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Item 9 of the Provisional Agenda

**MEETING OF THE WORKING GROUP ON TOPONYMIC DATA FILES AND
GAZETTEERS**

Toponymic Guide Collecting and Elaborating Geographical Names*

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Toponymic Guide

Collecting and Elaborating Geographical Names

The issue of the *Collecting and elaborating geographical names. Toponymic Guide (Zbieranie i opracowywanie nazw geograficznych. Przewodnik toponimiczny)* was undertaken by the Head Office of Geodesy and Cartography with the purpose of collecting and settling Polish geographical names by their standardization and, then, publishing them in the form of official lists.

The first part of the toponymic guide appeared in 2002 entitled *Collecting Names in the Field (Czesc I. Zbieranie nazw w terenie)*, addressed mainly to topographers engaged in updating large-scale maps. Terms and basic concepts concerning the collection and elaboration of names were included in it. Preparatory efforts were discussed: their scope, using existing collections of names and making contact with name users. Field work was described: its scope, pursuing field studies and recording names. Ways to define the kind of object, its location and drafting a list of names were also discussed.

Part two of the *Toponymic Guide* entitled *Language Elaboration of Names (Czesc II. Opracowywanie jezykowe nazw)* appeared in late 2003 and is destined as an aid when correctly registering names collected in the field, as regards linguistic correctness for persons elaborating and issuing maps, first and foremost official topographical maps.

In its opening part the publication discusses the issue of standardizing geographical names in Poland. A short history of standardization work in Poland is outlined, while the accepted principles of standardizing geographical names are presented.

The Polish language is characterised in the next section, particularly its official version, which is literary Polish.

The Polish alphabet is extensively reviewed with the characteristics of the Polish language detailed, in particular letters with diacritical marks and digraphs. A table with all the letters of the Polish alphabet and digraphs has also been included, as well as their corresponding phonetic values according to international phonetic transcription. The principles of Polish orthography are also presented: phonetic, morphological, historical and conventional. Much space is devoted to pronunciation using numerous examples and in tables, specifically the principles and differences in pronouncing individual letters and groups of letters.

This publication discusses the principles of Polish orthography of geographical names divided into orthography principles of geographical names within Poland's boundaries and of the names of those objects which lie in neighbouring countries. For the first group of names the principles of using capital and small letters, the principles of spelling with hyphen and the principles of spelling adjectives from two-word geographical names are described. The principles of local spelling of names of geographical objects in neighbouring countries are characterised, while lists of alphabets used in the given countries are also given: Czech, Lithuanian, German, Sorbian, Slovak, Belarussian, Russian and Ukrainian. The principles of transliteration and transcription are also given for the last three alphabets.

Considerable space is devoted to describing the principles of deriving adjectives from geographical names. The Polish language has no clear and unambiguous rules to create such adjectives, with only certain tendencies existing. The inflexion of geographical names by cases which could cause substantial problems is also accurately explained.

Polish language dialects have been devoted a separate chapter. The partition of Polish into five dialectic regions: Kaszubski (Kashubian), Malopolski, Mazowiecki (Mazovian), Slaski (Silesian), Wielkopolski and eastern borderlands dialects reviewed. Dialectic features appearing in Polish geographical names are also discussed. This chapter is supplemented by 14 maps illustrating the scope of various kinds of pronunciation and the range of occurrence of various forms of names.

Polish geographical names are reviewed in the next chapter: types of geographical names, origins of geographical names in Poland and linguistic classification of local names. The glossary included herein of former topographic terms no longer used in literary language but which can still be encountered in geographical names, is of considerable interest.

In 2004 part three of the Toponymic Guide entitled *Principles of applying and arranging map scripts (Czesc III. Zasady stosowania i rozmieszczania napisów na mapach)* will be published.

The toponymic guide is elaborated and published by the Head Office of Geodesy and Cartography.