

## ***Lesson 15***

### ***Typeform Indicators, Small Capital Letters, Ellipsis, Quoted Material, More on the Standing Alone Rule, More On Braille Translation***

#### **15.1 Typeform Indicators [UEB §9 and Appendix 3]**

In addition to the indicators already studied (the capital indicators, the number indicator, the grade 1 indicators, the shape indicators, the braille grouping indicators, the superscript and subscript indicators, and the transcriber's note indicators), the *typeform indicators* play an important role in braille reading. In print, when special typefaces (often referred to as font attributes) such as italics, boldface, underlining, or script are used to emphasize or to make distinct a word or passage, these changes must be so indicated in braille.

Foreign words that are printed in a special typeface, as well as titles that occur within text, subject headings at the beginning of paragraphs, silent thought, quoted material, and proper nouns that name a particular person, place, thing, or idea must be distinguished in braille using typeform indicators. However, special typefaces are ignored in braille if they are used in print merely to make the production more visually appealing, such as when headings are printed in huge letters or script.

Each of the following four specific typeform indicators contain two cells. The character in the first cell indicates the type of attribute, and the character in the second cell signals whether the indicator covers a word, a passage, or just one symbol. Each typeform has its own terminator. Additional "transcriber-defined" indicators will be studied later in this lesson.

	<b>Word</b>	<b>Symbol</b>	<b>Passage</b>	<b>Terminator</b>
Italics	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠
Boldface	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠
Underline	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠
Script	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠	⠠⠠⠠

**15.1a Typeform word indicator.** To indicate that only one word (or symbols-sequence) is in a special typeface, a *typeform word indicator* is placed before it. The effect of the typeform word indicator continues until the reader encounters a blank cell or a typeform terminator. The typeform indicator is placed *before* any capital indicator. Examples:

March

⠠⠠⠠⠠⠠⠠⠠

**blue-eyed**

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*bride-to-be*

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*A.M.*

⠠⠠⠠⠠⠠⠠⠠⠠

1914-18

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*sotto voce*

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Lt. Col.

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

o'clock

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*l'orange*

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*and/or*

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*and/or*

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*Stop—Now!*

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

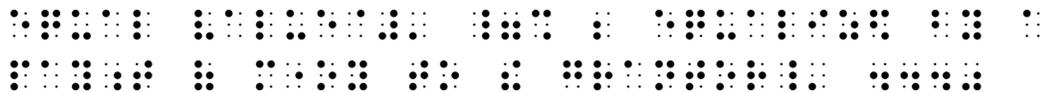
If only the first part of the word is in a different typeface, use the *typeform terminator* to show where the typeform ends. If the change in typeform begins in the middle of the word, use the typeform word indicator to show the change. Because final-letter contractions must follow a letter, do not use them if their letters are immediately











**15.1i Summary: Use of the Typeform Indicators [BF §5].** The typeform indicators are used in braille only when words are printed in a different typeface to indicate *emphasis* or *distinction*. Remember that font attributes employed by printers for visual enhancement are ignored in braille (such as ornate letters or titles printed in script, italics or boldface). However, with only certain exceptions explained below, when an author or publisher chooses to highlight certain parts of text, the author's wishes must be respected and print must be followed. The guidelines for the use of the typeform indicators may be summarized as follows.

### **Use the Typeform indicators**

1. To indicate ***emphasis***. Use the typeform indicators when print emphasizes a word or phrase by placing it in a different typeface. [Jump! Now!]
2. To show ***distinction*** when indicated by a special typeface in print for:
  - Foreign words or phrases
  - Proper nouns such as names of ships, books, pictures, etc.
  - Hyperlinks in which the text itself does not indicate the presence of a link, as in "visit About Us for more information".
  - Subject headings at the beginning of paragraphs
  - Silent thought as distinguished from conversation
  - Passages not enclosed in quotation marks that are printed in a type different from that of adjacent text—unless such passages are separated from the text by blank lines and/or change of margins [15.5]

### **Do Not Use the Typeform indicators**

Special typefaces should not be indicated in braille when they have been used in print strictly for stylistic reasons or when distinction is sufficiently indicated in braille by other means, as in the following:

1. Where chapter titles or other centered headings are printed entirely in italics or boldface









When quoted matter, i.e., passages taken verbatim from another source, or other displayed material such as a facsimile of a handwritten note or a sign, is *set off in print by blank lines, special typefaces, or indented margins*, the following guidelines should be observed:

- (a) Leave one blank line before and after the quoted or displayed material. When material that is to be followed by a blank line ends on either line 24 or 25, leave a blank line at the top of the next page following the running head.
- (b) Use cell 3 as the left margin for displayed material. Use 5-3 margins for indented paragraphs. Braille paragraphs that are printed in block form in 3-3, leaving a blank line between paragraphs.
- (c) Retain font attributes when only certain words or phrases are emphasized within displayed material. Ignore font attributes if the entire body of displayed material is italicized or otherwise emphasized.
- (d) If quoted material appears in both quotation marks and a distinctive typeface, such as italics, in braille the quotation marks are retained but the font attributes are omitted unless they are needed for emphasis or distinction.

For material printed in boxes see *Braille Formats §7*.

### **Drill 37**

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

1. *The Mysterious Attitude*. A statement such as, "I wish I could tell you the answer, but . . ." implies that you have inside information that would blow the lid off everything.
2. "You're so ... so ..." he yelled in exasperation. He just couldn't find the words to express his frustration. ". . . terrific?" she asked coyly.
3. By *disability*, as used in the Social Security Act, is meant "inability to engage in substantial gainful activity. . . ."
4. Look at the map on page s4.
5. "I'll be glad when my boot training is over and I can say good-bye to S.. D.... forever," Frank wrote.

6. The word "dispatch" may be spelled either *d*ispatch or despatch.
7. It was the *one*-o'clock, not the *two*-o'clock news report, that stated the plane was missing.
8. If she will only permit me to announce our engagement, I will renounce all my bad habits and denounce all my former sweethearts.
9. The ad read: "You simply can't affORD to be without a FORD."
10. The letters enclosed in parentheses should be contracted in braille:  
(dis)t(ing)ui(sh), M(in)n(ea)polis, m(ed)ic(in)al.
11. He was extremely proud of his former connection with the **Federal B**ureau of **I**nvestigation ("G-men are the world's greatest detectives," he was fond of saying).

## 15.6 Braille Translation

Typeforms are considered *character styles* (mentioned in Lesson 14). In a word processor, when italics, underlining, and bold are applied to the selected text, they should translate with the appropriate indicators in braille. Always be sure to apply the typeform to any closing punctuation at the end of a word or passage, unless there is a specific reason for the typeform terminator to occur before the punctuation.

For correct formatting of displayed material, apply the appropriate *paragraph styles* for 5-3 or 3-3 margins, and ensure that the required blank lines are retained.

### EXERCISE

Prepare the following exercise for submission to the instructor. Use a 3-1 margin. For purposes of this exercise, treat any symbols requiring transcriber explanation as having been already explained elsewhere (i.e., do not use transcriber's notes). There is no reading exercise for this lesson.

1. The thought that the *federal government is wealthy* and the *states poverty-stricken* is a dangerous illusion.
2. Since all men are created equal, it follows *a priori* that no group is entitled to preferential treatment.
3. The title of the book is *CD-ROM Recordings — 1985*.
4. Back in 1919, when we numbered **105,000,000** in this country, it took some **26,000,000** workers to grow our food, dig our fuels and metals, and make the goods we needed.
5. When O'Brien got up to speak, Todd thought, *he just doesn't have any self-assurance*.
6. The following books were written by Thomas Wolfe: *Look Homeward, Angel; Of Time and the River; From Death to Morning; The Story of a Novel; The Face of a Nation; The Web and the Rock; You Can't Go Home Again; The Hills Beyond; A Stone, a Leaf, a Door*.
7. CAPITAL PUNISHMENT: Spending the summer in Washington, D.C.—Richard Armour in *Today's Living*.
8. Will the students in group "a" please move so that group "b" can sit down?
9. The local Shakespeare Society is planning to produce one of the following plays this season: *As You Like It; King Richard III; Julius Caesar; or Hamlet*.
10. It took me almost 1½ hours to complete the order from [www.ShoppingMadeEasy.com](http://www.ShoppingMadeEasy.com) — all during the process I was never sure whether I should first click select size or select color or more information.
11. The **g** in **gnat** is silent.
12. Charlie called to me, "The water's fine. *Come on in!*" So "*in*" I went!
13. *'It is not the size nor the gold equivalent of what each of us contributes to the world that is a measure of the value of his*

*gifts. The service we render to others is really the rent we pay for room on this earth.'* — Wilfred T. Grenfell

14. Thomas Jefferson will long be remembered for his drafting of *The Declaration of Independence*.
15. Steven's thoughts turned to Ritchy, *his idea of a great vacation (but not mine) is just to sit!*
16. MEMO: THE DOG THAT WOULDN'T BE is the camp movie this week.
17. Tennyson wrote "*In Memoriam*" to express his grief at the death of a young friend.
18. The Athenians not only had government *of* the people and *for* the people, but also government *by* the people.
19. Dwight Eisenhower, when president, said, "The federal government did not create the states of this republic. The states created the federal government..."
20. The sign on the wall explained the company policy:  
**It is our rule that no alteration can be made to one of our products by the retailer. Our warranty is in effect only if the product is in its original condition—that is, as it was when it left Kirby & Co.**
21. MERRIAM-WEBSTER'S NEW COLLEGIATE DICTIONARY is considered a *descriptive dictionary*; WEBSTER'S NEW WORLD DICTIONARY is a *prescriptive dictionary*.
22. *Oh boy, am I in for a dull evening!* he thought when he saw Aunt Em confronting him in the doorway. "What a pleasant surprise!" he said aloud. —*and now I won't know till morning who won the fight on TV.*
23. He scribbled a hasty note: *Will be in N.. Y... City 2 days. Be careful what you tell the d..n internal revenue guy.*
24. Article III, § I, of the *Constitution* provides as follows: *The judicial power of the United States shall be vested in one supreme Court, and in such inferior courts as Congress may from time to time ordain and establish. The judges, . . . , shall hold their offices during good behavior, and shall, . . . .*

25. In the following words the accented syllable is indicated by italics: *proficient*, *reunify*, *visionary*, *unlikely*, *proviso*, *discord*, *pretend*.
26. Benny Friedman was the man who put the FOOT in FOOTball.
27. During the 19th century, the *sixteen*-hour day was not uncommon, whereas today there is talk of shortening the *eight*-hour day.
28. In the following words the letters enclosed in brackets are optional: encyclop[a]edia, cancel[l]ed, bus[s]es.
29. Soon the *Serene* was plunging through the most terrifying storm of the voyage, 1957's Hurricane Carrie that, only a few hundred miles away, sank the huge four-masted German bark *Pamir*, with a loss of 80 lives.

It was about this time that Cohen began inscribing a piteous document dealing with "The Last Days on Earth of Leslie Cohen."

Excerpts:

*Constantly wet. Working 18 hours a day. If I ever come out of this alive I'll never set foot on a boat again.*

*Bad storm again! God has never heard three bums pray as loud as we did.*

. . .

*Another day, another hurricane. This is the worst mistake two men ever made.*

30. The entry "*Coverage only for vicarious liability of named insured (?)*" puzzled the law clerk.
31. NOTICE: The YMCAers will meet Tuesday at 7 p.m.
32. Tom's brother was late for supper so he went all over the neighborhood calling for him, "Char-*lie*—supper time—Char-*lie*." Charlie was so far away that he only heard the "-*lie*."

**PUTTING IT ALL TOGETHER:  
SUMMARY OF STANDING ALONE RULE  
[UEB 2.6]**

A letter or letters-sequence is "standing alone" if it is preceded and followed by a space, a hyphen or a dash (either a dash or a long dash).

A letter or letters-sequence is also "standing alone" when the following common punctuation and indicator symbols intervene between the letter or letters-sequence and the *preceding* space, hyphen or dash:

- opening parenthesis, opening square bracket or opening curly bracket (brace bracket)
- opening quotation mark of any kind
- nondirectional quotation mark of any kind
- apostrophe [also see Section 2.6.4]
- opening typeform indicator of any kind
- capitals indicator of any kind
- opening transcriber's note indicator
- or any combination of these.

A letter or letters-sequence is "standing alone" when the following common punctuation and indicator symbols intervene between the letter or letters-sequence and the *following* space, hyphen or dash:

- comma, semicolon, colon, period, ellipsis, exclamation mark or question mark
- closing parenthesis, closing square bracket or closing curly bracket (brace bracket)
- closing quotation mark of any kind
- nondirectional quotation mark of any kind
- apostrophe [also see Section 2.6.4]
- typeform terminator of any kind
- capitals mode terminator
- closing transcriber's note indicator

