### Lesson 13

Abbreviations, Initialisms and Acronyms, Symbols, Numeric Space, Dates, Transcriber's Notes, Shape Indicator, Format for Letters (correspondence), Braille Translation Software

# 13.1 Abbreviations in General [UEB §10.12]

The shortforms or abbreviated words studied in Lesson 11 are peculiar to braille. Standard abbreviations, however, are commonly used in print and should be brailled following the print capitalization, punctuation, order, and spacing. Examples:

a.m.	Mrs.	Dr. :: :: :: ::	viz.
Ph.D.	27 sq.ft.	<b>:</b> :::::::::::::::::::::::::::::::::::	5 KW
N.W.T.	ASAP		q.i.d.
5mL ∷ ∷ ∷ ∷ ∷	2yds, 4ft		7a.m.
R.C. Cooper		s. P. G. Hall	
L.B.J. :: :: :: :: :: :: :: :: :: :: :: :: ::	F.	D. R. :: :: ::	
Harry S Truman :: :: :: ::			
Ms. M. called today, but I could	• • • • • • • • • • • • • • • • • • • •		• • • • • • • • • • • • • • • • • • • •
K. U. (Kansas University)	:: ::::::::::::::::::::::::::::::::::::	:: ::::::::::::::::::::::::::::::::::::	<b>:</b>
U. of K. :::::::::::::::::::::::::::::::::::	:		
V & A Museum	: : : : : : : : : : : : : : : : : : : :	• • • • • • • • • • • • • • • • • • • •	
B&O Railroad :	• · · · · · · · · · · · · · · · · · · ·	••	

13.1a Capitalization in abbreviations. Remember that the effect of the capitalized word indicator is terminated by a space, a capitals terminator, any nonalphabetic symbol, or a single capital letter. Use the capitalized word indicator only where two or more capital letters in an abbreviation follow one another with no intervening periods. Following a period, the appropriate capital indicator is repeated. Because the hyphen is a nonalphabetic symbol, the capitalized word indicator placed before a hyphenated compound abbreviation is repeated after the hyphen to indicate that all the letters of the abbreviation are capitals. Examples:

```
NATO Y.W.C.A. LL.D.

MHz USAir AFL-CIO
```

**13.1b Connecting words in abbreviations.** Use contractions for lowercase connecting words and suffixes that are part of abbreviations. Follow print spacing. Examples:

```
AFofL AT&T 4-Hers [or] 4-H'ers
```

**13.1c Contractions in abbreviations.** The use of contractions in abbreviations is governed by the same rules as in full words. Examples:

```
St. Paul, Minn.
                        Little Rock, Ark.
Prof. Smith
                first ed.
                          Ted Mead, Ed. [editor]
                [edition]
Phys. Ed. Dept.
                        ch. 7, pg. 3
.....
OFofW [Ohio Federation of Workers]
8 ins.
           3ft, 6in
                          8-in. dia.
......
            Belg. [Bel/gium] .....
                    Conn. [Con/nect/i/cut] :: :: :: ::
Dis. [District]
```

An alphabetic wordsign can be used for an abbreviation as long as the letters in the abbreviation are pronounced as a word. If the letters are pronounced separately, do not use the contraction. Examples:

```
Can [Canada] :: :: IT [Italy] :: :: do [ditto] :: US [United States] :: :: IT [Information Technology] :: :: :: ::
```

**13.1d Avoiding confusion between wordsigns or shortforms and abbreviations.** Place a grade 1 symbol indicator before any abbreviation that could be confused with a wordsign or a shortform. Examples:

```
c 1850 c. 1850
```

Because alphabetic wordsigns are not used when in contact with slashes, single letters can be used without grade 1 symbol indicators in abbreviations containing slashes. Examples:

# **13.2 Initialisms and Acronyms** [UEB §10.12.1]

Initialisms are abbreviations that consist of the first letters of several words and are *pronounced as letters*. In braille, it is preferred that contractions not be used in initialisms. Examples:

An acronym is an abbreviation that uses the first letter or letters of each of the successive parts of a compound term and is *pronounced as a word*. Contractions are used in acronyms. Examples:

#### Drill 32

Practice brailling the following sentences. Use a 3-1 margin.

- 1. Caesar Augustus (63 B.C.-14 A.D.) was the first Roman emperor.
- 2. Dr. Chas. R. Hartwell, Jr., will leave Crown Point, Ind., at 11 a.m. and will arrive at Derry, Penn., at 9 p.m.
- 3. Mr. and Mrs. L.V. Workman are both receiving their degrees from the U. of M.—he a Ph.D. and she a B.Sc.
- 4. Mr. Shaw was a staunch admirer of the greatest of all British dramatists, i.e., G.B.S.
- 5. The new Y.M.C.A. director was formerly connected with the ARC.
- 6. The AAWB-AEVH-NBA Braille Authority preceded the Braille Authority of North America (BANA).
- 7. He did his undergraduate work at UMass, then received an LL.D. from OU.
- 8. Senator Jones, (D) TN, will head the committee.
- 9. Dad says that the AARP has a good retirement plan.

# 13.3 Symbols for Coinage, Weight, Measure, and Other Special Symbols [UEB §3]

You have previously learned the dollar sign (iii) and the at sign (iii). Here are more print symbols. When in print a number, letter, or word is preceded or followed by an abbreviation and/or a symbol, in braille follow the print order, spelling, capitalization, punctuation, and spacing. Because these are nonalphabetic symbols, they terminate the effect of a numeric indicator and a capitalized word indicator.

List symbols not commonly used on the Special Symbols page (to be studied in Lesson 19).

Print <u>Symbol</u>	<u>Braille</u>	Meaning	Print <u>Symbol</u>	<u>Braille</u>	Meaning
,	<b>::</b>	prime (foot, feet, minutes) [angular and time]	~	ii ii	tilde
II	** **	double prime (inch(es), second(s) [angular and time]	©	****	copyright
@	:• •: :: ::	at sign	o	· • · • · • · · · · · · · · · · · · · ·	Degrees
¢	: : ::	cent sign	¶	: • • • · · · · · · · · · · · · · · · ·	Paragraph sign
€	:: : <b>:</b>	euro sign	®	: • • · · · · · · · · · · · · · · · · ·	registered sign
F	: • • • • • • • • • • • • • • • • • • •	franc sign	8	· • · • · · · · · · · · · · · · · · · ·	section sign
£	: • • : :: • :	pound sign (sterling)	ТМ	:•••	trademark sign
\$		dollar sign	#	: : : :	number sign (crosshatch, pound sign)
¥	· • • • • · · · · · · · · · · · · · · ·	yen sign	%		percent sign
&	· • • • • • • • • • • • • • • • • • • •	Ampersand			

# Examples:

If the engine heats at 34  $^{\circ}$  per min., after 1 hour it will reach X $^{\circ}$ . (Answer in  $\P 3$ .)

```
He is nearly 7' tall, and runs the mile in 4'10".
£25
$36
      §3
          16¢
5%
      21¥
          TC&R
10# of apples
Press the ~ key.
© Copyright 2008
F16 :: :: :: ::
       UW@M
```

## 13.4 The Numeric Space [UEB §6.6]

Since no contractions are used in numeric mode, the braille symbols for contractions have other meanings when they are used in numeric mode. The prime symbol just studied is one example—the dot configuration is the same as that of the contraction for gg, but it represents prime when it immediately follows a number.

In numeric mode, a dot 5 (:•) placed before any of the digits means that the digit is preceded by a *numeric space*. This technique is used when spaces occur within a telephone number or other series of digits that make up a complete number. Examples:

```
Dial (956) 347 9005.
```

The number on the gift card was 5183 3827 2210 4423.

#### 13.5 Dates [UEB §6.7.1]

Follow print punctuation and order of symbols for representation of dates. Remember that the slash and the hyphen terminate the effect of the numeric indicator. Examples:

#### Drill 33

Practice brailling the following sentences. Use a 3-1 margin.

- 1. The sign read: Peaches @ \$25 per bushel.
- 2. The basketball player weighs 187# and is 7'2" tall.
- 3. Tell Tom to remove item #13-B62 from the invoice.
- 4. The bride-to-be, at 5' 8" tall and 140 lbs., is 2 ins. taller and 10 lbs. heavier than the groom-to-be.
- 5. Highway 52 intersects Highway 17 at an angle of exactly 52°30′15″.
- 6. On Tuesday, Wilford made a deposit of £493/16/8.
- 7. The price of the souvenir was £1 5d, but she found that she had only 18s 4d left after a day at the fair.
- 8. The ¥ has taken a beating this week while the \$ has remained strong.
- 9. Pure water consists of approximately 11% hydrogen and 89% oxygen.
- 10. The symbol & is typed by using the shift key with the figure 7.
- 11. The area described in ¶9 can be found on the plat map in §46.
- 12. A candy bar that cost .25¢ in 1950 now costs nearly \$2.
- 13. I paid only €70 for this coat in Spain.
- 14. A sign in the window of the A&P urged: BE SURE TO ATTEND THE BAZAAR AT ST. JOSEPH'S CHURCH, 5/25-5/30.
- 15. Notify me by phone at 322 1666 and/or Mr. Hancock by mail, c/o St. Francis Hotel, Toronto, Ontario M5F 3E7.
- 16. 100°C is equal to 212°F.
- 17. The US\$ and the £ fell sharply today.
- 18. Visit www.slsun.edu/~janre.spx to find the free downloads, or call 1 800 221 1199 to hear instructions.

# 13.6 Transcriber's Notes [UEB §3.27, BF §3]

Occasionally it is not possible to transcribe material into braille exactly as it appears in print. When this happens, the transcriber writes a note to explain the change from print format or to convey information necessary for the clear understanding of the material.

When a situation that needs explanation occurs only once, or very seldom, a transcriber's note is inserted at the appropriate site in the text. Each complete note is preceded, unspaced, by the three-cell *opening transcriber's note indicator*, dots 4, 46, 126 (::::::) and followed, unspaced, by the *closing transcriber's note indicator*, dots 4, 46, 345 (::::::). These indicators tell the braille reader that the enclosed words were written by the transcriber and do not occur in print.

A transcriber's note should be brief but clearly worded. It is very important to use proper grammar, punctuation, and a vocabulary that is suited to the reading level of the material being transcribed.

Only one transcriber's note is required when a special situation that needs explanation occurs more than once within a particular section of a text.

When it is necessary to explain that the braille version differs from the print in a fundamental way *throughout an entire book,* this notice is placed on a *Transcriber's Notes Page* at the beginning of the braille volume (to be studied in Lesson 19).

**13.6a Short (embedded) notes.** Enclose short notes consisting of no more than seven words in transcriber's note indicators and insert them into the text either before or after the word or words to which they apply. Example:

**13.6b Long notes.** If an unfamiliar abbreviation, special symbol, or a special format needs a longer explanation, stop the transcription immediately before the occurrence and insert a transcriber's note. Start each note in cell 7 with runover lines starting in cell 5 (7-5).

Do not leave a blank line either before or after a TN unless required by other braille formats, such as those for a centered heading (to be studied in Lesson 17). Precede and follow each complete note, regardless of the number of paragraphs it may contain, with TN indicators. Example:

Transcriber's notes that contain lists of special symbols used will be studied in Lesson 18.

# 13.7 Shape Indicator for Emoticons and Other Print Symbols That Have No Braille Equivalents [UEB §11.7, Technical materials 14]

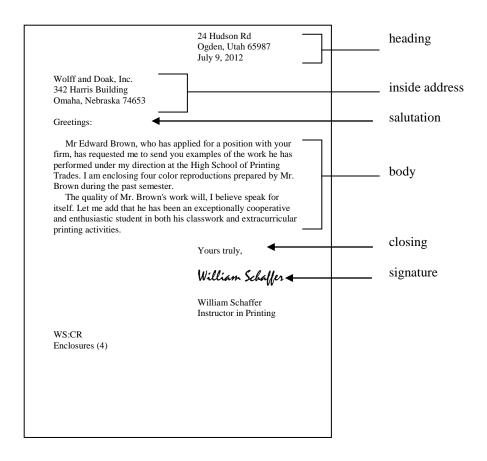
Unified English Braille includes specific braille symbols for common shapes, as well as methods to indicate if the shape is shaded, solid, etc. Symbols that have no braille provision, such as or o, are indicated in braille with the use of a transcriber-defined shape indicator, dots 4, 1246 (ii), followed immediately by the initial letter(s) of the object or a single grade 1 word, e.g., ii iii for a telephone symbol or ii iii for a lock icon. A further description of the object, if needed, can be enclosed in an embedded transcriber's note, or on a special symbols page if the symbol occurs frequently throughout a transcription. Example:

A sign on the desk said: for service. Have a nice day!

# **13.8 Format for Letters (correspondence)**

No rules are given in UEB or *Braille Formats: Principles of Print to Braille Transcription* for brailling letters of correspondence. Following are some general guidelines.

**13.8a In general.** Follow print copy as to the location of headings, inside addresses, closings, and signatures, indenting in braille as they appear in print. Follow print for paragraph indention.



To block a heading, count the number of cells needed for the longest line. This line should end at the extreme right-hand margin. All other lines of the heading start in the same numbered cell as the longest line. Runover lines should be avoided in the heading and inside address—even if this means that the blocked lines of the heading start left of the middle of the page.

If there is not room to include the last line of the body of the letter as well as the complimentary closing, signature, writer's and typist's initials, and notice of enclosure on a braille page, take the last line of the body of the letter to a new page.

It is recommended that the closing and signature be brailled following the rules for attributions (see 17.3)—i.e., start each line in cell 5.

**13.8b Blank lines in letters.** Blank lines are left in braille letters between segments that are not distinguished by margin indentions. When a letter is written in *semiblock form*, as in the illustration above and the following exercise, the only place a blank line is needed in braille is between the inside address and the salutation.

If a letter is written in *full block form* (without any indentions) and all segments start at the left margin, the same should be done in braille. In order to enable a braille reader to distinguish the different segments of the letter, leave a blank line between the inside address and the salutation, the salutation

and the first paragraph, and between following paragraphs. A blank line is also left between the last line of the body of the letter and the closing. If there are writer's initials and/or a notice of enclosures followed by a postscript, a blank line should separate the two.

#### 13.9 Braille Translation Software

As referenced in the course introductory material, this course will present some of the general concepts the student should understand in order to best utilize computer software that can assist with the conversion of a print document into braille. Several braille software packages are available, and the specifics of each program will not be covered here. The student should consult the documentation for the particular program being used.

It is emphasized that the transcriber must have a thorough knowledge of the braille characters and proper formatting. The software should be viewed as a tool to help produce braille more efficiently, not a substitute for the detailed knowledge and skills of a transcriber. Intervention by a transcriber is generally required to ensure high quality braille for the reader.

#### 13.9a Styles.

When preparing braille using a Perkins Brailler or a six-key entry program, the transcriber uses the spacebar and the return key to create centering, blank lines, and paragraph indentions manually. With translation software, it is possible to accomplish such formatting by applying a paragraph style to the entire block of text so that the software will format it automatically. This can be done when working with the document in its print format before translating it to braille, and in some cases it can even be done in a word processing program before importing the document into the braille software. Following are the names and features of styles corresponding to the formatting that you have learned so far. Note that it may at times be necessary for the transcriber to add blank lines where the styles do not automatically create them in order to achieve correct formatting. Additional formats and styles will be studied later:

STYLE NAME	FORMAT
Paragraph or Body	3-1 margins; leaves no blank lines between paragraphs that
Text	are all in this style, but blank lines are created according to
	format rules (to be studied later) before and/or after the entire section of body text
List or List1	1-3 margins; leaves no blank lines between paragraphs that
	are all in this style, but blank lines are created according to
	format rules before and/or after the entire list
Running Head	Places the selected text, centered, at the top of each page of the document; creates no blank line below
Attribution	Margin is 4 cells to the right of the beginning of the previous line; creates no blank line above and one blank line below
Transcriber's note	7-5 margins; follows format rules for blank lines before and

after; places transcriber's note indicator at the beginning and end of the text; only used when the entire paragraph is a transcriber's note

Left flush or 1-1

1-1 margins; creates no blank line above or below

#### **EXERCISE**

Prepare the following letter for submission to the instructor. Use the first line of each page for the running head **LESSON 13**, as usual. A blank line should be left on the first page between the running head and the heading.

745 16th St., N.W. Washington, DC 20006 3/29/72

Mr. J. W. Wetherby 116 Crumpet St. London W2N 6AA England

Dear Jim,

Shortly after 10 a.m., Feb. 5th, the SS Tubb reached the good old U.S.A. with me and the Mrs. on board. We were treated to the very best weather the Atlantic has to offer, i.e., wind, rain and fog, with the temperature dropping to 5°F at times. However, the unpleasantness was greatly mitigated by the fact that we became acquainted with many interesting people. Allow me, for instance, to introduce you to Dr. Wm. Windham. (The Dr. is for Ph.D., not M.D.) Windy, as he was familiarly known to his fellow passengers, was formerly head of the Phys. Ed. Dept. of an obscure institution in New Haven, Conn. His specialty is the improvement of health through breath control and Yoga, and being a typical absent-minded prof. we jokingly told him that we feared we might someday find him turning blue in the face from having forgotten to resume breathing.

Also on board were an AFL-CIO official from Texas with an LL.D. from T. C. U. (c1970) and a D.Litt from UCLA and a Conservative M. P. from somewhere in Sussex, whose father had served with Eisenhower at S.H.A.E.F. during the 2d World War. These two were constantly engaged in interminable arguments over the UN and NATO. A third passenger would sometimes join in these discussions. He was a retired AT&T executive who often reminisced about F.D.R. and recalled how he had approved the WPA projects.

Further diversion was provided by a comedian who had performed on several TV networks including ABC and NBC. His wife was more interested in her lineage than in comedy and frequently reminded us of her membership in the DAR.

I will finish this account in a later letter as I must start packing. The Mrs. and I are taking off for Florida for a month of rest in the sun. Until the first of May address your letters to me c/o Gen. H. G. Fairweather, 1210 St. Augustine Rd., W. Palm Beach, FL 33401. Telephone no.: 305 743 6262.

Cordially yours, Ed Goodman

#### EGG/ham

P.S. 4/10/72. You can thank a sudden change in the weather for the fact that you are finally receiving this letter. Since arriving here in Fla., the temperature has been in the 70s and 80s, until last night, when it began turning colder about 10 p.m.; and early this a.m. the thermometer on our veranda registered 45° (F). I was forced to dig out my coat, and lo and behold! there in the pocket was your letter still unmailed.

Our trip down was remarkably fast—2 hr., 20 min. Not bad for a 1200 mi. jaunt, wouldn't you say? We were able to hitch a ride on an old B-52 that was being flown to Fla. to be used in training missions.

Gen. Fairweather has a beautiful and comfortable house with a large swimming pool that measures 20'6" by 40'. The only disturbing factor which somewhat interferes with my rest and quiet is a constantly barking dog that has the bark of a Great Dane but is about 20 ins. long and weighs all of 2# soaking wet!

I am proud to say that I will soon be able to type my own letters. While I was in England I began taking a correspondence course in typing—at the exorbitant cost of £495, 10% off for cash. I am now struggling with the intricacies of &, @, \$, and °. After next month I will no longer need the services of a secretary.

Remember our conversation about the Japanese \$? If you will check page C6, \$4 of last Sunday's paper, you will see that it is on the rebound. Even so, I'll stick with investing in the good ol' US\$ and/or the British £.

The wife and I are considering taking a trip to France and Belg. next spring. Would you be interested in joining us? Perhaps we could rent a BMW and do Europe in style.  $\odot$ 

Cheerio, old bean, E.G.G.

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