

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. ks = x

if it is pronounced like x

Example: Aleksander = Alexander
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remains **ksch**, as a rule

Example: Sikschinak = Sikschinak

3. chs, 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. ck = k

at the end of the name

Example: Mileck = Milek

5. cz, cz = tsch

Examples: Csillag	= Tschilag
Raczkowski	= Ratschkovski

6. d, dt = t

at the end of the name and its derivatives

Examples: Bard, Bardt	= 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**

eExamples: 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
Sieburgh	=	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
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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	=	Delaboggia
Marco di	=	Dimarco

c) v., van, von = **van**

Dutch or Flemish names

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

Examples: v.d. Berg	=	Vanderberg
Berg v.d. Berg	=	Vanderberg

d) Furthermore the following syllables:

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

and the abbreviated syllables:

d. = **de**
o.d. = **opde**
o.t. = **opte**
St. = **Saint**

Examples: ben Barek	=	Benbarek
de Roker	=	Deroker
d. Vries	=	Devries
d'Homme	=	Dhome
der Koele	=	Derkole
du Vinage	=	Duvinage
la Machina	=	Lamachina
le Long	=	Lelong
o' Flyn	=	Oflin
o.d. Aar	=	Opdear
o.t. Brok	=	Optebrok
St. Guillian	=	Saintguillian
ten Helder	=	Tenhelder
ter Stege	=	Terstege
t'Hevenard	=	Thevenart

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, tzka, tzkaia, tzki, zka, zkaia,
zki = **cki**

Example: Radetzki	=	Radecki
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c) ef, efa, eva, ief, iefa,
iev, ieva, if, ifa, iv, iva = **ev**

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
Grigoriuf
Grigoriofa
Grigoriouv
Grigoriova = Grigorov

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

Example: Michalczuk = Michaltschuk
etc.

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

Examples: Saweszek = Saveschek
Sarszak = Sarschak

- f) vic, vich, vici, vics, vicz, viec,
viech, 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.