

# EDITING CHECKLIST FOR MAPS

## Preliminary steps

- Check with Cartography that the drafting plot submitted for editing is the latest version of the map.
- Check the completeness of the QAE file (Permission-to-Publish, two critical reviews, and tombstone information)
- Verify the tombstone information in the Publication Tracking Database. Correct and update if necessary.
- If a series number hasn't been assigned to the map, request one from Digital Design Co-ordinator.

## Editing

### *Map Face*

#### Topographic base

- Check that all geographical names are official names and are spelled correctly, using the Canadian Geographical Names Data Base (Geographical Names of Canada Web site and appropriate Provincial databases).
- If, for very special and appropriately justified reasons, unofficial topographical names are used on the map, a notice to that effect must appear in the surrounding information.
- Ensure that all geographical names are legible and appropriately placed.
- Ensure that all major features are named. Query apparent missing names.
- On bilingual maps, look for pan-Canadian features and ensure that they are indicated in both official languages. A list of pan-Canadian features can be found at [http://www.nrcan.gc.ca/ess/pubs/guide/prep/first\\_e.html](http://www.nrcan.gc.ca/ess/pubs/guide/prep/first_e.html)
- Ensure that all provincial/territorial boundaries are properly labelled.

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Date

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Job #

### Geological information

- Ensure that all geological units are listed in the legend and are represented on the map face with the same colour and unit designator. Query any inconsistencies.
- Ensure that the colour variations between map units are easily distinguished, and flag those that seem to be similar. Note that the preliminary copy you receive may not have the final colours: check the plotter information printed on the map. In the upper left-hand corner where “plotter” is printed, if it says “final”, that means that the copy you have was plotted with UV-resistant ink and the colours are final, if it says “check”, the colours are not final.
- Ensure that all symbols (lines or points) are listed in the legend and shown using the same graphical representation (size and shape).
- Ensure that all symbols are legible and that their placement makes geological sense.
- Check spelling, punctuation and grammar for all annotations on the map face and indicate **all** changes on the drafting plot.
- Ensure that all annotations are legible, properly placed and not in conflict with other geological or topographical information.
- Based on your scientific knowledge and common sense, query anything that isn't clear or doesn't make sense.

### **Surrounding information**

- For all occurrences of text in the surrounding information, check spelling, punctuation, grammar, syntax, GSC style, and usage; indicate **all** changes in the digital file and submit a print-out to author along with any queries. When the print-out is returned, incorporate the author answers into the digital file.
- Submit the clean file to Cartography with the paper copy of the map.

### Legend (map units)

- Check that all map units listed in the legend with their respective designators and colours appear on the map face.
- Ensure that the vertical sequence of geological units is age-based, with the oldest units at the bottom of the list.
- Ensure that the unit hierarchy is well reflected in the layout (indentation, alignment and heading weight).
- Edit the unit descriptions using the approved reference materials: *GSC Guide to Authors*, *The Canadian Style*, and the American Geological Institute's *Glossary of Geology*.

- Check spelling, punctuation, grammar, syntax, GSC style, usage, organization, and clarity of presentation; indicate **all** changes to the text.
- Ensure that the same descriptive elements (e.g. lithology, texture, composition) are used to define every unit and are presented in the same order.
- If a common legend is used for multiple map sheets, the map units not represented on the map face are left in blank. A special note is added at the top of the legend, stating that fact and listing the map sheets sharing the same legend.

### Symbols

- Ensure that the vertical sequence of symbols is age-based, with the oldest features at the bottom of the list.
- Ensure that all symbols (lines or points) listed in the legend appear on the map face using the same graphical representation (size and shape).
- Edit the description elements using the approved reference materials: *GSC Guide to Authors*, *The Canadian Style*, and the American Geological Institute's *Glossary of Geology*.

### Descriptive notes (if applicable)

- Edit the text using the approved reference materials: *GSC Guide to Authors*, *The Canadian Style*, and the American Geological Institute's *Glossary of Geology*.
- Check spelling, punctuation, grammar, syntax, GSC style, usage, organization, and clarity of presentation; indicate **all** changes to the text..
- Check the spelling of all geographic names in the Canadian Geographical Names Data Base.
- Ensure that all geographic names within the map area cited in the text appear on the map face.
- Ensure that any diagrams, photos, tables appearing on the map sheet are cited in the text (if applicable).
- Ensure that all cited references in the text are included in the reference list.
- Check the spelling and capitalization of all geological names (e.g. stratigraphic units, physiographic features).
- Any questions regarding the content or clarity of presentation should appear as queries to the Author.
- Check for any information (e.g. confidentiality clauses, third-party interest, copyright, trademarks) that might have legal implications.

### Other graphical elements with scientific content (if applicable)

- Diagrams, photos, and tables
- Ensure that they are numbered.
- Ensure that a caption is provided and matches the content.
- Ensure that these figures are cited in descriptive notes.
- Refer to Pub 4000 (Editing Checklist for Monographs) for an editing checklist of figure content and caption.

### Cross-sections

- Check that the line of section appears on the map face with the appropriate labels (A-A').
- Ensure that the legend for the cross-section matches the legend for the main map.
- Ensure that the horizontal scale matches the main map scale. If not, a numerical scale and scale bar must be present.
- Ensure that the vertical exaggeration factor is indicated.
- Check spelling, grammar, style, capitalization of all annotations.

### References and/or map sources

- Check that all reference citations in the descriptive notes or at any other place in the surround information are listed in the reference list.
- Ensure that all references or map sources in the reference list are complete and correct and that they conform to the GSC style according to the *GSC Guide to Authors*.

### Other information

- The information surrounding the map face is for the most part of standard nature. Ensure that there are no inconsistencies, missing information, or grammar or spelling mistakes.

### Title block

- Ensure that the language representation for the different title block elements is correct (original language at left, second language at right).

Map number

Title

The title properly identifies the nature of the information portrayed (Bedrock geology, Surficial geology, etc.) and the geographic location.

For regional geology maps closely related to NTS sheets at 1:50 000 and 1:250 000, the title includes the name of the corresponding NTS sheet (or combination of NTS sheets).

For regional geology maps at different scales or not closely related to NTS sheets, the title should be based on a prominent geographic feature within the map area, that is not used as an NTS sheet name.

For regional maps, the names of all provinces and territories covered in part by the map are indicated in the title.

Numerical scale

Scale bar

Map projection

Datum

Copyright notice

#### Location map

- Ensure that the map area is properly indicated on the national map.
- Ensure that the language representation is correct (unilingual or bilingual).

#### Index map

- Ensure that all adjoining maps are properly represented.

#### Source Map (if applicable)

- Ensure that source map shows the areas covered by sources or areas of responsibility of different authors or compilers.

#### Recommended citation

- Ensure that the recommended citation follows GSC style for references.
- Ensure that the title matches the title of the map as it appears in the title block.
- Ensure that the author name(s) match those in authorship credit.
- Ensure that the date matches the publishing date and copyright date.
- Ensure that the map number matches the one in title block.

### FIP requirements

- Ensure that the Canada Wordmark and Department signature are present and that their size is proportionate to the map dimensions.
- Ensure that the order of precedence of French and English in the Department signature is in agreement with the language of the map.

### GSC logo

- Ensure that the GSC logo is present and proportionate to the map dimensions.
- Ensure that the order of precedence of French and English on both sides of the logo is in agreement with the language of the map.
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### Other logos

- Ensure that any other logos appearing on the map are approved (e.g. PCSP, NATMAP).
- Their position and size must not overshadow FIP elements and GSC logo.
- Ensure that no other logos are present.

### Credit notes

- Ensure that the credit notes include proper identification of all contributors with their name and professional affiliation, the nature of the tasks they performed, and the years when the fieldwork and compilation were done.

### Samples of categories in credit notes

- Authors (in bold type) Any author affiliations are to be keyed to footnote indicators in the Author entry.
- Geology
- Geological compilation
- Co-ordination, program
- Digital cartography
- Assistance from other people can be mentioned in the acknowledgments section or descriptive notes

### Other notes

- ISO note
- GSC disclaimer note
- Digital base map source
- Digital base map modification
- Magnetic declination note
- Elevation units
- Special note for virtual light source and vertical exaggeration for shaded relief maps
- Special note for map sets
- Special note for legend on a separate sheet (mainly for map sets)
- Special note for symbols and geological units not appearing on map

### Sales offices

- All 3 sales offices appear; information should be bilingual on bilingual maps. GSC Quebec or GSC Atlantic maps that will be sold from those offices also list those addresses.

### Publishing Date

- Ensure that publishing date matches copyright date and date in recommended citation