

Proposals for standardising the use of terminology by the Charles Close Society

As editor of *Sheetlines*, I have had some correspondence with members as to the use of certain terminology, and the experience of editing four issues has made me feel increasingly the need for standardisation in usages. Partly inspired by Ordnance Survey producing its *Conventions... for authors* (draft, April 1991), and partly by the practicalities of editing, I have drawn up some proposals for standardising usages, which I intend to submit to the Society's Committee at the first convenient opportunity, but which I think ought to be available to members in draft form, for comment. Although what follows often reads like instructions, it should be studied with the words 'it is submitted that...' always in mind!

The list is divided into two parts: first are some extracts from the Royal Society's *Glossary of Technical Terms in Cartography*, as quoted in the Ordnance Survey *Conventions*, with some comments in square brackets, and second are some proposals for describing other matters, for which the *Conventions* provided a starting-point.

1 - Technical terms

Bleeding edge: the edge of a map to which printed detail extends after the paper has been trimmed. Usually found in atlases, [and also employed on early 1:250 000 6th Series ('Routemaster')].

Border: the area between the outer frame of the map and the neatline.

Extrusion: the extension of detail outside the neatline.

Frame: the line dividing the surround from the border.

Graticule: the system of lines representing meridians and parallels on a map. [I suggest that in CCS practice this be taken to mean 'Latitude and Longitude'.]

Grid: the lines drawn across the face of a map to form a reference system based upon some chosen projection. These grid lines may be geographical lines of latitude and longitude, or, in the case of Ordnance Survey maps, the National Grid. [I suggest that in CCS practice this be taken to mean the various national grids which have been used, i.e. the yard-based system in use 1931-9, the 'WOFFO' metric grid, the Irish Grid, and the present National Grid. I further suggest that 'grid' *must not* be used for 'squaring' references peculiar to a particular sheet, as used on e.g. the One-inch Popular Edition, or pre-1919 British military mapping.]

Inset: a separate map positioned inside the neatline of a larger map. In Ordnance Survey practice the inset map is usually of an area geographically outside the sheet but included in the sheet (and usually at the same scale) for convenience of publication. Sometimes erroneously known as 'insert'. [Sometimes an inset may be variously an enlargement of detail, a small-scale diagram drawing attention to some particular feature, or smaller-scale mapping, perhaps serving to locate the main map. Such things as marginal diagrams of Public Rights of Way information, outside the neatline, are *not* 'insets'.]

Layer box: a box or wedge of colours, usually in the legend, illustrating the layers of colour used on the map, and usually relating to heights above or depths below sea level. Sometimes called a 'Colour wedge' [but not, I suggest, in CCS practice].

Legend: an illustrated and descriptive display of the symbols, abbreviations and other conventions to be found on the map. The legend usually appears outside the border, but may occasionally be placed on the body of the map, preferably in open space such as large extents of sea-area. [In the past 'Reference' has been used on some OS maps, notably the One-inch Fifth Edition and Quarter-inch Fourth Edition, and 'Key' or 'Conventional Sign Panel' (CSP) by some writers. It is proposed that in future 'Legend' be used.]

Linear scale: a sub-divided line showing linear distances at a given scale. Sometimes called 'Bar scale'. ['Scale bar' has been employed by several CCS members, in *Sheetlines* and elsewhere, notably in the cartobibliographies for Harry Margary's facsimiles, and in view of this and the more explicit nature of the phrase, it is proposed to use 'scale-bar'.]

Map face: the area enclosed by the neatline. Sometimes called the 'body'.

Margin: see *Surround*. ['Surround' appears to be an unnecessary inflation by those who mistake quantity for quality. It is proposed that 'Margin' be retained.]

Neatline: the fine line to which all detail on the map is drawn. (But see 'Extrusion', above.) [Observe the singular; the neatline goes all round; there is no 'top', 'bottom' neatline, etc.]

Sheetline: the limit of a map sheet, usually defined by the graticule or grid lines.

Sheet size: the dimensions of the area enclosed by the neatline. [Although a common convention is to quote height before breadth, so that for example a One-inch Popular Edition sheet would be described as '18 x 27 inches', this rule is not always followed: I suggest that dimensions be specified in the form, e.g., '27 inches west-east by 18 inches south-north'.]

Surround: the blank area of paper lying outside the printed area of the map. Sometimes called the 'Margin'. [I prefer the latter.]

Vertical interval: the vertical distance on the ground between two adjacent contours. Sometimes known as the 'contour interval'.

2 - Other usages

Certain other usages in *Sheetlines* and other CCS publications have in the past been somewhat unsystematic. I propose that the following conventions be adopted for use in all future CCS publications:

Abbreviations: in general to be spelt out in full in first appearance, even though they are very familiar to almost all users, e.g. CCS and OS. They would never be used in titles to articles, though it might be acceptable to use them without explanation in 'Notes and Queries', for example. Those which can, indeed, should, be used without explanation include 'km' for kilometre(s), 'm' for metre(s), yd for yard(s). (Unfamiliar measurements, etc, e.g. the toise, should be written in full.)

'Britain': by itself has no official status. *Great Britain* refers to England, Scotland and Wales and their offshore islands, but excluding the Channel Islands, Ireland and Isle of Man. The *United Kingdom* before 1922 referred to Great Britain and Ireland; since then it has referred to Great Britain and the 'six counties' of Northern Ireland. *The British Isles* is purely a geographical term, embracing Great Britain, Ireland, the Isle of Man and the Channel Islands. (The term 'North-West European Archipelago' has been proposed by certain Irish geographers but has as yet not found favour. 'These islands' is old-fashioned, but useful.)

Covers and folds: pending further discussion, it is submitted that the terminology should follow that in John Cruickshank and David Archer, 'OS covers - a glossary of terms', *Sheetlines* 18 (April 1987), pp 2-9, and that covers should be additionally identified by the 'Hellyer number' given in the list by Roger Hellyer in John Paddy Browne, *Map Cover Art*, (Southampton, Ordnance Survey, 1991), as supplemented from time to time in *Sheetlines*. For example, the 'cyclist' cover for the One-inch Popular Edition is H.11.

Dates: to be written as follows: 21 June 1991. The use of Roman numerals for the month to be avoided as a rule, but may be acceptable in certain specialised contexts, for example additions and corrections to the cartobibliographies for the facsimiles published by Harry Margary.

Editions: see 'Series' below.

Grids: *Irish Grid:* this term seems to be favoured in Northern Ireland, whereas 'National Grid' is used in Eire. I suggest that either 'Irish Grid' or '(Irish) National Grid' be acceptable; '*National Grid*' by itself must be reserved for the Transverse Mercator metric National Grid currently used in Great Britain. The grid or co-ordinate system used on certain pre-1939 maps, e.g. the One-inch Fifth Edition, should be referred to as the 'Yard Grid' or 'National Yard Grid'.

Grid references: as far as possible these should be according to current National Grid usage. However, references to particular features on maps with an obsolete grid or squaring system printed on them should be made using that system rather than the current one.

'Ireland': as a geographical term this refers to all thirty-two counties. When referring to the 'twenty-six counties' I suggest that it is best to use Eire; in referring to the Ordnance Survey, Ordnance Survey of Ireland (OSI) to be used.

Measurements: I propose that for maps which employ only imperial units, even though (like the county series 1:2500) they be at 'rational' or 'natural' scales, sheet sizes and distances on the map face be quoted in imperial units, with the metric equivalent in brackets; for those which employ both (e.g. the One-inch Seventh Series), that metric units be quoted first where they rather than imperial units are obviously of primary importance, so that a Seventh Series sheet would be described as 'measuring 40 km W-E by 45 km S-N (24.855 by 27.962 inches) within the neatline'. As a general rule, no imperial equivalent need be given for maps employing only metric measures. Although the practice of giving measurements from the neatline to various items of marginalia in metric units is customary, it is worth checking an 'irrational' usage; for example, the width of the border of the New Series Third Edition Large Sheet Series is about 6.3 mm, which seems 'irrational', but is exactly 0.25 in, which of course is wholly 'rational'.

Metaphors and classical phrases: I submit that metaphors be used with care, and knowledge, and that, for example, sailing terminology should only be used by those who have actually tried their hand at that pursuit. Classical phrases appear to me unobjectionable, indeed useful, provided the writer knows the exact translation.

'Northern Ireland': care should be exercised here: 'Northern Ireland' refers to the 'six counties' of the province which came into being in 1921; 'northern Ireland' is a geographical term applicable to that part of Ireland north of an approximate line from Galway to Dublin.

Numbers: I suggest that those of 9999 and below be written without commas, and those above with a comma between the thousands: thus scales would be expressed as '1:2500', '1:1,267,200'. The omission of the commas is gaining in vogue, but I suspect it is not 'user-friendly' for most of the Society's readers.

Place names: in general these should follow current Ordnance Survey practice, including care as to hyphenation and capitalisation, with the following exceptions: (1) Observance of customary usage if different from current OS if the writer resides locally; (2) When referring to places in the specific context of an obsolete map: thus 'Dolgelly' should be used rather than 'Dolgellau' in the specific context of pre-1960 mapping.

References and citations: I suggest that as a rule a system of numbered footnotes be used. An exception to this would be in reviews where the 'Harvard system' can be useful: thus 'Smith (1979)' in the text will refer to the full citation of the original in a bibliography at the end. Such bibliographies should in general be confined to writings cited in the main text, though it may be useful, for example, to list also related reviews of an earlier edition of the subject of the review. References to publications should be as follows:

To a book:

W.A. Seymour (ed), *A History of the Ordnance Survey*, Folkstone, Dawson, 1980.

J.H. Andrews, *A Paper Landscape: the Ordnance Survey in nineteenth century Ireland*, Oxford University Press, 1975.

To an article:

J.B. Harley, 'Error and revision in early Ordnance Survey maps', *Cartographic Journal*, vol 5 (1968), pp 115-24.

Subsequent references could be in various styles, e.g. 'Andrews (1975)', 'Harley, loc. cit.', 'Andrews, *Paper Landscape*'; the main thing is to be consistent.

British Parliamentary Papers should be referred to by the full citation system in the official *Indexes*. (A reference to 'Reports and Papers, vol XLI' can be meaningless if a reader following up the reference only has access to an incomplete or unbound set.) This would take the form of the title of the paper, followed by 'B.P.P.', '(H.C.)' (for the House of Commons series; references to the House of Lords series are very rare, but not unknown), the session (e.g. '1854'), the paper number, (always in round or square brackets: e.g. '1831'), the volume number, (in Roman numerals, e.g. 'XLI'), and the page number within the volume where the paper starts, without any prefix (e.g. '187'). Although it is a rule which is rarely followed, I submit that it is important that such a full reference be given, as the arrangement of these papers frequently varies; if necessary a full reference ought to be supplied by the editor of *Sheetlines*. Thus a full reference would be in the style *Correspondence respecting the Scale for the Ordnance Survey and upon Contouring and Hill Delineation*, B.P.P. (H.C.) 1854 (1831), XLI, 187. A page within that paper, for example page 144, would be referred to by adding ', p.144', after '187'. In referring to minutes of evidence, it is best to quote the question number rather than the page number, for two reasons, (1) minutes of evidence were sometimes published in more than one version, with consequent alterations to the pagination, (those for the Select Committee on the Ordnance Survey of Scotland of 1856 are a case in point, existing in both octavo and

foolscap editions), and (2) they were usually densely packed onto pages in double-column; use of question numbers is much easier for tracing a reference.

Reference to unpublished material should be in the form of citing the document, followed by the repository, e.g. 'Colby to Byham, 8 May 1837, Public Record Office WO 55/1273'. For more recent material, e.g. post-1926 Ordnance Survey files, it should be sufficient to quote the document number within a file, e.g. 'Minute 27, PRO OS 1/460'. (If the date is crucial to an argument, it should be quoted in the main text: 'Jones wrote to Smith on 27 January 1985'.)

Scales: it is suggested that for CCS purposes maps at scales of 1:17,500 and larger be considered as 'large scale', and those at 1:17,501 and smaller be considered as 'small scale', (without hyphenation). [This division has been devised in order to take account of a number of OS street atlases at 1:18,103 scale.] The term 'medium scale' was used between c.1945 and 1965 for the 1:10,560 and 1:25,000 scales, but is now obsolete and should be avoided. Scales related to imperial units can be written as e.g. One-inch, Six-inch, but on their first appearance must be followed by the representative fraction, e.g. 'Six-inch (1:10,560)'. 'Natural' or 'rational scales' should in general be written simply as e.g. '1:2500', '1:10,000', though it is acceptable to use a colloquial term on first citation, e.g. "1:2500 ('25-inch')". Capitals should be used when the scale is part of the map title, e.g. 'One-inch Seventh Series', but not where it is an ordinary noun, e.g. 'The one-inch scale has many uses...'

Series and Editions: I submit that considerable care be exercised, as Ordnance Survey practice in regard to these has varied from time to time. The cardinal rule should be to respect what, or equally important is *not*, printed on the map itself, and to be careful as to the use of lower and upper case letters: the latter should only be used when quoting a title *on the map itself*. (This is simply following the standard rule of English usage for proper names.) Since 1951 the working definition of 'Series' has been used to denote (a) a range of maps produced to a standard specification (e.g. 1:50,000 Second Series), or (b) a generic title, e.g. the 1:25,000 series. 'Edition' is used to denote a particular revised version of a sheet within a series, thus e.g. '1:50,000 Second Series, sheet 187, edition B1'. These usages should be followed when discussing any maps of a series initiated since 1943, *except* where the title of the map itself is at variance. For example, the first civil series of 1:25,000 maps of Great Britain was the 'Provisional Edition', and it was to be followed by a 'Regular Edition' of which a few sheets were actually published. In this instance 'Edition' is to be used in preference to 'First Series', which was the official term from 1968 onwards but which rarely appears on the maps themselves. For series initiated before 1943, particularly at the small scales, the position is awkward, partly because many of the maps do not carry any indication of 'series' or 'edition'.

If a map carries a GSGS, military Standard Series, or Directorate of Overseas [or Colonial] Survey series number that should be quoted; indeed, it is often a useful shorthand. A case where as a rule it should *not* be quoted (except of course in a military context), is the dual civil-military 1:50,000 (series M.726).

The large scales: Although the term 'National Grid Series' is a proper one, the 'county series' is a descriptive one; no 'county series' wording ever appeared on a map, though it has done on indexes and in descriptive matter. Lower-case should be used in referring to county series mapping.

Although the usual practice until the early 1920s was to 'sweep' a whole county, it is not necessarily wise to refer to, say, 'Yorkshire 1:2500 Second Edition sheet CCLXX.15', as numbering of editions in this fashion was abandoned after 1907. The form should be 'Yorkshire sheet CCLXX.15, Second Edition 1907'; 'Yorkshire sheet CLXI.9, Revision of 1932', according to what appears in the upper margin. However, it is sometimes convenient to write 'the second edition of the 1:2500 plans of Yorkshire'.

'First editions': it is usually best to avoid treating this as upper case, as this was often, though not always, only added on reprint. In the 'replotted counties' the engraved six-inch maps surveyed 1841-54 were disregarded when the derived six-inch sheets of the 1887-96 'resurvey' were published, so that the revised Six-inch quarter sheets published after *circa* 1905 were called 'Second Edition', although they were the third generation, so to speak. A phrase such as 'Devon sheet 149 (1872 edition)' is safe.

The One-inch map: I suggest that the following usages be adopted:

The Old Series: those sheets which were first published between 1805 and 1874. In default, sheets 91-110 which were subsequently considered as New Series sheets 1-73 should be treated as Old Series. (The terms 'old series' and 'new series' were originally descriptive of the sheetline arrangement, but had become proper names by customary usage by the end of the 19th century.)

The New Series: this should in general not be used by itself unless it is intended to refer to the whole of the One-inch mapping of England and Wales published between c.1874 and 1913. The various permutations are described in more detail in Richard Oliver, 'What's what with the New Series', *Sheetlines* 5, (December 1982), pp.3-8, but the fundamental divisions are as follows:

New Series, first edition: published 1874-95.

New Series, second edition: published 1895-9. (Sometimes referred to as the 'revised New Series', which is not very explicit, as further revisions of the New Series were published, see following):

New Series, Third Edition: published 1903-1913.

New Series, Fourth Edition: published 1911-12, (then abandoned).

After 1914 the 'New Series' element became less important, and the addition of 'New Series' in front of the following is no doubt correct, but also pedantic:

'Popular Edition', published 1918-26.

Fifth Edition, published 1931-9, (then abandoned).

New Popular Edition, published 1940-47. (Though 'Sixth Edition' was sometimes used in extra-cartographic description and on some map cover spines, it did not appear on the maps themselves, and ought not to be used.)

Seventh Series, published 1952 onwards. ('Seventh Edition' should not be used, except when referring to unpublished proofs, etc, of the period before March 1952).

In Scotland, there was no 'old' and 'new' series, and the following should be used:

Scotland, first edition, published 1856-87/95.

Scotland, second edition, published 1896-8.

Scotland, Third Edition, published 1903-12.

Scotland, Fourth Edition, published 1912, (then abandoned).

Scottish Popular Edition, published 1924-32.

Scottish Popular Edition with National Grid, published 1945-8.

In Ireland there was no 'old' and 'new' series, and the following should be used:

Ireland, first edition, published 1855-62/95.

Ireland, revised first edition, published c.1888-95.

Ireland, second edition, published 1898-1901.

Ireland, Third Edition, published 1909-16, (then abandoned).

Northern Ireland: Popular Edition, published 1937 onwards, ('Popular Series' appears on some covers, but not on the maps, and ought not to be used).

Northern Ireland: Third Series, published 1960 onwards.

Proposals for shorthand abbreviations for pre-1914 One-inch maps were made by this writer in *Sheetlines* 5, (q.v. above) and *Sheetlines* 30 (pp.10-12), but, though useful, pending general acceptance they should not be treated as 'series numbers'.

There are no doubt several points which I have overlooked, and I shall be indebted to anyone who points them out.

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