Сведения о хранении карточек в соответствии с алфавитно-фонетической системой

Рабочие материалы Международной службы розыска (МСР)

Описание алфавитно-фонетической системы доступно только на немецком и английском языках.
Some Guidance to Filing Cards under the Alphabetic-Phonetic System

The basic rules are:

1. Double letters count as single letters

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>ll = l</td>
</tr>
<tr>
<td>aa = a</td>
</tr>
<tr>
<td>nn = n</td>
</tr>
</tbody>
</table>

2. ks = x if it is pronounced like x

   Example: Aleksander = Alexander

   remains ksch, as a rule

   Example: Sikschinak = Sikschinak

3. chs, ksz = x at the end of the name and its derivatives

<table>
<thead>
<tr>
<th>Examples</th>
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<tbody>
<tr>
<td>Ochs    = Ox</td>
</tr>
<tr>
<td>Sachs   = Sax</td>
</tr>
<tr>
<td>Saksz   = Sax</td>
</tr>
<tr>
<td>Wachs   = Wax</td>
</tr>
<tr>
<td>Ochsmann = Oxman</td>
</tr>
<tr>
<td>Wachsmann = Waxman</td>
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</tbody>
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4. ck = k at the end of the name

   Example: Mileck = Milek

5. cz, cz = tsch

   Examples: Csillag = Tschilag
             Raczkowski = Ratschkovsky

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

    **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

<table>
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<tr>
<td>Hüther = Huter</td>
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<tr>
<td>Siegburgh = Siegburg</td>
</tr>
<tr>
<td>Köhler = Koler</td>
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</table>

b) ai = ei

<table>
<thead>
<tr>
<th>Example:</th>
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<tr>
<td>Maier = Meier</td>
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</table>

(siehe auch 7.)

c) ts, z = tz but only at the end of a name and its derivatives

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

d) ck = k

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<td>Ackermann = Akerman</td>
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</table>

(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

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<tr>
<td>Mac Arthur = Macarthur</td>
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<tr>
<td>Mc Namie = Macnamie</td>
</tr>
<tr>
<td>Arthur Mac = Macarthur</td>
</tr>
</tbody>
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b) di, della, de la Italian or Spanish names

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<tr>
<td>di Marco = Dimarco</td>
</tr>
<tr>
<td>della Boggia = Delaboggia</td>
</tr>
<tr>
<td>Marco di = Dimarco</td>
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c) v., van, von = van Dutch or Flemish names

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<td>van Baal = Vanbal</td>
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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. = opte
St. = Saint

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

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' Flyn = Oflin
o.d. Aar = Opeaear
o.t. Brok = Opebrok
St. Guillian = Saintguillian
ten Helder = Tenhelder
ter Stege = Terstege
t'Hevenard = Thevenard

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, tski, zka, zkaia,
zki = cki

Example: Radetzki = Radecki

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

Examples: Grigorof
     Grigorofa
     Grigorova
     Grigoriof
     Grigorioha
     Grigoriow
     Grigoriova = 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 = 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.

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