toponymy course: Fieldwork

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   1.1. The specificities of the collection of geographical names in the certification process: differences between the collection aiming at standardization and collection carried out in traditional reambulation

2. Before going into the field: campaign planning and research
   2.1 step 7: Obtaining and preparing field instruments
   2.2 step 8: Research, procurement and preparation of the inputs and initial information available for the execution of the pre-field planning
   2.3 step 9: comparative analysis
   2.4 Step 10: Fill in the tables of information on the geographical names to be surveyed in the field (Vector File Attributes Table), with the information collected in the office and with the doubts generated in the comparative analysis
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3. during the fieldwork – the work in the field
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Manual para la normalización nacional de los nombres geográficos

Grupo de Expertos de las Naciones Unidas en Nombres Geográficos

Naciones Unidas
Fieldwork objectives

- Identify local landmarks/features referred to by people in their day-to-day conversation
- Record well-established names for these features in the area
- Record the nature, location and extent of these features
- Check whether names previously used in maps are still in use
Fieldwork instructions

- Collect names in **current usage**
- Ascertain their proper **spelling** (and **meaning** and **pronunciation**)
- Indicate **location** and **extent** of named object
- Check validity of **previously** collected names
- Collect photographic and auditory records
Current usage:

- Current versus historical usage
- Oral usage versus written usage
- Local usage versus official usage
- Legal usage versus legislated usage
- Established usage
fieldwork preparation in the office 1

- Find maps of fieldwork area
- Prepare a scheme of the administrative hierarchy
- Preliminary calls to local authorities (to identify informers)
- Make appointments (phone numbers) with officials and other informants
- Prepare announcements in local press/twitter
Fieldwork preparation 2

- Study the characteristics of the area
- Make a list of the generics used there
- Identify the important topographical features in the area
- Compare and list the names occurring on previous maps
- List the discrepancies in the names (make a list of doubtful names)
Mental preparation for fieldwork

- You can only visit this area once, make the most of it!
- Make a list of the doubtful names and linguistic issues encountered
- Envisage problems to be anticipated:
  - Prepare for communication and translation problems
  - Prepare for transportation problems
  - Prepare for problems in finding informants and keeping appointments
  - Prepare for animosity on behalf of local population
Finding good informants

- Local authorities that have lived long in the region and have information on recent developments
- Other official persons (religious officials, public notaries, schoolmasters, postmasters) that know the area well
- Local population widely traveled over the area, shopkeepers
Problems with names provided by informants

- How to deal with alternative views of informants (different age groups, locations, race, gender)
- Reference to the object must be clear (example: in conversation, names for settlement and for local administrative areas might be confused)
- The features the topographer wants names for might not overlap with the features the informants has names for (different spatial concepts/no existing names)
- Name changes over time and space
Usage of a name:

- How many informants know the name
- How many informants can locate it?
- Is it used by all types (gender, race, age groups) of people?
- Do people know of other names for the same object?
- Which name version is used more or most?
- Are there at least 3-5 informants?
Special name inventory forms:

- Sequence or ID number
- Coordinates of the named object
- **Feature code** or type of named object
- Name as given on this map series (previous edition)
- Name according to previous map series
- Name according to Cadastral maps
- Name according to Inhabitants
- Name according to Public administration
- **Attribute data** (nr. of inh., height, language, meaning, pronunc.)
- Name as proposed by topographer
- Name as determined by names commission
- Remarks

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French name sheet:

1. Name according to current map series
2. Name according to cadaster
3. Name according to local inhabitants
4. Name according to local administration
5. Name according to old maps
6. Coordinates
7. Name proposed by topographer
8. Name as decided by names bureau
9. Feature type
10. Map lettering code
Graphic techniques for showing extent of named linear or aerial objects
Boundaries of natural regions
Boundaries of oceans
Documentation

- Itinerary
- Names and addresses/phone numbers of informants
- Photographs of name plaques, road signs, names on buildings, street names (listed in field note book)
- GPS measurements and photographs of new features
- Attribute data: settlements: number of inhabitants, administrative function; roads: classification type, number of lanes; railways: number of lanes; rivers, canals: capacity for shipping; forests: height, thickness, density
- Remarks: date of name change, meaning, language,
A. Prefield Preparation: field work map and a set of instructions are prepared in the staff office to assist field-worker.

B. Going into the field.

C. Initial contacts: preliminary introduction to local people and getting acquainted with area.

D. Interviewing in the home, school, or office.

E. Interviewing in the field.

F. Preparing field reports and checking completeness of work.
Instructions for toponymists

- Definition of the feature categories that need names
- Preparation of preliminary names model
- List of sources to be consulted
- Production of a names list
- Production of final names model with letter sizes
- Required names density on final map
- Rules for spacing letters in names
- Rules for showing heights
- Rules for selecting fonts, sizes and colours
- Rules for breaking up names, use of hyphens and capital letters
- Rules for documenting the decisions regarding name spellings
- Rules for inserting descriptive terms
- Rules for abbreviations

23/03/2018

NAMRIA-UNGE GN international toponymy course, Manila 2018
TOPOGRAPHER’S BIAS or INFLUENCE of INSTRUCTIONS

available name categories in the field

collected name categories

represented name categories

names collected in the field

names incorporated in base map

space restrictions

all toponymes
### International Phonetic Alphabet (IPA)

<table>
<thead>
<tr>
<th>Symbol</th>
<th>IPA</th>
<th>Pronunciation</th>
<th>Examples</th>
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</thead>
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<td>æ</td>
<td>ou,o</td>
<td>beau, yeoman, sew, over, soap, roe, oh, brooch, soul, though</td>
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