

MAP INSTRUCTIONS

When given a map in class please follow these instructions unless other wise told differently.

- When labeling countries, rivers, mountains, bodies of water, cities, etc. Write them in all CAPITAL LETTERS.
- When labeling battle sites please also use a dot.
- Make all letters the same size.
- Place a dot where a city is located.
- When shading in countries do not use the same color for any other surrounding nations.
- Always put a title at the top of the map explaining what the map is showing. (If there is not one already given)
- Use a key if needed on a separate sheet of paper. (Write the number 1. for the first item on your key. This should correspond with the number 1. on your map. Continue with the number 2,3, etc.)
- You do not need to write in all capitals on the key, standard rules of English apply.
- Do not put all the items on the key.
- Use colored pencils only to color in maps.
- Try to use even shading while coloring.
- Do not color in bodies of water.
- No abbreviations for countries. (You may use abbreviations if the word is abbreviated on the “map term list”.
- You must fit the whole word inside the boundaries of the landform, body of water, etc. do not overlap on to other areas.
- All writing does not need to be written horizontal (please do not write up side down)
- No arrows directing toward and area.
- You may use pen or pencil (pencil is suggested)
- Do not hyphenate words so that they will fit into a space
- The goal of a map is for a person to be able to read and learn from the map. If your map is unable to be read then you did not follow the map instructions.



TYPING INSTRUCTIONS

When typing a paper, essay, or any other document that is to be passed into the teacher please follow these instructions unless other wise told differently.

- 12 point font
- Times New Roman print
- Double space
- Standard margins around the paper
- Put your name in the upper left corner of the paper.
- The title should be centered on the line underneath your name.
- Staple in the upper left corner (no plastic binders, sleeves, ribbons or extra stuff)