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NATIONAL STANDARDIZATION

Toponymic guidelines for cartography in Great Britain

Paper presented by the United Kingdom

* E/CONF.74/1.

1 Introduction

The Guidelines in this paper are those used by the Ordnance Survey, which is responsible for the survey and mapping of Great Britain (England, Wales and Scotland). The Guidelines do not apply to Northern Ireland, for which the survey and mapping are the responsibility of the Ordnance Survey of Northern Ireland.

2 Policy for place and feature names

In Great Britain there is no national body responsible for the determination of names and spellings appearing on official maps. The Ordnance Survey has consequently always assumed responsibility both for the selection of names to be shown and for their spellings. The aim is always to ensure the greatest possible usefulness of Ordnance Survey maps, by adopting the recognised name of all surveyed features likely to be of value to map users. The recognised name is considered to be that form of name and spelling most generally useful and acceptable in the locality concerned.

Names are therefore determined by the Ordnance Survey only after consultation with official bodies, such as local authorities, and with members of the public who possess a special knowledge of the area concerned. Accordingly, local usage and custom weigh heavily in the assessment of different forms of names and their spellings, and this reflection of local opinion accounts for any orthographic inconsistency encountered. The Ordnance Survey also recognises that geographical names are evolutionary in character, and ensures that they are checked for usage and spelling whenever production of a new edition of a large-scale plan is undertaken.

3 Policy for administrative area names

Under the Ordnance Survey Act of 1841 there is a statutory requirement for public boundaries to be depicted on Ordnance Survey maps. The names and spellings of the areas contained within these boundaries are determined by the appropriate authority as follows:

<u>Boundary</u>	<u>England</u>	<u>Wales</u>	<u>Scotland</u>
European Assembly**	1	1*	3
Parliamentary Constituency**	1	1*	3
Electoral Division	1	1*	3
Ward	1	1*	3
County	2	2*	none
District	2	2*	3
Parish/Community	2	2*	3
Region/Island Area	none	none	3

Authority: 1 Secretary of State for the Home Office
2 Secretary of State for the Environment
3 Secretary of State for Scotland

* in conjunction with the Secretary of State for Wales

** these names require approval by both Houses of Parliament before becoming recognised in law.

In addition, District Councils are the authority for name-changes to Parishes (in England) and Communities (in Wales). In Scotland the Regions, Island Areas and Districts are the authorities for name-changes within their own areas.

4 Languages

The common language in Great Britain is English, but Welsh is also used in Wales and Gaelic is also used in Scotland. Place names in Wales and Scotland may be in their original Welsh or Gaelic form, or they may have been anglicised or translated into English. The spelling of any place or feature name in Wales or Scotland will accord with the policy outlined in paragraph 2.

The Ordnance Survey recognises the principle of equal validity with English of Welsh in Wales and Gaelic in Scotland, and applies it to the treatment of names in those countries. Where both English and one of the other forms are in daily use, both versions of the name are given where space allows, with the English version in secondary position.

In addition to its customary collection of evidence on local usage, the Ordnance Survey consults the Board of Celtic Studies of the University of Wales and the School of Scottish Studies of the University of Edinburgh to obtain opinions on the form and spelling of place and feature names in Wales and Scotland respectively.

5 Alphabets

The English alphabet is as follows:

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

Certain modified letters will also be found on Ordnance Survey maps:

- (a) Gaelic: á à é è í ì ó ò ú ù.
- (b) Welsh: à â ê î ô û ŵ ŷ : these modified letters do not constitute part of the true orthography of Welsh. They reflect only the use of diacritical signs as an aid to pronunciation.
- (c) Cornish: â ê ô û : a very few names in Cornwall will be found to include these modified letters on Ordnance Survey maps, relating to places which did not already have an established anglicised spelling when the name was collected.

6 Pronunciation

The pronunciation of place names in Great Britain is a matter of great complexity. The spelling often gives little guide to pronunciation, and so it is impossible to set out guidelines. For instance, no rules could cope with the fact that the settlements Alwick and Ulgham are pronounced 'ænik and 'ʌfəm respectively. Frequently, moreover, there may be no general agreement as to how a geographical name should be pronounced, so that for example Cheviot may be pronounced 'tʃe:vjət or 'tʃi:vjət . On occasion the very same name is pronounced in different ways in different areas, so that Gillingham in Kent is 'dʒilɪŋəm but Gillingham in Dorset is 'gɪlɪŋəm , and Leigh in Greater Manchester is li: but Leigh in Surrey is lai .

7 Useful addresses

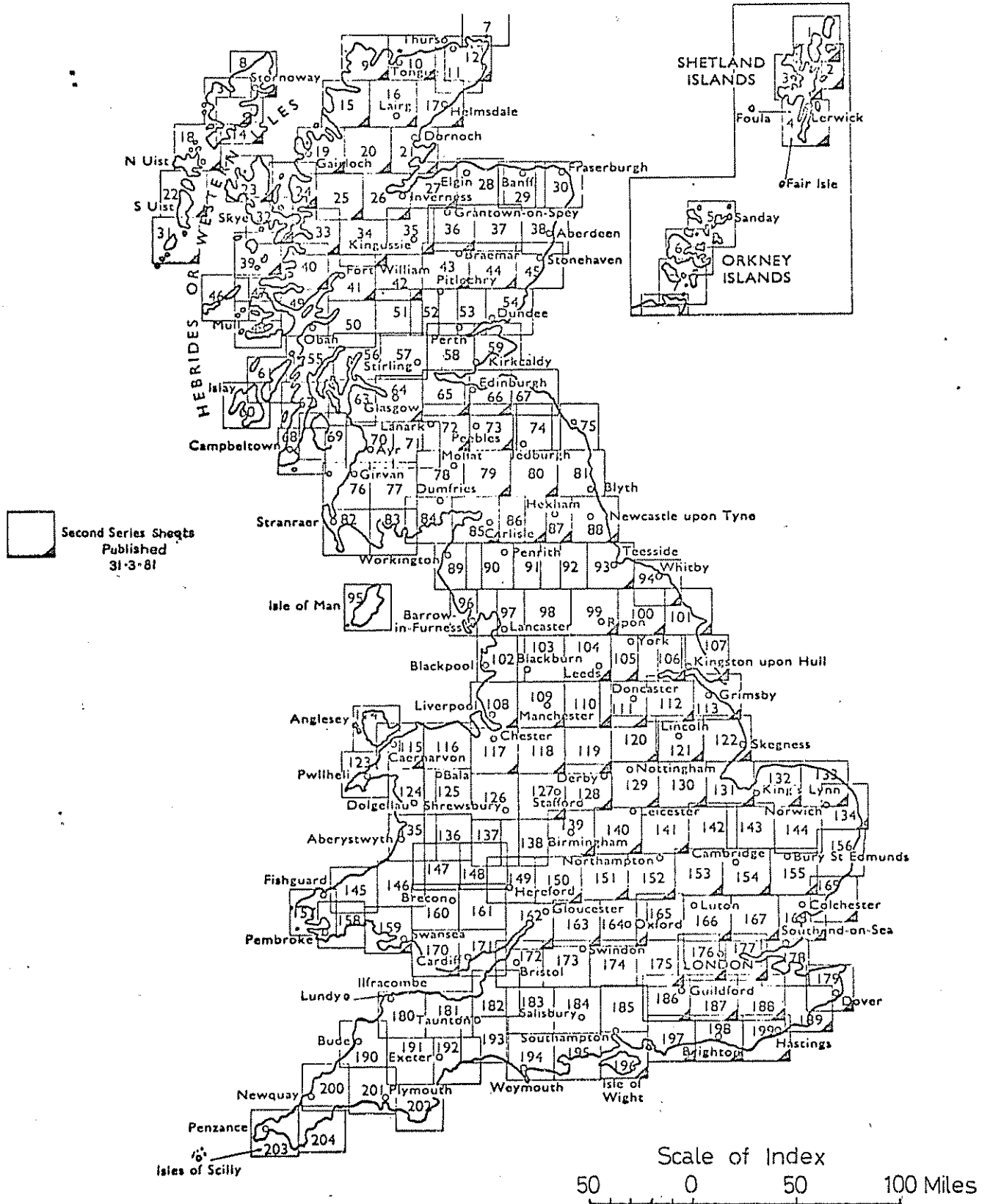
Ordnance Survey
Romsey Road
Maybush
Southampton SO9 4DH
England

Permanent Committee on Geographical Names
Royal Geographical Society
1 Kensington Gore
London SW7 2AR
England

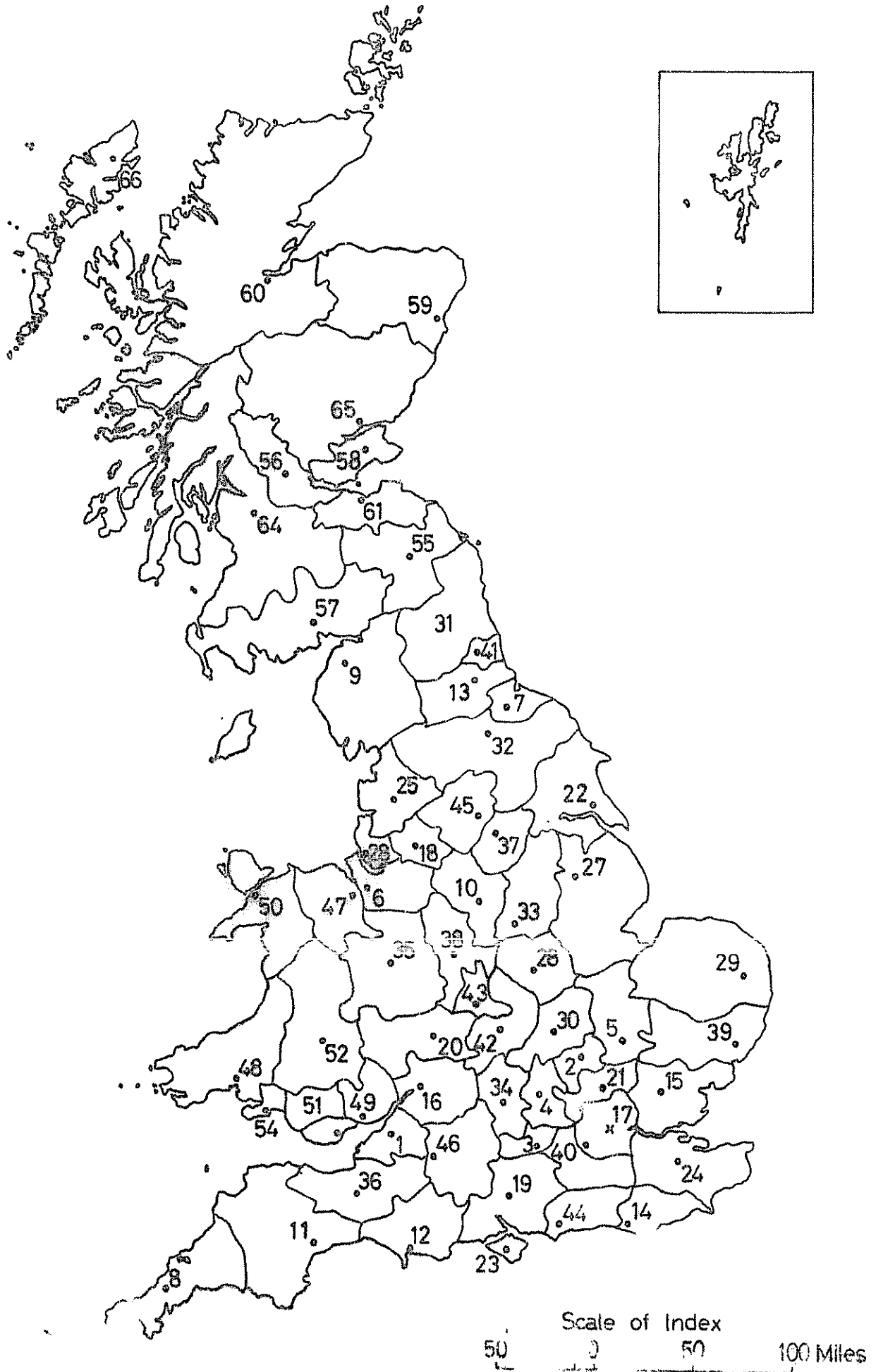
8 List of annexes to this document

- (A) index to Ordnance Survey 1:50,000 series of Great Britain
- (B) administrative divisions of Great Britain.

Index to 1:50 000 Landranger Map Series



Administrative Divisions of Great Britain



<u>England</u>					
<u>County</u>	<u>Seat</u>	<u>County</u>		<u>County</u>	<u>Seat</u>
1 Avon	Bristol	41 Tyne and Wear*			Newcastle
2 Bedfordshire	Bedford	42 Warwickshire			Warwick
3 Berkshire	Reading	43 West Midlands*			Birmingham
4 Buckinghamshire	Aylesbury	44 West Sussex			Chichester
5 Cambridgeshire	Cambridge	45 West Yorkshire*			Wakefield
6 Cheshire	Chester	46 Wiltshire			Trowbridge
7 Cleveland	Middlesbrough				
8 Cornwall	Truro	<u>Wales</u>			
9 Cumbria	Carlisle	<u>County</u>			
10 Derbyshire	Matlock	47 Clwyd			Mold
11 Devon	Exeter	48 Dyfed			Garmarthen
12 Dorset	Dorchester	49 Gwent			Newport
13 Durham	Durham	50 Gwynedd			Caernarfon
14 East Sussex	Lewes	51 Mid Glamorgan			Newport
15 Essex	Chelmsford	52 Powys			Llandrindod Wells
16 Gloucestershire	Gloucester	53 South Glamorgan			Cardiff
17 Greater London	London	54 West Glamorgan			Swansea
18 Greater Manchester*	Manchester				
19 Hampshire	Winchester	<u>Scotland</u>			
20 Hereford and Worcester	Worcester	<u>Region/Island Area</u>			
21 Hertfordshire	Hertford	55 Borders			Newtown St Boswells
22 Humberside	Hull	56 Central			Stirling
23 Isle of Wight	Newport	57 Dumfries and Galloway			Dumfries
24 Kent	Maidstone	58 Fife			Cupar
25 Lancashire	Preston	59 Grampian			Aberdeen
26 Leicestershire	Leicester	60 Highland			Inverness
27 Lincolnshire	Lincoln	61 Lothian			Edinburgh
28 Merseyside*	Liverpool	62 Orkney**			Kirkwall
29 Norfolk	Norwich	63 Shetland**			Lerwick
30 Northamptonshire	Northampton	64 Strathclyde			Glasgow
31 Northumberland	Newcastle	65 Tayside			Dundee
32 North Yorkshire	Northallerton	66 Western Isles***			Stornoway
33 Nottinghamshire	Nottingham				
34 Oxfordshire	Oxford				
35 Shropshire	Shrewsbury				
36 Somerset	Taunton				
37 South Yorkshire*	Barnsley				
38 Staffordshire	Stafford				
39 Suffolk	Ipswich				
40 Surrey	Kingston				

* Metropolitan County

** Island Area