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

The module contains the following chapters:

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The theory described in the above chapters has been illustrated, as much as possible, with practical examples made available by Noordhoff Publishers (the Netherlands). These examples can be recognized because they are printed in grey.

When reading through the following pages, you will come across some unusual 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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School atlases are characterized by the fact that they only present the most important objects: so only the most important places, mountains, rivers and lakes, islands, railways and roads, countries and (physical) regions will be incorporated, as well as the names of these objects.

How to decide which are the most important topographical objects whose names have to be included? There could be objective yardsticks, such as:

Towns and cities:	<i>over a specific number of inhabitants</i> <i>important administrative functions (national/regional)</i> <i>important cultural functions</i>
Rivers and lakes:	<i>size, volume or catchment discharge</i>
Mountains:	<i>height</i>
Islands:	<i>size</i>
Roads and railways:	<i>connecting important towns and cities</i>
(Physical) regions:	<i>size and importance</i>

The fact, that in school atlases there is a reduction of the information load to the names of the most important topographic elements, leads to a low information density. As a result the number of names in a basic school atlas will not supersede 2 000, in a junior school atlas 8000, in an intermediate school atlas 10 000, in a senior school atlas 25 000 and in a general world atlas 100 000.

Irrespective of the number of topographical objects and their names, the editor is confronted with constraints regarding content and economy.

Content: the content of an atlas is determined by Consumer needs. The educational market, for example, has its specific demands and requirements regarding the spelling (transliteration/transcription) of foreign names.

Economy: as it would be too expensive to take 100,000 or even 25,000 individual decisions (regarding the spelling of all named objects in the atlas), internal toponymic guidelines are indispensable for each atlas publishing house.

The United Nations Group of Experts on Geographical Names has set up toponymic guidelines in order to help overcome the great variation in approaches that countries have regarding the spelling of toponyms.

Although map and atlas editors conform their choices as much as possible to these toponymic guidelines, many decisions still remain to be taken. In the following pages the most important ones will be elaborated upon.

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1. COPING WITH CHOICES AND CONSTRAINTS

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Some of the most important questions an editor/publisher is confronted with, are:

- A. For which names should we use **exonyms** (#081)?
- B. Which **languages** (#145) should we take the names from?
- C. How should we treat **compound names** (#033) containing generic elements?
- D. Do we have to include **generic terms** (#112) at all?
- E. How should we convert (transcribe or **transliterate** (#352)) names from non-Roman writing languages into the Roman alphabet?
- F. Which **obsolete** (replaced) names should still be mentioned in the map?
- G. How should we render **secondary names**?
- H. What do we do with **articles** (#018) and **definite/indefinite** forms?
- I. What should we do with names crossing **language borders**?
- J. What should be the **editor's policy** regarding name changes?

Above aspects will be explained on the following pages.

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1. CHOICES AND CONSTRAINTS - A) EXONYMS

[<previous](#) - [next>](#)**Exonyms or endonyms?**

The UN calls for a reduction of exonyms, as their continued use hinders international communication. The use of **endonyms** (#076) only is propagated ("Local names Policy"). Advocates of the use of exonyms claim that names are easier to learn or remember when adapted to one's own language, and that it will be easier to connect objects outside one's country to one's history if the relevant exonyms are used.

Nevertheless it should always be clear which names are exonyms and which names are official local names (endonyms). That can be ascertained for instance by always presenting the endonym first. If there is no exonym, than the only name presented must be an endonym.

For which names should we use exonyms?

For most language areas lists have been produced that show the exonyms that are still current for that language. Below an example of a list of exonyms, provided by the [Dutch Language Union \(Nederlandse Taalunie\)](#) / look under "Buitenlandse aardrijkskundige namen" in the central column under "Taal") can be found. These exonyms are in use wherever the Dutch language has official status: Aruba, Belgium (Flanders), Curacao, the Netherlands, St Maarten and Suriname. The column "Dutch" has the Dutch exonyms, the column "Local name" has the endonyms.

	Dutch	Local name
Country name	Rusland	Rossija
Official name	Russische Federatie	Rossijskaja Federacija
Capital	Moskou	Moskva
Entities	Amoer	Amur
	Baai van Peter de Grote	zaliv Petra Velikogo
	Barentszee	Barencevo more
	Basjkirostan	Baškortostan
	Beringstraat	Beringov proliv
	Beringzee	Beringovo more
	Boerjatië	Burjatskaja republika
	Chakassië	Hakasskaja republika
	Ciskaukasië	Predkavkaz'e
	Elbroes	El'brus
	Finse Golf	Finskij zaliv
	Frans Jozefland	zemlja Franca Josifa
	Golf van Anadyr	Anadyrskij zaliv
	Gumbinnen	Gusev
	Ingoesjetië	Ingušskaja republika
	Insterburg	Černjahovsk
	Irkoetsk	Irkutsk
	Jakoetië zie ook Republiek Sacha	Jakutskaja Respublika / Respublika Saha
	Janabaai	Janskij zaliv
	Jekaterinenburg	Ekaterinburg
	Kabardië-Balkarië	Kabardino-Balkarskaja republika
	Kalmukkië	Kalmyckaja republika
	Kamtsjatka	poluostrov Kamčatka

Guidelines can be given for the use of exonyms, depending on the name category; for an English school atlas, such guidelines entail the following (examples of the resulting name versions in blue):

- Country names: *exonyms only* (Hungary)
- Names of continents or parts of continents: *exonyms only* (Asia)
- Town or city names: *endonyms (exonyms)* Roma (Rome)
- Rivers: *endonyms (exonyms)* Rhein (Rhine)
- Mountain names: *endonyms (exonyms)* Matterhorn
- Names of (physical) regions and islands: *endonyms (exonyms)* Sicilia (Sicily)
- Sea names: *exonyms only*: Mediterranean

But: keep the number of exonyms added in brackets to the endonyms as small as possible.

How does Noordhoff deal with exonyms?

Concerning the reduction of exonyms, as recommended by the United Nations, Noordhoff has to find a compromise with their market, consisting of conservative

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geography teachers. To the Noordhoff editors, a UN recommendation is not regarded as a sufficiently strong argument to convince their clients: they have to find additional arguments to 'sell' the policy to their market.

Exonyms are often quite popular, because they are part of the language, and thus the cultural heritage, of a country's inhabitants. They are emotion. The arguments the editors bring forward to exchange them for endonyms will only be acceptable if exonyms make an appeal to emotion too. Noordhoff claims, for instance, that our children (the primary consumers of our atlases) need to be prepared for a globalized, internationalised world. As international travel increases, so do the chances that one will actually be confronted with place names one had to learn: if one actually visits Tuscany in Italy, and wishes to go there by car, it becomes important that one knows Firenze (endonym) instead of (just) Florence (exonym).

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1. CHOICES AND CONSTRAINTS - B) LANGUAGES

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Some regions have more than one official language. Catalonia in Spain for instance has 3 official languages, Spanish (Castilian), Catalan and Aranese. From which of these languages then should one take the place names? Should one take Lerida (Spanish) or Lleida (Catalan), Gerona (Sp[anish) or Girona (Catalan)? In Frisia province in the Netherlands, there are two official languages, Dutch and Frisian. So should one use the name Leeuwarden (Dutch) or Ljouwert (Frisian) for its capital?

In most cases the local authorities are empowered to decide on the language version that should be applied.

In some countries the names used by linguistic minorities are converted into the official state language, and these converted versions are then considered as endonyms. In the time of the Soviet Union, for example, the Baltic languages were minority languages and the names from the Baltic republics, that used the Roman alphabet, were converted into Cyrillic for use within the Soviet Union - what language should be the starting point for rendering the names from the Baltic republics in an English reference atlas - one of the Baltic languages (Estonian, Latvian or Lithuanian, all three of them written in the Roman alphabet) or Russian, written in the Cyrillic alphabet? Depending from this choice, different name versions would result.

For questions on this topic see issue 1 of exercise 01 "[Some editorial issues to solve](#)"

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1. CHOICES AND CONSTRAINTS - C) COMPOUND NAMES

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Compound names (see glossary) are names that consist of more than one elements, one of which usually is a generic one. The issue here, about which a decision or rule should be formulated, is whether to translate generic elements of geographical names, or leave them as they are in their endonymic form?

Should it be Golfo de Valencia or Gulf of Valencia (Dutch: Golf van Valencia)? Noordhoff chooses the latter for its atlases. Why? As it is a marine hydronym, and as the seas are international waters (beyond a single sovereignty) we want to have Dutch name versions here. We thus translate 'golfo' wherever it occurs (except in place names!) into golf (Dutch for 'gulf').

Should we include *Montes de Toledo* or *Mountains of Toledo* (Dutch: *Gebergte van Toledo*) on our atlas map? Noordhoff chooses the former for its atlases. As the montes are clearly within Spain, we leave them Spanish.

Mont Blanc (literally 'The White Mountain') we leave *Mont Blanc*... simply because all Dutch know it as *Mont Blanc*, none would call it *Witte Berg* ("White Mountain" in Dutch). Likewise, *Costa del Sol* is never translated into *Kust van de Zon* ("Coast of the Sun"), not even by the least educated of the Dutch mass tourists.

To systematize this kind of decisions, it is advisable for atlas editors to compose their own internal toponymic guidelines, organized per country.

For an exercise on this topic see issue 2 of exercise "[Some editorial issues to solve](#)"

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1. CHOICES AND CONSTRAINTS - D) GENERIC TERMS

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Do we have to include generic terms in the name of objects, that in the map clearly belong to the category described by the generic?

In American maps and atlases it is the custom to always add the generic 'island' to any insular object. This has no equivalent in Dutch usage: in Dutch atlases Vancouver Island is simply rendered as Vancouver (the location of the name in the map makes it clear that the object referred to is an island); the Isle of Wight is simply referred to as Wight.

Another American custom is to leave out the generic 'river' in river names, even if the specific element is an adjective. So on a map of the United States we will find the following river names: Mississippi, Missouri, Hudson, Platte, Red, Ohio, Colorado, Columbia. This also conflicts with Dutch habits: in the Dutch language, when the specific element of a river name is an adjective, the specific element should be added. The river name Red on the American map would be converted in the river name Red River on the Dutch map. Just as the name Long Island is used instead of just Long, because Long is recognized by Dutch speakers as being an adjective. In such cases, local usage is overruled.

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1. CHOICES AND CONSTRAINTS - E) TRANSLITERATION

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When writing systems need to be converted to the Roman alphabet for a school atlas, it is the rule to adhere to the conversion system officially adhered to by the UNGEGN - these can be found on the [UNGE GN website](#). Sometimes, however, these systems seem to be too complicated for school children (or geography teachers?) Therefore, even if official conversion systems, where available, are used as a starting point in the name conversion process, the resulting names in the Roman alphabet often will be simplified further for use in (primary) school atlases (not for the general reference atlases).

Baġdād > Bagdad

Constanța > Constanta

Việt Nam > Vietnam

Nowadays, in the Roman alphabet area, the rule is applied, that for names in languages using the Roman script, the official writing is represented, complete with diacritical marks - with the single exception of Vietnamese, where the diacritics representing tonal accents are omitted.

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1. CHOICES AND CONSTRAINTS - F) OBSOLETE NAMES

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Obsolete names are names that are no longer official, because they have been officially replaced by other names. As far as replaced names are concerned, it is wise to maintain the most commonly known of these for one more edition of an atlas or map series sheet as a secondary name, in order to let the users get acquainted with the new name, and make them aware of which place the old name has been superseded.

So the 1990 edition of the school atlas produced by Noordhoff referred to the major Russian city on the Baltic as Leningrad, its 1995 edition showed this city as *Sint Petersburg (Leningrad)*, and the 2001 edition just had *Sint Petersburg*. The same 2001 edition has *Mumbai (Bombay)* and the next edition probably only will have *Mumbai*.



In the names index in the atlas, the former name variants will for at least another 10 years still be included with a cross-reference to the contemporary name (so Leningrad – see Sint Petersburg, or Bombay – see Mumbai).

A special problem occurs when it is known that names have been changed, for instance because the official language of a country was changed, but the new name forms are not known as yet. It happened for instance with the Central Asian republics that replaced Russian with Turkmen, Uzbek, Kazakh, Kyrgyz etc. as official language in the 1990s. Atlas editors were forced to stick to the Russian names for a transition period, until it was made known what the local language versions of these names were, and how these were to be converted to the Roman alphabet.

For an exercise on this topic see issue 3 of exercise "[Some editorial issues to solve](#)"

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1. CHOICES AND CONSTRAINTS - G) SECONDARY NAMES

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Names in parentheses (for example: Official Name (variant name)) may either be exonyms, replaced obsolete names or minority names, or other official variant names. Generally, the first name is supposed to be the principal one, and the name in parentheses is supposed to be a secondary one.

Examples are:

- Warszawa (Warschau); Warschau is the Dutch exonym for Warszawa.
- St.Petersburg (Leningrad); Leningrad is the obsolete name for St.Petersburg.
- Kautokeino (Guovdageaidnu); Guovdageaidnu is the Saami name for Kautokeino; Saami is a minority language in Norway.
- 's-Gravenhage (Den Haag); Den Haag is the popular version of the name of the seat of the government in the Netherlands.

In the **Noordhoff** atlases, it is standard practice to always maintain a constant linguistic sequence, even if this conflicts with local standards - for instance in Finland the Finnish name would always precede the Swedish one (according to Finnish official practice, the language form belonging to the most numerous local language community should be mentioned first). The reason is, that in this way we can explain the situation to the consumer: with double names in Finland, the first is always Finnish, and should follow Finnish pronunciation rules.

For an exercise on this topic see issue 4 of exercise "[Some editorial issues to solve](#)"


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1. CHOICES AND CONSTRAINTS - H) ARTICLES AND DEFINITE/INDEFINITE FORMS

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Should one say *Gambia* or *The Gambia*? Usually, one says the first. Likewise, one uses *Madina* (or the English exonym *Medina*) instead of *al-Madinah*, and *Riad* instead of *ar-Riyad*. In Arabic the definite article is *al* (assimilated to some consonants, like in *ar-Riyad* or *as-Suwais*)

In some languages, definite articles are post-positionally affixed to the word; Swedish *älven* means **the** river, as opposite to *älv*, which means (**a**) river. Although less obvious to the layman, here one also has to make a choice.

For the **Noordhoff** atlases, the editors have opted to represent the indefinite form, so *Klarälv* instead of *Klarälven*. The exception is the name *Lofoten* instead of *Lofot* for the group of Norwegian islands opposite Narvik known under the former exonym in Dutch and English-speaking areas.

Another exception is the use of the definite *-øya* instead of the indefinite *-øy* as a postpositional generic for Norwegian islands.

Example: *Hinnøya*, *Flakstadøya*.

On the other hand, for place names from the Roman alphabet area, the article would be included, if it constitutes part of the official form: *Le Havre*, *A Coruña*/*La Coruña*, *The Hague*.

For each country/language combination, both the rules and the exceptions in the internal toponymic guidelines would be listed.


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1. CHOICES AND CONSTRAINTS - I) NAMES CROSSING LANGUAGE BORDERS

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- Names for geographical objects crossing language boundaries may be rendered in the language of the publishing country (exonyms)

Examples:

- Alpen (German), but Alps (English), Alpes (French)
 - Andes (Spanish), but Anden (German)
 - Karpaty (Polish or Slovak), but: Carpathians (English), Karpaten (Dutch), Carpathes (French)
 - An-Nil, but Nile (English), Nijl (Dutch), Nil (German and French)
- In case of international rivers, if the scale allows, different language versions of the name may be applied along their course.

Example: Donau, Dunav, Duna, Dunav, Donarea

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1. CHOICES AND CONSTRAINTS - J) RESISTANCE TO NAME CHANGE

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Atlas editors take into account the need for minimising variety in names worldwide, and therefore they would adhere to a local names policy that infers that the official name used locally should be the name version to be incorporated in the maps. In this way name standardisation is stimulated. So if name changes occur because of changes in the official language of an area, these usually are applied as soon as possible.

On the other hand, atlas editors are aware of the fact that some resistance to name changes exists from their customers, that is geography teachers, who have been used to refer to geographical objects with specific names.

- From a user's point of view, name changes are not preferable: in the class-room, different atlas editions may be used simultaneously, and different name spellings for the same geographical object will confuse the issues dealt with.
- Systematic name changes in the atlas - of official language or in transliteration systems - must be well-timed, so that the public at large may link these name spelling changes to real-world changes.

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2. PRODUCING THE NAMES INDEX

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When producing the index for an atlas special attention is paid to:

- A. **Generics** (#112)
- B. Alphabetisation
- C. **Homonyms** (#130)
- D. Occurrence
- E. Cross reference
- F. Pronunciation

These aspects are each described separately on the pages to come.

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2. PRODUCING THE NAMES INDEX - A) *GENERIC*S

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We need to take the following into account:

If a name starts with a separately written **generic** (#112) (Mount Everest, Strait of Magellan, Bay of Fundy), then the name will be alphabetized under the specific form: Everest, Mount; Magellan, Strait of; Fundy, Bay of.

PLACE (Pronunciation)	PAGE	Lat. °	Long. °
Presidente Roosevelt, Estação, trans., Braz.	230d	23.33S	46.36W
Presidio, Tx., U.S. (prě-sĩ'dĩ-ô)	106	29.33N	104.23W
Presidio, Río del, r., Mex. (rě'ô-děł-prě-sě'dyô)	112	23.54N	105.44W
Presidio of San Francisco, pt. of i., Ca., U.S.	227b	37.48N	122.28W
Prešov, Czech. (prě'shôf)	140	49.00N	21.18E
Prespa, Lake, l., Eur. (prěs'pā)	154	40.49N	20.50E
Prespantal, r., Ven.	125b	9.55N	64.32W
Presque Isle, Me., U.S. (prěsk'el')	86	46.41N	68.03W
Preßbaum, Aus.	139e	48.12N	16.06E
Prestea, Ghana	208	5.27N	2.08W

So, if a name starts with a 'loose' generic element or an **article** (#018), the name will be inverted. Problems:

- The generics/articles must be recognized.
- Take care of "**false generics**" (#084) and articles (Rio de Janeiro, Los Angeles, Cape York).

This means when generics have become part of a name and no longer serve in their original capacity, it should be alphabetised as such:

- Rio de Janeiro refers to a city, not longer to a rivier (=rio), so one finds it in the index under: Rio de Janeiro.
- But Rio Grande refers to a river, and it comes in the index under: Grande, Rio
- Cape York Peninsula (refers to a region, not longer to a specific cape only) will be indexed under C;
- Los Angeles: when this originally Spanish name was incorporated into English, it was no longer realised that Los was a plural of the article.
- But La Paz, the capital of Bolivia, will be alphabetised under P: Paz, La
- Monte Carlo refers to a country, and is alphabetised under M, but
- Monte Rosa, a mountain top in the Italian Alps, will be alphabetised under R

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2. PRODUCING THE NAMES INDEX - C) HOMONYMS

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Homonyms (#130) are differentiated in the names index by adding generic (Panamá (country) vs Panamá (city)) or locational attributes.

Take Santiago for instance, a geographical name current in many Spanish-speaking countries. It is differentiated by adding either the location or some other attribute:

- Santiago (Chile)
- Santiago de Compostela
- Santiago de Cuba
- Santiago del Estero
- Santiago (Dominican Republic)
- Santiago (Philippines)

Or:

- San Francisco and
- San Francisco, Bay of. (Illustration from Goode's Atlas)

Santa Vitória do Palmar, Braz.	223d	19.11N	59.11W	(soun-zhōu-nē-po-moo-se-nō)
Santa Ynez, r., Ca., U.S. (sān'tā ē-nēz')	102	34.40N	120.20W	São Jorge Island, i., Port. (soun zhōr'zhē)
Santa Ysabel Indian Reservation, I.R., Ca., U.S. (sān-tā i-zā-bēl')	102	33.05N	116.46W	São José do Rio Pardo, Braz. (soun-zhō-sé-dō-rē-ō-pā'r-dō)
Santee, Ca., U.S. (sān tē')	102a	32.50N	116.58W	São José do Rio Preto, Braz. (soun zhō-zé-dō-rē-ō-prē-tō)
Santee, r., S.C., U.S.	90	33.00N	79.45W	São José dos Campos, Braz. (soun zhō-zā-dōzh kãn pōzh')
Santeney, Fr.	233c	48.43N	2.34E	São Julião da Barra, Port.
Sant' Eufemia, Golfo di, b., Italy (gòl-fò-dē-sān-tē-ò-fē'myā)	154	38.53N	15.53E	São Leopoldo, Braz. (soun-lē-ò-pòl'dō)
Santiago, Braz. (sān-tyá'gò)	126	29.05S	54.46W	São Luis, Braz.
Santiago, Chile (sān-tē-á'gò)	126	33.26S	70.40W	São Luis do Paraitinga, Braz. (soun-lōōē's-dō-pā-rā-ē-tē'n-gā)
Santiago, Pan.	110	8.07N	80.58W	São Manuel. r., Braz.
Santiago, Phil. (sān-tvā'gò)	189a	16.42N	121.33E	



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Santiago, prov., Chile (sǎn-tyá'gò)	123b	33.28S	70.55W	São Mateus, Braz. (soun má-tá'òzh)
Santiago, I., Phil.	189a	16.29N	120.03E	São Mateus, Braz.
Santiago de Compostela, Spain	142	42.52N	8.32W	São Miguel Arcanjo, Braz.
Santiago de Cuba, Cuba				(soun-mê-gé'l-ár-kán-zhò)
(sǎn-tyá'gò-dá kòò'bá)	110	20.00N	75.50W	São Miguel Island, I., Port.
Santiago de Cuba, prov., Cuba	116	20.20N	76.05W	Saona, I., Dom. Rep. (sǎ-ó'nǎ)
Santiago de las Vegas, Cuba				Saône, r., Fr. (són)
(sǎn-tyá'gò-dé-lás-vé'gás)	117a	22.58N	82.23W	São Nicolau, I., C.V. (soun' nê-kò-loun)
Santiago del Estero, Arg.	126	27.50S	64.14W	São Paulo, Braz. (soun' pou'ló)
Santiago del Estero, prov., Arg.				São Paulo, state, Braz. (soun pou'ló)
(sǎn-té-á'gò-dél es-tá-rò)	126	27.15S	63.30W	São Paulo de Olivença, Braz.
Santiago de los Caballeros, Dom. Rep.	110	19.30N	70.45W	(soun'pou'lódá ó-lé-vèn'sá)
Santiago Mountains, mts., Tx., U.S.				São Pedro, Braz. (soun-pé'dró)
(sǎn-té-á'gò)	90	30.00N	103.30W	São Pedro de Aldeia, Braz.
Santiago Reservoir, res., Ca., U.S.	101a	33.47N	117.42W	(soun-pé'dró-dé-ál-dé'yá)
Santiago Rodriguez, Dom. Rep.				São Pedro e São Paulo, Rocedos, rocks
(sǎn-tyá'gò-rò-dré'géz)	116	19.30N	71.25W	Braz.
Santiago Tepalcatlapan, Mex.	229a	19.15N	99.08W	São Raimundo Nonato, Braz.
Santiago Tuxtla, Mex.				(soun' ri-mó'n-do nó-ná'tó)
(sǎn-tyá'gò-tòò'x-tlá)	112	18.28N	95.18W	São Roque, Braz. (soun' ró'kè)
Santiaguillo, Laguna de, I., Mex.				São Roque, Cabo de, c., Braz.
(lá-ó'ná-dé-sǎn-té-a-gé'l'yó)	106	24.51N	104.43W	(ká'bo-dé-soun' ró'kè)
Santissimo, neigh., Braz.	230c	22.53S	43.31W	São Sebastião, Braz.
Santisteban del Puerto, Spain				(soun sǎ-bás-té-oun')
(sǎn'té stá-bán'dél pwér'tó)	152	38.15N	3.12W	São Sebastião, Ilha de, I., Braz.
Santo Amaro, Braz. (sǎn'tó á-má'ró)	124	12.32S	38.33W	São Sebastião do Paraíso, Braz.
Santo Amaro, neigh., Braz.	230d	23.39S	46.42W	São Simão, Braz. (soun-sé-moun)
Santo Amaro de Campos, Braz.	123a	22.01S	41.05W	São Tiago, I., C.V. (soun té-á'gò)
Santo André, Braz.	123a	23.40S	46.31W	Sao Tome & Principe, nation, Afr.
Santo Angelo, Braz. (sǎn-tó-á'n-zhè-ló)	126	28.16S	53.59W	(prèn'sè-pè)
Santo Antônio do Monte, Braz.				Saoura, Oued, r., Alg.
(sǎn-tó-án-tò'nyò-dò-môn'té)	123a	20.06S	45.18W	São Vicente, Braz. (soun ve-sé'n-té)
Santo Domingo, Cuba (sǎn'tó-dómín'gò)	116	22.35N	80.20W	São Vicente, I., C.V. (soun vé-sén'tá)
Santo Domingo, Dom. Rep.				São Vicente, Cabo de, c., Port.
(sǎn'tó dò-mín'gò)	110	18.30N	69.55W	(ká'bo-dé-sǎn-vé-sé'n-té)
Santo Domingo, Nic.				Sapele, Nig. (sǎ-pá'lá)
(sǎn-tó-dò-mé'n-gò)	114	12.15N	84.56W	Sapitwa, mtn., Mwi.
Santo Domingo de la Caizada, Spain				Sapozhok, Sov. Un. (sǎ-pò-zhòk')
(dá lá kǎil-thá'dá)	152	42.27N	2.55W	Sapporo, Japan (sǎp-pò-rò)
Santoña, Spain (sǎn-tó'nyá)	152	43.25N	3.27W	Sapronovo, Sov. Un. (sǎp-rò-nò-vò)
Sant' Onofrio, neigh., Italy	235c	41.56N	12.25E	Sapucaia, r., Braz. (sǎ-pòò-ká-é')
Santos, Braz. (sǎn'tozh)	124	23.58S	46.20W	Sapucaia, Braz. (sǎ-pòò-ká'yá)
Santos Dumont, Braz.				Sapucaí Mirim, r., Braz.
(sǎn'tós-dò-mò'nt)	124	21.28S	43.33W	(sǎ-pòò-ká-é'mé-rén)
Sanuki, Japan (sǎ'nòò-kè)	187a	35.16N	139.53E	Sapulpa, Ok., U.S. (sǎ-núl'ná)

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2. PRODUCING THE NAMES INDEX - D) OCCURENCE

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Every name-object combination
or topographical element
should only occur
once.

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If it is necessary to perform a cross-references, one should take into account:

- Alternative names/spellings, including exonyms not used in the map.

Example: Even if the name Ljouwert is not included on the map, because of space constraints, this Frisian language name version for the capital of the Frisian-speaking province of Frisia in the Netherlands, may be incorporated in the names index to show it refers to the Dutch-language version name Leeuwarden.

- Old names (up to 10 years after their substitution).

- In case of systematic substitution of names, from one conversion system to another only those names with changes in the first letters should be incorporated. If the name Kuibischew changes into Kuybishev, it would still be recognizable in the index, close to its original position, but if the name Erewan changes into Yerevan, the original name version can no longer be retrieved in the index.

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2. PRODUCING THE NAMES INDEX - F) PRONUNCIATION

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If **diacritical** (#064) signs are added to letters, a pronunciation key should be added to the atlas in order to allow the users to find out how these letters plus diacritics should be pronounced. The key to the pronunciation should remain simple, not to overshoot its target.

PLACE (Pronunciation)	PAGE	Lat. °	Long. °
Presidente Roosevelt, Estação, trans., Braz.	230d	23.33S	46.36W
Presidio, Tx., U.S. (prê-sí'dí-ô)	106	29.33N	104.23W
Presidio, Río del, r., Mex. (rê'ô-dêl-prê-sê'dyô)	112	23.54N	105.44W
Presidio of San Francisco, pt. of i., Ca., U.S.	227b	37.48N	122.28W
Prešov, Czech. (prê'shôf)	140	49.00N	21.18E
Prespa, Lake, l., Eur. (prê'spã)	154	40.49N	20.50E
Prespantal, r., Ven.	125b	9.55N	64.32W
Presque Isle, Me., U.S. (prêsk'el')	86	46.41N	68.03W
Pressbaum, Aus.	139e	48.12N	16.06E
Prestea, Ghana	208	5.27N	2.08W
Preston, Austl.	195a	37.45S	145.01E
Preston, Eng., U.K. (prê's'tŭn)	144	53.46N	2.42W
Preston, Id., U.S. (prê's'tŭn)	98	42.05N	111.54W
Preston, Mn., U.S. (prê's'tŭn)	96	43.42N	92.06W
Preston, Wa., U.S.	100a	47.31N	121.56W
Prestonburg, Ky., U.S. (prê's'tŭn-bŭrg)	92	37.35N	82.50W
Prestwich, Eng., U.K. (prê'st'wîch)	138a	53.32N	2.17W
Pretoria, S. Afr. (prê-tô'rî-á)	206	25.43S	28.16E

Where it is deemed suitable, accentuation (word stress) may be added. Accentuation is used, for example, in Spanish, Czech and Finnish. Panamá is the name of the capital.

In Dutch exonyms no accentuation is used. So for the country name Panamá, the Dutch exonym would be Panama. The canal named after this city is called Panamakanaal in Dutch: as the generic (kanaal=canal) has been translated into Dutch, the whole word is treated as a Dutch exonym and in Dutch no accents are used.

Panama (land) 162-163 F6 G6
 Panamá (plaats) 162-163 G6
 Panamá, Golf van 162-163 G6
 Panamá, Istmus van
 154-155 L9 M9
 Panamabekken 142-143 H3
 Panama City 156-157 I5 J5

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Panamakanaal 162-163 F6
Panarea 110-111 E5
Panaro 110-111 C2

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3. GEOGRAPHICAL NAMES DATABASE

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Nowadays each atlas is based on a large operational database. Such databases contain all the geographical names incorporated in one of the many atlases an atlas publisher brings out. In the names database a number of product-oriented attributes are contained, such as the language of the name, the generic class of the named object, and its importance. On the basis of its supposed importance the atlas editor has decided to incorporate the named object on a map with a specific scale. The smaller the scale, the larger the importance of a geographical object must be, in order to be incorporated, together with its name.

The allocation of a geographical object to a generic class can cause complications, because of the existence of:

- Administrative areas of different orders
- Capitals of different orders
- Historic area vs. administrative area

In the spelling of geographical names in the names database, special attention must be paid to the diacritical signs.

In the **Noordhoff** indexing system: two ASCII-sets have been defined to represent the necessary diacritics.

Examples of diacritics coding

10e = é Montr10eal	17s = š Ni17s
10n = ñ Pozna10n	18L = Ł 18L10od10z
10a = á M10alaga	19a = ä S19ao Paulo
11e = è Gen11eve	20a = å Elbl20ag
12a = ä G12avle	21i = ī R21iga
12u = ü M12unchen	22e = è Klaip22eda
13i = î N13imes	23ae = æ L23aes24o
14c = ç Besan14con	24o = ø R24om24o
14s = ş Eski14sehir	25oe = œ Bar25oeul
14S = Ş 14San15iurfa	26a = å Lule26a
15i = ĩ D16iyarbak15ir	27Th = Þ 27Thorshamn
16l = İ 16Istanbul	28dh = ð Sey28dhi

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4. ISSUES SPECIFIC TO INTERNATIONAL PRODUCTIONS

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For each language, one set of names should be used.

- In different countries within the same language community, different standards (or personal tastes) may prevail. Examples:
 - **Capitalization** of French adjectives
 - **Hyphenation** (#133) of province names
- There may exist different political points of view (ex.: Yugoslavia, Cyprus, Israel).

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5. AN EDITOR'S VIEWPOINT / CONCLUSION

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- Standardization is in the blood of the atlas editor. His task is to present the variation that colours our world in a comparable way.
- The needs of an atlas or world map editor exceed the scope of separate national names authorities.
- For the sake of homogeneity, the compiler of an atlas would want to apply similar rules to all names, regardless of the language they belong to.

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For **Noordhoff** the following rules would apply to its Dutch school atlases:

- Within Europe, local names will be given priority, current exonyms being added between brackets.
- If local names use Roman alphabet, all diacritics will be included, with some exceptions. Non-Roman letters will be transliterated.
- Non-Roman alphabets will be systematically transliterated in a way acceptable to the school market.
- Outside Europe, conventional names will be used for well-known objects [e.g. Bangkok]

[ex.: Bangkok].

- Names of open water features are rendered in Dutch.
- Where in a geographical name a generic element is written separately from a specific element, it may be translated. For each language guidelines have been elaborated showing which elements will be translated.
- Names consisting of a generic element and an adjective specifier, are either left in the local language [ex.: Red River, Mont Blanc] or fully translated [ex.: Tuz Gölü = Zoutmeer (=Salt Lake)].
- Names of objects crossing language boundaries are rendered in Dutch.
- In case of international rivers having no Dutch name, different language versions may be applied along their course.
- The number of secondary names (added between brackets to the primary name) should be kept as low as possible, Secondary names may be:
 - Exonyms: names belonging to the Dutch 'cultural-linguistic heritage'.
 - Previous names: in the map only in the 1st edition after their substitution.
- Any redundant generic elements will be omitted [ex.: Columbia instead of Columbia River; Ouessant instead of Île d'Ouessant].
- If a generic element is omitted, the remaining specific element must be in nominative form [e.g. Uudenmaan Lääni becomes Uusimaa].
- Duplication of generics should be at any time avoided [ex: Ysyk-Köl (instead of Lake Ysyk-Köl, Alaköl instead of Lake Alaköl, Mississippi instead of Mississippi River].
- Articles should as much as possible be omitted [ex: Setesdal instead of Setesdalen, Hufuf instead of Al-Hufuf, but: Lofoten, El Paso].
- Wherever available, toponymic guidelines published by UN should be followed. Sometimes this requires knowledge of the language.
- Toponymic guidelines may be augmented for internal use by analyzing existing naming practices (ex.: Turkish).
- Where official guidelines are not (yet) available, and choices must be made between a definite and indefinite/neutral form, the neutral form should be chosen (ex.: Albanian, Romanian).

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AVAILABLE EXERCISES

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EXERCISE 1: SOME EDITORIAL ISSUES TO SOLVE

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- A) What is/are the official names of the capital of the autonomous region of Alto Adige/Südtirol in Italy?
- B) What is/are the official name(s) of the capital of the Irish republic?
- C) What is/are the official name(s) of the capitals of Tibet and Sinkiang/Uyghur?

Issue 2: Exercise concerning "Compound names"

Compare the accompanying maps of Spain from an English school atlas and from a Spanish school atlas and try to draw up the internal rules adhered to, when processing the place names, by the editor of the map for the English atlas.



Click [here](#) for enlargement.





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Sources of above maps: Atlas Medio Universal y de España van Aguilar (1959) en uit de Atlas Four van Collins-Longman (1975))

Clue:

Spanish school atlas	English school atlas
Country names: Spanish (exonyms)	English exonyms
Sea names:	
River names	
Placenames	
Mountains:	
Mountain systems:	
Mountain peaks:	
Phys.Regions	
Old provinces	
Capes endonyms	English exonyms/English generics
Islands	
Reservoirs/dams	

Example of a possible rule: 1. For country names, use English exonyms

Issue 3: Exercise concerning "Obsolete names"

During the 1960s in the Soviet Union, destalinization took place, that is the conversion of place names that had been renamed after Joseph Stalin into their previous names (Dushanbe >Stalinabad >Dushanbe (capital of Tajikistan) or into a new name Tsaritsyn >Stalingrad > Volgograd. Try to find 10 more cities in the former Soviet bloc whose name was changed during the Stalinist era (1923-1953).

Answers

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EXERCISE 1: SOME EDITORIAL ISSUES TO SOLVE - ANSWERS

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[2. Producing a names index](#)**Issue 1: Questions concerning "Languages"**

- A) Bozen (German)/Bolzano (Italian)
- B) Baile Átha Cliath (Irish)/Dublin (English)
- C) Lasà (Hanyu pinyin) or Lhasa (Tibetan pinyin) and Wulumùqí (Hanyu pinyin) or Ürümqi(Uyghur).

Issue 2: Exercise concerning "Compound names"

Try to discern the various categories of name categories on both maps, and then find out what has happened to the names on each of these categories.

Name category	Spanish school atlas	English school atlas
Country names	Spanish exonyms	English exonyms
Sea names	Spanish names	English names
River names	Spanish names and exonyms (Rodano for Rhône, Garona for Garonne)	Local names, some exonyms (Tagus)
Placenames	Spanish names, exonyms (Tolosa, Marsella, Hendaya)	Local names, (except for Lisbon)
Mountain ranges	Local names	Local names except for Cantabrian Mts
Mountain peaks	local names	local names
Old provinces	local names. Exonyms (Gasuña)	not indicated
Capes	local names	local names
Islands	local names (Castilian)	exonyms
Reservoirs/dams	not named	not named

So the answer to the question can be:

- 1) exchange Spanish country names for English country names
- 2) exchange Spanish sea names for English sea names
- 3) for river names use local names, except for the best-known (Tagus)
- 4) for place names use local names (except for the best-known (Lisbon))
- 5) for mountain ranges and mountain peaks use local names, except for most important range
- 6) omit the names of the old provinces
- 7) for the names of the capes use local names
- 8) for island names that are popular tourist destinations, use exonyms

Click on image above for enlargement.

Issue 3: Exercise concerning "Obsolete names"

Use [Wikipedia](#), destalinization, list of places named after Joseph Stalin):

- Imeni Stalina, - Sovkhoz Nomer Shest, Armenia
- Orasul Stalin, 1950-1960 - Brasov, Romania
- Qyteti Stalin, 1950-1990 - Kuçovë, Albania
- Stalin, 1949-1956 - Varna, Bulgaria
- Stalinabad, 1929-1961 - Dushanbe, Tajikistan
- Stalingrad, 1925-1961 - Volgograd, Russia
- Staliniri, 1934-1961 - Tskhinvali, Georgia
- Stalinisi, 1931-1934 - Khashuri, Shida Kartli
- Stalino, 1924-1961 - Donetsk, Ukraine

- Stalino, - Çayli, Tartar, Azerbaijan
- Stalino, - Stalino, Azerbaijan
- Stalínogorsk, 1934-1961 - Novomoskovsk, Russia
- Stalínogród, 1953-1956 - Katowice, Poland
- Stalinsk, 1932-1961 - Novokuznetsk, Russia
- Stalinstadt, 1953-1961 - Eisenhüttenstadt, East Germany
- Sztálinváros, 1951-1961 - Dunaújváros, Hungary
- Pik Stalina (Stalin Peak), 1932-1962 - Ismail Samani Peak, Tajikista

EXERCISE 1: PRODUCING A NAMES INDEX

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Put the following placenames/toponyms in alphabetical order for a Swedish school atlas (alphabetical sequence in Swedish is abcdefghijklmnopqrstuvwxyz (y/ü)zåäö (y and ü have equal status and are interchangeable in the alphabet sequence).

The first number of number pair refers to the atlas page on which the toponym can be found, the letter-number combination is the location reference. The names have been taken from the place name index in Gleerups Stora Skolatlas, Malmö 2004. In Swedish:

ort = town,
ö = island,
kap = cape,
stat = country,
flod = river.

Generic parts are not put behind the specific parts of names in the register. Blanks or spaces are disregarded for alphabetization.

Quy Nhon 76-77 D3 E3
 Prenzlau 48-49 I3
 Puruvesi 30-31 I6
 Port Said 73 B3
 Porto Velho 97 F5
 Port of Spain 97 F3 G3
 Rio Grande (ort) 97 G8 H8
 Dagupan 76-77 G2
 Kap Schmidt 64-65 T3
 Kapuas 76-77 E6
 Kap Verde (stat) 100-101 H17
 Kap Verde (kap) 86 C4
 Östersjön 34-35 G3 H2
 Påryd 6-7 E4
 Portalegre 58-59 B3
 Port Arthur 92-93 H6
 Rio de Janeiro 97 H7 I7
 Rio Grande (flod, USA/Mexico) 92-93 E5 F5
 Romsdalen 28-29 E4
 Rörvik (Norge) 28-29 F3
 Spånga 21B A2 B2
 Spanish Town 92-93 K8
 Ückermark 48-49 I3 J3
 Coatzacoalcos 92-93 H8
 Dagö 32-33 K2
 Abadan 73 E3
 Åbenrå 27 C6
 Alcalá de Henares 58-59 D2
 Ålesund 28-29 C4 D4
 Älta 10-11 H5
 Kap Stad 4 I3
 Rio Grande (flod, Brasilien) 96 G7 H7
 Rörvik (Sverige) 6-7 D3
 Xinxiang 78-79 I4
 Yarkand 78-79 B4
 Ybbs 54-55 K1
 Yemen 70-71 G8
 Zaandam 51 C2 D2
 Cavourkanalen 60-61 B2
 Cávado 58-59 A2
 Bua 6-7 B3
 Cebu (ö) 76-77 G3
 Brösarp 6-7 D6
 Cape Cod 92-93 M3
 Cape Fear 92-93 K5
 Boninöarna 82-83 F16 F17
 Cebu (ört) 76-77 G3
 Connemara 44-45 B5

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EXERCISE 2: PRODUCING A NAMES INDEX - ANSWERS

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Correct alphabetic sequence in Swedish:

Abadan 73 E3
 Alcala de Henares 58-59 D2
 Boninöarna 82-83 F16 F17
 Brösarp 6-7 D6
 Bua 6-7 B3
 Cape Cod 92-93 M3
 Cape Fear 92-93 K5
 Cávado 58-59 A2
 Cavourkanalen 60-61 B2
 Cebu (ö) 76-77 G3
 Cebu (ort) 76-77 G3
 Coatzacoalcos 92-93 H8
 Connemara 44-45 B5
 Dagupan 76-77 G2
 Dagö 32-33 K2
 De Grey 84-85 C3
 De Haan 51 A3 B3
 Kap Schmidt 64-65 T3
 Kap Stad 4 I3
 Kapuas 76-77 E6
 Kap Verde (kap) 86 C4
 Kap Verde (stat) 100-101 H17
 Portalegre 58-59 B3
 Port Arthur 92-93 H6
 Port of Spain 97 F3 G3
 Port Said 73 B3
 Porto Velho 97 F5
 Prenzlau 48-49 I3
 Puruvesi 30-31 I6
 Påryd 6-7 E4
 Quy Nhon 76-77 D3 E3
 Rio de Janeiro 97 H7 I7
 Rio Grande (flod, Brasilien) 96 G7 H7
 Rio Grande (flod, USA/Mexico) 92-93 E5 F5
 Rio Grande (ort) 97 G8 H8
 Romsdalen 28-29 E4
 Rörvik (Norge) 28-29 F3
 Rörvik (Sverige) 6-7 D3
 Spanish Town 92-93 K8
 Spånga 21B A2 B2
 Xinxiang 78-79 I4
 Yarkand 78-79 B4
 Ybbs 54-55 K1
 Ückermark 48-49 I3 J3
 Yemen 70-71 G8
 Zaandam 51 C2 D2
 Åbenrå 27 C6
 Ålesund 28-29 C4 D4
 Älta 10-11 H5
 Östersjön 34-35 G3 H2

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Available documents:

- [D18-01](#): Tichelaar, T. (2003). *Editorial issues*. In F.J. Ormeling and K.H. Stabe (Eds.) - Training Course in Toponymy, Enschede/Frankfurt/Berlin 2002. Frankfurt: Mitteilungen des Bundesamtes für Kartographie und Geodäsie Band 28, pp 105-109.

Literature:

- Dorling, D. and D. Fairbairn (1997). *Mapping: Ways of Representing the World*. Longman: London.
- MacEachren, A.M. (1994). *Some truth with maps*. Washington: Association of American Geographers.
- Monmonier, M.S. (1997). *How to lie with maps*. Chicago: University of Chicago Press.

Online resources:

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 \(pdf\)](#))