Item 3 of the Provisional Agenda

Report of the working groups

Toponymic Guidelines for map editors and other editors for international use.
Report of the Coordinator*

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Background

The aim of UNGEGN Toponymic Guidelines is to gather and disseminate toponymic information on a specific country, especially from the perspective of standardization of geographical names. The content of these guidelines follows a proposal presented by former UNGEGN Chair Josef Breu in 1977 which has been updated and enriched over the years. It includes information about official, national and minority languages, names authorities, source material for toponyms, glossaries, abbreviations used on official maps, methods of differentiating text from toponyms on national maps, and administrative division. For the time being, over 40 countries have issued Toponymic Guidelines or at least drafts of such Guidelines, and a number of countries have also developed several updates and editions.

The following short report gives a survey on activities regarding UNGEGN Toponymic Guidelines since the Twenty-sixth UNGEGN Session held in Vienna (2 – 6 May 2011), including one addendum.

New or updated Toponymic Guidelines

At the 26th UNGEGN Session, new Toponymic Guidelines were presented by **Ukraine**. These Guidelines were published in English as a monograph:

> State Service of Geodesy, Cartography and Cadastre / State Scientific Production Enterprise "Kartographia": Toponymic Guidelines. For map and other editors. For international use. Ukraine. Kyiv: Kartographia, 2011.
> ISNB: 978-966-475-839-7

Online access to a digital version is scheduled for the near future.

At the same 26th UNGEGN Session three countries presented updated versions of Toponymic Guidelines. All of these updated guidelines are available on the internet:

- **Finland** (update of the fourth revised edition [from 2004], version 4.5, March 2011; language: English; online: http://www.kotus.fi/index.phtml?l=en&s=510)
- **Germany** (fifth revised edition, 2010; language: English and German; online: http://141.74.33.52/stagn/Portals/0/101125_TopR5.pdf)
- **Poland** (fourth revised edition, 2010; language: English and Polish; online: http://ksng.gugik.gov.pl/english/tgp.php)

The Toponymic Guidelines of Poland have additionally been printed as a monograph:

> Commission on Standardization of Geographical Names outside the Republic of Poland affiliated to the Surveyor General of Poland / Komisja Standaryzacji Nazw Geograficznych poza Granicami Rzeczypospolitej Polskiej przy Głównym Geodecie Kraju: Toponymic guidelines of Poland for map editors and other users. Fourth revised edition / Polski przewodnik toponimiczny dla redaktorów map i innych użytkowników. Wydanie czwarte zmienione. Warszawa: Head Office of Geodesy and Cartography / Główny Urząd Geodezji i Kartografii, 2010.
> ISBN: 978-83-254-0826-8

Several other countries have announced that they will publish or update Toponymic Guidelines in the near future; others have been encouraged to do so.

Addendum:
Slovakia has published the 4th edition of its Toponymic Guidelines in 2010 (language: Slovak and English; online: http://www.skgeodesy.sk/index.php?www=sp_file&id_item=1903; ISBN: 978-80-85672-93-0)

Availability and dissemination

The links to Toponymic Guidelines available online on the UNGEGN homepage have been monitored and updated.

In order to promote the dissemination of UNGEGN Toponymic Guidelines, a homonymous entry on Wikipedia, the largest internet encyclopaedia, has been created. For the time being an English and a German version of the entry are available: (http://en.wikipedia.org/wiki/UNGEGN_Toponymic_Guidelines, http://de.wikipedia.org/wiki/UNGEGN_Toponymic_Guidelines). References to these articles have been placed in other Wikipedia entries, e. g. in the following entries of the English Wikipedia:

- o "Cartography"
- o "Guideline"
- o "Josef Breu"
- o "Onomastics"
- o "Toponymy"
- o "United Nations Group of Experts on Geographical Names"

Content

A content template of Toponymic Guidelines was presented at the 26th Session as Working Paper No. 86 by the UNGEGN chair (http://unstats.un.org/unsd/geoinfo/ungegn/docs/26th-gegn-docs/WP/WP86_Toponymic%20Guidelines%20-%20Content%20Template.doc.pdf). This content template contains two additional suggestions that have been made since the 9th UN Conference on the Standardization of Geographical Names (inclusion of links for pronunciation aids [books, audio files from data bases] in the sections on Pronunciation, creating Guidelines in English *and* in the language(s) of the country in question). It also suggests that the elaboration of the principles and procedures for the standardization of geographical names in a country is a possible starting point for those countries that have not presented Toponymic Guidelines yet.

It can be observed that Item Nr. 6 of the Content Template ("Methods of differentiating toponyms from other text on national maps") has been widely ignored by the Toponymic Guidelines published so far. This item goes back to the 5th United Nations Conference on the Standardization of Geographical Names (Montreal, August 1987), where Resolution Nr. 11 recommends that a clear typographical distinction should be made on national maps between toponyms and text items for other purposes and that the methods of differentiation should be explained in the national Toponymic Guidelines (see http://unstats.un.org/unsd/geoinfo/ungegn/docs/5th-uncsgn-doc/5-uncsgn-rpt-en.pdf, page 37). The

reason that this item has not been put into practice may be that the resolution has not been implemented by national mapping agencies.

Future tasks

A main task in connection with Toponymic Guidelines is and remains to encourage countries that have not yet published Guidelines to do so and to motivate other countries whose Guidelines were published a certain time ago to update them. The elaboration of information material that can be displayed at division meetings and other occasions could promote this process.

Besides monitoring the information on and links to Guidelines published online, given on the UNGEGN homepage and on Wikipedia, other methods of dissemination must be taken into consideration (e. g. contacting news agencies or publishing houses).