# Preparing for fieldwork: what should we collect and what forms should we use?

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## Fieldwork ...



#### Aims of field collection

- To verify existing names on maps
- To collect and record "new" names, as used locally – by local authorities,

by individuals, on signage ....

- To identify type of place/feature that is named and its location
- To gather other information about the names or the places/features
- To do this carefully and consistently (with notes and maps) for follow up in the office; authorization

#### Different users need different data

- Small scale maps/atlases
- Large scale maps
- Local municipalities
- Time tables (e.g. bus); health centres; school locations; planning
- Google Earth; tourism

Difference in type of names; density; language .....







#### What do we need to collect?

What do we need to know about a name?

- What are your suggestions?
- Before in the office; in the field; back in the office
- What is basic for inclusion in a "gazetteer"?
  - Name, type of feature, coordinates, admin. unit, map #
  - Previously used names cross-referenced

#### Data fields (elements)

- Toponym
- Variants
- Feature type
- Administrative unit
  - 1st and 2nd levels
- Geographical coordinates
  - What to record?
    - latitude and longitude
  - How to select coordinates?

- Location narrative
- Map sheet references
- Status of name
- Date of approval of name
- Data source
- Other fields?
  - geodetic reference
  - meaning of name
  - language
  - historical names
  - pronunciation
  - images of place



Which of these should we collect in the field?

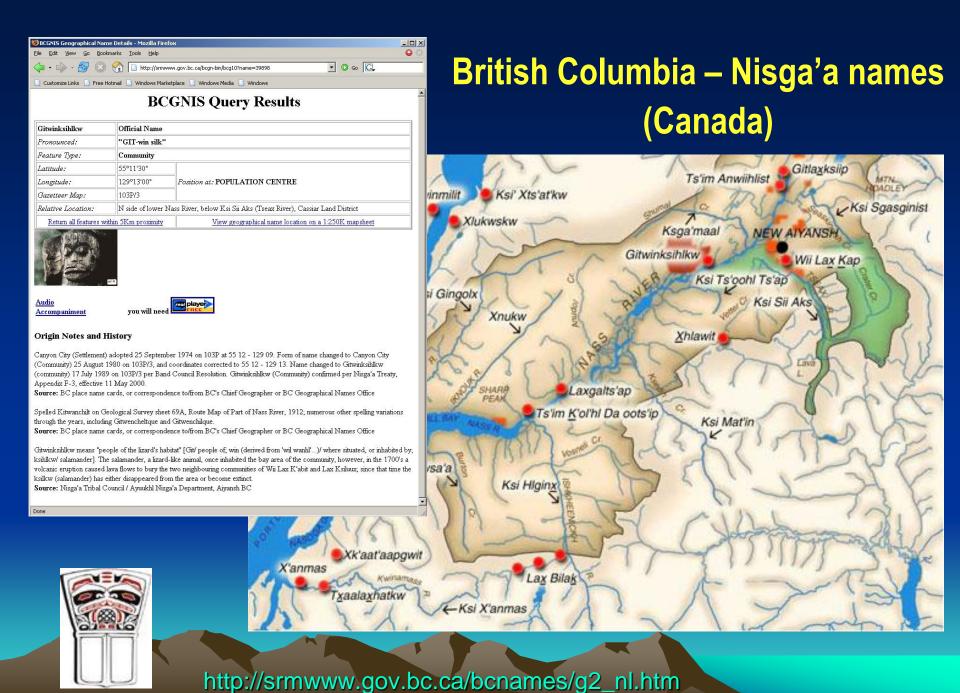
## Data fields (elements)

- Toponym
- Variants
- Feature type
- Administrative unit
  - 1st and 2nd levels
- Geographical coordinates
  - What to record?
    - latitude and longitude
  - (GPS)

- Location narrative
- Map sheet references
- Status of name
- Date of approval of name
- Data source
- Other fields?
  - geodetic reference
  - meaning of name
  - language
  - historical names
  - pronunciation
  - · images of place



Are these what we should collect in the field?



#### Forms for collecting data

- There are many different forms developed for collecting data ... they must be suitable for the information you need
- Individual sheets for each named feature
- Sheets for collection of many named features on one page
- Depends how much detail you need for a name
  - (computer collecting may allow for more data fields)
  - can we determine the extent of the feature?

#### NUNA - TOP PROJECT Map No.: 34 L 8 Native (aboriginal) Name: Syllabics: Doct of ji Location No.: 26 Transcription: Inujjuap Kuunga Coordinates: Add in office Word segments: I/nuj/ju/ap Kuu/nga Tinitials of translator 7 Translation: Giant Person's River Information: river Entity: Innuksuac, Rivière Official name(s): (on map, in gazetteer, date of approval) Other names: Qallunaap Kuunga Saludin d'Anglure 1968, 4-110 (exact reference to other surveys, historical maps and documents, etc.) \* "White person's river" referring to the first permanent settlement here (Port Harrison) Inujjuap Kuunga widely known. Confirmed by: AW Expert's name: Interviewer's name: Inukjuak Place of interview: Date of interview: (Address and phone number of responsible institution and survey coordinator)

Field worksheet and map -use number references

Example from N. Quebec, Canada

## Sample fieldwork sheets



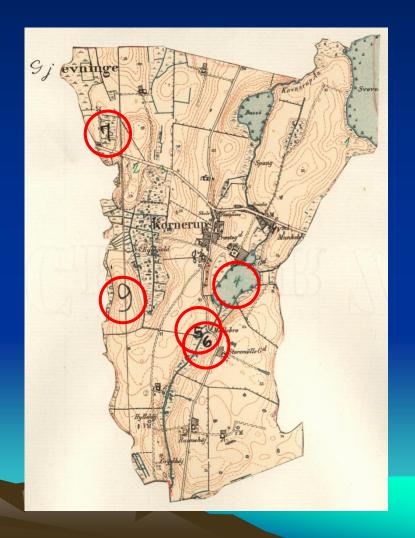
#### Place name investigation

STEDNAVNEOPTEGNELSEN

Fortegnelse over stednavne

| lo       | ocation                             | sogn ( 150  | Bent Jaze                             | herred, Kod<br>vseu         | benhains  | amt,             |
|----------|-------------------------------------|-------------|---------------------------------------|-----------------------------|-----------|------------------|
|          |                                     | (stilling)  | 0 0                                   | colle                       | ctor      |                  |
| Nr.      | ohonetic                            |             | Skriftsprog                           | ioistræde 1, København<br>* |           | orko             |
| #        | Ellen Larse                         | - bords     | i Komerup                             |                             | y.co.     | arks             |
| 5        | krey'al ha                          | l'23        | dinary wr<br>Kringelhul               | let                         |           |                  |
| 9        | mal, ay'd<br>sdo smal<br>koznrab 'n | n<br>90:12n | Molleenge<br>Store Molle<br>Kornerup  | gard                        |           |                  |
| 7        | ha li?s                             |             | , (311) = 1393                        | ved                         | det halvi |                  |
| 8        | ha, his, go<br>lån'n                | Lan         | Lunden                                | udlo                        |           | voll denne       |
| 10       | væsdat, lån<br>kosnaval go          |             | Verke lun<br>Kornerupg                | diard                       |           |                  |
| 57       | lysbjär go?                         |             | Lystriering<br>Luftbroen<br>Holijerza | $\sim$ $p^{2}$              | vegen Ll  | Kathing Kornerys |
| S9<br>60 | rawinshoii huro so's                | ~           | Rainshaj                              | More                        | i son per |                  |
| 61       |                                     |             |                                       |                             |           |                  |

# Data collection form - Denmark





#### PROJETO XPTOXPTOXPTO

| ARE  | A PESQUISADA:                             |  | _ EQUIPE DE CAI                                | MPO:                                 | р  | DATA:       |                    |                |  |
|------|---|--|--|--------------------------------------|--|-------------|--------------------|----------------|--|
| Nom  | e do informante                           |  |  |                                      |  | Idade       | Tempo d<br>moradia |                |  |
| Item | Nome geográfico fornecido pelo informante | Variante<br>fornecida pelo<br>informante | Nome<br>geográfico (do<br>insumo de<br>origem) | Variante (do<br>insumo de<br>origem) | Condição<br>(do nome o<br>insumo de<br>origem) | Nome Antigo | Categoria<br>EDGV  | Classe<br>EDGV |  |
|      |   |  |  |                                      |  |             |                    |                |  |
|      |   | Hist                                     | ória, motivação e sig                          | gnificado do nome                    | <b>)</b>                                       |             |                    |                |  |
| Nº   |   |  |  |                                      |  |             |                    |                |  |
|      |   |  |  |                                      |  |             |                    |                |  |
|      |   |  | Comentários                                    | S                                    |  |             |                    |                |  |
| Nº   |   |  |  |                                      |  |             |                    |                |  |
|      |   |  |  |                                      |  |             |                    |                |  |
|      |   |  |  |                                      |  |             |                    |                |  |
|      |   |  |  |                                      |  |             |                    |                |  |
|      |   |  |  |                                      |  |             |                    |                |  |
|      |   |  |  |                                      |  |             |                    |                |  |

#### Basic form for collection of data

| NAMES COLLECTION FORM (for basic information)   |                   |         |                 | Collector's name | Collector's name Date                 |  |  |  |
|---|-------------------|---------|-----------------|------------------|---------------------------------------|--|--|--|
| No.   | Geographical name | Source* | Type of feature | GPS/Coordinates  | Comments/ variant names/meaning, etc. |  |  |  |
| 1   |                   |         |                 |                  |                                       |  |  |  |
| 2   |                   |         |                 |                  |                                       |  |  |  |
| 3   |                   |         |                 |                  |                                       |  |  |  |
| 4   |                   |         |                 |                  |                                       |  |  |  |
| 5   |                   |         |                 |                  |                                       |  |  |  |
| 6   |                   |         |                 |                  |                                       |  |  |  |
| 7   |                   |         |                 |                  |                                       |  |  |  |
| 8   |                   |         |                 |                  |                                       |  |  |  |
| 9   |                   |         |                 |                  |                                       |  |  |  |
| 10  |                   |         |                 |                  |                                       |  |  |  |
| 11  |                   |         |                 |                  |                                       |  |  |  |
| 12  |                   |         |                 |                  |                                       |  |  |  |
| 13  |                   |         |                 |                  |                                       |  |  |  |
| 14  |                   |         |                 |                  |                                       |  |  |  |
| * Source could be street sign, building sign, local government office, individual, etc. |                   |         |                 |                  |                                       |  |  |  |

# Name form - Indonesia

Has instructions attached about the different items of information

#### NAME FORM

(Use Roman Alphabet)

| A. | DAT  | A REFERENCE                           |                  |         |                |          |  |  |
|----|--|---------------------------------------|------------------|---------|----------------|----------|--|--|
|    | I.   | REGION                                |                  | II.     | DATA SUPPORT   | Γ        |  |  |
|    | 1.   | Province                              | :                |         | Map sheet nr.  | ·        |  |  |
|    | 2.   | Sub-province (Kabupaten               |                  |         | Map sheet name |          |  |  |
|    | 3.   | District (Kecamatan)                  |                  |         | Nr. of name    |          |  |  |
|    | 4.   | Sub-district (Kelurahan)              |                  |         | Feature type   | :        |  |  |
|    | 5.   | Village (Desa)                        |                  |         | Feature Code   |          |  |  |
|    | ٠.   | vinage (Desa)                         |                  |         |                |          |  |  |
| B. | FIEI   | LD                                    |                  |         |                |          |  |  |
|    | 1.   | a. Name used by local                 | government:      |         |                |          |  |  |
|    |  | Written                               | :                |         |                |          |  |  |
|    |  | Oral (pronounced)                     | :                |         |                |          |  |  |
|    |  | b. Original language of               | f name :         |         |                |          |  |  |
|    |  | c. Meaning (if known)                 |                  |         |                |          |  |  |
|    | 2.   | a. Any other name nov                 |                  |         |                |          |  |  |
|    |  | 1                                     |                  | 2       |                |          |  |  |
|    |  | Written                               |                  |         |                |          |  |  |
|    |  | Oral (pronounced)                     | :                |         |                |          |  |  |
|    |  | b. Original language of               | f name :         |         |                |          |  |  |
|    |  | c. Meaning (if known)                 |                  |         |                |          |  |  |
|    | 3.   |                                       |                  |         |                |          |  |  |
|    | What is the meaning of the name which has literal relation with the feature (yes / no)     If yes, clarify |                                       |                  |         |                |          |  |  |
|    | 4.   |                                       |                  |         |                |          |  |  |
|    |  |                                       |                  |         |                | r of use |  |  |
|    |  |                                       |                  |         |                | r of use |  |  |
|    | 5.   | If feature is kampung/dus             |                  |         |                |          |  |  |
|    | 6.   | Population                            |                  |         |                |          |  |  |
|    | 7.   | Historical name (if any):             |                  |         |                |          |  |  |
|    |  |                                       |                  |         |                |          |  |  |
|    |  |                                       |                  |         |                |          |  |  |
|    |  |                                       |                  |         |                |          |  |  |
|    | 8.   | Field remarks:                        |                  |         |                |          |  |  |
|    | 9.   | Informant: 1                          |                  |         | 2              |          |  |  |
| C. | OFF  | FICE TREATMENT                        |                  |         |                |          |  |  |
|    |  | <ol> <li>Recommended nam</li> </ol>   | e:               |         |                |          |  |  |
|    |  | <ol><li>Location of feature</li></ol> | (Center / Mouth) | : Lat   | N/S Lo         | ng E     |  |  |
|    |  | Head:                                 |                  | Lat     | N/S Lo         | ng E     |  |  |
|    |  | 3. Length of feature                  | :                | Km      |                |          |  |  |
|    |  | 4. Area of feature                    | :                | Km²     |                |          |  |  |
|    |  | 5. Elevation                          | :                | m (msl) |                |          |  |  |
|    |  |                                       |                  |         |                |          |  |  |

|            |   | GEOGRAF                  | PHIC          | AL NA      | ME FIELI      | D SHEET       |       |  |
|------------|---|--------------------------|---------------|------------|---------------|---------------|-------|--|
| Record No. |   |                          | Feature Type: |            |               |               |       |  |
| Bar        | anga  | y/Municipality/Province: |               |            |               |               |       |  |
| Lon        | gitud   | le                       |               | Longitude: |               |               |       |  |
| 1          | a   | Name used by local gov   | Iernit        | nent       |               |               |       |  |
| -          | •   | Pronunciation (Syllabic  |               |            |               |               |       |  |
|            |   |                          |               | ,          |               |               |       |  |
| _          | ь   | Original language of nar | ne            |            |               |               |       |  |
|            | С   | Meaning (if known)       |               |            |               |               |       |  |
| 2          | a   | Any other name now       |               |            |               |               |       |  |
|            |   | used locally             | 2             |            |               |               |       |  |
|            |   | Written                  |               |            |               |               |       |  |
|            |   | Pronunciation (Syllabic  | ation         | )          |               |               |       |  |
|            | ь   | Language of Origin:      |               |            |               |               |       |  |
|            | с   | Meaning (if known)       |               |            |               |               |       |  |
| 3          | Is the meaning of the name has                        |                          |               | eral rela  | tion with the | feature? (Yes | :/No) |  |
|            | If yes, explain:                                      |                          |               |            |               |               |       |  |
|            |   |                          |               |            |               |               |       |  |
| 4          | Name used previously (if any)                         |                          |               |            |               |               |       |  |
|            |   | 1                        |               |            |               | Year of use   |       |  |
|            |   | 2                        |               |            | Year of use   |               |       |  |
|            |   | 3                        |               |            |               | Year of use   |       |  |
| 5          | If a feature is barangay, in which town and province? |                          |               |            |               |               |       |  |
| 6          | Historical name (if any):                             |                          |               |            |               |               |       |  |
| 7          | Field remarks:  |                          |               |            |               |               |       |  |
| 8          | Informant/s:  |                          |               |            |               |               |       |  |
|            | 1   |                          |               |            |               |               |       |  |
|            | 2   |                          |               |            |               |               |       |  |
|            |   |                          |               |            |               |               |       |  |

# Name form (Excel) used in the Philippines

#### Give special attention to details ...

Record what is there – do not judge on right or wrong







## Develop instructions for field collection

- for general use of toponymists
- perhaps for surveyors' use e.g. Cyprus
- perhaps for specialized collection e.g. Indigenous communities

## Happy field collecting!









