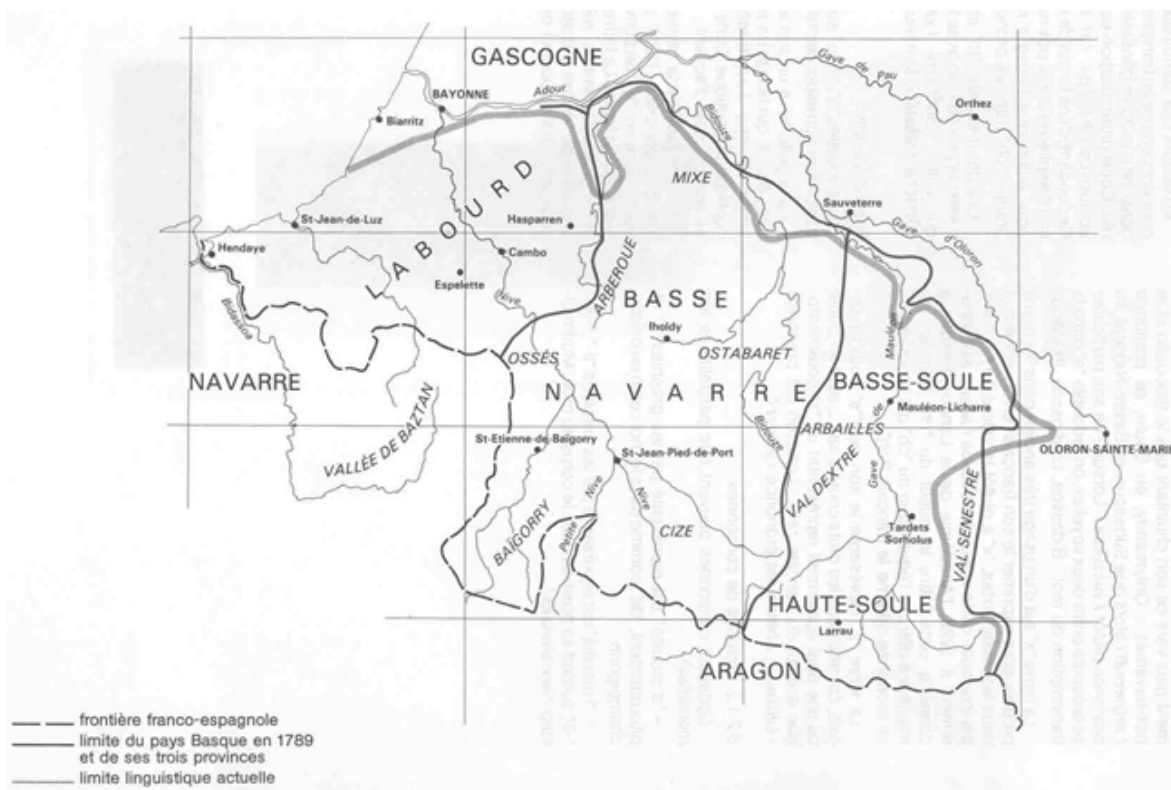
- Are there minority-languages in official use on a local level? What is their extent?

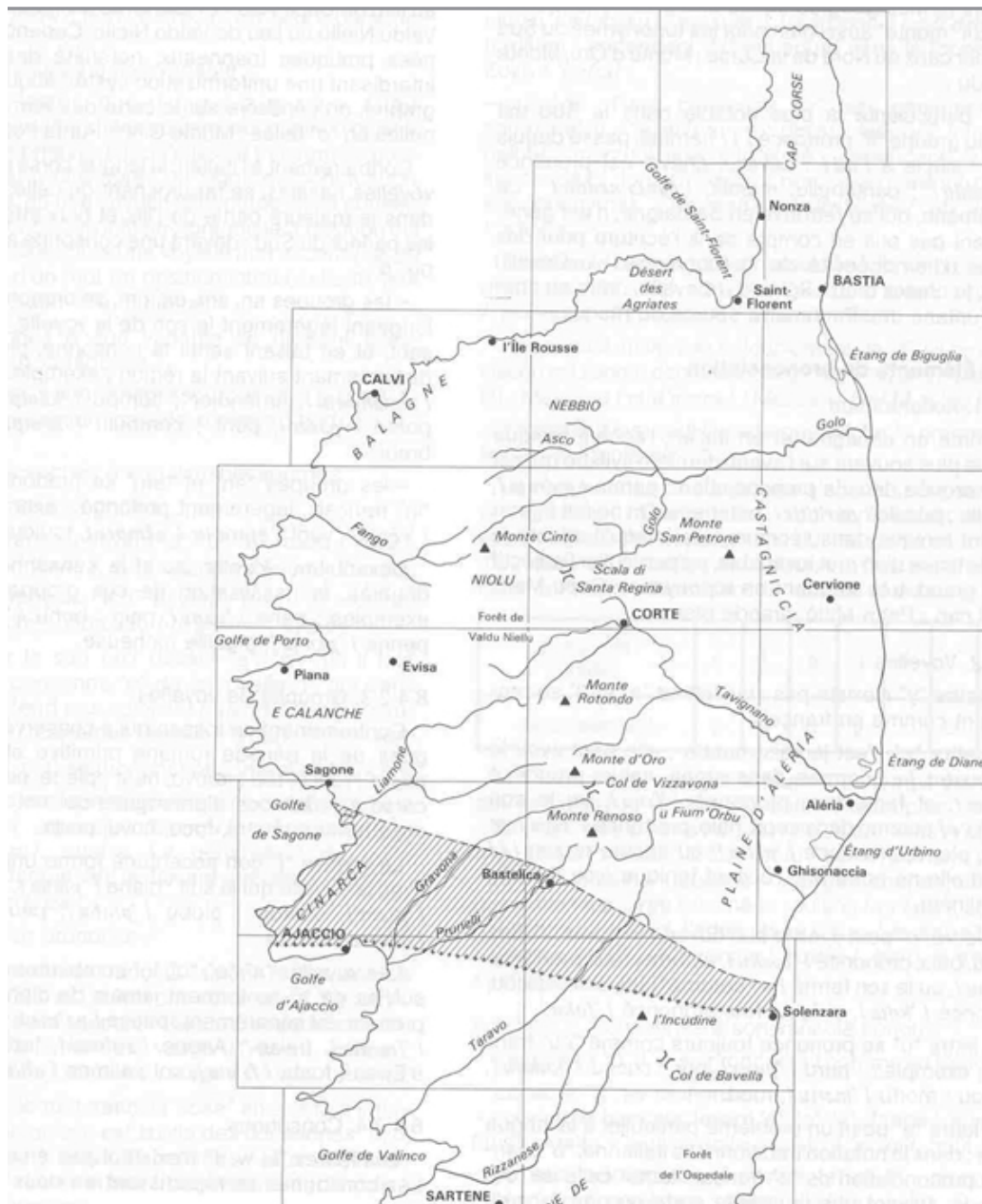
Sample maps showing the extent of Sámi- and Swedish-speaking minorities in Finland:

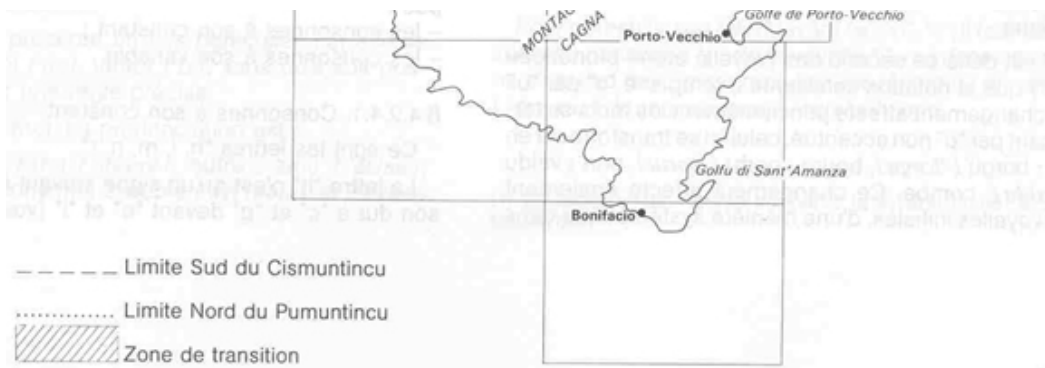




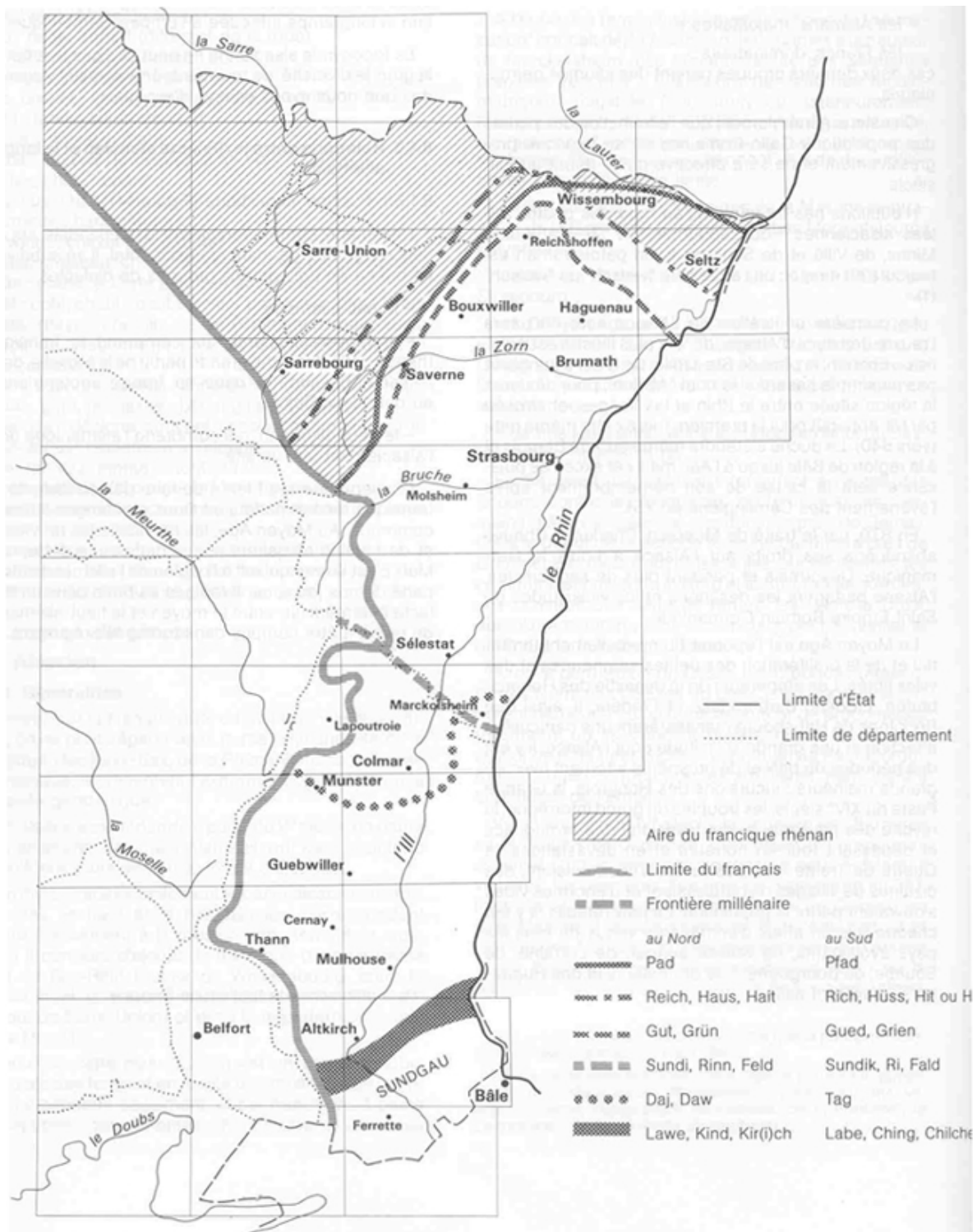
Sample maps showing the extent of Basque- and Corsican-speaking minorities in France:







Sample map showing the extent of German dialects in France:

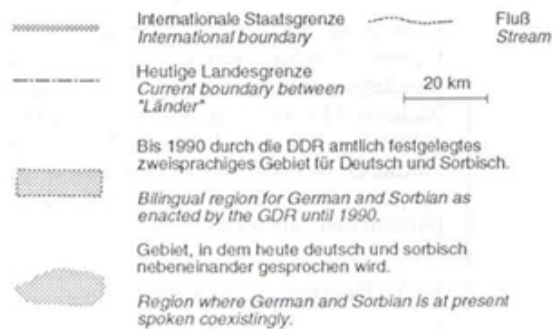


Sample maps showing the extent of Danish- and Sorbian-speaking minorities in Germany:

Deutsch-dänisches und Deutsch-sorbisches Sprachgebiet
German-Danish and German-Sorbian language region

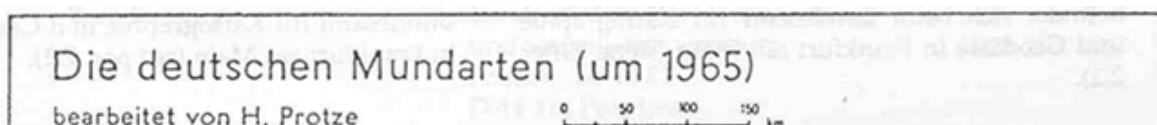


Deutsch-sorbisches Sprachgebiet
German-Sorbian language region



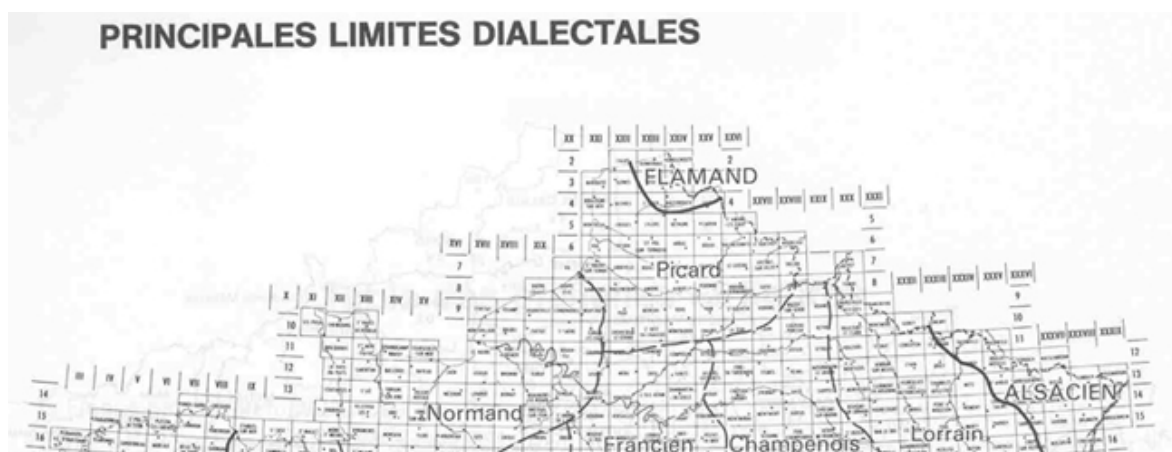
- What is the national language?
- What is the exact status of the different languages, both nationally, regionally, and locally?
- Are there substrata of other languages visible?
- Is there a subdivision into dialects which is relevant for placenames?

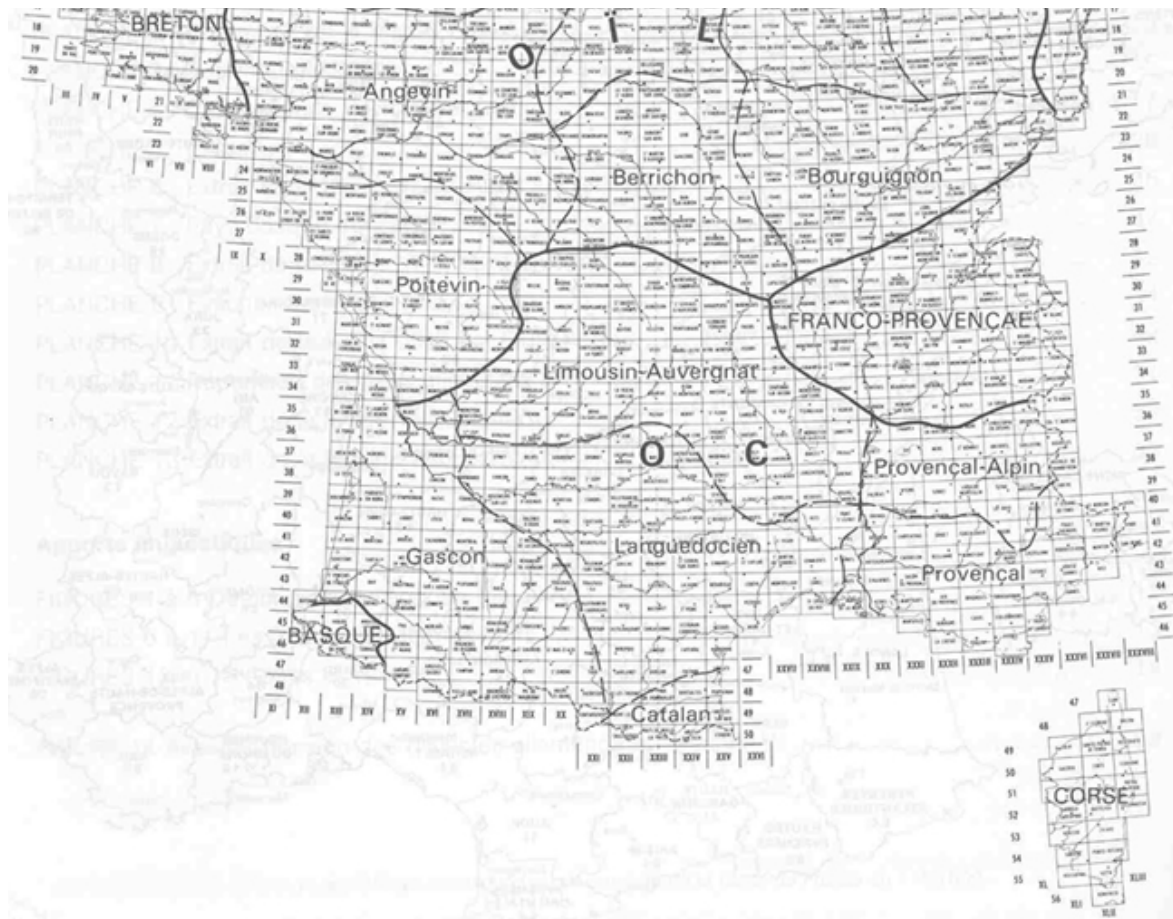
Dialects in Germany:



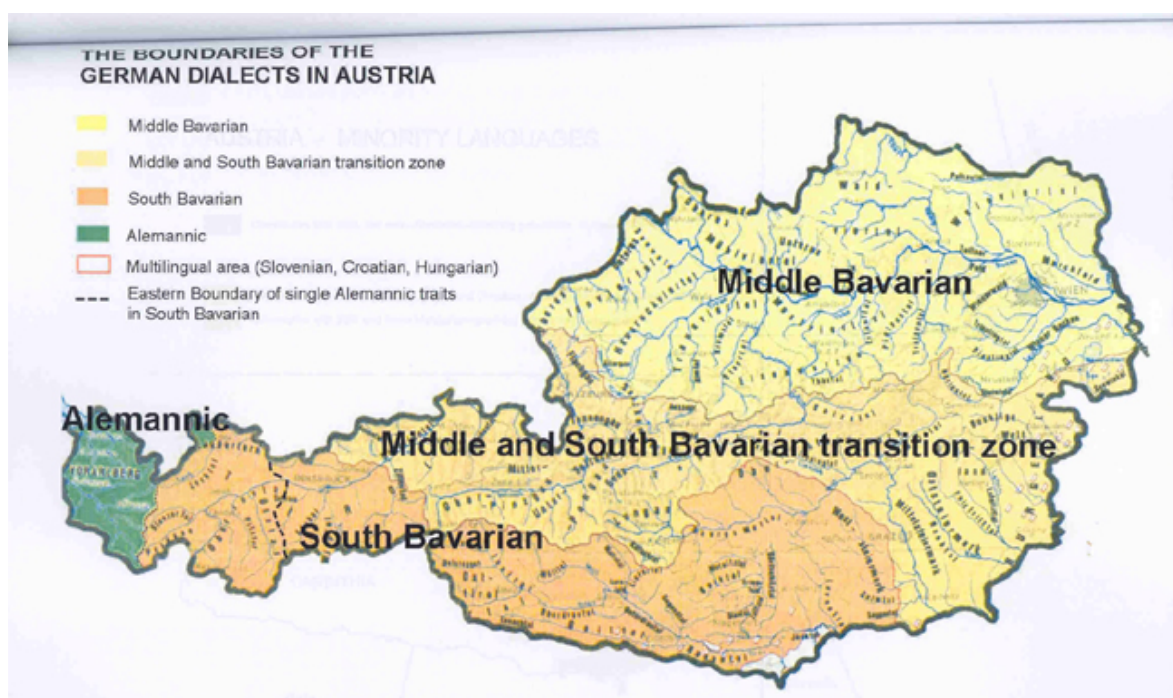


Dialects and minority languages in France:

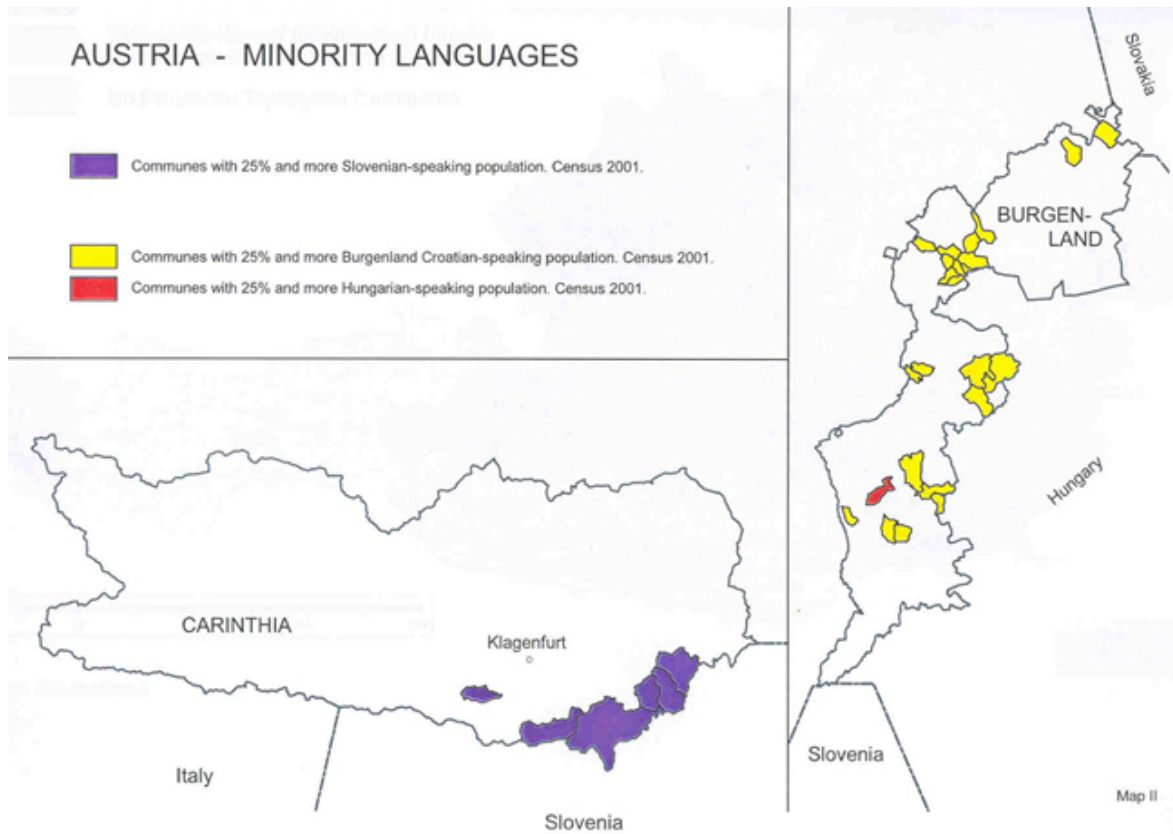




Dialects and minority language areas in Austria:



- **German is the only nation-wide official language.**
- **Minority languages play a subordinate role, and are of regional and local importance only.**



- **Standard German is the national language.**
- **The main *dialects* belong to the Alemannic (Vorarlberg and some parts of Tyrol) and Bavarian dialect groups (the rest of the country) of the Germanic languages.**
- **The main characteristics of the dialects, and their historic background, are summarized.**
- **Austria officially recognizes four minority languages: Slovenian (in Carinthia), Burgenland Croatian (in Burgenland), Hungarian (also in Burgenland), and Czech (in Vienna).**
- **A map is enclosed.**
- **The alphabets of these languages, and in the case of Burgenland Croatian (native to Austria only) a pronunciation key, are presented, and their official and de facto status for toponymic use is explained.**

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2. THE SCOPE - B) WRITING SYSTEM(S) AND PRONUNCIATION

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- Which writing-system is used (officially or otherwise) for the country's language(s)?
- Is there more than one writing-system in use?
- In case of a non-Roman writing-system, which transliteration key is recommended for rendering geographical names in Roman script (if any)? See also the [website of official transscription systems!](#)

Example of officially recognised transcription system:

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Table 2:
Transcription of Greek alphabet to Latin
(ELOT 743 conversion system)

	GREEK		LATIN
	Greek characters	Combination of Greek characters	Transcription
1	Α, α		A, a
2		ΑΙ, αι (6)	AI, ai
3		ΑΙ, άι (6)	AI, ái
4		ΑΙ, αϊ (6)	AI, aï
5		ΑΥ, αυ (1) (8)	AV, av
6		ΑΥ, αυ (2) (8)	AF, af

7		ΑΥ, αὐ (7)	AY, ay
8	B, β		V, v
9	Γ, γ		G, g
10		ΓΓ, γγ	NG, ng
11		ΓΚ, γκ (6)	GK, gk
12		ΓΞ, γξ	NX, nx
13		ΓΧ, γχ	NCH, nch
14	Δ, δ		D, d
15	E, ε		E, e
16		EΙ, εἰ (6)	EI, ei
17		EΙ, εἶ (6)	EI, ei
18		EΙ, εἷ (6)	EI, ei
19		EΥ, εὐ (1) (8)	EV, ev
20		EΥ, εὐ (2) (8)	EF, ef
21		EΥ, εὐ (7)	EY, ey
22	Z, ζ		Z, z
23	H, η		I, i
24		ΗΥ, ηυ (1) (8)	IV, iv
25		ΗΥ, ηυ (2) (8)	IF, if
26		ΗΥ, ηυ (7)	IY, iy
27	Θ, θ		TH, th
28	I, ι		I, i
29	K, κ		K, k
30	Λ, λ		L, l
31	M, μ		M, m
32		ΜΠ, μπ (3) (5)	B, b
33		ΜΠ, μπ (4)	MP, mp
34	N, ν		N, n
35		ΝΤ, ντ (8)	NT, nt
36	Ξ, ξ		X, x
37	O, ο		O, o
38		OΙ, οἱ (6)	OI, oi
39		OΙ, οἶ (6)	OI, oi
40		OΙ, οἷ (6)	OI, oi
41		OΥ, οὐ	OU, ou
42		OΥ, οὐ (7)	OY, oy
43	Π, π		P, p
44	P, ρ		R, r
45	Σ, σ, ς		S, s, s
46	T, τ		T, t
47	Υ, υ		Y, y
48		ΥΙ, υἱ (6)	YI, yi
49	Φ, φ		F, f
50	Χ, χ		CH, ch
51	Ψ, ψ		PS, ps
52	Ω, ω		O, o

- If the writing-system is an alphabet, which letters does it contain?

Examples of national alphabets from various toponymic guidelines:

National language

The national language is Swedish, a Germanic language, which is written in the Roman alphabet.

The alphabet

Aa	Hh	Oo	Vv
Bb	Ii	Pp	Ww
Cc	Jj	Qq	Xx
Dd	Kk	Rr	Yy
Ee	Ll	Ss	Zz
Ff	Mm	Tt	Åå
Gg	Nn	Uu	Ää
			Öö

The letters *q, Q, w, W* and *z, Z* are used in loan-words and archaic spelling (e. g. family names) only. In alphabetical indexes *w* is treated like *v*.

The letters *ä, Å* and *ö, Ö* are always kept apart from *a, A* and *o, O* in alphabetical indexes etc.

1.2 The alphabet of Norwegian

A a H h O o V v

A a	I i	U u	V v
B b	J j	P p	W w
C c	K k	Q q	X x
D d	L l	R r	Y y
E e	M m	S s	Z z
F f	N n	T t	Æ æ
G g		U u	Ø ø
			Å å

The Polish alphabet has 32 letters:

a A q Q b B c C ć Ć d D e E ę Ę f F g G h H
i I j J k K l L ł Ł m M n N ó Ó o O ó Ó p P
r R s S ś Ś t T u U w W y Y z Z ź Ź ż Ż

- Are there special signs (diacritical marks, non-standard Roman letters) included?
- Which writing-system is used (officially or otherwise) for the country's language(s)?
- What is the alphabetisation, i.e. the sequence of the letters in the alphabet?
- As far as the alphabet use is phonetic, which (combinations of) letters represent which sounds?

In Austria:

- **Standard German is written in the Roman script.**
- **The alphabet is augmented with a non-standard Roman letter ß ('scharfes s') and one diacritical mark for vowel discrimination (a diaeresis or 'Umlaut' to be combined with a, o or u).**
- **Of ß only a lower-case variant exists; where capitalization is needed, it is transliterated by ss.**
- **Previously another variant of the Roman script was in use, called German or Gothic script. Nowadays it does not occur anymore, and it is therefore not further explained.**
- **As German spelling is not always clearly indicative of pronunciation, especially in the case of geographical names (which often show an archaic spelling, or originate from another language or dialects).**
- **The pronunciation of the names of Austrian settlements is listed name by name in a Gazetteer of Austria. The Gazetteer uses the IPA-alphabet.**
- **A general pronunciation key is nevertheless presented in the Guidelines.**

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2. THE SCOPE - C) SPELLING RULES

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- To what extent do the orthographic rules of the language in general also apply to geographical names?
- Does the spelling of geographical names follow spelling reforms?
- If the language concerned is also the language of another country does the language policy in the country where the language is most dominantly used also affect the spelling rules?
- Which rules are applied to the spelling of geographical names?

In Austria:

- **The Survey of Austria since 1969 officially uses a set of General rules for the German spelling of geographical names, which are generally in concordance with those in current use in the other German-speaking countries.**
- **Geographical names are normally not subject to the general spelling rules.**
- **Especially for the spelling of names of inhabited places, name-specific conventions as laid down in official documents serve as de facto standards, that take preponderance over general spelling rules.**
- **Geographical names do, with some explicitly mentioned exceptions, follow the general spelling rules in matters of capitalization and word composition.**
- **A set of specifically toponymic rules applies to capitalization and word composition of geographical names; this is presented in detail.**
- **Names of geographical-topographical objects other than inhabited places, that belong to one of the officially recognized minority languages, are officially written as they are spoken by the local population, but the sounds are represented in accordance with German writing and reading conventions.**

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2. THE SCOPE - D) NAMES AUTHORITIES AND NAMES STANDARDIZATION

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- Which authorities are responsible for which categories of names?
- What is the division of responsibilities between the national (or federal) government and regional/local authorities?
- What is the state of progress of the official standardization of names?
- What are the mail addresses of the (national and regional) names authorities, and, if these exist, of the advisory board(s) on geographical names assisting them?

In Austria (in 1979):

- **The names of inhabited places of all categories are standardized, and published by the federal names authority.**
- **The geographical names other than those of inhabited places are in the process of being officially collected and presented as standards through publication by the federal authority.**
- **In the meantime, the names on the most recent sheets of the official Austria Map, 1/50,000, are to be regarded as being official names.**
- **The Guidelines include a map showing the areas covered by provincial toponymic commissions.**
- **Which authority can inform you about place names in Austria?**

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2. THE SCOPE - E) SOURCE MATERIALS

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- Which documents – in the form of maps and gazetteers - are available to check the correct, standardized, official form of any geographical name?
- **In the Austrian guidelines, the *Austria Map 1:50,000* and the *Gazetteer of Austria* already referred to are reiterated. An additional official gazetteer, the regularly updated *Ortsverzeichnis 1971*, is mentioned as being exhaustive for the names of inhabited places.**

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2. THE SCOPE - F) GLOSSARY*

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- A glossary of generic as well as frequently occurring specific (determinative) elements – like adjectives of colour and dimension, the points of the compass, etc. – should be included, ideally in each of the occurring languages, so that their correct spelling is safeguarded.
- To foreign users, toponymic glossary also adds meaning to the otherwise opaque geographical names.

*See definition in UNGEGN [Glossary of Terminology](#) (pdf)

An example: Glossary of Greece

4. Glossary of words necessary for the understanding of maps.

Greek	Romanized	English
Άγιος, α	Agios	Saint
Αεροδρόμιο	Aerodromio	Airfield
Άκρα	Akra	Point, Cape
Ακρωτήριο	Akrotirio	Cape
Άμμος	Ammos	Sand
Αμμώλοφος	Ammolofos	Sandhill
Αμμώδης	Ammodis	Sandy
Άνω	Ano	Upper

Αρχαῖος, α, ο	Archaios, a, o	Ancient
Βράχος	Vrachos	Rock
Βρύση	Vrysi	Fountain
Γέφυρα	Gefyra	Bridge
Γιαλός	Gialos	Beach, seashore
Ερείπια	Ereipia	Ruins
Ιχθυοτροφείο	Ichthyotrofeio	Fishfarm
Καλύβες	Kalyves	Huts
Κάτω	Kato	Lower
Κόλπος	Kolpos	Gulf
Κοράλλια	Korallia	Coral
Κορυφή	Koryfi	Peak
Λίθοι	Lithoi	Stones
Λίμνη	Limni	Lake
Μεγάλος, η, ο	Megalos, i, o	Great
Χείμαρρος	Cheimarros	Stream
Μακρύς	Makrys	Long
Μεταλλείο	Metalleio	Mine
Μικρός	Mikros	Small
Μνημείο	Mnimeio	Monument
Μονή	Moni	Monastery
Μύλος	Mylos	Mill
Νέος, α, ο	Neos, a, o	New
Νήσος	Nisos	Island
Νομός	Nomos	Department
Όρμος	Ormos	Bay
Όρος	Oros	Mountain
Παλαιός, α, ο	Palaios, a, o	Old
Πέλαγος	Pelagos	Sea
Πηγάδι	Pigadi	Well
Πλάτυς	Platys	Wide
Πόλις, πόλη	Polis, poli	City
Ποταμός	Potamos	River
Προφήτης	Profitis	Prophet
Ράχη	Rachi	Side
Ρέμα	Rema	Stream
Σιδηρ. Σταθμός	Sidir. Stathmos	Railroad Station
Σιδηρ. Σταση	Sidir. Stasi	Railroad Halt
Σπήλαιο	Spilaio	Cave
Συνοικισμός	Synokismos	Settlement
Φύκια	Fykia	Seaweed

The Austrian glossaries contain:

- **Geographic-topographic generics**
- **Adjectives of age (old, new)**
- **Adjectives of colour (black, white)**
- **Adjectives of dimension (large, small)**
- **Adjectives of situation or relative position (rear, fore, middle, upper, lower)**
- **Adjectives of nationality (Austrian, Croatian, Slovenian)**
- **Prepositions (at, on, upon, in, above, between)**

4 Glossary of words frequently occurring in geographical names as generic and/or specific elements and of descriptive terms, useful for the understanding of maps

4.1 German

For a more detailed glossary, see Gazetteer of Austria, ed. by Josef Breu, Vienna 1975¹⁵, pp. 21-31 or the Geographical Names Database of Austria, CD-Rom, Vienna 2001.¹⁶

<i>Ache</i>	running water
<i>Alm</i>	alpine pasture
<i>Alp, Alpe</i>	alpine pasture
<i>alt, -er, -e, -es</i>	old
<i>an</i>	at
<i>Au</i>	flood plain
<i>auf</i>	on, upon
<i>Bach</i>	rivulet, brook
<i>Berg</i>	mountain
<i>Bergwerk</i>	mine
<i>Bichl</i>	hill
<i>Bründl</i>	drinking-water spring
<i>Brunn(en)</i>	drinking-water spring
<i>Bühel</i>	hill
<i>Burg</i>	castle
<i>Denkmal</i>	monument

<i>deutsch, -er, -e, -es</i>	German
<i>Dorf</i>	village
<i>Eck, Egg</i>	mountain crest, hill crest
<i>Eisenbahn</i>	railway
<i>Fabrik</i>	works
<i>Feld</i>	field
<i>Fels(en)</i>	rock
<i>Ferner</i>	glacier
<i>Fluss</i>	river
<i>Forsthaus</i>	forester's house

¹⁵ Breu, Josef: *Geographisches Namenbuch Österreichs*. Wien 1975 (= Österreichische Akademie der Wissenschaften. Veröffentlichungen des Instituts für Kartographie. Forschungen zur theoretischen Kartographie 3). Revised edition: Arbeitsgemeinschaft für Kartographische Ortsnamenkunde (ed.): *Geographische Namendatenbank Österreich* [Geographical Names Database of Austria]. CD-ROM. Austrian Academy of Sciences Press, Vienna 2000.

¹⁶ Arbeitsgemeinschaft für Kartographische Ortsnamenkunde (ed.): *Geographische Namendatenbank Österreich* [Geographical Names Database of Austria]. CD-ROM. Vienna 2000.

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2. THE SCOPE - G) ABBREVIATIONS

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- Toponymic guidelines may also cover a recommendation concerning the abbreviations used in a country's geographical names.
- If existent, it would also be very useful to explain the rules governing the formation of these abbreviations.
- **A listing of the abbreviations used in the Austria 1 : 50 000 official topographic map series was included in the Austrian paper.**

Abbreviations in Austria:

5 Abbreviations used in the official map of Austria 1:50 000

Abbreviation	Decoding	English equivalent
a.	am, an	on, upon
B., -b.	Bach, -bach	rivulet, brook
Bhf., -bhf.	Bahnhof, -bahnhof	railway station
B., -bg.	Berg, -berg	mountain
Bgw., -bgw.	Bergwerk, -bergwerk	mine
Bk., -bk.	Brücke, -brücke	bridge
B.	Brunnen	drinking-water spring
Dkm., -dkm.	Denkmal, -denkmal	monument
d.	der, die, das	the
Fb., -fb.	Fabrik, -fabrik	works
Fr., -fr.	Ferner, -ferner	glacier
Fh.	Forsthaus	forester's home
Ghf., -ghf.	Gasthof, -gasthof	inn
Geb., -geb.	Gebirge, -gebirge	mountains
Gl., -gl.	Gletscher, -gletscher	glacier
Gr., -gr.	Graben, -graben	narrow valley, bed of controlled brook
Gr., G.	Groß, -er, -e, -es	large, great
Hfn., -hfn.	Hafen, -hafen	harbour
Hst.	Haltestelle	railway stop
H., -h.	Haus, -haus	house
Ht.	Hinter, -er, -e, -es	hinder, rear
HO	Hochofen	blast-furnace
H.	Hohe, -r, -s	high
H.	Höhle	cave
Hn., -hn.	Horn, -horn	mountain peak

Abbreviations in Cyprus:

2.13. Abbreviations

In the official maps of Cyprus, usually, abbreviations are not so much in use. The official maps of Greece and Cyprus use respectively some of the following abbreviations, for the purpose of uniformity.

Abbreviation	Term	Roman transcription	English
--------------	------	---------------------	---------

Αντωνυμία	Ελληνική	Αγγλική	Ελληνική
Άγ	Άγιος, Αγία	Agios, Agia	Saint
Αερ	Αεροδρόμιο	Aerodromio	Airfield
Άκ	Άκρα, Άκρο	Akra, Akro	Point, Cape
Ακρ	Ακρωτήριο	Akrotirio	Cape
Α	Άμμος	Ammos	Sand
Αρχ	Αρχαίος, Αρχαία, Αρχαίο	Archaios, Archaia, Archaio	Ancient
Β	Βράχος	Vrachos	Rock
Βρ	Βρύση	Vrysi	Fountain
Γέφ	Γέφυρα	Gefyra	Bridge
Ερ	Ερείπια	Ereipia	Ruins
Ιχθ	Ιχθυοτροφείο	Ichthyotrofeio	Fishfarm
Κλβ	Καλύβες	Kalyves	Huts
Κ	Κόλπος	Kolpos	Gulf
Κο	Κοράλλια	Korallia	Coral
Κορ	Κορυφή	Koryfi	Peak
Λ	Λίμνη	Limni	Lake
Λθ	Λίθοι	Lithoi	Stones
Μ	Μονή	Moni	Monastery
Μεγ	Μεγάλος, Μεγάλη, Μεγάλο	Megalos, Megali, Megalo	Great
Μλ	Μύλος	Mylos	Mill
Μν	Μνημείο	Mnimeio	Monument

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2. THE SCOPE - H) ADMINISTRATIVE DIVISION

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- The standardized names of the higher order administrative units may well be included, in the form of a listing and/or a map.
- **The Austrian guidelines include them (the 1st and 2nd order areas) in an annex, that also contains the official designations of units of administration and settlement occurring in the gazetteers of Austria.**

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2. THE SCOPE - 1) OTHER CONTENTS

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- Sometimes even the **gazetteer** (#105) is incorporated.

NAMES OF TOWNS AND VILLAGES OF CYPRUS		
GREEK NAME	ROMANIZED NAME	TURKISH NAME
A		
ΑΒΔΕΛΛΕΡΟ	AVDELLERO	AVDELLERO
ΑΓΓΑΣΤΙΝΑ	ANGASTINA	ANGASTINA
ΑΓΓΟΛΕΜΙ	ANGOLEMI	ANGOLEM
ΑΓΙΑ	AGIA	AYA KEBİR
ΑΓΙΑ ANNA	AGIA ANNA	AYANNA
ΑΓΙΑ ΒΑΡΒΑΡΑ ΛΕΥΚΩΣΙΑΣ	AGIA VARVARA LEFKOSIAS	AYVARVARA LEFKOŞA
ΑΓΙΑ ΒΑΡΒΑΡΑ ΠΑΦΟΥ	AGIA VARVARA PAFOU	AYVARVARA BAF
ΑΓΙΑ ΕΙΡΗΝΗ ΚΕΡΥΝΕΙΑΣ	AGIA EIRINI KERYNEIAS	AYİRİNİ GİRNE
ΑΓΙΑ ΕΙΡΗΝΗ ΛΕΥΚΩΣΙΑΣ	AGIA EIRINI LEFKOSIAS	AYİRİNİ LEFKOŞA
ΑΓΙΑ ΜΑΡΙΝΑ ΚΕΛΟΚΕΔΑΡΩΝ	AGIA MARINA KELOKEDARON	AYMARINA CELOCERA
ΑΓΙΑ ΜΑΡΙΝΑ ΞΥΛΙΑΤΟΥ	AGIA MARINA XYLIATOU	AYMARINA KŞİLYATO
ΑΓΙΑ ΜΑΡΙΝΑ ΣΚΥΛΛΟΥΡΑΣ	AGIA MARINA SKYLLOURAS	AYMARINA ŞİLLURA
ΑΓΙΑ ΜΑΡΙΝΑ ΧΡΥΣΟΧΟΥΣ	AGIA MARINA CHRYSOCHOUS	AYMARINA HİRİSOFU
ΑΓΙΑ ΜΑΡΙΝΟΥΔΑ	AGIA MARINOUDA	AYMARİNUDA
ΑΓΙΑ ΝΑΠΑ	AGIA NAPA	AYNAPA
ΑΓΙΟ ΓΕΩΡΓΙΟΥΔΙ	AGIO GEORGOUDI	AYYORGUYİ
ΑΓΙΟΙ ΒΑΒΑΤΣΙΝΙΑΣ	AGIOI VAVATSINIAS	AYVAVACİNYA
ΑΓΙΟΙ ΗΛΙΟΦΩΤΟΙ	AGIOI ILIOFOTOI	ALİFOTES
ΑΓΙΟΙ ΤΡΙΜΙΘΙΑΣ	AGIOI TRIMITHIAS	AYTRİMİTYA
ΑΓΙΟΣ ΑΘΑΝΑΣΙΟΣ	AGIOS ATHANASIOS	AYATANAS
ΑΓΙΟΣ ΑΜΒΡΟΣΙΟΣ ΚΕΡΥΝΕΙΑΣ	AGIOS AMVROSIOS KERYNEIAS	AYKURUŞ GİRNE
ΑΓΙΟΣ ΑΜΒΡΟΣΙΟΣ ΛΕΜΕΣΟΥ	AGIOS AMVROSIOS LEMESOU	AYAVROŞİYO LEYMOŞUN
ΑΓΙΟΣ ΑΝΔΡΟΝΙΚΟΣ	AGIOS ANDRONIKOS	AYANDRONİKO
ΑΓΙΟ ΑΝΔΡΟΝΙΚΟΥΔΙ	AGIO ANDRONIKOUDI	AYANDRONİKUYİ
ΑΓΙΟΣ ΒΑΣΙΛΕΙΟΣ	AGIOS VASILEIOS	AYVASİL
ΑΓΙΟΣ ΓΕΩΡΓΙΟΣ ΑΜΜΟΧΩΣΤΟΥ	AGIOS GEORGIOS AMMOCHOSTOU	AYYORGİ MAĞUSA
ΑΓΙΟΣ ΓΕΩΡΓΙΟΣ ΚΑΥΚΑΛΛΟΥ	AGIOS GEORGIOS KAFKALLOU	AYYORGİ KAFKALLU
ΑΓΙΟΣ ΓΕΩΡΓΙΟΣ ΚΕΡΥΝΕΙΑΣ	AGIOS GEORGIOS KERYNEIAS	AYYORGİ GİRNE
ΑΓΙΟΣ ΓΕΩΡΓΙΟΣ ΛΕΜΕΣΟΥ	AGIOS GEORGIOS LEMESOU	AYYORGİ LEYMOŞUN
ΑΓΙΟΣ ΓΕΩΡΓΙΟΣ ΛΕΥΚΑΣ	AGIOS GEORGIOS LEFKAS	AYYORGİ LEFKE
ΑΓΙΟΣ ΓΕΩΡΓΙΟΣ ΠΑΦΟΥ	AGIOS GEORGIOS PAFOU	AYYORGİ BAF
ΑΓΙΟΣ ΔΗΜΗΤΡΙΑΝΟΣ	AGIOS DIMITRIANOS	AYDİMİTRİYANO
ΑΓΙΟΣ ΔΗΜΗΤΡΙΟΣ	AGIOS DIMITRIOS	AYDİMİTRİ
ΑΓΙΟΣ ΔΟΜΕΤΙΟΣ	AGIOS DOMETIOS	AYDEMET
ΑΓΙΟΣ ΕΠΙΚΤΗΤΟΣ	AGIOS EPIKTITOS	AYBIHTİTO
ΑΓΙΟΣ ΕΠΙΦΑΝΙΟΣ ΟΡΕΙΝΗΣ	AGIOS EPIFANIOS OREINIS	AYBİFAN DAĞ
ΑΓΙΟΣ ΕΠΙΦΑΝΙΟΣ ΣΟΛΕΑΣ	AGIOS EPIFANIOS SOLEAS	AYBİFAN SOLYA
ΑΓΙΟΣ ΕΡΜΟΛΑΟΣ	AGIOS ERMOLAOS	AYİRMOLA
ΑΓΙΟΣ ΕΥΣΤΑΘΙΟΣ	AGIOS EFSTATHIOS	AYİSTAT
ΑΓΙΟΣ ΗΛΙΑΣ	AGIOS ILIAS	AYİLİYA
ΑΓΙΟΣ ΘΕΟΔΩΡΟΣ ΑΜΜΟΧΩΣΤΟΥ	AGIOS THEODOROS AMMOCHOSTOU	AYTOTORO MAĞUSA
ΑΓΙΟΣ ΘΕΟΔΩΡΟΣ ΛΑΡΝΑΚΑΣ	AGIOS THEODOROS LARNAKAS	AYTOTORO LARNAKA
ΑΓΙΟΣ ΘΕΟΔΩΡΟΣ ΛΕΜΕΣΟΥ	AGIOS THEODOROS LEMESOU	AYTOTORO LEYMOŞUN
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ΑΓΙΟΣ ΘΕΡΑΠΟΝ	AGIOS THERAPON	AYTERAPON
ΑΓΙΟΣ ΘΩΜΑΣ	AGIOS THOMAS	AYTUMA
ΑΓΙΟΣ ΙΑΚΩΒΟΣ	AGIOS IAKOVOS	AYNAKOFO

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3. STANDARD CONTENTS OF TOPONYMIC GUIDELINES

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Most of the other Guidelines published in 1982 follow exactly the contents of the [Austrian example \(pdf\)](#). These are **standard contents of toponymic guidelines**:

1. Languages

1.1. General remarks

1.2. National language

1.2.1. General remarks

1.2.2. The Alphabet

1.2.3. Orthography

1.2.4. Pronunciation

1.2.5. Linguistic substrata

1.2.6. Dialects

1.3. Minority languages

1.3.1. [language 1]

1.3.2. [language 2] ...

*2. Names authorities and names standardization**3. Source material*

3.1. Maps

3.2. Gazetteers

*4. Glossary**5. Abbreviations**6. Standardized names of administrative units (Added in 1987)***Variation in contents**

In some cases the contents of Toponymic Guidelines deviate from the standard contents, for instance:

- The Spanish Guidelines skip the subject of linguistic substrata.
- The Turkish do not mention any minority languages.
- The US fully concentrate on the toponymic rules set by their national geographical names authority, and pay little attention to languages.
- The Chinese concentrate on transliteration issues.



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4. HUNGARIAN TOPONYMIC GUIDELINES

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- **Languages:** Hungarian, minority languages

A. LANGUAGES

Hungarian is the only nation-wide official language in Hungary. Minority languages have only local importance, but minority toponyms are shown on some type of maps (see under item A.5, Minority languages). Hungarian is written in the Roman alphabet with the addition of diacritical marks for vowels, and character combinations for consonants as against the original Roman alphabet.

1. Hungarian alphabet

The alphabet is given here showing the sound represented by each character or combination of characters with the help of the IPA phonetic alphabet.

1. A a Á á	[a, a]	14. J j	[j]	27. Sz sz	[s]
2. B b	[b]	15. K k	[k]	28. T t	[t]
3. C c	[ts]	16. L l	[l]	29. Ty ty	[tj]
4. Cs cs	[tʃ]	17. Ly ly	[j]	30. U u, Ú ú	[u, u:]
5. D d	[d]	18. M m	[m]	31. Ű ű, Ű ű	[y, y:]
6. Dz, dz	[dz]	19. N n	[n]	32. V v	[v]
7. Dzs, dzs	[dʒ]	20. Ny ny	[nj]	33. *W w	[v]
8. E e, É é	[e, e:]	21. O o, Ó ó	[o, o:]	34. *X x	[ks]
9. F f	[f]	22. Ö ö, Ő ő	[ø, ø:]	35. *Y y	[i]
10. G g	[g]	23. P p	[p]	36. Z z	[z]
11. Gy gy	[j]	24. *Q q	[k]	37. Zs zs	[ʒ]
12. H h	[h]	25. R r	[r]		
13. I i, Í í	[i, i:]	26. S s	[ʃ]		

Other letters considered as obsolete, occur in traditional family names, and in very few cases, in place names

aa	[a:]	eő	[ø]	th	[t]
ch	[tʃ]	ew	[ø]	ts	[tʃ]
cz	[ts]	oó	[o:]		
eé	[e:]	s	[s]		

- **Names authorities and names standardization**
- **Source materials**
- **Glossary of generic terms**

D. GLOSSARY OF GENERIC TERMS, DESIGNATIONS, AND ATTRIBUTES OF GEOGRAPHIC CHARACTER

ág	branch, arm of a river or creek
akna	shaft, pit of a mine
alföld	lowland, plain
állami gazdaság	state farm
állás	resting place for grazing animals
allé	alley, walk (lined with trees)

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also	lower
alszeg	lower or southern part of a village
alvég	= alszeg
árok	ditch, canal, ravine
aszó	ravine, dry valley, gully
bánya	1. mine, quarry; 2. pit, pot-hole
barlang	cave, cavern
belső	inner
belterület	a designation and legal entity: continuously built-up central area, or several discontinuous built-up areas of a commune, or of a district of the capital
bérc	1. peak, crag, rock; 2. hill
berek	1. grove, copse; 2. reedy marsh
bokor	1. bush; 2. group of farmsteads
bozót	thicket, scrub
csapás	1. path, trail; 2. track of grazing animals with its surroundings
csárda	wayside inn
csatorna	canal
csúcs	peak, summit
dél	1. south; 2. southern slope
déli	southern
delelő	place where grazing animals have a rest at noon

• Abbreviations

N.-	Nagy-	[part of a name]
ne	nevezetesség	a designation: point of interest
NK.	népköztársaság	people's republic [obsolete]
nk	nagyközség	large commune, a commune of major local importance
nkk.	nagyközségkörnyék	major commune district [obsolete]
NKKK	nagyközségkörnyék központ	seat of major commune district [obsolete]
NKKT	nagyközségi közös tanács	joint major commune council [obsolete]
NKT	nagyközségi tanács	major commune council [obsolete]
N. M.	Nógrád megye	[name]
NP.	nemzeti park	national park, natural reserve of national importance
(nt.)	növénytermesztés	plant-farming
Ny	nyugat(i)	west(ern)
-ny.	nyereg	saddle, (mountain) pass
O.	ország	country
o.	olaj	oil
ORSZ.	ország	country
Ő. -ő.	őrház	watch-house, guard-house [also part of a name]

ÖB.	öböl	bay, bight
P.	parkoló	car-park
-p.	patak	brook, creek, stream
Ph.	posta- és táviró hivatal	post and telegraph office
P. M.	Pest megye	[name]
-psz.	puszta	1. lowland plain; 2. waste land; 3. farm; 4. surrounding fields of a farmstead
Pu., -pu.	pályaudvar	railway station
R.	rom	ruin
Rád.	rádióállomás	transmitter
REPTÉR	repülőtér	airport
Rkt.	raktár	storehouse
Ró.	rakodó	loading platform

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Exercise 1: Some random questions



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EXERCISE 1: SOME RANDOM QUESTIONS

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Question 1:

Why is it important to show boundaries of minority language areas?

Question 2:

When are hyphens used in German geographical names in Austria?

Question 3:

Which institution can inform you about geographical names in Austria?

Question 4:

The ligature * "ij" exists in Dutch, the language of the Netherlands and Northern Belgium. How is this letter combination capitalised, as e.g. in "*ijsselmeer*"?

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EXERCISE 1: SOME RANDOM QUESTIONS- ANSWERS

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Question 1: ... boundaries

So that one can see where to apply rules for minority languages.

Question 2: ...hyphens

When the determined elements consist of general geographical names, for example Donau-Oder-Kanal or Großglockner-Hochalpenstrasse.

Question 3: ... institution

Österreichischer Akademie der Wissenschaften or AKO

Question 4: ... ligature:

As *IJ*: *IJsselmeer*)

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DOCUMENTS AND LITERATURE



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Documents:

- [D14-01](#): Kerfoot, H. and E.M. Närhi (2006). *Toponymic guidelines for map and other editors, for international use (from the 1970s to the present)*. Pp 143-153 in Manual for the national standardization of geographical names. UNGEGN, New York.

Literature:

- Bergmann, H. & I. Hausner (2009). *Toponymic guidelines for map and other editors, for international use Austria*. 6th Edition. Austrian Board on Geographical Names, Vienna 2009. ([URL](#) / [pdf](#)).

Online resources:

- UNGEGN - [National Names authorities by country](#)
- [Hungarian toponymic guidelines](#) (3rd edition, 2002) / [pdf](#)

The United Nations sell the following publications which also can be downloaded from the [UNGEGN](#) website:

- [Glossary](#) of Terms for the Standardization of Geographical Names (New York 2002) / [pdf](#)
- [Manual](#) for the national standardization of geographical names (UN - Ecosoc, New York, 2006 ST/ESA/STAT/SERM/88 Sales No. E.06.XVII.7 ISBN 92-1-161490-2, available in the 6 UN languages) / [pdf](#)
- [Technical reference manual](#) for the standardization of geographical names (New York, 2007) / [pdf](#)
- [Resolutions](#) adopted at the nine UN Conferences on the standardization of geographical names ([English \(pdf\)](#) / [French \(pdf\)](#))