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Toponymic Guidelines for Map and Other Editors For International Use

**Toponymic Guidelines For Map And Other Editors For
International Use**

Submitted by Denmark**

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TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS FOR INTERNATIONAL USE

DENMARK

WITH APPENDIX FOR
GREENLAND & THE FAROE ISLANDS

3. EDITION

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1. LANGUAGES

1.1. GENERAL REMARKS

According to the Danish ratification of the *European Charter for Regional or Minority Languages*, the Commonwealth of the Danish Realm, which includes Denmark, The Faroe Islands and Greenland, has one national language, one minority language and two regional languages.

Danish is the national language of Denmark, with German as its minority language in the south of Jutland. German name-forms are to be found on some older maps, mainly those produced outside Denmark in the period before South Jutland became part of Denmark in 1920.

For the North Atlantic regions, Faroese is the regional language of the Faroe Islands and Kalaallisut (Greenlandic) is the regional language of Greenland, being self-governing areas with their own language policies. No account is given of maps covering Greenland and the Faroe Islands, since these countries, although within the kingdom of Denmark, are self-governing regions.

1.2. NATIONAL LANGUAGE

1.2. General remarks

The national language is Danish. It belongs to the Germanic language group and is written in the Roman alphabet.

1.2.2. The Danish alphabet

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

The letters C c, Q q, W w, X x and Z z only occur in loanwords, in personal names or in archaic spellings. Exceptions are a few place names with new spellings containing the letter x (Nexø, Gladsaxe and Faxe). In alphabetical indices no distinction is generally made between V v and W w.

The mutated letters Æ æ and Ø ø are always kept apart from A a and O o respectively in alphabetical indices. On maps from the first part of the 20th century Ø ø is sometimes written Ö ö.

Å å was introduced in 1948 as a symbol for Aa aa. Å å and Aa aa, when representing Å å. This letter is now always placed at the end of the alphabet.

1.2.3. Spelling rules for Danish geographical names

There are no explicit official regulations for the spelling of Danish geographical names, which are expected to follow the regulations for the spelling of the general vocabulary contained in the orthographical instructions in Retskrivningsordbogen (The Orthographical Dictionary) 4. ed., published by the Danish Language Commission (Dansk Sprognævn) Copenhagen 2012.

These codify, with particular reference to geographical names, the rules for the use of capital letters at the beginning of words. All names written as one word must begin with a capital letter. In separately written two-element geographical names both elements should normally begin with a capital letter (Roskilde Fjord, Københavns Kommune). In geographical names consisting of three or more separately written elements, a capital letter is used at the beginning of each element with the exception of certain prepositions, articles and conjunctions (Gludsted Østre Huse, Næsby ved Stranden, Frederik den Syvendes Kanal). Hyphens are employed when two geographical names are linked together to denote one locality (Holme-Olstrup, Næsbyhoved-Broby).

1.2.4. Pronunciation of Danish geographical names

The pronunciation key does not cover all cases, and it does not include the pronunciation of foreign names/words (Examples given are place names on Danish maps):

<i>Spelling</i>	<i>IPA-alphabet</i>	<i>Pronunciation examples</i>
a	[ɑ]	Vanløse
ag	[ɑw]	Magleby
au	[ɑw]	Stauning
av	[ɑw]	Frederikshavn
b	[b]	Bellahøj
bb	[b]	Sebbersund
c	[s]	Bella Center, Fredericia
c	[k]	Sankt Clemens
ch	[k]	Christiansfeld

<i>Spelling</i>	<i>IPA-alphabet</i>	<i>Pronunciation examples</i>	<i>(continued)</i>
d	[d]	Dybbøl	
d	[ð]	Bredsten	
dd	[ð]	Odder	
e	[e]	Ebeltoft	
eg	[ɛ:(j)]	Egeskov	
eg	[ɑj]	Bregnerød	
ej	[ɑj]	Ejby	
f	[f]	Fanø	
g	[g]	Gudhjem	
gg	[g]	Uggerløse	
h	[h]	Halskov	
hj	[j]	Hjallelse	
i	[i]	Islev	
i	[e]	Bregninge	
j	[j]	Jylland	
k	[k]	København	
k	[g]	Virksund	
kk	[k]	Bavnebakke	
l	[l]	Langeland	
ll	[l]	Hellerup	
m	[m]	Mariager	
mm	[m]	Tommerup	
n	[n]	Nibe	
nd	[n]	Sandvig	
ng	[ŋ]	Dronninglund	
nn	[n]	Dannemare	
o	[o]	Odense	
o	[å]	Odden	
ou	[o]	Oure	
ou	[åw]	Outrup	
ov	[åw]	Hov	
p	[p]	Præstø	

<i>Spelling</i>	<i>IPA-alphabet</i>	<i>Pronunciation examples</i>	<i>(continued)</i>
p	[b]	Durup	
pp	[b]	Skipinge	
r	[r]	Roskilde	
r	[R]	Kirkeby	
rd	[R]	Fanefjord	
rr	[R]	Nørresundby	
s	[s]	Simested	
ss	[s]	Assens	
t	[t]	Tårnby	
th	[t]	Thisted	
tt	[d]	Dreslette	
u	[u]	Utterslev	
u	[o]	Vamdrup	
v	[v]	Værløse	
v	[w]	Halskov	
x	[gs]	Faxe	
y	[y]	Yderby	
æ	[æ]	Sjælland	
ø	[ø]	Øresund	
å	[å]	Gårde	
aa	[å]	Aarhus, Taastrup	

1.2.5. Recognizable linguistic substrata in Danish geographical names

In some of the southern Danish islands there are a small number of geographical names of Slavic origin ending mainly in -itse. German versions of the original Danish geographical names in South Jutland have not been effectuated.

1.2.6. Dialects

Denmark was earlier home to several dialects, which differed greatly from each other. The dialects which now differ most from the standard language spoken in Copenhagen and the provincial towns are the dialect of Bornholm and the North-, West- and South-Jutish dialects.

In their present form the Danish geographical names reflect the various dialects only to a minor degree. Thus, a final vowel has often been lost from Jutish names (Salling, a peninsula in North Jutland, as compared with the village name of Sallinge in Funen). To some extent geographical names elements may differ, such as -rød (Hillerød in Zealand) and -rud (Ubberud in Funen) reflect differing dialectal developments of the same Old Danish appellative rud ‘clearing’ and Bjergsted (Zealand) and Bjerregård (West Jutland) represent regional developments in the Danish appellative bjerg ‘elevation, hill’. Pure dialect spellings occur only sporadically.

1.3. MINORITY LANGUAGES

1.3.1. General remarks

The mother-tongue of approximately 25,000 Danes in South Jutland is German but German language name-forms of geographical names in the region are not found on maps.

2. NAMES AUTHOTITIES AND NAMES STANDARDIZATION

2.1. NATIONAL NAMES AUTHORITY

The Place-Name Committee (Stednavneudvalget) of Denmark is composed of 1 representative from Statistics Denmark (Danmarks Statistik), 1 from the Danish Language Commission (Sprognævnet), 1 from the Ministry of Ecclesiastical Affairs (Kirkeministeriet), 1 from the Agency for Data Supply and Efficiency (Styrelsen for Dataforsyning og effektivisering), 1 from the Postal Services (Post Nord), 1 from the Nature Agency (Naturstyrelsen), 1 from the National Archives (Rigsarkivet), 1 from the Danish Road Directorate (Vejdirektoratet), 1 from the Agency for Culture and Palaces (Slots- og Kulturstyrelsen), 1 from Local Government Denmark (Kommunernes Landsforening), and 3 from the Name Research Section at University of Copenhagen. The chairperson is always found among one of the three members appointed from the Name Research Section.

The Name Research Section at the University of Copenhagen acts as secretariat for the Place-Name Committee and gives advice on the orthography of names for which no authorized form exists. In addition, the Section can be consulted free of charge on both scholarly and practical problems connected with geographical names and personal names. The relationship of the Place-Name Committee to the Name Research Section at the University of Copenhagen is stipulated in the above-mentioned Departmental Order.

2.2. NAMES STANDARDIZATION

According to Departmental Order No. 396 of 14/08/1978 from the Ministry of Education, the Place-Name Committee is charged with the task of determining “the orthography of names of localities for which there is a practical (cartographical, postal, local etc.) need for an approved orthographical form”. The term locality embraces a number of natural features, all settlements consisting of at least two independent units, whatever their valuation, and individual settlement-units of a certain size. The committee is also authorized to determine the orthography of names of newly-coined or changed names of the above-mentioned categories of locality. The right to authorize orthographical forms for the names of the above-mentioned types of locality rests with the Minister of Cultural Affairs, under whom the Place-Name Committee belongs. All authorized name-forms must be used by all state authorities.

2.3. LOCAL GOVERNMENT NAMES STANDARDIZATION

Names of public streets, roads, squares etc. belong under the individual local government authority.

3. SOURCE MATERIAL

3.1. MAPS AND INTERNET SERVICES

The National Survey and Cadastre has changed name to The Agency for Data Supply and Efficiency but is still the National Map Agency of Denmark. The Agency has also been given new tasks to ensure the public sector, business and citizens’ easy access to different basic data and to combine cross-sector data.

Paper maps are no longer among the products offered. Instead, the Agency collects, manages, stores and distributes topographic data, which public authorities can use as the basis for digital administration and private companies can use in their products.

The Agency for Data Supply and Efficiency maintains a comprehensive collection of geographical information about the territory of Denmark.

In its mapping activities, the Agency for Data Supply and Efficiency requires accurate information about the geographical names on its maps and for public administration in general. To this end, the Agency has developed a new register, Danish Place Names, which is linked to topographic data collections. More than 130,000 geographical names are included in the register, in addition to

approximately 25,000 information tags. These describe locations such as camping sites, museums and schools in greater details.

Danish Place Names are shown on following websites:

<http://sdfekort.dk/spatialmap>,

WMS https://kortforsyningen.kms.dk/danske_stednavne

WFS https://kortforsyningen.kms.dk/STEDNAVNE_BEARBEJDET_GML3SFP

On the website for the Agency for Data Supply and Efficiency, www.sdf.dk, interactive maps are located for addresses, place names, current maps and historical maps in various scales.

3.2. GAZETTEERS

There are about 25,000 authorised geographical names in Denmark. These are registered and managed by a geographical name committee whose secretariat is located within the Name Research Section at the University of Copenhagen.

Among its responsibilities, this committee distributes information about spelling of Danish geographical names.

The list for the authorised geographical names and an interactive Web Map Service is available on http://www.stednavneudvalget.ku.dk/autoriserede_stednavne/

There is no official Danish gazetteer which contains all the names from the Danish territory

4. GLOSSARY OF TERMS NECESSARY FOR THE UNDERSTANDING OF DANISH MAPS

<i>Danish term</i>	<i>English equivalent</i>
Bautasten	Menhir
Bro	Bridge
Dambrug	Fish farming
Drivhuse	Greenhouses
Dysse	Barrow
Ebbevej	Ebb causeway

<i>Danish term</i>	<i>English equivalent</i>	<i>(continued)</i>
Fabrik	Factory	
Fagskole	Technical school	
Feriekoloni	Holiday camp	
Flyveplads	Airfield	
Fuglereservat	Bird sanctuary	
Fyr (-tårn)	Light, Lighthouse	
Fængsel	Prison	
Færge	Ferry	
Golfbane	Golf course	
Gravhøj	Burial mound	
Gård	Farm	
Hal	Sports centre	
Helleristning	Rock carving	
Herregård	Manor	
Hotel	Hotel	
Hus	House	
Kirke	Church	
Kommunekontor	Municipality office	
Kraftværk	Power station	
Kro	Inn	
Lufthavn	Airport	
Lystbådehavn /Marina	Yachting harbour / Marina	
Mejeri	Dairy	
Mindesmærke	Monument	
Motorbane	Motor racing track	
Olieraffinaderi	Oil refinery	
Pelsdyrfarm	Fur farm	
Plejehjem	Residential home for elderly people	
Redningsstation	Life boat station	
Rensningsanlæg	Water treatment plant	
Runesten	Runic stone	
Savværk	Sawmill	

<i>Danish term</i>	<i>English equivalent</i>	<i>(continued)</i>
Skanse	Entrenchment	
Skole	School	
Skovriderbolig	Forest supervisor lodge	
Skydebane	Shooting range	
Slot	Castle	
Stadion	Stadium	
Station	Station	
Stengrav	Dolmen	
Sygehus /Hospital	Hospital	
Teglværk	Brickyard	
Telemast	Telecommunication mast	
Teletårn	Radio/TV tower	
Transformerstation	Transformer station	
Vandmølle	Water mill	
Vandrerhjem	Youth hostel	
Vejrmølle	Windmill	
Veteranjernbane	Preserved railway line	
Vildtreservat	Game preserve	
Vindmølle	Wind turbine	
Ø	Island	
Å / Bæk	Stream / Brook	

5. ABBREVIATIONS USED ON MAPS

<i>Abbreviation</i>	<i>Danish term</i>	<i>English equivalent)</i>
Gde	Gårde	Farms
Gl	Gammel (-le)	Old
K	Kirke	Church
Kommk	Kommunekontor	Municipality office

<i>Abbreviation</i>	<i>Danish term</i>	<i>English equivalent</i>	<i>(continued)</i>
Ll	Lille	Little, small	
Nr	Nørre	North, northern	
Pl	Plantage	Plantation (of trees)	
Rednst	Redningsstation	Life boat station	
Rensanl	Rensningsanlæg	Water treatment plant	
Restr	Restaurant	Restaurant	
Skovfb	Skovfogedbolig	Forester lodge	
Skovrdb	Skovriderbolig	Forest supervisor lodge	
Skt	Sankt	Saint	
Sr	Sønder	South, southern	
St	Store	Big, large, great	
Stby	Stationsby	Village	
Stn	Station	Station	
Tglv	Teglværk	Brickyard	
Trb	Trinbræt	Halt	
Trsf	Transformer	Transformer	
Trsfst	Transformerstation	Transformer station	
Vandv	Vandværk	Waterworks	
Vr	Vester	West, western	
Ør	Øster	East, eastern	

6. ADMINISTRATIVE STRUCTURE

On 1. January 2007 a new administrative reform was established which replaced the 13 counties (amter) with 5 regions (regioner) and reduced the 270 municipalities (kommuner) to 98 larger units, most of which have at least 20,000 inhabitants.

32 of the former municipalities did not merge into larger units, either because they already had a populations larger than 20,000 or because they signed a cooperation agreement with a larger municipality.

REGION NORDJYLLAND (NORTH DENMARK REGION)

Brønderslev	Morsø
Frederikshavn	Rebild
Hjørring	Thisted
Jammerbugt	Vesthimmerland
Læsø	Aalborg
Mariagerfjord	

REGION MIDTJYLLAND (CENTRAL DENMARK REGION)

Favrskov	Ringkøbing-Skjern
Hedensted	Samsø
Herning	Silkeborg
Holstebro	Skanderborg
Horsens	Skive
Ikast-Brande	Struer
Lemvig	Syddjurs
Norrdjurs	Viborg
Odder	Aarhus
Randers	

REGION SYDDANMARK (REGION OF SOUTHERN DENMARK)

Assens	Nordfyn
Billund	Nyborg
Esbjerg	Odense
Fanø	Svendborg
Fredericia	Sønderborg
Faaborg-Midtfyn	Tønder
Haderslev	Varde
Kerteminde	Vejen
Kolding	Vejle
Langeland	Ærø
Middelfart	Aabenraa

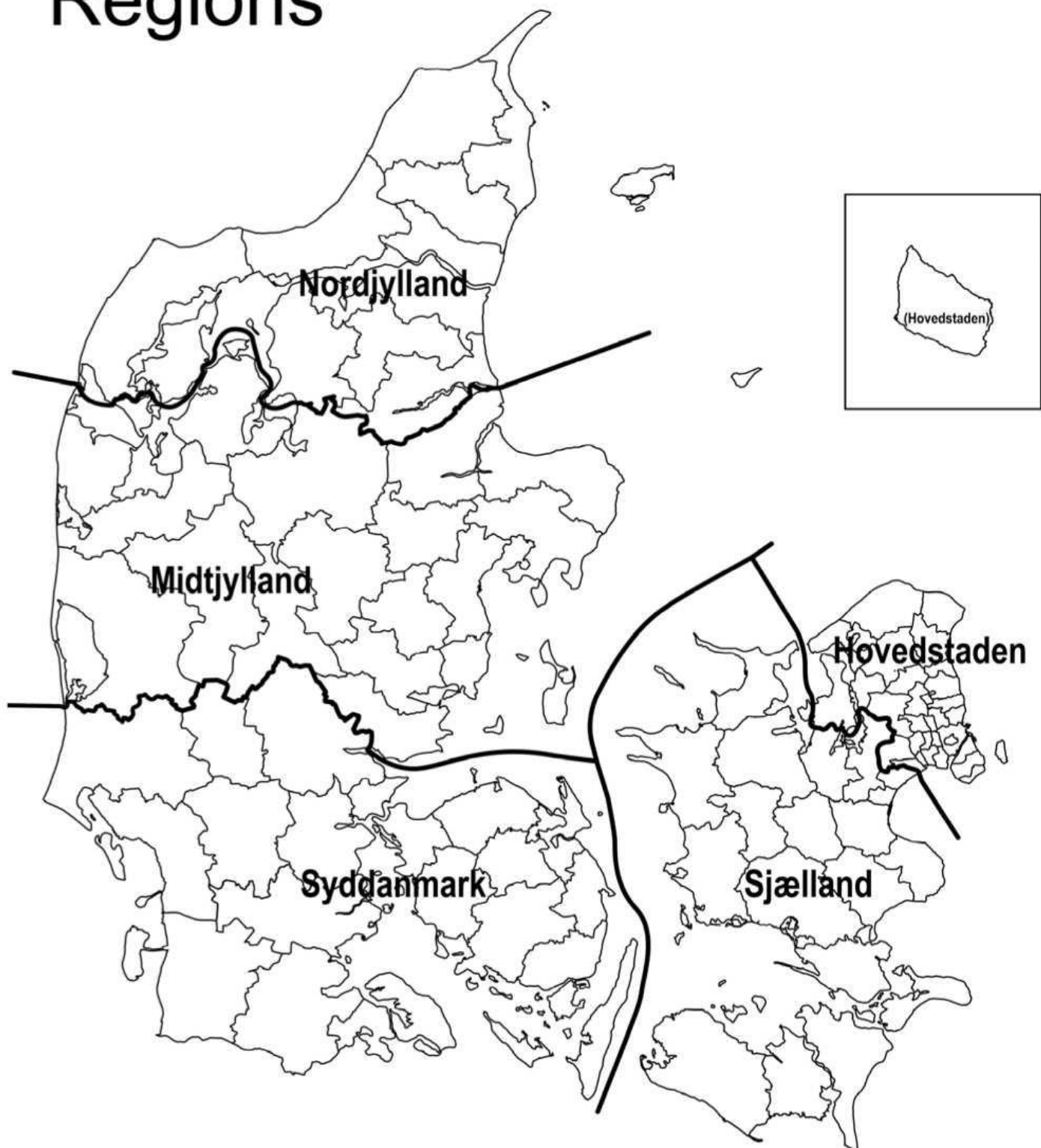
REGION SJÆLLAND (REGION ZEALAND)

Faxe	Næstved
Greve	Odsherred
Guldborgsund	Ringsted
Holbæk	Roskilde
12	Slagelse
Kalundborg	Solrød
Køge	Sorø
Lejre	Stevns
Lolland	Vordingborg

REGION HOVEDSTADEN (CAPITAL REGION OF DENMARK)

Albertslund	Halsnæs
Allerød	Herlev
Ballerup	Hillerød
Bornholm	Helsingør
Brøndby	Hvidovre
Dragør	Høje Taastrup
Egedal	Hørsholm
Fredensborg	Ishøj
Frederiksberg	København
Frederikssund	Lyngby-Taarbæk
Furesø	Rudersdal
Gladsaxe	Rødovre
Gentofte	Tårnby
Glostrup	Vallensbæk
Gribskov	

Regions



Municipalities



APPENDIX A

1. GREENLAND

1.1. GEOGRAPHY

Greenland is the world's largest island with an area of around 2.2 million sq. km, mainly covered in Ice. Only some 410,000 sq. km are ice-free. Greenland's northernmost point is the island of Oodaaq situated about 700 km from the North Pole. The southernmost point is Nunap Isua (Cape Farewell).

1.2. LANGUAGE

Greenlandic (Kalaallisut) is the official language in Greenland, as stipulated in the self-governing agreement. Greenlandic belongs to the East-inuit family of languages spoken in Canada, USA and Siberia. Greenlandic is a "polysynthetic" language, which means that words are formed with a root, one or more affixes and a suffix. A Greenlandic word can thus be very long and can mean what corresponds to a whole sentence in other languages.

Greenlandic is written in the Roman alphabet and consist of 29 letters:

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

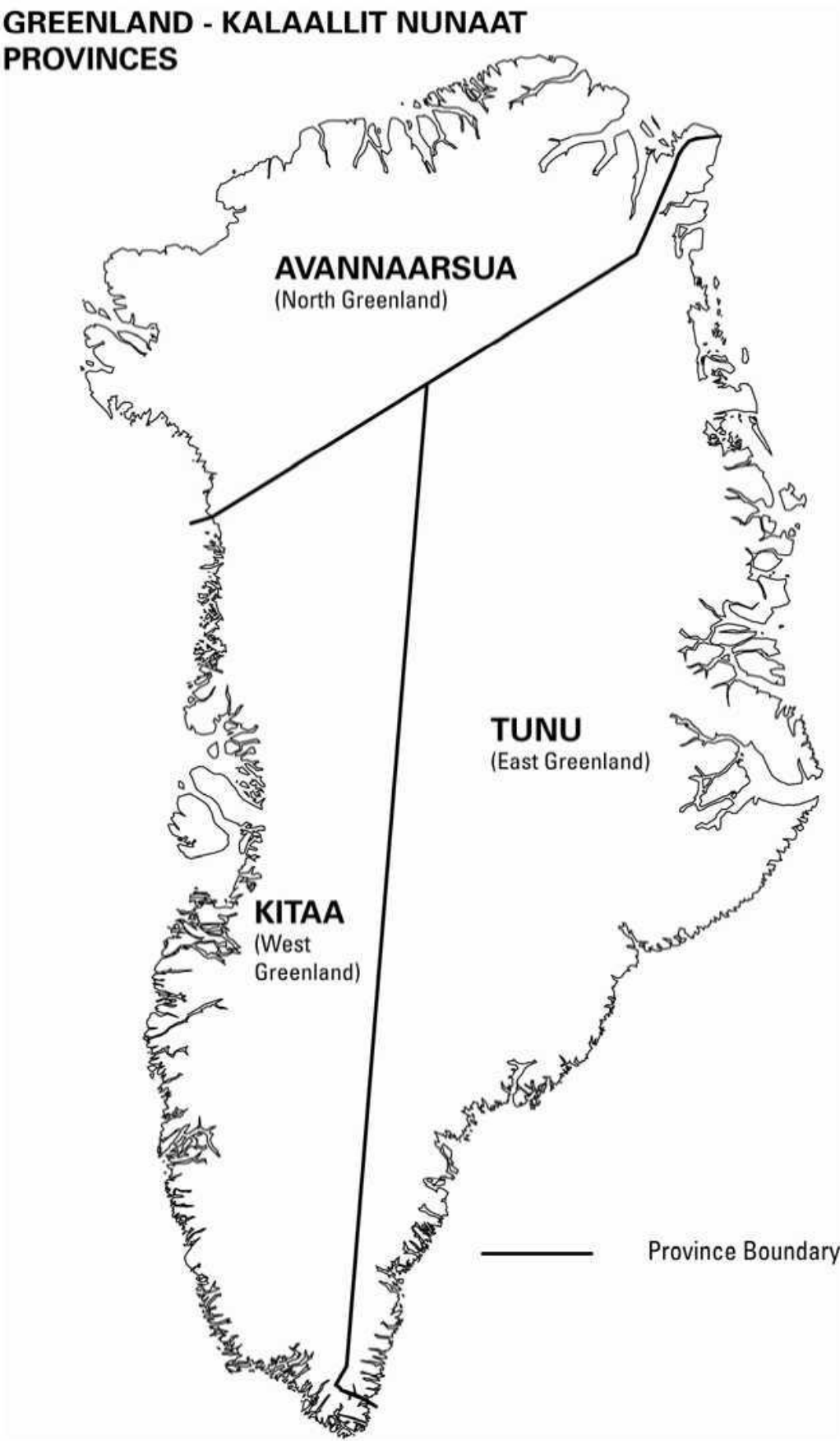
The letters B b, C c, D d, X x, Y y, Z z, Æ æ, Ø ø, Å å are only used in loanwords.

Danish is used extensively. English is the third language.

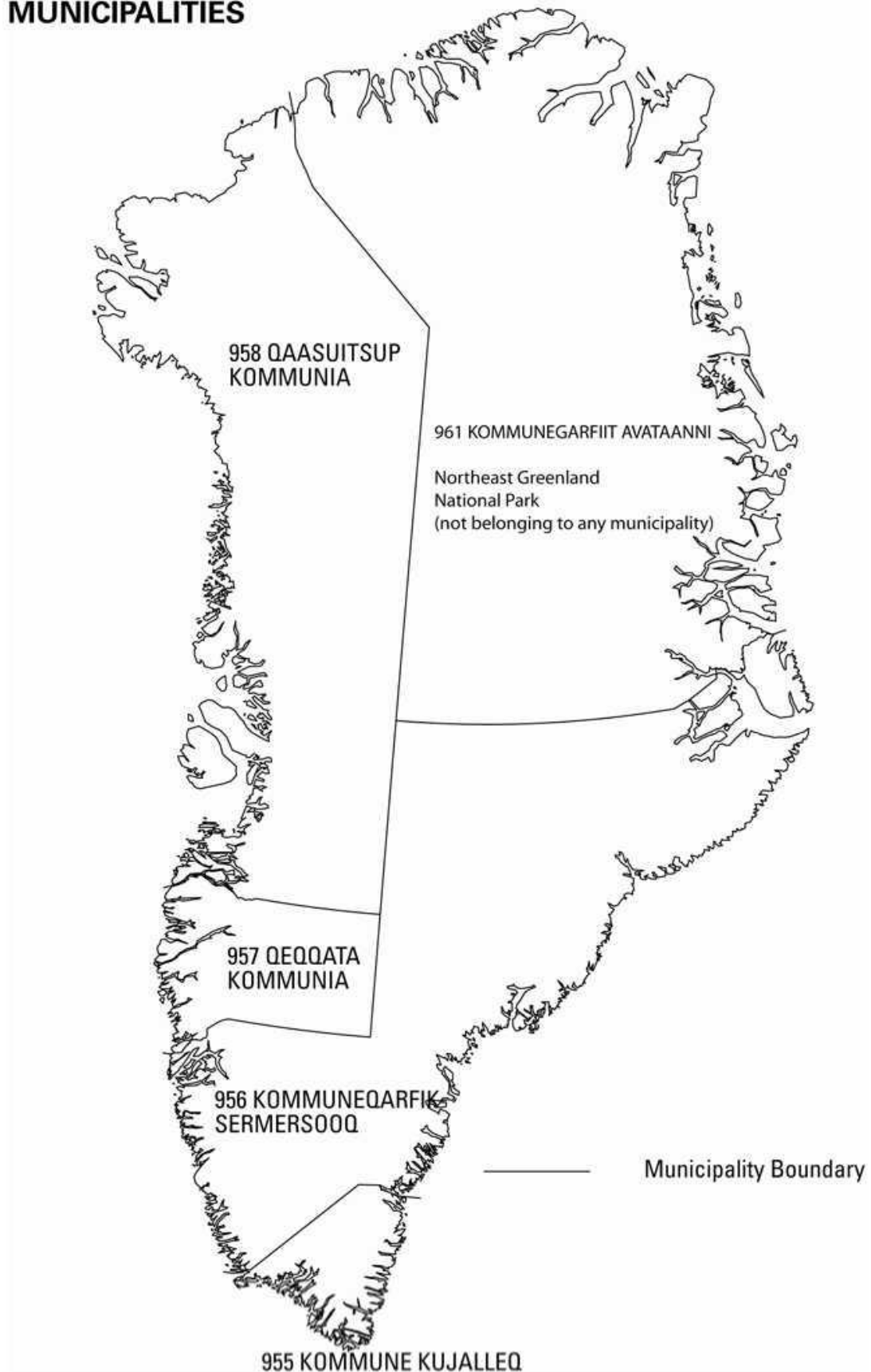
1.3. ADMINISTRATIVE STRUCTURE

1 January 2009, a new administrative reform was established. Greenland is now divided into 3 provinces (landsdele) and 4 municipalities (kommuner).

**GREENLAND - KALAALLIT NUNAAT
PROVINCES**



GREENLAND - KALAALLIT NUNAAT MUNICIPALITIES



APPENDIX B

1. THE FAROE ISLANDS

1.1. GEOGRAPHY

The Faroe Islands are located in the North Atlantic, almost midway between Norway, Iceland and Scotland. The 62nd degree of latitude passes through the capital Tórshavn. The Faroe Islands has a total area of 1,399 sq. km on 18 islands. The northernmost point of the Faroe Islands is a little rock with the name Flesin just to the north of Cape Enniberg, the highest vertical cliff in the world. The southernmost point is the rock Sumbiarsteinur about 6 km south of the town Akraberg.

1.2. LANGUAGE

Faroese (Føroyskt) is a West Nordic language related to Norwegian and Icelandic, but in phonetic development it is closest to the West Norwegian dialects. Faroese is written in the Roman alphabet and consists of 29 letters:

A a	F f	K k	P p	V v
Á á	G g	L l	R r	Ý ý
B b	H h	M m	S s	Y y
D d	I i	N n	T t	Æ æ
Ð ð	Í í	O o	U u	Ø ø
E e	J j	Ó ó	Ú ú	

Ð ð can never occur as initial letters, but can occur in capital letters in logos or on maps such as SUÐUROY (Southern Island).

Ø ø, can also be written Ö ö in poetic language, such as Föroyar (the Faroe Islands).

Ü ü, W w and Z z, can occur in family and Christian names.

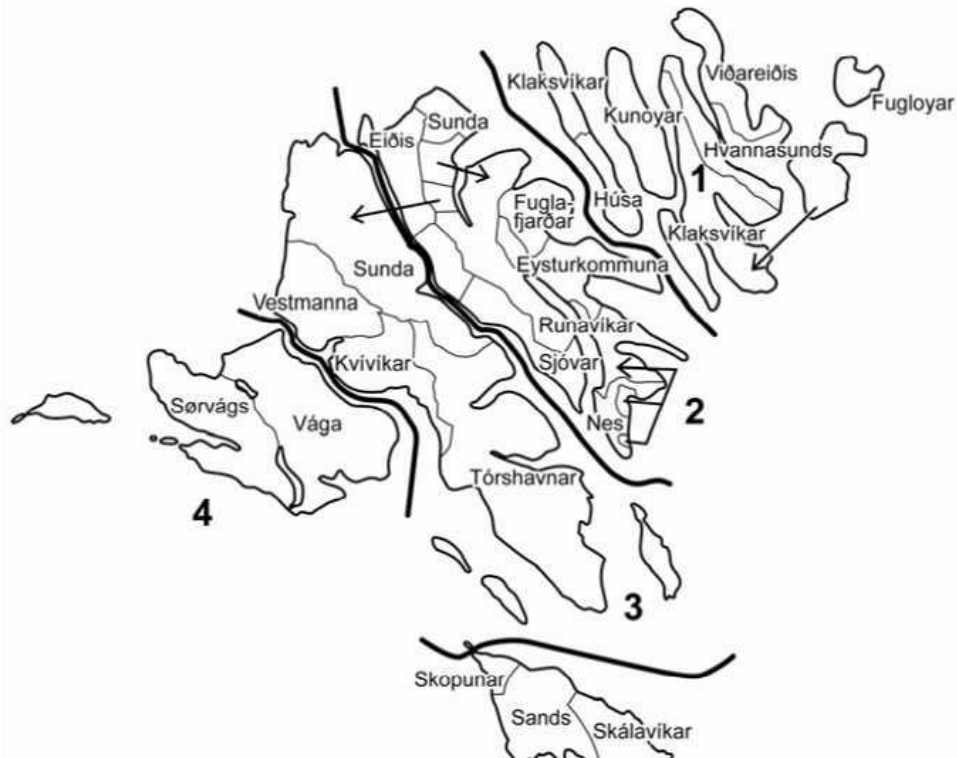
1.3. ADMINISTRATIVE STRUCTURE

The Faroe Islands are divided into 6 regions and 30 municipalities. Some municipal mergers can be expected. The aim is that in 2015 there will be only 7 or 9 municipalities left.

The Faroe Islands

Føroyar

- Region boundary
- Municipality boundary



Regions and Municipalities

1. Norðoya

Fugloyar
Húsa
Hvannasunds
Klaksvíkar
Kunoyar
Viðareiðis

2. Eysturoyar

Eiðis
Eysturkommuna
Fuglafjarðar
Nes
Runavíkar
Sjóvar
Sunda

3. Streymoyar

Kvívíkar
Sunda
Tórshavnar
Vestmanna

4. Vága

Vága
Sørvágs

5. Sandoyar

Húsavíkar
Sands
Skálavíkar
Skopunar
Skúvoyar

6. Suðuroyar

Fámjins
Hovs
Hvalbiar
Porkeris
Sumbiar
Tvøroyrar
Vágs

