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(b) Office treatment of names

RULES FOR THE SPELLING OF GEOGRAPHICAL NAMES  
IN THE GERMAN DEMOCRATIC REPUBLIC\*

Paper presented by the German Democratic Republic

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\* Prepared by the Board of Surveying and Mapping in the Ministry of the Interior of the German Democratic Republic.

In the German Democratic Republic systematic studies concerning the standardization of the spelling of geographical names are being conducted which, particularly for practical purposes, are centred on the rendering of these names in cartographic products and which represent contributions to the scientific field of cartographic toponymy. The relevant experiences and advances constitute a good basis for giving an account, in the framework of the UN conferences on the standardization of geographical names, of some results of these activities under the aspect of the spelling of geographical names in the German language. To set up rules for the spelling of geographical names is a necessary precondition for a standardized rendering of these names. Notwithstanding the fact that the spelling of geographical names is, in general, subject to the current orthographic rules of the German language, it is essential to have exhaustive rules for the special purposes of cartography, which the relevant linguistic reference books and standard works (e.g. Meyers Grosses Lexikon, Duden) do not contain at all or only in part.

The knowledge of the additional rules for the spelling of geographical names in cartographic products of the GDR will certainly contribute to a correct and standardized rendering of the geographical names from the GDR territory also in other countries. Generally, the spelling of geographical names is documented in the cartographic documents themselves. The most important rules, which are explained below, have been applied in the publications of the GDR's cartographic publishing houses (VEB Hermann Haack, Gotha/Leipzig, VEB TOURIST Verlag Berlin/Leipzig, VEB Rätgloben Verlag, Leipzig).

These are the most important rules:

- Names which derive from the names of settlements are to be rendered in the spelling of the particular settlement name, e.g. Tharandter Wald, Gross Labenzer See.

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- Names with a long-standing spelling which is inconsistent with today's orthographic rules are to be corrected, e.g. instead of Auf dem Gestütt - Auf dem Gestüt.
- If a name consists of several parts, all component parts of the word are to be capitalized. Exceptions are articles and prepositions forming part of the names, unless they stand at the beginning of the name, e.g. Unter den Linden, Am Tiefen Graben.
- In names which derive from settlement names with a preceding adjective, such as gross, klein, neu (large, small, new), the adjective remains unchanged in its form, e.g. Grosslabenz (name of a settlement) - Grosslabenzer See (not: Grosser Labenzer See).

Not all geographical names are determined by, or derive from, settlement names or rules. To set up rules for these cases made it necessary first to deal with all examples in which the geographical names consist of several words and are written in one word. Accordingly, geographical names are written in one word

- if the determinative element is an unchanged geographical, historical or personal proper name, an unchanged noun, an unchanged adjective, a designation for a geographical location which derives from an adverb or a preposition and which has no declension ending, or a number which is written out, e.g.: Dreieichen, Erzgebirge, Goetheplatz, Neuklostersee, Niederlausitz, Oberspreewald, Oderbruch, Ostseebezirk, Saaletalsperre, Schwarzatal, Spreesiedlung, Völkerschlachtdenkmal, Zigeunerberge.
- Writing in one word applies likewise to such compound geographical names which have "es" or "s" inserted between the primary word and the determinative element, e.g.: Landeskronen, Inselberg, Erzgebirgsschanze.

- Endings and primary words of compound names may be abbreviated if at least two letters are saved. As a general principle, also names thus abbreviated shall be written in one word, e.g.:

Fichtelberg	Fichtelbg.
Eldekanal	Eldekan.
Mühlenbach	Mühlenb.
Elbsandsteingebirge	Elbsandsteingeb.
Bernburg	Bernbg.
Nordstrasse	Nordstr.
Oberhermsdorf	Oberhermsdf.

Should such abbreviations affect the legibility of names, e.g. Urbach (Urb.), Beetzsee (Beetz.), it will be advisable to write the names in full; in this case they may be divided as well.

On maps there is often not enough space left for the names. This is why, for instance, regulations for the division of compounds had to be laid down. One of these regulations states that whenever a word is divided the letter after the division mark should be a small one, e.g.:

Elbsandstein-  
gebirge  
Lenin-allee  
Zens-see

- An important element in the spelling of geographical names is the application of hyphens. Such a hyphen is to be used in compound names, e.g.: Karl-Marx-Stadt, Wilhelm-Pieck-Stadt Guben, Oder-Spree-Kanal, Geschwister-Scholl-Strasse, Colbitz-Letzlinger Heide.
- Simple compound names are likewise hyphenated unless the last part of the compound denotes a geographical location, e.g.: Halle-Ammendorf, Leipzig-Gohlis, Gera Süd, Dresden Mitte.

- A hyphen must be used also if the first part of a compound name is abbreviated, e.g.: Ndr.-Lausitz, Kl.-Köriser See, or in the case of multipart personal names, e.g.: W.-Pieck-St. Guben, Carl-v.-Ossietzky-Str.
- Other rules apply to names which are written separately. Thus, multipart names are written separately if an unchanged derivative from a geographical name ending in -er is concerned, e.g.: Thüringer Wald, Darsser Ort.
- Furthermore, names are written separately if an inflective derivative ending in -isch or -sch, or an inflective adjective is concerned, e.g.: Havelländisches Luch, Niederer Fläming, Grosser Zernsee, Schwarzer Berg. Abbreviations of non-hyphenated preceding adjectives need no hyphen, e.g.: Gr. Zernsee, Kl. Elster.
- In the spelling of geographical names with a preceding article, this article should, as a rule, be eliminated, e.g.: not "Die Müritz" but "Müritz"; not "Der Hohe Fläming" but "Hoher Fläming".  
If the article is eliminated, the determinative adjective (which in most cases forms part of the name) must be changed in its form, e.g.: "Das Breite Feld" must be changed into "Breites Feld".
- The article must be written only if a general geographical appellative is used as a proper name, e.g.: Die Au, Das Bruch, or if the article is used in connection with a preposition, e.g.: Über der Spree, In der Aue.
- As far as the spelling of dialectal names is concerned, it has been laid down that they shall not be put into standard German. They shall always be entered in the map in their dialectal form, even if they can be unmistakably interpreted and rendered in standard German. Particularly in the case of compound words care should be taken that all component parts of the name are written in their  
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dialectal form, e.g.: "Lütt Portentieck" and not "Kleiner Portentieck".

Dialectal forms on medium-scale and large-scale maps are in most cases appellatives. Their spelling differs from place to place and should neither be corrected nor standardized, e.g.:

Leite, Liete, Liede  
Haardt, Hart, Hardt  
Struth, Strutt, Strut  
Wyck, Wiek, Wieck  
Fehn, Fenn, Venn  
Becke, Beeke, Bäck.

- The application of all kinds of additions to settlement names required the establishment of detailed rules. These rules apply to additions which form part of the name, which indicate the particular function of a given settlement and are essential for distinguishing between settlements of the same name. Their rendering on maps of different scales is subject to exhaustive regulations which cannot be dealt with here.
- Emphasis must be placed also on rules applicable to the spelling of geographical names in areas in the GDR which are inhabited by the national minority of the Sorbs. This refers to bilingual regions in the counties of Cottbus and Dresden. These rules are dealt with in a special contribution.
- Abbreviations in the lettering on plans are indispensable. Names on maps and supplementary explanations must not impair the representation on geographical maps. This is why much attention has been given to the abbreviations of names on maps and an exhaustive list of abbreviations for cartographic purposes prepared.

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The principles for the application of abbreviations involve a number of possibilities with a view to not reducing the legibility of names on maps or the specific character of maps because of unintelligible abbreviations. Therefore abbreviations are envisaged mainly for explanatory purposes, e.g.: mountain, brook, tower, school. Other regulations cover the use of capital and small letters for abbreviations.

These remarks are intended to demonstrate that the lettering on plans involves, even though general orthographic rules exist, a number of problems which need special regulations. In the GDR such special rules for the spelling of geographical names in cartographic products have been prepared for some years now. On many occasions they have proved their practical value, and they enable the editors of maps to solve all problems in this field in a creative and independent manner.

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