Mapping Conventions

When you create a map, you need to follow a common set of rules called *conventions*. These help all of the readers of your map to know what they are reading.

Use the following list of conventions *every time* you create a map—these are the conventions that you will be marked on.

- **TITLE AND SUBTITLE**
  - underlined on the map
  - the title/subtitle should indicate what the map is about

- **BORDER**
  - around the map, using a ruler to outline the map and the map legend (if one is used)

- **NORTH ARROW**
  - in a noticeable place on the map, pointing north

- **SCALE**
  - most outline maps have a scale printed on them; if there is no scale, you must add one

- **LEGEND**
  - if you use any symbols or colour on your map, you must create a legend to explain to the reader what they mean
    
    e.g., *Legend*
    
    • village ○ city ■ capital city

- **LABELS**
  - all labels should be printed horizontally in pencil, except for rivers, which can be printed along the river

- **SHADING**
  - when you use colours on the map, shade with pencil crayons in one direction (no markers!)
  - make sure labels can still be read.

- **WATER**
  - *water bodies* are shaded in blue; this is the only use for blue on a map

- **NAME/DATE**
  - put your name and date in the bottom right-hand corner

**Note:** Some maps will have additional guidelines. Be sure to follow those as well.