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

   \[
   \begin{array}{l}
   \text{Examples:} \\
   \quad \text{ll} = \text{l} \\
   \quad \text{aa} = \text{a} \\
   \quad \text{nn} = \text{n}
   \end{array}
   \]

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

   \[
   \text{Example: Aleksander = Alexander}
   \]
   remains \( \text{ksch} \), as a rule

   \[
   \text{Example: Sikschinak = Sikschinak}
   \]

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

   \[
   \begin{array}{l}
   \text{Examples:} \\
   \quad \text{Ochs} = \text{Ox} \\
   \quad \text{Sachs} = \text{Sax} \\
   \quad \text{Saksz} = \text{Sax} \\
   \quad \text{Wachs} = \text{Wax} \\
   \quad \text{Ochsmann} = \text{Oxman} \\
   \quad \text{Wachsmann} = \text{Waxman}
   \end{array}
   \]

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

   \[
   \text{Example: Mileck = Milek}
   \]

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

   \[
   \begin{array}{l}
   \text{Examples:} \\
   \quad \text{Csillag} = \text{Tschilag} \\
   \quad \text{Raczkowski} = \text{Ratschkovski}
   \end{array}
   \]

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

   \[
   \begin{array}{l}
   \text{Examples:} \\
   \quad \text{Bard, Bardt} = \text{Bart} \\
   \quad \text{Hildebrand} = \text{Hildebrant} \\
   \quad \text{Durand} = \text{Durant}
   \end{array}
   \]
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. \( ä, ae = a \) except for the Slavic and Romance languages
    ò, oe = o
    ü, ue = u

    (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**

<table>
<thead>
<tr>
<th>Examples:</th>
<th>Hüther</th>
<th>Huter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Siegburgh</td>
<td>Sieburg</td>
</tr>
<tr>
<td></td>
<td>Köhler</td>
<td>Koler</td>
</tr>
</tbody>
</table>

b) **ai = ei**

<table>
<thead>
<tr>
<th>Example:</th>
<th>Maier</th>
<th>Meier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(siehe auch 7.)</td>
<td></td>
</tr>
</tbody>
</table>

c) **ts, z = tz**

but only at the end of a name and its derivatives

<table>
<thead>
<tr>
<th>Example:</th>
<th>Kats, Kaz</th>
<th>Katz</th>
</tr>
</thead>
</table>

d) **ck = k**

<table>
<thead>
<tr>
<th>Example:</th>
<th>Ackermann</th>
<th>Akerman</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(siehe auch 4.)</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Examples:</th>
<th>Mac Arthur</th>
<th>Macarthur</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mc Namie</td>
<td>Macnamie</td>
</tr>
<tr>
<td></td>
<td>Arthur Mac</td>
<td>Macarthur</td>
</tr>
</tbody>
</table>

b) **di, della, de la**

Italian or Spanish names

<table>
<thead>
<tr>
<th>Examples:</th>
<th>di Marco</th>
<th>Dimarco</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>della Boggia</td>
<td>Delabogia</td>
</tr>
<tr>
<td></td>
<td>Marco di</td>
<td>Dimarco</td>
</tr>
</tbody>
</table>

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

Dutch or Flemish names

<table>
<thead>
<tr>
<th>Example:</th>
<th>van Baal</th>
<th>Vanbal</th>
</tr>
</thead>
</table>
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:

d. = de
o.d. = opde
o.t. = opine
St. = Saint

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

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

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

Examples: Grigorof
          Grigorofa
          Grigorova
          Grigoriof
          Grigoriifa
          Grigoriou
          Grigoriouva = Grigorov

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

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 = Leibovits

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.