

TIPTON COUNTY GIS

CARTOGRAPHIC STANDARDS



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PURPOSE

A committee was established by the TCGIS Board to examine and develop a set of cartographic standards to be used within the Tipton County GIS membership. The committee members include Shawn Anderson, GIS Director, Deputy Bob Beanblossom, Tipton County Sheriff's Office and Sammy Beasley, City of Covington Fire Department. The purpose of this standard is to propose requirements, guidelines and best practices for Tipton County GIS maps produced within the Board membership that establishes high-quality, consistent products which assist respected agency staff and citizens of Tipton County, Tennessee. Cartographic standards provide advantages such as:

- Ensuring basic practices of the profession are adhered to – for example citing sources, defining symbols, providing a north arrow and scale, etc...
- Helping make our maps easier for customers (and ourselves) to interpret and understand by using standards whenever practical
- Allowing TCGIS to automate some aspects of map production with GIS software
- Shortening the learning curve for GIS users to produce maps meeting minimum quality standards
- Reducing time spent “re-creating the wheel” in general

It is recommended the TCGIS Board develop a cartographic standard that establishes the TCGIS brand which can be easily recognizable by the public. The development of these standards is not meant to constrain the cartographer's ability or freedom to create maps but to enhance and provide continuity of a map viewer's experience. There are also certain circumstances which prohibit a standard map such as screenshots, web pages among other mediums so these standards are to be used in applicable situations as determined by the map maker.

STANDARDS


This section provides an overview of selected cartographic objects related to definition, requirement, guideline and example. There are 10 cartographic objects for which standards were developed including north arrow, disclaimer, logo, map title, legend, scale bar, page border, date, department name, page sizes and general.

North Arrow

Description – An object indicating the north direction presented by the map view.

Requirement – All maps should include a north arrow in black located in an area which easily indicates direction.

Guideline – Any north arrow can be used as provided by the ESRI symbology template in ArcGIS software, however, consistency is recommended from map to map.

Example – 

Disclaimer

Description – A description providing protection to the map creator and data presented relative to legal purposes.

Requirement – All maps should include a disclaimer.

Guideline – Any variation of a disclaimer can be used and should be located in an area that does not distract the map viewer.

Example – *TIPTON COUNTY GIS MAKES NO WARRANTY, EXPRESS OR IMPLIED, NOR ANY GUARANTY AS TO THE CONTENT, SEQUENCE, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED. TIPTON COUNTY GIS EXPLICITLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES. THE READER AGREES TO HOLD HARMLESS TIPTON COUNTY GIS FOR ANY CAUSE OF ACTION AND COSTS ASSOCIATED WITH ANY CAUSES OF ACTION WHICH MAY ARISE AS A CONSEQUENCE OF TIPTON COUNTY GIS PROVIDING THIS INFORMATION. REPRODUCTION OF THIS MAP IS PROHIBITED WITHOUT PERMISSION FROM TIPTON COUNTY GIS.*

Logo

Description – A graphic mark or emblem commonly used by commercial enterprises, organizations and even individuals to aid and promote instant public recognition.

Requirement – All maps should include a logo from agency or department.

Guideline – The size and location of the logo should not distract the map viewer.

Example –



Map Title

Description – A text phrase indicating the type of map and what it is showing.

Requirement – All maps should include a title.

Guideline – The title of the map should be in black with easily readable font.

Example – “TIPTON COUNTY PARKS AND PUBLIC LANDS MAP”







Legend

Description – A box on a map which indicates what features represent, either natural or man-made.

Requirement – All maps should include at least one legend.

Guideline – The legend should be subdivided into as few individual, free floating element collections as is necessary. The size of the legend should be balanced and indicate all layers shown on map. A border is optional depending on the layout. More than one legend can be used.

Example –

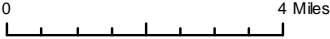
	County Boundary
	Airport
	Roads
	Rivers/streams
	Creeks
	City Limits

Scale Bar

Description – A bar on a map indicating the ratio of a distance on the map to the corresponding distance on the ground.

Requirement – All maps should include a scale bar either in units of feet or miles.

Guideline – Any scale bar can be used as provided by the ESRI symbology template in ArcGIS software, however, consistency is recommended from map to map. Text scales may also be used. Engineering scales should be used when possible e.g. 1" = 100', 1" = 200', 1" = 300'.

Examples –  1" = 100', 1 inch = 100 feet

Page Border

Description – A rectangle that surrounds all elements of the map.

Requirement – All maps should include a page border and be a single solid black line.

Guideline – The thickness of the page border should not be too large and ideally covers as much page as possible. A map view border can also be used.

Example –



Date

Description – The calendar time when the map was created.

Requirement – All maps should include a date indicating map creation.

Guideline – Any format is acceptable and date for aerial photography is recommended.

Examples – “Map Created: May 2011”, “Aerial Date: Spring 2008”, “Map Updated: 2/11/2011”, “Map Created: 2001-05-30”

Department Name

Description – A text phrase indicating what department of an agency created the map.

Requirement – All maps should include a department name from which the map was created.

Guideline – The department name should be in black and may also include map author or other contact information.

Example – “Tipton County Public Works – Dwayne Coley, 8279 Highway 51 S, Brighton TN, 901.837.5900, dcoley61@yahoo.com”

Page Sizes

Description – The size of the map relative to printing and viewing purposes.

Requirement – All maps should be based on standard sizes unless specific to project.

Guideline – Maps should use either the Arch or ANSI standard sizes in inches including legal.

Example –

ANSI A	8.5 x 11	Arch A	9 x 12
ANSI B	11 x 17	Arch B	12 x 18
ANSI C	18 x 24	Arch C	18 x 24
ANSI D	22 x 34	Arch D	24 x 36
ANSI E	34 x 44	Arch E	36 x 48

General

Description – Elements of the map process to be emphasized.

Requirement – All maps should incorporate aforementioned cartographic objects. The north arrow, disclaimer, title, scale bar, page border, department name should be in black.

Guideline – Same font style and color should be used throughout map unless to identify important issues necessary for comprehension of the map.

