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TOPONYMIC GUIDELINES FOR MAP EDITORS AND OTHER EDITORS

Toponymic Guidelines for map and other editors –
Revised edition 1998

Submitted by Islamic Republic of Iran

In The Name of God

The Transliteration System of the Islamic Republic of Iran has been adopted in the first UNCSGN in 1967, Geneva.

In accordace with the Resolutions adopted in the 4th and 6th UNCSGN (1982,1992), the Islamic Republic of Iran has taken necessary actions in updating and complementing Toponymic Guidlines and is submitting a copy of it to the Chairman of Divisions.

IN THE NAME OF GOD

Toponymic Guidelines for map and other editors

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Revised edition

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National Geographical Organization

(N.G.O)

TABLE OF CONTENTS   PAGES

Introduction

At the Forth United Nations Conference on the Standardization of Geographical Names held in Geneva in 1982, the following resolution were adopted regarding the publication of Toponymic Guidelines:

"The conference recommends that countries should be encouraged to publish and keep up-to-date toponymic guidelines for map and other editors which may enable cartographers of other countries to treat correctly all problems of cartographic toponymy of the countries that produced such guidelines, and which may be of help to all users in interpreting maps.

Such a framework of guidelines constitutes one of the most important and effective measures for promoting speedingly the urgently needed process of International Standardization of Geographical Names.

The transliteration system of the Islamic Republic of Iran were presented for the first time at the first conference on the Standardization of Geographical Names (UNCSGN) held in Geneva,1967.

This second edition of the Toponymic Guidelines for map and other editors of Islamic Republic of Iran was thoroughly checked and comprehensively updated.

In accordance with the article 7(b) of resolution adopted at 6th UN Conference on the Standardization of Geographical Names, it is recongnized that:

1

"The Conference"

Recommends:

" (b) That provision be made to issue that Guidelines in the World Cartography Bulletin. "

These directions are intended to provide the classifier with a standard procedure for recording and transliteration of geographic names in the field. All names shall at all times be recorded and transliterated in accordance with the rules set down in these directions.

NOTE: It is be noted that in making references where a section number is not quoted the paragraphs referred to are in that same section, e.g.if the user is reading SECTION II and comes across a reference that reads "See par.2.b.(4)", this parapraph is in SECTION II. However , if he encounters a reference that is in another section it will read "See SECTION III" , par, 2.b.(4)".

we have submitted one copy of our revised edition to Mr. Raper, the esteemed president of the Seventh Conference on the Standardization of Geographical Names for his publication of Toponymic Guidelines.

Here , we deemed it our duty to thank Mr. Raper sincerely for his splendid endeavour for publishing this Toponymic Guideline.

SECTION I

RECORDING OF NAMES BASED ON VILLAGES INDENTITY

1. All nomenclature shall be obtained and recorded on the Identity of villages in the Persian script and transliterated in accordance with the rules set down in SECTIONS II-V.

2. In Persian the consonants and the long vowels alone are written, but the short vowels and the diphthongs are indicated by placing marks known as "vowel points" over or below the preceding consonants or an "alef" . Also, there are other orthographic signs in use that affect the spelling and pronunciation of Persian words. In this assignment the "vowels points" and all other signs shall be indicated at all times. this is of utmost importance because without these marks the short vowels of a given toponym can only be guessed at, resulting in the extremely inaccurate nomenclature similar to what is now present on maps and in publications of Islamic Republic of Iran. Moreover, there might even be confusion between long vowels and diphthongs.

> EXAMPLE: The toponym "Taraq' is written "Trq" in the Persian script. Without vowel pointing it, this toponym could be transliterated into any of the following forms:
> Tareq, Taroq, Taraq, Toraq, Toreq, Toroq, Teraq, Teroq, Tereq, Tarq, Torg, Terq,.

3

Therefore, this toponym shall be spelled with short vowels, thus, "تَرَق" and not "ترق".

3. The orthographic signs to be used at all times when writting the names in the Persian script are the following:

a. The "zīr" or "kasreh", (ــِ):

(1) It shall be placed below the preceding consonant or an initial "alef".

EXAMPLES: اِرَم   هِرات   ساوِه

(2) In conformance with the current practice in writing Persian, the "zīr" of the "zīr ye" shall not be written. See SECTION II, apr. 2.b.(4).

EXAMPLES: سیر   and not   سِیر
             تبریز   and not   تَبْریز
             ایستگاه   and not   اِیستگاه

(3) It shall be written to indicate a "zīr ye sāken". See SECTION II, 2.b.(7).

EXAMPLES: اِیْوان   لِیْلیٰ   رِئْ

b. The "zebar" or "fatheh", (ــَ):

(1) It shall be placed over the preceding consonant or an initial "alef".

EXAMPLES: حَسَن   رَفْت   اَرْض

4

(2) When indicatig a "zebar alef", instead of the "zebar" a short vertical line like a short "alef", thus, (‍ا) shall be used (as is the current Persian practice). See SECTION II, par.2.b.(4).

EXAMPLES: بابا   instead of   بَابَا

              آبَادَان   instead of   آبَادَان

c. The "pīsh" or "zammeh". (‍ُ):

(1) It shall be placed over a preceding consonant or an initial "alef"

EXAMPLES: رُباط   أنس   رُبغ   قُدس

(2) In conformance with current practice in writing Persian, the "pish" of the "pīsh vāv" shall not be written. See SECTION II, par.2.b.(4).

EXAMPLES: رود   and not   رُود

              يوسف   and not   يُوسف

              اوشيان   and not   أُوشيان

(3) It shall be written to indicate a "pīsh vāv sāken". See SECTION II, par.2.b.(6).

EXAMPLES: گُوهَر   رَاهُرُو   خُوش

d. The "maddeh", (‍آ):

The "maddeh" is used initially only and it indicates a long "a". It shall be written at all times. See SECTION II, par.2.b.(5).

EXAMPLES: آباذان   آرام   آفَت

e. The "sokūn", (‍ْ):

The "sokūn" written "or" is a sign that indicates the absence of a short

5

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vowel after the consonant above which it stands. This sign shall be used wherever applicable, with the exception of its placement over the final letter of a word. This is not necessary because all Persian words end either in a long vowel or a consonant.

EXAMPLES: تبریز   طِهْران   قَزوین

f. The "hamzeh", (ُ):

When initial, the "hamzeh" shall not be written, but when medial or final it shall be written at all times, whether it is on a bearer, on an "alef" , a "vav" , a "ye" or on a final "he". See "The ezāfeh" SECTION II, par.4.d.

EXAMPLES: خانِهٔ حَسَن   رَأس   اَمیرالْمُؤمِنین   فایِدِه

g. The "tashdīd", (ّ):

The "tashdīd" shall be written at all times. Care shall be taken never to omit the "tashdīd". See SECTION II, par.3.b.(2).

EXAMPLES: بِیَنْد   گَروش

h. The "alef maqsūreh", (ـىٰ):

The "alef maqsūreh" is a short "alef" placed over a final "ye" to indicate that "ye" has the sound of a long "ā". This sign shall be shown at all times. See SECTION II, par.2.b.(8).

EXAMPLES: صُغرىٰ   کُبرىٰ   لِیْلىٰ

1. The "tanvīn", (ـــًــٍــٌـ):

These three signs occurring finally only, shall be shown at all times. See SECTION II, par. 3.b.(3).

EXAMPLES: باتٌ   رَحیمٍ   فَوراً

6

4. The Persian script shall be printed clearly and legibly, and the following points shall be observed:

a. All dots shall be placed directly over or below the letter to which they apply, and care shall be taken never to omit any dots, because any omission or unclear rendition of a dot or dots will change the letter.

EXAMPLE: "b and p" in Persian are written exactly alike; however "b" has one dot under it whereas "p" has three dots.

In handwriting , Persians often use a dash (-) for two dots and a semicircle(.) for three dots. This practice shall be avoided : this is especially important with the three dots because the semicircle could easily be confused with a "sokun". All dots shall always be rendered very distinctly and clearly. Special attention shall be given to always distingushing between the following groupings of letters by dotting them clearly.

پ	ب	ت	ث		ش	س
ج	چ	خ	ح		ض	ص
	د	ذ			ظ	ط
ر		ز	ژ		ع	غ

b. The "sin" and the "shin" need not be printed in their serrated form, but shall be rendered in their smooth , elongated form,ie.

   س   and not   سس

   ش   and not   شش

c. Care shall taken never to omit one of the double diagonal lines that

7

distinguish "gāf" from "kāf". Both lines shall be made exactly the same length. Also a "zebar" in a "kaf" should not be so placed as to make it appear like a "gāf".

EXAMPLE: كَمَر could be taken for "gamar": گَمَر

however, leaves no room for ambiguity

d. In printing, each little "tooth" representing a letter shall be rendered distinctly and not slurred over.

EXAMPLE: خِیْبَر and not خیبر

سَبْزی and not سبزی

تَبْریز and not تبریز

e. When joining a "vav" to another letter, care shall be taken to print the letter with the loop clearly showing.

EXAMPLE: بو and not بو

f. Care shall be taken to place all vowel points and the other orthographic marks directly above or below the letter to which they apply in such a manner that there will not be room for misinterpretation or ambiguity. These signs shall not be placed between letters, too far above or below letter or too close to the dots.

RECORDING OF
ADMINISTRATIVE DIVISIONS
ON THE IDENTITY OF VILLAGES

1. The entries beginning on the first line of the Identity of villages are the names of administrative divisions in which the town recorded.

2. The primary administrative division of Islamic Republic of Iran is the "ostan"

Presently there are 28 ostan named as under:

1. AZARBAYJAN-E SHARQI
2. AZARBAYJAN-E GHARBI
3. ARDABIL
4. BUSHEHR
5. CHAHAR MAHAL-E BAKHTIYARI
6. ESFAHAN
7. FARS
8. GILAN
9. GOLESTAN
10. HAMADAN
11. HORMOZGAN
12. ILAM
13. KERMAN
14. KERMANSHAH

15. KHORĀSĀN

16. KHŪZESTĀN

17. KOHGĪLŪYEH VA BOWYER AHMAD
    ˢ

18. KORDESTĀN

19. LORESTĀN

20. MARKAZĪ

21. MĀZANDARĀN

22. QAZVĪN

23. QOM

24. SEMNĀN

25. SĪSTĀN VA BALŪCHESTĀN

26. TEHRĀN

27. ZANJĀN

28. YAZD

see annex map

3. The secondary administrative division is the "shahrestan". The tertiary administrative division is "bakhsh" . The fourth-order administrative division is "dehestan" . The "shahrestans, bakhshs and dehestans are identified by names only.

4. Names of administrative divisions shall be obtained in the field whenever possible. That is, when inquiry is being made as to the name of a town or village, inquiry should also be made concerning the administrative divisions that the town or village is in. Also, whenever possible inquiry shall be made as to what administrative divisions natural features fall in.

10

SECTION II
TRANSLITERATION SYSTEM

1. CONSONANTS AND EXPLANATORY NOTES:
a. LISTING OF CONSONANTS:

Persian Letter	Name of Letter	Transliteration	Remarks
ا	alef	a	see par. 1.b.(1)
ب	be	b	
پ	pe	p	
ت	te	t	
ث	s̄e	s̄	see par. 1.b.(2)
ج	jim	j	
چ	che	ch	see par. 1.b.(3)
ح	ḥe	ḥ	see par. 1.b.(4)
خ	khe	kh	see par. 1.b.(5)
د	dāl	d	
ذ	z̄āl	z̄	see par. 1.b.(6)
ر	re	r	
ز	ze	z	
ژ	zhe	zh	see par. 1.b.(7)
س	sin	s	
ش	shin	sh	see par. 1.b.(8)
ص	ṣad	ṣ	see par. 1.b.(9)
ض	z̄ad	z̄	see par. 1.b.(10)
ط	ṭa	ṭ	see par. 1.b.(11)
ظ	ẓa	ẓ	see par. 1.b.(12)
ع	'eyn	'	see par. 1.b.(13)
غ	gheyn	gh	see par. 1.b.(14)
ف	fe	f	

11

ISLAMIC REPUBLIC OF IRAN
ADMINISTRATIVE DIVISION MAP

TURKEY

İRÂQ

ARMENIA

ÂZERBÂİJÂN

CÂSPİAN SEA

TÜRKMENİSTÂN

AFGHÂNİSTÂN

PÂKİSTÂN

GULF OF OMÂN

PERSİAN GULF

ÂZARBÂYJÂN-E GHARBÎ

ÂZARBÂYJÂN-E SHARQÎ

ARDEBİL

KERMANSHÂH

KORDESTÂN

ZANJÂN

GİLÂN

İLÂM

LORESTÂN

HAMEDÂN

QAZVİN

MÂZANDARÂN

GOLESTÂN

KHÛZESTÂN

KOHGİLÛYEH VA BÛYERAHMAD

CHAHÂRMAHÂL-E BAKHTİYÂRİ

MARKAZİ

QOM

TEHRÂN

SEMNÂN

BÛSHEHR

FÂRS

ESFAHÂN

YAZD

KHORÂSÂN

HORMOZGÂN

KERMÂN

SİSTÂN VA BALÛCHESTÂN

ق	qāf	q	see par, 1.b.(15)
ک	kāf	k	
گ	gāf	g	
ل	lām	l	
م	mīm	m	
ن	nūn	n	
و	vāv	v	see par, 1.b.(17)
ه	he	h	see par, 1.b.(16)
ی	ye	y	see par, 1.b.(17)

b. EXPLANATORY NOTES ON CONSONANTS:

(1) "Alef" " ا " as such is not transliterated but is used to introduce an initial vowel or a diphthong. Medially and finally "alef" represents a long "a" and is transliterated "ā". Medial and final "alef" may also be used as a bearer for "hamzeh" in words of Arabic origin. For various uses of "alef" see par. 2.b.(1), (2), (3), (4), (5), (6), (7), (9), (10); and par. 3.a.(1).

(2) The letter " ث ", "se" , shall be transliterated as "s̄". Note that the macron is used to distinguish it from the two other letters that have the same sound, namely " س ", "sīn" and " ص " , "sad"; thus the macron shall always be carried.

    EXAMPLES: S̄alās̄   ثلاث

                        Mos̄allas̄   مثلّث

                        Bā'es̄   باعث

(3) The letter " چ ", "che" , shall be transliterated with the digraph "ch".

    EXAMPLES: Cheshmeh   چشمه

                        Dochār   دچار

                        Qāch   قاج

(4) The Letter " ح ", "he" shall be transliterated as "ḥ". Note that the cedilla is used to distinguish this letter from " ه " , "he" , and therefore shall never be omitted.

    EXAMPLES: Ḥasanābād   حسن آباد

                        Moḥsenābād   محسن آباد

                        Saṭḥ   سطح

(5) The letter "خ" , "khe" , shall be transliterated with the digraph "kh"

EXAMPLES: Khānabād   خانْ آباد

                         Bākhtar   باختَر

                         Kākh   كاخ

(6) The letter "ذ" , "zāl" , shall be transliterated as "z̄". Note that the macron is used to distinguish it from the three other letters that have the same sound, namely, "ز", "ze" , "ض" , "z̄ad", and "ظ", "z̄a"; thus, the macron shall never be omitted.

EXAMPLES: Z̄ohāb   ذُهاب

                         Ghaz̄ā   غَذا

                         Nāfez̄   نافِذ

(7) The letter "ژ" , "zhe" , shall be transliterated with the digraph "zh" .

EXAMPLES: Zhāleh   ژاله

                         Mozhdehābād   مژده آباد

                         Bāzh   باژ

(8) The letter "ش" , "shīn", shall be transliterated with the digraph "sh".

EXAMPLES: Shīrāz   شيراز

                         Kermānshāh   كرمانشاه

                         Naqqāsh   نَقّاش

(9) The letter "ص", "ṣād" shall be transliterated as "ṣ" . Note that the cedilla is used to distinguish it from the two other letters that have the same sound, namely, "ث", "s̄e" and "س" , "sīn" , thus, the cedilla shall never be omitted.

EXAMPLES: Ṣaḥneh   صَحنه

                         Etteṣāl   إتّصال

                         Khāleṣ   خالِص

(10) The letter "ض", "z̲ād" , shall be transliterated as "z̲" . Note that the sub-macron is used to distinguish it from the three other letters that have the same sound, namely, "ز", "ze" , "ذ", "zāl" and "ظ" , "za"; thus, the sub - macron shall never be omitted.

EXAMPLES: Z̲āmenātād   ضامِن آباد

                         Rez̲vān   رِضوان

                         Abyaz̲   أبيَض

13

(11) The letter "ط", "ţa", shall be transliterated as "ţ". Note that the cedilla is used to distinguish it from "ت", "te", and therefore shall never be omitted.

    EXAMPLES: Ţāq Bostān   طاق بُستان

                      Roţūbat   رُطوبَت

                      Rebāţ   رِباط

(12) The letter "ظ", "ẓa", shall be transliterated as "ẓ". Note that the cedilla is used to distinguish it from the three other letters having the same sound, namely, "ز", "ze"; "ذ", "ẓal" and "ض", "ẓād": thus, the cedilla shall never be omitted.

    EXAMPLES: Ẓohr   ظُهر

                      Moẓaffar   مُظَفَّر

                      Lehāẓ   لِحاظ

(13) The Letter "ع", "'eyn", shall be represented with the inverse apostroph " ' ". This mark is to be treated as a separate letter and shall not be placed over other letters i.e. "'Abbās" and not "Ábbās", "'eyn" may appear initially, medially or finally.

    EXAMPLES: 'Alīabād   عَلی آباد

                      Ma'lūm   مَعلوم

                      Rabī'   رَبیع

(14) The letter "غ", "gheyn", is to be transliterated with the digraph "gh"

    EXAMPLES: Gholāmābād   غُلام آباد

                      Maghreb   مَغرِب

                      Bālegh   بالِغ

(15) The letter "ق", "qāf" shall be transliterated as "q". It shall not be confused with "ک", "kāf" and shall never be transliterated as "k".

EXAMPLES: Qazvīn قَزوِین

Bāqer باقِر

Ṭāq طاق

(16) The letter "ه", "he" shall be transliterated as "h" at all times. This inculdes the final "eh" combination where the "he" generally is silent. Disregarding this fact, the "h" shall be retained.

EXAMPLES: خانه shall be spelled "khāneh" and not "khāne"; similarly "Fīrūzeh, Sāveh, Zhāleh.

For the treatment of the "ezāfeh" after the final "he" see par. 4.d.

(17) The letters "و", "vāv" and "ی", "ye". have cosonantal values when occurring initially, finally (when preceded by a vowel), beginning a syllable after a sokun or when occurring between two vowels. In this case they shall be rendered as 'v" and "y" respectively.

EXAMPLES: (a) "v" Varāmīn وَرامِین (initially)

Gāv گاو (finally)

Reshveh رِشوه (after a sokūn)

Ravān رَوان (between two vowels)

(b) "y" Yūsef یوسِف (initially)

Sarāy سِرای (finally)

Madyūn مَدیون (after a sokūn)

Reyāẕ رِیاض (between two vowels)

(18) An oblique line is to be used to separate the letter "h" from a preceding "g,k,s,z" when both letters have their individual values and are not representing a digraph, thus: "g/h" represents "gāf" followed by "he" while "gh" represents "gheyn".

EXAMPLES: Rag/hā رَگها but Maghreb مَغرِب

Tork/hā تُرکها but Bakht بَخت

15

2. VOWELS, DIPHTHONGS AND EXPLANATORY NOTES:
a. LISTING OF VOWELS AND DIPHTHONGS:

Letter	Name of Letter	Transliteration	Remarks
ِ	Zir	e	see par. 2.b.(1)
َ	zebar	a	see par. 2.b. (2)
ُ	pish	o	see par. 2.b. (3)
آ	alef maddeh	$\bar{a}$	see par. 2.b. (5)
أ	alef introducing an initial zebar	a	see par. 2.b. (2)
ا	zebar alef	$\bar{a}$	see par. 2.b. (4)
ِا	zir alef	e	see par. 2.b. (4)
ا	pish alef	o	see par. 2.b. (3)
ُو	pish vav	$\bar{u}$	see par. 2.b. (4)
ُو	pish vav sokun	ow	see par. 2.b. (6)
ی	zir ye	$\bar{i}$	see par. 2.b. (4)
یْ	zir ye saken	ey	see par. 2.b. (7)
ی	alef maqsureh	a	see par. 2.b. (8)

b. EXPLANATORY NOTES ON VOWELS AND DIPHTHONGS:

(1) " ِ ", "zir" , denoting the short vowel "e" and also known as "kasreh" is placed below the preceding consonant. In this form it appears medially only and shall be transliterated as "e".

EXAMPLE: Herāt   هرات

This sound occurring initially is indicated by placing the "zir" below an "alef", "ا" which itself is not transliterated , that is, the "alef" becomes the bearer for the "zir". This combiation is referred to as "zir alef" and shall be transliterated the same as "zir".

EXAMPLE: Eram   ارَم

16

The short "e" does not occur finally.

For "kasreh-ye ezāfeh" see par. 4.

(2) "◌َ" , "zebar" , denoting the short vowel "a" and also known as "fatheh" is placed over the preceding consonant. In this form it appears medially only shall be transliterated as "a".

EXAMPLE: Ḥasan خَسَنْ

This sound occurring initially is indicated by placing the "zebar" over an "alef" , " أ ", which itself is not transliterated , that is, the "alef" becomes the bearer for the "zebar". This combination transliterated as "a' is not to be confused with the "zebar alef" occurring medially and tranliterated as "ā" . See par. 2.b.

EXAMPLE: Aḥmad أَخْمَدْ

The short "a" does not coccur finally.

(3) "◌ُ", "pīsh" denoting the short vowel "o" and also known as "zammeh" is placed over the preceding consonant . In this form it appears medially only shall be transliterated as 'o".

EXAMPLE: Roṭūbat رُطوبَتْ

This sound occurring initially is indicated by placing the "pīsh" over an "alef" , " أ ", which itself is not transliterated, that is, the "alef" becomes the bearer for the "pīsh" . This combination is referred to as "pīsh alef" and it shall be transliterated the same as "pish".

EXAMPLE: Ordū أُردو

The short "o" as a rule does not occur finally. For exceptions see par. 7.c.

17

(4) The long vowels " اَ " , "zebar alef" , " اُ " , "pīsh vāv", and " ی " , "zīr ye" shall be transliterated as "ā" , "ū" and "ī" respectively. In this form all three occur medially and finally and "vāv" and "ye" have vocalic values.

EXAMPLES: Rebāt̤   رباط

             Bābā   بابا

             Rūd   رود

             Rū   رو

             Amīr   أمیر

             Ābādī   آبادی

It is to be noted that in vowel pointing persian words it is current practice not to indicate the "pīsh" and the "zīr" of "pīsh vāv" and "zīr ye", thus, "رود" and "أمیر" . instead of "رود" and "أمیر".

This, however , shall not affect their transliteration. "zebar alef" is usually written thus: "آ" . that is , with a short vertical line instead of the zebar, but often this sign, also, is omitted. In either case the transliteration remains the same.

"pīsh vāv" and "zīr ye" , also, occur initially in which case they are written as "أو" , "alef vāv" and "ای" . "alef ye" respectively. Here the "alef" itself not transliterated because it is only the bearer for the "pīsh" and the "zīr". The two combinations shall be rendered as "ū" and "ī" respectively.

EXAMPLES: Ūshyān   اوشیان
             Īstgāh   ایستگاه

18

It is to be noted that in this case, also current practice in writing Persian dictates the omission of the "zīr" and the "pīsh" thus, "ایستگاه" and "اوشیان" instead of "اُوْشیانْ" and "ایستگاه".

(5) "آ", "alef maddeh", represents the initial long "a" and shall be transliteration as "ā".

EXAMPLE: Ābādān   آبادان

This letter occurrs initially only, with the exception of the word "قرآن" where it is trasliterated as 'hamzeh". See par. 3.b.(1),(b).

(6) The diphthong "وْ", "pīsh vav saken" shall be transliterated as "ow" In this form it occurrs medially and finally.

EXAMPLE: Gowhar   گَوْهَر
           Rahrow   راهْرُو

This sound occurring initially is represented by an "اوْ", "alef vav" with a "pīsh" over the "alef". Here the "alef" shall not be transliterated and the combination shall be rendered "ow" as above.

EXAMPLE: Owrāmān   اُوْرامان

For exceptions see par . 7.c.

(7) The diphthong "یْ", "zīr ye saken" shall be transliterated as "ey". In this form it occurrs medially and finally.

EXAMPLES: Kheybar   خِیْبَر
            Rey   رِیْ

This sound occurring initially is represented by "اِیْ", "alef ye" with a "zīr"

19

below the "alef". Here the "alef" itself, used as a bearer for the "zir", shall not be transliterated and the combination shall be rendered "ey" as above.

EXAMPLES: Eyvan   ايوان

(8) A final long "a" in some Arabic words is written "ى" and is known as "alef Maqsureh". It shall be transliterated as "a".

EXAMPLES: Leylá   ليلى
               Mūsá   موسى
               Moṣṭafá مصطفى

3. OTHER ORTHOGRAPHIC SIGNS AND EXPLANATORY NOTES

a. LISTING OF SIGNS:

Sign	Name of Letter	Transliteration	Remarks
ء	hamzeh		see par. 3.b. (1)
ـّ	tashdīd	double the consonant	see par.3.b.(2)
ً	tanvīn	an,en,on	see par.3.b.(3)

b. EXPLANATORY NOTES:

(1) "ء" "hamzeh", shall be represented in the transliteration with the apostrophe ", ". This mark shall be treated as a separate letter and shall not be placed over other letters, i.e. "mas'aleh" and not "masaleh". The various uses of "hamzeh" are listed below:

   (a) The "hamzeh" seldom appears initially and if it does it is to be

20

disregarded because it will be placed over an "alef" which will be transliterated into the short vowel that it bears, thus: "أُمَّه" is to be transliterated as "Ommeh".

(b) Medially the "hamzeh" is used to separate contiguous vowels and is written on a bearer or on an "alef". In either case it shall be transliterated.

EXAMPLES: Fā'eadeh   فائِده

                       Farmāī   فَرْمائی

                       Ra's   رَأس

The word "قُرآن" is an exception. Although usually spelled with a "maddeh" it is to be transliterated with a "hamzeh", thus: "Qorān"

(c) "Hamzeh" also appears finally

EXAMPLE: Nesā   نِساء

(d) In words or toponyms of Arabic origin the "hamzeh" may also appear on a "vav", "ر" "a" "ye", "هٔ" , or even without a bearer. It shall always be transliteratd if it indicates a slight break in pronunciation; otherwise, it shall be omitted as in par.(a)above:

EXAMPLE: Amīr of Mo'menīn   أَمیرُالمؤمِنِین

                       but

                       Ommeh   أُمّه

(e) For transliteration of "hamzeh" used for the "ezāfeh" see par. 4.d.

(2) The "tashdīd" placed on a consonant indicates that the letter is to be doubled in pronunciation. In transliterating, also, the letter shall be doubled.

EXAMPLES: Tashakkor   تَشکُّر

                     Garrūs   گَرّوس

١

When "tashdīd occurrs on the letter "ye", "ـیّ" , pronunciation governs its rendition as follows:

(a) When the first "ye" has a vocalic value the combination shall be transliterated "īy".

EXAMPLE: Hendīyeh   هِندیّه

Saḥīyeh   صَحّیه

Fowzīyeh   فوزیّه

(b) When the "ye" has consonantal value and is preceded by a short vowel it is to be rendered as "yy".

EXAMPLE: Seyyed   سیّد

Ghayyūr   غَیّور

(3) The symbols " ً ٍ ٌ " , "tanvin" or nunation occur at the end of Arabic words to denote their termination in "n". These symbols are merely the doubling of the three vowel points, which then take the sounds of "an-en-on" respectively. These occur not too frequently and shall be shown by placing the "n" slightly higher -- an,en,on.

EXAMPLES: Fowra[n]   فَوراً

Rahīme[n]   رَحیمٍ

Babo[n]   بابٌ

4. TREATMENT OF THE GENITIVE CASE OR "KASREH-YE EZĀFEH":

The genitive case in Persian is formed in one of the following ways:

a. If the word preceding the "ezāfeh" ends in a consonant a "zīr", "ـِ" , is added to it which shall be transliterated as "-e".

EXAMPLES: Rūd-e Aras   رود اورس

Kūh-e Alborz   کوه البرز

b. If the word preceding the "ezāfeh" ends in "ā" or "ū" (zebar alef and pīsh vāv) a "ye", "ی" , is added to it which shall be transliterated as "-ye".

EXAMPLES: Jā-ye Hasan   جای حسن

Rū-ye Māh   روی ماه

c. If the word preceding the "ezāfeh" ends in a "ī" (ye with its vocalic value) a "zīr" , "ـِ", is added to it which shall be transliterated as "-ye" although the word does not contain two "ye's".

EXAMPLE: Kāshī-ye Khāneh   کاشی خانه

Qūtī-ye Ahmad   قوطی احمد

In some instances a "hamzeh" is used in lieu of the "zīr". This does not affect the transliteration.

d. Words ending in "eh" (zīr he) such as "Khāneh" or "māheh" take a "hamzeh" on the "he" which then assumes a "y" sounds. In this case the "hamzeh" shall not be transliterated , but the 'ezāfeh' shall be rendered as "-ye".

EXAMPLES: Rūdkhāneh-ye Aras   رودخانه ارس

Darvāzeh-ye Shahr   دروازه شهر

in writing the "hamzeh" is sometimes omitted. This, however, is not to affect the transliteration.

e. Both "-e" and "-ye" are always to be rendered in lower case letters. Note that the "ezāfeh" is joined to the word preceding it with a hyphen, but it is not joined to the word following it.

23

5. TREATMENT OF THE DEFINITE ARTICLE "AL":

The Arabic definite article "al" often occurs in words or toponyms of Arabic origin and shall be treated as follows:

a. The 'alef", "ا" , in the article shall be transliterated with the short vowel that it bears, that is "al" , "el" or "ol" as the case may be and not always "al".

EXAMPLES: Amīr ol Momenīn and not Amir al Momenīn

اَمِيْرُالْمُومِنِين

Rabī ol Avval and not Rabī al Avval   رَبِيْعُالْاَوَّلْ

This shall be the case whether or not the article is assimilated. See par.c.and d.

b. The article shall be written as a separate word and shall neither behyphenated nor joined to its preceding or following word. See par. e. for exceptions.

c. The article shall be assimilated when followed by one of the following letters:

"te"	transliterated	"t"	ت
"se"	transliterated	"s̄"	ث
"dal"	transliterated	"d"	د
"zal"	transliterated	"z̄"	ذ
"re"	transliterated	"r"	ر
"ze"	transliterated	"z"	ز
"sīn"	transliterated	"s"	س
"shin"	transliterated	"sh"	ش
"sād"	transliterated	"s̤"	ص
"zād"	transliterated	"z̤"	ض

24

"ṭa"	transliterated	"ṭ"	ط
"ẓa"	transliterated	"ẓ"	ظ
"nūn"	transliterated	"n"	ن

By assimilation is meant that instead of writing the "l", the letter following is shall doubled.

EXAMPLES: Dar os Salam   دارُ السَّلام

Harun ar Rashid   هارونَ الرَّشيد

Jamadi ol Sani   جَمادئ الثانى

d. It shall not assimilated when followed by letters other than those listed above.

EXAMPLES: Rabi ol Avval   ربيع الاوَّل

e. When the article is preceded by the Arabic prefixes "ذُو" , "zow" and "فى" , "fi", its initial letter, the "alef" , is silent. In this case the item shall be rendered as one word, and the "alef" shall be omitted.

EXAMPLES: Filḥaqiqeh not Fi al Ḥaqiqeh   فى الحَقيقة

Filvaqeʿ not Fi al Vaqeʿ   فى الوَاقع

Ẓowlqaʿdeh not Ẓow al Qaʿdeh   ذوالقَعده

f. When the article is preceded by the Arabic word " حتى " , "hatta" the "alef maqṣūreh" is not pronounced. In this case it shall be omitted in transliteration and the article shall be rendered as indicated in par. b.

EXAMPLES: Ḥatt al Maqdur not Ḥatta al maqdur   حتى المَقدور

Ḥatt al Bab not Ḥatta al Bab   حتى الباب

g. For capitalization of the article see SECTION V, CAPITALIZATION

6. VĀV-E MA‘DŪLEH

a. In the initial combinations "khvar", "خو" , plus a "zebar alef", "ā", or "zīr ye", "ī", the "vāv" is often silent. In spite of this, it shall be transliterated with its consonantal value "v".

EXAMPLES: خوانسار shall be rendered "Khvansar"

although is pronounced "Khānsar".

Likewise. khuīsh   خویش

Khvājeh   خواجه

Khvāb   خواب

Khvāhar   خواهر

This voiceless "vāv" is known as the "vāv-e Ma‘dūleh".

7. SOME SPECIAL RENDITIONS:

a. The word "الله" shall be rendered ad "allāh" althogh the "alef" has the sound of a long "ā", zebar alef. In compound words where the "alef" takes a "zīr" or a "pīsh" it is to be rendered as "ellāh" of "ollāh" as the case may be. See SECTION III, par. 2.

EXAMPLES: Allāh Verdī   الله وردی

Besmellāh   بسم الله

Ḥeshmatollāh   حشمت الله

b. In words where the combination of a consonant followed by a "ye" plus a long "ā" (zebar alef) exists the "ye" is to be rendered with its consonantal value preceded by a "zīr". This rendition may be phonetically unsatisfactory, but it is the best that this transliteration system provintes.

EXAMPLES: Meyan   میان

             Seyah   سیاه

             Seyavosh   سیاوش

             Reyaz   ریاض

             Zeyad   زیاد

c. The word "دو" meaning "two"in Persian shall be transliterated "do" at all times.

EXAMPLES: Dobareh   دوباره

             Dorahen   دوراهه

This, of course, is not true of other "dal,vav" combinations which shall be rendered as dow" or "du" ad the case may be.

SECTION III
SPACING

1. Compound names consisting of two or more words shall be written separately. They shall not be rendered as one word in spite of the fact that Persian words are written consecutively eith no spacing in between. The same also applies to toponyms consisting of a generic and one or more specifics. For exceptions see par.2.

EXAMPLE: ʿAli Morad Khan   not ʿAlimoradkhan   علی مرادخان

            Emamzadeh Kolashir not Emamzadehkolashir

                                              اماتمزاده اکلاشیر

            Baraftab Darreh Qayed not Baraftabdarreh qayed

                                              برآفتاب دره قاید

27

Malgeh Morād not Malgehmorād	ملگه‌مراد
Tanūr Boland not Tanūrboland	تنوربُلَند
Sefīd Kūh not Sefīdkūh	سِفیدکوه
Talkhch Rūd not Talkhchrūd	تَلخچه‌رود

However, when words are joined in Persian writing they shall be rendered as one word, because in this case they are so closely related that they are pronounced ad one word wothout any pause in between.

EXAMPLES: کرمـــــانشاه shall be rendered Kermānshah and not Kermān Shah, similarly, غُلامۡعَلی shall be rendered Gholām'alī.

2. The elements "abād" and "allāh" shall always be rendered as part of the preceding word because the two elements are universally pronounced as one. "Allāh" may also spelled as "ellāh" or "ollāh" depending on what short vowel the "alef" takes in a given combination.

EXAMPLES:		
	Hasanābād	حَسَن آباد
	Jalalatād	جَلال آباد
	Bārakallāh	بارَكَ الله
	Besmellāh	بِسْم الله
	Heshmatollāh	حِشْمَتَ الله

For rendition of "الله" see SECTION II, par.7.a.

3. Suffixes such as "ha", "lar", "lī" or "lū" will be attached to the base word, whether written attached in the Persian script or not.

EXAMPLES:		
	Kūhhā	کوه‌ها
	Tappehlar	تَپه‌لَر
	Āghājlī	آغاجلی
	Gūnlū	گوٖنلوٖ

28

DIACRITICS

Diacritics to be used in this assignment are the macron (–), the cedilla (ॢ) , the inverse apostrophe ('), the apostrophe (,) , the submacron (–) and the acute accent (´).

1. THE MACRON (–):

a. The macron occurrs on "ā" , ī, and "ū" to denote a long vowel, and it is placed over "s̄" and "z̄" to distinguish them from other letters having the same sound, SEE SECTION II, par.1.a.

The macron may occur initially , medially, or finally.

EXAMPLES: ā   as in   Āb̄d, Rebāṭ, Ṣabā

               ī   as in   Īraj, shīrāz, Ghaznī

               ū   as in   Ūshyān, Rūd, Nīrū

               s̄   as in   Salās̄, Mos̄allas̄

               z̄   as in   Zohāb, Maz̄had, Nāfez̄

b. The leter "ī" always takes a macron and shall be rendered without the dot -- (ī) and not (ī).

c. Care shall be taken to place the macron directly over and slightly above the letter, and never betweem letters.

2. THE CEDILLA (ॢ):

a. The cedilla appears with "h̦,ș,ṭ, and z̦" and is used to distinguish these letters from others having the same sound. Any of these letters bearing a

29

cedilla may appear initially, medially or finally.

EXAMPLES: ḥ   as in   Hasan, Mohsen, Ṣabaḥ

ṣ   as in   Ṣalmeh, Hamdi, Khales

ṭ   as in   Ṭaq, Nasri, Ertni

ẓ   as in   Ẓom, Mazhem, Ḥafez

b. With the "ḥ" the cedilla is to be written in the middle, and it shall not
be attached to either stem -- "ḥ" and not "ḥ or ḥ"

3. THE INVERSE APOSTROPHE ('):

a. The inverse apostrophe represents "eyn" , "ع", and may appear initially,
medially, or finally.

EXAMPLES: 'Alī   عَلِن

Ma'rūf   مَعْروف

Ral ī'   رَبيع

b. It shall be treated as a separate letter and shall not be placed over other
letters -- 'Abbās and not 'Abbās.

c. Care shall be taken not to confuse the inverse apostrophe with the
apostrophe (') which represents the "hamzeh". See par. 4.

4. THE APOSTROPHE ('):

a. The apostrophe represents the "hamzeh" , " ء " which may occur
medially and finally only:

EXAMPLES: Ra's '   رَأس

Nesā '   نساء

b. The apostrophe, like the inverse apostrophe, shall be treated as a

30

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separate letter and shall not be placed over other letters -- Ra's and not Ra's.

5. THE SUB-MACRON (–):

The sub-macron is used with a "z̲" to distinguish it from the three other "z's" in the alphabet. It may appear initially, medially or finally.

     EXAMPLES: Z̲āmen, Rez̲ā, Arz̲

6. THE ACUTE ACCENT ( ):

The acute accent placed only over "a" is used to denote the "alef maqsureh" which appears only finally.

     EXAMPLE: Leylá

SECTION V

CAPITALIZATION

1. The initial letters only of all words in a proper place name shall be capitalized regardless of the number of words contained in the toponym.

EXAMPLES: Tabrīz, Tanūr Boland, ʿAlī Morād Khān

2. When toponym consists of a generic and one or more specifics the initial letters of all words shall be capitalized.

EXAMPLES: Sefīd Kūh, Talkheh Rūd, Hezār Masjed kūh

3. The "ezāfeh" in either of its two forms, namely, "e" or "-ye" shall not be capitalized.

EXAMPLES: Kūh-e Alborz, Rūd-e Aras, Darreh-ye Sefīd

4. The articel "al" (in any form) when written as a separate word shall not be capitalized, unless it occurs initially in which case the "a" shall be capitalized. For various renditions of the article see SECTION II, par.5.

EXAMPLES: ʿAbd ol Rahmān, Hārūn ar Rashīd, Al Hamad

5. When a word begin with an "eyn" , "ع" , the letter following the "eyn" shall be capitalized.

EXAMPLES: ʿAlīābād, Rūd-e ʿAẓīm

SECTION VI
LETTERING GUIDE

1. UPPER CASE PRINTING

A

B

C   Make distinctly larger than lower case "c".

C

D   Extend stroke to distinguish between "D" and "O".

E

F   Distinguish carefully between "C" and "G".

G

H   Make cross bar straight

I   Use cross bars at top and bottom, to distinguish from lower case "I".

J   Use cross bar at top

K   Use three strokes to distinguish from lower case "K".

LMNOPQ   Make tail clear.

                          Make distinctly larger than lower case "s".

R

S   Be sure that cross bar does not intersect vertical strock, or it may be confused with lower case "t".

T

U   Do not make tail on capital "U", leave enough space at top between strokes so that it will not look like "O".

V	Make strokes pointed.
W	Join all strokes.
XYZ	Make vertical line straight; letter should rest on line.

2. LOWER CASE PRINTING

a	Do not use " a " as it may be confused with "O".
b	Make vertical line sufficeintly long.
c	Do not use a loop, or a "c" may be confused with "e".
d	Make vertical line sufficiently long.
e	Make Loop sufficiently large. Be sure that loop is not filled up, or "e" may be confused with "c".
f	Make tail at top; make cross bar straight. Letter should rest on the line.
g	Make tial at bottom.
h	Make vertical line sufficiently long; otherwise "h" is confused with "n".
i	Do not dot "i"!, It always takes a macron thus, "ī".
j	Make tail at bottom ot stroke.
k	Make vertical stroke longer.
l	Make line straight and long.
m	Join all strokes.
n	Distinguish between "n" and "r".
o	Distinguish between "o" and "O".
p	Make vertical line sufficiently long, drop below line.
q	Make tail long and straight with reverse line at bottom

of stroke as shown.

r   Make letter with two separate strokes: watch distinction between "r", "n" and "v".

s   *Disitinguish between "s" and "S".*

t   Make tail at bottom; make crossbar straight.

u   Make tail at bottom

v   Make junction of strokes pointed. Make strokes straight and with sufficient space at top so that it will not be contused with "r".

w   Distinguish between "w" and "W".

x   Distinguish between "x" and "X".

y   Distinguish between "y" and "Y", drop stroke below line.

z   Distinguish between "z" and "Z".

3. SPACING

Care shall taken to leave enough space between words at all times.

RESOLUTION 12

The Conference:

Notes that Iran has officially adopted and used for many years a system for romanizing Iranian geographical names from Persian script.

Further notes that this system is in consonance with scientific linguistic principles relating to transference between writing systems.

Recommends the adoption of the system set forth by the Government of Iran in the publication entitled in its English version "Transliteration of Farsi Geographic Names of Latin Alphabet", September 1966, as the international system for the romanization from Persian script of geographical names of Iran.

SECTION VII

Languages

The official language of the Islamic Republic of Iran is Persian which is predominately spoken in the country. Of course, in the northwestern parts of the country most people speak Turkish and naturally all the geographical names of these parts of the country are under drastic influence of Turkish language such as Gharah Dagh, Gharah Su, Ghazal Ozon, Aghdagh , ...

Persian is the current language of the country but due to the existing different geographical situations in the country, there are various dialects and accents such as Kordi, Baluchi, Lori, Mazandarani, Gilaki. The certain type of these dialects and accents have exerted great influence in the writing and pronouncing of the geographical names.

The Persian language in the Southwestern Asia region is the official languages of the countries situated in that part of the world. The Persian language in Afghanistan is known as "Pashtu,Dari", in Pakistan is called as "Urdu", in Tadjikistan is called "Tajik" and due to its historical background , the Persian language is being used daily in the conversations, and it is trying to convert its existing system into the Persian writing.

SECTION VIII

Multilingual regions , dialects

Considering that the offical language of the country is Persian but the people living in Northwestern parts of the country are using Turkish language in

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their daily conversations. In the other parts of the country, the Persian language due to the different geographical areas have various dialects and accents such as Mazandarani and Gilaki spoken by the people of Southern parts of Caspian Sea. The people living in western parts of country speak Kordish dialects and Baluchi dialects spoken by the people of Southeastern parts of the country and the people living in the other parts of the country have their own particular dialects. The followers of religions including Christian, Jewish, Assyrian and Zeroastrian speak their own languages.

SECTION IX

Institutions

National Geographical Organization

- Research Committee of Geographical Names.

This Comittee is consisted of geographers and linguists and its main task is the standardization of geographical names at the national level with the cooperation of all relevant organizations.

Ministry of Interior. The office of administrative divisions of the country is responsible for all affairs pertaining to the naming and changing names of provinces cities,towns and villages.

Statistics Centre of Iran, affilated to the country's Plan and Budget Organization, is to collect and publish all information and statistics pertaining to the names and numbers of cities, villages and their demographic census.

- Center of the Great Islamic Encyclopedia

- Academy of the Persian Language.

This center is under supervision of the Supreme Council of Cultural Revolution and consisted of many persian linguists, in the recent years has been taking important measures in the fields of translating the foreign words and turning them into the Persian language

SECTION X

Sources materials

All of the following documents are printed in National Geographical Organization (N.G.O.).

1: Topographical Maps at various scale such as 1:50000, 1:250000, 1:100000, 1:2000000, 1:4000000, 1:8000000.

2. Thematic Maps.

- Division Administrative Maps at 1:250000, 1:50000 scale.

- Satellite Image & Map at 1:50000 scale

- Hydrological maps (Hydrological charts)

3. Gaztteers

4. Atlases

5. Geographical Names Data Base of Islamic Republic of Iran.

6. Field collection of Geographical Names based on provincial.