

Finland: Online manual for guidance on names planning

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National Reports, 4. Cooperation, training and promotion, b. Toponymic training (in-house, national, etc.) offered to geographical names administrative

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- **What?** In Finland we are compiling an online manual for guidance on names planning. The manual is written in national languages Finnish and Swedish and gives guidance on planning both Finnish and Swedish names. It is available for everyone free of charge. The target group of the manual is all employees of the public administration, especially those who plan proper names or make decisions on proper names. The manual contains guidelines on both planned place names and names of public organisations and services, such as agencies, hospitals, schools, projects and web services. In this presentation I concentrate on place names.

The manual includes almost 20 guidelines on planning of various kind of place names, such as names of administrative units, merging municipalities, traffic sites and streets. It also has summaries on the correct spelling of the names as well as inflecting the Finnish names in grammatical cases. The basic principle in planning place names is to utilize the inherited place names as well as possible. The objective is to have place names that direct without problems to the right place. Planned place names should have a connection to the geography, nature, history or culture of the area where the place is situated.

The manual is not available in Saami languages, which are minority languages in Finland, but it contains a guideline on planning address names and other place names in Saami. It is recommended in the manual, that in Saami areas the planned place names and address names are formed in Saami in addition to Finnish.

- **When?** The online manual is to be published at the end of 2023.
- **Why?** National guidelines are needed as problems in planned place names occur all the time: e.g. monolingual inherited place names are translated without grounds in planned names, commemorative names are given for individuals still alive and names of administrative units and areas do not locate correctly. In Finland there is no names authority and the planning of place names lies on the hands of several different agencies. With the help of the online manual we wish to have better functioning planned place names which respect the inherited place names as our cultural heritage.

Thank you.