Guide to the alphabetical-phonetic system

Working tool created by the International Tracing Service
Some Guidance to Filing Cards under the Alphabetic-Phonetic System

The basic rules are:

1. Double letters count as single letters

   Examples:  ll = l
              aa = a
              nn = n

2. \( \text{ks} = x \) if it is pronounced like \( x \)

   Example: Aleksander = Alexander

   remains \( \text{ksch} \), as a rule

   Example: Sikschinak = Sikschinak

3. \( \text{chs}, \text{ksz} = x \) at the end of the name and its derivatives

   Examples: Ochs = Ox
              Sachs = Sax
              Saksz = Sax
              Wachs = Wax
              Ochsmann = Oxman
              Wachsmann = Waxman

4. \( \text{ck} = k \) at the end of the name

   Example: Mileck = Milek

5. \( \text{cz}, \text{cz} = \text{tsch} \)

   Examples: Csillag = Tschilag
              Raczkowski = Ratschkovski

6. \( \text{d}, \text{dt} = t \) at the end of the name and its derivatives

   Examples: Bard, Bartd = Bart
              Hildebrand = Hildebrant
              Durand = Durant
7. ai = ei
   at the beginning of the name (see also 14 b)

8. i, j, y = i

9. ph = f
   if it is pronounced like f
   Example: Philip = Filip

10. sch, sh, sz = s
    at the beginning of the name
    Examples: Schindler = Sindler
               Szabo = Sabo

    as infixes (inside the name), sh and sz become sch

    the phonetic rule applying to sch before the letter
    p and t as infix (inside the name) is:
    schp = sp and
    scht = st

    Examples: Grünschpan = Grunspan
               Rubinschtein = Rubinstein

    schtsch as infix (inside the name) is filed unaltered,
    as a rule
    Example: Juschtschak

11. v, w = v

12. z = s
    at the beginning of the name, exception: if it is
    pronounced like c
    Examples: Zilber = Silber
              Zucker = Cuker

13. ä, ae = a
    ö, oe = o
    ü, ue = u
    except for the Slavic and Romance languages
(Hungarian is not a Slavic language), the following
rule applies:
    Examples: Käfer, Kaefer = Kafer
               Körösi, Koeroesi = Korosi
               Hübner, Huebner = Hubner
14. The following notes apply to German names only:

a) mute h

Examples: Hüther = Huter
Siegburgh = Sieburg
Köhler = Koler

b) ai = ei

Example: Maier = Meier
(siehe auch 7.)

c) ts, z = tz

but only at the end of a name and its derivatives

Example: Kats, Kaz = Katz

d) ck = k

Example: Ackermann = Akerman
(siehe auch 4.)

Prefixes

15. If the syllables mentioned below prefix the name, they must be considered to be one word and filed after the first letter. If, owing to a wrong spelling of the name, these syllables happen to be placed after the actual name root, these cards must be filed after the first letter of the prefixes as well.

a) mac, mc = mac

Scottish or Irish names

Examples: Mac Arthur = Macarthur
Mc Namie = Macnamie
Arthur Mac = Macarthur

b) di, della, de la

Italian or Spanish names

Examples: di Marco = Dimarco
della Boggia = Delabogia
Marco di = Dimarco

c) v., van, von = van

Dutch or Flemish names

Example: van Baal = Vanbal
v.d.
van de
van dem
van den
van der = van der

d) Furthermore the following syllables:

ben, de, d', der, du, la, le, o',
ten, ter, t'

and the abbreviated syllables:

<table>
<thead>
<tr>
<th>d.</th>
<th>= de</th>
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<tbody>
<tr>
<td>o.d.</td>
<td>= opde</td>
</tr>
<tr>
<td>o.t.</td>
<td>= opte</td>
</tr>
<tr>
<td>St.</td>
<td>= Saint</td>
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</tbody>
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**Endings**

16. Endings of names of Slavic origin

a) ska
    skaia
    ski = ski

b) cka, ckaia, cki, szka, czkaia, czki
dcka, dckaia, dcki, dzka, dzkaia, dzki, tzkia, tzkaia, tzki, zka, zkaia, zki = cki

c) ef, efa, eva, ief, iefa, iev, ieva, if, ifa, iv, iva = ev

<table>
<thead>
<tr>
<th>Examples: v.d. Berg = Vanderberg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berg v.d. Berg = Vanderberg</td>
</tr>
</tbody>
</table>

| Examples: ben Barek = Benbake |
| de Rocker = Derocker |
| d. Vries = Devries |
| d'Homme = Dhome |
| der Koele = Derkole |
| du Vinage = Duvinage |
| la Machina = Lamachina |
| le Long = Lelong |
| o' Flynn = Oflin |
| o.d. Aar = Opdear |
| o.t. Brok = Optebrok |
| St. Gillian = Saintgillian |
| ten Helder = Tenhelder |
| ter Stege = Terstege |
| t'Hevenard = Thevenart |

| Example: Radetzki = Radecki |

| Examples: Afanef |
| Afanefa |
| Afaneva |
| Afanief |
| Afaniefa |
| Afaniev |
| Afanieva |
| Afanif |
| Afanifa |
| Afaniv |
| Afaniva = Afanev |
d) of, ofa, ova
iof, iofa, iova = ov

Examples:
Grigorof
Grigorofa
Grigorova
Grigoriof
Grigorioga
Grigoriou
Grigoriova = Grigorov

e) cak, chak, csak, tzak, zak = tschak
cek, chek, csek, czek, tsek, zek = tschek
cik, chik, csik, czik, tsik, zik = tschik
cok, chok, csok, czok, tzok, zok = tschok
cuk, chuk, csuk, czuk, tsuk, zuk = tschuk

Prefixes the endings
zak, zek, zik, zek, zuk
the letter s, the name is not filed
under stsch, but under sch

Examples:
Michalczuk = Michaltschuk
Michałczuk = Michaltschuk
Saweszek = Saveschek
Sarszak = Sarschak

f) vic, vich, vici, vics, vicz, viec,
viec, vieci, viecs, viecz,
vietch, vietsch, viets, vietz,
viez, vitch, vits, vitz, viz = vitsch

Examples:
Leibovic
Leibovits
Leibovics
Leiboviz
Leibovitsch = Leibovitsch

17. Spanish double names are filed in one word, as a rule.

Example: Lopez Cardazo = Lopezcardazo

18. In cases of Czech female names, the ova is left out.

Chinese first and last names are filed in one word as well.

If there is any doubt as to the transcription, the name – as a rule – is filed the way it is written.