

1. TASK 1 - GATHERING NAMES INFORMATION - CONTINUED

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**Sources (4): Names surveys - telephone or postal**

- To follow up submissions or names problems
 - forms submitted to local offices, individuals

See the names form of South Africa on chapter 16 of Module 5 on Field collection systems.

- phone calls for information
- local visit, if close by

Sources (5): Field investigation

- Ideal method to obtain information on local use
- Considered in detail elsewhere in course
- Reveals names conflicts
- Can be expensive operation, so make it as effective as possible
- Pre-field preparations are very important
- Follow-up organizing results and preparing the names for the geographical names board

Names are checked against:

- Official spelling rules or orthography
- Existence of alternative forms (allonyms) or inconsistencies
- Suitability of the added generic elements
- Existence of homonyms (duplicate forms)
- Derogatory or offensive elements
- Name Length
- Other social/political or cultural concerns/ compatibility with other established policies
- Existing spelling of names with the same roots (in order to have a consistent spelling)

The same name element should be spelled the same

Names derived from Hoogezand should be spelled consistently.

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