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NATIONAL STANDARDIZATION

TOPONYMIC GUIDELINES

Toponymic guidelines for Cartography: Federal Republic of Germany

Paper submitted by the Federal Republic of Germany**

Summary

These guidelines provide information on languages, script, publications of standardized geographical names and include a glossary of appellatives, adjectives and other words necessary for the reading of maps as well as a list of abbreviations used in the official map series of the Federal Republic of Germany.

* E/CONF/74/1.

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1. Languages in the Federal Republic of Germany

Officially in the Federal Republic of Germany there is only the German language in its standard form.

Only the northern frontier strip of Schleswig-Holstein is considered a multilingual area, where Danish has the status of a minority language. But here, too, all official geographical names are written in one language, German.

Although the Frisian language is a West Germanic language of its own, in the practice of land surveying it has only the character of a dialect to which German as a standard language is assigned.

In nearly every landscape of the German-speaking area, a dialect is spoken. In the standardization of geographical names, the dialect terms have been and are being considered in principle, but the tendency towards standard spellings predominates strongly. At present the degree of adaptation to the standard language differs considerably in the various regions.

2. Script

2.1 Type of script

The German language is nowadays exclusively written in Roman characters.

2.2 German alphabet

The German language has, in alphabetical order, the following letters:

A a, Ä ä	H h	O o, Ö ö	U u, Ú ü
B b	I i	P p	V v
C c	J j	Q q	W w
D d	K k	R r	X x
E e	L l	S s ß	Y y
F f	M m	T t	Z z
G g	N n		

The letters Ä ä, Ö ö, and Ú ü are called "umlaut letters"; in alphabetical lists and gazetteers they are treated like the corresponding simple letters a, o, and u:

Example: Fürstenzell
Furth
Fürth
Furth i. Wald
Furthof

If there are two entries with otherwise homophonous names, the entry with umlaut letters follows the one with simple letters.

Occasionally, particularly in older publications, in library catalogues, registers of the Federal Postal Administration, directories and computer outputs, the umlaut letters ä, ö, and ü are treated like ae, oe, and ue. The letter combinations ae, oe, and ue are, irrespective of their pronunciation, treated like a+e, o+e, and u+e.

Hyphens, blanks, and brackets have been disregarded in the alphabetical order.

Example: Furth i. Wald	like	Furthwald (see also above)
Groß-Gerau	like	Gorßgerau
Broß-Ippener	like	Großippener
Meistadt (Hessen)	like	Neustadthessen

For ß ("scharfes s") there is no capital letter. In capitalized words ß is, as a rule, substituted by SS. In alphabetical sequence ß is treated like ss.

Further details can be taken from the DIN-standard sheet No. 5007 "Rules for the alphabetical collating" (10). 1/

2.3 General spelling rules for German geographical names

German geographical names must correspond to the general German spelling rules unless they were standardized in official registers and maps without regard to those rules; compare, for example, (1), (2), (3) and section 3 of these guidelines. The general spelling rules have been taken from the Duden, Dictionary of Geographical Names, Europe (1); the examples of foreign geographical names therein given have been replaced by names of the Federal Republic of Germany.

1. Capitalization

1.1 Adjectives and participles forming part of geographical names are capitalized. This also applies to -isch derivatives.

Examples: Altes Land;
Großer Arber;
Deutsche Bucht;
Hessisch Lichtenau.

1.2 Word forms with final -er which are derived from geographical names are capitalized.

Examples: Lüneburger Heide;
Allgäuer Alpen;
Lübecker Bucht;
Starnberger See.

1/ Numbers in parenthesis refer to reference list below.

2. Use of one word, two words or hyphen

2.1 Geographical and other names as determinative element

2.1.1 Compounds consisting of a single or a compound geographical name or a personal name plus a primary word are in general written in one word.

Examples: Frankwenwald;
Chiemsee;
Albstadt;
Wilhelmshaven.

2.1.2 The hyphen is often used - either to improve the intelligibility or to emphasize the name - when the geographical name is followed by a compound primary word forming the determinative element.

Example: Elbe-Seitenkanal.

Where intelligibility is not impaired, one word is written.

Example: Weserbergland.

2.1.3 Hyphens are used when the determinative element consists of several geographical names.

Example: Dortmund-Ems-Kanal.

2.1.4 Hyphens are also used when the determinative element consists of several words (also abbreviations).

Example: Friedrich-Wilhelm-Lübke-Koog.

2.2 Derivatives with final -er

2.2.1 Two words are used when the derivatives with final -er of geographical names designate the location.

Examples: Oberpfälzer Wald;
Starnberger See;
Dammer Berge;
Wahner Heide.

but also: Böhmerwald;
Siegerland.

2.2.2 There are geographical names with final -er which are not derivatives in the above sense. These names are written in one word according to 2.1.1.

Examples: Sauerland;
Wuppertal.

When the derivatives with final -er of geographical names designate persons, one word is written.

2.3 Adjective as determinative element

2.3.1 Compounds consisting of non-inflected adjectives, such as "groß, klein, alt, neu" etc., points of the compass plus geographical names are, in general, written in one word.

Examples: Oberpfalz;
Großalmerode;
Neustadt;
Ostfildern.

But, because officially prescribed:

Groß-Gerau;
Neu-Anspach;
Klein Nordende.

2.3.2 The hyphen is used with compounds consisting of -isch ending adjectives without ending which are derived from the names of places, countries, and peoples plus geographical names.

Example: Hessisch-Oldendorf.

But, because officially prescribed:

Bayerisch Eisenstein.

2.4 Compounds consisting of geographical names

The hyphen is used when a geographical name is composed of two geographical names.

Examples: Schleswig-Holstein;
Idar-Oberstein;
Villingen-Schwenningen.

3. Publications of standardized geographical names

3.1 Lists of names of inhabited places

Baden-Württemberg: Gemeindestatistik No. 1, Amtliches Gemeindeverzeichnis
Baden-Württemberg

Editor:
Statistisches Landesamt
Baden-Württemberg
Postfach 898
7000 Stuttgart 1

Bayern: Amtliches Ortsverzeichnis für Bayern
No. 380 der Beiträge zur Statistik Bayerns

and an
Annual Supplementary Issue

Editor:
Bayerisches Statistisches Landesamt
Neubauerstraße 51
8000 München 2

Hessen: Amtliches Verzeichnis der Gemeinden in Hessen

and

Statistische Berichte - Die Wohnbevölkerung der
Hessischen Gemeinden

Editor:
Hessisches
Statistisches Landesamt
Postfach 3205
6200 Wiesbaden 1

Niedersachsen: Statistische Berichte, Bevölkerung der Gemeinden

Editor:
Niedersächsisches Landesverwaltungsamt
- Statistik -
Postfach 107
3000 Hannover 1

Nordrhein-Westfalen: Statistische Berichte, Die Wohnbevölkerung der
Gemeinden Nordrhein-Westfalens

Editor:
Landesamt für Datenverarbeitung
und Statistik Nordrhein-Westfalen
Postfach 1105
Mauerstraße 51
4000 Düsseldorf 1

Rheinland-Pfalz: Statistische Berichte, Rheinland-Pfalz
Wohnbevölkerung der Gemeinden

Editor:
Statistisches Landesamt
Rheinland-Pfalz
Mainzer Straße 15/16
5427 Bad Ems

Saarland: Statistische Berichte, Bevölkerungsentwicklung und
Bevölkerungsstand

Editor:
Statistisches Amt des Saarlandes
Postfach 409
Hardenbergstraße 3
6600 Saarbrücken 1

Schleswig-Holstein: Statistische Berichte, Bevölkerung der Gemeinden in
Schleswig-Holstein

Editor:
Statistisches Landesamt
Schleswig-Holstein
Postfach 1141
Mühlenweg 166 (Haus 13)
2300 Kiel 1

Berlin (West): Statistische Berichte

Editor:
Statistisches Landesamt Berlin
Fehrbelliner Platz 1
1000 Berlin 31

Bremen: Statistische Berichte

Editor:
Statistisches Landesamt Bremen
Postfach 10 13 09
An der Weide 14-16
2800 Bremen 1

Hamburg:

Statistische Berichte

Editor:
 Statistisches Landesamt
 der Freien und Hansestadt
 Hamburg
 Steckelhörn 12 (Gotenhof)
 2000 Hamburg 11

3.2 Official maps

In the Federal Republic of Germany the

Vermessungsverwaltungen (LVA) (Survey Administrations)
 (addresses further below)

and the

Institut für Angewandte Geodäsie (IFAG) (Institute for Applied Geodesy)
 Richard-Strauss-Allee 11
 6000 Frankfurt am Main 70

publish the following official map series:

<u>Name of the map series</u>	<u>Short form of the map series name</u>	<u>Number of sheets covering the Federal Republic of Germany</u>	<u>Publisher</u>
Topographische Karte 1:25 000 (Topographic Map 1:25,000)	TK 25	2 089	LVA
Topographische Karte 1:50 000 (Topographic Map 1:50,000)	TK 50	558	LVA
Topographische Karte 1:100 000 (Topographic Map 1:100,000)	TK 100	153	LVA
Topographische Übersichtskarte 1:200 000 (General Topographic Map 1:200,000)	TK 200	44 of these 12	IfAG LVA Bavaria
Übersichtskarte 1:500 000 (World Serie 1404) (General Map 1:500,000) (World Series 1404)	ÜK 500	4 (large-format sheets)	IfAG
Federal Republic of Germany 1:1,000,000 on the basis of the International Map of the World 1:1,000,000	D 1:1 Mio	1	IfAG

/...

Addresses of the Vermessungsverwaltungen (LVA) (Survey Administrations)

Baden-Württemberg: Landesvermessungsamt Baden Württemberg
Büchsenstraße 54
7000 Stuttgart 1

Bayern: Bayerisches Landesvermessungsamt
Alexandrastraße 4
8000 München 22

Hessen: Hessisches Landesvermessungsamt
Postfach 3249
Scharperstraße 16
6200 Wiesbaden 1

Niedersachsen: Niedersächsisches
- Landesvermessung -
Postfach 107
Warmbüchenkamp 2
3000 Hannover 1

Nordrhein-Westfalen: Landesvermessungsamt
Nordrhein-Westfalen
Postfach 205007
Muffendorfer Straße 19-21
5300 Bonn 2

Rheinland-Pfalz: Landesvermessungsamt Rheinland-Pfalz
Postfach 1428
Ferdinand-Sauerbruch-Straße 15
5400 Koblenz 1

Saarland: Landesvermessungsamt des Saarlandes
Neugrabenweg 2
6600 Saarbrücken 3

Schleswig-Holstein: Landesvermessungsamt
Schleswig-Holstein
Postfach 5070
Mercatorstraße 1
2300 Kiel 1

Berlin (West): Senator für
Bau- und Wohnungswesen
Abt.V - Vermessungswesen -
Mansfelder Straße 16
1000 Berlin 31

3.3 Gazetteer

The "Gazetteer Federal Republic of Germany" is being prepared by the Institut für Angewandte Geodäsie assisted by the Permanent Committee on Geographical Names. The Gazetteer contains the names of all geographical objects of the Federal Republic of Germany and Berlin (West) which are represented on the official General Map 1:500,000 (UK 500), "World Series" 1404. Moreover, it contains all names of municipalities not represented on the map for lack of space. In consequence, this Gazetteer also serves as a complete glossary of the municipalities of the Federal Republic of Germany. There is a possibility of completing the "Gazetteer Federal Republic of Germany" at a later date by listing the geographical names up to the Topographic Map 1:25,000 (TK 25).

4. Glossary of appellatives, adjectives and other words necessary for the reading of maps (or for the evaluation of maps)

The following glossary is not solely restricted to names and words which may be found on the General Map 1:500,000.

<u>German</u>	<u>Equivalent in English</u>
Ach(e)	running water
Alp(e)	alpine pasture; alpine cowherd's hut with stable and drinking trough
alt	old
an	on
Au	forests and meadows of the flood plain; island; peninsula
auf	on, upon
Autobahn	autobahn; motorway, dual highway
Autobahn-Anschlussstelle	autobahn approach; autobahn exit
Autobahn-Dreieck	autobahn triangle
Autobahn-Kreuz	autobahn crossing
Bach	brook; rivulet
Bad	spa
Bahn	railway, Am. railroad
Bahnhof	railway station, Am. railroad station
Berg	mountain, hill
Bergland	mountainous (hilly) country; highland region
Born	fountain
breit	large, wide, spacious
Bruch	marsh, bog, fen
Brücke	bridge
Brunn(en)	spring, well, fountain
Bucht	inlet, bay, bight
Burg	castle

<u>German</u>	<u>Equivalent in English</u>
Damm	dam
Deich	dike, embankment
Denkmal	monument
Dorf	village
Düne	dune
Eck	mountain or hill crest; mountain with sharp ridges; peninsula
Fähre	ferry
Feld	field
Fels(en)	cliff, rock
Flughafen	airport, aerodrome
Fluß	river, stream
Furt	ford
Gau	region
Garten	garden
Gebrige	mountains, mountain range
Geest	geest
Gemeinde	commune
Gemeindeteil	section
Gewässer	expanse or piece of water
Gletscher	glacier
Gipfel	peak, top
Grat	ridge, crest
groß	great, large, big
Grund	valley floor; lot of ground
Hafen	harbour, Am. harbor
Halbinsel	peninsula
Hallig	low-lying islet, submerged in high tides
Haus(en)	house, building
Heide	heath; wood
Heim	home
hinter	behind
hoch	high, elevated
Hof (...hofen)	homestead; farm
hohe	high
Höhe	height, hill, mountain
Horn	mountain peak; promontory
Holz	wood; grove; forest
Hügel	hill, hillock, knoll
Hügelland	hill-country
Hütte	hut, alpine hut, mountain lodge, cabin
Insel	island
jung	young
kalt	cold
Kanal	canal
Kapelle	chapel
Kirche	church
Klein	small

<u>German</u>	<u>Equivalent in English</u>
Klettersteig (Pfad, Weg)	foot path, mountain path, climbing path
Kloster	monastery
Koog	piece of land, provided with dikes
Kreuz	cross
Kuppe	rounded hill, rounded mountain top
Land	land
Landeplatz	landing place, airfield
Leuchtturm	lighthouse
Maar	eruptive depression, often filled with water
Markt	inhabited place or commune with market right
Marsch(land)	marshy land
Meer	sea; lake
middle	middle, central
Moor, moos	marsh
Mühle	mill
neu	new
nieder	low, lower
ober	upper
Ortschaft	populated place
Ortsteil	part of populated place
Paß	mountain pass
Ried	swampland
Ruine	ruin
Sand	sand
Sandbank	sand-bank
Sankt	Saint
Sendeturm	radio tower
Schloß	castle; manor-house
Schnee	know
schön	beautiful
schwarz	black
See	lake
Spitz(e)	point, peak, top, summit
Stadt	city, town
Stadtteil	part of city or town
Stausee	reservoir, dam
Stein	stone, rock
Strand	beach, shore
Straße	street, road
Strom	stream, large river
Sumpf	marsh, swamp, bog
Tal	valley
Teich	pond, small lake
Tunnel	tunnel
Turm	tower
über	over, above
unter	under, below
vorder	front, fore, anterior

<u>German</u>	<u>Equivalent in English</u>
warm	warm
Wasser	expanse or piece of water
Watt	low bench which is under water at high tide
Weg	way, path, road
Weiher	(fish) pond
Weil(er)	hamlet
Wein	wine
weiß	white
Wiese	meadow
Wohnplatz	populated place

5. Abbreviations used in the official map series of the Federal Republic of Germany

In the compilation of the following list, the lists contained in the Specification for the Topographic Map 1:25,000 (2) and in the Toponymic Guidelines for Cartography, Austria (6), have been used as a basis.

A distinction is made between abbreviations and contractions. In general they are used in the following manner:

(a) Abbreviations to explain frequently recurring objects which cannot or can only with difficulty be construed from the planimetric representation alone, e.g.:

AT = Aussichtsturm, H = Hütte, EW = Elektrizitätswerk.

(b) Contractions when a compound consists of a determinative element and a primary word, e.g.:

Bückebe = Bückeberge, Flutgr = Flutgraben.

The use of these contractions on maps is avoided as far as possible. In case they must be used owing to lack of space, which applies in particular to maps of small scales, they are restricted to the more commonly known appellatives, such as Berg, Bach, Graben, Teich, and the like (s. list of abbreviations below).

The less frequently occurring terms such as Kopf, Kuppe, Eck, Horn, Kegel, Bühel, Bühl, and the like are always written in full.

Distinguishing official additions (appellations) for names of populated places are exceptionally abbreviated, e.g.:

Bad Homburg v.d.H., Linz a. Rhein, Königstein i.Ts., Brake i.L.,
Alzenau i. UFr.

List of abbreviations

<u>Abbreviation</u>	<u>Equivalent</u>	
	<u>German</u>	<u>English</u>
a. A	am, an, auf Alm, Alpe	on, upon alpine pasture; alpine cowherd's hut with stable and drinking trough
AD	Autobahndreieck	autobahn triangle
AK	Autobahnkreuz	autobahn crossing
AS	Anschlußstelle	approach
AT	Aussichtsturm	look-out, (observation) tower
B, ...b	Berg*	mountain, hill
B, ...b (blue)	Bach*	brook; rivulet
Bf, ...bf	Bahnhof	railway station, Am. railroad station
Bge, ...bge	Berge*	mountains, hills
Br. ...br	Brücke*	bridge
Br, ...br (blue)	Brunnen, Brunn(en)stube (offene und geschlossene)	spring, well, fountain
d.	der, die, das	the
ehem	ehemalig*	former
EW	Elektrizitätswerk, Kraftwerk	power station
Fdhf, ...fdhf	Friedhof*	cemetery
Ft	Furt	ford
Gbf	Güterbahnhof	goods station
Geb, ...geb	Gebirge*	mountains, mountain range
Gde	Gemeinde*	commune
Gr, ...gr (blue)	Graben*	ditch
Gr	Groß	large, great
Grb, ...grb	Grube (Bergwerk)*	mine
H.	Hohe, -r, -s	high
H.	Höhle*	cave, cavern
H, ...h	Hütte	hut, alpine hut, mountain lodge, cabin
Hbf	Hauptbahnhof	main station, central station
Hfn, ...hfn	Hafen	harbour, Am. harbor
Hgl, ...hgl	Hügel*	hill, hillock, knoll

* Only in connexion with proper names.

<u>Equivalent</u>		
<u>Abbreviation</u>	<u>German</u>	<u>English</u>
Hint	Hinter-*	back-, hind-
Hot, ...hot	Hotel	hotel
Hp	Haltepunkt	railway stop
Hst	Haltestelle	Am. railroad stop railway stop,
Hs, ...hs	Haus	Am. railroad stop house, building
i.	im, in	in
J, ...j	Joch*	mountain pass
JH	Jugendherberge	youth hostel
K, ...k	Kopf*	mountain top
K, ...k	Kirche*	church
Kan, ...kan	Kanal*	canal
KD	Kulturdenkmal	cultural monument
Kl	Klein*	small, little
Kläranl	Kläranlage	purification plant
Klbf	Kleinbahnhof	minor railway/railroad station
Kol	Kolonie*	group or row of homesteads
Kp, ...kp	Kapelle*	chapel
Kr, ...kr	Kreuz*	cross
Kr, ...kr	Kreis	district, administrative unit higher than commune
Kreisfr, Krfr	Kreisfrei*	free of district
Krhs	Krankenhaus	hospital
Kurhs	Kurhaus	kurhaus
Landkr	Landkreis	(rural) district, administrative unit higher than commune
M, ...m	Mühle*	mill
Mittl	Mittel*	middle
Mttr	Mitter*	middle
ND	Naturdenkmal	natural monument
Ndr	Nieder	low, lower, nether-
Nördl	Nördliche, -r, -s *	northern, northerly
Ob.	Ober, -er, -e, -es *	upper, superior
Östl	Ötliche, -r, -s *	eastern, easterly

Equivalent

<u>Abbreviation</u>	<u>German</u>	<u>English</u>
P., -p	Paß, -paß *	mountain pass
PF	Personenfähre	passenger ferry
Pl, ...pl	Platz	place
PW	Pumpwerk	pump-work
Qu, ...qu	Quelle	spring, well, source
R	Ruine	ruin
Rbf	Rangierbahnhof	marshalling yard
RegBez	Regierungsbezirk	administrative district between "Land" and "(Land)kreis"
RettSt	Rettungsstation	first-aid station
Rhs	Rasthaus	road house
röm	römisch*	Roman
Rst	Raststätte	road house
S, ...s (blue)	See*	lake
siedlg, ...siedlg	Siedlung*	settlement
Schießst	Schießstand	shooting-stand
Schl, ...schl	Schloß*	castle; manor house
Schn, ...schn	Schneise*	(forest-)aisle
Scht, ...scht	Schacht*	shaft, pit
Sp, ...sp	Spitz, Spitze*	point, peak, top, summit
St	Sankt*	Saint
St, ...st	Stein*	stone, rock
Stadtkr	Stadtkreis*	urban district
Str, ...str	Straße*	street, road
StÜbPl	Standortübungsplatz	garrison training area
Südl	Südliche, -r, -s *	southern, southerly
T, ...t	Turm*	tower
T, ...t (blue)	Teich*	pond
Talsp.	Talsperre	barrage, dam
TrÜbPl	Truppenübungsplatz	training area
Unt	Unter, -er, -e, -es	under, low, lower, inferior
UW	Umspannwerk	transformer station
(verf)	verfallen	dilapidated
Vord	Vorder, -er, -e, -es	fore

Equivalent

<u>Abbreviation</u>	<u>German</u>	<u>English</u>
Wbh	Wasserbehälter	reservoir, tank, cistern
Westl	Westliche, -r, -s	western, westerly
Whr, ...whr	Weiher	(fish)pond
Wf	Wasserfall	waterfall
WF	Wagenfähre	car ferry
WT	Wasserturm	water-tower
WW	Wasserwerk	waterworks
ZA	Zollamt	customs office
Zgl	Ziegelei	brickworks

Contractions of the endings of the names of municipalities

In exceptional cases frequently occurring endings of names of municipalities are contracted.

...bg	...berg
...dgn	...dingen
...dfn	...dorfen
...fde	...felde
...flkn	...flecken
...hfn	...hafen
...hsn	...hausen
...hvn	...haven
...hm	...heim
...ign	...ingen
...kchn	...kirchen
...lbn	...leben
...lgn	...lingen
...mkt	...markt
...rth	...reuth
...sgn	...singen
...sttn	...stetten
...wde	...walde
...wgn	...wegen
...wlr	...weiler
...wdn	...winden

References

The following source material has been used in the preparation of the Guidelines:

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2. Musterblatt für die Topographische Karte 1:25 000. Im Auftrage der Arbeitsgemeinschaft der Vermessungsverwaltungen der Länder der Bundesrepublik Deutschland (ADV) bearbeitet und herausgegeben vom Landesvermessungsamt Nordrhein-Westfalen, Bad Godesberg 1967, Seiten 53 u.54.
3. Der große Duden, Band 1, Rechtschreibung der deutschen Sprache und der Fremdwörter. Bibliographisches Institut Mannheim, 1973, Seiten 55 bis 58.
4. Breu, J.: Geographisches Namenbuch Österreichs. Band 3 der Reihe "Forschungen zur theoretischen Kartographie, Verlag der Österreichischen Akademie der Wissenschaften, Wien 1975, Seiten 17 bis 19.
5. Bertelsmann: Atlas International, Bertelsmann-Verlag Gütersloh, Berlin, Stuttgart 1972, 1980. (Abschnitt "Geographische Begriffe", Seiten XXVI ff).
6. Breu, J.: "Toponymic guidelines for international cartography", Austria, Working paper No. 5, presented to the eighth session of the United Nations Group of Experts on Geographical Names, New York, 26 February-9 March 1979, and Add. (Abbreviations) dated 26 June 1979.
7. "Conventional names, definitions, usage": report presented by Austria, the Federal Republic of Germany, the Netherlands and Switzerland in Second United Nations Conference on Standardization of Geographical Names, London 10-31 May 1972 vol. II, Technical papers (United Nations publication, Sales No. E.74.I.4), p. 195.
8. Bericht über die Standardisierung geographischer Namen in der Bundesrepublik Deutschland. - Bearbeitet vom Arbeitskreis Topographie (AKTop) der AdV und vom StAGN.
9. United Nations Conference on the Standardization of Geographical Names, Geneva, 4-22 September 1967, vol. 1, Report of the Conference, (United Nations publication, Sales No. E.68.I.9).
10. Norm DIN 5007: "Regeln für die alphabetische Ordnung (ABC-Regeln)", Ausgabe November 1962.

Entwurf April 1977:

Norm DIN 5007: "Regeln für das alphabetische Ordnen"
Beuth Verlag, Berlin 30.