

# ENGLISH BRAILLE AMERICAN EDITION 1994

Revised 2002

Developed Under the Sponsorship of the  
BRAILLE AUTHORITY OF NORTH AMERICA



Adopted, November 4, 1994

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## FOREWORD

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The history of the evolution of braille has been long and, at times, difficult. No recount will be made here of the various developments the system has passed through during the years. The present volume adds one more significant revision in the attempt to bring about new and increased advantages of readability in the touch method of communication for the blind.

Quite appropriately, this work is being published in a year of some importance in the field of work for the blind. 1959 marks the 150th anniversary of the birth of the celebrated young Frenchman, Louis Braille, for whom the present system of embossed writing was named. It also was just one hundred and thirty years ago, in 1829, that the governors of the Institution Royale des Jeunes Aveugles de Paris arranged for the publication of the first official description of the system under the title of "*Method of Writing Words, Music and Plainsong by Means of Dots, for Use of the Blind.*"

This work has resulted from nine years of study by the Joint Uniform Braille Committee and the AAIB-AAWB Braille Authority. Many meetings, including a conference in London in 1956 with the British National Uniform Type Committee, and a number of draft revisions, finally brought about this completed manual. A distinct variance in preferred language usage here in America and in the United Kingdom dictated that braille readers on both sides of the Atlantic could best be served with separate, though basically similar, codes designed to apply to the English language as practiced in each country. Readers in either country, however, should experience no difficulty in enjoying the braille books published in both countries.

By official resolutions of the AAIB and AAWB in convention in Vancouver and Philadelphia in 1958, "*English Braille—American Edition, 1959,*" becomes the authorized braille code for use in the United States, as of January 1, 1959.

### JOINT UNIFORM BRAILLE COMMITTEE, 1950-1958

Alfred Allen  
Robert W. Beath  
Francis J. Cummings, Ph.D.  
Marjorie S. Hooper

Florence Horton  
Bernard M. Krebs  
Paul J. Langan  
L. W. Rodenberg

## FOREWORD TO THE 1962 REVISION

With the completion and adoption in 1958 of "*English Braille—American Edition—1959*," it was recognized that the hoped for efficiency of the new basic literary braille code could only be demonstrated by experience, in spite of the long years of study which had gone into its development. This 1962 revision, therefore, is the result of three-and-a-half years of use of the 1959 code. No changes have been made in the code itself. Rather, the revision consists primarily of demonstrated necessary additional clarifications and interpretations of the rules of usage. Only three new signs have been added—all of them needed for the embossing of textbook or technical materials, i.e., a sign for the ditto mark, plus two additional signs required for the representation of pronunciation for use in glossaries, dictionaries, etc. Also included is a clarification of the way to write a combination of Greek letters which may appear in regular English context. Hopefully, these clarifications and additions will meet the needs of brailleists for many years to come.

The adopting resolutions of the AAIB and AAWB in 1958 included the creation of an authority to succeed the Joint Uniform Braille Committee. The three members of the AAIB-AAWB Braille Authority are appointed jointly by the presidents of the two Associations. In addition to complete responsibility for the expansion, clarification, and interpretation of the basic literary braille code for use in the United States, it is the duty of the Braille Authority to provide for the development and/or clarification and interpretation of technical braille codes for music, mathematical and scientific notations, textbook techniques and format, etc. To accomplish these goals, the Braille Authority draws upon the aid and guidance of recognized authorities in their respective fields. In addition, provision has been made by the Authority for adequate pre-testing of proposed new codes and usages before recommending them for adoption. Final official adoption of all codes, however, including rules of usage, lies with the two professional associations of work for the blind, the American Association of Instructors of the Blind and the American Association of Workers for the Blind.

### AAIB-AAWB BRAILLE AUTHORITY

Maxine B. Dorf (1959- )  
Marjorie S. Hooper (1959- )  
Bernard M. Krebs (1959- )  
Paul J. Langan (1959-1959)

## FOREWORD TO THE 1968 REVISION

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The expansion and clarification of the rules of the literary braille code adopted by the conventions of AAWB and AEVH in 1968, are the outgrowth of the rapport between braille publishers and transcribers and the Braille Authority. The flow of inquiries on rule interpretations from workers in the field have pointed up areas in the code which required amplification and definition. All questions and suggestions have been analyzed for their broader implications, and only those principles have been instituted which are deemed to enhance reading ease and efficiency.

In addition to a few instances of rewording for clarification, the following rules have been expanded and updated:

1. Section 22. The entire rule on footnotes has been revised to conform to the methods used in textbook transcriptions which has proven so effective.
2. Section 34.d. In addition to entry words found in the dictionary, contractions should be used in common terms for a particular subject, such as botany, medicine, music, etc., when they are listed in the glossary of the book or when they are explained in the text where they are originally introduced. Contractions should also be used in coined words in science fiction.
3. Section 34.e. Part-word contractions should be used rather liberally in dialect.

To insure that the literary code and all other braille codes in the technical fields are maintained at a current high standard of efficiency, the Braille Authority and its Advisory Committees attempt to keep abreast of new innovations of characters and formats being used in ink-print publications, as well as of problems encountered by both brailleists and readers. By doing so, the braille codes continue to be living, vital tools in the dissemination of education and recreation for blind people.

### AAWB-AEVH BRAILLE AUTHORITY

Maxine B. Dorf (1959- )  
Freda Henderson (1967- )  
Marjorie S. Hooper (1959- )  
Bernard M. Krebs (1959- )  
Alice M. Mann (1967- )

## FOREWORD TO THE 1994 EDITION

The rule changes to the literary code, *English Braille American Edition*, approved by the Braille Authority of North America in April 1980, July 1987 and October 1991, previously issued as addenda, have been incorporated into this edition.

The 1980 changes were made to facilitate automatic input and processing by the computer. The 1987 and 1991 changes reflect the move towards eliminating differences between *English Braille American Edition* and *British Braille—A Restatement of Standard English Braille*, and the rules followed by other countries using variants of these two English braille codes.

The rule changes of 1987 and 1991 came about as a result of two international conferences on English braille, sponsored by the Braille Authority of North America and the Braille Authority of the United Kingdom, held in Washington, D.C. in 1982 and in London, U.K. in 1988. Resolution 14, adopted at the 1982 International Conference and approved by BANA, states that "The division of words be regarded as a matter of formatting on which each braille-producing agency will formulate its own policy in accordance with a standard dictionary." This policy allows braille-producing agencies the necessary flexibility in applying Rule I §5.a. with regard to word division.

Clarifications, revisions to examples and minor changes in the wording have been made to the rules and known misprints have been corrected. Where a salient point was conveyed previously only by example, that point has now been incorporated into the wording of the rule. Any format amendments have been made to reflect current practice. Where a provision has been deleted, a reference to the appropriate official BANA publication has been given. The section numbers of changes and wording clarifications are listed beginning on page x for your convenience.

When *English Braille—American Edition—1959* was published, the *Code of Braille Textbook Formats and Techniques* was not in existence. In this edition, references to the textbook format code have been added where it would be preferable to follow the rules of the *Code of Braille Textbook Formats and Techniques*, most recent edition.

The entire section on tables previously in the appendix has been deleted in anticipation of the BANA approved standard format for tables. If this new document is not available, please refer to Appendix A, section 5 of *English Braille—American Edition—1959*.

Jacque White, a volunteer braille transcriber for The Canadian National Institute for the Blind, is acknowledged for her work in producing the print and braille editions.

There are some changes in the format used in this printing. All rules begin on right-hand pages. Each unit and rule is paginated so that each is free-standing in order to facilitate updating by reprinting only those pages affected. All examples in the rules and appendices have been presented in simulated braille, therefore the method used previously to indicate contractions in print words has been omitted except in the list of Typical and Problem Words.

The Braille Authority of North America was formed in 1976 to succeed the AAWB-AEVH Braille Authority.

## FOREWORD TO THE 1994 EDITION

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The BANA Literary Technical Committee was formed in 1978. Its members have worked diligently to write the rule changes, and since 1992 to produce this new edition for easier reference. The Committee is receptive to suggestions about the code and the format of this edition. Please direct your comments to the Chairman of BANA, c/o Suite 1100, 1010 Vermont Avenue NW, Washington, DC 20005, USA.

### BANA LITERARY TECHNICAL COMMITTEE

**K. Elaine Behnke (1981-1983)**  
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**Kenneth R. Ingham (1979-1980)**  
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**Norma Schecter (1980- )**  
**Joseph Sullivan (1980- )**  
**John Wilkinson (1988- )**

## FOREWORD TO THE 2002 REVISION

The rule changes to the literary code, *English Braille American Edition 1994*, approved by the Braille Authority of North America in November 1995, April 1998 and November 2002 have been incorporated into this revision.

The 1995 changes to Rule VII clarify how fractions, mixed numbers and decimal numbers connected by a hyphen or dash are to be written. The 1998 addition of section 27.g to Rule VI provides for the brailleing of electronic addresses and file names according to the rules of the *Computer Braille Code 2000* while a new section of Appendix C gives a summary of the pertinent rules and symbols.

The 2002 changes to section 31.b of Rule VIII provide a symbol for the euro. In March 2002, BANA resolved that the terms “Grade 1 Braille” and “Grade 2 Braille” would no longer be used in its publications and the terms “Uncontracted Braille” and “Contracted Braille” would be used instead. This revision shows this change in Definition of Braille and in Appendix C.

Since the 1994 edition was published, the *Code of Braille Textbook Formats and Techniques 1977* was revised and published under the new title *Braille Formats: Principles of Print to Braille Transcription 1997*. This publication now includes formats for tabular material. References to this publication in EBAE have been updated to reflect these changes.

The section numbers of substantive changes are listed on page xi for your convenience.

The BANA Literary Technical Committee welcomes suggestions about the code and its format. Please direct your comments to the Chairman of BANA, [www.brailleauthority.org/chairperson.html](http://www.brailleauthority.org/chairperson.html).

### BANA LITERARY TECHNICAL COMMITTEE

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 Norma Schecter (1980- )  
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 John Wilkinson (1988- )

**CHANGES TO  
ENGLISH BRAILLE AMERICAN EDITION 1994  
AS OF NOVEMBER, 2002**

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<b><u>Rule</u></b>	<b><u>Section</u></b>
<b>VI</b>	<b><i>27.g. new</i></b>
<b>VII</b>	<b><i>28.c.(2) new</i></b> <b><i>28.d.(2) new</i></b> <b><i>28.f.(2) new</i></b>
<b>VIII</b>	<b><i>31.b. addition</i></b> <b><i>31.b.(1) change and addition</i></b> <b><i>31.b.(2) change and addition</i></b>
<b><u>App.</u></b>	<b><u>Section</u></b>
<b>A</b>	<b><i>5. change</i></b>
<b>C</b>	<b><i>3. new</i></b>



# ENGLISH BRAILLE AMERICAN EDITION 1994

## DEFINITION OF BRAILLE

Braille is a system of touch reading for the blind which employs embossed dots evenly arranged in quadrangular letter spaces or cells. In each cell, it is possible to place six dots, three high and two wide. By selecting one or several dots in characteristic position or combination, 63 different characters can be formed. To aid in describing these characters by their dot or dots, the six dots of the cell are numbered 1, 2, 3, downward on the left, and 4, 5, 6, downward on the right, thus:

1 ●● 4  
2 ●● 5  
3 ●● 6

The 63 possible characters have a systematic arrangement and are universally grouped in a table of seven lines, as follows:

1st Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
2nd Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
3rd Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
4th Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
5th Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
6th Line	⠠	⠡	⠢	⠣	⠤	⠥				
7th Line	⠠	⠡	⠢	⠣	⠤	⠥				

Line 1 is formed of dots 1, 2, 4, 5.

Line 2 adds dot 3 to each of the characters of Line 1.

Line 3 adds dots 3-6 to each of the characters of Line 1.

## DEFINITION OF BRAILLE

Line 4 adds dot 6 to each of the characters of Line 1.

Line 5 repeats the characters of Line 1 in the lower portion of the cell, using dots 2, 3, 5, 6.

Line 6 is formed of dots 3, 4, 5, 6.

Line 7 is formed of dots 4, 5, 6.

Braille, as officially approved, comprises two systems. Uncontracted Braille is in full spelling and consists of the letters of the alphabet, punctuation, numbers, and a number of composition signs which are special to braille. Contracted Braille consists of Uncontracted Braille plus 189 contractions and short-form words, and should be known as "English Braille." Uncontracted braille should be designated as "Uncontracted English Braille." These systems have previously been designated as Grade 1 Braille (uncontracted braille) and Grade 2 Braille (contracted braille). Below is a complete chart of the braille characters and their meanings:

(**Note:** For other systems (grades) of braille, see App. C.)

### ALPHABET AND NUMBERS

1	2	3	4	5	6	7	8	9	0
a	b	c	d	e	f	g	h	i	j
⠁	⠃	⠉	⠋	⠏	⠒	⠗	⠒	⠒	⠒
k	l	m	n	o	p	q	r	s	t
⠅	⠇	⠍	⠎	⠕	⠑	⠕	⠑	⠑	⠑
u	v	w	x	y	z				
⠩	⠬	⠯	⠨	⠨	⠨				

Sign	Meaning
⠠	, comma; non-Latin letter indicator
⠤	; semicolon
⠒	: colon
⠆	. period
⠗	! exclamation point
⠸	( ) opening and closing parentheses
⠶	[ opening bracket
⠶	] closing bracket
⠸	“ ” ? opening double quotation mark; question mark
⠶	‘ ’ opening single quotation mark
⠶	* asterisk
⠸	” ” closing double quotation mark
⠶	’ ’ closing single quotation mark
⠒	/ bar; oblique stroke; fraction-line sign
⠸	# number sign
⠶	/ :   line sign
⠶	' ' apostrophe
⠒	... ellipsis
⠶	- hyphen

Sign	Meaning
⠠⠠	— dash
⠠⠠⠠⠠	braille double dash
⠠⠠	accent sign; print symbol indicator
⠠⠠	italic sign; decimal point
⠠⠠⠠⠠	double italic sign
⠠⠠	letter sign
⠠⠠	capital sign
⠠⠠⠠⠠	double capital sign
⠠⠠⠠⠠	termination sign
⠠⠠⠠⠠	” " ditto sign

Sign	Meaning	Sign	Meaning	Sign	Meaning
⠠	but	⠠	very	⠠	ow
⠠	can	⠠	will	⠠	ea
⠠	do	⠠	it	⠠	be* bb
⠠	every	⠠	you	⠠	con cc
⠠	from	⠠	as	⠠	dis dd
⠠	go	⠠	and*	⠠	en enough
⠠	have	⠠	for*	⠠	to ff
⠠	just	⠠	of*	⠠	were gg
⠠	knowledge	⠠	the*	⠠	his
⠠	like	⠠	with*	⠠	in*
⠠	more	⠠	ch child	⠠	into
⠠	not	⠠	gh	⠠	was by
⠠	people	⠠	sh shall	⠠	st still
⠠	quite	⠠	th this	⠠	ing
⠠	rather	⠠	wh which	⠠	ble
⠠	so	⠠	ed	⠠	ar
⠠	that	⠠	er	⠠	com
⠠	us	⠠	ou out		

\*These are used as both one-cell whole-word and part-word signs.

## TWO-CELL CONTRACTIONS

Sign	Initial-letter Contractions			Final-letter Contractions		
	dot 5	Preceded by		Preceded by		dot 6
		dots 4-5	dots 4-5-6	dots 4-6	dots 5-6	
⠠	—	—	cannot	—	—	—
⠠	day	—	—	ound	—	—
⠠	ever	—	—	ance	ence	—
⠠	father	—	—	—	—	—
⠠	—	—	—	—	ong	—
⠠	here	—	had	—	—	—
⠠	know	—	—	—	—	—
⠠	lord	—	—	—	ful	—
⠠	mother	—	many	—	—	—
⠠	name	—	—	sion	tion	ation
⠠	one	—	—	—	—	—
⠠	part	—	—	—	—	—
⠠	question	—	—	—	—	—
⠠	right	—	—	—	—	—
⠠	some	—	spirit	less	ness	—
⠠	time	—	—	ount	ment	—
⠠	under	upon	—	—	—	—
⠠	work	word	world	—	—	—
⠠	young	—	—	—	ity	ally

TWO-CELL CONTRACTIONS

Sign	Initial-letter Contractions Preceded by			Final-letter Contractions Preceded by		
	dot 5	dots 4-5	dots 4-5-6	dots 4-6	dots 5-6	dot 6
⠠	there	these	their	—	—	—
⠠	character	—	—	—	—	—
⠠	through	those	—	—	—	—
⠠	where	whose	—	—	—	—
⠠	ought	—	—	—	—	—

SHORT-FORM WORDS

⠠	about	⠠	although
⠠	above	⠠	altogether
⠠	according	⠠	always
⠠	across	⠠	because
⠠	after	⠠	before
⠠	afternoon	⠠	behind
⠠	afterward	⠠	below
⠠	again	⠠	beneath
⠠	against	⠠	beside
⠠	almost	⠠	between
⠠	already	⠠	beyond
⠠	also	⠠	blind

## SHORT-FORM WORDS

⠠⠠⠠	braille	⠠⠠	little
⠠⠠⠠	children	⠠⠠⠠	much
⠠⠠⠠	conceive	⠠⠠⠠	must
⠠⠠⠠⠠	conceiving	⠠⠠⠠⠠	myself
⠠⠠⠠	could	⠠⠠⠠⠠	necessary
⠠⠠⠠⠠	deceive	⠠⠠⠠⠠	neither
⠠⠠⠠⠠⠠	deceiving	⠠⠠⠠⠠	o'clock
⠠⠠⠠⠠	declare	⠠⠠⠠⠠	oneself
⠠⠠⠠⠠⠠	declaring	⠠⠠⠠⠠⠠	ourselves
⠠⠠⠠	either	⠠⠠⠠	paid
⠠⠠⠠	first	⠠⠠⠠⠠⠠	perceive
⠠⠠⠠	friend	⠠⠠⠠⠠⠠⠠	perceiving
⠠⠠⠠	good	⠠⠠⠠⠠	perhaps
⠠⠠⠠⠠	great	⠠⠠⠠	quick
⠠⠠⠠⠠	herself	⠠⠠⠠⠠	receive
⠠⠠⠠	him	⠠⠠⠠⠠⠠	receiving
⠠⠠⠠⠠	himself	⠠⠠⠠⠠	rejoice
⠠⠠⠠⠠	immediate	⠠⠠⠠⠠⠠	rejoicing
⠠⠠⠠	its	⠠⠠⠠	said
⠠⠠⠠⠠	itself	⠠⠠⠠⠠	should
⠠⠠⠠	letter	⠠⠠⠠	such

## SHORT-FORM WORDS



themselves



thyself



today, to-day



together



tomorrow, to-morrow



tonight, to-night



would



your



yourself



yourselves



RULES OF BRAILLE

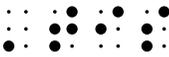
RULE I — PUNCTUATION SIGNS

Sign	Meaning
⠠	, comma
⠤	; semicolon
⠒	: colon
⠚	. period
⠗	! exclamation point
⠸	( ) opening and closing parentheses
⠶	[ opening bracket
⠴	] closing bracket
⠠⠠	“ ” ? opening double quotation mark; question mark
⠠⠠	” ” closing double quotation mark
⠠⠠	‘ ’ opening single quotation mark
⠠⠠	’ ’ closing single quotation mark
⠠⠠	* asterisk
⠠	/ bar; oblique stroke; fraction-line sign
⠠	/ :   line sign
⠠	' ' apostrophe
⠠⠠⠠	... ellipsis
⠠	- hyphen
⠠⠠	— dash
⠠⠠⠠⠠	braille double dash
⠠⠠	” ” ditto sign





**4. Apostrophe:** '  **Ex:**

'tis  don't 

Jones' 

a. The apostrophe is to be inserted before the "s" in plural abbreviations, numbers, or letters, even though it has been omitted in print. Similarly, the apostrophe should be inserted in the expression "OKd." In such cases, the apostrophe terminates the effect of the double capital sign. **Ex:**

ABCs 

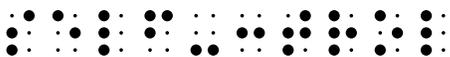
1930s or 1930's 

ps and qs 

OKd or OK'd 

M.P.s 

**5. Hyphen:** -  No space should be left before or after a hyphen in a compound word. However, a space should be left appropriately before or after the hyphen in a disconnected compound word. **Ex:**

self-control 

five- or six-pointed star







**RULE II — SPECIAL BRAILLE COMPOSITION SIGNS**

<b>Sign</b>	<b>Meaning</b>
⠠	non-Latin letter indicator
⠼	number sign
⠨	accent sign; print symbol indicator
⠸	italic sign; (also decimal point)
⠸⠸	double italic sign
⠠	letter sign
⠠	capital sign
⠠⠠	double capital sign
⠠⠠	termination sign

**8. Order of Punctuation and Composition Signs:** When two or more braille punctuation marks or composition signs occur together before a word, number or letter, they are placed in the following order:

**Order With Punctuation**

- Open parenthesis or bracket
- Open quotation sign
- Italic sign
- Non-Latin letter indicator
- Print symbol indicator
- Letter sign
- Apostrophe
- Capital sign
- Accent sign

**Order With Numbers**

- Open parenthesis or bracket
- Open quotation sign
- Italic sign
- Print symbol indicator
- Number sign
- Apostrophe
- Decimal sign





**10. Italics:**

Single italic sign     ⠠

Double italic sign    ⠠⠠

a. The italic sign is placed before an abbreviation, word, apostrophized word, hyphenated compound word, or number, to indicate that it is italicized. The italic sign is not to be repeated after the hyphen or the apostrophe. In a divided word, or number, the italic sign should not be repeated at the beginning of the next line. **Ex:**

*a priori*     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*e.g.*     ⠠⠠⠠⠠⠠⠠⠠

*President*     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*l'orange*     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*o'clock*     ⠠⠠⠠⠠⠠⠠

*blue-eyed*     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*out-of-the-way*     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*1914-1918*     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*dis-*     ⠠⠠⠠⠠⠠⠠     123,-     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*graced*     ⠠⠠⠠⠠⠠⠠     453,278     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(**Note:** Although italics are very common in print, in many instances they have no value to the braille reader.)

(1) Italics must be used in braille if they are used in print only in the following instances:

(a) To indicate emphasis. Ex:

If you are going to go, *go*.



He is *for* the people.



(b) To show distinction, only in such cases as:

- Foreign words and phrases.
- The names of ships, pictures, book titles, publications, etc.
- Subject headings at the beginning of paragraphs.
- The difference between silent thought and conversation.
- Where in print a passage is printed in italics or different typeface from that of the regular text.

(2) Italics should be omitted in such instances as the following:

- Where quoted passages appear in both quotations and italics, unless the italics are
- Where pronunciations are written in both parentheses and italics.
- In the writing of all stage directions, settings, etc., in plays. (When stage directions are given along with the speaking lines of a play, but are not enclosed in parentheses or
- Where a letter which means a letter is written in braille preceded by the letter sign. (See §12.a.(2).)
- Where lists of words are printed in boldface type or italics.
- Where word endings are separated from the root words and are printed in italics or
- Where titles, chapters, sections or other centered headings are printed entirely in italics









**RULE II. 12.a.(4)**

(4) The letter sign is required when a single letter which means a letter is followed by an apostrophe "s", or is joined by a hyphen to a word or number which follows it. Each letter should be preceded by a letter sign when letters of the alphabet are joined by a hyphen or a dash. **Ex:**

b-1      ⠠⠠⠠⠠⠠⠠      t-square      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

the letters a-j      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Mind your p's and q's.

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

He received 3 C's.      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**b.** The letter sign is not required before a single capitalized or uncapitalized letter when:

(1) The letter is an initial or an abbreviation followed by a period or an oblique stroke.

**Ex:**

Dr. J. F. Pilgrim, M.D.      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

c/o      ⠠⠠⠠⠠⠠⠠      s/he      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(2) The letter sign is not required when the letter is followed by the number sign. **Ex:**

Print pages a23-c51

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(3) The letter sign is not required when a number is followed by a contraction. (See also §29.) **Ex:**

1st to 4th      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠









**RULE III — FORMAT**

**14.** In so far as possible, the arrangement and format of the braille copy should follow the practice used in the print text. (For special formats, see App. A. For textbooks, see *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

**15. Title Pages, Contents, Dedications, Introductions, Volume Endings, etc.:**

**a. Title Pages:** Title pages should include title, sub-title, author, publisher, copyright, number of volumes, volume number followed by inclusive braille pages in volume, transcriber's or braille publisher's name, and year of embossing. In addition, other items should be included in accordance with standard procedures authorized by publishers, libraries, or transcribing groups.

**b. Contents Pages:** Each braille volume should include a contents page covering the materials contained in that volume, unless there is no print contents. The contents page should follow the title page unless there is a special symbols page, transcriber's notes page, dedication or acknowledgment. On the third line of a new page the word CONTENTS should be written at the left-hand margin and the word VOLUME (followed by the appropriate capitalized Roman

numeral) at the right-hand margin, with a series of guide dots (dot 5) ⠠ between them.

Following a blank line, the word Chapter should be placed at the left-hand margin, and the word Page at the right-hand margin, with no guide dots between. After another blank line, begin the contents. The chapter numbers and/or headings should start at the left-hand margin and the braille page numbers should be placed at the right-hand margin. A series of dot 5 should be used for the guide lines, and a space should be left both after the chapter heading and before the page number. Unless there is space for two or more guide dots between the end of the chapter heading and the page number, the guide dots should be omitted, but there must be at least one space between the end of the heading and the number sign of the page number. When a long heading requires two or more lines, leave at least six spaces between the last word of each line of the heading (except the last one) and the right-hand margin. All continuations of chapter headings should begin in the third cell of the line. (See also §19.)

**c. Dedications, Acknowledgments, etc.,** should each be centered on a separate page.

**d. Prefaces, Forewords, Introductions, etc.,** should each begin a new braille page, with their headings centered on the third line separated by a blank line from the first paragraph of context.

**e. Volume Endings:** The words END OF VOLUME (followed by the corresponding volume number in capitalized Roman numerals) should be centered on the second line below (if possible) the last line of braille on the last braille page of each volume. The words THE END should be centered on the second line below (if possible) the last line of braille on the last braille page of the book.

**16. Page Numbering:** In each volume, the title page should be counted as Roman numeral i but should not carry a braille number. Following the title page, all succeeding pages in each volume prior to beginning the actual text (such as dedications, contents, prefaces, forewords, introductions) should be numbered consecutively in uncapitalized Roman numerals. The first page of the actual text of Volume I should be numbered Arabic 1, and pages of text should be numbered consecutively throughout all volumes.

**17. Centered and Cell 5 Headings:** Print capitalization should be followed for centered and cell 5 headings whether large and/or small capitals are employed. The heading should be accompanied by at least one braille line of text on the braille page.

**a. Centered Headings:** Within the braille page, one blank line should be left before and after a centered heading, and three blank cells should be left before and after each line of the centered heading. A blank line should be left between the complete chapter heading (chapter number and/or title), and the beginning of the text.

**b. Cell 5 Headings:** A heading beginning in cell 5 should only be used for a subheading within a text section introduced by a centered heading. Within the braille page, one blank line should be left before, but not after, a cell 5 heading. Carryover lines of the heading should be blocked in cell 5.

**18. Paragraphs:**

**a. Paragraphing:** A paragraph begins in the third space of a new line. Where print uses all capital letters in the first few words at the beginning of a chapter or section, this style variation should be avoided. Such paragraphs should be properly indented, and the normal use of capitalization should be observed. (For special format, see App. A. 1.)

**b. Paragraph Headings:** When a paragraph heading is written in all capitals in print, it should be italicized in braille; and text should follow on the same braille line if possible.

**19. Omissions of Copy; Editing:** When illustrations, diagrams, etc. cannot be reproduced in braille, references to them in the text generally should be avoided. A description in words may be included in a transcriber's note. If items listed on the print contents page are omitted from the braille edition, a statement to that effect should appear at the end of the contents listing. Other omissions, such as illustrations and diagrams, should be noted on the transcriber's notes page. (See also App. A. 10.)

**20. Blank Lines in Print:** When one or more blank lines are used in print to denote change in thought, scene, poetic stanza, or to set off quoted matter, telegrams, letters, etc., only one blank line should be left in braille. If the break would occur following the last line of the braille page, a blank line should be left at the top of the new braille page. If such material appears in italics in print, the italics should be retained. (See §10.g.; also App. A. 3.)















c. Passages or books written in Old or Middle English should be considered as foreign and should be written in uncontracted braille. (See *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

RULE VI — ABBREVIATIONS

27. Abbreviations used in print should be used in braille, and may be written with or without the period or capital, in accordance with the print copy. Abbreviations consisting of letters should be written unspaced on one line. Contractions may be used in familiar abbreviations, even though their use is not permitted in the whole words for which they stand. **Ex:**

e.g. ⠠⠠⠠⠠⠠⠠    viz. ⠠⠠⠠⠠⠠⠠    M.A. ⠠⠠⠠⠠⠠⠠⠠⠠

Mr. ⠠⠠⠠⠠⠠⠠    Mr ⠠⠠⠠⠠⠠⠠    prof. ⠠⠠⠠⠠⠠⠠⠠

ed. (as for editor, edition) ⠠⠠⠠⠠

a. An abbreviation written in full capitals without periods should be preceded by the double capital sign. In such fully capitalized abbreviations, where each letter represents a word, neither the letter sign nor contractions should be used. Where periods are employed in print in such abbreviations, each letter must be preceded by a capital sign and followed by a period, and the entire abbreviation should be written on one line without a space between the separate letters. When an uncapitalized word is a part of an abbreviation employing periods, the entire abbreviation should be written unspaced, and contractions should be used in the uncapitalized word or words. **Ex:**

SEATO ⠠⠠⠠⠠⠠⠠⠠⠠    U.S.A. ⠠⠠⠠⠠⠠⠠⠠⠠

S.H.A.P.E. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

DDT ⠠⠠⠠⠠⠠⠠    LL.D. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

A.F. of L. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠













**e. Oblique Stroke:** The sign  $\cdot\cdot$  represents the oblique stroke, bar, or slash, and is used whenever the symbol it represents appears in print, except when it is used in the writing of dates (see §27.e.). When an oblique stroke occurs between numbers other than fractions, the number sign should be repeated before the second number. Similarly, when an oblique stroke occurs between capitalized abbreviations, the capital sign should be repeated. When an oblique stroke occurs between words and the words must be divided between lines, the hyphen should be inserted following the oblique stroke. **Ex:**

B/S (Bill of Sale)  $\cdot\cdot$  and/or  $\cdot\cdot$

£5/3/2 (sterling coinage)  $\cdot\cdot$

7/11/59  $\cdot\cdot$

Model 09/52  $\cdot\cdot$

USOM/APO  $\cdot\cdot$

typist/-  $\cdot\cdot$

stenographer  $\cdot\cdot$

**f. Decimals:**

(1) The sign  $\cdot$  represents the decimal point and is placed between the number sign and the numbers of a decimal fraction. When a decimal fraction is joined to a whole number to form a decimal mixed number, the number sign is placed only before the whole number. **Ex:**

.7  $\cdot$  8.93  $\cdot$





**Exception:** When the second and third ordinal numbers are represented in print by the number followed by the letter "d" only, the letters "n" or "r" respectively should be inserted in braille. **Ex:**

2<sup>d</sup> (2nd)    ⠠⠨⠠⠨⠠⠨⠠⠨    33d (33rd)    ⠠⠨⠠⠨⠠⠨⠠⠨⠠⠨⠠⠨

In writing ordinal numbers with foreign endings, the endings should be preceded by the letter sign, and contractions should not be used. **Ex:**

7<sup>o</sup>    ⠠⠨⠠⠨⠠⠨⠠⠨⠠⠨    (*septimo*)    1<sup>er</sup>    ⠠⠨⠠⠨⠠⠨⠠⠨⠠⠨    (*premier*)

**30. Roman Numerals:** When Roman numerals are written as capital letters, a single capital sign should be used before a single letter, and a double capital sign should be used before numerals containing two or more letters. Uncapitalized Roman numerals of one or more letters should be preceded by the letter sign. **Ex:**

V    ⠠⠠⠠⠠⠠    v    ⠠⠠⠠⠠⠠  
 XXVI    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    xxvi    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**a.** When Roman numerals are connected by a hyphen or a dash, the appropriate capital sign, double capital sign, or letter sign must be repeated after the hyphen or the dash. **Ex:**

V-VI    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    v—vi    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**b.** The letter sign should be placed before any letter, letters, or ordinal ending added to a Roman numeral, and contractions should be used only in English ordinals. **Ex:**

XVa    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    XV.a    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 xvA    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    xv.A    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 XIIIème    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 XXIst    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    X<sup>th</sup>    ⠠⠠⠠⠠⠠⠠⠠⠠

c. Following are the braille symbols for certain rare Roman numerals. (A Transcriber's Note should be inserted giving the meaning of these symbols whenever they first appear.) **Ex:**

IƆ	(500)	⠠⠠⠠⠠⠠⠠	iƆ	(500)	⠠⠠⠠⠠⠠⠠
̄X	(10,000)	⠠⠠⠠⠠⠠⠠⠠⠠	̄x	(10,000)	⠠⠠⠠⠠⠠⠠⠠⠠
̄C	(100,000)	⠠⠠⠠⠠⠠⠠⠠⠠⠠	̄c	(100,000)	⠠⠠⠠⠠⠠⠠⠠⠠⠠
̄M	(1,000,000)	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	̄m	(1,000,000)	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠



**b. (11-02) Print Symbols:**

Print Symbol	Braille Equivalent	Meaning
¢		cent(s)
°		degree(s)
\$		dollar(s)
€		euro(s)
'		foot, feet
"		inch(es)
'		minute(s) (angular)
#		number
¶		paragraph
%		percent
£		pound(s) (sterling)
#		pound(s) (weight)
"		second(s) (angular)
§		section
¥		yen

(1) (11-02) Use the list of braille equivalents as shown in §31.b. above. When the braille equivalent begins with a letter and immediately follows the number or letter (that is, without a space), insert a letter sign. Also, insert a letter sign before any letter which immediately follows the braille equivalent. **Ex:**

\$36    ⠠⠚⠠⠑⠠⠙    £25 7d    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    ⠠⠚⠠⠑⠠⠗⠠⠙

16¢    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    21¥    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

18°    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    98°F    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

5'    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    or    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

10"    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    or    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

It's 5%.    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    #7    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

Apt. #A    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

Ed carried the 100# bag.    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

§3    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    §d    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

¶B    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

€5    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙    42 €    ⠠⠑⠠⠚⠠⠑⠠⠗⠠⠙

(2) (11-02) Insert dot 4,  $\dot{\cdot}$  the print symbol indicator, before the \$ and £ symbol in braille when the symbol stands alone, follows a number without an intervening space, or is in conjunction with a word or abbreviation. List this symbol on the special symbols page. (See App. A. 9.) **Ex:**

10 \$US  $\dot{\cdot}$

The £ and the US\$ were unchanged.

$\dot{\cdot}$

How does the € equate to 1\$US?

$\dot{\cdot}$

**c. Non-Latin Letters:** When a non-Latin letter is part of an abbreviation, precede the letter with the non-Latin letter indicator, dot 2.  $\dot{\cdot}$  List this symbol on the special symbols page. (See App. A. 9.) When Latin letters of such abbreviations immediately follow the non-Latin letter(s), insert a letter sign before the first Latin letter of such abbreviations. Do not use contractions in such abbreviations. **Ex:**

3  $\mu$ sec (microseconds)  $\dot{\cdot}$

**d.** In texts where it is required to show that a special symbol is used, such as & (ampersand) or @ (at), dot 4  $\dot{\cdot}$  should precede the braille symbol or letter combination. Such usage should be employed only when it is necessary to show the exact symbol, such as in typewriting instruction manuals or other technical works. List this symbol on the special symbols page. (See App. A. 9.) **Ex:**

3°  $\dot{\cdot}$  &  $\dot{\cdot}$   
 @  $\dot{\cdot}$  #  $\dot{\cdot}$

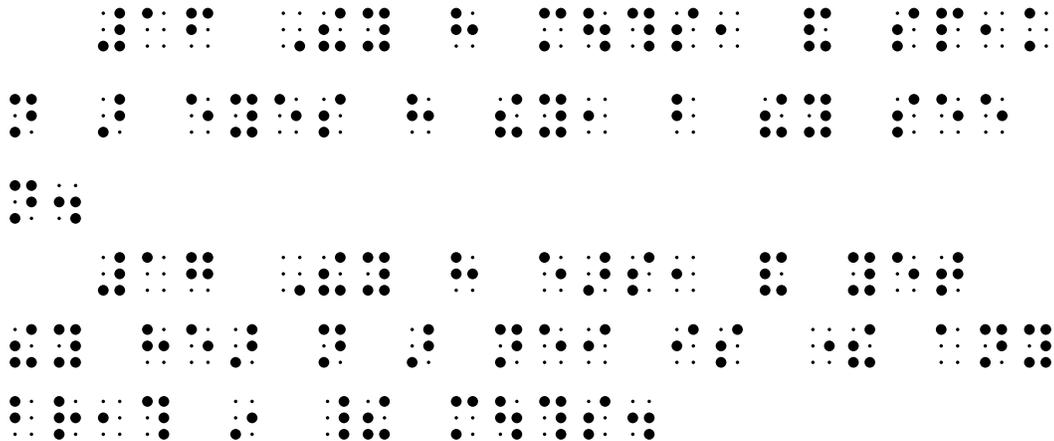






16 They have mouths, and  
speak not : eyes have they,  
but they see not.

17 They have ears, and yet  
they hear not : neither is  
there any breath in their  
mouths.



(2) When an agency or braille publisher requires poetry, inscriptions, etc., to be transcribed in braille using prose form, insert the line sign to indicate the end of each complete line or print line of poetry, inscription, etc. Indicate the change of print format in a Transcriber's Note. After the completion of the poetry, etc., begin the following text on a new braille line.

**c. Numbered Lines:** For numbered lines, see *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.

**33. Scansion and Stress:** (See *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

Short or unstressed syllable sign    ⠠    Long or stressed syllable sign    ⠡

**a.** These signs should be placed before the vowels of the syllables affected. Contractions should not be used in scansion where both stressed and unstressed syllables are shown. List these signs on the special symbols page. (See App. A. 9.) **Ex:**

The                      curfew                      tolls

the                      knell                      of

parting                      day.

b.      End of foot sign    |    ⠠

Caesura sign    ||    ⠠ ⠠

These signs should be preceded and followed by a space. Where a foot sign occurs within a word, the hyphen, followed by a space, is used after the syllable ending the foot. Contractions may be used in scansion where stressed or unstressed syllables are not shown. List these signs on the special symbols page. (See App. A. 9.) **Ex:**

Still      stands      the    |    forest      pri-                      |

meval,                      ||                      the    |                      murmuring

|      pines                      and the    |                      hemlocks.

c. Where detailed scansion is not required, the accent sign ⠠ is used to indicate stressed syllables. Contractions may be used except where the stressed vowel is part of a contraction. List this sign on the special symbols page. (See App. A. 9.) **Ex:**

Still stands the forest  
primeval, the murmuring  
pines and the hemlocks.

**RULE X — GENERAL USE OF CONTRACTIONS**

**34. General Rules Governing Part-Word Contractions:** Contractions forming parts of words should not be used where they would obscure the recognition or pronunciation of a word.

**a.** Contractions may be used:

**(1)** Where the letters of the contraction are in the same syllable. **Ex:**

standing     ⠠⠎⠞⠁⠝⠔⠊⠝⠎

cringing     ⠠⠕⠕⠞⠊⠝⠎

withered     ⠠⠞⠞⠞⠞⠞

Wright     ⠠⠠⠞⠞⠞⠞⠞

inform     ⠠⠠⠞⠞⠞⠞

pssst     ⠠⠠⠞⠞⠞⠞

shhhh     ⠠⠠⠞⠞⠞⠞⠞

benevolent     ⠠⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

**(2)** Contractions may be used where the letters of the contraction would overlap a minor and/or incidental syllable division. **Ex:**

handle     ⠠⠠⠞⠞⠞⠞⠞

sofa     ⠠⠠⠞⠞⠞⠞

tiny     ⠠⠠⠞⠞⠞⠞

Reno     ⠠⠠⠞⠞⠞⠞

astringent     ⠠⠠⠞⠞⠞⠞⠞⠞⠞

Vanderbilt     ⠠⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

Kingston     ⠠⠠⠞⠞⠞⠞⠞⠞⠞

Seattle     ⠠⠠⠞⠞⠞⠞⠞⠞⠞⠞

Eden     ⠠⠠⠞⠞⠞⠞

Minneapolis     ⠠⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

**RULE X. 34.a.(2)**

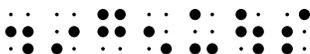
Tennessee            andante      

Monterey      

**b.** However, a contraction must not be used:

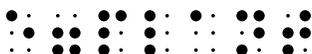
**(1)** Where the usual braille form of the base word would be altered by the addition of a prefix or suffix. **Ex:**

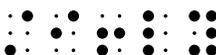
uneasy            unlessoned  


disingenuous            squally      

fruity            undisturbed      

**Exception:** The "ea" and the double letter signs "bb," "cc," "dd," "ff," and "gg" should be used even where a word ending or a suffix is added to the base word. **Ex:**

seaman            eggplant      

ebbing            stiffly      

**(2)** A contraction must not be used where it would violate the primary syllable division between a prefix or a suffix and the base word. **Ex:**

mishandle            mistrust      

predate            infrared      

prounion            twofold      

freedom



changeable



**RULE X. 34.b.(3)**

X-3

(3) A contraction must not be used where a primary syllable division occurs between the prefix and the root of a word. (See §34.c. below.) **Ex:**

reduce



edict



benediction



erupt



profess



deduce



predict



erect



malediction



profound



Benedict



(4) A contraction must not be used where base words are joined to form an unhyphenated compound word. **Ex:**

sweetheart



stronghold



blowhard



painstaking



Jamestown



stateroom



pineapple ⠏⠢⠑⠁⠑⠑⠏⠑

X-4

**RULE X. 34.b.(4)**

kettledrum ⠕⠑⠞⠞⠑⠇⠔⠗⠗⠑⠇

Bighorn ⠃⠢⠒⠑⠑⠒

(5) A contraction must not be used where the use of contractions would disturb the pronunciation of a digraph or trigraph (two or more letters pronounced as one sound). **Ex:**

sphere ⠎⠑⠕⠑⠗⠑      Boone ⠃⠕⠔⠑

hoity-toity ⠕⠒⠑⠞⠑⠞⠑

tableau ⠞⠑⠃⠑⠕

(6) A contraction must not be used where two adjoining consonants are pronounced separately. **Ex:**

shanghaied ⠎⠕⠒⠒⠑⠑⠑

isinglass ⠒⠢⠑⠒⠑⠎      towhee ⠞⠕⠎⠑

nightingale ⠒⠢⠑⠒⠑⠑⠑      dinghy ⠔⠢⠒⠑

fiance ⠒⠢⠑⠑⠑      meningitis ⠕⠑⠑⠑⠒⠑⠞⠢⠑⠑⠑

lingerie ⠒⠢⠑⠒⠑⠒⠑      Gingold ⠒⠢⠑⠒⠑⠒⠑

Stalingrad ⠎⠞⠑⠒⠑⠒⠑

Vandyke



Wingate



**RULE X. 34.b.(7)**

X-5

(7) A contraction must not be used where the use of a contraction would cause difficulty in pronunciation. **Ex:**

Airedale



battledore



tweedledum



oleaginous



skedaddle



genealogy



impermeable



**c. General Exception:** Contractions should be used in such easily read words as:

around



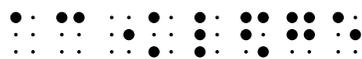
arise



arose



acknowledge



baroness



governess



drought



doughty



**d.** Contractions should be used in entry words found in the dictionary. In general literature, contractions should be used in common terms for a particular subject, such as botany, medicine, etc., when they are listed in a glossary of the book being transcribed or

when they are explained in the text as they are originally presented. Similarly, contractions should be used in coined words in science fiction.

X-6

**RULE X. 34.e.**

e. Part-word contractions should be used rather liberally in dialect. **Ex:**

silance (silence)     ⠠⠠⠠⠠⠠⠠

deputy (deputy)     ⠠⠠⠠⠠⠠⠠⠠

bofe (both)     ⠠⠠⠠⠠

thet (that)     ⠠⠠⠠⠠

impedent (impudent)     ⠠⠠⠠⠠⠠⠠⠠⠠

huccom (how come)     ⠠⠠⠠⠠⠠⠠⠠

must er (must have, must of)     ⠠⠠⠠⠠⠠

'stracted (distracted)     ⠠⠠⠠⠠⠠⠠⠠⠠

(1) When "t" is replaced by "th" followed by "e," the "th" contraction should be used.

**Ex:**

matther (matter)     ⠠⠠⠠⠠⠠⠠

sisther (sister)     ⠠⠠⠠⠠⠠⠠

(2) When "you're" is represented in print by "your," the short-form word must not be used, since it does not retain its original meaning.

**35. Preferred Contractions:** Unless their use violates any of the principles of the Rules of English Braille, where there is more than one possible choice in the use of contractions, the

selection should be made on the following bases:

**RULE X. 35.a.**

X-7

**a.** Preference should be given to the contractions which save the greatest amount of space. **Ex:**

Leander ("and" not "ea")      ⠠⠠⠠⠠⠠⠠⠠⠠

wither ("with" not "the")      ⠠⠠⠠⠠⠠⠠

oneness ("one" and "ness" not "en")      ⠠⠠⠠⠠⠠⠠⠠⠠

thence ("th" not "the")      ⠠⠠⠠⠠⠠⠠

bubble ("ble" not "bb")      ⠠⠠⠠⠠⠠⠠⠠

**b.** One-cell contractions should be used in preference to two-cell contractions as parts of words. **Ex:**

prisoner ("er" not "one")      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

opponent ("en" not "one")      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

stoned ("ed" not "one")      ⠠⠠⠠⠠⠠⠠⠠

adhered ("ed" not "here")      ⠠⠠⠠⠠⠠⠠⠠⠠

haddock ("dd" not "had")      ⠠⠠⠠⠠⠠⠠⠠⠠

**Exception:** The contraction for "ence" should be used before the letters "d" or "r." **Ex:**

commenced (not "en" "ed")      ⠠⠠⠠⠠⠠⠠⠠⠠

silencer (not "en" "er")      ⠠⠠⠠⠠⠠⠠⠠⠠

X-8

**RULE X. 35.c.**

c. Where a choice must be made between two consecutive contractions in order to avoid misspelling, preference should be given to the contraction which more nearly approximates correct pronunciation. **Ex:**

wherever      ⠠⠠⠠⠠⠠⠠⠠

dispirited      ⠠⠠⠠⠠⠠⠠⠠⠠

coherence      ⠠⠠⠠⠠⠠⠠⠠⠠

RULE XI — ONE-CELL WHOLE-WORD CONTRACTIONS

Sign	Word	Sign	Word	Sign	Word
⠠	but	⠠	people	⠠	for
⠠	can	⠠	quite	⠠	of
⠠	do	⠠	rather	⠠	the
⠠	every	⠠	so	⠠	with
⠠	from	⠠	that	⠠	child
⠠	go	⠠	us	⠠	shall
⠠	have	⠠	very	⠠	this
⠠	just	⠠	will	⠠	which
⠠	knowledge	⠠	it	⠠	out
⠠	like	⠠	you	⠠	still
⠠	more	⠠	as		
⠠	not	⠠	and		







RULE XII — ONE-CELL PART-WORD SIGNS

Sign	Contraction	Sign	Contraction	Sign	Contraction
⠠	and	⠠	sh	⠠	st
⠠	for	⠠	th	⠠	ar
⠠	of	⠠	wh	⠠	ble
⠠	the	⠠	ed	⠠	ing
⠠	with	⠠	er	⠠	en
⠠	ch	⠠	ou	⠠	in
⠠	gh	⠠	ow		

38. The one-cell signs above must be used as parts of words wherever the letters they represent occur, except when specific rules limit their use. (See Rule X.) **Ex:**

stand	⠠ ⠠	forth	⠠ ⠠	often	⠠ ⠠ ⠠
theater	⠠ ⠠ ⠠ ⠠	without	⠠ ⠠ ⠠		
cherish	⠠ ⠠ ⠠ ⠠	wharf	⠠ ⠠ ⠠		
showering	⠠ ⠠ ⠠ ⠠	allowable	⠠ ⠠ ⠠ ⠠ ⠠ ⠠		
sighed	⠠ ⠠ ⠠ ⠠	invent	⠠ ⠠ ⠠ ⠠		

a. The contractions for "ble" and "ing" must never begin a word. However, they may be used in the middle or at the end of a word, and at the beginning of a line in a divided word.

Ex:

ingrown		Inge	
astringent		linger	
bringing		blemish	
problem		double	
trou-		"Sing-	
bles		ing,"	

b. The part-word contractions "and," "for," "of," "the," and "with" should be used in preference to other contractions, provided their use does not waste space. Ex:

office (not "ff")	
bathed (not "th" "ed")	
other (not "th" "er")	
then (not "th" "en")	
calisthenics (not "th" "en")	
Leander (not "ea")	

wither (not "the") ⠠⠠⠠⠠⠠⠠

thence (not "the") ⠠⠠⠠⠠⠠⠠⠠

afford (not "ff") ⠠⠠⠠⠠⠠⠠⠠⠠

c. The contraction for "st" may be used for the abbreviations St. (Saint) or St. (Street); however, the contraction may not be used if print omits the period. **Ex:**

St. ⠠⠠⠠⠠⠠⠠ St ⠠⠠⠠⠠⠠⠠

d. Part-word signs which have no whole-word meanings may be contracted when they stand alone, e.g., "Ed" (name), "er" (vocal sound), "Ow!" (exclamation). However, the contractions for "en" and "sh" must not be used alone, since these contractions represent the whole-words for "enough" and "shall."

e. In proper names, when the letters "gh," "sh," and "th" are pronounced as one sound, these contractions should be used. However, where a syllable division occurs between these letters, the contractions should not be used. **Ex:**

Townshend ("sh" pronounced in second syllable) ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Brigham ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Chatham ⠠⠠⠠⠠⠠⠠⠠⠠

Chisholm ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠



RULE XIII — LOWER SIGNS

Sign	Contraction	Punctuation
⠠⠠	ea	, comma
⠠⠠	be bb	; semicolon
⠠⠠	con cc	: colon
⠠⠠	dis dd	. period
⠠⠠	en enough	
⠠⠠	to ff	! exclamation point
⠠⠠	were gg	( ) opening and closing parentheses
⠠⠠	his	“ ” ? opening double quotation mark; question mark
⠠⠠	in	
⠠⠠⠠	into	
⠠⠠	was by	” ” closing double quotation mark
⠠⠠	com	- hyphen











**42. "Ea" and the Double-Letter Signs:** The lower-sign contractions for "ea" and the double-letter signs "bb," "cc," "dd," "ff," and "gg" must be used only when these letters occur between letters and/or contractions within a word. They must never begin or end a word. **Ex:**

mean    ⠠⠠⠠⠠    realize    ⠠⠠⠠⠠⠠⠠⠠    eat    ⠠⠠⠠

sea    ⠠⠠⠠⠠    seas    ⠠⠠⠠⠠

rubbed    ⠠⠠⠠⠠⠠⠠    tobacco    ⠠⠠⠠⠠⠠⠠⠠

add    ⠠⠠⠠⠠    cuff    ⠠⠠⠠⠠⠠    eggs    ⠠⠠⠠⠠

**a.** They should not be used when in contact with a hyphen or an apostrophe. **Ex:**

sea-island    ⠠⠠⠠⠠⠠⠠⠠⠠⠠    sou'east    ⠠⠠⠠⠠⠠⠠⠠⠠

ebb-tide    ⠠⠠⠠⠠⠠⠠⠠⠠⠠    sheriff's    ⠠⠠⠠⠠⠠⠠⠠⠠⠠

rea-    ⠠⠠⠠⠠⠠    "add-    ⠠⠠⠠⠠⠠⠠⠠

son    ⠠⠠⠠⠠    ed"    ⠠⠠⠠⠠

**b.** These contractions must not be used where the letters are separated by a primary syllable division. (See §34.b.(2).) **Ex:**

preamble    ⠠⠠⠠⠠⠠⠠⠠⠠    agreeable    ⠠⠠⠠⠠⠠⠠⠠⠠

readjust    ⠠⠠⠠⠠⠠⠠⠠⠠    dumbbell    ⠠⠠⠠⠠⠠⠠⠠⠠⠠



"for" in effort    ⠠⠋⠗⠠⠊⠗⠋⠠⠑⠋⠠⠋⠠⠋⠠⠋  
 afford    ⠠⠠⠋⠠⠋⠠⠋⠠⠋

d. However, where the same space is saved, use any lower one-cell contraction in preference to a two-cell contraction. **Preferences:**

"dd" in Haddon Hall    ⠠⠠⠋⠠⠋⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 haddock    ⠠⠠⠠⠠⠠⠠⠠⠠⠠

"en" in opponent    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 adherent    ⠠⠠⠠⠠⠠⠠⠠

**43. "Be," "Con," and "Dis:"** The lower part-word contractions "be," "con," and "dis" may be used only as syllables at the beginning of a word or at the beginning of a line in a divided word, except that they may be used after a hyphen in a hyphenated compound word. These contractions may be used in names for the first syllable following Mac or Mc when such a syllable is capitalized. As part-word contractions, they must not stand alone as syllables at the beginning of a line in a divided word. They may not be used when in contact with a hyphen in a divided or in a syllabified word. **Ex:**

believe    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 dish    ⠠⠠⠠⠠  
 un-    ⠠⠠⠠⠠  
 dis-    ⠠⠠⠠⠠⠠  
 becoming    ⠠⠠⠠⠠⠠⠠⠠  
 pleasure    ⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 ba-    ⠠⠠⠠⠠  
 may-    ⠠⠠⠠⠠⠠  
 con    ⠠⠠⠠⠠  
 be    ⠠⠠⠠  
 concept    ⠠⠠⠠⠠⠠⠠⠠  
 indistinct    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 disconnect    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
 Congress    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠







RULE XIV — INITIAL-LETTER CONTRACTIONS

Dot 5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
⠠⠠⠠	day	⠠⠠⠠	name	⠠⠠⠠	work
⠠⠠⠠	ever	⠠⠠⠠	one	⠠⠠⠠	young
⠠⠠⠠	father	⠠⠠⠠	part	⠠⠠⠠	there
⠠⠠⠠	here	⠠⠠⠠	question	⠠⠠⠠	character
⠠⠠⠠	know	⠠⠠⠠	right	⠠⠠⠠	through
⠠⠠⠠	lord	⠠⠠⠠	some	⠠⠠⠠	where
⠠⠠⠠	mother	⠠⠠⠠	time	⠠⠠⠠	ought
		⠠⠠⠠	under		

Dots 4-5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
⠠⠠⠠	upon	⠠⠠⠠	these	⠠⠠⠠	whose
⠠⠠⠠	word	⠠⠠⠠	those		

Dots 4-5-6 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
⠠⠠⠠	cannot	⠠⠠⠠	many	⠠⠠⠠	world
⠠⠠⠠	had	⠠⠠⠠	spirit	⠠⠠⠠	their

45. Initial-letter contractions may be used either as words or parts of words when they retain their original sound.

**Examples**

	Used	Not Used
day ⠠⠑⠁⠽	daytime ⠠⠑⠁⠽⠠⠞⠊⠎⠑	whaddaya (dialect) ⠠⠺⠏⠁⠇⠑⠽⠁
	Dayton ⠠⠑⠁⠽⠠⠞⠁⠽⠠⠛⠑	
	dogdays ⠠⠑⠗⠔⠑⠁⠽	
	yesterday ⠠⠽⠑⠎⠞⠑⠗⠑⠽⠁⠽	
ever ⠠⠑⠅⠅⠑	everywhere ⠠⠑⠅⠅⠑⠠⠅⠅⠑⠠⠞⠁⠞⠑	evert ⠠⠑⠅⠅⠑⠠⠞⠁
	Beverly ⠠⠑⠅⠅⠑⠠⠅⠅⠑⠠⠞⠁	severity ⠠⠑⠅⠅⠑⠠⠞⠁⠞⠑⠠⠅⠅⠑
	several ⠠⠑⠅⠅⠑⠠⠞⠁	fever ⠠⠑⠅⠅⠑
	lever ⠠⠑⠅⠅⠑	
father ⠠⠑⠁⠞⠑⠞⠑	fatherly ⠠⠑⠁⠞⠑⠞⠑⠠⠞⠁	—
	grandfather ⠠⠑⠁⠞⠑⠞⠑⠠⠑⠞⠁⠞⠑⠠⠞⠁	
	stepfather ⠠⠑⠁⠞⠑⠞⠑⠠⠑⠞⠁⠞⠑	

	Used	Not Used
here ⠠⠑⠗⠑	herewith ⠠⠑⠗⠑⠠⠋⠊⠞⠏ adheres ⠠⠁⠔⠞⠑⠗⠑⠎ cohere ⠠⠙⠑⠞⠑⠗⠑	heresy ⠠⠑⠗⠑⠠⠒⠑⠎⠑ sphere ⠠⠎⠑⠕⠒⠑ (See §b. below.)
know ⠠⠑⠗⠑	knows ⠠⠑⠗⠑⠎ unknown ⠠⠑⠗⠑⠠⠗⠑⠔⠗⠏ acknowledge ⠠⠁⠑⠗⠑⠗⠑⠗⠑⠗⠑⠗⠑⠗⠑	—
lord ⠠⠕⠗⠔	lordly ⠠⠕⠗⠔⠕⠗⠔ overlord ⠠⠕⠗⠔⠕⠗⠔	lordosis ⠠⠕⠗⠔⠕⠗⠔⠕⠎⠑⠎
mother ⠠⠕⠗⠔⠑⠗	motherly ⠠⠕⠗⠔⠑⠗⠕⠗⠔ smothered ⠠⠎⠕⠕⠔⠑⠗⠑⠔ grandmother ⠠⠑⠗⠔⠕⠗⠔⠕⠗⠔	chemotherapy ⠠⠙⠑⠕⠗⠔⠑⠗⠕⠗⠔⠑⠗⠕⠗⠔

	Used	Not Used
name ⠠⠨⠠⠑	namely ⠠⠨⠠⠑⠠⠇⠠⠽	enamel ⠠⠑⠠⠨⠠⠑⠠⠇
	renamed ⠠⠗⠠⠑⠠⠨⠠⠑⠠⠇	Vietnamese ⠠⠧⠠⠑⠠⠗⠠⠑⠠⠨⠠⠑⠠⠇
	surname ⠠⠎⠠⠗⠠⠑⠠⠇	
one ⠠⠕⠠⠑	(See §a. and §b. below.)	—
part ⠠⠠⠗⠠⠗	partial ⠠⠠⠗⠠⠗⠠⠠⠇	Parthenon ⠠⠠⠗⠠⠗⠠⠗⠠⠑⠠⠨⠠⠑⠠⠨
	particular ⠠⠠⠗⠠⠗⠠⠠⠗⠠⠠⠇	(See §c. below.)
	repartee ⠠⠗⠠⠗⠠⠗⠠⠑⠠⠑	
question ⠠⠠⠗⠠⠑⠠⠑⠠⠑	questionnaire ⠠⠠⠗⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑	—
	unquestionable ⠠⠠⠗⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑	

	Used	Not Used
right ⠠⠗⠢⠒⠞	rightly ⠠⠗⠢⠒⠞⠏⠗⠞⠞⠞ sprightly ⠠⠏⠗⠢⠒⠞⠞⠞⠞⠞⠞⠞ bright ⠠⠃⠗⠢⠒⠞⠞	—
some ⠠⠎⠔⠞⠞⠞	(See §d. below.)	(See §d. below.)
time ⠠⠞⠢⠞⠞⠞	times ⠠⠞⠢⠞⠞⠞⠞ timer ⠠⠞⠢⠞⠞⠞⠞ maritime ⠠⠞⠢⠞⠞⠞⠞⠞⠞⠞	centime ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞ centimeter ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞ Mortimer ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞
under ⠠⠞⠞⠞⠞⠞	undertake ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞ blunder ⠠⠃⠞⠞⠞⠞⠞⠞ thunder ⠠⠞⠞⠞⠞⠞⠞	bounder ⠠⠃⠞⠞⠞⠞⠞ launder ⠠⠞⠞⠞⠞⠞⠞⠞⠞ underived ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

	Used	Not Used
work ⠠⠺⠠⠕⠗⠎	working ⠠⠺⠠⠕⠗⠎⠠⠗⠎ unworkable ⠠⠺⠠⠕⠗⠎⠠⠕⠗⠎⠠⠁⠇⠇⠇ handiwork ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠗⠠⠎⠠⠕⠗⠎	—
young ⠠⠺⠠⠔⠠⠎	youngster ⠠⠺⠠⠔⠠⠎⠠⠎⠠⠎⠠⠎ youngest ⠠⠺⠠⠔⠠⠎⠠⠎⠠⠎⠠⠎	—
there ⠠⠎⠠⠕⠗⠎	therein ⠠⠎⠠⠕⠗⠎⠠⠎ thereby ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠎	ethereal ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠎⠠⠎⠠⠎ gathered ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠎⠠⠎⠠⠎
character ⠠⠎⠠⠕⠗⠎⠠⠕⠗⠎	characteristic ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎ characterize ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎	—
through ⠠⠎⠠⠕⠗⠎⠠⠕⠗⠎	throughout ⠠⠎⠠⠕⠗⠎⠠⠕⠗⠎⠠⠕⠗⠎	—

Used

Not Used

where



wherein



(See §f. below.)

whereupon



nowhere



ought



oughtn't



Houghton



bought



thoughtless



doughty



drought



upon



thereupon



coupon



word



wording



sword



these



these



theses





**Exceptions**

**a.** The contraction for "one" may be used whenever "o" and "n" are both in the same syllable, but it should not be used when the "n" begins a new syllable. **Ex:**

oneness	⠠⠠⠠⠠⠠⠠⠠	money	⠠⠠⠠⠠⠠
phone	⠠⠠⠠⠠⠠	monetary	⠠⠠⠠⠠⠠⠠⠠⠠
honest	⠠⠠⠠⠠⠠	phonetic	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
pioneer	⠠⠠⠠⠠⠠⠠⠠	colonel	⠠⠠⠠⠠⠠⠠⠠
coronet	⠠⠠⠠⠠⠠⠠⠠	anemone	⠠⠠⠠⠠⠠⠠⠠⠠

**b.** Whenever "d," "r," or "n" follows "one" or "here," the contractions for "ed," "er," and "en" should be used in preference to the contractions for "one" and "here." **Ex:**

poisoned	⠠⠠⠠⠠⠠⠠⠠⠠	prisoner	⠠⠠⠠⠠⠠⠠⠠⠠
sooner	⠠⠠⠠⠠⠠	onerous	⠠⠠⠠⠠⠠
component	⠠⠠⠠⠠⠠⠠⠠	phoned	⠠⠠⠠⠠⠠
adherer	⠠⠠⠠⠠⠠⠠	adhered	⠠⠠⠠⠠⠠⠠
coherent	⠠⠠⠠⠠⠠⠠		

c. The contraction for "part" must always be used unless the prefix "par" is followed by any variation of the word "take." **Ex:**

party     ⠠⠏⠁⠗⠞⠏⠞⠞     partial     ⠠⠏⠁⠗⠞⠞⠞⠠⠗⠞⠞⠞⠞⠞

impartial     ⠠⠞⠏⠞⠞⠞⠠⠗⠞⠞⠞⠞⠞⠞⠞⠞     partake     ⠠⠏⠁⠗⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞

partaken     ⠠⠏⠁⠗⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞     partaker     ⠠⠏⠁⠗⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞

partakes     ⠠⠏⠁⠗⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞     partaking     ⠠⠏⠁⠗⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

partook     ⠠⠏⠁⠗⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞

d. The contraction for "some" should be used only where the letters it represents retain their original sound, and where they form a complete syllable in the base word. **Ex:**

sometimes     ⠠⠎⠔⠞⠞⠞⠠⠎⠞⠞⠞⠞⠞⠞     handsomer     ⠠⠞⠞⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞

handsomest     ⠠⠞⠞⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞     blossomed     ⠠⠞⠞⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

gasometer     ⠠⠞⠞⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

somersault     ⠠⠎⠔⠞⠞⠞⠠⠎⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

chromosome     ⠠⠞⠞⠞⠞⠞⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

e. Any alternative one-cell contraction should be used in preference to the contraction for "had." **Ex:**

haddock    ⠠⠏⠗⠁⠇⠏    ⠠⠏⠗⠁⠇⠏

Haddon Hall    ⠠⠏⠗⠁⠇⠏    ⠠⠏⠗⠁⠇⠏    ⠠⠏⠗⠁⠇⠏

shadow    ⠠⠏⠗⠁⠇⠏

f. Where a choice must be made between two consecutive contractions to avoid misspelling, preference should be given to the contraction which more nearly indicates correct pronunciation. **Ex:**

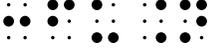
wherever    ⠠⠏⠗⠁⠇⠏    ⠠⠏⠗⠁⠇⠏    where'er    ⠠⠏⠗⠁⠇⠏    ⠠⠏⠗⠁⠇⠏

dispirited    ⠠⠏⠗⠁⠇⠏    ⠠⠏⠗⠁⠇⠏





Examples

	Used	Not Used
ound	found  foundry 	'ounds 
ance	chancellor  Frances 	ancestor 
sion	confusion  expressionless 	Sion 
less	blessing  careless  unless 	less  lessee  lesson  unlessoned 

Used

Not Used

ount



country



county



amount



Rountree



ence



fences



commencement



thence



(See §a. below.)

encephalitis



ong



mongrel



pongee



tongue



congruous



incongruous



ful



carefully



cheerful



fully



fulfill



unfulfilled



	Used	Not Used
tion ⠠⠠⠠⠠	diction ⠠⠠⠠⠠⠠⠠⠠⠠	—
	fractional ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	
ness ⠠⠠⠠⠠	finesse ⠠⠠⠠⠠⠠⠠⠠	Nesselrode ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	business ⠠⠠⠠⠠⠠⠠⠠	(See §b. below.)
	Tennessee ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	
	(See §b. below.)	
ment ⠠⠠⠠⠠	memento ⠠⠠⠠⠠⠠⠠⠠	mental ⠠⠠⠠⠠⠠⠠
	comment ⠠⠠⠠⠠	
ity ⠠⠠⠠⠠	pity ⠠⠠⠠⠠⠠	hoity-toity ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	deity ⠠⠠⠠⠠⠠	(See §c. below.)
ation ⠠⠠⠠⠠	(See §d. below.)	(See §d. below.)

	Used	Not Used
ally	rallying	ally
⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠
	usually	re-ally
	⠠ ⠠ ⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
	really	(See §c. below.)
	⠠ ⠠ ⠠ ⠠	

**Exceptions**

a. The contraction "ence" should be used when followed by "d" or "r." **Ex:**

commenced ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

silencer ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

Spencer ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

b. The contraction "ness" should be used in such easily read words as:

baroness ⠠ ⠠ ⠠ ⠠ ⠠

governess ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

lioness ⠠ ⠠ ⠠ ⠠ ⠠

but not where the root word ends in "en" or "in." **Ex:**

chieftainness ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

citizenness ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

c. The contractions "ity" and "ally" should not be used where "y" has been added to a base word. **Ex:**

fruity    ⠠⠋⠗⠗⠏⠏⠏⠏⠏⠏⠏⠏      squally    ⠠⠏⠗⠏⠏⠏⠏⠏⠏⠏⠏⠏⠏⠏

d. The contraction "ation" should be used in preference to the letter "a" and the contraction "tion." **Ex:**

education    ⠠⠑⠗⠗⠏⠏⠏⠏⠏⠏⠏      stationary    ⠠⠏⠗⠏⠏⠏⠏⠏⠏⠏⠏⠏⠏

ration    ⠠⠗⠗⠏⠏⠏⠏

RULE XVI — SHORT-FORM WORDS

⠠	about	⠠	beneath
⠠	above	⠠	beside
⠠	according	⠠	between
⠠	across	⠠	beyond
⠠	after	⠠	blind
⠠	afternoon	⠠	braille
⠠	afterward	⠠	children
⠠	again	⠠	conceive
⠠	against	⠠	conceiving
⠠	almost	⠠	could
⠠	already	⠠	deceive
⠠	also	⠠	deceiving
⠠	although	⠠	declare
⠠	altogether	⠠	declaring
⠠	always	⠠	either
⠠	because	⠠	first
⠠	before	⠠	friend
⠠	behind	⠠	good
⠠	below	⠠	great

⠠⠏⠑⠗⠑⠎⠊	herself	⠠⠕⠗⠑⠎	quick
⠠⠏⠑⠗⠑	him	⠠⠕⠗⠑⠎⠑	receive
⠠⠏⠑⠗⠑⠎	himself	⠠⠕⠗⠑⠎⠑⠎	receiving
⠠⠏⠑⠗⠑⠎	immediate	⠠⠕⠗⠑⠎⠑	rejoice
⠠⠏⠑⠗	its	⠠⠕⠗⠑⠎⠑⠎	rejoicing
⠠⠏⠑⠗⠑	itself	⠠⠕⠗⠑	said
⠠⠏⠑⠗	letter	⠠⠕⠗⠑	should
⠠⠏⠑⠗	little	⠠⠕⠗	such
⠠⠏⠑⠗	much	⠠⠕⠗⠑⠎⠑⠎	themselves
⠠⠏⠑⠗	must	⠠⠕⠗⠑⠎	thysself
⠠⠏⠑⠗⠑⠎	myself	⠠⠕⠗⠑	today, to-day
⠠⠏⠑⠗⠑⠎	necessary	⠠⠕⠗⠑⠎⠑	together
⠠⠏⠑⠗	neither	⠠⠕⠗	tomorrow, to-morrow
⠠⠏⠑⠗	o'clock	⠠⠕⠗	tonight, to-night
⠠⠏⠑⠗⠑⠎	oneself	⠠⠕⠗	would
⠠⠏⠑⠗⠑⠎	ourselves	⠠⠕⠗	your
⠠⠏⠑⠗	paid	⠠⠕⠗⠑⠎	yourself
⠠⠏⠑⠗⠑	perceive	⠠⠕⠗⠑⠎	yourselves
⠠⠏⠑⠗⠑⠎	perceiving		
⠠⠏⠑⠗	perhaps		





f. An addition may be made to a short-form word provided the combination could not be mistaken for, or have the appearance of, another word. The short-form words for "after," "blind," or "friend" should not be used when followed by a vowel. However, they may be used when followed by a consonant, or a hyphen in a divided word. **Ex:**

**Used**

blindfold     ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

blindness     ⠠ ⠠ ⠠ ⠠

purblind     ⠠ ⠠ ⠠ ⠠ ⠠

friendly     ⠠ ⠠ ⠠ ⠠

friendship     ⠠ ⠠ ⠠ ⠠ ⠠

friends     ⠠ ⠠ ⠠

befriend-     ⠠ ⠠ ⠠ ⠠

ing.     ⠠ ⠠

afterbirth     ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

thereafter     ⠠ ⠠ ⠠ ⠠

after-     ⠠ ⠠ ⠠

effect     ⠠ ⠠ ⠠ ⠠ ⠠

**Not Used**

blinder     ⠠ ⠠ ⠠ ⠠ ⠠

blindage     ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

blinded     ⠠ ⠠ ⠠ ⠠ ⠠

blindest     ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

befriended     ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

aftereffect     ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

afterimage     ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠



## APPENDIX A — SPECIAL FORMATS

**1. Paragraphing:** Where space-saving is desirable, three blank spaces may be left within a line to indicate a new paragraph. If the end of a paragraph ends a braille line, the next paragraph should begin in the fourth cell of the next line. (This practice is occasionally used in magazines.)

**2. Poetry:** Where space-saving is desirable, poetry may be written as prose. Each stanza should begin in the third space of a new line, and three blank spaces should be left between poetic lines. If a poetic line finishes a braille line, the last word of the poetic line must be carried over to the next braille line. (This practice is occasionally used in magazines.)

**3. Breaks in Context:** A series of dots or other symbols, used in print to indicate a break in text, may be shown in braille by three asterisks centered on a separate line and divided from each other by a space. **Ex:**

\* \* \* \* \*

⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

**4. Termination Line:** Where it is desirable to indicate ends of articles, stories, etc., a line of 12 consecutive dots 2-5 ⠠⠠⠠⠠⠠ should be centered on a new line. No blank lines should be left above or below the termination line. However, if there is insufficient room below the termination line for the heading and the first line of text, the new item should begin on a new page. (This format is primarily employed in magazines.)

**5. Tabular Material:** Tabular material can, and should, be reproduced wherever possible. Refer to the most recent edition of *Braille Formats: Principles of Print to Braille Transcription*.

**6. Test Materials:** (See also *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.) Test materials should be embossed in braille in such a manner that there will be a minimum of time lost in reading by the blind person being tested. In general, it is recommended that the following practices be used:

- a. Begin each test on a new braille page.
- b. Do not divide words at the end of lines.

c. Insofar as possible, avoid carrying parts of questions over to another braille page. If a question is too long to be completed on one braille page, without undue waste of space, divide the question at a logical break in thought which will minimize referring back and forth between the braille pages.

d. In tests which direct that the answers be written on a separate sheet, list all answer choices in column form, and complete each choice on a single braille line if the choice itself does not require more than one braille line.

e. In tests employing the underscoring method, it is not necessary to write the choices in column form, but each answer choice should be completed on the line of braille on which it begins, if it does not itself require more than one braille line. In order to give adequate space for underscoring, leave a blank line after each answer choice.

(**Note:** This practice should be used in test materials intended for one-time use. In permanently bound texts, the print copy should be followed as to spacing and columnar form, and directions should be inserted for writing the answers separately, in order not to mutilate the text.)

f. In true-false tests (which are designed for underscoring), write the question first, and the letters T and F (omitting the capital or letter sign and parentheses) at the end of the question. The T and the F should be separated by two spaces from the end of the question, and from each other. Blank lines should be left between questions to facilitate underscoring.

(**Note:** As in §e. above.)

**7. Outlines:** (See also *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.) In writing outlines, considerable space can be saved by using the following form:

- (1) Begin each main division in the third cell of the braille line.
- (2) Indent successively two additional cells for the beginning of each subdivision.
- (3) Bring all runovers of each main division, or subdivision, to the margin. **Ex:**

I.-----  
-----  
A.-----  
-----  
  1.-----  
-----  
    a.-----  
-----  
      (I)-----  
-----  
      (A)-----  
-----  
etc.

**8. Plays and Other Dramatic Materials:** (See also *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.) These should be reproduced in the following form:

**a. Stage Directions:**

(1) Italics should be omitted for *all* stage directions, settings, etc., and the braille parentheses should be substituted for *all* brackets found in the print copy.

(2) Stage settings of scenes should be written in paragraph form.

(3) Stage directions for coming on and off stage, including runovers, should be indented four spaces.

**b. Characters:**

(1) Omit italics in names of characters introducing dialogue, but include them where they appear in *dialogue* for voice emphasis. Use only the single capital sign before all names of characters.

(2) The names of all characters should begin at the margin, and all runovers of dialogue should be indented two spaces. Never center names of characters.

(3) The name of each character should be followed by a period, and the dialogue should begin on the same line.

**c.** Each act, as well as the list of characters, etc., should always begin a new page.

**d. Poetry:** Where plays are printed in poetic form, begin the first line of dialogue on the same line with the name of the speaker, after the period. All other lines of poetry should be indented two spaces, and all runovers should be indented four spaces, to preserve the poetic form. Stage directions for coming on and off stage, including runovers, should be indented six spaces.

**9. Special Symbols Page:** Include a special symbols page following the title page in each braille volume listing special symbols which are encountered in that volume. These should include:

symbols which have been devised or assigned special usage;

symbols from other braille codes, e.g. Nemeth, Music, Computer Braille Code;

all symbols required by *English Braille American Edition* to be listed on the special symbols page. These are: accent sign, asterisk, ditto sign, line sign, print symbol indicator, termination sign, scansion and stress signs, end of foot sign, caesura sign, diacritic marks, phonetic symbols, Spanish punctuation marks, non-Latin letter indicator, letter sign used before words printed in a non-Latin alphabet, and Greek and other non-Latin alphabet letters and other special signs for that language.

Use the following format in preparing a special symbols list:

**a.** Begin a new braille page and center the heading **SPECIAL SYMBOLS USED IN THIS VOLUME** followed by one blank line.

On the second and succeeding pages, center the heading **SPECIAL SYMBOLS (cont.)** without a blank line following.

**b.** Begin each symbol in cell 1 followed by its meaning according to the wording in the text. If the text does not explain a symbol, give its name.

**c.** Begin all runover lines in cell 3.

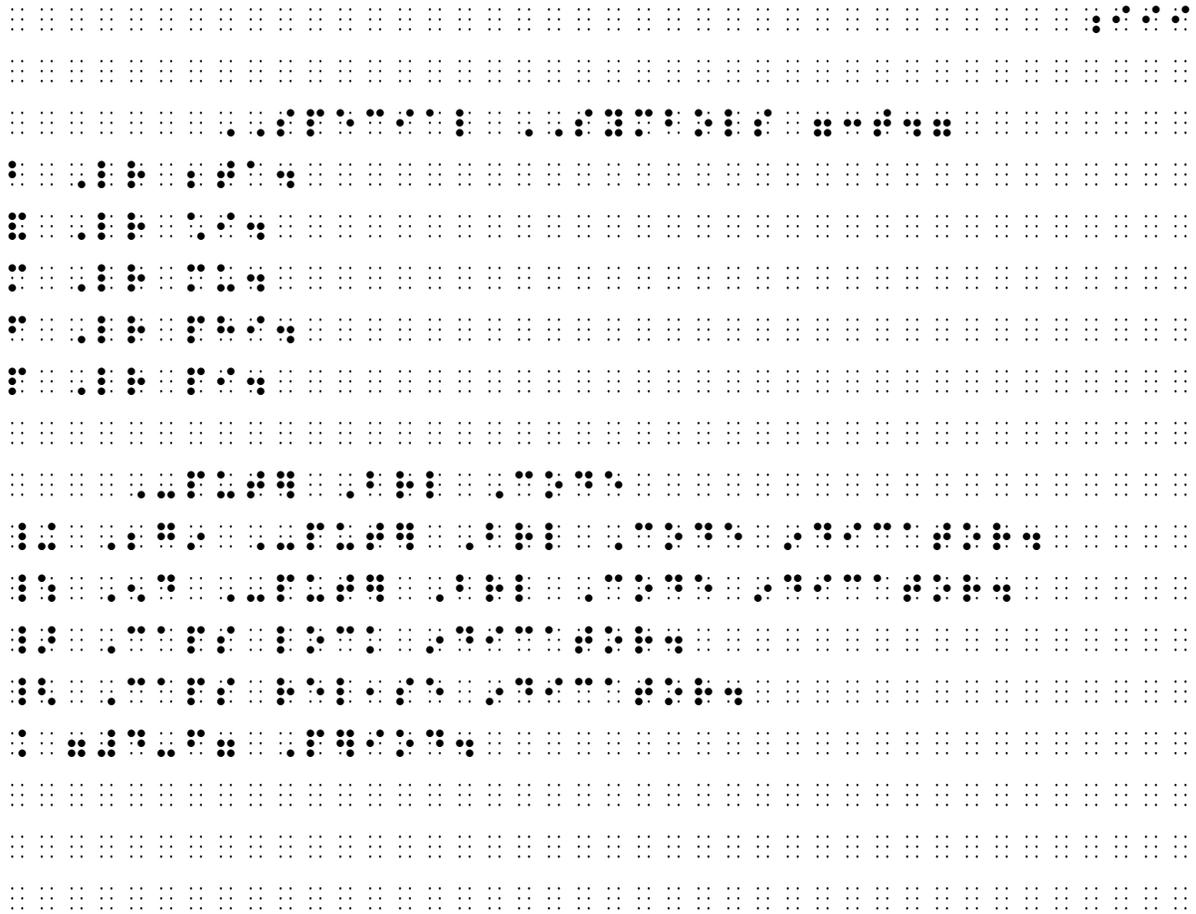
**d.** List the symbols in the order found in that braille volume.

**e.** When they fall into categories, list the symbols following the appropriate cell 5 heading.

**f.** When a noted symbol contains only right-column or only lower-cell dots, enclose the dot numbers in parentheses following the symbol.

[See example on pages A-5 and A-6.]





**10. Transcriber's Notes Page:** Include a transcriber's notes page following the title page and special symbols page, if there is one, in each braille volume noting a special braille format or usage required throughout the volume. Use the following format in preparing a transcriber's notes page:

**a.** Begin a new braille page and center the heading TRANSCRIBER'S NOTES followed by one blank line. On the second and succeeding pages, center the heading TRANSCRIBER'S NOTES (cont.) without a blank line following.

**b.** Braille each note beginning in cell 3 with runover lines in cell 1.

## APPENDIX B — FOREIGN LANGUAGES

(See Rule V. §24.-§26. and *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

## 1. French Accented Letters:

Sign	Letter	Sign	Letter
⠠⠨	ç c cedilla	⠠⠠	ô o circumflex
⠠⠢	é e acute	⠠⠤	û u circumflex
⠠⠠	à a grave	⠠⠢	ë e with diaeresis
⠠⠨	è e grave	⠠⠢	ï i with diaeresis
⠠⠠	ù u grave	⠠⠤	ü u with diaeresis
⠠⠠	â a circumflex	⠠⠠	æ diphthong
⠠⠢	ê e circumflex	⠠⠠	œ diphthong
⠠⠢	î i circumflex		

## 2. Italian Accented Letters:

Sign	Letter	Sign	Letter
⠠⠠	à a grave	⠠⠠	â a circumflex
⠠⠨	è e grave	⠠⠢	ê e circumflex
⠠⠢	ì i grave	⠠⠢	î i circumflex
⠠⠠	ò o grave	⠠⠠	ô o circumflex
⠠⠠	ù u grave	⠠⠤	û u circumflex



**4. German Accented Letters:**

Sign	Letter
------	--------

•• ••	ü u with umlaut
----------	-----------------

•• ••	ä a with umlaut
----------	-----------------

•• ••	ö o with umlaut
----------	-----------------

**5. Latin Diphthongs and Vowel Signs:**

Sign	Diphthong
------	-----------

•• ••	æ diphthong
----------	-------------

•• ••	œ diphthong
----------	-------------

Sign	Vowel Sign
------	------------

•• ••	long vowel sign
----------	-----------------

•• ••	short vowel sign
----------	------------------

a. The diphthongs may also be used when the letters are written separately, but they should be avoided with a diaeresis, even if the diaeresis is not printed. **Ex:**

poeta	•• •• •• •• •• •• •• •• •• ••
-------	----------------------------------

b. The vowel signs should precede the individual letters affected.

## 6. Greek:

## a. International Greek Alphabet:

Sign	Greek Letters	English Trans- literation	Sign	Greek Letters	English Trans- literation
⋮	A α alpha	a	⋮	N ν nu	n
⋮	B β beta	b	⋮	Ξ ξ xi	x
⋮	Γ γ gamma	g	⋮	Ο ο omicron	o
⋮	Δ δ delta	d	⋮	Π π pi	p
⋮	Ε ε epsilon	e	⋮	Ρ ρ rho	r, rh
⋮	Ζ ζ zeta	z	⋮	Σ σ or ζ sigma	s
⋮	Η η eta	ē	⋮	Τ τ tau	t
⋮	Θ θ theta	th	⋮	Υ υ upsilon	y, u
⋮	Ι ι iota	i	⋮	Φ φ phi	ph, f
⋮	Κ κ kappa	k	⋮	Χ χ chi	ch, k
⋮	Λ λ lambda	l	⋮	Ψ ψ psi	ps
⋮	Μ μ mu	m	⋮	Ω ω omega	ō

**b. Accented Vowels:** Acute ( ´ ) Grave ( ` ) Circumflex ( ^ )

alpha	⠠	⠡	⠢
epsilon	⠣	⠣	
eta	⠤	⠤	⠥
iota	⠦	⠦	⠧
omicron	⠨	⠨	
upsilon	⠩	⠩	⠪
omega	⠬	⠬	⠭

**c. Other Special signs:**

**Sign Meaning**

- ⠠ ι    iota subscriptum
- ⠤ ;    Question mark (written in print as a semicolon)
- ⠤ —    Sign for long vowel
- ⠤ ~    Sign for short vowel
- ⠤ ¨    spiritus asper (rough breathing)
- ⠤ ´    spiritus lenis
- ⠤ ˈ    Chief stress sign
- ⠤ ˌ    Secondary stress sign



**APPENDIX C — OTHER SYSTEMS (GRADES) OF BRAILLE,  
SPECIAL BRAILLE CODES**

**1. Other Systems (Grades) of Braille:** English Braille and Uncontracted English Braille constitute the official systems in English-speaking countries. These have previously been designated as Grade 1 Braille (uncontracted braille) and Grade 2 Braille (contracted braille). The following systems are also extant. Manuals for them can be obtained from the American Printing House for the Blind, P.O. Box 6085, 1839 Frankfort Avenue, Louisville, Kentucky 40206-0085.

**a. Grade 3 Braille:** This system, an extension of contracted English Braille (formerly Grade 2 Braille), uses additional contractions and short-form words, and outlining (the omission of vowels). Grade 3 contains more than 500 contracted forms and is used mainly by individuals for their personal convenience.

**b. Braille Shorthand:** This system is designed for use by blind stenographers, and consists of highly contracted forms for writing words, phrases, and letter groups of frequent occurrence in commercial usage.

**c. Revised Braille Grade 1½:** This system was much less contracted than current English Braille (formerly Grade 2 Braille), employing only 44 one-cell contractions. Its use was confined mainly to the United States where it was the official code from 1918-1932. Copies of this code are no longer available.

**2. Special Braille Codes:** In addition to literary braille, specialized braille codes are employed for the writing of music, mathematics, scientific formulas, computer notation and materials for other specialized fields. Special codebooks covering these notations are available from the American Printing House for the Blind, P.O. Box 6085, 1839 Frankfort Avenue, Louisville, Kentucky 40206-0085.

**3. (4-98) Electronic Addresses and File Names:** Braille all e-mail, website and other Internet addresses, file names, and the like according to the rules of the *Computer Braille Code*, most recent edition. The following is a summary of that Code as it applies to electronic addresses and file names found in non-technical contexts. A list of the most commonly used Computer Braille Code symbols with their print equivalents appears at the end of this section. For a complete list of these symbols and rules for their use, consult *Computer Braille Code*, most recent edition. Examples demonstrating electronic addresses and file names follow **j.** below.

Place a statement similar to the following on the transcriber's notes page:

Computer Braille Code has been used to braille the electronic addresses (file names) in this volume. No contractions are used. Numbers are brailled in the lower part of the cell and no number sign is used. See list of Computer Braille Code symbols on special symbols page.



**h. Spacing:**

**(1) Embedded addresses and file names:** When an electronic address or file name is embedded in text, leave only one blank cell before and after it to represent the blank spaces which, in print, sometimes separate it from the surrounding text. If the electronic address or file name must be divided between lines (see **i.** below), begin runovers in cell 1. (See examples 1-3.)

**(2) Displayed electronic addresses and file names:** A single print electronic address or file name or a group of them is said to be "displayed" when it is set apart from surrounding text by blank lines, change of margin, etc. (See example 5.)

**(a)** When an electronic address or file name or a group of such items is displayed, leave one blank line before and one blank line after the displayed material. Begin the first line in cell 1 and runover lines in cell 2.

**(b)** Do not insert the Begin and End Computer Braille Code indicators unless literary braille words or punctuation appear with the displayed addresses or file names. In such cases, enclose each address within Begin Computer Braille Code and End Computer Braille Code indicators.

**(c)** If the preceding text does not make it clear that the displayed material is an electronic address or file name, insert a transcriber's note immediately before the displayed material stating that the following electronic address or file name has been brailled using the Computer Braille Code.

**i. Dividing Embedded or Displayed Electronic Addresses and File Names Between Lines:** Braille the entire electronic address or file name, including any opening and closing indicators as required, on one braille line when possible, even if this means leaving a large part of the preceding line blank. When an electronic address is too long for one braille line, proceed as follows: (See examples 2, 4, and 5.)

**(1)** Divide following a punctuation mark or symbol such as a backslash or tilde, allowing room for the Continuation indicator, even if this means leaving many blank cells at the end of a line.

**(2)** At the end of each line to be continued, insert the Continuation indicator, , (4-5-6, 1-2-3-4-6), immediately following the last braille character. All available cells on the braille line need not be filled.

**(3)** If, in print, a hyphen is used to show that the line is continued, do not braille this hyphen. (See example 5.)







**(2) Miscellaneous Symbols:**

<b>Print</b>	<b>Braille</b>	<b>Dots</b>	<b>Meaning</b>
`	⠠⠠	4-5-6, 4	accent grave
&	⠠	1-2-3-4-6	ampersand
'	⠠	3	apostrophe
*	⠠	1-6	asterisk; star
@	⠠	4	at sign
\	⠠	1-2-5-6	backslash
{	⠠⠠	4-5-6, 2-4-6	brace, left
}	⠠⠠	4-5-6, 1-2-4-5-6	brace, right
[	⠠	2-4-6	bracket, left
]	⠠	1-2-4-5-6	bracket, right
^	⠠	4-5	caret; up arrow
:	⠠	1-5-6	colon
,	⠠	6	comma
#	⠠	3-4-5-6	crosshatch; pound; number sign
-	⠠	3-6	minus sign; hyphen
\$	⠠	1-2-4-6	dollar sign
.	⠠	4-6	dot; decimal; period
=	⠠	1-2-3-4-5-6	equals sign
!	⠠	2-3-4-6	exclamation point
>	⠠	3-4-5	greater than; angle bracket, right
<	⠠	1-2-6	less than; angle bracket, left

Print	Braille	Dots	Meaning
(	⠠	1-2-3-5-6	parenthesis, left
)	⠡	2-3-4-5-6	parenthesis, right
%	⠠	1-4-6	percent sign
+	⠠	3-4-6	plus sign
?	⠠	1-4-5-6	question mark
"	⠠	5	quotation marks, double
;	⠠	5-6	semicolon
/	⠠	3-4	slash
~	⠠	4-5-6, 4-5	tilde
—	⠠	4-5-6, 4-5-6	underscore
	⠠	4-5-6, 1-2-5-6	vertical line

## APPENDIX D — DIACRITICS AND PHONETICS

**1. Diacritics:** For a braille system of diacritic notation devised for the written representation of word pronunciations in text materials, glossaries, and dictionaries, refer to *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.

**2. Pronunciation Systems of Well-known Dictionaries:** For braille systems of notation to express pronunciation symbols employed in a number of well-known dictionaries, refer to *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.

**3. IPA Phonetics Code:** For a braille system of notation to express the International Phonetic Association (IPA) Alphabet, refer to *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.



**Note:** Contractions are shown by underlining. For visual clarity only, adjacent contractions are separated by an oblique stroke.

**A**

abbé  
 abv-men/tion/ed (above-mentioned)  
 abreaction  
 accordance  
 acly (accordingly)  
 acreage  
 add  
 addition  
 adhere  
 adher/ed  
 adher/ence  
 adher/ent  
 aerial  
 aeroplane  
 affording  
 aff/right/ed  
 af-dinner (after-dinner)  
 afns (afternoons)  
 afws (afterwards)  
 agreeable  
 agreeably  
 ain't  
 air-condition/ed  
 Airedale

al fine     •••••  
           •••••  
           •••••

ally  
 ament  
 ancestor  
 andante  
 anemone  
 antedate  
 antenatal  
 apartheid  
 aqueduct  
 ar/en't  
 a rived/erci

arise  
 arisen  
 arising  
 arose  
 ar/ound  
 ar/oused  
 asthma  
 astring/ent  
 atmosphere  
 atoned  
 atoner

**B**

babbled  
 bacchanal  
 baroness  
 baronet  
 battledore  
 bayonet  
 beatify  
 Beatrice  
 beautifully  
 bedding  
 been  
 befr (befriend)  
 befriending  
 begg/in'  
 bein'  
 belld (belittled)  
 Benedict  
 benediction  
 benevolence  
 bess (besides)  
 beverage  
 Bighorn  
 bin/ary  
 binomial  
 blemish  
 blended  
 bless/ed  
 bless/èd  
 blindage  
 blinded

blfold (blindfold)  
 blinding  
 bllly (blindly)  
 blness (blindness)  
 bls (blinds)  
 bloodletter  
 blossomed  
 blunder  
 bone  
 boned  
 boner  
 Boone  
 boredom  
 boutonniere  
 boutonniere  
 bride-to-be  
 Brigham  
 brother-in-law  
 by^and by,  
 by-law  
 by^the by,  
 by^the bye

**C**

calisthenics  
 can's  
 can't  
 cantilever  
 Castlerea/gh  
 cathedral  
 cation  
 caveat  
 centime  
 centimeter  
 chaff/in/ch  
 chaise longue  
 ch/ancellor  
 changeable  
 characteristically  
 Chatham

<u>ch/eddar</u>	<u>conj.</u> (conjunction)	<u>dingy</u>
<u>childish/ness</u>	<u>Conn.</u> (Connecticut)	<u>disc</u>
<u>childlike</u>	<u>cont.</u> (continued)	<u>dis/eased</u>
<u>child's</u>	<u>contradistinction</u>	<u>dishabille</u>
<u>Childs</u>	coronet	<u>dishevelled</u>
<u>Chisholm</u>	<u>cdst</u> (couldst)	<u>dispirit/ed</u>
<u>Ch/ou</u> En-lai	<u>country</u>	<u>dissyllabic</u>
<u>chromosome</u>	<u>county</u>	<u>distingué</u>
<u>chuckfull</u>	<u>coupon</u>	<u>distinguish/ed</u>
<u>clear/ness</u>	<u>cowherd</u>	<u>dist.</u> (district)
<u>cleverest</u>	<u>creation</u>	<u>disulphide</u>
<u>Coblenz</u>	<u>crooner</u>	<u>do</u> (musical note)
<u>coffee</u>	<u>cross-question/ed</u>	<u>doggone</u>
<u>cohere</u>	Cumaean	<u>donee</u>
<u>colonel</u>	<b>D</b>	<u>Doolittle</u>
<u>colorbl</u> (colorblind)	<u>dachshund</u>	<u>dou/blet</u>
<u>Comanch/ean</u>	<u>dally/ing</u>	<u>doughtiness</u>
<u>comatose</u>	<u>daredevil</u>	<u>doughty</u>
<u>combing</u>	<u>dauder</u>	<u>dragonet</u>
<u>com'ere</u>	<u>deceivable</u>	<u>dribbled</u>
<u>comic</u>	<u>dcvd</u> (deceived)	<u>drought</u>
<u>comin'</u>	<u>deduced</u>	<u>droughty</u>
<u>com/ing</u>	<u>deduction</u>	<u>dukedom</u>
<u>comique</u>	<u>denationalization</u>	<u>dunderhead</u>
<u>comitia</u>	<u>denatured</u>	<u>Dworkin</u>
<u>compone</u>	<u>denomin/ation</u>	<u>d'you</u>
<u>component</u>	<u>denominator</u>	<b>E</b>
<u>Compton</u>	<u>denoted</u>	<u>ebb/ed</u>
<u>conation</u>	<u>denouement</u>	<u>ebb-tide</u>
<u>conatus</u>	<u>denounced</u>	<u>ed.</u>
<u>conceivable</u>	<u>denudate</u>	<u>edacious</u>
<u>concvd</u> (conceived)	<u>denunciation</u>	<u>Ed</u> (name)
<u>concvr</u> (conceiver)	<u>deny</u>	<u>edict</u>
<u>con.</u> (concerto)	<u>derailment</u>	<u>edition</u>
<u>conch</u>	<u>derangement</u>	<u>education</u>
<u>concept</u>	<u>deride</u>	<u>educed</u>
<u>coned</u>	<u>derision</u>	<u>e'en</u>
<u>coneflow/er</u>	<u>derisive</u>	<u>effaceable</u>
<u>coney</u>	<u>derivable</u>	<u>effeminate</u>
<u>Congo</u>	<u>derivation</u>	<u>effortless</u>
<u>congressional</u>	<u>derivative</u>	<u>egg-head</u>
<u>conic</u>	<u>derived</u>	<u>eggs</u>
<u>conifer/ous</u>	<u>derogatory</u>	
	<u>deshabille</u>	
	<u>din/ghy</u>	

élévation  
emblematic  
enamel  
encephalitis  
encyclopaedia  
encyclopædia  
encyclopedia  
enormous  
enounce  
en route  
ensphere  
enumer/ation  
enunciation  
equidistance  
equinox  
eradication  
erasable  
eraser  
erection  
eroding  
erosion  
eruption  
ethereal  
ethereally  
evermore  
ever/sion  
every-day  
everyday  
exoner/ation  
expedited  
expedition  
**F**  
fandango  
fear/some  
fencer  
festooned  
feverish  
fiance  
fiancé  
fin/ery  
finesse  
fin/er  
fst-begotten (first-begotten)  
fstly (firstly)  
foredoomed

for/th/with  
fought  
found/ation  
fountain  
Frances  
freedom  
frless (friendless)  
frly (friendly)  
frs (friends)  
frship (friendship)  
fright/en/ed  
froward  
fruity  
fulfillment  
**G**  
gadab (gadabout)  
galingale  
gasometer  
genealogy  
général  
Ger/many  
giblet  
ging/er  
gingham  
gobbled  
go-bet (go-between)  
Goering  
Goethe  
gdies (goodies)  
gds (goods)  
goshawk  
gover/ness  
grandame  
grasshopper  
grtness (greatness)  
grey'ound  
**H**  
haddock  
hades  
hadji  
Hadley  
hadn't  
hand/somer  
hand/some/st  
Hapgood

har/ness/ed  
haven't  
headdress  
heartsease  
her/editary  
heresy  
heretic  
here/with  
hideaway  
hing/ed  
hoity-toity  
hone/sty  
honey  
horseradish  
hothouse  
hypsometer  
**I**  
idea  
idealistic  
imagery  
immlly (immediately)  
impartial  
impermeable  
inasmch (inasmuch)  
in-bet (in-between)  
inconceivable  
incongruity  
incongruous  
indiarubb/er  
indistinctness  
ineradicable  
Inge  
ingénue  
inglenook  
in/here  
inher/ent  
ironed

irredeemable  
 isinglass  
 isometry  
 isthmus  
 it'd  
 it'll  
 it's

**J**

Jamestown  
 Jones

**K**

kettledrum  
 kilowatt  
 King/ston

**L**

Lancelot  
 land/lord  
 launder/ing  
 learned  
 leghorn  
 Len/ingrad  
 less  
 lring (lettering)  
 lever  
 leverage  
 limeade  
 lin/eage  
 lin/ea/ment  
 lin/en-draper  
 ling/er  
 lingerie  
 lioness  
 lionet  
 lissome/ness  
 llr (littler)  
 Ll (Little) Rock  
 Littleton  
 locoweed  
 longevity  
 longitude  
 lordly  
 Louis Brl (Braille)

**M**

maenad  
 maharajah

mah-jongg  
 malediction  
 McCommack  
 McConnell  
 memento  
 men/ingitis  
 mental  
 merry-go-round  
 midafn (midafternoon)  
 midday  
 mileage  
 milord  
 mingled  
 Minneapolis  
 minuteness  
 misally  
 misconceived  
 mishap  
 misoneism  
 mistake  
 mistaken  
 mistemper/ed  
 mistitled  
 mistook  
 monetary  
 money  
 mong/er  
 Mongolian  
 mongoose  
 mongrel  
 mooned  
More  
 more'n  
 moreover  
 Mortimer  
 mountain/ous  
 mustache  
 must/ard  
 must/er/ing  
 mstn't (mustn't)  
 msty (musty)

**N**

named  
 nationality  
 Neand/er/thal

ne'er-do-well  
 Nesselrode  
 nightingale  
 Nipponese  
 noblesse  
 non-commission/ed  
 northeast  
 nought  
 noway  
 nowise

**O**

O'Connor  
 odd  
 odd/ity  
 oedema  
 Oedipus  
 offer/ing  
 often  
 oleagin/ous  
 omentum  
 oner/ous  
 opponent  
 optime  
 orangeade  
 Othello  
 other  
 out-and-out

**P**

paean  
 painstaking  
 partake  
 partaken  
 partaker  
 Par/thenon  
 partiality  
 particular  
 partook  
 passe-partout

peaceable  
pean  
peanut  
peddler  
Pekingese  
pen/sion (boarding house)  
peoples  
people's  
perceivable  
percvd (perceived)  
perineum  
peritoneum  
permeable  
peroneal  
persever/ance  
Phoenix  
phone  
phoned  
phonetically  
pimento  
pineapple  
ping-pong  
piñon  
pioneer/ing  
pity/ing  
plunder/ed  
poleax  
pongee  
popedom  
preaction  
preadamite  
preamble  
preconceived  
predacious  
predated  
predicament  
prediction  
predilection  
prenatal  
prerogative  
prisoner  
prithce  
pro and con  
problematically

Prof.  
profanely  
profanity  
profert  
professor  
proficiency  
profile  
profound/ness  
pronghorn  
proponent  
pythoness  
**Q**  
question/ary  
question/ed  
questionee  
questionnaire  
quibbled  
qken (quicken)  
**R**  
rafter  
rally  
ration/ally  
ready-to-wear  
re-ally  
really  
reappear/ance  
receivable  
rcvd (received)  
rcvrship (receivership)  
redact  
redeemed  
redemption  
redistribution  
redrafter  
reduced  
reduction  
redundance  
renege  
renouncement  
renunciation  
repartee  
requestion/ed  
reread  
reverber/ation  
revere

rever/ence  
rever/end  
reverie  
reversed  
revery  
ribbon  
ribboned  
riffraff  
righteousness  
roof/er  
roseate  
roundelay  
rou/stab (roustabout)  
**S**  
sacch/ar/ine  
safflow/er  
Saint or St.  
Sally  
scone  
scribbled  
sea  
seafar/ing  
sea-island  
séance  
Seattle  
sedate  
sedition  
seduced  
seduction  
self-belief  
self-command  
self-control  
self-distrust  
señor  
sever  
several  
severe  
sever/ity  
sh!  
shadberry

shaddock  
shadow/ed  
shallow  
shallow/ness  
shanghaied  
sh/edding  
Sheean  
sh/eriff  
sh/eriff's  
sh/eriffs  
sh/ingled  
sh/oulder  
shdn't (shouldn't)  
shdst (shouldst)  
sing/ed  
Singh  
sing/ing  
singular  
skedaddle  
smoother  
smother  
so (musical note)  
so-and-so  
sobeit  
somersault  
Somerset  
some/times  
sooner  
sorghum  
so's  
soso  
so-so  
sou'east/er  
sought  
sou/theast  
sparerib  
Spartan  
Spencer  
sphere  
spikenard  
spirit/less  
spirits  
spongy  
sprightly

squally  
Stalingrad  
st/and-by  
st/ation/ary  
stevedore  
still-life  
stillness  
still's  
st/ingy  
stirabout  
Street or St.  
string/endo  
string/ent  
strongyle  
St. Swith/in  
subbasement  
subpoena  
sudd/en/ness  
suède  
sunder  
sustain  
sweetheart  
swith/er  
sword  
syringe  
**T**  
tableau  
tablet  
taffrail  
Tammany  
tea  
tear  
tea/time  
teethed  
telephone  
telephoned  
Ten/nessee  
tethered  
that'd  
that'll  
that's  
theaceous  
theater  
thee  
theirs

then  
th/ence/for/th  
thereabs (thereabouts)  
thereagst (thereagainst)  
thermometer  
theses  
th/ing-in-xf (thing-in-itself)  
thistledown  
th/ought/ful/ness  
threshold  
through/out  
th/under/ing  
timed  
timing  
ting/ed  
tingled  
'tion  
to^and fro  
to-do  
toenail  
tomentose  
tone  
toned  
tongs  
tongue  
tooth/some  
topfull  
tow/ards  
towhee  
Townsh/end  
trin/ary  
trinodal  
trinomial  
trisacch/aride  
trombone  
trypanosome  
turtledove  
tweedledum  
twing/ed  
twofold

twosome

**U**

ultrared

unac (unaccording)

unbeknown

unblemish/ed

unblfold (unblindfold)

unconceived

uncongealable

uncongenial

undcvd (undeceived)

undcld (undeclared)

underived

underogatory

undishearten/ed

undistinguish/ed

unear/th

unear/thed

uneasy

uneaten

unfrly (unfriendly)

unfulfilled

unknown

unless

unlessoned

unred (unlettered)

unmistakable

unnec (unnecessary)

unpd (unpaid)

unpercvd (unperceived)

unpercvg (unperceiving)

unquestionably

unrjcd (unrejoiced)

unrjcg (unrejoicing)

untow/ard

useable

useless

usually

**V**

vainglorious

valediction

valedictory

Vand/erbilt

Vandyke

V Day

vice-consular

viceregal

viceroyn

V-J Day

wafter

wagoner

**W**

wakerife

wasn't

wea/thered

weever

well-be/ing

well-to-do

wer/en't

wh/ence

where/abs (whereabouts)

wh/ere'er

wh/er/ever

which/ever

which'll

whither

Will

willing

will-o'-the-wisp

Will's

win/some/ness

witches'-besom

withe

with/er/ed

with/in

with/out

word/ing

workpeople

worldliness

wd-be (would-be)

wdn't (wouldn't)

wdst (wouldst)

Wright

wright

wrought

**X**

xylophone

**Y**

yearned

yeggman

you'd

you'll

you'n

young/st/er

you're

yrs (yours)

you's

you've

**Z**

zither

zone

zoned

zounds

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