Toponymic Guidelines for Map and Other Editors
for International Use[*]

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SUMMARY:

This is an updated version of "Toponymic Guidelines for map and other editors for international use – Denmark 2.edition*)" presented at the Ninth United Nations Conference on the Standardization of Geographical Names in New York 2007.
This update includes changes in the administrative structure on the Faroe Islands and in Greenland.
(The Faroe Islands reduced from 34 to 30 municipalities)
(The Greenland reduced from 18 to 4 municipalities)

TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS FOR INTERNATIONAL USE

DENMARK

WITH APPENDIX FOR

GREENLAND

THE FAROE ISLANDS

2. EDITION 2007
(v. 2.1, March 2009)

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TABLE OF CONTENTS:

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	[α]	Vanløse
ag	[αw]	Magleby
au	[αw]	Stauning
av	[αw]	Frederikshavn
b	[b]	Bellahøj
bb	[b]	Sebbersund
c	[s]	Bella Center, Fredericia
c	[k]	Sankt Clemens
ch	[k]	Christiansfeld
d	[d]	Dybbøl
d	[δ]	Bredsten, Odder
dd	[δ]	Odder
e	[ε]	Ebeltoft
eg	[ε:(j)]	Egeskov
eg	[αj]	Bregnerød
ej	[αj]	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]		Præstø
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 14th 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 > 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://www.kms.dk/Landkortogtopografi/stednavne/autoriserede/stednavne.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

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

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

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

5 ABBREVIATIONS USED IN MAPS

ABBREVIATION	DECODING	ENGLISH EQUIVALENT
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 populations larger than 20,000 or because they signed a cooperation agreement with a larger municipality.

REGION NORDJYLLAND (NORTH DENMARK REGION)

Brønderslev
Frederikshavn
Hjørring
Jammerbugt
Læsø
Mariagerfjord
Morsø
Rebild
Thisted
Vesthimmerland
Aalborg

REGION MIDTJYLLAND (CENTRAL DENMARK REGION)

Favrskov
Hedensted
Herning
Holstebro
Horsens
Ikast-Brande
Lemvig
Norddjurs
Odder

Randers
Ringkøbing-Skjern
Samsø
Silkeborg
Skanderborg
Skive
Struer
Syddjurs
Viborg
Århus

REGION SYDDANMARK (REGION OF 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

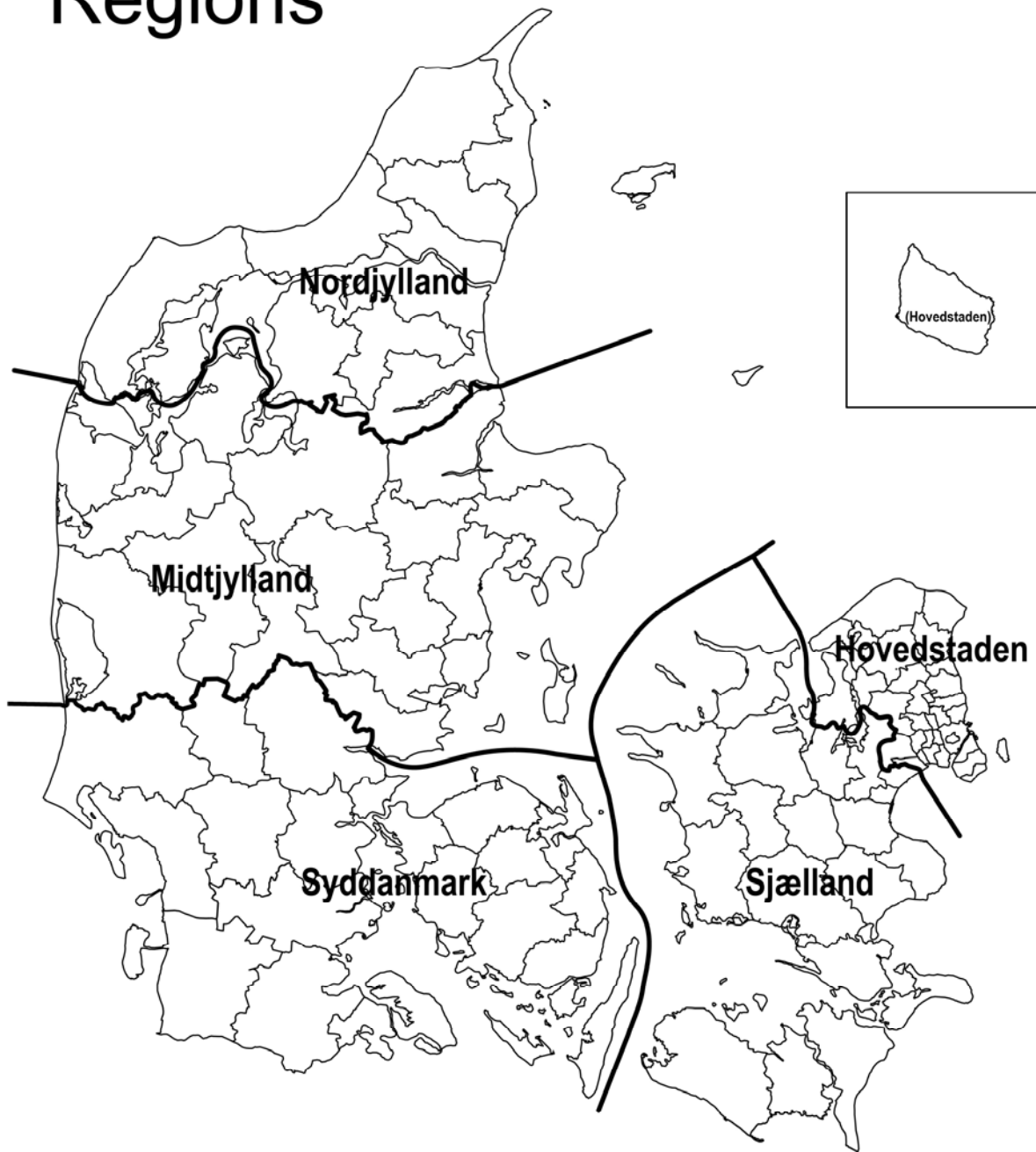**REGION SJÆLLAND (REGION ZEALAND)**

Faxe
Greve
Guldborgsund
Holbæk
Kalundborg
Køge
Lejre
Lolland

Næstved
Odsherred
Ringsted
Roskilde
Slagelse
Solrød
Sorø
Stevns
Vordingborg

REGION HOVEDSTADEN (CAPITAL REGION OF DENMARK)

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

Nordjylland

Midtjylland

(Hovedstaden)

Hovedstaden

Syddanmark

Sjælland

Municipalities

HJØRRING

FREDERIKSHAVN

BRØNDERSLEV

JAMMERBUGT

LÆSØ

THISTED

AALBORG

MORSØ

VESTHIMMERLAND

REBILD

MARIAGERFJORD

SKIVE

RANDERS

NORDDJURS

LEMVIG

STRUER

VIBORG

HOLSTEBRO

FAVRSKOV

SYDDJURS

HERNING

IKAST-BRANDE

SILKEBORG

ÅRHUS

RINGKØBING-SKJERN

SKANDERBORG

HORSENS

ODDER

SAMSØ

HEDENSTED

BILLUND

VEJLE

VARDE

FREDERICIA

NORDFYN

KERTEMINDE

ESBJERG

VEJEN

KOLDING

MIDDELFART

FANØ

ODENSE

NYBORG

HADERSLEV

ASSENS

FAABORG-MIDTFYN

TØNDER

SVENDBORG

AABENRAA

SØNDERBORG

LANGELAND

ÆRØ

GRIBSKOV

HELSINGØR

HALSNÆS

FREDENSBORG

HILLERØD

FREDERIKSSUND

ALLERØD

RUDERSDAL

ODSHERRED

EGEDAL

KALUNDBORG

HOLBÆK

LEJRE

ROSKILDE

GREVE

SOLRØD

SORØ

RINGSTED

KØGE

SLAGELSE

STEVNS

NÆSTVED

FAXE

VORDINGBORG

LOLLAND

GULDBORGSUND

Allerød

Hørsholm

Rudersdal

Furesø

Lyngby-Taarbæk

Gentofte

Ballerup

Herlev

Gladsaxe

Glostrup

Albertslund

Rødovre

Frederiksberg

København

Høje Taastrup

Brøndby

Vallensbæk

Hvidovre

Ishøj

Tårnby

Dragør

BORNHOLM

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:

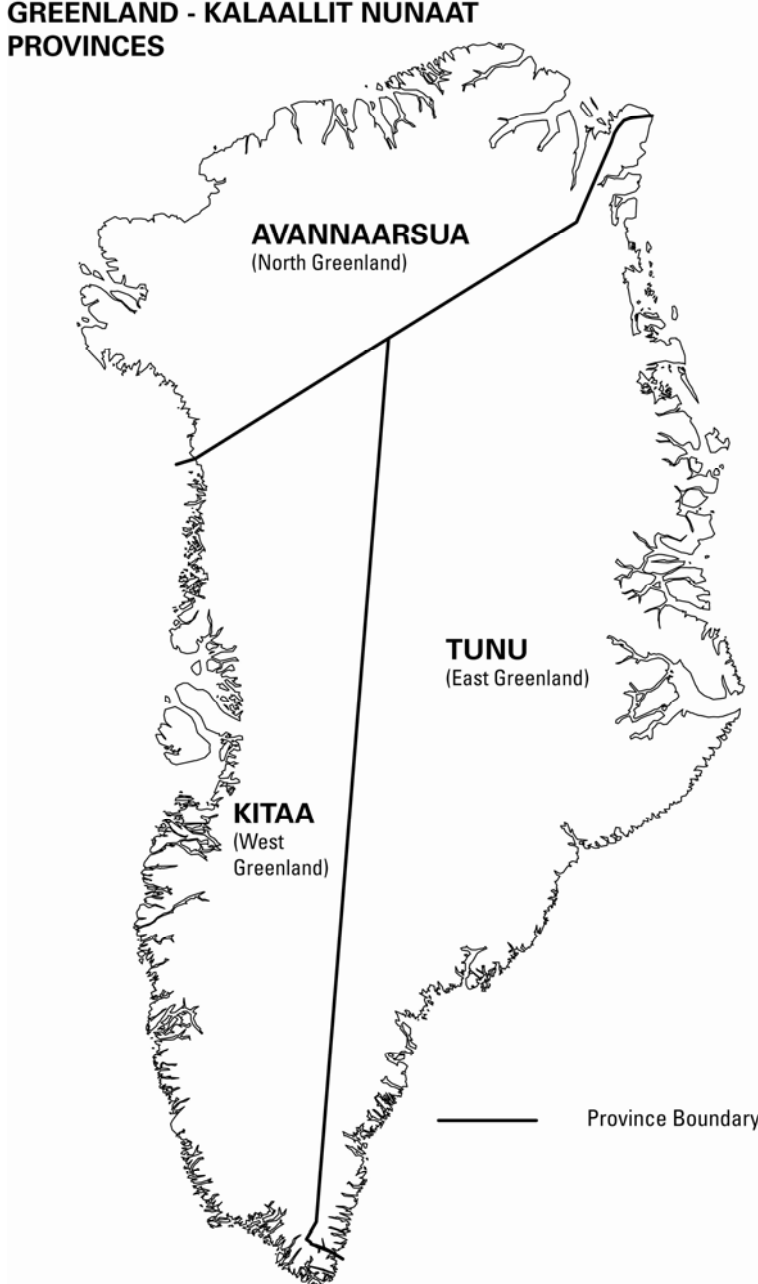|		
A a	K k	U u
B b	L l	V v
C c	M m	W w
D d	N n	X x
E e	O o	Y y
F f	P p	Z z
G g	Q q	Æ æ
H h	R r	Ø ø
I i	S s	Å å
J j	T t	

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.
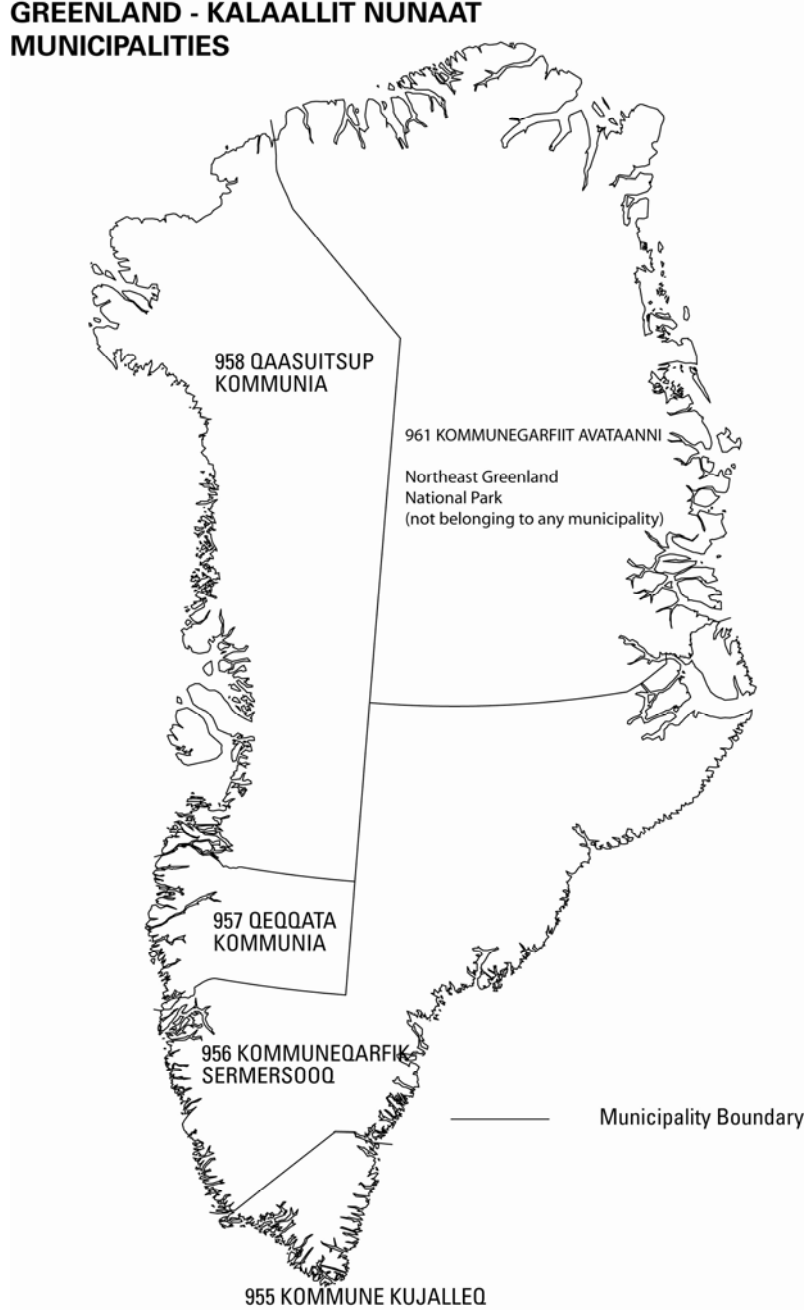

1.3 ADMINISTRATIVE STRUCTURE

1 January 2009, a new administrative reform was established.

Greenland are now divided into 3 provinces (landsdele) and 4 municipalities (kommuner).

GREENLAND - KALAALLIT NUNAAT PROVINCES

AVANNAARSUA
(North Greenland)

TUNU
(East Greenland)

KITAA
(West Greenland)

———— Province Boundary

**GREENLAND - KALAALLIT NUNAAT
MUNICIPALITIES**

958 QAASUITSUP
KOMMUNIA

961 KOMMUNEGARFIIT AVATAANNI

Northeast Greenland
National Park
(not belonging to any municipality)

957 QEQQATA
KOMMUNIA

956 KOMMUNEQARFIK
SERMERSOOQ

_____ Municipality Boundary

955 KOMMUNE KUJALLEQ

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).

Ü ü, W w and Z z, can occur in family and Christian names.
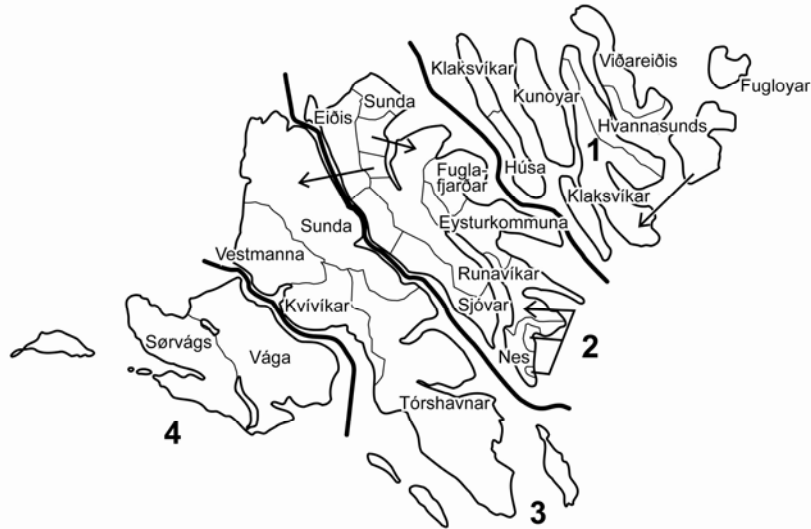
1.3 ADMINISTRATIVE STRUCTURE

The Faroe Islands are divided into 6 regions and 30 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. Norðoya
Fugloyar
Húsa
Hvannasunds
Klaksvíkar
Kunoyar
Viðareiðis

2. Eysturoyar
Eiðis
Eysturkommuna
Fuglafjarðar
Nes
Runavíkar
Sjóvar
Sunda

3. Streymoyar
Kvívíkar
Sunda
Tórshavnar
Vestmanna

4. Vága
Vága
Sørvágs

5. Sandoyar
Húsavíkar
Sands
Skálavíkar
Skopunar
Skúvoyar

6. Suðuroyar
Fámjins
Hovs
Hvalbiar
Porkeris
Sumbiar
Tvøroyrar
Vágs