

Akya.Tnk.	Akaryakıt tankı	oiltank	Kay.	Kaynak	spring
Amb.	Ambar	storehouse	Köp.	Köprü	bridge
Ayz.	Ayazma	christian spring	Krf.	Körfüz	gulf
B	Bakır	copper	Kö.	Köy-ü	village
Bk.	Bekçi kulübesi	guard house	Ku.	Kuyu	well
Bğ.	Bogaz	strait, gorge	Lm.	Liman	harbour
Bo.	Boyun	saddle	Md.	Maden	mine
Br.	Burun	cape	Md.Su.	Maden suyu	mineral water
Ç.	Çay	stream, generally small	Mğ.	Mağara	cave
Çl.Sl.	Çelik silo	steel silo (for grain)	Mah.	Mahalle	hamlet
Çş.	Çeşme	fountain	Mvk.	Mevki	location
Çif.	Çiftlik	farm	Mzl.	Mezarlık	cemetery
Dly.	Dalyan	fishing area	M.G.	Muvakkat göl	intermittent lake
Dğ.	Değirmen	mill	N.	Nehir	river
D.	Dere	brook	Oc.	Ocağı (Kireç, kiremit)	kiln (limestone, tiliary)
Du.	Durak (D.D.Y.da)	stop (railroad)	Pn.	Pınar	spring
Elk.	Elektrik	electric	P.T.T.	Posta, telgraf, telefon	post, telegraph, telephone
Fb.	Fabrika	factory	Sc.Su.	Sıcak su	hot spring
G.	Göl	lake	Sr.	Sırt, sırtı	ridge
Hb.	Harabe (Tarihi)	ruins (historic)	Su.Dp.	Su deposu	water reservoir
Hr.	Harap	ruined	Su.Bc.	Su bacası	water conduit outlet
Hü.	Hüyük	mound	T.	Tepe	hill
Ir.	Irmak	river	Y.	Yayla	summer pasture, settlement
İsk.	İskele	landing place, pier			inhabited in summer,
İst.	İstasyon	station			plateau, highland

TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS: UNITED STATES OF AMERICA

*Paper presented by the United States of America**

RÉSUMÉ

Le Conseil sur les noms géographiques des Etats-Unis est un organisme national institué pour uniformiser les noms géographiques dans tous les services du gouvernement fédéral. Travaillant en étroite collaboration avec les services fédéraux et les organismes de toponymie des Etats, il a mis au point des principes, des politiques et des procédures spécifiques régissant le choix, l'orthographe, la forme et l'utilisation des noms géographiques du pays.

Les noms géographiques des Etats-Unis d'Amérique dérivent de nombreuses langues, mais la majorité est étroitement liée à l'anglais. Les noms officiels sont normalement arrêtés à partir des noms utilisés localement à l'heure actuelle.

Le Conseil énonce des principes pour déterminer les noms officiels, l'emploi des majuscules, les variantes acceptables des formes écrites, les abréviations et l'utilisation des signes diacritiques et autres. Le document décrit brièvement la nature des noms géographiques que l'on trouve aux Etats-Unis.

RESUMEN

La Junta de Nombres Geográficos de los Estados Unidos es un organismo nacional constituido por ley para establecer el uso de nombres geográficos uniformes en toda la administración federal. Trabajando en estrecha unión con los órganos federales y los organismos estatales encargados de la nomenclatura geográfica, ha elaborado unos principios, políticas y procedimientos específicos que regulan la elección, la grafía, la forma y la aplicación de los nombres geográficos nacionales.

Los nombres geográficos de los Estados Unidos de América se derivan de muchas lenguas diferentes. No obstante, en su mayoría están estrechamente vinculados al inglés. Normalmente los nombres oficiales se basan en los nombres de uso local corriente.

* The original text of this paper, prepared by Donald J. Orth, Executive Secretary for Domestic Names, United States Board on Geographic Names, Reston, Virginia, was issued as document E/CONF.74/L.102.

La Junta facilita directrices para determinar los nombres oficiales, el uso de mayúsculas, las variantes escritas aceptables, las abreviaturas y el uso de signos diacríticos y otros signos. Se acompaña una breve descripción del carácter de los nombres geográficos utilizados en los Estados Unidos.

The names of places, features, and areas in the United States of America are derived from many languages. The majority of names, however, are closely associated with the English language. The national authority for determining official names is the United States Board on Geographic Names. With respect to domestic names, it is the policy of the Board to recognize present-day local usage whenever possible.

LANGUAGE

The United States is essentially unilingual with English being the primary language, used nationwide. English is used in its standard written form consisting of an alphabet of twenty-six letters. The majority of geographical names in the United States can trace their origins to the English language.

Minority languages occupy a subordinate position and are used only locally or regionally. However, most areas have names derived from another language and some areas have a high percentage of such names. Spanish, French, Dutch, Polynesian, Innuít, and other native American languages are the principal minority languages, and names derived from these languages have been adopted and are currently used in spoken and written English.

NATIONAL GEOGRAPHICAL NAMES AUTHORITY

Organization and authority

The United States Board on Geographic Names is a federal body created in 1890 and was established in its present form by Public Law in 1947. The Board comprises representatives from several federal agencies who are appointed for two-year terms. It is authorized to establish and maintain uniform geographic name usage throughout the Federal Government. Sharing its responsibilities with the Secretary of the Interior, the Board has developed principles, policies, and procedures governing the use of both domestic and foreign geographic names as well as under-seas and extraterrestrial feature names. Work is accomplished by two principal committees, the Foreign Names Committee and the Domestic Names Committee. Although established to serve the Federal Government as a central authority to which all name problems, name inquiries, and new name proposals can be directed, the Board also plays a similar role for the general public.

Domestic Names Committee

The Domestic Names Committee is responsible for standardizing domestic geographical names of places and features within the 50 states and within other areas under the sovereignty of the United States. The Executive Secretary and staff support for the domestic-names activities of the Board are provided by the United States Geological Survey.

The principle that guides domestic-names policy is formal recognition of present-day local usage. The Board works closely with State geographical committees or advisers, State and local governments, and the general public in order to determine choice, spelling, written form, and application of names for official federal use. The Board realizes that geographic names represent a significant part of local heritage and each State and its citizens have certain proprietary rights and an inherent interest in their own names. If there is confusing duplication or if local names are derogatory to persons, races, or religions, the Board may disapprove those names and seek alternatives. Also, if local name use conflicts with other names or appears weak, well-established documented names and names with historical significance are given strong consideration. The Board does not approve new domestic geographical names which honor or may be construed to honor living persons.

Determination of official names

By definition, an official domestic geographical name is one in which the written form of a name and its application are approved by the Board on Geographic Names for use throughout the Federal Government. The procedures for determining official names are carefully outlined by the Board. A geographical name is determined to be official either by formal decision or by policy. A *decision* is a formal act by the Board to make a particular name, its spelling, form, and application official for Federal use. This occurs after a Board review of case information developed through in-depth investigation. Board decisions on domestic names are then published in official reports.

A name and its application may be made official by policy if it falls within one of the following categories:

(a) It has been published in the *National Gazetteer of the United States of America* or on a primary map series recognized as official by the Board. This map series includes:

- (i) Quadrangle maps of the National Topographic Map Series published by the United States Geological Survey;
 - (ii) Nautical charts of coastal areas and inland waters published by the National Ocean Survey;
 - (iii) Administrative and recreation maps published by the Forest Service, United States Department of Agriculture;
 - (iv) Sectional aeronautical charts published by the National Ocean Survey;
- (b) It has been established by an Act of Congress.

(c) It has been established by the administrative authority of a federal, state, or local government organization.

Official names and their attendant information are then stored in the National Geographic Names Data Base, a part of the computerized Geographic Names Information System.

Spelling rules for geographical names

When determining the spelling of names in the United States, the Board recognizes that geographical names, like other proper names, may not normally be subject to the general spelling rules which apply to other words in language. Standard spellings of geographic names are established for use by the Federal Government. Although these standard spellings generally conform to rules of English, they are those commonly used or preferred by local citizens and may therefore include grammatically incorrect, misspelled, and clipped words, and words or other proper names combined in various ways.

Capitalization

Capitalization is indicated by the standard spelling of each name as established by the Board. With few exceptions, all words considered part of a proper geographical name are capitalized, including all adjectives, common nouns, and the definite article.

Adams Apple	Little Captain Island
Alva B. Adams Tunnel	Los Caños
Big Hill	Old Fundamental Church
Big Hill Basin	Pee Dee Ditch
Cuchilla Buena Vista	The Crooked Esses
Dark Hollow Brook	The Hogback
Farm River Gut	Upper Sulphur Creek
Lac Arnois	West Side Pond

Exceptions to the rule of capitalization include articles and prepositions in multiple-word complex names.

Alto de la Cruz	Posta de Roque
Cañada de Ojo del Agua	Red River of the North
Fond du Lac	Rock of Ages
Gap in Knob	Scarce of Fat Ridge
Lake of the Ozarks	Spread Eagle Chain of Lakes

When the generic part of a name is purposely omitted, as in "the Potomac," "the Mojave," and "the Atlantic," the definite article preceding the specific name is not capitalized. Proper names of geographical entities such as regions, political divisions, populated places, localities, and physical features are capitalized in both the singular and plural.

Allegheny Front	High Plains
Atlantic Coastal Plain	Isle of Pines
Bighorn Basin	Middle Atlantic States
Blue Ridge	Monarch Geyser
Catahoula Parish	Mount Rainier
Colorado Plateau	Niagara Falls
Dennison Township	Pine Ridge Reservation
Eastern Shore	San Joaquin Valley
Fall Line	Skyline Drive
Front Range	The Chute
Great Lakes	Tidal Basin
Gulf Coast	Upper Peninsula
Half Dome	Washington Metropolitan Area

Qualifying words used in a general sense for parts of named areas are not capitalized. Care is taken to prevent misunderstanding; for example, "western Virginia" or "the western part of Virginia" is preferable to "west Virginia," which may be confused with the state called West Virginia. There are, however, borderline cases in which local residents and news media consistently use a qualifying word to modify the meaning of an existing geographic name in order to refer to a part of a state or other area. The modifying word then may become part of the proper name and is uniformly capitalized with the rest of the name.

East Tennessee	South Mississippi
Greater New York (City)	South Pacific (Ocean)
North Atlantic (Ocean)	Upstate New York

Diacritical and other marks

Diacritical marks are usually never used with names derived from the English language, but they may constitute part of a spelling in other languages (e.g. Spanish and French) from which many geographical names in the United States have been derived. Most names adopted from these languages, however, have been assimilated into English and therefore lack the diacritical marks that were once included in the original spelling.

The Board on Geographic Names does not customarily recognize accent or other diacritical marks for official use. In some cases, however, especially in areas of the United States where Spanish or French are still spoken, there are names for which usage may indicate that diacritical marks should be retained. The Board occasionally sanctions the use of name forms containing diacritical marks, generally on the basis that such marks are normally used by local citizens.

Printing marks such as hyphens and apostrophes are occasionally used in official domestic geographical names although there is a tendency to omit them whenever possible. Usage varies. "Hole in the Wall" in one place may be spelled "Hole-in-the-Wall" in another. Well-established locally written forms are normally accepted for official use. Hyphens are sometimes used in names consisting of a phrase (Go-to-it Creek), in Indian names (Be-Cha-Tu-Da Draw), and in names having a dual-name specific (Clark-Mallard Ditch).

The Board does not approve use of the genitive apostrophe within the body of a geographical name. The word or words that form a geographical or proper name are considered to have changed function and thereby become a single denotative unit. Thus, names are written Saint Marys and Peters, not "Saint Mary's" and "Peters'"; Jamestown instead of "James' town"; or Richardsons Creek instead of "Richard's Son's Creek". When in text, the whole name can be put in the genitive form with an apostrophe at the end as in "Rogers Point's rocky shore". Although apostrophes are not used to indicate connotative or genitive meaning between the specific and generic parts of a geographical name, they are often used to indicate a missing letter (Lake O'the Woods) or when they normally exist in a surname used as part of a geographical name (O'Malley Hollow).

ABBREVIATIONS

The names of states can be officially abbreviated according to Government Printing Office standards. These abbreviations are:

State	Traditional abbreviation	Post Office symbol
Alabama	Ala.	AL
Alaska	(No Abbrev.)	AK
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
California	Calif.	CA
Colorado	Colo.	CO
Connecticut	Conn.	CT
Delaware	Del.	DE
District of Columbia	D.C.	DC
Florida	Fla.	FL
Georgia	Ga.	GA
Guam	(No Abbrev.)	GU
Hawaii	(No Abbrev.)	HI
Idaho	(No Abbrev.)	ID
Illinois	Ill.	IL
Indiana	Ind.	IN
Iowa	(No Abbrev.)	IA
Kansas	Kans.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine	(No Abbrev.)	ME
Maryland	Md.	MD
Massachusetts	Mass.	MA
Michigan	Mich.	MI
Minnesota	Minn.	MN
Mississippi	Miss.	MS
Missouri	Mo.	MO
Montana	Mont.	MT
Nebraska	Nebr.	NE
Nevada	Nev.	NV
New Hampshire	N.H.	NH
New Jersey	N.J.	NJ
New Mexico	N.Mex.	NM
New York	N.Y.	NY
North Carolina	N.C.	NC
North Dakota	N.Dak.	ND
Ohio	(No Abbrev.)	OH
Oklahoma	Okla.	OK
Oregon	Oreg.	OR
Pennsylvania	Pa.	PA
Puerto Rico	P.R.	PR
Rhode Island	R.I.	RI
South Carolina	S.C.	SC
South Dakota	S.Dak.	SD
Tennessee	Tenn.	TN
Texas	Tex.	TX
Utah	(No Abbrev.)	UT
Vermont	Vt.	VT
Virginia	Va.	VA
Virgin Islands	V.I.	VI
Washington	Wash.	WA
West Virginia	W.Va.	WV
Wisconsin	Wis.	WI
Wyoming	Wyo.	WY

Other geographical names are not normally abbreviated in sentence context except that "Mount" and "Saint(e)" may be abbreviated as "Mt." and "St(e)." On maps and illustrations, the generic part of a name and also a few adjectival modifiers such as Middle, North, South, East, West, Left, Right, and Saint(e) may be abbreviated. The

specific part of a geographical name is not normally abbreviated.

Numbers in geographical names

Arabic and Roman numerals in geographical names are normally spelled out and combined in writing to form single words whenever possible as in "Fortynine and One Half Creek" and "Fourmile Run".

THE NATURE OF GEOGRAPHICAL NAMES IN THE UNITED STATES

Binomial names

The majority of geographical names in the United States are binomial, in form consisting of two words—a *specific* and *generic* part. This binomial standard is strong and, in written use, may lead to a combination of words in the *specific* part of a name, such as Fifteenmile Run (stream) and Bigpinetree Hill.

Complex names

Although binomial names are most common, a large number of names may vary. The *generic* part of a name normally describes a single landscape term like brook, hill, rio, peak, or lake. The *specific* part may consist of several words representing a variety of grammatical elements, Jenny Lind Bluff, Lake O'the Woods, Fond du Lac, Cliffs of the Seven Double Pillars, Canon del Rajadero de los Negros, and To-Hell-and-Gone Canyon.

Names with unique generics

Some names in the United States have unique generic forms like Bald Alley (ridge), Butlers Toothpick (pinnacle rock), Titans Piazza (hill), and Devils Racepath (ridge).

Definite-article names

Variations of the binomial form include names that require a capitalized article "The" when written: The Bend, La Pica, The Cape, and The Maze. This does not include names of certain kinds of features with normal generics that are preceded by the uncapitalized definite article when written in sentence context. In these cases, the generic part of the name is often omitted. For example, Potomac River, Mojave Desert, and Atlantic Ocean can be referred to in speech or writing as "the Potomac", "the Mojave", and "the Atlantic". Sometimes the specific parts of these names are expressed in plural form when the generic is omitted as in "the Rockies" (Rocky Mountains). The full form of these names, however, is always used on maps and in gazetteers.

Single-word names

Single-word names like Boston, Oolite, and Pinhook are commonly used for populated places. The one word specific, without a generic, may sometimes be used for a major mountain.

Legal and common usage

Incorporated populated places and organized political divisions often have an official/legal name such as "City of Denver", "Town of Northport", or "Commonwealth of Virginia" and then a one-word common geographical name, Denver, Northport, and Virginia. Both the legal and common name, in such cases, are considered official. Federal and other maps normally show the common name, but usage varies.

Group names

When writers use several geographical names in sequence with the same generic, the names may be treated as a group with the generic shown in plural form: "Calumet, Manitowoc, and Sheboygan Counties"; "Wisconsin and Illinois Rivers".

PRONUNCIATION OF GEOGRAPHIC NAMES

As with other words in the English language, the spelling of a geographical name may not always be a clear indication of its pronunciation. The same name may contain different stress or vowel length when used in different areas. A simple name like Lima, for example, is pro-

nounced "lima" (IPA) in one place and in another as "laima" (IPA). Pronunciation of geographical names may also vary within a local area. A name derived from a minority language may have more than one local pronunciation. Because of these conditions, it may not be possible to develop a pronunciation key.

Information sources

Communications concerning geographical names in the United States, *The National Gazetteer*, or the Geographical Names Information System should be addressed to:

Executive Secretary
Domestic Geographic Names
U.S. Board on Geographic Names
National Center Stop 523
Reston, Virginia 22209

All other inquiries should be addressed to:

Executive Secretary
U.S. Board on Geographic Names
Defense Mapping Agency
Building 56
Naval Observatory
Washington, D.C. 20305

TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS: GREAT BRITAIN

*Paper presented by the United Kingdom of Great Britain and Northern Ireland**

RÉSUMÉ

Au Royaume-Uni de Grande-Bretagne et d'Irlande du Nord, il n'existe pas d'organisme national chargé de déterminer les toponymes figurant sur les cartes officielles et leur orthographe. Les principes de toponymie figurant dans le document ne s'appliquent pas à l'Irlande du Nord; ils sont utilisés par le service cartographique responsable des levés et de la cartographie en Grande-Bretagne (Angleterre, pays de Galles, Ecosse), service également chargé des noms géographiques. L'objectif est de fournir la forme et l'orthographe du nom la plus utile et acceptable pour la localité intéressée. Cela exige des consultations en vue de déterminer l'usage et la coutume locale. Chaque fois qu'une nouvelle édition d'un plan à grande échelle est entreprise, les toponymes sont vérifiés en ce qui concerne leur utilisation et leur orthographe. Les désignations des zones administratives sont établies par l'autorité nationale ou locale habilitée et acceptées par le service cartographique.

En Grande-Bretagne, la langue commune est l'anglais, mais le service cartographique reconnaît le principe de l'égalité entre l'anglais et le gallois (au pays de Galles) et le gaélique (en Ecosse). Ce principe s'applique au traitement des noms géographiques, si bien que là où la forme anglaise et l'une des autres formes sont utilisées quotidiennement, les deux versions du même nom sont données si l'espace le permet, la version anglaise figurant en seconde position. On fait appel à l'Université du pays de Galles et à l'Université d'Édimbourg pour obtenir des renseignements supplémentaires sur l'orthographe de noms géographiques.

La prononciation des noms géographiques en Grande-Bretagne est une question très complexe, car l'orthographe d'un nom ne donne souvent pas d'indication quant à sa prononciation.

Sur le plan administratif, l'Angleterre est divisée en 46 comtés et le pays de Galles en 8 comtés. L'Ecosse est divisée en 9 régions et 3 zones archipélagiques.

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