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Item 18 of the provisional agenda

Other toponymic issues

**Online guidelines for the use of proper names
in the Finnish language**

Submitted by Finland *

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Online guidelines for the use of proper names in the Finnish language

Kielitoimiston ohjepankki ('the guidelines bank of the Finnish Language Office') is an online service covering Finnish orthography and grammar, as well as the correct use of proper names (including endonyms and exonyms) in the Finnish language. The service (www.kielitoimistonohjepankki.fi, in Finnish), published by the Institute for the Languages of Finland in April 2015, is available free of charge. It is designed to be useful for all Finnish-speakers, but especially for professional text producers and translators. The institute has wanted to provide a user-friendly online service where all relevant information on language planning and office treatment of names can be found in the same place. At present the online service includes 600 guidelines, and it has more than 100,000 views a month. The guidelines database is updated constantly, with new guidelines written according to users' needs.

Two ways to search for information

The instructions are divided into five main categories, one of them being *Names*, with subcategories such as *Place names*, *Personal names*, *Foreign names* and *Administrative names* (See Figure 1). The same guideline may appear in several categories. The user interface provides two options for searching for the guidelines. Users may browse the topics in alphabetical order, or they may use the search function, based on index words, key words and key constructions attached to each guideline. While the user is entering text into the search field, the service immediately starts to suggest matching key words and constructions.

In addition to the guidelines database, the search function of the service is also integrated with a number of the institute's online publications, where it will also find corresponding search results directly related to the topics in question. These publications include *Kielitoimiston sanakirja* (institute's normative-descriptive dictionary of the Finnish language), *Sukunimien taivutus* ('inflecting of surnames'), *Etunimien taivutus* ('inflecting of first names'), *Names of countries in seven languages (Maiden nimet seitsemällä kielellä*, available in Finnish, Swedish, North Saami, English, French, German and Russian) and *Svenska ortnamn i Finland* ('Swedish place names in Finland', in Swedish). There are also plans to add *Kreikan paikannimet* ('place names in Greece') to the service, as well as all other relevant, forthcoming online publications produced by the institute.

Guidelines on place names

At the end of January 2016, *Kielitoimiston ohjepankki* contained 162 guidelines in the main category *Names*, with most of them defining the spelling and – since Finnish is an agglutinative language – the inflecting of proper names. The subcategory *Place names* contained 80 guidelines, including extensive guidelines on the orthography of Finnish place names, specifying for example whether the elements of a name should be written together or apart, which elements should begin with a capital letter, and when a hyphen is needed. Other kinds of essential information available through the service include guidance on the inflection of the names of all of Finland's municipalities, a list of the names and abbreviations of all organisations within the state administration, recommendations for municipal name planning, and guidelines on commemorative naming.

The bank additionally includes guidelines on how to use, spell, pronounce and inflect foreign place names in the Finnish language. A special group of guidelines concerns romanisation systems. Guidelines for choosing the most appropriate name(s) in multilingual areas, and for choosing between alternative exonyms are also included.

4. Search text field

1. All guidelines by topic

Anna hakusana

Hae

Palvelun käyttöohje

Etusivu > Nimet

Selaa aiheita

1-20 / 162 ohjetta

Merkit, numerot ja lyhenteet >

Nimet >

- Paikannimet
- Henkilönnimet
- Asukkaiden ja kielten nimitykset
- Vieraskieliset nimet
- Rakennusten, kulkuväylien yms. nimet
- Hallinnon nimet
- Yritys- ja tuotenimet yms.
- Nimistösuunnittelu
- Teosten, tapahtumien, juhlapäivien yms. nimet
- Kasvi- ja eläinlajien nimitykset
- Luonnonilmiöiden, taivaankappaleiden yms. nimet
- Lääketieteelliset nimet

- [Aakkostus: artikkeleita ja etuliitteitä sisältävät nimet](#)
- [Aakkostus: hakemiston laadinta](#)
- [Aakkostus: moniosaiset sukunimet](#)
- [Aakkostus: to...](#)
- [Alankoma...](#)
- [Alkukirjain: a...](#)
- [Alkukirjain: b...](#)
- [Alkukirjain: e...](#)
- [Alkukirjain: h...](#)
- [Alkukirjain j...](#)
- [Alkukirjain kasvi- ja eläinlajien nimissä](#)
- [Alkukirjain kasvi- ja eläinlajien nimissä](#)
- [Alkukirjain paikannimissä](#)
- [Alkukirjain pohjoisna...](#)

3. All guidelines on names, listed in alphabetical order

5. Are you looking for this?

6. The most viewed guidelines

Etsitkö tätä?

- [Isolla vai pienellä?](#)
- [Mihin pilkku?](#)
- [Nimien taivutus](#)
- [Verbi yksikössä vai monikossa?](#)
- [Luvut ja numerot](#)

Katsotuimmat ohjeet

- [Lyhenneluettelo](#)
- [Yhdyssana vai ei?](#)
- [Kirjeen aloitus](#)
- [Yhdyssana vai ei: nurin päin vai nurinpäin?](#)
- [Pilkku](#)

Kielitoimiston sanakirja

A B C D

2. Subcategories of the main category Names

Nimet >

- Paikannimet
- Henkilönnimet
- Asukkaiden ja kielten nimitykset
- Vieraskieliset nimet
- Rakennusten, kulkuväylien yms. nimet
- Hallinnon nimet
- Yritys- ja tuotenimet yms.
- Nimistösuunnittelu
- Teosten, tapahtumien, juhlapäivien yms. nimet
- Kasvi- ja eläinlajien nimitykset
- Luonnonilmiöiden, taivaankappaleiden yms. nimet
- Lääketieteelliset nimet

Names

- Place names
- Personal names
- Names of inhabitants and languages
- Names in foreign languages
- Names of buildings, routes etc.
- Names of administration
- Names of companies, products etc.
- Name planning
- Names of works, events, holidays etc.
- Names of plant and animal species
- Names of natural phenomena, heavenly bodies etc.
- Medical names

Figure 1. The user interface of *Kielitoimiston ohjepankki* ('the guidelines bank of the Finnish Language Office'). Screenshot with explanatory notes.