

Useful Information Regarding Map Requests

Prepared by Stephen Matthews (October 2002)

The GIA Core prepares maps used in presentations, reports and published articles. To help with timely service we ask that as much information as possible be included on the form below.

Title _____

Preferred location of title (e.g., top, center, upper left, etc.) _____

Variable(s) to be mapped _____

Legend Issues: Title _____

Number of classes _____

Class breaks _____

[Classification scheme](#) (e.g., standard-deviations, equal interval, etc.) _____

Legend Location preferences (where on the page) _____

Color/Shade Issues: Preferred color scheme (e.g., single color monochromatic, two-color dichromatic, etc.)

[Symbology](#) Issues: Maps of points, lines and areas can be used in different ways to represent both qualitative and quantitative data. Please provide information on preferred use of symbols (e.g., single symbol, graduated color, graduated symbols, proportional symbols, whether you need dot density maps, bar- and/or pie charts, etc.)

Image size (i.e., will report be in a publication, if so what are page size and border/margin widths) _____

Will there be a logo or graphic? _____ Where should it be located? _____

Will there be a north or directional arrow? _____ Will there be a scale bar? _____

Will there be other text? _____ If so, please provide details (on separate sheet via e-mail, etc.)

Where will this text appear? (e.g., top, bottom, left, center, right) _____

What is the final format for the map (e.g., PDF file, PowerPoint slide, hardcopy, Bitmap format, etc.)