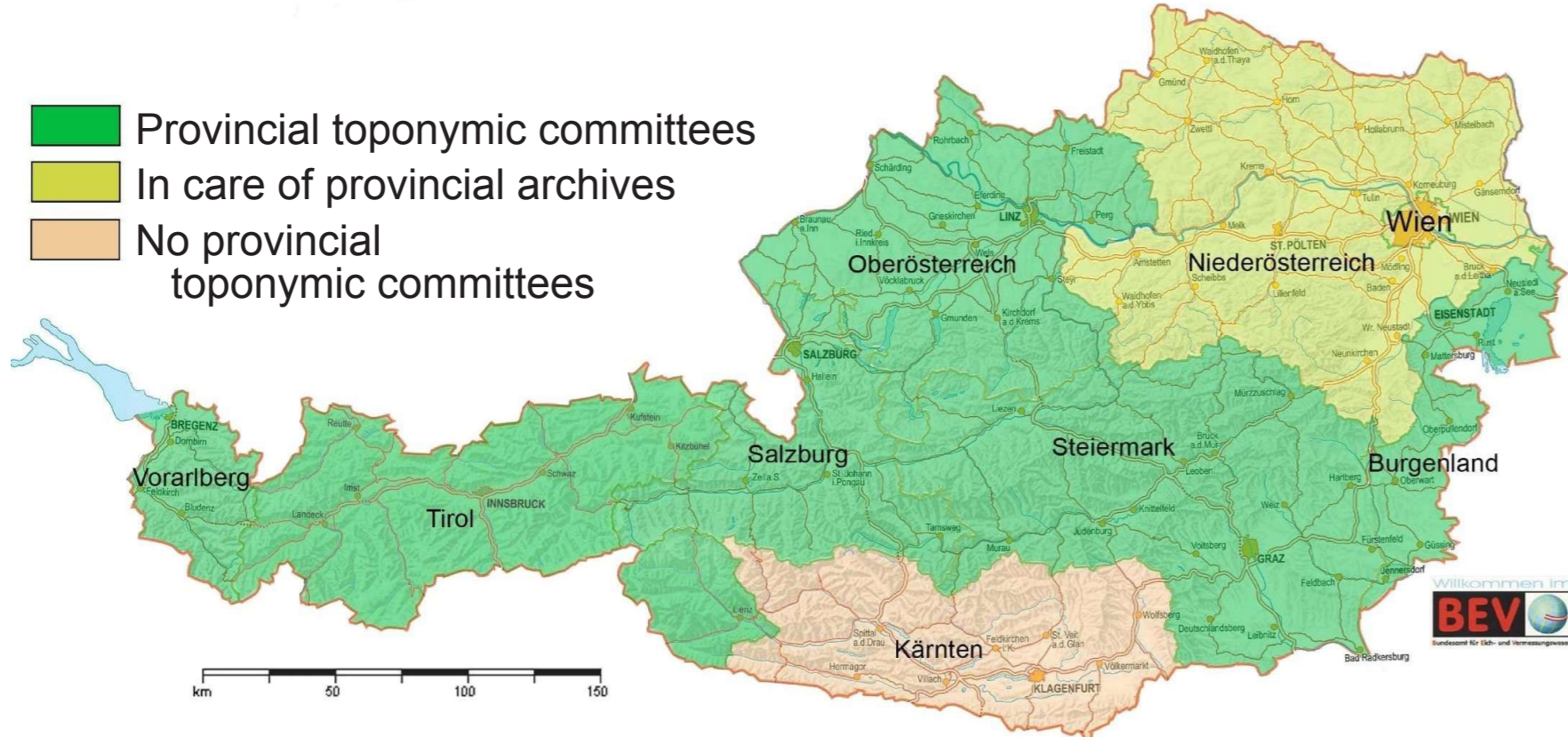


# Toponymic Guidelines for Map and other Editors for International Use

## Origins of Toponymic Guidelines

In 1977, Josef Breu, Chairman of UNGEGN, initiated the production of systematic national toponymic guidelines to assist those editing maps and documents. The first guidelines, produced for Austria, presented data on spelling rules, the linguistic substrata, minority languages, responsibilities for names standardization, and important map and gazetteer sources.

A map of provincial names authorities in Austria was published in 1979. - here the map is shown as of 2011.



Toponymic guidelines are seen as a tool for advancing the common understanding of toponymy and the need for standardization. Guidelines have been published in *World Cartography*, in UN Conference and UNGEGN papers, as independent books, and on the web.

## Content of Toponymic Guidelines

### 1. Languages

- 1.1 General remarks
- 1.2 National language(s)
  - 1.2.1 Legal situation and practical application in administration and official cartography
  - 1.2.2 Alphabet(s) and transcription(s)
  - 1.2.3 General spelling rules for geographical names
  - 1.2.4 Pronunciation
  - 1.2.5 Grammatical peculiarities that are essential for the treatment and understanding of geographical names
  - 1.2.6 Distribution of main dialects and their characteristics; how far are dialectal name forms adapted to the standard form of the language(s). (In the case of many African countries with English, French, Portuguese or Spanish as official languages: distribution of main vernaculars and their characteristics; how far are vernacular name forms adapted to the spelling of the official language?); linguistic maps
- 1.3 Minority languages
  - 1.3.1 - 1.3.6, as under 1.2

### 2. Names authorities and names standardization

- 2.1 National names authority. Aims, functions, rules, address
- 2.2 Provincial names authorities. Aims, functions, rules, addresses
- 2.3 Names standardization. Legal aspects, procedures, progress

### 3. Source material

- 3.1 Maps: map series containing standardized names. Which sheets of a series contain already standardized names?
- 3.2 Gazetteers containing standardized names

4. **Glossary** of appellatives, adjectives and other words necessary for the understanding of maps. (As such glossaries will serve the needs of foreign users they must contain also - and above all - words of the general vocabulary.)

5. **Abbreviations used on official maps**; the decoding and meanings

6. **Methods of differentiating toponyms** from other text on national maps

Annex **Administrative maps**

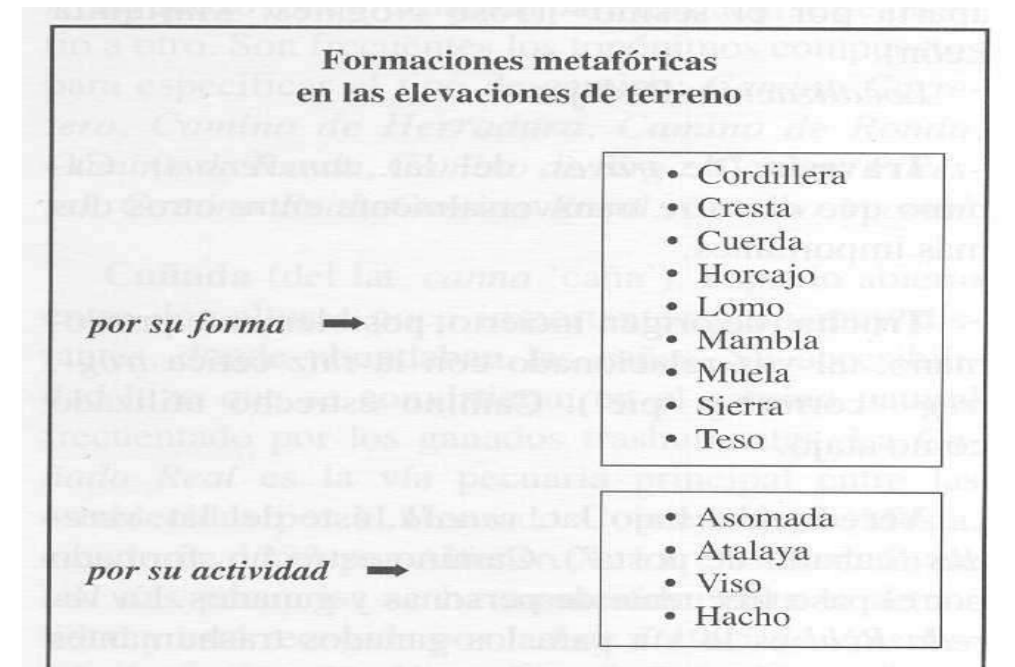
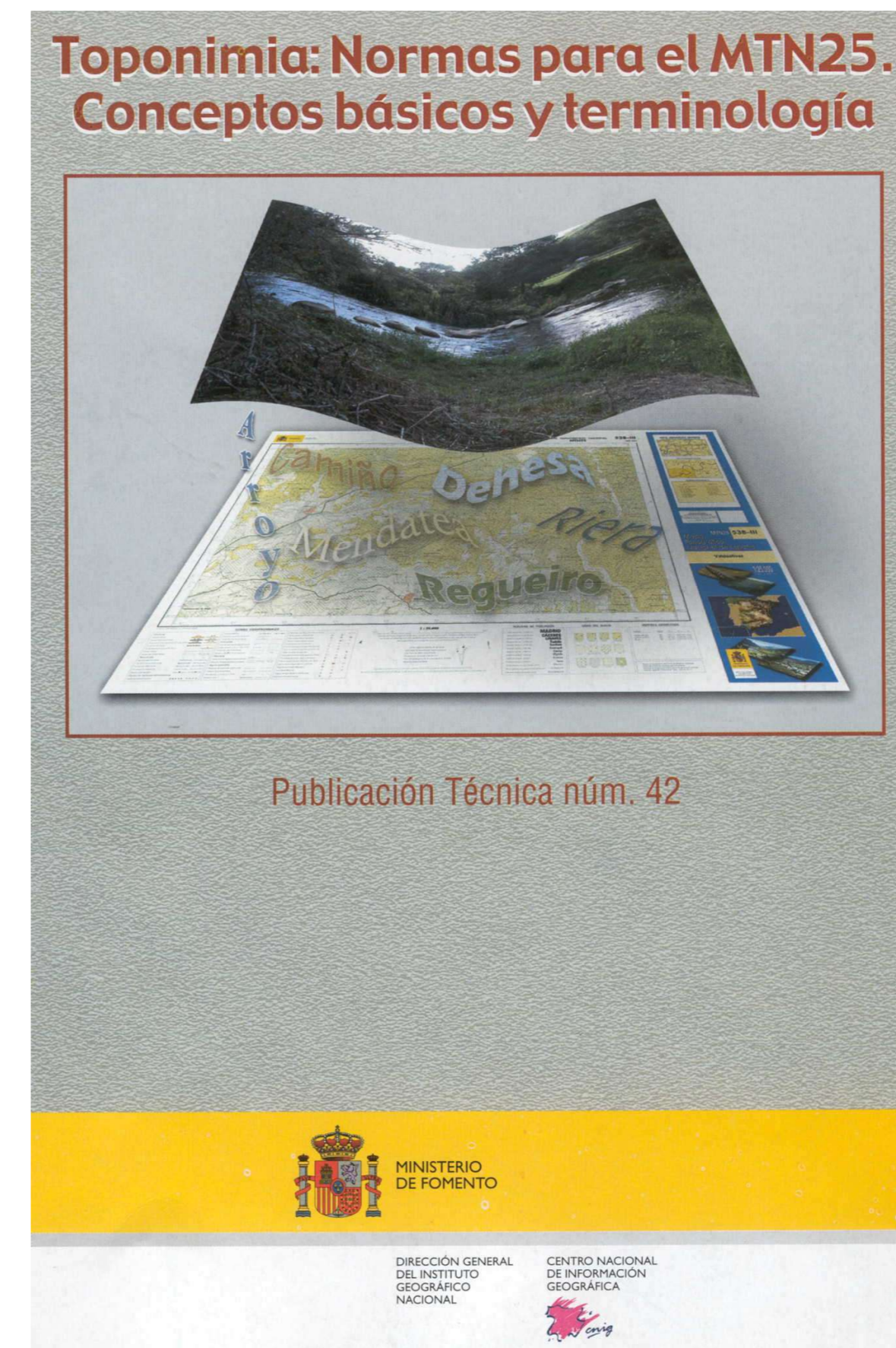
## Toponymic Guidelines produced

Algeria; Australia; Austria; Belgium; Canada; Chile; China; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Iran, Islamic Republic of; Ireland; Italy; Japan; Netherlands; Norway; Poland; Republic of Korea; Romania; Russia (as USSR); Slovakia; Slovenia; South Africa; Spain; Suriname; Sweden; Switzerland; Thailand; Turkey; Ukraine; United Kingdom; United States of America.

## Example of published guidelines

Spain

2005



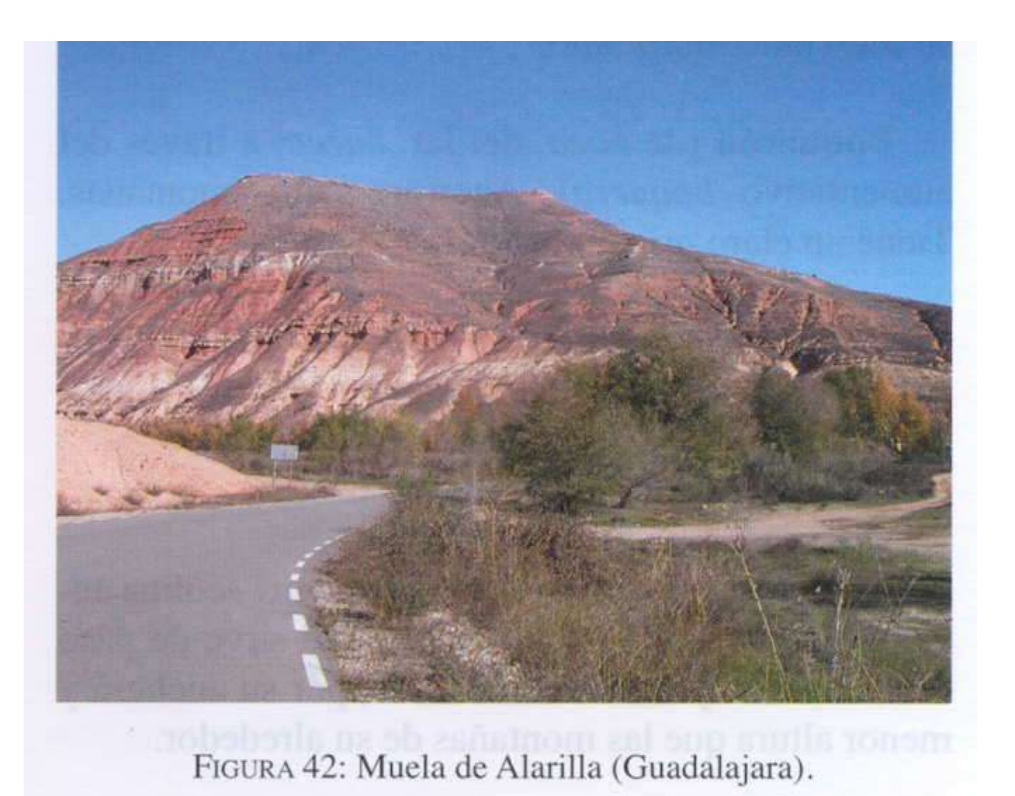
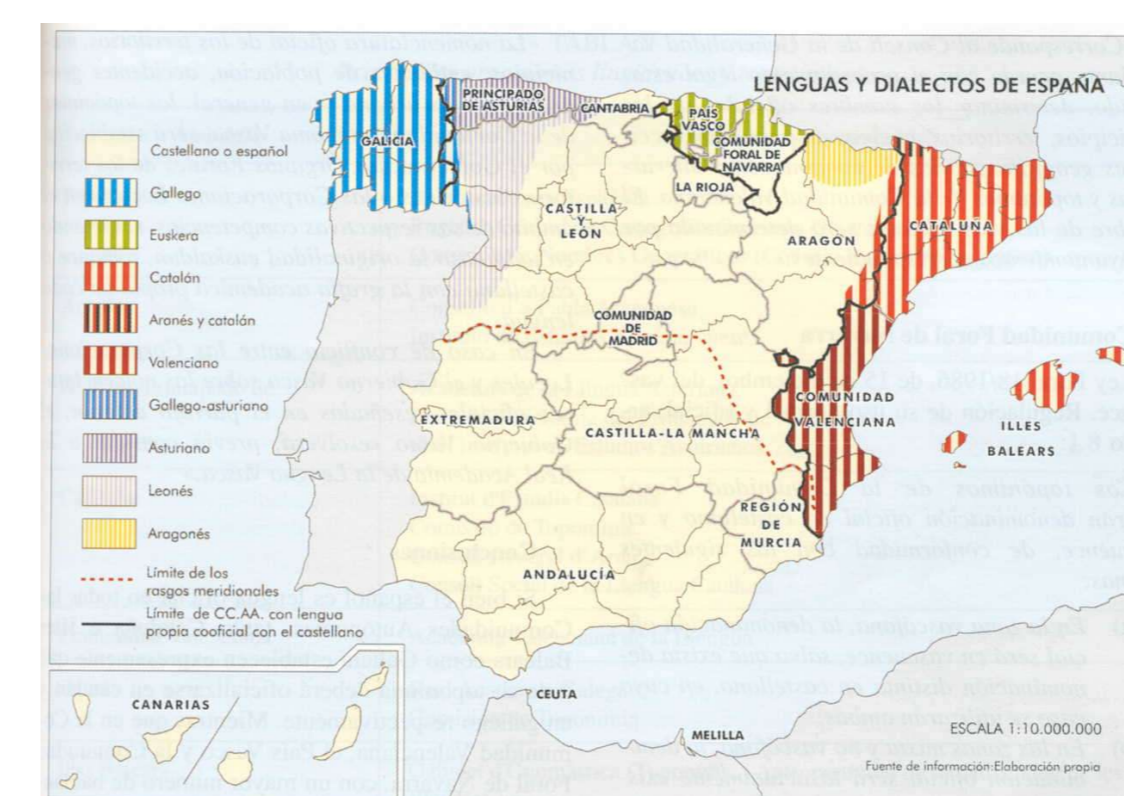
**Mambra** (lat. *mammula*<*mamma*). Montecillo redondeado.  
Localización: Aragón, Castilla y León.

**Muela** (lat. *mola*). Elevación rocosa con una cima llana, por el evidente parecido de su forma con el diente posterior, que a su vez debe su nombre a la piedra de moler por su idéntica función.

**Otero** (lat. *altus*>*altariu*). Cerro aislado en una zona llana. Tiene el mismo origen etimológico que altar, lugar alto donde se situaba el ara para los sacrificios.

**Peña** (lat. *pinna*). Cerro peñasco y, también, roca aislada. En latín designaba la almena de un recinto fortificado y, por su apariencia similar, pasó a referirse a las rocas dibujadas en lo alto de un monte y, así, a la propia cumbre.

**Pico** (del celta *beccus*). Cumbre puntiaguda y sobresaliente.



## United Nations resolutions

IV/4 (1982); V/11&14 (1987); VI/7 (1992); also VII/9 (1998)

- Countries encouraged to compile guidelines and keep them updated
- Contents recommended
- Toponymic Guidelines coordinator appointed
- Need to explain distinction between toponyms and other text on maps
- Publication of collections of Guidelines recommended - for instance, in *World Cartography*
- Encouraged countries to put Guidelines on the web

## Toponymic Guidelines on the web

- Austria [www.oeaw.ac.at/dinamlex/AKO/Top.Guidelines.20090427.pdf](http://www.oeaw.ac.at/dinamlex/AKO/Top.Guidelines.20090427.pdf)
- Estonia [www.eki.ee/knn/ungegn/un7\\_gdl.htm](http://www.eki.ee/knn/ungegn/un7_gdl.htm)
- Finland [www.kotus.fi/index.phtml?l=en&s=510](http://www.kotus.fi/index.phtml?l=en&s=510)
- Germany [141.74.33.52/stagn/Portals/0/101125\\_TopR5.pdf](http://141.74.33.52/stagn/Portals/0/101125_TopR5.pdf)
- Norway [www.statkart.no/IPS/?module=Articles;action=Article;publicShow;ID=439](http://www.statkart.no/IPS/?module=Articles;action=Article;publicShow;ID=439)
- Poland [ksng.gugik.gov.pl/english/tgp.php](http://ksng.gugik.gov.pl/english/tgp.php)
- Slovakia [www.skgeodesy.gov.sk/index.php?www=sp\\_file&id\\_item=1903](http://www.skgeodesy.gov.sk/index.php?www=sp_file&id_item=1903)
- Slovenia [www.gu.gov.si/si/delovnapodrocja\\_gu/projekti\\_gu/registri/kszi/publications/](http://www.gu.gov.si/si/delovnapodrocja_gu/projekti_gu/registri/kszi/publications/)

See UNGEGN website for links to toponymic guidelines presented as Conference and Session documents ([unstats.un.org/unsd/geoinfo/UNGEGN/toponymic.html](http://unstats.un.org/unsd/geoinfo/UNGEGN/toponymic.html))

