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**Toponymic guidelines of Poland for map editors and other  
users. Fourth revised edition**

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## **Toponymic guidelines of Poland for map editors and other users**

### **Fourth revised edition**

During the fourth United Nations Conference on the Standardization of Geographical Names held in 1982 in Geneva the resolution No 4 “Publication of toponymic guidelines for map and other editors” was passed. According to this resolution 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. It is also recommended that those guidelines contain, inter alia and as appropriate, the following items:

- legal status of geographical names in the respective languages of multilingual countries
- alphabets of the language or languages and furthermore, in the case of non-Roman alphabets and scripts, the officially introduced romanization keys
- spelling rules for geographical names
- aids to pronunciation of geographical names
- linguistic substrata recognizable in the existing place names, but only as far as their knowledge may be of benefit to the cartographer
- relationship between dialect(s) and standard language(s)
- peculiarities of dialect and areal distribution of the main dialects
- areal distribution of languages within multilingual countries
- names authorities and measures taken in names standardization
- source materials
- glossary of words necessary for the understanding of maps
- abbreviations in official maps
- administrative division.

During the fifth United Nations Conference on the Standardization of Geographical Names held in 1987 in Montreal the resolution No 14 “Publication of toponymic guidelines” was passed. The resolution stated that the countries should be strongly encouraged to publish and keep up to date toponymic guidelines for map and other editors dealing, inter alia, with the items listed in resolution 4 of the Fourth Conference.

According to those recommendations, in 1993 *The Polish toponymic guidelines* was published. This publication was presented on UN forum in 1996 in Geneva during the eighteenth session of the UNGEGN. This rather small booklet (28 pages) contained mainly information about history of standardization and collecting geographical names in Poland with additional information on Polish alphabet and Polish pronunciation and with limited glossary of terms. So, this first edition of Polish toponymic guidelines didn't fulfill the UNGEGN's resolutions.

In 1999 the second edition of the guidelines, entitled *Toponymic guidelines of Poland for map editors and other users*, was published. It was presented in 2000 in New York during the twentieth session of UNGEGN. This edition fulfill the UNGEGN's resolutions – the information on Polish language, geographical names standardization, source materials and administrative division of Poland, as well as glossaries of words necessary for the understanding of maps and lists of abbreviations used in official maps, were included in separate chapters.

The third revised and updated edition of the toponymic guidelines, was published in 2002 in an English version (it was entitled, as the previous two, *Toponymic guidelines of Poland for map editors and other users*) and in Russian version (entitled *Польское топонимическое руководство для издателей карт и других потребителей*). This

publication was presented in 2002 in Berlin during the eighth UN Conference on the Standardization of Geographical Names.

Recently, the fourth edition of the *Toponymic guidelines of Poland for map editors and other users* (published in December 2010) has been thoroughly revised and extended. In the period of eight years from the publication of the previous edition, essential changes took place in our country which concerned geographical terminology. In 2003 the *Act on official names of localities and physiographic objects* came into force and regulated the rules of establishing, changing and abolishing official geographical names. In 2005 the *Act on national and ethnic minorities and on the regional language* was accepted which enabled the introduction of supplementary geographical names in the languages of national and ethnic minorities and regional languages. The changes included in the current edition of the toponymic guidelines, apart from updating on the basis of the latest available materials, concern specification of information about Polish language, rules and legal base for standardization of geographical terminology, extension of terminology dictionaries and indices of abbreviations. Several maps completing the text and an extensive part devoted to national and ethnic minorities and communities using a regional language and other languages used by them, have been added. Annexes have been extended by adding a mini dictionary of former geographical terms and a full list of officially established names in the languages of minorities.

There is a change in comparison with the previous editions, which concerns publication of the toponymic guidelines also in Polish – the whole publication is bilingual, including all texts, tables, maps and annexes. Its aim is to expand the scope of recipients by authors and domestic editors.

*Toponymic guidelines...* consists of seven chapters and five annexes. In the first chapter the Polish language is described, with the general characteristics of its divisions into literary language, general language and its dialects. The literary language is the most widely discussed. Further in this chapter the Polish alphabet is outlined together with an account of Polish letters and digraphs, also with their phonetic values. The phonological system of Polish language and rules of Polish pronunciation are discussed too. The principles of Polish orthography are described in details, including the rules of Polish spelling of geographical names – the use of capital and small letters, hyphenated spelling. Rules of deriving adjectives from geographical names and rules of the inflection of Polish geographical names are discussed separately. At the end of the chapter the dialects of Polish language are characterized briefly – Greater Polish dialect, Mazovian dialect, Lesser Polish dialect, Silesian dialect and borderland dialects. The map of historical ranges of Polish dialects was also placed here.

In the second chapter, entitled “Polish geographical names”, types of geographical names, origins of geographical names in Poland and the linguistic classification of place names are described shortly. This chapter is complemented by the Annex 3, which contains the dictionary of archaic topographic terms. It consists of 108 terms that are still seen as elements of the existing geographical names, but no longer are used in the Polish literary language.

In the third chapter national minorities, ethnic minorities and communities using regional language existing in Poland are characterized. In this chapter legislation, enacted under the *Act of 6 January 2005 on national and ethnic minorities and on the regional language*, is described. It particularly concerns the use of a minority language, as an supporting language in communes, and the introduction of geographical names in minority languages. Enclosed maps of Poland present complementary information. Communes in

which national and ethnic minorities or communities using regional language constitute at least 20% of the population are distinguished as well as communes in which a supporting language has been introduced, and communes in which additional names have been introduced in languages of national and ethnic minorities or in regional language.

In this chapter all officially recognized minorities are characterized briefly. Those include the following minorities: national (Belarusian, Czech, Lithuanian, German, Armenian, Russian, Slovak, Ukrainian and Jewish), ethnic (Karaim, Lemko, Roma and Tartar) and communities which use regional language (Kashubian). The description of each minority presents its population figure, geographical distribution, and the information whether the geographical names in this minority language were introduced. The range of distribution of the largest minorities (Belarusian, Lithuanian, German, Ukrainian, Lemko, Roma and Kashubian) is also shown on the maps. The six languages of minorities, those that are relevant to geographical names (Belarusian, Kashubian, Lithuanian, Lemko, German and Ukrainian), are briefly characterized as well. The Romanization tables (with recommended transliteration and Polish phonetic transcription) are included, with the characteristics of the Belarusian, Ukrainian and Lemko languages. This chapter is complemented by the Annex 4 that contains a complete list of additional names in minority languages, as at September 1, 2010: 286 German names, 255 Kashubian names, 30 Lithuanian names and one Lemko name. After the list of names in each minority language there is a map with the information on the distribution of localities for which names in minority languages have been given.

In the fourth chapter the standardization of geographical names in Poland is discussed. At the beginning the history of standardization of geographical names in Poland is described, including the standardization of the interwar period (1918-1939) and the postwar period up to the recent years. The rules of standardization of geographical names in Poland, the legal basis for standardizing geographical names and geographical names authorities are presented in this chapter as well.

In the fifth chapter the source materials, from which Polish geographical names can be acquired, are listed. Topographic and other maps, lists of names and toponymic websites are listed here.

The sixth chapter contains a glossary of appellatives, adjectives and other words appearing on Polish maps, especially on topographic maps. It covers 572 Polish terms. For nouns (appellatives) the information on their grammatical gender is given, taking into account also their plural forms, if they are placed on the maps. For adjectives a full masculine singular form was given accompanied by the ending for the feminine and neuter gender.

In the seventh chapter six lists of abbreviations used in the Polish maps are given. Those include:

- the list of explanatory abbreviations, used on topographic maps with 147 entries,
- the list of abbreviations of generic terms, used as a part of geographical names with 49 entries,
- the list of abbreviations of adjectives derived from proper names, used in geographical names with 24 entries,
- the list of abbreviations of adjectives derived from common names, used in geographical names with 25 entries,
- the list of abbreviations of prepositions, used in geographical names with 3 entries,
- the list of other abbreviations from proper names that are to be found on maps with 7 entries.

The last, eighth chapter describes the administrative division of Poland. Administrative units of the first (voivodship), second (counties) and the third stage (communes) are discussed in it. The different types of authorities governing in those administrative units are characterized as well as the origin of the names of those

administrative units and rules of correct spelling of its names. Three annexes supplement this chapter. The Annex 1, which contains the list of voivodships and their seats. The Annex 2, which contains the list of counties and their seats arranged by voivodships. And the Annex 5 that provides the administrative map of Poland in scale 1:2,500,000 on which voivodships, counties and their seats are marked.

The range of information, contained in the *Toponymic guidelines...*, is systematically updated on the website of the Commission on Standardization of Geographical Names Outside the Republic of Poland. On the site [http://ksng.gugik.gov.pl/english/mapa\\_adm.php](http://ksng.gugik.gov.pl/english/mapa_adm.php), the information about the Polish administrative division is updated on the yearly basis (all changes in the administrative division always come into force on 1 January). In addition, a full list of communes and their seats, arranged by voivodships and counties is also given there. On the site <http://ksng.gugik.gov.pl/english/mnip.php> the recent data on the names in minority languages are constantly updated – the list of communes, in which a supporting language has been introduced and the list of established additional names in minority languages.

The publication is available in electronic version in PDF format, at the website of the Commission on Standardization of Geographical Names Outside the Republic of Poland: <http://ksng.gugik.gov.pl/english/tgp.php>.