BOLTSS

A map always needs a:

- Border
- Orientation
- Legend
- Title
- Scale
- Source
* A border shows where the map begins and ends
* The border must enclose the whole map
* Your map must show which way is North.
* This must be completely accurate (sometimes north is not straight up!).
* It is customary nowadays to put North at the top of a map (but this wasn’t always the tradition).
* You may also include south, east and west, (and NE, NW, SE and SW) but they are not required.
Here is the north arrow on the sample map.

Notice that it is close to the title, and large enough to be seen clearly.
The legend explains the choices you made on your map.

Colour-coding, symbols, etc. must be explained on every map.

NOTE: Blue should not be used for anything but water—otherwise your reader will be confused!
On this map, the legend explains that numbers were used to represent countries that were too small to label.

Put your legend in an otherwise “empty” spot on your map (somewhere nothing important is showing).
* The title of a map should briefly tell why it was made. What are you showing on your map? What is the point?

* Your title should be large enough to see easily and clearly. It should be the largest writing on the map.

* Notice that the title is INSIDE the border. Be sure you have no spelling, capitalization, or grammatical errors in your title. Underline it.
The scale on the map tells your reader how far apart things are in real life.

There are three kinds of scale:

* Ratio (e.g. 1:25 000) means 1 cm on the map is 25 000 cm in real life.
* Equality (e.g. 1 inch = 250 miles) is pretty clear on its own.
* Bar shows the scale visually:

Be sure your scale is the same on all parts of your map, and it is accurate!
* You MUST tell your reader two things under source:

* Where you got the information that is on the map (you weren’t born knowing where the border between Switzerland and France is!)
  * Be sure that you use proper MLA formatting—not just the URL or title of a book—to share this information.

* Who YOU are, so your reader can decide whether or not to trust your map (and so you can get the marks you earned).