

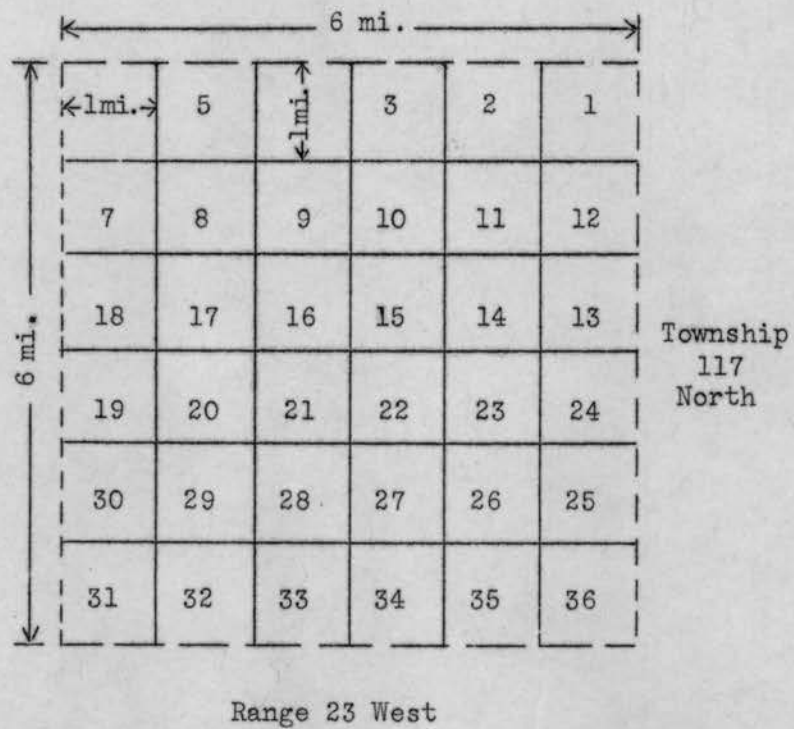


[Minnesota Geographic Board.  
Records.](#)

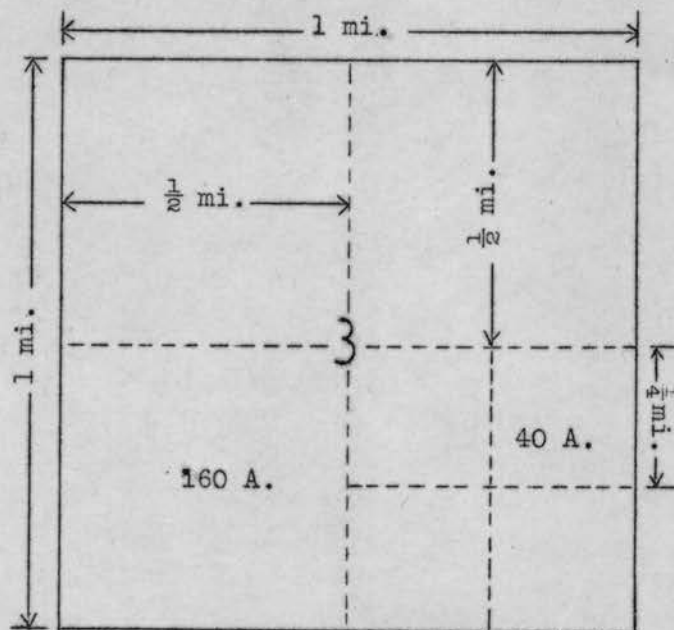
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# A TOWNSHIP SURVEY



# SURVEY OF A SECTION



A Manual of Procedure For The  
MINNESOTA GAZETTEER

A Study of Minnesota Place-Names  
sponsored by the  
MINNESOTA GEOGRAPHIC BOARD

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ORIGIN AND PURPOSE  
OF THE  
MINNESOTA PLACE-NAME STUDY

Man has found it both necessary and convenient to find and apply names to the geographic features of the Earth and also to those alterations on its surface of his own making. Determining the derivation, origin and meaning, and the circumstances surrounding the application of these names constitutes a place-name study.

Aside from affording an opportunity for a fascinating and complex word study, a place-name survey serves a more practical purpose in revealing the impropriety of many geographic names and their numerous duplication in a limited area. The need of such a study as a guide in making decisions on geographic names in Minnesota is apparent when it is learned that more than a hundred names are repeated five or more times in the naming of its 11,000 lakes(99 Long, 91 Mud, 76 Rice, etc.).

In 1927 the United States Geographic Board recommended that a geographic board be created in each state of the Union and that one of its chief functions be the compilation of a state gazetteer of place-names. The Sixth Report of the Board (1933) expressed the further hope that upon completion of all such state gazetteers they be consolidated to serve as a National Gazetteer.

The Legislature of Minnesota, adopting the recommendation of the United States Geographic Board, in 1937 enacted a law setting up a State Geographic Board and charged it with the duty "to prepare . . . an official state dictionary of geographic names and to publish the same either as a completed whole or in parts when ready.

The compilation of such a dictionary, the Minnesota Gazetteer, necessitated a place-name study and this has been undertaken by the Minnesota WPA Writers' Project under sponsorship of the Minnesota Geographic Board. This board consists of the Commissioner of Conservation, the Commissioner of State Highways, and the Superintendent of the Minnesota Historical Society.

It is the task of the Minnesota Writers' Project to determine by research the derivation, origin and meaning, and the circumstances leading to selection of each geographic name; to fix the exact site of the geographic feature in question; and to gather the brief historical data each entry requires.

Since it is estimated that approximately 100,000 place-names are now or have been in use in Minnesota, the task is revealed as one of great magnitude. A project of such proportions demands the simplest and most efficient plan that can be devised. The procedure outlined in this manual was framed after consultation with the Minnesota Historical Society editorial staff and representatives of the State Geographic Board.

Research equipment consists of 12 different mimeographed 5 x 8 forms, each designed to carry the necessary information on the particular geographic feature classified under it. Confronted with a

geographic name (or an unnamed geographic feature of importance), the worker selects the appropriate form and sets down the information available in the source being consulted.

These forms, as turned in by field workers, are edited and checked, then filed geographically, i.e., by counties, with various classifications set up within each county file. Filing in this manner, by approximate site, reveals in time all the names by which a particular feature has been known. Occasional exceptions to this method are necessary in dealing with features which transcend county lines, such as streams, iron ranges, etc.

When time comes for final assembly of the material gathered, from one to a dozen or more mimeographed forms, all bearing similar or conflicting information on a particular geographic name or feature, will be found together. Unless checking or further research is required, this information is then condensed and set down upon a 5 x 8 card in the form in which it will appear in the gazetteer.

The second major file is an alphabetical one set up on 3 x 5 cards. Each card bears the name, type of feature, and its county, together with limited additional information, such as former or alternate names. This file reveals the duplication of names and types of features bearing the same name.

A well selected bibliography is necessary in order to eliminate books lacking place-name information and to avoid needless repetition of material. The bibliography is comprised chiefly of standard state and county histories, maps, atlases, statutes, and previously compiled nomenclature studies and directories.

Upon exhaustion of these sources, the research can then be concentrated on specific counties. Newspaper files of the county are searched, official records consulted, correspondence conducted and interviews held, if possible, with local officials, citizens of long residence, and those considered authorities on local history.

Once the bulk of this material has been collected, it may be mimeographed by counties and copies distributed to selected lists of people within each county. Criticisms, suggestions, corrections, and additional information should be solicited in the foreword, several perforated blank forms being placed in the back of each booklet for this purpose. When this response is complete, the booklet's material is revised accordingly and becomes ready for final inclusion in the State Gazetteer.

Since unquestionably much of Minnesota's nomenclature history is not in print, other means of securing this information must be used. While correspondence and the mimeographed booklet should prove very successful in bringing in nomenclature facts, supplementary methods also are available. Public interest in this work can be aroused by publicity releases to the daily and weekly newspapers. The aid of various organizations may be enlisted, such as scientific and patriotic bodies, local historical societies, women's clubs, schools, railroads, and the radio --- to mention a few.

## INSTRUCTIONS TO RESEARCH WORKERS

1. The first requirement is ACCURACY.
2. Before beginning research on a source or reference, fill in a REFERENCE form and give all particulars required. To avoid duplication, the person assigning the source should determine the abbreviation to be used.
3. Take all names used in designating places or other geographic features in Minnesota. This includes, in general, names that are mentioned only incidentally, since their omission can result in loss of the place-name entirely. Well known geographic names can be ignored except when desirable information is revealed or the source is important from a chronological standpoint.
4. List all places, geographic features, and other specified features bearing names or to which names should be applied. For example, the same name may be applied to a county, township, village, lake, river, hill, point, bay, etc., thus requiring a separate entry for each. When the source mentions a prominent geographic feature without stating its name, fill in a form with the information given and mark "no name given" or use a question (?) mark.
5. Under NAME ORIGIN & REMARKS list the derivation, origin and meaning of the name, by whom used, and conditions under which named (for whom, what, where, when, why, and how named). Especially desirable are pertinent facts, legends, and anecdotes that are unusual, interesting, or amusing and such matter in all its versions should be taken. Note carefully the translated meanings of all names given, their national or racial origin. When a translation is given as a proper name, make out a form for it; otherwise it serves only as explanatory material.
6. Give history and other information usable in writing a concise and informative paragraph on the particular name in question.
7. If your source is vague and indefinite on any point, quote it verbatim. In fact, an exact quotation often can be set down more readily than an analysis of the information.
8. Check each spelling of a PROPER NAME and DATE with your source as soon as you have written it.
9. When the source specifically states it is a former name, place brackets about it. Do not use parenthesis. Example: MANOMIN.
10. Be sure to make out a separate entry or sheet for each and every alternate, former, or other name applied to a particular feature, including dates if given. List all these names in the order used on each sheet.
11. When a number of features are described under a collective name, make out a form for the group as a whole, and also one for each item.

12. In NO CASE are you to cite information on a single slip or form from more than one source. Any personal knowledge you may have that differs from your source on a particular place-name or feature is solicited and will be appreciated, but it must be set down on another form giving yourself as the authority or source.
13. When information is obtained by interviewing an individual, two essential requirements must be borne in mind. FIRST -- that the person interviewed is entitled to have his facts and opinions reach the determining authority in the place-name study without being misinterpreted or garbled. This means the worker should set down the exact context or an exact summary of the interview and make his own appraisal, if any, separately from his report of the interview itself. SECOND -- that all pertinent facts be noted about the interviewed person, that is, his full name, address, occupation, family history in relation to that community, and anything else that may serve to evaluate his credibility as an authority. In the place marked "REF" should go the consultant's name and address, while on the back of the form the worker should give briefly his comment on the material offered, including the date of the interview. The personal history of the consultant should be filed in the office for further checking or future use in doing other research.
14. The worker should sign his name and the date the information was obtained at the end of the entry on each slip.
15. ACCURACY must be strictly maintained at all times. This means taking the information exactly as your source gives it. Again it can be stated that it is often easier and safer to quote the source verbatim than to attempt an analysis.

Note to editors:

The forms (nos. 1 to 12) on pages 8 to 13 should be mimeographed, two to a page, on 8x10 white paper, then cut to form the 5x8 slips or sheets.

In mimeographing, the operator should crowd the stencil to print as closely as possible to the top and left-hand edges of the 8x10 sheet. This leaves a maximum amount of writing space available for the research worker to record his notes.

ABBREVIATIONS ON RESEARCH FORMS  
(See Specimen Forms)

ABBREVIATION USED - To avoid duplication, the abbreviation to be used in citing the source should be determined by the person assigning the reference. It must be used consistently by the worker throughout his research on that particular source.

AREA & DIMENS (area and dimensions) - Give the area in square miles, acres, feet, etc., whenever stated by the source. Dimensions are height, length, width, dept, etc.

AUTHOR - Print the surname of the source's author, following with his initials or given names. When more than one author is given, invert the name of the first only. Include the name of a translator or editor, if any, giving title.

BY - The name of the worker should be signed at the end of the data set down on each geographic name; also the current date.

CHART (chartered) - List the date on which a city was given its charter; also type of government if given.

CLASSIFICATION - Appears on Form 12; give the type of geographic feature borne by the first sheet.

CONTINUATION SHEET - This is Form 12 and is to be used only when any of the first eleven forms lack space for all details to be set down. It is never sheet No. 1, but 2, 3, 4, etc.

CO (county) - List the county in which the geographic name appears if given by the source.

CO ST? (county seat?) - Is it a county seat? Give briefly any county seat history the city or village may have.

DATE BEGAN - The date on which the source was first consulted.

DATE COMPLETED - The date on which research work was completed on that particular source.

DIRECTION & AREA DRAINED - The direction of the mouth from the source will indicate, in general, the direction of the flow of any stream. The area drained is the region through which a stream and its tributaries flow.

ED (edition) - State whether the reference or source is a second, third, fourth, etc., printing or revision.

EST (established) - Give the date of establishment. Used here as a general term when "first settled" or "founded" are not appropriate.

EXACT SITE - The part of the section, or sections, of a township, or townships, on which the geographic feature is located --- when and as the source gives it. Example: NW $\frac{1}{2}$  SW $\frac{1}{4}$ , Sec. 8, T 23 N, R 55 W.

FIRST SETTLED - Follow the source closely, giving names, dates, places, etc. Be specific, using the exact term the source uses in describing settlement. If it states "settled" do not permit form to read "first settled." If the term "founded" or any other synonym is used, set down the term the source or reference employs.

FORM NO. - Applies to Form 12; give the form number of the first sheet.

GEN LOC (general location) - Used to describe approximate location.

INCORP (incorporated) - Give date of village incorporation.

LT (latitude) - Give in degrees, minutes, and seconds, if available.

LOCATION - On Urban Feature Form 10; give location by street names.

LG (longitude) - Give in degrees, minutes, and seconds, if available.

LIBRARY - Give location of source and where work was accomplished.

MILES - Give length of streams in miles.

MISC FEAT (miscellaneous feature) - Use this form when others are not adaptable.

MOUTH COUNTY - The county in which a stream ends.

MUN (municipality) - The city or village in which feature is located.

NAME - P R I N T the name of each feature, and check your spelling with the source as soon as you have set it down. With lakes, indicate whether the word "lake" is first or last in the name. If it is Helen lake, print it HELEN LAKE. If it is Lake Helen, print it thus: HELEN (LAKE HELEN). If your source fails to indicate whether the word is first or last, simply write HELEN and omit the word "lake." With streams, indicate whether it is a river, creek, brook, etc. Example: Minnesota River, Hay Creek, Jones Brook, Stony Run, etc.

NAME ORIGIN & REMARKS - Under this heading will go information not listed under the other headings. Note especially by whom named, when named, the meaning of the name, whether it is a translation of an Indian or foreign word, the original word from which it is translated or derived, and why it was so named, etc.

NO VOLS (number of volumes) - Give number of volumes in works or set.

ORGAN (organized) - Give date or dates organized or reorganized, identifying each properly.

OTHER NAMES - List, with dates in order used, all former names, alternate names, sobriquets or variants in spelling mentioned in the source. When source states another name is a former name, place that word in brackets (not parenthesis). Translations should not be set down as another name unless they appear as proper names and actually were used.

PAGE - Give the page number on which information was found in source.

PAGES - Give the total number of pages in the source or reference work.

PLAT (platted) - Give date of platting and by whom, if stated.

PO HIST (post office history) - Set down available information.

PRON (pronunciation) - Give this exactly as the source states, including diacritical marks.

PUB AT (published at) - City in which printing of work occurred.

PUB DATE (publication date) - Give date of publication, using the last if a list of dates are given.

PUBLISHER - Give the name of publisher or publishing firm.

R (range) - Give number and direction from principal meridian.

REF (reference) - Use here the abbreviation decided upon on Form I, the reference sheet, to indicate your source. Use same abbreviation consistently and give page number on which material was found.

SEC (section) - Give the section number in the township.

SOURCE COUNTY - The county in which the stream rises or originates.

STATUS - Is the lake dry? Has it been drained? Is it artificial in origin?

TITLE - Give full name of the source being consulted.

T (township) - Give number and direction from base line.

TWP (township) - Give the name of the township.

VOL NO (volume number) - Give the number of the particular volume you are consulting if it is a part of a series or set.

1.

REFERENCE

AUTHOR -----

TITLE -----

PUB AT ----- PUBLISHER -----

PUB DATE ----- ED ----- NO VOLS ----- VOL NO ----- PAGES -----

LIBRARY ----- ABBREVIATION USED -----

Remarks:

DATE BEGAN -----

DATE COMPLETED ----- BY -----

2.

NAME ----- (township) ----- CO -----

PRON ----- REF ----- (page)

OTHER NAMES ----- T ----- R -----

GEN LOC ----- FIRST SETTLED -----

ORGANIZED -----

Name, Origin & Remarks:

3.

NAME \_\_\_\_\_ (city) \_\_\_\_\_ CO \_\_\_\_\_

PRON \_\_\_\_\_ REF \_\_\_\_\_ (page) \_\_\_\_\_

OTHER NAMES \_\_\_\_\_ LT \_\_\_\_\_ LG \_\_\_\_\_

GEN \_\_\_\_\_ CO \_\_\_\_\_  
LOC \_\_\_\_\_ ST? \_\_\_\_\_

FIRST SETTLED \_\_\_\_\_

PLAT \_\_\_\_\_ INCORP \_\_\_\_\_ CHART \_\_\_\_\_  
Name Origin & Remarks:

4.

NAME \_\_\_\_\_ (village) \_\_\_\_\_ CO \_\_\_\_\_

PRON \_\_\_\_\_ REF \_\_\_\_\_ (page) \_\_\_\_\_

OTHER NAMES \_\_\_\_\_ PO HIST \_\_\_\_\_

EXACT SITE \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ TWP \_\_\_\_\_

GEN \_\_\_\_\_ CO \_\_\_\_\_  
LOC \_\_\_\_\_ ST? \_\_\_\_\_

FIRST SETTLED \_\_\_\_\_

PLAT \_\_\_\_\_ INCORP \_\_\_\_\_  
Name Origin & Remarks:

5.

NAME ----- (lake) ----- CO -----

PRON ----- REF ----- (page) -----

OTHER NAMES -----

EXACT SITE ----- T ----- R -----

TWP ----- AREA & DIMENS -----

GEN LOC ----- STATUS -----

Name Origin  
& Remark:

6.

NAME ----- (stream) ----- CO -----

PRON ----- REF ----- (page) -----

OTHER NALIES -----

SOURCE COUNTY ----- MOUTH COUNTY ----- MILES -----

SOURCE ----- SEC ----- T ----- R ----- TWP -----

DIRECTION & AREA DRAINED -----

MOUTH ----- SEC ----- T ----- R ----- TWP -----

Name Origin  
& Remarks:

7.

NAME ----- CO -----

NATURAL  
FEATURE ----- REF ----- (page) -----

PRON ----- AREA &  
DIMENS -----

OTHER  
NAMES -----

EXACT  
SITE ----- T ----- R ----- TWP -----

GEN  
LOC -----

Name Origin  
& Remarks:

8.

NAME ----- CO -----

ARTIFICIAL  
FEATURE ----- REF ----- (page) -----

PRON ----- AREA &  
DIMENS -----

OTHER  
NALES ----- EST -----

EXACT  
SITE ----- T ----- R ----- TWP -----

GEN  
LOC -----

Name Origin  
& Remarks:

9.

NAME ----- CO -----

PARK ----- REF ----- (page) -----

PRON ----- AREA & DIMENS -----

OTHER NAMES ----- EST -----

EXACT SITE ----- T ----- R ----- TWP -----

GEN LOC -----

Name Origin & Remarks:

10.

NAME ----- CO -----

URBAN FEATURE ----- REF ----- (page) -----

PRON ----- EST -----

OTHER NAMES ----- AREA & DIMENS -----

LOCATION -----

Name Origin & Remarks:

11.

NAME \_\_\_\_\_ CO \_\_\_\_\_  
 \_\_\_\_\_ MUN \_\_\_\_\_  
 MISC FEAT \_\_\_\_\_ REF \_\_\_\_\_  
 PRON \_\_\_\_\_ EST \_\_\_\_\_  
 OTHER NAMES \_\_\_\_\_ GEN LOC \_\_\_\_\_  
 EXACT SITE \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ TWP \_\_\_\_\_  
 Name Origin  
 & Remarks:

12. NAME \_\_\_\_\_ CO \_\_\_\_\_ Sheet No. \_\_\_\_\_  
 Form \_\_\_\_\_ Classi- \_\_\_\_\_  
 No. \_\_\_\_\_ fication \_\_\_\_\_ Ref \_\_\_\_\_ (page) \_\_\_\_\_

SOME FEATURES LIKELY TO BEAR PLACE-NAMES  
(With Form Nos.)

2. TOWNSHIP

town (township)

township

3. CITY

city

4. VILLAGE

abandoned site  
abandoned village  
agency (Indian)  
agency (land)  
borough  
camp (logging)  
camp (mining)  
church (rural)  
colony  
community  
corner  
country club  
crossing  
customs station  
factory (fur)  
fort  
fur trading post  
ghost town

half-way house  
hall (rural)  
hamlet  
historic site  
Indian agency  
Indian village  
junction  
lodge  
logging camp  
lost town  
military post  
mill site (early)  
mission (early)  
post office  
post office (former)  
railroad siding  
railroad station  
railroad wye

resort  
school (rural)  
settlement  
siding  
site  
station  
stockade  
stopping place  
store  
suburb  
terminal  
town (village)  
town hall (rural)  
townsite  
trading post  
village  
wye  
yard (railroad)

5. LAKE

belt  
chain  
glacial lake  
lagoon  
lake

lakelet  
logan  
mill pond  
oxbow  
pond

pool  
series  
waters

6. STREAM

brook  
brooklet  
creek  
flow  
fork

riffle  
rill  
river  
rivulet

run  
stream  
tributary  
watercourse

### 7. NATURAL FEATURE

arm	dalles	head	mound	ridge
bank	dell	height	mount	rock
bar	deposit	highland	mountain	sand dune
basin	dike	hill	mouth	savanna
bay	divide	hole	muskeg	series
beach	drift	hollow	narrow	shallow
belt	dune	hump	neck	shoal
bend	elevation	ice sheet	ore bed	sink
bluff	escarpment	inlet	outcropping	slope
bog	esker	island	outflow	slough
bottom	falls	isle	outlet	spit
bowl	flat	islet	overflow	spring
canyon	flowage	kame	palisade	stone
cascade	forest	kettle hole	pass	strait
cataract	formation	knoll	passage	summit
cave	gap	landing	peak	swamp
cavern	glacial basin	landmark	pillar	terrace
chain	glacier	lane	plain	upland
channel	glade	lava flow	plateau	vale
cliff	glen	lick	point	valley
coulee	gorge	lode	pot hole	vein
cove	grassland	lowland	prairie	waterfall
crest	grotto	marsh	range	watershed
crown	grove	meadow	rapids	woodland
dale	gulch	moraine	ravine	woods
	gully		reef	

### 8. ARTIFICIAL FEATURE

air beacon	ferry	military road	reservoir
beacon	flume	mine	road
bridge	ford	mine pit	roadway
cairn	fork	mine spur	route
canal	grade	mount (Indian)	terrace
canoe route	highway	old road	toll bridge
crossing	Indian mound	pictograph	toll road
cut	junction	pit	trail
cut-off	landing	pool	tunnel
dam	landmark	portage	underpass
dike	levee	post road	viaduct
ditch	lighthouse	quarry	way
dock	lock	quay	well
drive			

### 9. PARK

battleground	historic trail	playground
camp (historic)	Indian cemetery	preserve
country club	Indian reservation	ranger station
drive	lane	recreation ground
experiment station	lookout	refuge
fish hatchery	marker	reservation
game farm	memorial	reserve
game preserve	monument	resort
game refuge	nursery (forest)	roadside
game reserve	outlook	sanctuary
grounds	park	vantage point
hatchery (fish)	parkway	wayside
historic site	pictograph	

### 10. URBAN FEATURE

addition	district	railroad station
airport	division	recreation ground
alley	drive	reservoir
avenue	field	square
boulevard	golf course	station
bowl (stadia)	lagoon	street
bridge	lane	thoroughfare
bridle path	levee	tourist camp
circle	oval	(municipal)
common	park	triangle
corner	parkway	underpass
country club	place	viaduct
court	plat	ward
crossing	playground	yard (railroad)
depot	pool	

### 11. MISCELLANEOUS

area	division	range
boundary	estate	region
cemetery (rural)	farm (large/noted)	section
colony	grant	settlement
community	land	tract
country	legendary site	
county	locale	
district	locality	

ALPHABETICAL INDEX TO SOME  
FEATURES LIKELY TO BEAR PLACE-NAMES  
(With Form Nos.)

abandoned site	4	chain (nat. feat.)	7	factory (fur)	4
abandoned village	4	channel	7	falls	7
addition	10	church (rural)	4	farm (large/noted)	11
agency (Indian)	4	circle	10	field	10
agency (land)	4	city	3	flat	7
air beacon	8	cliff	7	ferry	8
airport	10	colony	4-11	fish hatchery	9
alley	10	common	10	flow	6
area	11	community	4-11	flowage	7
arm	7	corner	4-10	flume	8
avenue	10	coulee	7	forest	7
		country	11	ford	8
		country club	4-9-10	fork	6-8
bank	7	county	11	formation	7
bar	7	court	10	fort	4
basin	7	cove	7	fur trading post	4
battleground	9	creek	6		
bay	7	crest	7		
beach	7	crossing	4-8-10	game farm	9
beacon	8	crown	7	game preserve	9
belt (of lakes)	5	customs station	4	game refuge	9
belt (nat. feat.)	7	cut	8	game reserve	9
bend	7	cut-off	8	gap	7
bluff	7			ghost town	4
bog	7	dale	7	glacial basin	7
borough	4	dalles	7	glacial lake	5
bottom	7	dam	8	glacier	7
boulevard	10	dell	7	glade	7
boundary	11	depot	10	glen	7
bowl (natural)	7	deposit	7	golf course	10
bowl (stadia)	10	dike	7-8	gorge	7
bridge	8-10	district	10-11	grade	8
bridle path	10	ditch	8	grant	11
brook	6	divide	7	grassland	7
brooklet	6	division	10-11	grotto	7
		dock	8	grounds	9
cairn	8	drift	7	grove	7
camp (historic)	9	drive	8-9-10	gulch	7
camp (logging)	4	dune	7	gully	7
camp (mining)	4				
canal	8			half-way house	4
canoe route	8	elevation	7	hall (rural)	4
canyon	7	escarpment	7	hamlet	4
cascade	7	esker	7	hatchery (fish)	9
cataract	7	estate	11	head	7
cave	7	experiment sta.	9	height	7
cavern	7			highland	7
cemetery (rural)	11			highway	8
chain (lakes)	5			hill	7

FEATURES LIKELY TO BEAR PLACE-NAMES

historic site	4-9	marker	9	plat	10
historic trail	9	marsh	7	plateau	7
hole	7	meadow	7	playground	9-10
hollow	7	memorial	9	point	7
hump	7	military post	4	pond	5
		military road	8	pool	5-8-10
		mill pond	5	portage	8
ice sheet	7	mill site (early)	4	post office	4
Indian agency	4	mine	8	post office(former)	4
Indian cemetery	9	mine pit	8	post road	8
Indian mound	8	mine spur	8	pot hole	7
Indian reservation	9	mission (early)	4	prairie	7
Indian village	4	monument	9	preserve	9
inlet	7	moraine	7		
island	7	mound (Indian)	8		
isle	7	mound (natural)	7	quarry	8
islet	7	mount	7	quay	8
		mountain	7		
		mouth	7		
junction	4-8	muskeg	7	railroad siding	4
				railroad station	4-10
				railroad wye	4
kame	7	narrow	7	range	7-11
kettle hole	7	nursery (forest)	9	ranger station	9
knoll	7	neck	7	rapids	7
				ravine	7
				recreation ground	9-10
lagoon	5-10	old road	8	reef	7
lake	5	ore bed	7	refuge	9
lakelet	5	outcropping	7	region	11
land	11	outflow	7	reservation	9
landing	7-8	outlet	7	reserve	9
landmark	7-8	outlook	9	reservoir	8-10
lane	7-9-10	oval	10	resort	4-9
lava flow	7	overflow	7	ridge	7
legendary site	11	oxbow	5	riffle	6
levee	8-10			rill	6
lick	7			river	6
lighthouse	8	palisade	7	rivulet	6
locale	11	park	9-10	road	8
locality	11	parkway	9-10	roadside	9
lock	8	pass	7	roadway	8
lode	7	passage	7	rock	7
lodge	4	peak	7	route	8
logan	5	pictograph	8-9	run	6
logging camp	4	pillar	7		
lookout	9	pit	8		
lost town	4	place	10		
lowland	7	plain	7		

SOME FEATURES LIKELY TO BEAR PLACE-NAMES

sanctuary	9	underpass	8-10
sand dune	7	upland	7
savanna	7		
school (rural)	4		
section	11	vale	7
series (lakes)	5	valley	7
series (nat feat)	7	vantage point	9
settlement	4-11	vein	7
shallow	7	viaduct	8-10
shoal	7	village	4
siding	4		
sink	7		
site	4	ward	10
slope	7	watercourse	6
slough	7	waterfall	7
spit	7	waters	5
spring	7	watershed	7
square	10	way	8
station	4-10	wayside	9
stockade	4	well	8
stone	7	woodland	7
stopping place	4	woods	7
store	4	wye	4
strait	7		
stream	6		
street	10	yard (railroad)	4-10
suburb	4		
summit	7		
swamp	7		
terminal	4		
terrace	7-8		
thoroughfare	10		
toll bridge	8		
toll road	8		
tourist camp(mun)	10		
town (village)	4		
town hall (rural)	4		
town (township)	2		
township	2		
townsite	4		
tract	11		
trading post	4		
trail	8		
triangle	10		
tributary	6		
tunnel	8		

*W. Keenan*

INSTRUCTIONS

MINNESOTA GAZETTEER

FEB. 15, 1940

MINNESOTA GAZETTEER

GENERAL INFORMATION ON PROCEDURE

1. The first is, of course, ACCURACY
2. All names that are used in designating places, geographic features, and other specified features in Minnesota. This means if a place name is mentioned only incidentally in your source, fill out a form for it just the same.
3. All places, geographic features, and other specified features to which names are applied or SHOULD BE APPLIED. For example, the same name may be applied to a county, village, township, lake, river, hill, bay, point, etc., thus requiring a separate entry for each. On the other hand, your source may mention a high hill (not giving the name) at the edge of the village, or a stream or some other feature (all without mentioning its name); in this case fill out a slip giving the information your source reveals and mark no name given.
4. Origin of name (for whom, what, or how named), meaning of name, when named, by whom named, conditions under which named - especially if unusual or interesting, and any other information which throw light on the matter.
5. Specified information as requested by the forms.
6. History and other general information (briefly) that will enable writing a concise and informative paragraph or item on that particular subject.
7. Before you begin work on a source (the book, map, periodical, etc., that is assigned to you), fill out one of the slips marked REFERENCE. On that slip you will indicate the abbreviated form that you will use after the word REF on all your slips. In many cases, the author's last name will be enough. In other cases you will have to give part of the title to identify the source properly.
8. If your source is vague and indefinite on any point, quote it exactly.
9. Check each spelling of a proper name and date with your source as soon as you have written it.
10. Enclose names of places no longer in existence in brackets. Example /MANOMIN/ Do not use parenthesis.
11. Sign your name and date the information is obtained at the end of your writing on each slip.
12. ACCURACY - ACCURACY - ACCURACY --- must be strictly maintained at all times. To turn in inaccurate information can be more damaging than none at all. ACCURACY here applies to obtaining the information as your source gives it. Inaccuracy on the part of your source is another matter and something with which you will not be immediately concerned at this time. Any PERSONAL KNOWLEDGE, however, you may have on that particular subject -- additional or corrective -- will be appreciated and is solicited. For this you must use another form, citing yourself as the source or reference. In NO case are you to cite information on a slip from more than one source.

## EXPLANATION OF HEADINGS

- ABBREVIATION USED** - Standardize your abbreviation and use it consistently throughout your work on that source.
- AREA & DIMENS (area & dimensions)** - Give area in square miles, acres, feet, etc., whenever your source provides it. Dimensions are height, length, width, depth, etc.
- AUTHOR** - Print the surname of the source's author, following with his initials or given names. When more than one author is given, invert the name of the first only. Include name of translator or editor, etc., if any, giving title.
- BY** - Name of worker (you).
- CHART (chartered)** - List date city given charter; also type of government if given.
- CO (county)** - List the county given by source.
- COUNTY SEAT** - Give whatever county seat history your source gives. Is it the county seat? When made the county seat? When ceased being county seat?
- DATE USED** - Date on which you consulted your source cited.
- DESCRIPTION & NAME ORIGIN** - Under this heading will go any information given in your source which is not taken care of by the other headings. Note especially by who named, when named, the meaning of the name, whether or not it is a translation of a foreign or Indian word, the original word from which it is translated, and why it was so named, etc.
- DIRECTION & AREA DRAINED** - The direction of the mouth from the source will indicate in general the direction of flow of any stream. The area drained is that area through which the water of a stream or any of its tributaries flow.
- ED (edition)** - Whether 1st, 2nd, 3rd, printing or revision.
- EST (established)** - The date it was established (here used as a general term) and any other information given by your source concerning its establishment.
- EXACT SITE** - The part of section or sections of a township on which the feature is located - when your source gives it. Example: NE $\frac{1}{4}$  SW $\frac{1}{4}$  of sec. 8, T123N, R55W.
- FIRST SETTLED** - Follow your source closely, giving names, dates, places, etc., When term **FOUNDING** is used, use the word founded, etc.
- GEN LOC (general location)** - To be used when only general terms are used.
- INCORP (incorporated)** - Give date of village incorporation.
- LT (latitude)** - Give nearest parallel;
- LG (longitude)** - Give nearest meridian;
- LIBRARY** - Location of source material.
- MILES** - Length in miles.
- MOUTH** - The place a stream empties, generally a lake or another river.

MUN (municipal) - City or village in which located.

MISCELLANEOUS - Use this form when others are not adaptable.

MOUTH COUNTY - The county in which a stream ends by flowing into a lake, etc.

NAME - P R I N T the name of each feature, and check your spelling with your source as soon as you have written it. With lakes, indicate whether the word "lake" is first or last in the name. If it is Helen Lake, write it HELEN LAKE. If it is Lake Helen, write it thus: HELEN (Lake Helen). If your source gives no indication as to whether the word "lake" is first or last, write simply HELEN, and omit the word "lake." With streams, indicate whether it is a river, creek, brook, etc. Example: write the name MINNESOTA RIVER; HAY CREEK; JONES BROOK.

ORGAN (organized) - Give date or dates organized and reorganized (if latter specify)

OTHER NAMES - List, with dates, in order used all former names, alternate names, sobriquets or variants in spelling mentioned in your source.

PAGES - Give page or pages of your source for each item.

PLAT (platted) - date and by whom, etc.

PO HIST (post office history) - Include whatever post office information given.

PRON (pronunciation) - Give exactly as source states, including diacritical marks (accent mark, etc.)

PUB AT (published at) - City in which published.

PUB BY (published by) - Official and full name of publishing firm.

PUB DATE (publication date) - Give date of publication, using last if list given. If copyright date given instead, use it.

R (range) - range number.

REF (reference) - The name of the work (book, map, periodical, etc.) from which your information is taken. USE the abbreviation given on reference slip filled out. Also page or pages.

SEC - Section number of the township.

SOURCE - place, area, or body of water where the stream begins or originates.

SOURCE COUNTY - the county in which the stream rises or originates.

STATUS - Is the lake dry? Has it been drained? Is it normal?

TITLE - Name of the book or reference.

TOWN - (T) - Township number.

TOWNSHIP - (TWP) - Name of the township.

VOLUME NUMBER - (VOL NO) - Give the number of the volume if the reference is a unit in a series. Example: Vol. 17 (XVII) Minnesota Historical Collections. Minn. Hist. Coll. (MHC)

1 Minn. Gaz.

REFERENCE

AUTHOR -----

TITLE -----

PUB AT ----- PUBLISHER -----

PUB DATE ----- ED ----- NO VOLS ----- VOL NO ----- PAGES -----

LIBRARY ----- ABBREVIATION USED -----

Remarks -

DATE USED ----- BY -----

. . . .

2 TOWNSHIP CO -----

NAME ----- REF -----

FROM ----- T ----- R -----

OTHER NAMES -----

GEN LOC ----- FIRST SETTLED -----

ORGAN -----  
Description &  
Name Origin

3

## CITY

CO -----

NAME -----

REF -----

(pages)

FROM -----

BECAME  
CO BEAT -----OTHER  
NAMES -----

LR -----

LC -----

GEN  
LOC -----FIRST  
SETTLED -----

PLAN -----

INCOEP -----

CHART -----

Description &  
Name Origin

- - - -

4

## VILLAGE

CO -----

NAME -----

REF -----

(pages)

FROM -----

P O  
LIST -----OTHER  
NAMES -----EXACT  
SITE -----

R R -----

R -----

TWP -----

GEN  
LOC -----FIRST  
SETTLED -----

PLAN -----

INCOEP -----

Description &  
Name Origin

abandoned town	crossing	ledge	side
agency (Indian)	fort	lost town	station
agency (land)	fur-trading post	post office	stopping place
borough	ghost town	post office (former)	store
community	half-way house	railroad siding	town (village)
corner	hall	railroad station	town hall
	hamlet	railroad eye	town site
	Indian agency	resort	trading post
	junction	settlement	village
	land office	siding	eye

5 LAKE GO -----

NAME ----- REF ----- (pages)

FROM ----- STATUS -----

OTHER NAMES -----

EXACT SITE ----- T ----- R -----

TWP ----- AREA & DIMENSIONS -----

CEN LOC -----

Description & Name Origin

lake  
lakelet

"log" or  
arbow

pond  
pool

waters

- - - - -

6 STREAM SOURCE COUNTY MOUTH COUNTY -----

NAME ----- REF ----- (pages)

FROM ----- MILES -----

OTHER NAMES -----

SOURCE ----- SEC ----- T ----- R ----- TWP -----

DIRECTION & AREA DRAINED -----

MOUTH ----- SEC ----- T ----- R ----- TWP -----

Description & Name Origin

brook  
brooklet  
creek  
flow

mill  
river  
rivulet  
run

stream  
tributary  
watercourse

NATURAL  
FEATURE

CO

NAME	REF	(pages)	
FROM	AREA & DIMENSIONS		
OTHER NAMES			
EXACT SITE	T	R	TRP
GEN LOC			
Description & Name Origin			

bank	escarpment	kame	prairie
bar	eker	kettle hole	rapids
basin	falls	knoll	ravine
beach	flat	land mark	reef
belt	flowage	lava flow	ridge
bluff	forest	lick	rock
bog	fork	loam	sand dune
bottom	formation	lowland	savanna
bowl (natural)	gap	marsh	shallows
canyon	glacial	meadow	shoal
cascade	glacier	moraine	shore
cataract	glade	mount	sink
cave	glen	mountain	slope
cavern	gorge	mouth	slough
channel	grassland	muskeg	spit
cliff	grotto	narrow	spring
conlee	grove	neck	stone
cove	gully	outcropping	strait
crest	head	outlet	summit
crown	height	overflow	swamp
dale	highland	palisade	terrace
dallas	hill	pass	upland
dell	hole	passage	vale
deposit	hollow	peak	valley
depth	hump	peat land	vein
divide	inlet	pillar	waterfall
drift	iron range	pit	woodland
dune	island	plateau	woods
eddy	isle	point	
elevation	inlet	pot hole	

8 ARTIFICIAL  
FEATURE

CO

NAME

REF

(PAGE)

FROM

AREA &  
DIMENSIONS

OTHER  
NAMES

REF

EXACT  
SITE

T

R

TWP

GEN  
LOC

Description &  
Name Origin

	cut	hydroelectric plant	mine spur	quarry	toll bridge
	cut-off	land mark	old road	railroad	toll road
air beacon	dam	lock	penstock	road	trail
beacon	dike	military road	pike	roadway	tunnel
bridge	ditch	mill pond	portage	route	underpass
canal	flume	mine	post road	sluice	way
canoe route	grade	mine pit	power plant	spillway	well

- - - -

9 PARK

CO

NAME

REF

FROM

AREA &  
DIMENSIONS

OTHER  
NAMES

REF

EXACT  
SITE

T

R

TWP

GEN  
LOC

Description &  
Name Origin

	game preserve	look-out	playground
	game reserve	marker	preserve
	game refuge	memorial	ranger station
	grounds	military post	recreation ground
abandoned site	hatchery (fish)	mill site (early)	refuge
battleground	historic site	mission (early)	reservation
camp (historic)	historic trail	monument	reserve
campground	hospice	mound	roadside
country club	hostel	nursery (forest)	sanctuary
drive	Indian cemetery	outlook	stockade
experiment station	Indian hunting ground	park	tourist camp (municipal)
fish hatchery	Indian mound	picnic ground	vantage point
forest	Indian reservation	pictograph	wayside
forest	Indian reservation	pictograph	wayside

10

URBAN

03

## FEATURE

MUN

NAME

REF

(pages)

FROM

EST

OTHER

AREA &  
DIMENSIONS

NAMES T P F

LOCA-  
TIONDescription &  
Name Origin

addition	commons	oval	suburb
airport	court	parkway	throughfare
alley	corner	park	terrace
avenue	deck	place	triangle
boulevard	drive	playground	viaduct
bridge	foundation	recreation ground	ward
bridle-path	golf links	reservoir	
circle	lagoon	square	
	memorial	street	

## 11 MISCELLANEOUS

00

MUN

NAME

REF

(pages)

FROM

EST

OTHER

OWN  
LOC

NAMES

EXACT  
SITE

T

R

TWP

Description &  
Name Origin

area	district	land	precinct
boundary	division	landing	range
ceastery district	election district	lane	region
church district	estate	legendary site	section
colony	farm (large)	locale	school district
country	ferry	locality	switch
customs station	field	parish	tract
dance hall	ford	place	
	grant	plat	

SOME FEATURES LIKELY TO BEAR PLACE NAMES

abandoned site- - - -	11	crown- - - - -	-7	grotto- - - - -	7
abandoned town- - - -	4	customs station- - - -	-11	grounds- - - - -	-9
addition- - - - -	10	cut- - - - -	-8	grove- - - - -	-7
agency (Indian)- - - -	-4	cut-off- - - - -	-8	gully- - - - -	7
agency (land)- - - - -	-4				
air beacon- - - - -	8	dale- - - - -	7	half-way house- - - - -	4
airport- - - - -	-10	dallas- - - - -	7	hall- - - - -	4
alley- - - - -	-10	dam- - - - -	-8	hamlet- - - - -	4
area- - - - -	11	dance hall- - - - -	11	hatchery (fish)- - - - -	-9
avenue- - - - -	10	dell- - - - -	7	head- - - - -	7
		deposit- - - - -	-7	height- - - - -	7
bank- - - - -	7	depth- - - - -	-7	highland- - - - -	7
bar- - - - -	-7	dike- - - - -	8	highway- - - - -	-8
basin- - - - -	-7	district- - - - -	11	hill- - - - -	7
battleground- - - - -	11	ditch- - - - -	-8	historic site- - - - -	-9
bay- - - - -	-7	divide- - - - -	7	historic trail- - - - -	9
beach- - - - -	-7	division- - - - -	11	hole- - - - -	7
beacon- - - - -	8	dock- - - - -	8	hollow- - - - -	7
belt- - - - -	7	drift- - - - -	-7	hoopice- - - - -	-9
bluff- - - - -	-7	drive- - - - -	-9-9- -10	hostel- - - - -	9
bog- - - - -	-7	dune- - - - -	7	hump- - - - -	7
borough- - - - -	-4			hydroelectric plant- - - - -	-8
bottom- - - - -	7	eddy- - - - -	7		
boulevard- - - - -	-10	election district- - - - -	-11	Indian agency- - - - -	-4
boundary- - - - -	11	elevation- - - - -	-7	Indian cemetery- - - - -	-9
bowl (natural)- - - - -	7	escarpment- - - - -	7	Indian hunting grounds- - - - -	9
bridge- - - - -	-8- 10	okay- - - - -	7	Indian mound- - - - -	9
bridle-path- - - - -	-10	estate- - - - -	11	Indian reservation- - - - -	9
brook- - - - -	-6	experiment station- - - - -	9	Indian village- - - - -	4
brooklet- - - - -	6			inlet- - - - -	-7
		falls- - - - -	-7	island- - - - -	7
camp (historic)- - - - -	-9	flat- - - - -	7	isle- - - - -	7
campground- - - - -	9	ferry- - - - -	-11	islet- - - - -	-7
canal- - - - -	-8	field- - - - -	-11		
canoe route- - - - -	-8	fish hatchery- - - - -	-9	junction- - - - -	4
canyon- - - - -	7	flow- - - - -	6		
cascade- - - - -	-7	flowage- - - - -	-7	kame- - - - -	7
cataract- - - - -	7	flume- - - - -	-8	kettle hole- - - - -	-7
cave- - - - -	7	forest- - - - -	-7- 9	knoll- - - - -	-7
cavern- - - - -	7	ford- - - - -	11		
cemetery (district)- - - - -	-11	fork- - - - -	11	lagoon- - - - -	10
channel- - - - -	-7	formation- - - - -	-7	lake- - - - -	5
church (district)- - - - -	-11	fort- - - - -	4	lakelet- - - - -	-5
circle- - - - -	8	fur-trading post- - - - -	4	land- - - - -	11
city- - - - -	3			landing- - - - -	-11
cliff- - - - -	-7	game refuge- - - - -	-9	landmark- - - - -	8
colony- - - - -	11	game preserve- - - - -	-9	lane- - - - -	11
commons- - - - -	-10	game reserve- - - - -	9	lava flow- - - - -	-7
community- - - - -	-4	gap- - - - -	-7	legendary site- - - - -	11
corner- - - - -	-4- 10	ghost town- - - - -	4	lick- - - - -	7
coulée- - - - -	7	glacial lake- - - - -	7	lighthouse- - - - -	8
country- - - - -	-11	glacier- - - - -	-7	locale- - - - -	11
country club- - - - -	9	glade- - - - -	-7	locality- - - - -	11
county- - - - -	11	glen- - - - -	7	lock- - - - -	8
court- - - - -	-10	golf links- - - - -	10	lode- - - - -	7
cove- - - - -	7	gorge- - - - -	-7	lodge- - - - -	-8
creek- - - - -	-6	grade- - - - -	-8	"logan" - - - - -	-5
crest- - - - -	-7	grant- - - - -	-11	look-out- - - - -	9
crossing- - - - -	4	grassland- - - - -	-7	lost town- - - - -	4

SOME FEATURES TO HEAR PLACE NAMES (Continued)

lowland- - - - -	-7	prairie- - - - -	-7	stream- - - - -	6
marker- - - - -	9	precinct- - - - -	11	street- - - - -	10
march- - - - -	-7	preserve- - - - -	9	suburb- - - - -	10
meadow- - - - -	7	quarry- - - - -	8	summit- - - - -	7
memorial- - - - -	10	quay- - - - -	8	swamp- - - - -	-7
military post- - - - -	-9	race- - - - -	8	switch- - - - -	-4- 8
military road- - - - -	-8	railroad- - - - -	8	terrace- - - - -	-7-8
mill pond- - - - -	-5	railroad-siding- - - - -	-4	thoroughfare- - - - -	10
mill site (early)- - - - -	-9	railroad station- - - - -	-4	toll bridge- - - - -	-8
mine- - - - -	8	railroad tye- - - - -	-4	toll road- - - - -	-8
mine pit- - - - -	8	range- - - - -	-11	tourist camp (municipal)-	10
mine spur- - - - -	-8	ranger station- - - - -	9	town (village)- - - - -	4
mission (early)- - - - -	-9	rapids- - - - -	7	town hall- - - - -	-4
monument- - - - -	9	ravine- - - - -	7	town or township- - - - -	-2
moraine- - - - -	-7	recreation ground- - - - -	-10	townsite- - - - -	4
mount- - - - -	-7	reef- - - - -	7	tract- - - - -	-11
mountain- - - - -	7	refuge- - - - -	9	trading post- - - - -	4
mouth- - - - -	-7	region- - - - -	11	trail- - - - -	-8
mountain- - - - -	7	reservation- - - - -	-9	triangle- - - - -	10
narrow- - - - -	7	reserve- - - - -	-8	tributary- - - - -	-6
neck- - - - -	7	resort- - - - -	4	tunnel- - - - -	8
nursery-(state)- - - - -	-9	reservoir- - - - -	-10	underpass- - - - -	-8
old road- - - - -	8	ridge- - - - -	-7	uplands- - - - -	-7
outcropping- - - - -	-7	roll- - - - -	6	vale- - - - -	7
outlet- - - - -	7	river- - - - -	-6	valley- - - - -	7
outlook- - - - -	-7	rivulet- - - - -	-6	vantage point- - - - -	-8
oval- - - - -	10	road- - - - -	8	vain- - - - -	7
overflow- - - - -	7	roadside- - - - -	9	viaduct- - - - -	-10
oxbow- - - - -	-8	roadway- - - - -	-8	village- - - - -	-4
palisade- - - - -	7	rock- - - - -	7	ward- - - - -	10
parish- - - - -	11	route- - - - -	-8	watercourse- - - - -	-6
park- - - - -	-9- 10	run- - - - -	-8	waterfall- - - - -	-7
parkway- - - - -	-9-10	sanctuary- - - - -	-9	waters- - - - -	5
pass- - - - -	7	sand dune- - - - -	-7	way- - - - -	-8
passage- - - - -	-7	sevensome- - - - -	-7	wayside- - - - -	-9
peak- - - - -	7	school district- - - - -	-11	well- - - - -	8
peat land- - - - -	-7	section- - - - -	-11	woodland- - - - -	7
penstock- - - - -	8	settlement- - - - -	4	woods- - - - -	7
photograph- - - - -	9	shallows- - - - -	7	eye- - - - -	-4
pike- - - - -	8	shoal- - - - -	-7		
pillar- - - - -	7	shore- - - - -	-7		
pit- - - - -	-8	siding- - - - -	4		
place- - - - -	-10	sink- - - - -	7		
plat- - - - -	10	site- - - - -	4		
plateau- - - - -	-7	slope- - - - -	-7		
playground- - - - -	-9- 10	slough- - - - -	7		
point- - - - -	-7	sluice- - - - -	8		
pond- - - - -	5	spillway- - - - -	-8		
pool- - - - -	5	spit- - - - -	7		
portage- - - - -	-7	spring- - - - -	7		
post office- - - - -	-4	square- - - - -	10		
post office (former)-	4	station- - - - -	-4		
post road- - - - -	-8	stockade- - - - -	8		
pot hole- - - - -	7	stone- - - - -	-7		
power plant- - - - -	-8	stopping place- - - - -	4		
		store- - - - -	-4		
		strait- - - - -	7		