

### **Appendix 3: PAPO's Mapping and Cartography Guidelines**

As increasing numbers of members are now setting up maps, and it is important that we have a consistently high standard of map presentation as a club. The following guidelines have been drafted to help maintain this standard.

**Wherever possible please prepare courses using Condes, not OCAD.**

When making up a map, especially using part of a map, it is important to include all the additional information around the map if at all possible. White & Yellow course competitors definitely need a legend, north lines and the scale, but Red and Orange competitors may not. This means that when you are deciding what size of finished map you will end up with on each course, the planner need not go to A3 just to put a legend on for Red and Orange courses. Instead, ensure that the legend is available for them to look at, both at the camper, and at the start.

The mapped area should extend at least 10-15mm beyond any of the outer control points. Where possible (especially for White & Yellow courses) it should run out to a significant catching feature (track, road, water course, etc).

If you must use OCAD to create your course files, remember to change the print scale rather than the map scale when changing a map scale (e.g. 1:5000 for White), i.e. DO NOT change the scale that you find in the Options, Scales screen.

Where there are fences on the map these should be hidden for Red courses.

The map should include:

- A title or name (e.g. Waikari)
- The club's webpage - [www.papo.org.nz](http://www.papo.org.nz)
- The PAPO logo
- Scale (correct for that map)
- Scale bar (consistent with the scale)
- A legend (all be in one place) containing ALL the features on the current map
- Contour interval
- Map version Number e.g. AH080216
- History of Cartography & Fieldwork
- Copyright statement
- Magnetic North lines
- Acknowledgements to landowners or sponsors, where appropriate
- If the map contains any private land: "Possession of this map does not imply right of access"

If you are having difficulty setting up the base maps and fitting everything around them then contact the OCAD Map Keeper, or Linley Earnshaw (ph 355 5052) well before the map is due at the printers.