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**National standardization: Toponymic guidelines  
for map editors and other editors**

**Toponymic guidelines for map and other editors,  
for international use**

Submitted by Denmark\*\*

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**TOPONYMIC GUIDELINES FOR MAP AND OTHER  
EDITORS FOR INTERNATIONAL USE**

**DENMARK**

**WITH APPENDIX FOR GREENLAND AND FAROE ISLANDS**

**2. EDITION 2007**

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## **TABLE OF CONTENTS:**

### **1 LANGUAGES**

#### **1.1 GENERAL REMARKS**

#### **1.2 NATIONAL LANGUAGE**

##### **1.2.1 General remarks**

##### **1.2.2 The Danish alphabet**

##### **1.2.3 Spelling rules for Danish geographical names**

##### **1.2.4 Pronunciation of Danish geographical names**

##### **1.2.5 Linguistic substrata recognizable in Danish geographical names**

##### **1.2.6 Dialects**

#### **1.3 MINORITY LANGUAGES**

##### **1.3.1 General remarks**

### **2 NAMES AUTHORITIES AND NAMES STANDARDIZATION**

### **3 SOURCE MATERIAL**

#### **3.1 MAPS AND INTERNET SERVICES**

#### **3.2 GAZETTEERS**

### **4 GLOSSARY OF APPELLATIVES, ADJECTIVES AND OTHER WORDS NECESSARY FOR THE UNDERSTANDING OF MAPS**

### **5 ABBREVIATIONS USED IN MAPS**

### **6 ADMINISTRATIVE STRUCTURE**

#### **APPENDIX A. GREENLAND**

#### **APPENDIX B. THE FAROE ISLANDS**

## **1 LANGUAGES**

### **1.1 GENERAL REMARKS**

Denmark is practically speaking a unilingual country and Danish is the national language. In the south of Jutland, however, German occurs as a minority language and German name-forms are to be found on some older maps, mainly such as were produced outside Denmark in the period before South Jutland was reunited with Denmark in 1920. No account is given of maps covering Greenland and the Faroe Islands, since these countries, although within the kingdom of Denmark, are self-governing communities.

### **1.2 NATIONAL LANGUAGE**

#### **1.2.1 General remarks**

The national language is Danish. It belongs to the Germanic language group and it is written in the Roman alphabet.

#### **1.2.2 The Danish alphabet**

A a	H h	O o	V v	Å å
B b	I i	P p	W w	
C c	J j	Q q	X x	
D d	K k	R r	Y y	
E e	L l	S s	Z z	
F f	M m	T t	Æ æ	
G g	N n	U u	Ø ø	

The letters C c, Q q, W w, X x and Z z only occur in loanwords, in personal names or in archaic spellings. Exceptions are a few place names with new spellings containing the letter x (Nexø, Gladsaxe and Faxe). In alphabetical indices distinction is not generally made between V v and W w.

The mutated letters Æ æ and Ø ø are always kept apart from A a and O o respectively in alphabetical indices. On maps from the earlier part of the 20th century Ø ø is sometimes written Ö ö.

Å å was introduced in 1948 as a symbol for Aa aa. Å å and Aa aa, when representing Å å, are now always placed at the end of the alphabet.

#### **1.2.3 Spelling rules for Danish geographical names**

There are no explicit official regulations for the spelling of Danish place-names, which are expected to abide the regulations for the spelling of the general vocabulary contained in the orthographical instructions in Retskrivningsordbogen (The Orthographical Dictionary) 3. ed., published by the Danish Language Commission (Dansk Sprognævn) Copenhagen 2001.

These codify, with particular reference to place-names, the rules for the use of capital letters at the beginning of words. All names which are written as one word are to begin with a capital letter. In two-element place-names both elements should normally begin with a capital letter (Roskilde Fjord, Københavns Kommune). In place-names which consist of three or more elements, which are written separately, a capital letter is used at the beginning of each element with the

exception of certain small words (prepositions, articles, conjunctions) (Gludsted Østre Huse, Næsby ved Stranden, Frederik den Syvendes Kanal). Hyphens are employed when two place-names are linked together to denote one locality (Holme-Olstrup, Næsbyhoved-Broby).

#### 1.2.4 Pronunciation of Danish geographical names

The key does not cover all cases, and it does not include the pronunciation of foreign names/words.

##### *Pronunciation key*

*(Examples given are place names on Danish maps)*

Spelling	IPA-alphabet	Pronunciation examples
a	[ɑ]	Vanløse
ag	[aw]	Magleby
au	[aw]	Stauning
av	[aw]	Frederikshavn
b	[b]	BellaHøj
bb	[b]	Sebbersund
c	[s]	Bella Center, Fredericia
c	[k]	Sankt Clemens
ch	[k]	Christiansfeld
d	[d]	Dybbøl
d	[ð]	Bredsten, Odder
dd	[ð]	Odder
e	[e]	Ebeltoft
eg	[e:(j)]	Egeskov
eg	[aj]	Bregnerød
ej	[aj]	Ejby
f	[f]	Fanø
g	[g]	Gudhjem
gg	[g]	Uggerløse
h	[h]	Halskov
hj	[j]	Hjallelse
i	[i]	Islev
i	[e]	Bregninge
j	[j]	Jylland
k	[k]	København
k	[g]	Virksund
kk	[k]	Bavnebakke
l	[l]	Langeland
ll	[l]	Hellerup
m	[m]	Mariager
mm	[m]	Tommerup
n	[n]	Nibe
nd	[n]	Sandvig

ng	[ŋ]	Dronninglund
nn	[n]	Dannemare
o	[o]	Odense
o	[å]	Odden
ou	[o]	Oure
ou	[åw]	Outrup
ov	[åw]	Hov
p	[p]	Præsto
p	[b]	Durup
pp	[b]	Skippinge
r	[r]	Roskilde
r	[R]	Kirkeby
rd	[R]	Fanefjord
rr	[R]	Nørresundby
s	[s]	Simested
ss	[s]	Assens
t	[t]	Tårnby
th	[t]	Thisted
tt	[d]	Dreslette
u	[u]	Utterslev
u	[o]	Vamdrup
v	[v]	Værløse
v	[w]	Halskov
x	[gs]	Faxe
y	[y]	Yderby
æ	[æ]	Sjælland
ø	[ø]	Øresund
å	[å]	Århus
aa	[å]	Taastrup

### 1.2.5 Linguistic substrata recognizable in Danish geographical names

In two of the southern Danish islands there are ten place-names of Slav origin ending in -itse. German versions of the original Danish place-names in South Jutland have not taken root.

### 1.2.6 Dialects

Several dialects, which differ greatly from each other, are, or were, spoken in Denmark. The dialects which now differ most from the standard language spoken in Copenhagen and the provincial towns are the dialect of Bornholm and the North-, West- and South-Jutlandic dialects.

In their present form the Danish place-names reflect the various dialects to a certain degree. Thus, a final vowel has often been lost from Jutlandic names (Salling, a peninsula in North Jutland, as compared with Sallinge, a village in Funen); -rød (as, e.g., in Hillerød in Zealand) and -rud (as, e.g. in Ubberud in Funen) reflect differing dialectal developments of the same Old Danish appellative rud 'clearing'. Pure dialect spellings only occur sporadically.

## **1.3 MINORITY LANGUAGES**

### **1.3.1 General remarks**

The mother-tongue of approximately 25,000 Danes in South Jutland is German but German name-forms which correspond to a number of place-names in the region are not found on maps.

## **2 NAMES AUTHOTITIES AND NAMES STANDARDIZATION**

The place-name committee (Stednavneudvalget) is composed of 1 representative from Statistics Denmark, 1 from Danish Language Commission, 1 from the Ministry of Ecclesiastical Affairs, 1 from the National Survey and Cadastre, 1 from Postal Services, 1 from National Forest and Nature Agency, 1 from the National Archives, 1 from Road Directorate, 2 from the regional and local councils, and 3 from the Name Research Section at the University of Copenhagen (including the chairman).

The place-name committee is charged with the task of determining “the orthography of names of localities for which there is a practical (cartographical, postal, local etc.) need for an approved orthographical form”. The term locality embraces a number of natural features, all settlements which consist of at least two independent units, whatever their valuation, and individual settlement-units of a certain size. The committee is also authorized to determine the orthography of names of newly-coined or changed names of the above-mentioned categories of locality. The right to authorize orthographical forms for the names of the above-mentioned types of locality rests with the Minister of Cultural Affairs, under whom the place-name committee belongs. The authorized name-forms must be employed by all state authorities.

The Name Research Section at the University of Copenhagen acts as secretariat for the place-name committee and gives advice on the orthography of names for which no authorized form exists. In addition, the Section can be consulted free of charge on both scholarly and practical problems connected with place- and personal names.

The work of the place-name committee and its relationship to the Name Research Section at the University of Copenhagen are stipulated in Order no. 396 of 14<sup>th</sup> August 1978 from the Ministry of Education.

Names of public streets, roads, squares etc. belong under individual councils.

## **3 SOURCE MATERIAL**

### **3.1 MAPS AND INTERNET SERVICES**

The National Survey and Cadastre is Denmark’s public authority for maps and geodata, as well as the spatial infrastructure behind Denmark’s growing eGovernment.

Paper maps are no longer among the products it offers. Instead, it collects, manages, stores and distributes topographic data, which public authorities can use as the basis for digital administration, and private companies can use in their products.

The National Survey and Cadastre maintain a comprehensive collection of geographical information about the territories and waters of Denmark, Greenland and the Faroe Islands.

At its website, [www.kms.dk](http://www.kms.dk) > in English, there is an entrance to Interactive Maps both for current maps and historical maps in various scales. There are search methods for addresses and place-names.

### 3.2 GAZETTEERS

There are about 25,000 authorised place-names in Denmark. These are registered and managed by a place-name committee whose secretariat is located within the Name Research Section at the University of Copenhagen. Among its responsibilities, this committee distributes information about spelling of Danish place-names.

At the present time, the list for authorised place-names is only available as a PDF-file on <http://levende.kms.dk/su/sunavn/htm>. An interactive Web Map Service is being prepared.

In its mapping activities, the National Survey and Cadastre requires accurate information about the place-names on its maps. To this end, it have developed a Place-Name and Information Register (SNSOR) that is linked to its topographic data collections. More than 120,000 place-names are included in the register, in addition to approximately 25,000 information tags. These describe locations such as camping sites, museums and schools in greater details.

At the present time there is no access to the Place-Name and Information Register from its website.

## **4 GLOSSARY OF APPELLATIVES, ADJECTIVES AND OTHER WORDS NECESSARY FOR UNDERSTANDING OF MAPS**

<i>Bautasten</i>	Menhir
<i>Bro</i>	Bridge
<i>Dambrug</i>	Fish farming
<i>Drivhuse</i>	Greenhouses
<i>Dysse</i>	Barrow
<i>Ebbevej</i>	Ebb causeway
<i>Fabrik</i>	Factory
<i>Fagskole</i>	Technical school
<i>Feriekoloni</i>	Holiday camp
<i>Flyveplads</i>	Airfield
<i>Fuglereservat</i>	Bird sanctuary



<i>Fyr(-tårn)</i>	Light, Lighthouse
<i>Fængsel</i>	Prison
<i>Færge</i>	Ferry
<i>Golfbane</i>	Golf course
<i>Gravhøj</i>	Burial mound
<i>Gård</i>	Farm
<i>Hal</i>	Sports centre
<i>Helleristning</i>	Rock carving
<i>Herregård</i>	Manor
<i>Hotel</i>	Hotel
<i>Hus</i>	House
<i>Kirke</i>	Church
<i>Kommunekontor</i>	Municipality office
<i>Kraftværk</i>	Power station
<i>Kro</i>	Inn
<i>Lufthavn</i>	Airport
<i>Lystbådehavn / Marina</i>	Yachting harbour / Marina
<i>Mejeri</i>	Dairy
<i>Mindesmærke</i>	Monument
<i>Motorbane</i>	Motor racing track
<i>Olieraffinaderi</i>	Oil refinery
<i>Pelsdyrfarm</i>	Fur farm
<i>Plejehjem</i>	Residential home for elderly people
<i>Redningsstation</i>	Life boat station

<i>Rensningsanlæg</i>	Water treatment plant
<i>Runesten</i>	Runic stone
<i>Savværk</i>	Sawmill
<i>Skanse</i>	Entrenchment
<i>Skole</i>	School
<i>Skovriderbolig</i>	Forest supervisor lodge
<i>Skydebane</i>	Shooting range
<i>Slot</i>	Castle
<i>Stadion</i>	Stadium
<i>Station</i>	Station
<i>Stengrav</i>	Dolmen
<i>Sygehus / Hospital</i>	Hospital
<i>Teglværk</i>	Brickyard
<i>Telemast</i>	Telecommunication mast
<i>Teletårn</i>	Radio/TV tower
<i>Transformerstation</i>	Transformer station
<i>Vandmølle</i>	Water mill
<i>Vandrerhjem</i>	Youth hostel
<i>Vejrmølle</i>	Windmill
<i>Veteranjernbane</i>	Preserved railway line
<i>Vildtreservat</i>	Game preserve
<i>Vindmølle</i>	Wind turbine
<i>Ø</i>	Island
<i>Å / Bæk</i>	Stream / Brook

## 5 ABBREVIATIONS USED IN MAPS

<u>ABBREVIATION</u>	<u>DECODING</u>	<u>ENGLISH EQUIVALENT</u>
Gde	Gårde	Farms
Gl	Gammel (-le)	Old
K	Kirke	Church
Kommk	Kommunekontor	Municipality office
Ll	Lille	Little, small
Nr	Nørre	North, northern
Pl	Plantage	Plantation (of trees)
Rednst	Redningsstation	Life boat station
Rensanl	Rensningsanlæg	Water treatment plant
Restr	Restaurant	Restaurant
Skovfb	Skovfogedbolig	Forester lodge
Skovrdb	Skovriderbolig	Forest supervisor lodge
Skt	Sankt	Saint
Sr	Sønder	South, southern
St	Store	Big, large, great
Stby	Stationsby	Village
Stn	Station	Station
Tglv	Teglværk	Brickyard
Trb	Trinbræt	Halt
Trsf	Transformer	Transformer
Trsfst	Transformerstation	Transformer station

Vandv	Vandværk	Waterworks
Vr	Vester	West, western
Ør	Øster	East, eastern

## **6 ADMINISTRATIVE STRUCTURE**

1 January 2007, a new administrative reform was established, which replaced the 13 counties (amter) with 5 regions (regioner) and reduced the 270 municipalities (kommuner) to 98 larger units, most of which have at least 20,000 inhabitants.

32 of the former municipalities did not merge into larger units, either because they already had a population larger than 20,000 or because they signed a cooperation agreement with a larger municipality.

### **REGION NORDJYLLAND (NORTHERN JUTLAND)**

Brønderslev  
 Frederikshavn  
 Hjørring  
 Jammerbugt  
 Læsø  
 Mariagerfjord  
 Morsø  
 Rebild  
 Thisted  
 Vesthimmerland  
 Aalborg

### **REGION MIDTJYLLAND (MID JUTLAND)**

Favrskov  
 Hedensted  
 Herning  
 Holstebro  
 Horsens  
 Ikast-Brande  
 Lemvig  
 Norddjurs  
 Odder  
 Randers  
 Ringkøbing-Skjern  
 Samsø

Silkeborg  
Skanderborg  
Skive  
Struer  
Syddjurs  
Viborg  
Århus

#### **REGION SYDDANMARK (SOUTHERN DENMARK)**

Assens  
Billund  
Esbjerg  
Fanø  
Fredericia  
Faaborg-Midtfyn  
Haderslev  
Kerteminde  
Kolding  
Langeland  
Middelfart  
Nordfyn  
Nyborg  
Odense  
Svendborg  
Sønderborg  
Tønder  
Varde  
Vejen  
Vejle  
Ærø  
Aabenraa

#### **REGION SJÆLLAND (ZEALAND)**

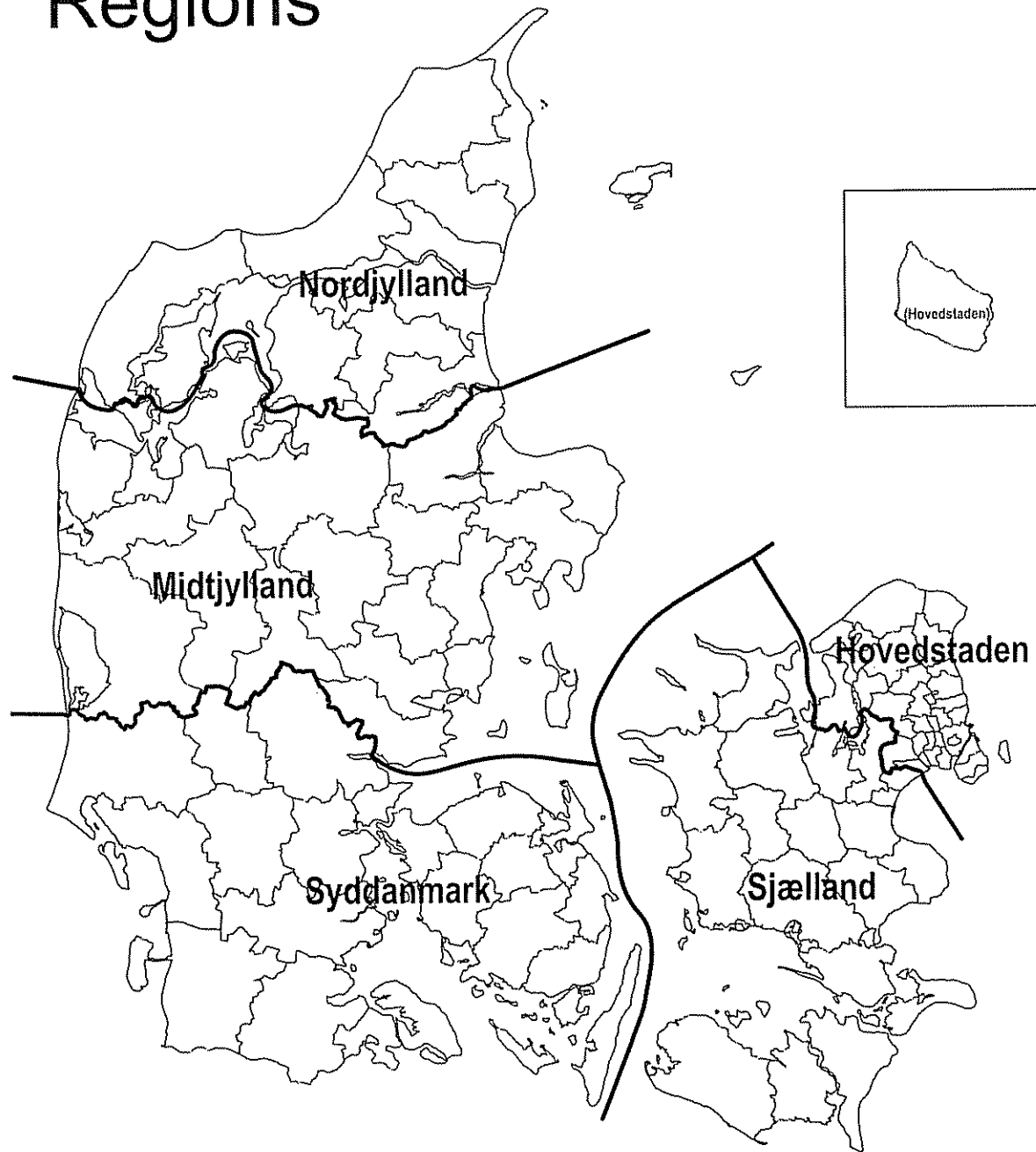
Faxe  
Greve  
Guldborgsund  
Holbæk  
Kalundborg  
Køge  
Lejre  
Lolland  
Næstved  
Odsherred  
Ringsted

Roskilde  
Slagelse  
Solrød  
Sorø  
Stevns  
Vordingborg

**REGION HOVEDSTADEN (METROPOLITAN AREA)**

Albertslund  
Allerød  
Ballerup  
Bornholm  
Brøndby  
Dragør  
Egedal  
Fredensborg  
Frederiksberg  
Frederikssund  
Furesø  
Gladsaxe  
Gentofte  
Glostrup  
Gribskov  
Halsnæs  
Herlev  
Hillerød  
Helsingør  
Hvidovre  
Høje Taastrup  
Hørsholm  
Ishøj  
København  
Lyngby-Taarbæk  
Rudersdal  
Rødovre  
Tårnby  
Vallensbæk

# Regions







# APPENDIX A

## 1 GREENLAND

### 1.1 GEOGRAPHY

Greenland is the world's largest island with an area of around 2.2 million sq. km, but only some 410,000 sq. km are not covered with ice.

Greenland's northernmost point is the island of Oodaaq situated about 700 km from the North Pole. The southernmost point is Nunap Isua (Cape Farewell).

### 1.2 LANGUAGE

Greenlandic (Kalaallisut) is the official language. Greenlandic belongs to the East-inuit family of languages spoken in Canada, USA and Siberia.

Greenlandic is a "polysynthetic" language, which means that words are formed with a root, one or more affixes and a suffix. A Greenlandic word can thus be very long and can mean what corresponds to a whole sentence in other languages.

Danish is used extensively. English is the third language.

Greenlandic is written in the Roman alphabet and consist of 29 letters:

A a	K k	U u
B b	L l	V v
C c	M m	W w
D d	N n	X x
E e	O o	Y y
F f	P p	Z z
G g	Q q	Æ æ
H h	R r	Ø ø
I i	S s	Å å
J j	T t	

The letters B b, C c, D d, X x, Y y, Z z, Æ æ, Ø ø, Å å are only used in loanwords.

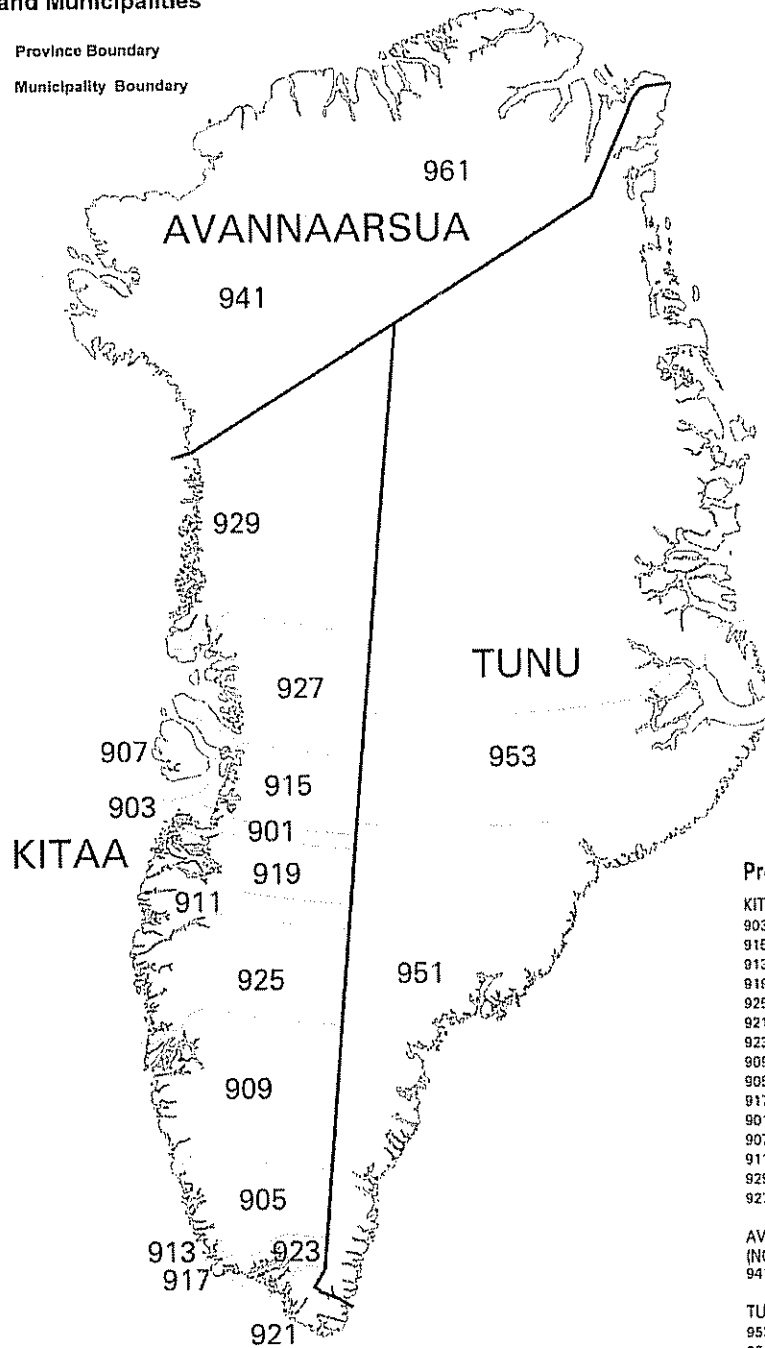
### 1.3 ADMINISTRATIVE STRUCTURE

Greenland is divided into 3 provinces (landsdele) and 18 municipalities (kommuner).

A new administrative reform will merge the 18 municipalities into 4 larger units. The reform is planed to be effectuated 1 may 2009.

**Greenland Kalaallit Nunaat**  
**Provinces and Municipalities**

— Province Boundary  
 ..... Municipality Boundary



**Provinces and Municipalities**

- KITAA (VESTGRØNLAND)**  
 903 Aasiaat (Egedesminde)  
 915 Ilulissat (Jakobshavn)  
 913 Ivittuut (Ivigut)  
 919 Kangaatsiaq (Sukkertoppen)  
 925 Maniitsoq (Sukkertoppen)  
 921 Nanortalik  
 923 Narsaq  
 909 Nuuk (Godthåb)  
 905 Paamiut (Frederikshåb)  
 917 Qaqortoq (Jullanehåb)  
 901 Qasigiannguit (Christianshåb)  
 907 Qeqertarsuaq (Godhavn)  
 911 Sisimiut (Holsteinsborg)  
 929 Upernavik  
 927 Uummannaq (Umanak)
- AVANNAARSUA (NORDGRØNLAND)**  
 941 Avanersuaq (Thule)
- TUNU (ØSTGRØNLAND)**  
 953 Illoqqortoormiut (Scoresby Sund)  
 951 Tasiliq (Ammassalik)
- 961 Kommunegarfiit avataanni (uden for kommunalinddeling)

# APPENDIX B

## 1 THE FAROE ISLANDS

### 1.1 GEOGRAPHY

The Faroe Islands are located in the North Atlantic, almost midway between Norway, Iceland and Scotland. The 62nd degree of latitude passes through the capital Tórshavn.

The Faroe Islands has a total area of 1,399 sq. km on 18 islands.

The northernmost point of the Faroe Islands is a little rock with the name Flesin just to the north of Cape Enniberg, the highest vertical cliff in the world. The southernmost point is the rock Sumbiarsteinur about 6 km south of the town Akraberg.

### 1.2 LANGUAGE

Faroese (Føroyskt) is a West Nordic language related to Norwegian and Icelandic, but in phonetic development it is closest to the West Norwegian dialects.

Faroese is written in the Roman alphabet and consists of 29 letters:

A a	Í í	S s
Á á	J j	T t
B b	K k	U u
D d	L l	Ú ú
Ð ð	M m	V v
E e	N n	Y y
F f	O o	Ý ý
G g	Ó ó	Æ æ
H h	P p	Ø ø
I i	R r	

Ð ð, can never come at the beginning of a word, but can occur in capital letters in logos or on maps such as SUÐUROY (Southern Island).

Ø ø, can also be written Ö ö in poetic language, such as Föroyar (the Faroe Islands).

Û ü, W w and Z z, can occur in family and Christian names.

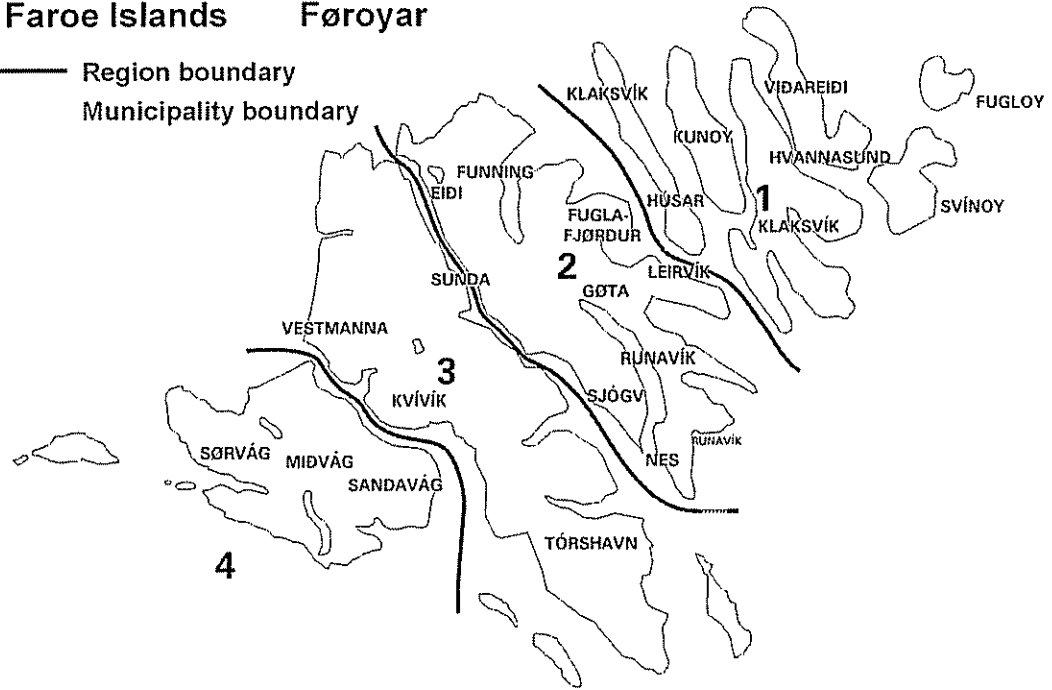
### 1.3 ADMINISTRATIVE STRUCTURE

The Faroe Islands are divided into 6 regions and 34 municipalities.

Some municipal-mergers can be expected. The aim is that in 2015 there will be only 7 or 9 municipalities left.

# The Faroe Islands Føroyar

— Region boundary  
 — Municipality boundary



## Regions and Municipalities

- |              |           |
|--------------|-----------|
| 1 NORÐOYAR   | 4 VÁGA    |
| Fugloy       | Midvág    |
| Húsar        | Sandavág  |
| Hvannasund   | Sørvág    |
| Klaksvík     |           |
| Kunoy        | 5 SANDOY  |
| Svínoy       | Húsavík   |
| Viðareidi    | Sand      |
|              | Skálavík  |
| 2 EYSTUROYA  | Skopun    |
| Eiði         | Skúgvoy   |
| Fuglafjørður |           |
| Funning      | 6 SUÐUROY |
| Gøta         | Fámjin    |
| Leirvík      | Hov       |
| Nes          | Hvalba    |
| Runavík      | Porkeri   |
| Sjógv        | Sumba     |
| Sunda        | Tvøroyri  |
|              | Vágur     |
| 3 STREYMOY   |           |
| Kvívík       |           |
| Sunda        |           |
| Tórshavn     |           |
| Vestmanna    |           |

