Map Standardization Brief

AIMS
Building Information Management Capacity

Guidelines for Map Presentation

Kabul
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United Nations Development Program (UNDP)

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**Key Note:**

AIMS Project (UNDP) has been involved in the preparation of different types of Maps since 1997 under various names and executive management: ProMIS (FAO); HICFA (UNOCHA); & AIMS (UNOCHA and now UNDP). Standardization has not been given appropriate attention in ongoing mapping exercises.

With the establishment of Field Offices in the year 2000, the volume of maps produced and distributed increased many fold, exceeding 20,000 in 2003. This was more complicated by the AID communities last minutes map requests, especially in the regional offices; that affected the quality of AIMS Maps.

Keeping in view the close engagement of AIMS with AGCHO in future. The issue of map standardization was discussed in the AIMS Planning Workshop in August 2003. The need for Map Standardization was prioritized and a Standardization committee formed to explore the issue and develop the standard templates.

The committee started its work in the last week of September in different steps.

1. Collecting & reviewing the existing maps.
2. Develop the draft templates (Includes, circulation of Activity list for comments and suggestion)
3. Finalizing the template.
4. Updating the Maps
5. Monitoring the Implementation.
TEMPLATE FOR
A4 SIZE MAPS

1. **Fonts:**
   
   Always use the default font, which is Arial.
   **Font size:** For the Province Name is 10 with upper case
   **Font size:** For District name is 8 pt with style (normal)
   **Font size:** For District Center is 7 pt with style (normal)
   **Font size:** Settlements font size will from 3 to 4 not bigger than 4.
   **Note:** All the Font sizes show the Maximum limit.

2. **Title:**

   **Size:** Arial, 13 pt and style normal.
   **Border:** It must be in a box.

3. **Logo:**

   ![AIMS Logo]

4. **Legend:**

   Word **LEGEND** size 8 Normal in Upper case.
   **Sub Title:** Also in upper case Size 7 Normal.
   **Text:** Size 7, lower case & normal.
   **Border:** All the legends, including the note and disclaimer should be in one box

5. **Symbols:**

   Standard Symbols (Settlements, Boundaries, Roads, Rivers, Lakes, Centers, & other symbols commonly in use) for different size of map (legend.avl) file for these legends will be distributed.

   **Administrative Boundaries:**
International:

Pink Line
Size 4
For selecting the color, choose Pink color from Palate & then select Custom Color.
Hue 209, Saturation 60 & Value 255
Dotted Line
Size 2

Provincial:

Green Line
Size 3
For selecting the color, choose Green color from Palate & then select Custom Color.
Hue 84, Saturation 60 & Value 255
Dotted Line
Size 1

District:

Yellow Line
Size 2
For selecting the color, choose Yellow color from Palate & then select Custom Color.
Hue 42, Saturation 255 & Value 255
Dotted Line
Size 0.5

6. Disclaimer + Note:

Font Size: 6
Format for Disclaimer & Note is.
1- Statement.
2- Admin Division
3- Contact Info + URL
4- Project Number
5- Data source and current ness

The boundaries & names on the map do not imply Official Endorsement Or Acceptance by the United Nation.

For Standardization purpose AIMS uses the 32 Province 329 District boundary model.

For further information contact AIMS
E-mail: info@aims.org.af
Web site: www.aims.org.af

Data Source: (only applicable when creating customize maps with attribute data that is provided by external organization)

Date: month year (September 2003)

Coordinates: Geographic Decimal Degree
Datum: WGS 84
7. **Scale Bar:**

- **Size:** Use your own judgment.
- **Style:** The fourth choice from the default menu
- **Units:** Kilometers
- **Interval:** Logical sequence divisible by 5 or 10 & one level Left Division.
- **Note:** Map scale (1:100,000) should not be mentioned on maps with fixed scale, due to the fact that maps are printed on different size from the pdf files & that gives the wrong information.

8. **North Arrow:**

- **Size:** Use your own judgment
- **Style:** Use the fifth arrow from the default arrows, counting from left to right.
- **Position:** Left side of the scale bar

9. **Map Border:**

- Two lines border a Thin & Thick line Third option from Neat line sitting menu.
- **Note:** Maps with surrounding Area for example District Maps will require two borders on around the view & the other around Title, Legend, Location Diagram & Disclaimer.
- Maps without surrounding areas i.e. National maps or Provincial Maps only one border is enough for all.

10. **Location Map:**

- It is placed in the bottom right corner of the map, directly under the legend.
- Two location maps when producing District level maps
  - i- First location map outlines province with districts in the background
  - ii- Second location map outlining Province in same color as the large map with Afghanistan as background
Note: Use the District location diagram only if you are making District maps or showing a Cluster of some villages in a District map.

11. **Displaying Grid Points:**

Not necessary because of the size of the paper

12. **Labeling:**

- All labels should be placed upper right corner of the feature
- If the angle of the labels needs to be changed then the following rules need to be applied:
  i. Change the label angle according to the feature. If the feature (line) is about 90 degree then the label needs to be 90 degree
  ii. If rivers, streams and roads need to be labeled then label the feature according to the curve of the feature

13. **Insets:**

Only use them when it is absolutely necessary to display cluster areas of the map & if free space is available.
Note: Avoid clipping features unless it is absolutely necessary.
TEMPLATE FOR
A3 SIZE MAPS

1. **Fonts:**

   Always use the default font, which is Arial.
   - **Font size:** For the Province Name is 12 with upper case
   - **Font size:** For District name is 10 pt with style (normal)
   - **Font size:** For District Center is 7 pt with style (normal)
   - **Font size:** Settlements font size will from 2.5 to 4 not bigger than 4.
   - **Note:** All the Font sizes show the Maximum limit.

2. **Title:**

   - **Size:** Arial, 16 pt and style normal.
   - **Sub Title:** Size 12pt normal
   - **Border:** It must be in a box

3. **Logo:**

   ![AIMS Logo](image)

4. **Legend:**

   Word **LEGEND** size 10 Normal in Upper case.
   - **Sub Title:** Also in upper case Size 9 Normal.
   - **Text:** Size 8, lower case & normal.
   - **Border:** All legends, including the notes and disclaimer should be in the box

5. **Symbols:**

   Standard Symbols (Settlements, Boundaries, Roads, Rivers, Lakes, Centers, & other symbols commonly in use) for different size of map (legend.avl) file for these legends will be distributed.

   **Administrative Boundaries:**

   ![Administrative Boundary Symbol](image)
International:

Pink Line
Size 5
For selecting the color, choose Pink color from Palate & then select Custom Color.
Hue 209, Saturation 60 & Value 255
Dotted Line
Size 2

Provincial:

Green Line
Size 4
For selecting the color, choose Green color from Palate & then select Custom Color.
Hue 84, Saturation 60 & Value 255
Dotted Line
Size 1

District:

Yellow Line
Size 2
For selecting the color, choose Yellow color from Palate & then select Custom Color.
Hue 42, Saturation 255 & Value 255
Dotted Line
Size 0.5

6. Disclaimer + Note:

Font Size: 7
Format for Disclaimer & Note is.
1- UN Statement.
2- Admin Division
3- Contact Info + URL
4- Project Number
5- Data source and current ness

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Data Source: (only applicable when creating customize maps with attribute data that is provided by external organization)

Date: month year (September 2003)

Coordinates: Geographic Decimal Degree
Datum: WGS 84
7. **Scale Bar:**

![Scale Bar Image]

- **Size:** Use your own judgment.
- **Style:** The fourth choice from the default menu
- **Units:** Kilometers
- **Interval:** Logical sequence divisible by 5 or 10 and one level Left division
- **Note:** Map scale (1:100,000) should not be mentioned on maps with fixed scale, due to the fact that maps are printed on different size from the pdf files & that gives the wrong information.

8. **North Arrow:**

![North Arrow Image]

- **Size:** Use your own judgment
- **Style:** Use the fifth arrow from the default arrows, counting from left to right.
- **Position:** Left side of the scale bar

9. **Map Border:**

![Map Border Image]

Two lines border a Thin & Thick line Third option from Neat line sitting menu.

- **Note:** Maps with surrounding Area for example District Maps will require two borders on around the view & the other around Title, Legend, Location Diagram & Disclaimer.
- **Maps without surrounding areas:** National maps or Provincial Maps only one Border is enough for all.

10. **Location Map:**

- It is placed in the bottom right corner of the map, directly under the legend.
- Two location maps when producing District level maps
  - i. First location map outlines province with districts in the background
  - ii. Second location map outlining Province in same color as the large map with Afghanistan as background
11. **Displaying Grid Points:**

- District level = grid points range 5-10 minutes
- Province level = grid points range 20-30 minutes
- Country level = grid point range one degree

12. **Labeling:**

- All labels should be placed upper right corner of the feature
- If the angle of the labels needs to be changed then the following rules needs to be applied:
  
  i. Change the label angle according to the feature. If the feature (line) is about 90 degree then the label needs to be 90 degree
  
  ii. If rivers, streams and roads need to be labeled then label the feature according to the curve of the feature

13. **Insets:**

Only use them when it is absolutely necessary to display cluster areas of the map

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**Note:** Use the District location diagram only if you are making District maps or showing a Cluster of some villages in a District map.
Note: Avoid clipping features unless it is absolutely necessary.
TEMPLATE FOR
A2 SIZE MAPS

1. **Fonts:**

   Always use the default font, which is Arial.
   **Font size:** For the Province Name is 8 with upper case
   **Font size:** For the Province Name is 5 to 5.5 (Normal)
   **Font size:** For District name is 6 pt with style (normal)
   **Font size:** For District Center is 4 pt with style (normal)
   **Font size:** Settlements font size will from 2.5 to 3 not bigger than 4
   **Font size:** For the Capital name 6 pt bold style.
   **Note:** All the Font sizes show the Maximum limit.

2. **Title:**

   **Size:** Arial, 20 pt style Bold.
   **Sub Title:** Size 14 pt Normal

3. **Logo:**

   ![AIMS Logo](image)

4. **Legend:**

   Word **LEGEND** size 15 Normal in Upper case.
   **Sub Title:** Also in upper case Size 13 Normal.
   **Text:** Size 11, lower case & normal.

5. **Symbols:**

   Standard Symbols (Settlements, Boundaries, Roads, Rivers, Lakes, Centers, & other symbols commonly in use) for different size of map (legend.avl) file for these legends will be distributed.

   **Administrative Boundaries:**

   **International:**
Pink Line
Size 5
For selecting the color, choose Pink color from Palate & then select Custom Color.
Hue 209, Saturation 60 & Value 255
Dotted Line
Size 2

Provincial:

Green Line
Size 4
For selecting the color, choose Green color from Palate & then select Custom Color.
Hue 84, Saturation 60 & Value 255
Dotted Line
Size 1

District:

Yellow Line
Size 2
For selecting the color, choose Yellow color from Palate & then select Custom Color.
Hue 42, Saturation 255 & Value 255
Dotted Line
Size 0.5

6. Disclaimer + Note:

Font Size: 8
Format for Disclaimer & Note is in same size.
1- UN Statement.
2- Admin Division
3- Contact Info + URL
4- Project Number
5- Data source and current ness

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For Standardization purpose AIMS uses the 32 Province 329 District boundary model.

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Web site: www.aims.org.af

Data Source: (only applicable when creating customize maps with attribute data that is provided by external organization)

Date: month year (September 2003)

Coordinates: Geographic Decimal Degree
Datum: WGS 84
7. **Scale Bar:**

![Scale Bar Image]

**Size:** Use your own judgment.
**Style:** The Last choice from the default menu
**Units:** Kilometers
**Interval:** Logical sequence divisible by 5 or 10
**Note:** Map scale (1:100,000) should not be mentioned on maps with fixed scale, due to the fact that maps are printed on different size from the pdf files & that gives the wrong information.

8. **North Arrow:**

![North Arrow Image]

**Size:** Use your own judgment
**Style:** Use the fifth arrow from the default arrows, counting from left to right.
**Position:** Left side of the scale bar

9. **Map Border:**

Three thin lines border Fourth option from Neat line sitting menu.

**Note:** Maps with surrounding Area for example District Maps will require two borders on around the view & the other around Title, Legend, Location Diagram & Disclaimer.
Maps without surrounding areas i.e. National maps or Provincial Maps only one Border is enough for all

10. **Location Map:**

- It is placed in the bottom right corner of the map, directly under the legend.
- Two location maps when producing District level maps
  1. First location map outlines province with districts in the background
  2. Second location map outlining Province in same color as the large map with Afghanistan as background
Note: Use the District location diagram only if you are making District maps or showing a Cluster of some villages in a District map.

11. **Displaying Grid Points:**

- District level = grid points range 5-10 minutes
- Province level = grid points range 20-30 minutes
- Country level = grid point range one degree

12. **Labeling:**

- All labels should be placed upper right corner of the feature
- If the angle of the labels needs to be changed then the following rules needs to be applied:
  1. Change the label angle according to the feature. If the feature (line) is about 90 degree then the label needs to be 90 degree
  2. If rivers, streams and roads need to be labeled then label the feature according to the curve of the feature

13. **Insets:**

Only use them when it is absolutely necessary to display cluster areas of the map
Note: Avoid clipping features unless it is absolutely necessary.
1. **Fonts:**

Always use the default font, which is Arial.

- **Font size:** For the Province Name is 5 to 6 with upper case.
- **Font size:** For the Province Centers 3 to 3.5 pt with style (normal)
- **Font size:** For District name is 3.4 to 4 pt with style (normal)
- **Font size:** For District Center is 2.5 to 3.5 pt with style (normal)
- **Font size:** Settlements font size will from 1 to 2 not bigger than 4.

**Note:** All the Font sizes show the Maximum limit.

2. **Title:**

- **Size:** Arial, 25 pt and style Bold.
- **Sub Title:** Size 18 pt Normal

3. **Logo:**

![AIMS Logo](image)

4. **Legend:**

Word **LEGEND** size 16 Normal in Upper case.

- **Sub Title:** Also in upper case Size 12 Normal.
- **Text:** Size 10, lower case & normal.

5. **Symbols:**

Standard Symbols (Settlements, Boundaries, Roads, Rivers, Lakes, Centers, & other symbols commonly in use) for different size of map (legendavl) file for these legends will be distributed.

**Administrative Boundaries:**

- **International:**
  - Pink Line
Size 5
For selecting the color, choose Pink color from Palate & then select Custom Color.
Hue 209, Saturation 60 & Value 255
Dotted Line
Size 2

Provincial:

Green Line
Size 4
For selecting the color, choose Green color from Palate & then select Custom Color.
Hue 84, Saturation 60 & Value 255
Dotted Line
Size 1

District:

Yellow Line
Size 2
For selecting the color, choose Yellow color from Palate & then select Custom Color.
Hue 42, Saturation 255 & Value 255
Dotted Line
Size 0.5

6. Disclaimer + Note:

Font Size: 12 and 10
Format for Disclaimer is 10 & Note is 12 with bold style.
1- UN Statement.
2- Admin Division
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5- Data source and current ness

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Datum: WGS 84
7. **Scale Bar:**

```
| 5 | 0 | 5 | 10 Kilometers |
```

**Size:** Use your own judgment.
**Style:** The fourth choice from the default menu
**Units:** Kilometers
**Interval:** Logical sequence divisible by 5 or 10
**Note:** Map scale (1:100,000) should not be mentioned on maps with fixed scale, due to the fact that maps are printed on different size from the pdf files & that gives the wrong information.

8. **North Arrow:**

```
N
```

**Size:** Use your own judgment
**Style:** Use the fifth arrow from the default arrows, counting from left to right.
**Position:** Left side of the scale bar

9. **Map Border:**

Three thin lines border Fourth option from Neat line sitting menu.
**Note:** Maps with surrounding Area for example District Maps will require two borders on around the view & the other around Title, Legend, Location Diagram & Disclaimer.
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   b. Two location maps when producing District level maps
      i. First location map outlines province with districts in the background
      ii. Second location map outlining Province in same color as the large map with Afghanistan as background

11. **Displaying Grid Points:**

   c. District level = grid points range 5-10 minutes
   d. Province level = grid points range 20-30 minutes
   e. Country level = grid point range one degree
12. **Labeling:**

f. All labels should be placed upper right corner of the feature
g. If the angle of the labels needs to be changed then the following rules needs to be applied:
   i. Change the label angle according to the feature. If the feature (line) is about 90 degree then the label needs to be 90 degree
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