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Guidelines for keeping and maintaining exonyms (EVN-DB - Manual)

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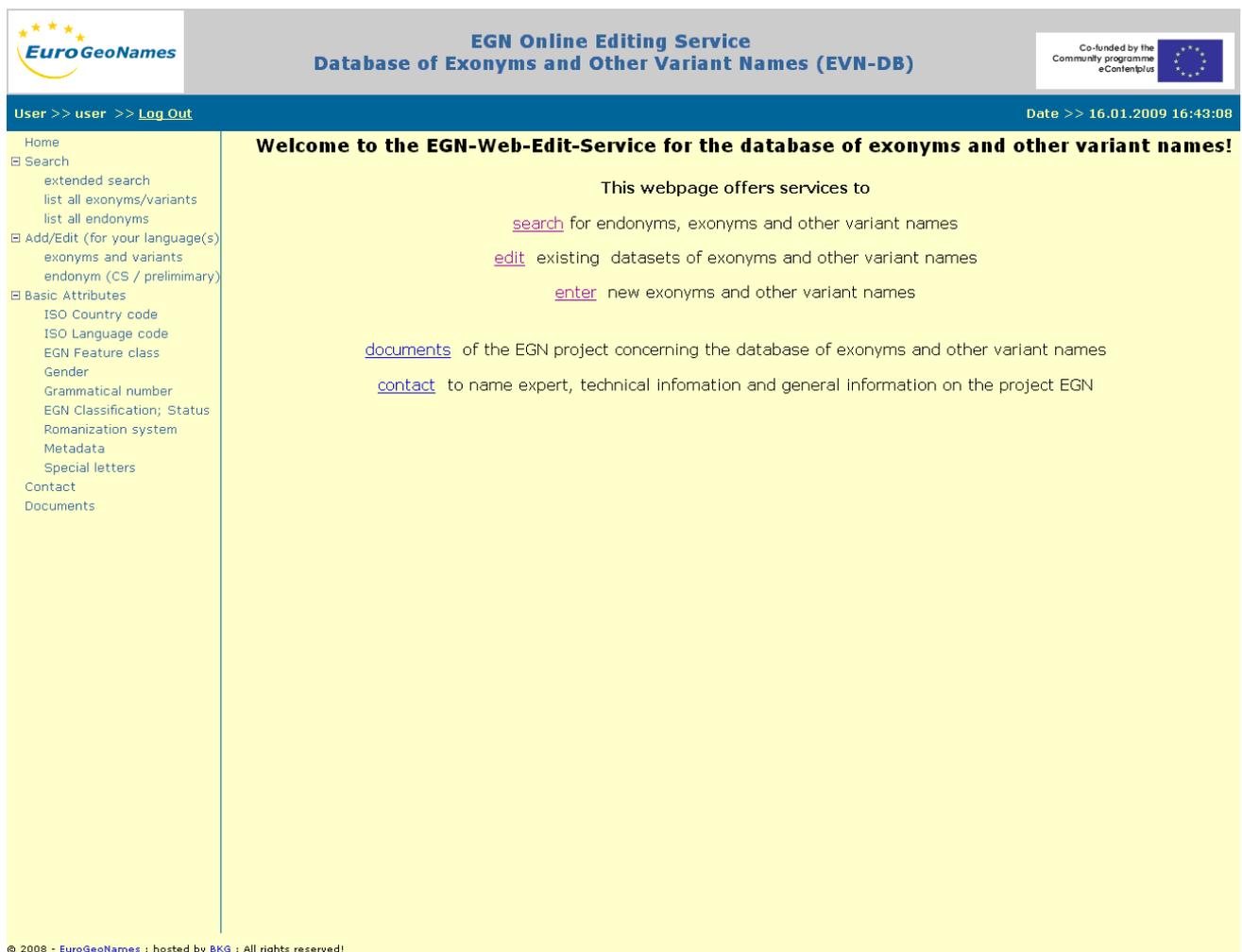


eContentplus

This project is funded under the *eContentplus* programme¹,
a multi-annual Community programme to make digital content in Europe more accessible, usable, and exploitable.

¹ OJ L 79, 24.3.2005, p. 1.

Database of Exonyms and Other Variant Names (EVN-DB) User manual



The screenshot shows the homepage of the EGN Online Editing Service. At the top, there is a header with the EuroGeoNames logo on the left, the title "EGN Online Editing Service Database of Exonyms and Other Variant Names (EVN-DB)" in the center, and a "Co-funded by the Community programme eContentplus" logo on the right. Below the header is a navigation bar with "User >> user >> Log Out" on the left and "Date >> 16.01.2009 16:43:08" on the right. The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu with categories like Home, Search, Add/Edit, Basic Attributes, Contact, and Documents. The main panel features a welcome message, a list of services (search, edit, enter), and links to documents and contact information. A footer at the bottom left contains copyright information: "© 2008 - EuroGeoNames ; hosted by BKG ; All rights reserved!"

Fig. 1 : View of Homepage

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1. Introduction

1.1. *EVN-DB and EuroGeoNames*

The Database of Exonyms and Other Variant Names is a self-contained, non-public database. It is part of the EuroGeoNames project (EGN) and linked to the EGN Central Service.

Conceived as a supplement database for the EGN Central Service, the EVN-DB delivers exonyms and other variant names of geographical features and certain attributes concerning these names missed in the national names databases.

1.2. *Types of data*

The attributes of the datasets of the EVN-DB are differentiated into three types:

- > public attributes, which will be able to receive indirectly by query the EGN Central Service (e. g. name form, language, gender)
- > attributes only accessible by selected users and password (e.g. metadata, lists of basic attributes)
- > temporary attributes, which is information necessary for identifying a certain feature but not available at the EGN Central Service at the moment when opening the dataset. These temporary attributes are necessary for matching the exonyms and other variant names with the official endonyms and will be replaced by data from the national names databases as soon as the Central Service provides these attributes. (e. g. feature class, geographical co-ordinates)

1.3. *Accessibility*

The EVN-DB is a non-public database. Access is only granted to the National Mapping and Cadastre Agencies (NMCAs) of countries participating in the EuroGeoNames project (i.e. Reference Group) and bodies (institutes, experts) authorized by them. They will receive user and password by the host of the EVN-DB.

Additionally, access for NMCAs is restricted to the official languages (national languages, regional languages) of the country they are representing. A review of the countries and their languages can be found in annex 7.2.

Everyone who has access to the EVN-DB will be able to view, edit, add, and delete datasets.

2. Aim of the EVN-DB

The aim of the database is to provide exonyms and other variant names missed in the national names databases. Additional information about these toponyms like status or language is provided. These name forms are linked with their appropriate national standardized endonym(s). Detailed information on the theoretical background can be found in Deliverable D 5.1 [1].

3. Elements of the EVN-DB

3.1. Search functionality

The database offers three different types of searching for geographical names

- > Searching for a certain name form (exonym, endonym) and the facility to narrow the results by specifying country, language, and feature class.
- > Alphabetical listing of all exonyms and other variant names and with the ability to view the entire list by scrolling.
- > Alphabetical listing of all endonyms and scrolling that list.

3.2. Data processing

Data processing enables all users to carry out all actions necessary for maintaining the EVN-DB:

- > Enter a new dataset (exonym or other variant name)
- > Edit an existing dataset
- > Delete a dataset

3.3. Basic attributes

The elements of basic attributes listed in the control panel are comprised of data attributes' tables in a standardized form. They are enumerated lists of certain data attributes and provide explanatory notes to the respective attribute. Further, they are for information only and cannot be edited by users except for **EGN METADATA**. If a user is missing an entry for an attribute, he must **CONTACT** the database host.



Fig. 2: Elements of the database

4. Attributes of the datasets

In the following you will find a listing of the attributes of the datasets with a short description and some additional remarks.

Detailed technical specifications of the database are published in Deliverable 5.6 [3].

4.1. Exonym or other variant name

This attribute comprises exonyms, variant name forms of official endonyms, and names of geographic features without official endonyms, which could not be found in national names databases. Every name (exonym, endonym variant) must be link with an endonym.

For name forms originally not written in Latin (Roman) script two datasets exists in the database: one in the original spelling and one in the Romanized form.

4.2. Classification

Classification is the assignment of variant names (exonym, endonym variant) to a certain class of toponym under the aspect of harmonizing the spelling of geographical names. It is differentiated in

- o standardized: *exonym or other variant name normalized by a names' authority;*
- o not standardized: *all other exonyms and variant names.*

(see **EGN CLASSIFICATION**; **STATUS** in the control panel)

4.3. Status

Status means the assignment of exonyms and other variant names according to their legal status:

- o approved: *name form of an exonym or other variant name enacted by a legal body;*
- o other: *all other exonyms and variant names.*

(see **EGN CLASSIFICATION**; **STATUS** in the control panel)

4.4. Country

Alpha-2 code, which is representing the country where the object is located according to ISO 3166-1 [4]. In a separate table all occurring codes and their denominations are listed in - English, French, Spanish, German, and their autochthonous form(s). (see **ISO COUNTRY CODE** in the control panel)

4.5. Language

Alpha-3 code, which is representing the language of the exonym or variant name according to ISO 639-2 [5]. In a separate table all occurring codes and their denominations are listed in - English, French, Spanish, German, and their autochthonous form(s). (see **ISO LANGUAGE CODE** in the control panel)

4.6. Gender

Linguistic notation, which indicates the grammatical gender of the exonym or variant name. An enumerated list of all possible values is integrated in the database. (see **GENDER** in the control panel)

4.7. Grammatical number

Linguistic notation, which indicates the grammatical number of the exonym or variant name. An enumerated list of all possible values is integrated in the database. (see **GRAMMATICAL NUMBER** in the control panel)

4.8. Romanization system

The Romanization system indicates the system, which was used to transform the name in the field “exonym/variant name” from a Non-Roman script into Roman script. The respective name is written in the field **EXONYM / VARIANT NAME**. Romanization Systems in use are listed under **ROMANIZATION SYSTEM** in the control panel.

4.9. Endonym

The endonym is an official standardized name of the geographical feature as provided in the national names database and stored in the EGN Central Service (CS).

If there is no official endonym for an exonym or variant name available in the Central Service a preliminary dataset for the endonym must be created. This is described in chapter 5.2.1

4.10. Feature class

This attribute indicates the geographical category the feature belongs to. Within the EGN project a two-level feature type catalogue has been developed. The first level differentiates eight classes of geographical features:

- o *Countries, administrative units and other areas*
- o *Populated places*
- o *Non-residential structures and buildings*
- o *Transport and telecommunication features*
- o *Terrain features*
- o *Hydrographic features*
- o *Conservation areas*
- o *Miscellaneous.*

The catalogue can be found as annex 7.3 of this paper

A table of the first level classes is integrated in the database. This table contains the title, a short description, and some examples of feature types for the respective class. (see **EGN FEATURE CLASS** in the control panel)

4.11. Geocoding

Geo-reference is indicated by geographical co-ordinates of a point representing the feature. These geographical co-ordinates will only be used internally within the EVN-DB and are preliminary. All exonyms and variant names will be linked to the respective official endonyms including the associated information of the Central Service and their co-ordinates of the National mapping and cadastre associations.

4.12. Metadata

This attribute provides information on the source used for filling the EVN-DB. In case of more than one source the more reliable one is indicated. One can find useful information like

- > title of the publication
- > date of publication
- > contact institute or expert and others.

5. How to use the Database

The main functions of the database are to enable NMCA's and national names authorities

5.1 to search for exonyms and other variant names

5.2 to edit existing datasets of exonyms and other variant names and

5.3 to enter new exonyms and other variant names not already available in the database.

Decision making process			Activity
exonym, variant name	existing		view exonym
			edit exonym
	not existing	endonym existing	add exonym
		no endonym existing enter preliminary endonym	

Fig. 3: Facilities of the database and indication when to use them

5.1. Search the database



The screenshot shows the 'EGN Online Editing Service Database of Exonyms and Other Variant Names (EVN-DB)' interface. At the top, there is a navigation bar with 'User >> user >> Log Out' and a date 'Date >> 16.01.2009 16:42:22'. The main content area is titled 'Extended search for endonyms, exonyms and other variant names'. It features a search form with the following fields: 'Exonym / variant name:', 'Endonym:', 'Spatial Object UID:', 'Feature Class:', 'Language Code:', and 'Country Code:'. A 'Search' button is located below the 'Spatial Object UID' field. Below the search form, the results are displayed as 'Search Results: 0 exonyms and variant names'. A note at the bottom of the search area says 'In case of any comments or suggestions please contact us [here](#) !'. On the left side, there is a navigation menu with options like 'Home', 'Search', 'extended search', 'list all exonyms/variants', 'list all endonyms', 'Add/Edit (for your language(s))', 'Basic Attributes', 'ISO Country code', 'ISO Language code', 'EGN Feature class', 'Gender', 'Grammatical number', 'EGN Classification; Status', 'Romanization system', 'Metadata', 'Special letters', 'Contact', and 'Documents'.

Fig. 4: Form to be filled in for searching for an endonym, exonym, or other variant name.

5.1.1. Searching for a name form

To search for a certain exonym or endonym or for additional information for a toponym

- > *click EXTENDED SEARCH in the control panel and enter your data in the form opened. To limit the list of results specify if possible feature class, language for the exonym/variant, and the country where the geographical object is located.*

In case of a doubtful spelling of a name use for unknown letters, unknown character strings, and letters with diacritical marks the sign “ _ ” (underscore) as a wild card for a single character and “ % ” (percent sign) for a character string.

Letters with diacritical marks will not be recognized as the letter without the diacritical mark. (e.g. “ å “ is not treated as an “ a “, “ é “ is not treated as an “ e “)

As a result, get a list of all datasets, which the query applies to. The list of results can be resorted by clicking in the blue headline of the table on the title of the appropriate column.

More detailed information on a listed dataset can be obtained by clicking on the appropriate name in blue in the row “variant name or endonym” in the result table.

5.1.2. Listing of exonyms and endonyms

List of all exonyms and other variant names. Select an initial letter:

a b c d e f g h i j k l m n o p q r s t u v w x y z

Search Results: 155 exonyms and variant names

Exonym	Endonym	Classification	Status	Gender	Number	Country	Language	Feature Class
Cvikovská Mulda	Zwickauer Mulde	exonym, standardized	other	n.a.	n.a.	DE	cze	graphical features
Cvikov	Zwickau	exonym, standardized	other	n.a.	n.a.	DE	cze	named places
Csallóköz	Žitný ostrov	exonym, not standardized	other	n.a.	n.a.	SK	hun	named places
Centralne Alpe	Zentralalpen	exonym, standardized	other	n.a.	n.a.	AT	slv	named places
Celandia	Zeeland	exonym, standardized	other	n.a.	n.a.	NL	glg	regions, administrative units, and areas
Csorbató	Štrbské Pleso	exonym, not standardized	other	n.a.	n.a.	SK	hun	named places
Csorba-tó	Štrbské pleso	exonym, not standardized	other	n.a.	n.a.	SK	hun	Hydrographic features
Cordillera Ibérica	Sistema Ibérico	endonym variant	other	n.a.	n.a.	ES	spa	Terrain features
Cordillère Ibérique	Sistema Ibérico	exonym, standardized	other	n.a.	n.a.	ES	fre	Terrain features

Fig. 5: Shortened hit list of exonyms with the initial letter „ c “. On the right side one can see the drop down list of letters with diacritical marks

The database also offers the opportunity to list the datasets in alphabetical order.

- > click **LIST ALL EXONYMS / VARIANTS** in the control panel and select a letter in the opened form

One can view a list of all exonyms and other variant names for a chosen initial letter.

- > click **LIST ALL ENDONYMS** and select a letter in the form opened

One can view a list of all endonyms in the EVN-DB for a chosen initial letter.

If the initial letters of the name you are searching for bears a diacritical mark select it from the drop down list right to the letter "z."

The list of results can be resorted by clicking in the blue headline of the table on the title of the appropriate row.

5.2. Entering a new exonym or variant name

Add a new exonym or an other variant name to the EVN database

Endonym			
Endonym :	<i>Friesland</i>	Longitude :	<i>53° 12' N</i>
Spatial Object UID :	<i>1</i>	Latitude :	<i>05° 47' E</i>
Feature Class :	<i>Countries, administrative units, and other areas</i>		
Exonym / variant name			
Exonym / variant name : *	<input type="text"/>		
Language : *	<input type="text"/>	Language Remark :	<input type="text"/>
Country : *	<input type="text"/>		
Gender : *	<input type="text"/>	Number : *	<input type="text"/>
Classification; status : *	<input type="text"/>		
Classification remark :	<input type="text"/>		
Pronunciation (IPA) :	<input type="text"/>		
Pronunciation (Audio) :	<input type="text"/> please insert URL!		
Script (if not Roman)			
<input type="checkbox"/> indicate Romanization system			
Metadata			
<input type="text"/>	<input type="button" value="add new metadata"/>		
Title Original :			
Title English :			
Publisher English :			
Year :			
<input type="button" value="add exonym or variant"/> <input type="button" value="cancel"/>			

Fig. 6: Page for entering a new exonym or other variant name

Before entering a new dataset for an exonym or another variant name certain strings must be met. Make sure, that

- > the dataset does not already exist and
- > the appropriate endonym already exists. A new exonym can only be entered if an endonym exists. This endonym could be found in the EGN CS or as a preliminary endonym in the EVN-DB.

Entering a new exonym or variant name comprises the following steps:

1. Check if the exonym or variant name already exists
 - > *click EXONYMS AND VARIANTS under ADD/EDIT in the control panel and fill in the field EXONYM/VARIANT NAME. If necessary specify the FEATURE CLASS to narrow results.*
 - > *check the list of results whether the exonym already exists or not. For additional information on a certain exonym*

- > *click **SHOW** in the row of the supposed name form in the list of results.*

If the query has supplied no hits, search for the endonym of the exonym or variant name to be entered.

2. Check if an endonym in the EVN-DB already exists

- > *click **EXONYMS AND VARIANTS** in the control panel under **ADD/EDIT** and fill in the field **ENDONYM**. If necessary specify **FEATURE CLASS** to narrow results.*
- > *check the list of results whether the endonym already exists or not.*
- > *select the appropriate endonym from the list of results and click **ADD NEW EXONYM OR VARIANT** and fill in the form with your data.*

If the query has supplied no hits, search for the endonym in the Central Service.

3. Check if an endonym in the Central Service already exists

- > *If no preliminary endonym is found click **SEARCH FOR THE ENONYM IN CENTRAL SERVICE***
- > *click **SEARCH IN EGN-CS** in the opened form*
- > *Select the appropriate endonym from the list of results and click **ADD ENONYM***
- > *select **ADD EXONYM OR VARIANT NAME** in the form opened to enter the new exonym or variant name and fill in the form with your data.*

If there is an endonym neither in the EVN-DB nor in the CS present, one has to create a preliminary endonym in the EVN-DB before entering the exonym. How to create a preliminary endonym is described in chapter 5.2.1. This preliminary endonym must be replaced as soon as an official endonym in the CS is available. How to replace a preliminary endonym is described in chapter 5.2.5.

Now the new exonym or other variant name can be entered in the EVN-DB. All fields of the form marked with a red “ * “ are compulsory.

EXONYM / VARIANT NAME *

Enter the new exonym or variant name.

If the original spelling is not in Latin (Roman) script (e.g. Greek, Cyrillic) create two datasets, one with the original spelling and one with the Romanized spelling. For the later one enter the Romanization system used in the field **ROMANIZATION SYSTEM**

LANGUAGE *

Select the language code the exonym or variant name belongs to from the drop down list. Only entries of the list are accepted. An explanation of the codes can be found under **BASIC ATTRIBUTES** by selecting **ISO LANGUAGE CODE** in the control panel.

LANGUAGE REMARK

Space provided for any additional information worth to mention concerning the language. (e.g. regional variation of the language or a subdivision)

COUNTRY *

Select the country where the geographical feature is located from the drop down list. Only entries of the list are accepted. An explanation of the codes can be found under **BASIC ATTRIBUTES** by clicking **ISO COUNTRY CODE** in the control panel.

If it is a border-crossing feature, a separate entry must be entered for each country the feature is located. Each exonym or other variant name must be linked with the appropriate endonyms of the respective NMCA. This is shown in chapter 5.2.2

GENDER *

Select the grammatical gender of the exonym or variant name from the drop down list. Only entries of the list are accepted. Select “ n.a. “ if information on the gender is not available.

NUMBER *

Select the grammatical number of the exonym or variant name from the drop down list. Only entries of the list are accepted. Select “ n.a. “ if information on the grammatical number is not available.

CLASSIFICATION; STATUS *

This field is a combination of the attributes “classification” and “status.” Classification differentiates toponyms in exonyms and endonyms (= other variant names)

- o *Endonym: name in an official or well-established language occurring in that area where the feature is located;*²

² According to UNGEGN, approved 2006 at the 23rd session in Vienna; simplified

- o *Exonym: name used in a language situated outside the area where that language is spoken and differing in its form from the name used in an official or well-established language of the area where the feature is located.*²

and in standardized and not standardized:

- o *standardized: exonym or other variant name normalized by a names authority,*
- o *non standardized: all other exonyms and variant names.*

Status indicated if a name form is approved:

- o *approved: exonym or other variant name regulated by a legal body,*
- o *not approved: all other exonyms and variant names.*

Select the correct assignment for the exonym or variant name by means of the drop down list. Only entries of the list are accepted. Select “ n.a. “ if information on the status is not available.

An explanation of the terms in use can be found under **BASIC ATTRIBUTES** by

- > *clicking **EGN CLASSIFICATION; STATUS** in the control panel.*

When an approved exonym or other variant name was entered, please fill in the field **METADATA** below.

If a language wants to stress that a certain endonym amongst a couple of endonyms is to use quote this by a remark: e.g. *In English the German endonym is preferred*

STATUS REMARK

Use this field for any additional information worth to mention and concerning the classification and the status.

PRONUNCIATION (IPA)

Use this field to indicate the pronunciation of the name in phonetic spelling using the standards of the International Phonetic Association (IPA).

A helpful tool for entering the phonetic spelling in a convenient way on Windows XP can be found under <http://www.phon.ucl.ac.uk/resource/phonetics>. Download and install “Unicode phonetic keyboard 1.02”. After installation, follow the operating instructions.

PRONUNCIATION (AUDIO)

Use this field for a hyperlink to an audio file of the pronunciation of the name. Enter the URL for the audio file.

ROMANIZATION SYSTEM

Romanization system, which was used to transform the name in the field exonym or other variant name into Latin (Roman) script if the Original script is not Latin (Roman). Select the proper Romanization system from the drop down field. If the system is not listed, please **CONTACT** us.

METADATA

This field provides information about the source of the exonym or variant name. When the status of the exonym or variant name is "approved," it is optional but highly recommended to be filled in.

The drop down field opens a complete list of identifiers (IDs) of all metadata. Selecting one metadata ID in the drop down list will complete all fields concerning metadata in the form. For a detailed list with all elements of the metadata the IDs are representing

> *click **EGN METADATA** under **BASIC ATTRIBUTES** in the control panel.*

To enter a new metadata set see chapter 5.2.2.

5.2.1. Creating a preliminary endonym

Add a new preliminary endonym only if there is not the appropriate endonym in the EGN infrastructure

Search for an Endonym in the EGN-Central-Service

like exact

select one endonym of the resultlist ->

[endonym of Central Service](#) [enter preliminary endonym](#)

Endonym	<input type="text"/>	Longitude	<input type="text"/>
Spatial Object UID	<input type="text"/>	Latitude	<input type="text"/>
Feature Class	Countries, administrative units, and other areas <input type="button" value="add endonym"/> <input type="button" value="cancel"/>		

Fig. 7: Web page for entering a new preliminary endonym

For entering a new preliminary endonym

- > *click endonym (CS / preliminary) in the control panel*
- > *select the orange register ENTER PRELIMINARY ENDONYM in the form opened and fill in the following fields of the form.*
 - o **ENDONYM** – *official name of the geographical feature*
 - o **FEATURE CLASS** – *select the corresponding feature class from the drop down list*
 - o **LONGITUDE** and **LATITUDE** of the feature in geographic co-ordinates in degrees and minutes (e.g. 48° 16' N; 16° 24' E)

For all areal features use just one co-ordinate of a significant single reference point lying inside the feature. As a reference co-ordinate for administrative units use the seat of the unit or a central point of the unit. For running waters the reference co-ordinate could be the mouth or the border crossing point.

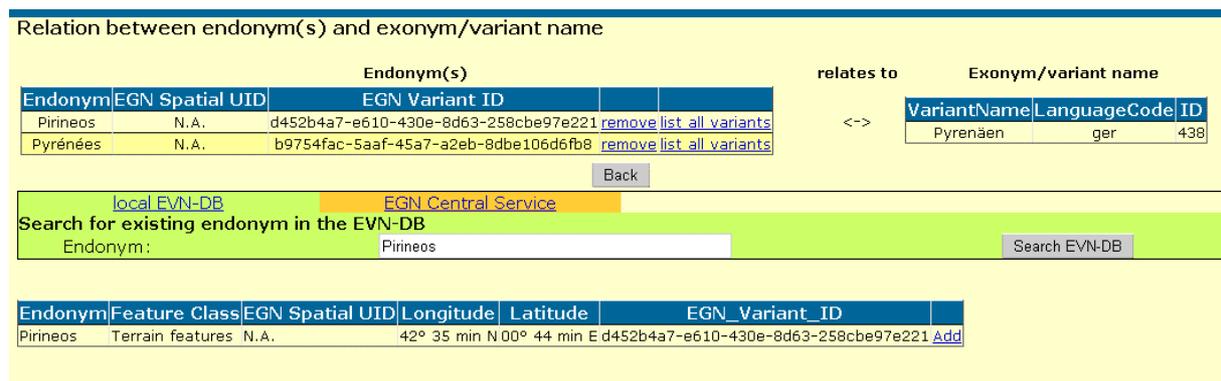
These geographic co-ordinates will only be used internally within the EVN-DB. All exonyms and variant names will be linked to the respective endonyms to which the location information is associated.

- > *the field **SPATIAL OBJECT UID** will be filled in automatically when saving the dataset.*
- > *click **ADD ENDONYM** to save input*
- > *to abandon input click **CANCEL**.*

5.2.2. Border Crossing Features

If a geographical feature is crossing national boundaries a separate entry must be made for each country the feature is located. Each entry must be linked with the appropriate endonym of the respective NMCA.

- > *enter a new dataset as described in chapter 5.2.*
- > *after saving the new dataset click **ADD OR REMOVE ENDONYM** in the block "Endonym" to link this exonym or variant name with an additional endonym*



Relation between endonym(s) and exonym/variant name

Endonym(s)				relates to	Exonym/variant name		
Endonym	EGN Spatial UID	EGN Variant ID			VariantName	LanguageCode	ID
Pirineos	N.A.	d452b4a7-e610-430e-8d63-258cbe97e221	remove list all variants	<->	Pyrenäen	ger	438
Pyrénées	N.A.	b9754fac-5aaf-45a7-a2eb-8dbe106d6fb8	remove list all variants				

[Back](#)

[local EVN-DB](#) [EGN Central Service](#)

Search for existing endonym in the EVN-DB

Endonym: [Search EVN-DB](#)

Endonym	Feature Class	EGN Spatial UID	Longitude	Latitude	EGN_Variant_ID
Pirineos	Terrain features	N.A.	42° 35 min N	00° 44 min E	d452b4a7-e610-430e-8d63-258cbe97e221

Fig. 8: Web page for linking an exonym or variant name with more than one endonym

- > *select the register **LOCAL EVN-DB**, fill in the form and click **SEARCH EVN-DB** for another endonym*
- > *select the appropriate endonym from the list of results by clicking **ADD***

If the query has supplied no hits,

- > *select the register **EGN CENTRAL SERVICE**, fill in the form and click **SEARCH EGN-CS** for another endonym*
- > *select the appropriate endonym from the list of results by clicking **ADD THIS ENDONYM***

Repeat this procedure for all endonyms

If not all endonyms are available in EVN-DB or in the CS link the Exonym or variant name with the data set "_border_crossing"

- > *select the register **LOCAL EVN-DB**, fill in the form with **_BORDER_CROSSING** and click **SEARCH EVN-DB***
- > *link this dummy with the exonym by clicking **ADD***
- > *when the exonym or variant name is linked with all endonyms click **BACK***
- > *to delete an endonym linked with the exonym or variant name click **REMOVE**.*

5.2.3. Creating a metadata set

Enter data about the source of the exonym / variant name. At least enter your name in the field contact.

Metadata ID	:	<input type="text"/>
Title (original)	:	<input type="text"/>
Title (English)	:	<input type="text"/>
Subtitle (original)	:	<input type="text"/>
Subtitle (English)	:	<input type="text"/>
Publisher	:	<input type="text"/>
Publisher (English)	:	<input type="text"/>
Contact	:	<input type="text"/>
Year	:	<input type="text"/>
Version	:	<input type="text"/>
Additional Information	:	<input type="text"/>

[Insert](#) [Cancel](#)

Figure 9: Mask for entering a new metadata set

For some name forms it may be advisable to track the source. Please consider entering the source where the status of the exonym or variant name is classified as approved:

- o *exonyms standardized, approved*
- o *endonym variant, approved.*

If no metadata set exists,

- > Click **ADD NEW METADATA** and fill in the form opened as completely as possible.

The identifier (ID) for the metadata one has to enter is composed of three blocks linked by underscores (e.g. **eu_fin_06**)

- > **First block** consists of the ISO-country code indicating the country, which is covered by the names. If more than one country is covered, use the code „EU.“
- > **Second block** indicates the language of the name forms found in the source. If two languages are covered by the source, create for both languages a metadata set. If three or more languages are covered, use the code „mul.“
- > **Third block** is the consecutive number of the combination of the two leading blocks. To find out which is the next number, open **BASIC ATTRIBUTES > EGN METADATA** in a new window. This results in a complete list of all metadata sets.

> Example:

- o *FI_sve_03*
 - o *The source is the third one containing Swedish name forms for Finland.*
 - o *EU_fre_02*
 - o *The source comprises name forms in French for two or more countries with the consecutive number 02.*
- > *click INSERT to save your entry.*

When now entering a new exonym or variant name, chose the appropriate metadata set at the drop down list under **METADATA** by its ID.

5.2.4. Editing a metadata set

Metadata sets cannot not be edited or deleted by a user. If comments on an entry should be made or any attributes of a metadata set should be changed

> *click CONTACT in the control panel*

and send suggestions to the host of the EVN-DB by email.

5.2.5. Replacing a preliminary endonym

Please reedit the following preliminary endonym and save your changes!

Search for an Endonym in the EGN-Central-Service

Hamburg like exact

select one endonym of the resultlist -> Hamburg UID= DEBKGGND000003TPV

Endonym	
-> -> note: preliminary endonym will be replaced as soon as	
Endonym:	Hamburg
Spatial Object UID:	N.A.
Feature Class:	Populated places

Latitude: 53° 33' N

Fig. 10: Replacing the preliminary endonym by the standardized one of Hamburg

Preliminary endonyms will be replaced when there is the standardized endonym in the Central Service available. To replace a preliminary endonym by a standardized endonym of the NMCA

- > *click **EXTENDED SEARCH** or **EXONYMS AND VARIANTS** in the control panel and enter the name of the preliminary endonym to be replaced in the field **ENDONYM***
- > *select in the list of results the appropriate blue name in the column endonym*
- > *click in the form opened on the button **REPLACE PRELIMINARY ENONYM***
- > *fill in the field Search for an Endonym in the EGN-Central Service and click **SEARCH IN EGN-CS***
- > *select the appropriate endonym from the drop down list of results*

Check if the endonym chosen is the correct one by comparing the feature class and the co-ordinates. If it's not the correct endonym select the next endonym from the list of results

- > *click **SAVE** to replace the preliminary by the standardized endonym from the CS*
- > *click **CANCEL** to abandon replacing.*

5.3. Editing a dataset

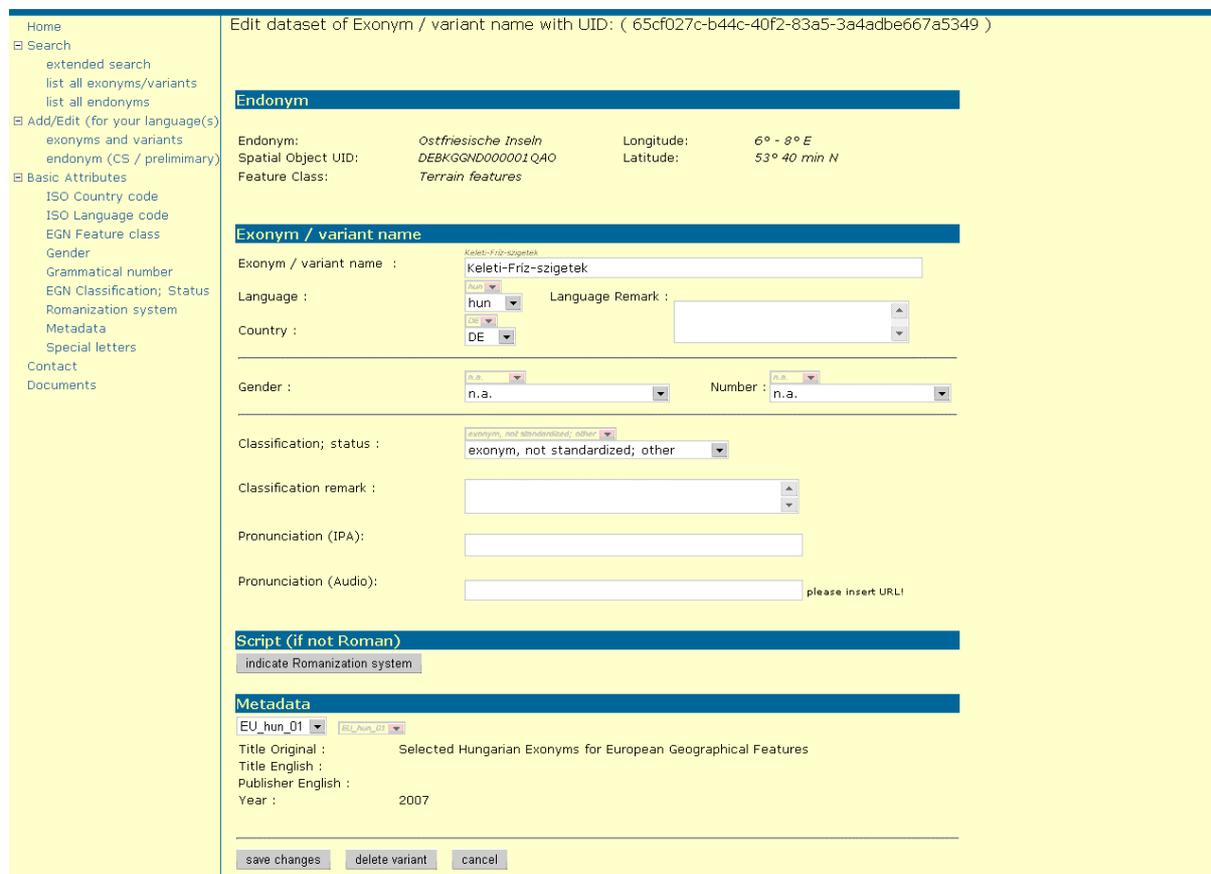


Fig. 11: Web page for editing an existing dataset of an exonym or other variant name

To edit an existing dataset

- > *click EXONYMS AND VARIANTS under ADD/EDIT in the control panel and enter the exonym or variant name you want to edit.*

If the proper dataset for the exonym or variant name intended to be edited, is listed in the results

- > *click EDIT in the right column in the list of results in the row of the appropriate exonym or variant name and edit the dataset*

Make the corrections in the opened form and save the amendments by clicking on the button **SAVE CHANGES**

- > *to abandon input click CANCEL.*

The field **METADATA** should only be updated if the changes refers to a new data source (e.g. a change in the status of a name decided by a names authority).

5.4. Deleting datasets

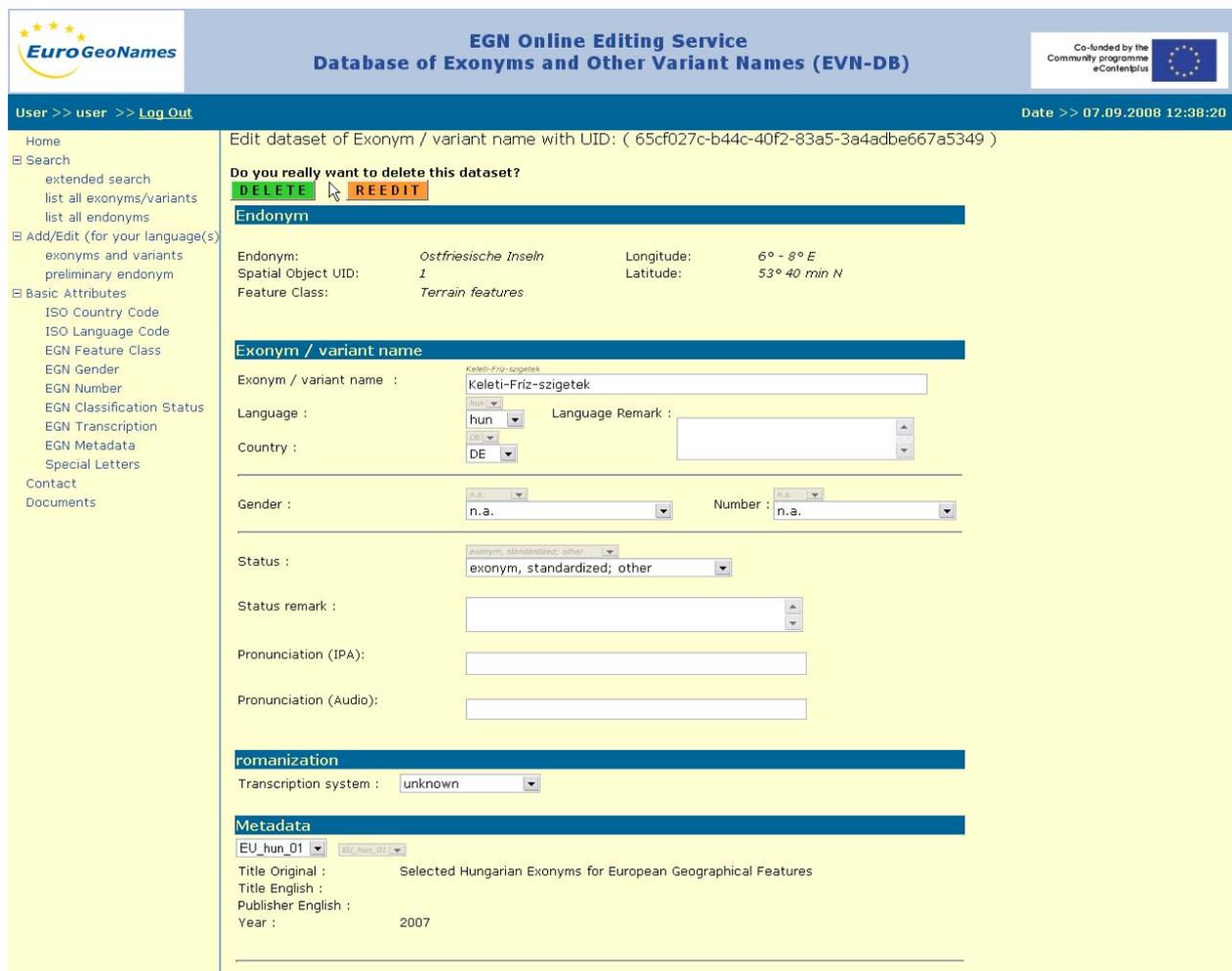
5.4.1. Deleting an exonym or other variant name

To delete an existing dataset of an exonym or variant name

- > *click EXONYMS AND VARIANTS under ADD/EDIT in the control panel and enter the exonym or variant name you want to delete.*

If the proper dataset for the exonym or variant name you want to delete is listed in the results

- > *click EDIT in the row of the appropriate exonym or variant name.*
- > *click delete variant.*



The screenshot shows the 'EGN Online Editing Service Database of Exonyms and Other Variant Names (EVN-DB)' interface. The main content area displays a confirmation dialog: 'Do you really want to delete this dataset?' with 'DELETE' and 'REEDIT' buttons. Below this, the 'Endonym' section shows details for 'Ostfriesische Inseln' with coordinates 6° - 8° E and 53° 40 min N. The 'Exonym / variant name' section shows 'Keleti-Friz-szigetek' in Hungarian for Germany. The 'romanization' section shows 'unknown' as the transcription system. The 'Metadata' section shows the dataset is 'EU_hun_01' with the title 'Selected Hungarian Exonyms for European Geographical Features' and a year of 2007.

Fig. 12: Web page to confirm the deletion of an existing dataset of an exonym or other variant name

Check the attributes in the form opened. If it is the correct dataset for deletion confirm this by clicking **DELETE** at the top of the form.

- > *to abandon deleting this dataset click on REEDIT.*

If more than one endonym is connected with the exonym you have to delete first all connections except one. Then the exonym must be deleted. At the last step the remaining endonym must be deleted if it is a preliminary one and no other exonyms or variant names are connected.

- > *click **EXONYMS AND VARIANTS** under **ADD/EDIT** in the control panel and enter the exonym or variant name you want to delete.*

If the proper dataset for the exonym or variant name you want to delete is listed in the results

- > *click **SHOW** in the row of the appropriate exonym or variant name;*
- > *click **ADD OR REMOVE ENDONYM**;*
- > *click **REMOVE** for all endonyms except of one in table listed in the top of the page*
- > *click **BACK** under the name of the remaining endonym*
- > *click **DELETE** at the end of the page.*

Check the attributes in the form opened. If it is the correct dataset deleting confirm this by clicking **DELETE** at the top of the form.

5.4.2. Deleting a preliminary endonym

Note: Before deleting a preliminary endonym all exonyms and variant names linked with this endonym must be deleted.

To delete an existing dataset of a preliminary endonym

- > *click EXTENDED SEARCH in the control panel and enter the endonym necessary to be deleted*
- > *click on the appropriate name in the column ENDONYM in the list of results*

The following preliminary endonym was added or edited!

Endonym
-> -> note: preliminary endonyms will be replaced as soon as an official endonym is in the EGN Central Service available!

Endonym:	<i>Stockerau</i>	Longitude:	<i>16° 13' E</i>
Spatial Object UID:	<i>N.A.</i>	Latitude:	<i>48° 23' N</i>
Feature Class:	<i>Populated places</i>		

Fig. 13: Web page for deleting and reediting a preliminary endonym and to add an exonym or other variant name

- > *check the attributes in the form opened*
- > *click DELETE*

The following preliminary endonym was added or edited! **Do you really want to delete this dataset?**

Endonym
-> -> note: preliminary endonyms will be replaced as soon as an official endonym is in the EGN Central Service available!

Endonym:	<i>Stockerau</i>	Longitude:	<i>16° 13' E</i>
Spatial Object UID:	<i>N.A.</i>	Latitude:	<i>48° 23' N</i>
Feature Class:	<i>Populated places</i>		

Fig. 14: Web page to confirm the deletion of a preliminary endonym

- > *confirm your deletion by clicking DELETE*
- > *to abandon deleting this dataset click on REEDIT*

6. Literature, Links, and Abbreviations

Literature

- [1] EGN deliverable D 5.1: Exonyms guidelines synopsis.
- [2] EGN deliverable D 5.2: Methodology for the validation of existing exonyms.
- [3] EGN deliverable D 5.6: Exonyms database specifications.
- [4] ISO 3166-1: 2006-11, Codes for the representation of names of countries and their subdivisions – Part 1: Country codes
- [5] ISO 639-2: 2008, Codes for the representation of names of languages – Part 2: Alpha-3 code

Links

<http://141.74.33.52/egn.edit-vne>

<http://www.eurogeonames.eu>

Abbreviations

CS	Central Service
EGN	EuroGeoNames
EVN-DB	Database of Exonyms and Other Variant Names
ID	Identifier
IPA	International Phonetic Association
ISO	International Standard Organisation
NMCA	National Mapping and Cadastre Agency
UNGEGN	United Nations Group of Experts on Geographical Names

7. Annexes

7.1. Quick reference guide

1. to search for an endonym, exonym, or other variant name

- click **EXTENDED SEARCH** in the control panel and fill in the form with data available.

2. to edit a dataset of an exonym or variant name

- click **EXONYMS AND VARIANTS** and enter the exonym or variant name intended to be edited.

2.1 if a dataset for the exonym / variant name exists

- click **EDIT** of the appropriate exonym in the list of results and edit the dataset.

2.2 if no dataset for the exonym / variant name exists

- enter the endonym
 - **if no endonym exists, go on with 3.2.1**
 - **if an endonym already exists, go on with 3.2.2**

3. to enter a new exonym, variant name, or endonym

- click **EXONYMS AND VARIANTS** and enter the endonym for the exonym or other variant name to be added.

- click **ADD NEW VARIANT** to enter a new exonym or variant name.

3.1 if a dataset for the exonym or variant name already exists

- click **EDIT** of the appropriate exonym in the list of results and edit the dataset.

3.2 if no endonym exists,

3.2.1 select endonym (CS / preliminary)

- check if a endonym in EGN Central Service exists
- if not enter a new dataset for the endonym and afterwards

3.2.2 select add exonym or variant name

- and enter the data.

7.2. Reference Group and language warrant

<i>o Reference Group member</i>	<i>o languages (ISO 639-code)</i>
Austria (AT)	ger
Cyprus (CY)	gre, tur
Czech Republic (CZ)	cze
Germany (DE)	dsb, fry, ger, hsb
Spain (ES)	baq, cat, glg, spa
Finland (FI)	fin, sma, sme, smi, smj, smn, sms, swe
France (FR)	cos, fre
Hungary (HU)	hun
Lithuania (LT)	lit
Latvia (LV)	lav
Netherlands (NL)	dut, fry
Norway (NO)	nno, nob, nor, sme
Slovenia (SI)	hun, ita, slv
Slovakia	hun, slo
Turkey	tur
other	eng

7.3. EGN Feature type catalogue

Code	Feature Type	Short Definition	Feature Type Examples
1	COUNTRIES, ADMINISTRATIVE UNITS AND OTHER AREAS	Countries, territorial units of a country for administrative purposes and other man-made areas	
1.1	Country	Country of Europe	
1.2	Administrative units	Territorial units of every country for statistics and administrative purposes <i>Including:</i>	
		Nomenclature of Territorial Units for Statistics in EU (NUTS 1, 2 and 3)	Länder (Germany) autonomous region (Spain) province
		Local Administrative Units (LAU 1 and 2)	municipality
		Other administrative units	
1.3	Other non-administrative units	Other type of man-made areas like economic, cultural, linguistic or tourist areas	
2	POPULATED PLACES	Buildings for housing of any category like cities, towns, villages, etc.	
2.1	Administrative capitals	Populated places with capital status <i>Including:</i>	
		Administrative capitals of NUTS 1, 2 and 3	capital of country, autonomous region (Spain), province
		Administrative capitals of LAU 1 and 2	capital of municipality
		Other administrative capitals	
2.2	Other populated places	Populated places without administrative status <i>Including:</i>	
		Cities, towns, villages, hamlets...	city, town, village, hamlet
		Parts of them	neighbourhood
2.3	Houses	Individual residential buildings	house, farmhouse (in country side)

3	NON-RESIDENTIAL STRUCTURES AND BUILDINGS	Any kind of structures and buildings, except populated places, transport, telecommunication and hydrographic features	
	3.1 Economic activity facilities	Structures and buildings related to any kind of economic activity <i>Including:</i> Agricultural and animal husbandry structures Industrial and mining structures Power generation and distribution sites Commercial sites and others related to them (tourist facilities...) Other economic sites and structures	poultry farm industrial estate, mine hydroelectric plant, wind turbine, shopping centre, business park, hotel, bungalow park incinerator, recycling plant,
	3.2 Social facilities, administrative buildings and monuments	Structures for social use, administrative buildings and monuments <i>Including:</i> Social facilities (medical, educational, recreational, cultural, religious...) and administrative buildings Monuments, historical and ancient sites	hospital, school, football stadium, garden, park, theatre, church, mosque, synagogue, town hall cathedral, castle historic walls
	3.3 Other non-residential structures	Structures different from types 3.1 and 3.2	boundary stone, survey point, cemetery
4	TRANSPORT AND TELECOMMUNICATION FEATURES	Structures related to transports and telecommunications	
	4.1 Air transport	Features associated with air transport	airport, aerodrome, military aerodrome, landing strip, heliport
	4.2 Waterborne transport	Features associated with maritime and fluvial transport	harbour, pier, quay, dock
	4.3 Land transport	Features associated with land transport. <i>Including:</i>	
		Road transport	highway, road
		Rural and urban ways	byway, cattle route, path street, square
		Rail transport	railway track
	4.4 Telecommunications	Structures associated with telecommunications	bridge, tunnel, railway and bus stations antenna site, radio station

5	TERRAIN FEATURES	Land features of natural environment including vegetation. In general they are natural elements but can be modified by man	
	5.1 Islands	Tract of land surrounded by water. Sea, lake and river islands are included	island, archipelago
	5.2 Coastal and shore relieves	Features that describe the shore of seas and lakes <i>Including:</i>	
		Capes	cape, delta, peninsula
		Beaches	beach
		Other coastal relieves	cliff, isthmus, reef, shoal
	5.3 Elevations	High terrain areas <i>Including:</i>	
		Mountain ranges	mountain range, mountain chain
		Peaks	mountain, peak, hill, fells
		Mountain passes	pass
		Other elevations	Plateau, mountainside
	5.4 Natural terrain areas or regions	Area of earth's surface, with the exception of island, shore and elevation features <i>Including:</i>	
		Plains, depressions and other relieves	plain, valley, cliff, defile, slope, rocky ground, chasm
		Vegetation (natural or cultivated by man)	forest, bushes, pasture, vineyard, olive grove
		Other areas	wetland, marsh, desert volcanic area
	5.5 Point terrain features	Point feature of natural environment	singular tree, cave, stone
6	HYDROGRAPHIC FEATURES	Natural or man-made features related to water	
	6.1 Seas and parts of them	Great body of salt water or part of it <i>Including:</i>	
		Seas	sea, ocean
		Bays and maritime straits	bay, gulf, estuary channel, strait

	6.2	Standing water features	Inland body of standing water (salt or fresh). It can be a natural or man-made feature	
			<i>Including:</i> Lakes and parts of them	lake, pond bay, channel, strait (of a lake)
			Reservoirs and parts of them	reservoir
	6.3	Flowing water features	Permanent or intermittent flowing water through a natural course (river) or man-made course (canal). Exceptionally, also are included man-made courses with standing water	
			<i>Including:</i> Rivers and parts of them	brook, stream, river rapid, waterfall
			Canals and parts of them	irrigation channel, canal
	6.4	Hydrographic point features	Hydrographic point feature, natural, partially modified by man or man-made	source, spring, fountain, well
	6.5	Diverse hydrographic structures	Man-made hydrographic structures	dam, polder
	6.6	Other hydrographic and underwater features	Other natural hydrographic features different from types 6.1 to 6.4	glacier
7		CONSERVATION AREAS	Terrain or hydrographic conservation areas of natural environment and World Heritage Sites	
	7.1	World Heritage Sites	Sites nominated and included on World Heritage List by UNESCO	world heritage site
	7.2	Conservation areas of natural environment	Terrain or hydrographic conservation areas of natural environment	nature reserve, national park, wilderness area
8		MISCELLANEOUS	Other type of features not included in classes 1 to 7	
	8.1	Miscellaneous	Other type of features not included in subclasses 1.1 to 7.2	