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**Item 19 of the Provisional Agenda**

**Toponymic guidelines for map editors and other editors**

**Toponymic Guidelines for Map and other Editors (Ukraine)**

Submitted by Ukraine\*

## **Toponymic Guidelines for Map and other Editors (Ukraine)**

### **RESUME**

Toponymic Guidelines for Map and other Editors (Ukraine) is aimed at the audience outside of Ukraine and is designed to help in using of the existing Ukrainian official maps and other sources of information concerning Ukrainian place names. The Toponymic Guidelines generalize and elaborate the spelling rules of Ukrainian geographical names and their transliteration by means of the Latin alphabet (Ukrainian System of Romanization).

## **Toponymic Guidelines for Map and other Editors (Ukraine)**

*Toponymic Guidelines (for map editors and other editors)* were worked out in Ukraine in 2009–2010. They were prepared in Ukrainian and in English (for international use).

The main rules of standardization and spelling of Ukrainian geographical names in Ukrainian (the official state language of Ukraine) as well as in romanized form on maps, in gazetteers, dictionaries, reference books, guides, textbooks and other materials, on direction signs – place names, street names, transport stop names etc. in accordance with the norms and rules of Ukrainian Spelling are presented in “Toponymic Guidelines”.

*The Guidelines* consist of seven Chapters and two Addendums.

The content of the Guidelines is arranged under the following main headings:

- introduction;
- general information about the Ukrainian language, the Ukrainian alphabet and Romanization of the Ukrainian alphabet. *The Table of Transliteration of the Ukrainian Alphabet by Means of the Latin Alphabet* is presented in the *Guidelines*. This Table was approved by the Resolution No 55 of the Cabinet of Ministers of Ukraine of January 27, 2010 “On Normalization of Transliteration of the Ukrainian Alphabet by Means of the Latin Alphabet” and is meant for use in all spheres of economic, scientific, political and administrative activity in Ukraine. The peculiarities of Ukrainian geographical names romanization are presented in the Table and examples are given. The principles of pronunciation, sound composition of Ukrainian, stress in Ukrainian are considered;
- spelling rules for Ukrainian geographical names. The classification of geographical names according to word-formation is presented. Rules of spelling of compound geographical names – separately, hyphenated and as one

word – are given. All the examples are given in Ukrainian (in Cyrillic form) and in their romanized form.

- spelling of generic terms.
- place names in minority languages. The *Guidelines* contain concise information on the minority languages of Ukraine. They carry more detailed descriptions of certain minority languages – with alphabets – about Russian, Crimean-Tatar, Hungarian and Romanian – the languages of ethnic minorities, which are characterized by compact settlement on the territory of Ukraine.

- national standardization of geographical names. The Law of Ukraine *On Geographical Names* determines the legal basis of the activity and relations regulation in the sphere of geographical names. The governmental (state) bodies, which coordinate the activities in the sphere of standardization of geographical names in Ukraine, are listed in the *Guidelines*. The sources of the standardized geographical names are pointed out.

- administrative territorial division of Ukraine. The system of administrative territorial division of Ukraine is constituted by one Autonomous Republic and 24 oblasts. The cities of Kyiv and Sevastopol have a special status, which is determined by the appropriate Laws of Ukraine. Oblasts are divided into raions. The names of oblasts, their capitals, the names of raions and their capitals are listed in the table form in the Cyrillic and Latin letters.

- Addendum A. Abbreviations of generic (geographical) terms and other words used on maps (with translation into English).

- Addendum B. Glossary of generic terms, adjectives and other words appearing on maps in Ukrainian (with transliteration by means of the Latin alphabet and translation into English).

*The Guidelines* are meant for editors, map publishers and other users who deal with geographical names (geographers, cartographers, topographers, local lore students).