



MAP NUMBERING GUIDE

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Not yet a formal ASF Standard but required for the identification and listing of cave maps.

Contents

1. Purpose.....	2
2. Introduction.....	2
3. Map number structure.....	2
4. Arrangement of map list.....	4
5. Co-ordination.....	4
6. Allocation responsibility.....	4
7. Definition of a cave map.....	5
8. Definition of an area map.....	5
9. Source abbreviations.....	5
10. Defunct sources.....	5
11. Cave maps appearing on area maps.....	6
12. Unnumbered caves.....	7
13. Multiple entrance caves.....	7
14. Republished maps.....	7
15. Modifications to existing maps.....	7
16. Maps under preparation.....	8
17. The Map Summary form.....	8
18. Updating.....	10
Appendix 1 Map Source Codes.....	11
Appendix 2 Sample filled in Map Form.....	13

This edition

Modifications in this edition:

- new map source codes;
- allocation responsibility for "ASF" map numbers;
- a new alternative for maps of unnumbered caves;
- clarifications.

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1. Purpose

This procedure explains how to allocate ASF map numbers and how to fill in the Map Summary forms.

The reason for the existence of "ASF" map numbers is to permit a consistent and unambiguous reference to any map, and to permit the rational production of the Australia-wide Map List.

2. Introduction

The structure of the number has been chosen in such a way that no matter in what State a map has been produced, all maps of the one cave, or area, will automatically be brought together as soon as the numbers are sorted into alphabetic and numerical order for publication.

The numbering method has also deliberately been chosen in such a way that clubs can easily allocate their own ASF map numbers without fear of duplicating anyone else's, and without reference to any central co-ordinator. There is therefore no need for a club to operate any other map numbering system.

The fact that any particular cave can be mapped by a club from anywhere in Australia or beyond, means that the co-ordination of map listing, as opposed to number allocation, must always be done centrally on an Australia-wide basis.

3. Map number structure

Each map is allocated a separate number according to the principles shown in this example:

3B10.VSA29

- i.e. 3 State in which the cave is situated. This component is necessary because the same cave number can appear in different States.

The codes are the same as shown on the Cave Summary form, which for Australia are the 1st digit of the State postcode numbers, but with NT as 8.

- B10 Number of cave depicted on map, with no symbol or space between the area code letters and the cave serial number.
- - A separator, always to go in.
- VSA The original source producing the map, using a standardized abbreviation (See Section 9 below and Appendix 1).
- 29 The "sequence number" allocated by the source organisation (here VSA) to this map.

The map sequence number can be chosen either from a single series of consecutive numbers used by the club to number all its maps, or alternatively, from a separate series being kept for each cave.

The recommended method is the former, that is, a single series for all their maps. This simplifies record-keeping, and for clubs who previously numbered their maps purely 1,2,3,4

etc. from a single series, enables them to retain the same sequence number as before. In addition, the maps still remain filed solely by their sequence number, with no need to group into caves or areas. This simplifies handling.

Whichever method a club has chosen, it should be used consistently, although it is possible, in fact preferable, to swap from multiple series' to a single series for any new maps.

Area map numbers use the same principles as the example above, adapted below:

Area maps related to one cave area only:

3B.SSS120 3B.VSA14 3B.VSA27

i.e. The cave area code letters are retained but no cave serial numbers are shown.
All else as above. Note the need for the full stop to separate the letter components.

Area maps covering more than one area but only one State:

2.SUS1 2.SUS2 2.TCC1

i.e. State code number retained but now area letters deleted. All else as above.

Area maps covering more than one State, or whole countries:

AU.GEN1 AU.VSA4 PG.SSS160

i.e. A standardized 2-letter code* for country replaces State, area, and cave codes.
Remainder as above.

Note: Country only appears in the map number of maps which cover all or a major part of a country: as with Australia, the map numbers of localized area or cave maps of another country should not include the country code. The country of a map is normally clear from the group in which it is listed. Again, like the State code, the country code refers to the location of the subject of the map, not of the map producer.

Codes* for some nearby countries or areas:

Australia	AU	New Caledonia	NC
East Timor	TP	New Zealand	NZ
Fiji	FJ	Papua New Guinea	PG
Indonesia	ID	Philippines	PH
Malaysia	MY	Thailand	TH
Nauru	NR	World (not in ISO)	AA

* ISO Alpha-2 codes from ISO 3166-1981. Further codes will be issued from the ISO Standard by the Map List Co-ordinator as needed.

4. Arrangement of map list

Entries are arranged by map number in numerical and alphabetical order, with the same priority as the elements of the number, i.e. the first division will be by States in numerical order, then alphabetically by cave area within a given State, then numerically by cave serial number within a given area, then alphabetically by club within a given cave serial number, and then numerically by map sequence number within a given club. This arrangement applies for each country treated, and brings together in one place in the List all maps of each cave.

Overall, the Map List is therefore arranged as follows:

Maps of whole 1st country (Australia)

- 1st State name
 - 1st area name
 - area maps
 - cave maps
 - maps of unnumbered caves
 - person controlling GEN map numbers for the area
 - 2nd area name etc to end of areas for 1st State
- 2nd State name etc to end of States

Maps of whole of 2nd country etc to end of countries

List of source abbreviations

Details of all producers of GEN maps

Within one area, the arrangement is like this example:

3B10.SSS123
SUS5
VSA16
VSA29
3B11.VSA5
VSA28
3B12.SCS1

The data will be presented in columns to facilitate comparison.

5. Co-ordination

Co-ordination for the compiling of Map List data will be carried out by an "Australian Map List Co-ordinator".

6. Allocation responsibility

Map numbers of all the above kinds are allocated by the source organisation producing the map, using the standardized 3-letter source abbreviations as shown in Appendix 1.

In the case of sources not being a recognised organisation and not issuing maps frequently enough to warrant a standard abbreviation, map numbers will be issued under the source abbreviation "GEN" (for "general"), either by the person allocating cave numbers in the area concerned, or as otherwise decided by the State liaison body. The issuer's name is published in the Map List under that area so that others know whom to approach for allocation of GEN map numbers for that area.

"ASF" map numbers are issued in the same way as GEN map numbers.

GEN and ASF map numbers for "whole country" maps are issued under the control of the Australian Map List Co-ordinator.

7. Definition of a cave map

For the purpose of deciding what to allocate separate map numbers to, a cave map is defined as "a graphic representation of one cave".

Therefore the following types of maps are each allocated a single, individual, map number:

1. One cave shown on one sheet.
2. One cave out of several, shown interrelated or not, appearing on one sheet.
3. One cave spread over several sheets.
4. Each cave shown in silhouette or detail on an area map.
5. Any cave map published solely in the literature.
6. Any duplicate reproducible (except a microfilm) which is in use at the time as its master reproducible.

8. Definition of an area map

For map numbering purposes, an area map is defined as a map showing either:

1. A cave area, with or without caves or cave entrances.
2. Two or more caves (or karst features) which are shown in correct relationship to each other, irrespective of whether any surface detail is shown.

9. Source abbreviations

ASF societies and other regular cave map producers are each allocated a standard 3-letter abbreviation. See Appendix 1.

Other map producers are all grouped under the abbreviation "GEN" (for "general"), which is used in the number in the same way as the other abbreviations. The actual name of the map source in each GEN case is included among the standard details of the map in its place in the list, and all the addresses are consolidated at the end of the entire Map List.

Any additions to the list of abbreviations are determined and circulated by the Australian Map List Co-ordinator.

10. Defunct sources

Maps produced by sources now defunct are still to be issued with map numbers according to this system by whoever is now holding the maps, and the number should still specify the original source. Similarly, if an existing source later becomes defunct, its maps still retain their original numbers. In both cases, the current map caretaker is stated in the details of the map in the List.

11. Cave maps appearing on area maps

All the cave maps (silhouette or in detail) which appear on area maps are each allocated their own separate map number, in order that both they and the area map will show up in the Map List.

The need for separate map numbers is seen from the following two examples:

1. Two cave maps in full detail at 1:200 have been drawn correctly related on the one sheet. We need to know from the List not only that both caves have been mapped in their own right, but also that the "area map" exists showing their interrelationship. Each therefore has to have its own number. The area map must of course have its own number because it is the "piece of paper" which has to be filed physically, and in proper sequence.
2. On an area map, the silhouette of a cave has been drawn. It could be that limited though it is, this silhouette is the only map existing of that cave, or alternatively, that it is more up to date in extent than other, larger scale maps of the cave. It therefore needs to be recorded independently, i.e. needs its own number.

If the club has been using a single series for its sequence numbers, then the cave map numbers allocated should take on the same end sequence number as the parent area map. This saves the need for any cross-referencing.

If however the club has been using a separate series per cave, then the map numbers should be allocated in the normal way for this, but in the details of each such cave map in the List, a cross-reference will have to be made (Field 10 on the form) back to its parent area map to enable the cave map to be found physically in the club's file of maps.

It is not necessary to show the cave map numbers on an area map containing cave maps.

For area maps showing no more of a cave than entrance positions, the whole question of cave map numbers does not arise, and the only map number is the area map number.

In all the above cases, the piece of paper containing the area and/or cave maps is referred to by the area map number, and is filed in the sequence dictated by this number.

To illustrate some of the points made under this heading:

Suppose a club is using the single series method and its 19th map is an area map showing outlines of two caves G-3 and G-6. Then 19th in the club's map file will be area map 3G.VSA19 - and that's all. But in ASF's Map List three entries will appear:

3G.VSA19 among the G area maps.
3G3.VSA19 among the G-3 maps.
3G6.VSA19 among the G-6 maps.

To find cave map 3G6.VSA19, the VSA Records Keeper would go straight to Map 19 in his file. However if multiple sequence cave map numbers were being used, he would not be able to find a map with the listed number, as it has no separate existence - he would instead have to look up his map list to find on which area map the cave map appeared.

12. Unnumbered caves

When a map is produced of an unnumbered cave, i.e. one which cannot for some reason be given even a temporary X-number, then an abbreviation of the cave name is substituted for the cave serial number in the map number.

Alternatively, if a single series of map sequence numbers is being used, "ZZZZ" can be substituted for the cave serial number, and the normal next map sequence number used.

These will then be arranged alphabetically in their respective area after the numbered caves of that area. Or alternatively, if no area is allocated, they should be given an "area code" of ZZZ, which will cause them to come together at the end of that State's List.

If a cave number can finally be allocated, then the map number's area and/or cave serial number should be changed to suit, and the entry will become correctly repositioned in the List. The club map sequence number should of course stay the same.

13. Multiple entrance caves

If a cave has more than one numbered entrance, then the one to be used in the map number is the "cave" number as defined in the **ASF Cave & Karst Numbering Code**, i.e. the lowest one numerically. Multiple entrance numbers should not be used in the map number.

If two caves later join, then any maps numbered before they joined do not necessarily need to be renumbered. However, maps numbered after the join should be numbered with the "cave" number as above. Any renumbered maps should refer to their old map number in Field 15 (Comments) on their Map Summary form.

14. Republished maps

Maps republished in different journals with no change of information except possibly scale, should retain their original map number. The Map Summary form should list all publishings of a map.

15. Modifications to existing maps

Normal amendments by the original source do not alter the map number: as is normal drawing office practice, the next amendment number or letter is used in the appropriate place in the title block.

If a new reproducible is made of a map without taking the original reproducible out of circulation or destroying it, then the new reproducible must be given a new number. The reason is that each reproducible can be amended independently, and the two different maps then resulting must have different numbers if confusion is to be avoided. Similarly, any computer-based "reproducible" of a map which can actually be updated independently should be allocated a new number.

The "source" part of the new number is to indicate the party controlling the new reproducible. For example, if a club copies another club's map for the purpose of adding some of their own work to it, then the new reproducible should be numbered using the new club's abbreviation. Of course the new map should contain proper acknowledgement of the original club, and should mention the original map number.

Microfilms of a map, although reproducible, are not given new numbers as they cannot be amended in the reduced state. If however, a large-scale transparency is made from a microfilm, then this transparency must be issued with a new number as above.

16. Maps under preparation

Maps at any stage of preparation may be given map numbers and included in the Map List in the normal way, using planned specifications instead of actual.

To distinguish them from finished maps the date statement (Field 6) is restructured to show when the map was last worked on (See example below).

The advantage of this approach is that it is possible to show what surveys have been done, even though the map has not yet been completed and issued. Duplication of effort can then be avoided.

17. The Map Summary form

The following shows examples of answers under each heading on the form. Items not answered should be left blank. For Fields 7-15 it is important to write each entry so that its subject is self-evident, as these fields will be concatenated without separate headings in the Map List. Appendix 2 shows an example of a completed form.

In Fields 1-6 it is important to confine entries to the sizes shown, otherwise they will be truncated to fit the column widths of the Map List.

Use a 2B pencil to make your entries so that they can easily be updated.
Use BLOCK letters throughout.

<u>Field</u>		<u>Examples</u>
1.	Map Number	if cave: 3G6.VSA19 Or if area: 5N.CEG4 or 5.CEG1 or AU.SUS1
2.	Name of cave (abbreviated number of words) and portion shown (if not whole). Or, if area map, describe area	or SCRUBBY MAMMOTH/UPPER OOL ITE Or WHOLE BUCHAN RESERVE TROGDIP WATERSHED or relates 20,21,22,28
3.	Grade of survey	ASF 6.4ACE
4.	Scale	1:200 or NTS
5.	Views given (plan, long section, cross-section)	or PLX P

6.	Survey date/issue date/amend date & letter or number. Or if in preparation:	Or or	1967/71/72B 1967/71/75.2 1967/IN PREP 72
7.	Surveyor (leader only) & draftsman.	or	SURV PIERCE; DR. SMITH SURV & DR. MACKAY
8.	Map originator (only for GEN maps).		MAP BY OLLIER
9.	Present controller (if different from source in map number).	or	HELD SUSS HOLDER UNKNOWN
10.	Only if this cave map is part of an area map having a different map sequence number.		ON 3B.VSA99
11.	Is issue restricted? (blank if not).		RESTRICTED
12.	Microfilmed? (blank if not).		MICRO
13.	Number of sheets and size (standard, or no of mm.)		25 x A4 1200W 600H
14.	Places published in the literature		<u>ASF NL</u> 52:5
15.	Comments (include location of survey data if not in club records)		WAS MAP 5N.CEG5 Data with R. BROWN
Year/colour:	In same box as latest colour.		1984
Person:	Name and Initial of person completing or updating form.		K. MOTT
Society:	Full standard initials (not just 3-letter code) of society completing or updating form.		CEGSA

18. Updating

The Map List is published along with the Cave List and Reference List in ASF's **Australian Karst Index**, and is updated at the same intervals as they are.

In between the republishing dates, **copies** of updated Map Summaries should be sent to the State's cave co-ordinator on a 4-monthly basis (say April, August and December). In this way reliable data is always locally available for reference, and can help avoid survey duplication.

When the time comes for the Karst Index Map List to be republished, then the original Map Summaries should be sent to the Australian Map List Co-ordinator (not to the State co-ordinator).

Note that the "update-colour" system is synchronized to the Karst Index Map List cycles, rather than to any intermediate local cycles, i.e. **no new colours** are to be introduced to cover local cycles.

So that no updates are missed during punching, it is important that every time the form is altered, the appropriate update mark is added.

The person in a club responsible for Map Summary updating and allocation of new map numbers would normally be the club Records Keeper.

Appendix 1 Map Source Codes

Code

If any new codes are needed, please contact the Australian Map List Co-ordinator or the ASF Documentation Convenor.

ANU	ANU	Australian National University	
ASF	ASF	Australian Speleological Federation.	
ASS	ASS	Avondale Speleological Society	(now defunct)
BCA	BCA	Baptist Caving Association	(now defunct)
BER	BSA	Bermagui Speleological Association	(now defunct)
BMS	BMSC	Blue Mountains Speleological Club	
BSA	BSA	Baptist Speleological Association	(now defunct)
BSS	BSS	Bermagui Speleological Society	(now defunct)
CCC	CCC	Chillagoe Caving Club	
CEG	CEGSA	Cave Exploration Group (South Australia)	
COG	CCOG	Campbelltown Caving & Outdoor Group	(now defunct)
CQS	CQSS	Central Queensland Speleological Society	(now defunct)
CSA	CSA	Cooranbong Speleological Association	(now defunct)
CSS	CSS	Canberra Speleological Society	
CTC	CTCG	Capital Territory Caving Group	(now defunct)
DSG	DSG	Darwin Speleological Group	(now defunct)
ESA	ESA	Endeavour Speleological Association	(now defunct)
GCT	STGACT	St. George Area Caving Team	(now defunct)
GEN	General	Any other map producer.	
HCG	HCG	Highland Caving Group	
HSC	HSC	Hills Speleology Club	
ISS	ISS	Illawarra Speleological Society	
KCC	KCC	Kriesler Caving Club	
KSS	KSS	Kempsey Speleological Society	(now defunct)
LSC	LSC	Launceston Speleological Club	(now defunct)
MBC	MBC	Monash Bushwalking Club	(now defunct)
MCG	MCG	Macarthur Caving Group	(now defunct)
MCE	MICE	Mt. Isa Cave Explorers	(now defunct)
MIC	MICC	Mt. Isa Caving Club	(now defunct)
MIS	MISS	Mt. Isa Speleological Society	(now defunct)
		Macquarie Univ. Speleo. Investigation Group (now	
MSG	MUSIG	MUCG)	(now defunct)
MSS	MSS	Metropolitan Speleological Society	
MUC	MUCG	Macquarie University Caving Group	(now defunct)
NCA	NC	Northern Caverneers	
NQS	NQSA	North Queensland Speleological Association	(now defunct)
NSA	NSA	Newcastle Speleological Association	(now defunct)
NTA	NTASS	Northern Tablelands Speleological Society	(now defunct)
NTE	NTSS	Northern Territory Speleological Society	(now defunct)
NTS	NSWITSS	NSW Institute of Technology Speleological Society	now UTSSS
NTU	NTUCSS	Newcastle Tech. & Univ. College Speleo. Soc. (now	(now defunct)

		NUSS)	
NUC	NUCC	National University Caving Club	
NUS	NUSS	Newcastle University Speleological Society	(now defunct)
NWW	NWWC	North West Walking Club	(now defunct)
OSS	OSS	Orange Speleological Society	
PCG	PNGCEG	Papua New Guinea Cave Exploration Group	
PMS	PMSS	Port Moresby Speleological Society	(now defunct)
PSG	PSG	Peninsula Speleological Group	(now defunct)
RAN	RANCA	Royal Australian Navy Caving Association	(now defunct)
SAS	SASS	Sub Aqua Speleological Society (now in VSA)	
SCS	SCS	Southern Caving Society	(now defunct)
SSS	SSS	Sydney Speleological Society	
SUS	SUSS	Sydney University Speleological Society	
TCC	TCC	Tasmanian Caverneering Club	now STC
TES	TESS	Top End Speleological Society	
TNB	TCC(NB)	Tas. Caverneering Club (Northern Branch) (now NC)	
UNE	UNEMC	University of New England Mountaineering Club	(now defunct)
UNS	UNSWSS	University of NSW Speleological Society	(now defunct)
UQS	UQSS	University of Qld. Speleological Society	(now defunct)
VCS	VCES	Victorian Cave Exploration Society (now in VSA)	
VSA	VSA	Victorian Speleological Association	
WAS	WASG	Western Australian Speleological Group	
WSR	SRGWA	Speleological Research Group of Western Australia	
WSS	WSS	Werriwa Speleological Society	(now defunct)
YRG	YRG	Yarrangobilly Research Group	(now defunct)

