

## Map Standardization Brief



## Guidelines for Map Presentation

Kabul  
January 2004



United Nations Development Program (UNDP)

Prepared by: Mr. Sayed Ghalib  
Mr. Ghulam Jelani  
Mr. Nasir Shir  
Ms. Fatana Zewari

**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:



## 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 Palette & 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 Palette & 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 Palette & 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 standard Disclaimer & Note

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](mailto:info@aims.org.af)

Web site: [www.aims.org.af](http://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 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 & if free space is available.



**Note:** Avoid clipping features unless it is absolutely necessary.

TITLE	LOGO		
<h1>A4</h1>			
LEGEND	 <p>N SCALE</p>	<p>DISCALER + NOTE</p>	<p>LOCATION DIAGRAM</p>

# 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:



## 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:**



**International:**

Pink Line

Size 5

For selecting the color, choose Pink color from Palette & 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 Palette & 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 Palette & then select Custom Color.

Hue 42, Saturation 255 & Value 255

Dotted Line

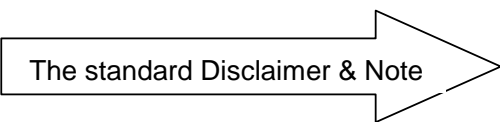
Size 0.5

**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



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](mailto:info@aims.org.af)  
Web site: [www.aims.org.af](http://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 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:**



**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:**

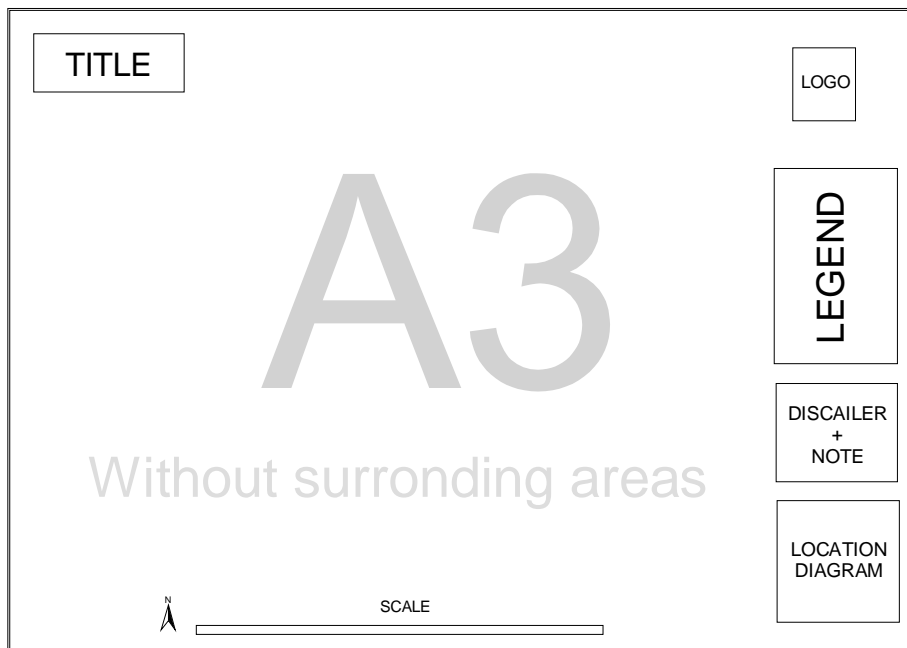
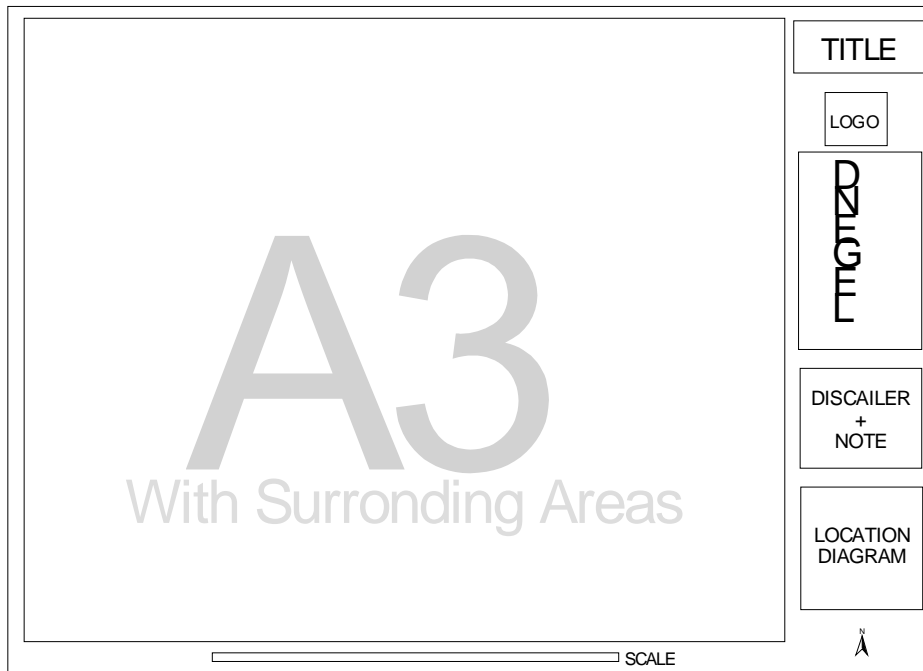
- District level = grid points range 5-10 minutes
- Province level = grid points range 20-30 minutes
- Country level = grid point range one degree

### **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



**Note:** Avoid clipping features unless it is absolutely necessary.

TITLE	LOGO		
<h1>A3</h1>			
LEGEND		DISCLAIMER + NOTE	LOCATION DIAGRAM
 SCALE			

# 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:



## 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

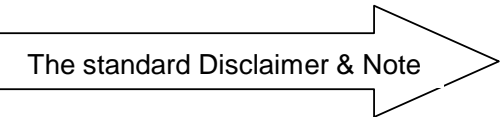
Size 0.5

## **6. Disclaimer + Note:**

**Font Size: 8**

Format for Disclaimer & Note is bold in same size.

- 1- UN 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](mailto:info@aims.org.af)

Web site: [www.aims.org.af](http://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 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:**



**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
  - 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:**

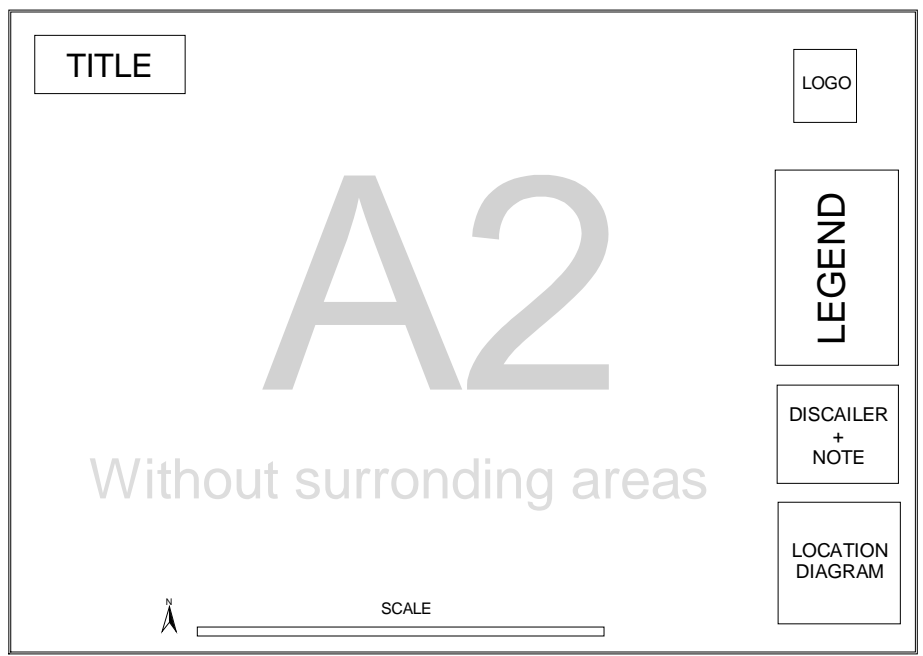
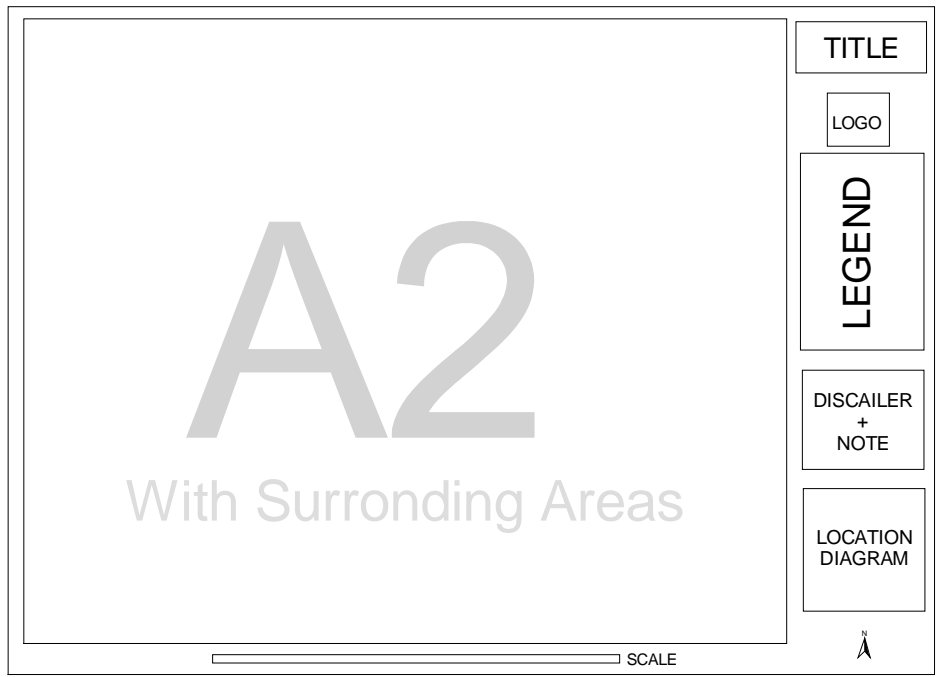
- District level = grid points range 5-10 minutes
- Province level = grid points range 20-30 minutes
- Country level = grid point range one degree

### **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



**Note:** Avoid clipping features unless it is absolutely necessary.

TITLE	LOGO		
<h1>A2</h1>			
LEGEND		DISCLAIMER + NOTE	LOCATION DIAGRAM
 SCALE			

# TEMPLATE FOR A1 SIZE MAPS

## 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:



## 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 (legend.avl) file for these legends will be distributed.

### **Administrative Boundaries:**

**International:**



Pink Line

Size 5

For selecting the color, choose Pink color from Palette & 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 Palette & 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 Palette & 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
- 3- Contact Info + URL
- 4- Project Number
- 5- Data source and current ness

The standard Disclaimer & Note

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](mailto:info@aims.org.af)

Web site: [www.aims.org.af](http://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

**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:**



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:**

- a. It is placed in the bottom right corner of the map, directly under the legend.
- 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:**

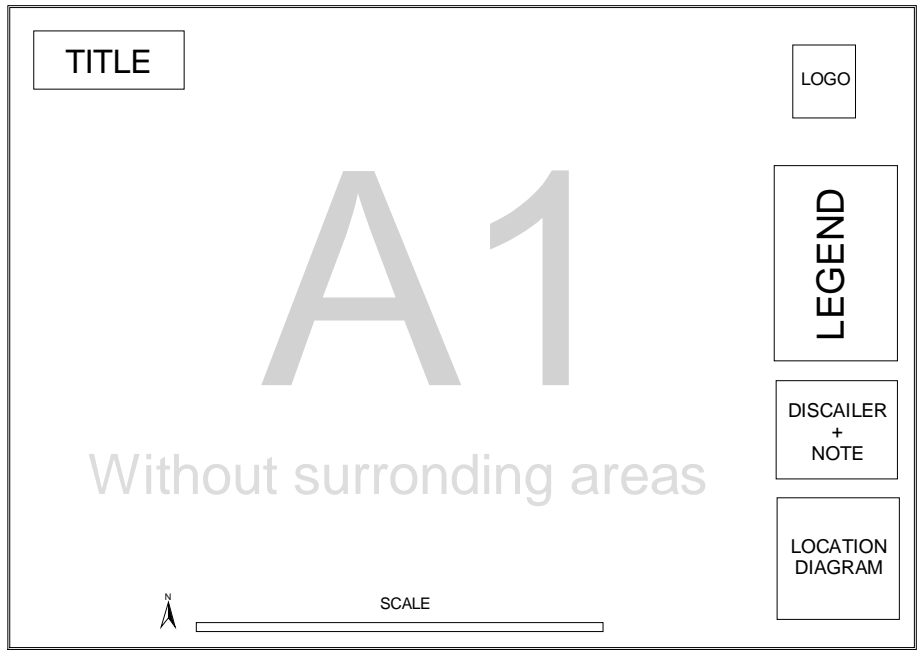
- c. District level = grid points range 5-10 minutes
- d. Province level = grid points range 20-30 minutes
- e. Country level = grid point range one degree

## **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
  - 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



**Note:** Avoid clipping features unless it is absolutely necessary.

TITLE	LOGO		
<h1>A1</h1>			
LEGEND		DISCLAIMER + NOTE	LOCATION DIAGRAM
	SCALE		