

# e-Guide

## International Tracing Service

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### **Guide to the alphabetical-phonetic system**

ITS working tool

## Some Guidance to Filing Cards under the Alphabetic-Phonetic System

### The basic rules are:

1. Double letters count as single letters

<b>Examples:</b> ll = l aa = a nn = n
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2. ks = x

if it is pronounced like x

<b>Example:</b> Aleksander = Alexander
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remains **ksch**, as a rule

<b>Example:</b> Sikschinak = Sikschinak
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3. chs, ksz = x

at the end of the name and its derivatives

<b>Examples:</b> Ochs	= Ox
Sachs	= Sax
Saksz	= Sax
Wachs	= Wax
Ochsmann	= Oxman
Wachsmann	= Waxman

4. ck = k

at the end of the name

<b>Example:</b> Mileck = Milek
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5. cz, cz = tsch

<b>Examples:</b> Csillag	= Tschilag
Raczkowski	= Ratschkovski

6. d, dt = t

at the end of the name and its derivatives

<b>Examples:</b> 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

<b>Example:</b> Philip = Filip
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10. sch, sh, sz = s

at the beginning of the name

<b>Examples:</b> Schindler = Sindler Szabo = Sabo
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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** andscht = **st**

<b>Examples:</b> Grüns <b>sch</b> pan = Grunspan Rubin <b>sch</b> tein = Rubinstein
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**schtsch** as infix (inside the name) is filed unaltered, as a rule

<b>Example:</b> Jus <b>chtsch</b> ak
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11. v, w = v

12. z = s

at the beginning of the name, exception: if it is pronounced like **c**

<b>eExamples:</b> Zilber = Silber Zucker = Cuker
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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:

<b>Examples:</b> Käfer, <b>Kae</b> fer = Kafer Körösi, <b>Koeroesi</b> = Korosi Hübner, <b>Hueb</b> ner = Hubner
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14. **The following notes apply to German names only:**a) mute **h**

<b>Examples:</b> Hüther	=	Huter
Sieburgh	=	Sieburg
Köhler	=	Koler

b) ai = **ei**

<b>Example:</b> Maier	=	Meier
(siehe auch 7.)		

c) ts, z = **tz**

but only at the end of a name and its derivatives

<b>Example:</b> Kats, Kaz	=	Katz
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d) ck = **k**

<b>Example:</b> 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

<b>Examples:</b> Mac Arthur	=	Macarthur
Mc Namie	=	Macnamie
Arthur Mac	=	Macarthur

b) di, della, de la

Italian or Spanish names

<b>Examples:</b> di Marco	=	Dimarco
della Boggia	=	Delaboggia
Marco di	=	Dimarco

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

Dutch or Flemish names

<b>Example:</b> van Baal	=	Vanbal
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v.d.  
van de  
van dem  
van den  
van der = **van der**

<b>Examples:</b> v.d. Berg	=	<b>Vanderberg</b>
Berg v.d. Berg	=	<b>Vanderberg</b>

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**

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

## 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**

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

<b>Examples:</b>	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, tzeck, 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.