TOPONYMIC GUIDELINES FOR MAP EDITORS AND OTHER EDITORS

Toponymic Guidelines for map and other editors – Revised edition 1998

Submitted by Islamic Republic of Iran
In The Name of God

The Transliteration System of the Islamic Republic of Iran has been adopted in the first UNCSGN in 1967, Geneva.

In accordance with the Resolutions adopted in the 4th and 6th UNCSGN (1982, 1992), the Islamic Republic of Iran has taken necessary actions in updating and complementing Toponymic Guidelines and is submitting a copy of it to the Chairman of Divisions.
IN THE NAME OF GOD

Toponymic Guidelines for map and other editors

Islamic Republic of Iran

Revised edition

1998

National Geographical Organization

(N.G.O)
TABLE OF CONTENTS

INTRODUCTION ........................................................................................................... 1
SECTION I: RECORDING OF NAMES .............................................................. 3
  RECORDING OF ADMINISTRATIVE DIVISIONS ........................................ 9
SECTION II: TRANSLITERATION SYSTEM .................................................. 11
  1. CONSONANTS AND EXPLANATORY NOTES: ......................................... 11
     a: LISTING OF CONSONANTS ................................................................... 11
     b: EXPLANATORY NOTES ON CONSONANTS ........................................ 12
  2. VOWELS, DIPHTHONGS AND EXPLANATORY NOTES: ......................... 16
     a: LISTING OF VOWELS AND DIPHTHONGS ...................................... 16
     b: EXPLANATORY NOTES ON VOWELS AND DIPHTHONGS .............. 16
  3. OTHER ORTHOGRAPHIC SIGNS AND EXPLANATORY NOTES: .......... 20
     a: LISTING OF SIGNS: ........................................................................ 20
     b: EXPLANATORY NOTES .................................................................... 20
  4. TREATMENT OF THE GENITIVE CASE OR "KASREH-YE EZAFEH" ....... 22
  5. TREATMENT OF THE DEFINITE ARTICLE "AL" ................................... 24
  6. VAV-E MA'DULEH .............................................................................. 26
  7. SOME SPECIAL RENDITIONS ................................................................. 26
SECTION III: SPACING .......................................................................................... 27
SECTION IV: DIACRITICS ............................................................................... 29
  1. THE MACRON ...................................................................................... 29
  2. THE CEDILLA ....................................................................................... 29
  3. THE INVERSE APOSTROPHE ................................................................ 30
  4. THE APOSTROPHE ............................................................................... 30
  5. THE SUB-MACRON ............................................................................... 31
6. THE ACUTE ACCENT ............................................................. 31
SECTION V: CAPITALIZATION ................................................ 32
SECTION VI: LETTERING GUIDE ........................................... 33
1. UPPER CASE PRINTING .................................................... 33
2. LOWER CASE PRINTING .................................................... 33
3. SPACING .................................................................. 35
SECTION VII: LANGUAGES ..................................................... 37
SECTION VIII: MULTILINGUAL REGIONS, DIALECTS ............. 37
SECTION IX: INSTITUTIONS CONSIDERING AND DEALING WITH OR DOCUMENTING GEOGRAPHICAL NAMES .................................................. 38
SECTION X: SOURCES FOR THE SPELLING OF GEOGRAPHICAL NAMES ........................................... 39
Introduction

At the Fourth United Nations Conference on the Standardization of Geographical Names held in Geneva in 1982, the following resolution were adopted regarding the publication of Toponymic Guidelines:

"The conference recommends that countries should be encouraged to publish and keep up-to-date toponymic guidelines for map and other editors which may enable cartographers of other countries to treat correctly all problems of cartographic toponymy of the countries that produced such guidelines, and which may be of help to all users in interpreting maps.

Such a framework of guidelines constitutes one of the most important and effective measures for promoting speedily the urgently needed process of International Standardization of Geographical Names.

The transliteration system of the Islamic Republic of Iran were presented for the first time at the first conference on the Standardization of Geographical Names (UNCSGN) held in Geneva, 1967.

This second edition of the Toponymic Guidelines for map and other editors of Islamic Republic of Iran was thoroughly checked and comprehensively updated.

In accordance with the article 7(b) of resolution adopted at 6th UN Conference on the Standardization of Geographical Names, it is recognized that:
"The Conference"

Recommends:

"(b) That provision be made to issue that Guidelines in the World Cartography Bulletin."

These directions are intended to provide the classifier with a standard procedure for recording and transliteration of geographic names in the field. All names shall at all times be recorded and transliterated in accordance with the rules set down in these directions.

NOTE: It is be noted that in making references where a section number is not quoted the paragraphs referred to are in that same section, e.g. if the user is reading SECTION II and comes across a reference that reads "See par. 2.b.(4)", this paragraph is in SECTION II. However, if he encounters a reference that is in another section it will read "See SECTION III, par. 2.b.(4)".

We have submitted one copy of our revised edition to Mr. Raper, the esteemed president of the Seventh Conference on the Standardization of Geographical Names for his publication of Toponymic Guidelines.

Here, we deemed it our duty to thank Mr. Raper sincerely for his splendid endeavour for publishing this Toponymic Guideline.
SECTION I
RECORDING OF NAMES BASED ON VILLAGES INDENTITY

1. All nomenclature shall be obtained and recorded on the identity of villages in the Persian script and transliterated in accordance with the rules set down in SECTIONS II-V.

2. In Persian the consonants and the long vowels alone are written, but the short vowels and the diphthongs are indicated by placing marks known as "vowel points" over or below the preceding consonants or an "alef". Also, there are other orthographic signs in use that affect the spelling and pronunciation of Persian words. In this assignment the "vowel points" and all other signs shall be indicated at all times. This is of utmost importance because without these marks the short vowels of a given toponym can only be guessed at, resulting in the extremely inaccurate nomenclature similar to what is now present on maps and in publications of Islamic Republic of Iran. Moreover, there might even be confusion between long vowels and diphthongs.

EXAMPLE: The toponym "Taraq" is written "Trq" in the Persian script. Without vowel pointing it, this toponym could be transliterated into any of the following forms:
Tareq, Taroq, Taraq, Toraq, Torcq, Torq,
Teraq, Teroq, Tercq, Tarq, Torg, Terq.
Therefore, this toponym shall be spelled with short vowels, thus, "ئُق" and not "ئُق".

3. The orthographic signs to be used at all times when writing the names in the Persian script are the following:

a. The "زی" or "کسره", (←):

(1) It shall be placed below the preceding consonant or an initial "اَلْف".

EXAMPLES: سُدّه هَرَات اَلْف

(2) In conformance with the current practice in writing Persian, the "زی" of the "زی یه" shall not be written. See SECTION II, apr. 2.b.(4).

EXAMPLES: پیzar and not پیز
            لیبروز and not لیبروژ
            استگاه and not استگاه

(3) It shall be written to indicate a "زی یه یاکن". See SECTION II, 2.b.(7).

EXAMPLES: لیوان لیوان ری

b. The "زبَر" or "فته", (→):

(1) It shall be placed over the preceding consonant or an initial "اَلْف".

EXAMPLES: خسته رشت آرد
(2) When indicating a "zebar alef", instead of the "zebar" a short vertical line like a short "alef", thus, (1) shall be used (as is the current Persian practice). See SECTION II, par.2.b.(4).

EXAMPLES: 

\[ \text{instead of} \quad \text{in place of} \]

(1) It shall be placed over a preceding consonant or an initial "alef"

EXAMPLES:

(2) In conformance with current practice in writing Persian, the "pish" of the "pish vav" shall not be written. See SECTION II, par.2.b.(4).

EXAMPLES:

(3) It shall be written to indicate a "pish vav saken". See SECTION II, par.2.b.(6).

EXAMPLES:

d. The "maddeh", (\( \hat{\imath} \)):

The "maddeh" is used initially only and it indicates a long "a". It shall be written at all times. See SECTION II, par.2.b.(5).

EXAMPLES:

e. The "sokūn", (\( \hat{\imath} \)):

The "sokūn" written "or" is a sign that indicates the absence of a short
vowel after the consonant above which it stands. This sign shall be used wherever applicable, with the exception of its placement over the final letter of a word. This is not necessary because all Persian words end either in a long vowel or a consonant.

EXAMPLES: 

f. The "hamzeh", ( '):

When initial, the "hamzeh" shall not be written, but when medial or final it shall be written at all times, whether it is on a bearer, on an "alef", a "vav", a "ye" or on a final "he". See "The ezāfēh" SECTION II, par.4.d.

EXAMPLES: خاکیه حسن رأس آمیزالمؤمنین فاطمه

The "tashdīd", ( ):
The "tashdīd" shall be written at all times. Care shall be taken never to omit the "tashdīd". See SECTION II, par.3.b.(2).

EXAMPLES: جزین

h. The "alef maqsūreh", ( ﻨ): 
The "alef maqsūreh" is a short "alef" placed over a final "ye" to indicate that "ye" has the sound of a long "a". This sign shall be shown at all times. See SECTION II, par.2.b.(8).

EXAMPLES: صغری کبیری ریلی

1. The "tanvīn", ( ﻢ שאין): 

These three signs occurring finally only, shall be shown at all times. See SECTION II, par. 3.b.(3).

EXAMPLES: باب رحیم فوزیا
4. The Persian script shall be printed clearly and legibly, and the following points shall be observed:

a. All dots shall be placed directly over or below the letter to which they apply, and care shall be taken never to omit any dots, because any omission or unclear rendition of a dot or dots will change the letter.

**EXAMPLE:** "b and p" in Persian are written exactly alike; however "b" has one dot under it whereas "p" has three dots.

In handwriting, Persians often use a dash (-) for two dots and a semicircle(.) for three dots. This practice shall be avoided: this is especially important with the three dots because the semicircle could easily be confused with a "sokun". All dots shall always be rendered very distinctly and clearly. Special attention shall be given to always distinguishing between the following groupings of letters by dotting them clearly.

<table>
<thead>
<tr>
<th>ب</th>
<th>ت</th>
<th>ب</th>
</tr>
</thead>
<tbody>
<tr>
<td>ض</td>
<td>ص</td>
<td>ج</td>
</tr>
<tr>
<td>ظ</td>
<td>ط</td>
<td>ذ</td>
</tr>
<tr>
<td>غ</td>
<td>ع</td>
<td>ز</td>
</tr>
<tr>
<td>ر</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. The "sin" and the "shin" need not be printed in their serrated form, but shall be rendered in their smooth, elongated form, i.e.

<table>
<thead>
<tr>
<th>س</th>
<th>س</th>
</tr>
</thead>
<tbody>
<tr>
<td>ش</td>
<td>ش</td>
</tr>
<tr>
<td>and not</td>
<td>and not</td>
</tr>
</tbody>
</table>

C. Care shall be taken never to omit one of the double diagonal lines that
distinguish "gāf" from "kāf". Both lines shall be made exactly the same length. Also a "zībar" in a "lām" should not be so placed as to make it appear like a "gāf".

EXAMPLE: 

could be taken for "gamar": 

however, leaves no room for ambiguity

d. In printing, each little "tooth" representing a letter shall be rendered distinctly and not slurred over.

EXAMPLE:

and not

and not

and not

e. When joining a "wāw" to another letter, care shall be taken to print the letter with the loop clearly showing.

EXAMPLE:

and not

f. Care shall be taken to place all vowel points and the other orthographic marks directly above or below the letter to which they apply in such a manner that there will not be room for misinterpretation or ambiguity.

These signs shall not be placed between letters, too far above or below letter or too close to the dots.
RECORDING OF
ADMINISTRATIVE DIVISIONS
ON THE IDENTITY OF VILLAGES

1. The entries beginning on the first line of the identity of villages are the names of administrative divisions in which the town recorded.

2. The primary administrative division of Islamic Republic of Iran is the "ostan"

Presently there are 28 ostan named as under:
1. ĀZARBAYJAN-E SHARQĪ
2. ĀZARBAYJAN-E GHALBĪ
3. ARDABIL
4. BŪSHEHR
5. CHĀHAR MAḤĀL-E BAKHTĪYĀRĪ
6. ESFAHĀN
7. FĀRS
8. GĪLĀN
9. GOLESTĀN
10. HAMADĀN
11. HORMOZGĀN
12. ĮLĀM
13. KERMĀN
14. KERMANSHAH
3. The secondary administrative division is the "shahrestan". The tertiary administrative division is "bakhsh". The fourth-order administrative division is "dehestan". The shahrestans, bakhshs and dehestans are identified by names only.

4. Names of administrative divisions shall be obtained in the field whenever possible. That is, when inquiry is being made as to the name of a town or village, inquiry should also be made concerning the administrative divisions that the town or village is in. Also, whenever possible inquiry shall be made as to what administrative divisions natural features fall in.
SECTION II
TRANSLITERATION SYSTEM

1. CONSONANTS AND EXPLANATORY NOTES:
   a. LISTING OF CONSONANTS:

<table>
<thead>
<tr>
<th>Persian Letter</th>
<th>Name of Letter</th>
<th>Transliteration</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ล</td>
<td>alef</td>
<td>a</td>
<td>see par. 1.b.(1)</td>
</tr>
<tr>
<td>บ</td>
<td>be</td>
<td>b</td>
<td></td>
</tr>
<tr>
<td>ป</td>
<td>pe</td>
<td>p</td>
<td></td>
</tr>
<tr>
<td>ต</td>
<td>te</td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>ศ</td>
<td>se</td>
<td>s</td>
<td>see par. 1.b.(2)</td>
</tr>
<tr>
<td>จ</td>
<td>jim</td>
<td>j</td>
<td></td>
</tr>
<tr>
<td>ช</td>
<td>che</td>
<td>ch</td>
<td></td>
</tr>
<tr>
<td>ห</td>
<td>he</td>
<td>h</td>
<td>see par. 1.b.(3)</td>
</tr>
<tr>
<td>ข</td>
<td>khe</td>
<td>kh</td>
<td>see par. 1.b.(4)</td>
</tr>
<tr>
<td>ฃ</td>
<td>dal</td>
<td>d</td>
<td>see par. 1.b.(5)</td>
</tr>
<tr>
<td>ซ</td>
<td>zal</td>
<td>z</td>
<td>see par. 1.b.(6)</td>
</tr>
<tr>
<td>ร</td>
<td>re</td>
<td>r</td>
<td></td>
</tr>
<tr>
<td>เง</td>
<td>ze</td>
<td>z</td>
<td></td>
</tr>
<tr>
<td>逶</td>
<td>zhe</td>
<td>zh</td>
<td>see par. 1.b.(7)</td>
</tr>
<tr>
<td>ศ</td>
<td>sin</td>
<td>s</td>
<td></td>
</tr>
<tr>
<td>ษ</td>
<td>shin</td>
<td>sh</td>
<td>see par. 1.b.(8)</td>
</tr>
<tr>
<td>ง</td>
<td>sad</td>
<td>s</td>
<td>see par. 1.b.(9)</td>
</tr>
<tr>
<td>จ</td>
<td>zad</td>
<td>z</td>
<td>see par. 1.b.(10)</td>
</tr>
<tr>
<td>ฉ</td>
<td>jai</td>
<td>j</td>
<td>see par. 1.b.(11)</td>
</tr>
<tr>
<td>ช</td>
<td>ta</td>
<td>t</td>
<td>see par. 1.b.(12)</td>
</tr>
<tr>
<td>ย</td>
<td>'eyn</td>
<td>y</td>
<td>see par. 1.b.(13)</td>
</tr>
<tr>
<td>ศ</td>
<td>gheyn</td>
<td>gh</td>
<td>see par. 1.b.(14)</td>
</tr>
<tr>
<td>ผ</td>
<td>fc</td>
<td>f</td>
<td></td>
</tr>
</tbody>
</table>
Explanatory Notes on Consonants:

1. "Alef" *א* as such is not transliterated but is used to introduce an initial vowel or a diphthong. Medially and finally "alef" represents a long "a" and is transliterated "أ". Medial and final "alef" may also be used as a bearer for "hamzeh" in words of Arabic origin. For various uses of "alef" see par. 2.b.(1), (2), (3), (4), (5), (6), (7), (9), (10); and par. 3.a.(1).

2. The letter "א" , shall be transliterated as "א". Note that the macron is used to distinguish it from the two other letters that have the same sound, namely "ס", "ס" and "ס", "sad"; thus the macron shall always be carried.

Examples:
- Salas
- Mo'sallaš
- Ba'es

3. The letter "ג", "che", shall be transliterated with the digraph "ch".

Examples:
- Cheshmeh
- Dochár
- Qâch

4. The letter "ד", "he" shall be transliterated as "ד". Note that the cedilla is used to distinguish this letter from "ד", "he", and therefore shall never be omitted.

Examples:
- Ḥasanābād
- Mohšenābād
- Sath
(5) The letter "خ", "khe", shall be transliterated with the digraph "kh"

**EXAMPLES:**

- خانباد Khanabad
- بختار Bakhitar
- خاک Kakh

(6) The letter "ز", "zai", shall be transliterated as "ذ". Note that the macron is used to distinguish it from the three other letters that have the same sound, namely, "ژ", "ژه", "ض", "ژاد", and "ژ", "ژی", thus, the macron shall never be omitted.

**EXAMPLES:**

- ذوب ذوب
- غذا Ghaza
- نازغ Nazeg

(7) The letter "ژ", "zhe", shall be transliterated with the digraph "zh".

**EXAMPLES:**

- زهله Zaleh
- مزدهباد Mozdehabad
- بزه Baze

(8) The letter "ش", "shin", shall be transliterated with the digraph "sh".

**EXAMPLES:**

- شیراز Shiraaz
- کرمانشاه Kermanshah
- ناقش Naqosh

(9) The letter "س", "sad" shall be transliterated as "س". Note that the cedilla is used to distinguish it from the two other letters that have the same sound, namely, "س", "س" and "سن", "سن", thus, the cedilla shall never be omitted.

**EXAMPLES:**

- صحنه Şahneh
- یتیک Ettekal
- خالص Khales

(10) The letter "ض", "zad", shall be transliterated as "ض". Note that the sub-macron is used to distinguish it from the three other letters that have the same sound, namely, "ژ", "ژه", "ض", "ژاد", "ژ", "ژی", thus, the sub-macron shall never be omitted.

**EXAMPLES:**

- ضامن زادe Zamenezad
- ضامن رضوان Reven
- ایبن Abyaz
(11) The letter "ل", "م", shall be transliterated as "l", "m". Note that the cedilla is used to distinguish it from "ت", "ط", and therefore shall never be omitted.

**EXAMPLES:**

- تاَق بَسْتَانَ (Taq Bostan)
- رَمْوَتَ (Ramoot)
- رِبَتُ (Rabat)

(12) The letter "ض", "ض", shall be transliterated as "z", "d". Note that the cedilla is used to distinguish it from the three other letters having the same sound, namely, "ز", "ز", "ز", "ذ" and "ض", "ض", "ذ": thus, the cedilla shall never be omitted.

**EXAMPLES:**

- زُهْر (Zohr)
- مُؤَذَّف (Mozafar)
- لِهْزَ (Lehz)

(13) The letter "ع", "ع", "ع", shall be represented with the inverse apostroph "َ". This mark is to be treated as a separate letter and shall not be placed over other letters i.e. "أَبَّاس", and not "أَبَّاس", "ع" may appear initially, medially or finally.

**EXAMPLES:**

- عَلِيٌّ أَبَادِ (Aliabad)
- مُعَلَّم (Muallem)
- زُيِّبِ (Ziyab)

(14) The letter "غ", "ghayn", is to be transliterated with the digraph "gh"

**EXAMPLES:**

- غُلَامَبَادِ (Gholamabad)
- مَغَرِبِ (Maghreb)
- بَالِغِ (Balegh)

(15) The letter "ق", "qaf", shall be transliterated as "q". It shall not be confused with "ك", "ka" and shall never be transliterated as "k".

14
EXAMPLES: Qazvin  قزوین
Baqer  باقر
Taq  طاق

(16) The letter "h", "he" shall be transliterated as "h" at all times. This includes the final "ch" combination where the "he" generally is silent. Disregarding this fact, the "h" shall be retained.

EXAMPLES: خانه shall be spelled "khaneh" and not "khanfe"; similarly Firuzeh, Saehe, Zhaleh.
For the treatment of the "ezafeh" after the final "he" see par. 4.d.

(17) The letters "y", "vaw" and "w, "ye" have consonantal values when occurring initially, finally (when preceded by a vowel), beginning a syllable after a sukun or when occurring between two vowels. In this case they shall be rendered as 'v' and 'y' respectively.

EXAMPLES: (a) "y" Varamin  وزامین (initially):
Gav  کاز (finally)
Resheh  رشوه (after a sukun):
Rawn  روان (between two vowels)
(b) "y" Yusuf  يوسف (initially):
Saay  سیا (finally)
Madyun  مدین (after a sukun)
Reyaz  رئاز (between two vowels)

(18) An oblique line is to be used to separate the letter "h" from a preceding "g,k,s,z" when both letters have their individual values and are not representing a digraph, thus: "g/h" represents "gai" followed by "he" while "gh" represents "gheyn".

EXAMPLES: Rag/ha  راہا but Maghreb  مغرب
Tork/ha  چتکا but Bakht  بخت
2. VOWELS, DIPHTHONGS AND EXPLANATORY NOTES:
   a. LISTING OF VOWELS AND DIPHTHONGS:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Name of Letter</th>
<th>Transliteration</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ز</td>
<td>Zir</td>
<td>e</td>
<td>see par. 2b. (1)</td>
</tr>
<tr>
<td>ز</td>
<td>zebar</td>
<td>a</td>
<td>see par. 2b. (2)</td>
</tr>
<tr>
<td>ض</td>
<td>plsh</td>
<td>o</td>
<td>see par. 2b. (3)</td>
</tr>
<tr>
<td>أ</td>
<td>alef maddeh</td>
<td>a</td>
<td>see par. 2b. (5)</td>
</tr>
<tr>
<td>ی</td>
<td>alef introducing an initial zebar</td>
<td></td>
<td>see par. 2b. (2)</td>
</tr>
<tr>
<td>ز</td>
<td>zebar alef</td>
<td>ا</td>
<td>see par. 2b. (4)</td>
</tr>
<tr>
<td>ز</td>
<td>zir alef</td>
<td>e</td>
<td>see par. 2b. (4)</td>
</tr>
<tr>
<td>ض</td>
<td>plsh alef</td>
<td>o</td>
<td>see par. 2b. (3)</td>
</tr>
<tr>
<td>ض</td>
<td>plsh vav</td>
<td>ع</td>
<td>see par. 2b. (4)</td>
</tr>
<tr>
<td>ض</td>
<td>plsh vav sokun</td>
<td>ا</td>
<td>see par. 2b. (4)</td>
</tr>
<tr>
<td>ز</td>
<td>zir ye</td>
<td>I</td>
<td>see par. 2b. (4)</td>
</tr>
<tr>
<td>ز</td>
<td>zir ye saken</td>
<td>ا</td>
<td>see par. 2b. (4)</td>
</tr>
<tr>
<td>أ</td>
<td>alef maqsureh</td>
<td>a</td>
<td>see par. 2b. (8)</td>
</tr>
</tbody>
</table>

b. EXPLANATORY NOTES ON VOWELS AND DIPHTHONGS:

(1) "ـ " , "ز " , denoting the short vowel "e" and also known as "kasreh" is placed below the preceding consonant. In this form it appears medially only and shall be transliterated as "e".

EXAMPLE: هرام ـ هرام
This sound occurring initially is indicated by placing the "ز " below an "alef", "أ " which itself is not transliterated, that is, the "alef" becomes the bearer for the "ز " . This combination is referred to as "ز ا " and shall be transliterated the same as "ز ا ".

EXAMPLE: أرام ـ أرام
The short "e" does not occur finally.

For "kasreh-ye ezāleh" see par. 4.

(2) "ezālah", "zebar", denoting the short vowel "a" and also known as "fatheh" is placed over the preceding consonant. In this form it appears medially only shall be transliterated as "a".

EXAMPLE: Ḥasan حسن
This sound occurring initially is indicated by placing the "zebar" over an "alef" , "ا" , which itself is not transliterated, that is, the "alef" becomes the bearer for the "zebar". This combination transliterated as "a" is not to be confused with the "zebar alef" occurring medially and transliterated as "a". See par. 2.b.

EXAMPLE: Ahmad Āḥmad
The short "a" does not occur finally.

(3) "ezālah", "pīsh" denoting the short vowel "o" and also known as "zammeh" is placed over the preceding consonant. In this form it appears medially only shall be transliterated as "o".

EXAMPLE: Rujūbat رُجُوبَة
This sound occurring initially is indicated by placing the "pīsh" over an "alef" , "ا" , which itself is not transliterated, that is, the "alef" becomes the bearer for the "pīsh". This combination is referred to as "pīsh alef" and it shall be transliterated the same as "pīsh".

EXAMPLE: Ordū أردُو
The short "o" as a rule does not occur finally. For exceptions see par. 7.e.
(4) The long vowels "ا" "ی" "زیر ye" shall be transliterated as "a" "u" and "i" respectively. In this form all three occur medially and finally and "vav" and "ye" have vocalic values.

**EXAMPLES:**

Rebaٰٰ
Babaٰٰ
Ruٰٰ
Rٰٰ
Amٰر
Abٰدٰ

It is to be noted that in vowel pointing Persian words it is current practice not to indicate the "pish" and the "zir" of "pish vav" and "zir ye", thus, "Rod" and "Amir". In either case the transliteration remains the same.

"pish vav" and "zir ye", also occur initially in which case they are written as "ؤ" "ؤ" "Alef vav" and "ؤ" "Alef ye" respectively. Here the "Alef" itself not transliterated because it is only the bearer for the "pish" and the "zir". The two combinations shall be rendered as "u" and "i" respectively.

**EXAMPLES:**

Üshyan اوشیان
Istgah ایستگاه
It is to be noted that in this case, also current practice in writing Persian dictates the omission of the "zir" and the "pish" thus, "آوستن" and "پیستگاه" instead of "آوستن" and "پیستگاه".

(5) "א", "alef maddah", represents the initial long "a" and shall be transliterated as "a".

EXAMPLE: Abadan  
This letter occurs initially only, with the exception of the word "هانزه" where it is transliterated as "hanzeh". See par. 3.b.(1),(b).

(6) The diphthong "א", "pish vav saken" shall be transliterated as "ow" in this form it occurs medially and finally.

EXAMPLE: Gowhar  
Reihow  
This sound occurring initially is represented by an "א", "alef vav" with a "pish" over the "alef". Here the "alef" shall not be transliterated and the combination shall be rendered "ow" as above.

EXAMPLE: Ovraman  
For exceptions see par. 7.c.

(7) The diphthong "א", "zir ye saken" shall be transliterated as "ey". In this form it occurs medially and finally.

EXAMPLES: Kheybar  
Rey  
This sound occurring initially is represented by "א", "alef ye" with a "zir"
below the "alef". Here the "alef" itself, used as a marker for the "a" shall not be transliterated and the combination shall be rendered "ay" as above.

EXAMPLES: Eyvan

(8) A final long "a" in some Arabic words is written "ay" and is known as "alef Maqṣūrə " It shall be transliterated as "a".

EXAMPLES: Leyla
Mūsā
Mostafa

3. OTHER ORTHOGRAPHIC SIGNS AND EXPLANATORY NOTES

a. LISTING OF SIGNS:

<table>
<thead>
<tr>
<th>Sign</th>
<th>Name of Letter</th>
<th>Transliteration</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>`</td>
<td>hamzeh</td>
<td></td>
<td>see par. 3.b. (1)</td>
</tr>
<tr>
<td>`</td>
<td>tashdīd</td>
<td>double the consonant</td>
<td>see par. 3.b.(2)</td>
</tr>
<tr>
<td>`</td>
<td>tanvīn</td>
<td>an, en, on</td>
<td>see par. 3.b.(3)</td>
</tr>
</tbody>
</table>

b. EXPLANATORY NOTES:

(1) "*" "hamzeh", shall be represented in the transliteration with the apostrophe * , *. This mark shall be treated as a separate letter and shall not be placed over other letters, i.e. "mas'aleh" and not "masaleh". The various uses of "hamzeh" are listed below:

(a) The "hamzeh" seldom appears initially and if it does it is to be
disregarded because it will be placed over an "alef" which will be transliterated into the short vowel that it beaks, thus: "أُمْـه" is to be transliterated as "Ommeh".

(b) Medially the "hamzeh" is used to separate contiguous vowels and is written on a bearer or on an "alef". In either case it shall be transliterated.

EXAMPLES:

Fā'eadeh
Farmāni
Ra's

The word "آْرَقَان" is an exception. Although usually spelled with a "maddah" it is to be transliterated with a "hamzeh", thus: "Qorān".

(c) "Hamzeh" also appears finally

EXAMPLE: Nesā

(d) In words or toponyms of Arabic origin the "hamzeh" may also appear on a "vav", "ya" "ye", "wādī", or even without a bearer. It shall always be transliterated if it indicates a slight break in pronunciation; otherwise, it shall be omitted as in par.(a) above:

EXAMPLE: Amīr ol Mo'menīn

but

Ommeh

(e) For transliteration of "hamzeh" use ـ for the "ezāfeh" see par. 4.d.

(2) The "tashdīd" placed on a consonant indicates that the letter is to be doubled in pronunciation. In transliterating, also, the letter shall be doubled.

EXAMPLES:

Tashakkor
Garrīs
When "tashdid" occurs on the letter "ye", "١", pronunciation governs its rendition as follows:

(a) When the first "ye" has a vocalic value the combination shall be transliterated "١":

EXAMPLE:  
Hendiye٠  
Sahîye٠  
Fowziye٠  

(b) When the "ye" has consonantal value and is preceded by a short vowel it is to be rendered as "yy".

EXAMPLE:  
Seyyed  
Ghayyûr  

(3) The symbols "٠", "tanvin" or nunation occur at the end of Arabic words to denote their termination in "n". These symbols are merely the doubling of the three vowel points, which then take the sounds of "un-en-on" respectively. These occur not too frequently and shall be shown by placing the "n" slightly higher -- an, en, on.

EXAMPLES:  
Fowra٠  
Rahîme٠  
Bâbo٠  

4. TREATMENT OF THE GENITIVE CASE OR "KASREH-YE EZâFEH":

The genitive case in Persian is formed in one of the following ways:

a. If the word preceding the "ezâfeh" ends in a consonant a "زی", "ی", is added to it which shall be transliterated as "-e".
b. If the word preceding the "ezāfeh" ends in "a" or "ū" (zebar alets and pišāvāv) a "ye". "ye", is added to it which shall be transliterated as "ye".

EXAMPLES:  
Ja-ye Ḥasan  
Rū-ye Maḥ  

In some instances a "hamzeh" is used in lieu of the "zi'. This does not affect the transliteration.

d. Words ending in "eh" (zīr he) such as "Khāneh" or "māheh" take a "hamzeh" on the "he" which then assumes a "y" sounds. In this case the "hamzeh" shall not be transliterated, but the "ezāfeh" shall be rendered as "ye".

EXAMPLES:  
Rūdkhāneh-ye Aras  
Darvāzeh-ye Shahr  

in writing the "hamzeh" is sometimes omitted. This, however, is not to affect the transliteration.

e. Both "-e" and "-ye" are always to be rendered in lower case letters. Note that the "ezāfeh" is joined to the word preceding it with a hyphen, but it is not joined to the word following it.
5. TREATMENT OF THE DEFINITE ARTICLE "AL":

The Arabic definite article "al" often occurs in words or toponyms of Arabic origin and shall be treated as follows:

a. The "alef", "l", in the article shall be transliterated with the short vowel that it bears, that is "al", "el" or "ol" as the case may be and not always "al".

**EXAMPLES:** Amir al Momeen and not Amir al Momeen

Rabi' al Awal and not Rabia' al Awal

This shall be the case whether or not the article is assimilated. See par. c. and d.

b. The article shall be written as a separate word and shall neither be hyphenated nor joined to its preceding or following word. See par. e. for exceptions.

c. The article shall be assimilated when followed by one of the following letters:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Transliterated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ا</td>
<td>transliterated</td>
</tr>
<tr>
<td>س</td>
<td>transliterated</td>
</tr>
<tr>
<td>ال</td>
<td>transliterated</td>
</tr>
<tr>
<td>ل</td>
<td>transliterated</td>
</tr>
<tr>
<td>م</td>
<td>transliterated</td>
</tr>
<tr>
<td>س</td>
<td>transliterated</td>
</tr>
<tr>
<td>ه</td>
<td>transliterated</td>
</tr>
<tr>
<td>ه</td>
<td>transliterated</td>
</tr>
<tr>
<td>ج</td>
<td>transliterated</td>
</tr>
<tr>
<td>ژ</td>
<td>transliterated</td>
</tr>
<tr>
<td>ز</td>
<td>transliterated</td>
</tr>
<tr>
<td>س</td>
<td>transliterated</td>
</tr>
<tr>
<td>ش</td>
<td>transliterated</td>
</tr>
<tr>
<td>س</td>
<td>transliterated</td>
</tr>
<tr>
<td>ض</td>
<td>transliterated</td>
</tr>
</tbody>
</table>

24
<table>
<thead>
<tr>
<th>Script</th>
<th>Transliterated</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;تاء&quot;</td>
<td>transliterated</td>
<td>&quot;ت&quot;</td>
</tr>
<tr>
<td>&quot;زاي&quot;</td>
<td>transliterated</td>
<td>&quot;ز&quot;</td>
</tr>
<tr>
<td>&quot;نون&quot;</td>
<td>transliterated</td>
<td>&quot;ن&quot;</td>
</tr>
</tbody>
</table>

By assimilation is meant that instead of writing the "ت" (t), the letter following is shall doubled.

**EXAMPLES:**
- دار السلام (Dar os Salam)
- هارون الرشيد (Harun ar Rashid)
- جمادي النابي (Jamadi ol Sanfi)

**d.** It shall not assimilated when followed by letters other than those listed above.

**EXAMPLES:**
- ربيع ألانول (Rabii' ol Awall)

**e.** When the article is preceded by the Arabic prefixes "ordo", "zaw" and "في", "فل", its initial letter, the "alef", is silent. In this case the item shall be rendered as one word, and the "alef" shall be omitted.

**EXAMPLES:**
- في الحقيقة (Fi al Haqiqa)
- في الواقع (Fi al Waqit)
- زواوية (Zawia'deh)
- 'السد" (al-sad)

**f.** When the article is preceded by the Arabic word "حني", "حَتِّ" the "alef maqsureh" is not pronounced. In this case it shall be omitted in transliteration and the article shall be rendered as indicated in par. b.

**EXAMPLES:**
- حات al Maqdür (Hatta al Maqdur)
- حات al Bab (Hatta al Bab)

**g.** For capitalization of the article see SECTIONV, CAPITALIZATION.
6. VĀV-E MĀDĪLEH

a. In the initial combination "khwāf", "khār", plus a "zèbar alef", "ār", or "zīr ye", " Yemen, the "vāv" in such when in section of this, it shall be transliterated with its consonantal value "v".

**EXAMPLES:** خواجه shall be rendered "Khvansar"

although is pronounced "Khānsār".

Likewise: khuṣh خويش
Khvājeh خواجه
Khwāb خواب
Khwāhar خواهر

This voiceless "vāv" is known as the "vāv-e Mādīleh".

7. SOME SPECIAL RENDITIONS:

a. The word "الله" shall be rendered as "allah" although the "alef" has the sound of a long "ā". Zebar alef in compound words where the "alef" takes a "zīr" or a "pāsh" it is to be rendered as "ellāh" or "ollāh" as the case may be.

See SECTION III, par. 2.

**EXAMPLES:** Allah Verdi الله وردى
Besmellāh بسم الله
Heshmatollah جسم الله

b. In words where the combination of a consonant followed by a "ye" plus a long "ā" (zebar alef) exists the "ye" is to be rendered with its consonantal value preceded by a "zīr". This rendition may be phonetically unsatisfactory, but it is the best that this transliteration system provides.
c. The word "دو" meaning "two" in Persian shall be transliterated "do" at all times.

EXAMPIES:

Dobārreh  دوباره
Dorāhē  دوراهه

This, of course, is not true of other "dal,vaw" combinations which shall be rendered as "dow" or "du" ad the case may be.

SECTION III
SPACING

1. Compound names consisting of two or more words shall be written separately. They shall not be rendered as one word in spite of the fact that Persian words are written consecutively either with spacing in between. The same also applies to toponyms consisting of a generic and one or more specifics. For exceptions see par.2.

EXAMPLE: "Ali Morād Khān not "Alīmorādkhān
Emāmzādeh Kolāshīr not Emāmzādehkolāshīr
Barāštāb Darreh Qāyed not Barāštābdarreh Qāyed
However, when words are joined in Persian writing they shall be rendered as one word, because in this case they are so closely related that they are pronounced as one word without any pause in between.

EXAMPLES: خرم‌شانه کُرُم‌شانه shall be rendered Kermānshāh and not Kerman Shīh, similarly, عَلَامَتْعلَیْه shall be rendered Gholāmʿāli.

2. The elements "ʻabād" and "ʻalāh" shall always be rendered as part of the preceding word because the two elements are universally pronounced as one. "Allah" may also spelled as "ellāh" or "ollāh" depending on what short vowel the "ālī" takes in a given combination.

EXAMPLES: حسن‌آباد Hasanābād
جلال‌آباد Jalālābād
بارک‌الله Barakallāh
پیام‌الله Besmellāh
خسروالله Ḩeshmatollāh

For rendition of "الله" see SECTION II, par.7.a.

3. Suffixes such as "ha", "īr", "īr" or "īn" will be attached to the base word, whether written attached in the Persian script or not.

EXAMPLES: کوهها Kūhā
تپه‌لار Tappehlar
آغاجلی Aghājīlī
گونلو Günlu
Diocritics to be used in this assignment are the macron (−), the cedilla (´), the inverse apostrophe (‘), the apostrophe (‘), the submacron (−) and the acute accent (´).

1. THE MACRON (−):

a. The macron occurs on "a", "i" and "u" to denote a long vowel, and it is placed over "a" and "z" to distinguish them from other letters having the same sound. See Section II, par. 1a. The macron may occur initially, medially, or finally.

   EXAMPLES:
   
   a as in Āfīd, Reβīt, Sābā
   i as in Ḥarj, shīrāz, Ghazār
   u as in Ushyān, Rūd, Nīrū
   ā as in ʿAllām, ʿAlī, Moṣollaš
   ẓ as in ʿZohāb, Māzhad, Nārāz

b. The letter "i" always takes a macron and shall be rendered without the dot — (i) — and not (i).

c. Care shall be taken to place the macron directly over and slightly above the letter, and never between letters.

2. THE CEDILLA (´):

a. The cedilla appears with "h, s, t, and z" and is used to distinguish these letters from others having the same sound. Any of these letters bearing a
cedilla may appear initially, medially or finally.

**EXAMPLES:**

\[ h \] as in Ḥasan, łemn, ẓalāl
\[ ẓ \] as in ẓān, ḥaḍr, ḥālīn
\[ t \] as in tāq, nasr, ẓarān
\[ ẓ \] as in ẓām, marān, ḥālīn

b. With the "h" the cedilla is to be written in the middle, and it shall not be attached to either stem -- "h" and not "h" or "h"

3. **THE INVERSE APOSTROPHE ( ' ):**

a. The inverse apostrophe represents "cyn", "x", and may appear initially, medially, or finally.

**EXAMPLES:**

\[ '\] as in ʿAlī, ʿāli, Maʿrūf, mārūf, Raʾī, ẓābi

b. It shall be treated as a separate letter and shall not be placed over other letters -- 'Abbās and not ʾAbbās.

c. Care shall be taken not to confuse the inverse apostrophe with the apostrophe ( ' ) Which represents the "hamzeh". See par. 4:

4. **THE APOSTROPHE ( ' ):**

a. The apostrophe represents the "hamzeh", "x", which may occur medially and finally only:

**EXAMPLES:**

Raʾī ʿazz
Nesaʾ ʿannah

b. The apostrophe, like the inverse apostrophe, shall be treated as a
separate letter and shall not be placed over other letters -- Ra's and not Ra's.

5. THE SUB-MACRON (-):
The sub-macron is used with a "z" to distinguish it from the three other "z's" in the alphabet. It may appear initially, medially or finally.

EXAMPLES: Zāmen, Reza, Arz

6. THE ACUTE ACCENT ( ):
The acute accent placed only over "a" is used to denote the "alef maqsurah" which appears only finally.

EXAMPLE: Leyla
SECTION V

CAPITALIZATION

1. The initial letters only of all words in a proper place name shall be capitalized regardless of the number of words contained in the toponym.
   **EXAMPLES:** Tabrīz, Tanūr Boland, ʿAlī Morād Khān

2. When toponym consists of a generic and one or more specifics the initial letters of all words shall be capitalized.
   **EXAMPLES:** Sefīd Kūh, Tājkheh Rūd, Hezār Masjed kūh

3. The "ezāfeh" in either of its two forms, namely, "e" or "-ye" shall not be capitalized.
   **EXAMPLES:** Kūh-e Alborz, Rūd-e Aras, Darreh-ye Sefīd

4. The article "al" (in any form) when written as a separate word shall not be capitalized, unless it occurs initially in which case the "a" shall be capitalized. For various renditions of the article see SECTION II, par.5
   **EXAMPLES:** ʿAbd ol Rahman, Ḥārūn ar Rashīd, Al Hamad

5. When a word begin with an "eyn", "خ", the letter following the "eyn" shall be capitalized.
   **EXAMPLES:** ʿAllābād, Rūd-e ʿAzīm
SECTION VI
LETTERING GUIDE

1. UPPER CASE PRINTING

A

B

C

Make distinctly larger than lower case "c".

D

Extend stroke to distinguish between "D" and "O".

E

F

Distinguish carefully between "C" and "G".

G

H

Make cross bar straight

I

Use cross bars at top and bottom, to distinguish from lower case "I".

J

Use cross bar at top.

K

Use three strokes to distinguish from lower case "k".

LMNOPQ

Make tail clear.

Make distinctly larger than lower case "s".

R

S

Be sure that cross bar does not intersect vertical stroke, or it may be confused with lower case "t".

T

U

Do not make tail on capital "U", leave enough space at top between strokes so that it will not look like "O".

33
V  Make strokes pointed.
W  Join all strokes.
XYZ Make vertical line straight; letter should rest on line.

2. LOWER CASE PRINTING

a  Do not use "a" as it may be confused with "O".
b  Make vertical line sufficiently long.
c  Do not use a loop, or a "c" may be confused with "e".
d  Make vertical line sufficiently long.
e  Make loop sufficiently large. Be sure that loop is not filled up, or "e" may be confused with "e".
f  Make tail at top; make cross bar straight. Letter should rest on the line.
g  Make tail at bottom.
h  Make vertical line sufficiently long; otherwise "h" is confused with "n".
i  Do not dot "i"!, It always takes a macron; thus, "i".
j  Make tail at bottom of stroke.
k  Make vertical stroke longer.
l  Make line straight and long.
m  Join all strokes.
n  Distinguish between "n" and "r".
o  Distinguish between "o" and "O".
p  Make vertical line sufficiently long, drop below line.
q  Make tail long and straight with reverse line at bottom.
of stroke as shown.

r
Make letter with two separate strokes; watch distinction between 'r', 'n' and 'v'.

s
Distinguish between 'S' and 's'.

t
Make tail at bottom; make crossbar straight.

u
Make tail at bottom

v
Make junction of strokes pointed. Make strokes straight and with sufficient space at top so that it will not be confused with 'r'.

w
Distinguish between 'w' and 'W'.

x
Distinguish between 'x' and 'X'.

y
Distinguish between 'y' and 'Y', drop stroke below line.

z
Distinguish between 'z' and 'Z'.

3. SPACING
Care shall taken to leave enough space between words at all times.
RESOLUTION 12

The Conference:

Notes that Iran has officially adopted and used for many years a system for romanizing Iranian geographical names from Persian script.

Further notes that this system is in consonance with scientific linguistic principles relating to transference between writing systems.

Recommends the adoption of the system set forth by the Government of Iran in the publication entitled in its English version "Transliteration of Farsi Geographic Names of Latin Alphabet", September 1966, as the international system for the romanization from Persian script of geographical names of Iran.
SECTION VII

Languages

The official language of the Islamic Republic of Iran is Persian which is predominately spoken in the country. Of course, in the northwestern parts of the country most people speak Turkish and naturally all the geographical names of these parts of the country are under drastic influence of Turkish language such as Gharah Dagh, Gharah Su, Ghazal Ozon, Aghdagh, ... Persian is the current language of the country but due to the existing different geographical situations in the country, there are various dialects and accents such as Kordi, Baluchi, Lori, Mazendarani, Gilaki. The certain type of these dialects and accents have exerted great influence in the writing and pronouncing of the geographical names.

The Persian language in the Southwestern Asia region is the official languages of the countries situated in that part of the world. The Persian language in Afghanistan is known as "Pashtu, Dari", in Pakistan is called as "Urdu", in Tajikistan is called "Tajik" and due to its historical background, the Persian language is being used daily in the conversations, and it is trying to convert its existing system into the Persian writing.

SECTION VIII

Multilingual regions, dialects

Considering that the official language of the country is Persian but the people living in Northwestern parts of the country are using Turkish language in
their daily conversations. In the other parts of the country, the Persian language due to the different geographical areas have various dialects and accents such as Mazandarani and Gilaki spoken by the people of Southern parts of Caspian Sea. The people living in western parts of the country speak Kurdish dialects and Baluchi dialects spoken by the people of Southeastern parts of the country and the people living in the other parts of the country have their own particular dialects. The followers of religions including Christian, Jewish, Assyrian and Zoroastrian speak their own languages.

SECTION IX

Institutions

National Geographical Organization
- Research Committee of Geographical Names.

This Committee is consisted of geographers and linguists and its main task is the standardization of geographical names at the national level with the cooperation of all relevant organizations.

Ministry of Interior. The office of administrative divisions of the country is responsible for all affairs pertaining to the naming and changing names of provinces, cities, towns and villages.

Statistics Centre of Iran, affiliated to the country's Plan and Budget Organization, is to collect and publish all information and statistics pertaining to the names and numbers of cities, villages and their demographic census.

- Center of the Great Islamic Encyclopedia
- Academy of the Persian Language.
This center is under supervision of the Supreme Council of Cultural Revolution and consisted of many Persian linguists, in the recent years, has been taking important measures in the fields of translating the foreign words and turning them into the Persian language.

SECTION X

Sources materials

All of the following documents are printed in National Geographical Organization (N.G.O.).

1. Topographical Maps at various scales such as 1:50000; 1:250000; 1:100000; 1:2000000, 1:4000000, 1:8000000.

2. Thematic Maps.

- Division Administrative Maps at 1:250000, 1:50000 scale.
- Satellite Image & Map at 1:50000 scale
- Hydrological maps (Hydrological charts)

3. Gazetteers

4. Atlases

5. Geographical Names Data Base of Islamic Republic of Iran.

6. Field collection of Geographical Names based on provincial.