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**Item 8 of the Provisional Agenda:  
Activities relating to the Working Group  
on Toponymic Data Files and Gazetteers**

**Toponymic Guide  
Collecting and Elaborating Geographical Names**

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Files and Gazetteers**

## **Toponymic Guide**

### **Collecting and Elaborating Geographical Names**

In 2004 the Head Office of Geodesy and Cartography published the III part of this toponymic guide “Collecting and Elaborating Geographical Names” entitled: “Applying and arranging scripts on maps”.

The previous two parts of this toponymic guide were:

Part I – “Collecting names in the field” (2002) addressed mainly to topographers engaged in updating large-scale maps.

Part II – “Language Elaboration of Names” (2003) destined as an aid when registering names collected in the field with special care as regards linguistic correctness.

These publications were presented to the XXII Session of the UNGEGN in New York.

Part III – “Applying and arranging scripts on maps” describes both general rules of correct selection and arranging names and other scripts on maps, as well as more detailed principles concerning the various categories of contents, first and foremost on topographical maps, and also survey maps and urban plans derivatives of them.

Scripts constitute an imperative and important element of every map’s contents. The proper selection and arrangement of scripts, in particular of geographical names, is a complex issue. Apart from cartographic symbols, scripts are a fundamental component of a map’s contents and constitute a basic inherent element of information

The contents of the guide comprise the following chapters:

- Functions and kinds of scripts on maps
- Characteristic features of writing applied in cartography
- General principles of applying scripts on maps
- Principles of situating scripts related to point, linear and surface features
- Place names and their parts
- Names and scripts describing features other anthropogenic features
- Names of hydrographic features (hydronyms)
- Names and characteristic features of forms of the Earth’s surface (oronyms)

