Lesson 19

Braille Book Format, More on Translation Software, More Braille Symbols and Other Information

19.1 Braille Book Format in General

The layout of a braille book should follow that of the print book as closely as possible.

- Note: The instructions that follow assume the use of a running head, as required by some braille production agencies.

19.1a Volume Size and Division

The ideal place for a volume division is at the end of a chapter or other unit of the text. When this is not possible, division should be made at a point where there is a logical break in context or thought. Do not divide in the middle of a paragraph, no matter how long that paragraph may be.

Agencies have varying requirements for volume size, often depending upon the reading level of the material produced. Another primary factor in determining appropriate volume size is whether the braille will be produced on only one side of each sheet of braille paper (*single-sided*), or on both the front and back of each sheet (*interpoint*). Braille transcribed for purposes of this course is to be single-sided, but interpoint braille is also commonly used. Review Appendix E of *Braille Formats* to learn more about guidelines for interpoint braille production.

The optimal size of a single-sided braille volume is one hundred pages, but may vary between approximately ninety and one hundred and ten pages (a page, in this instance, refers to an actual piece of paper, not to braille page numbers). If the total number of pages exceeds a hundred and fifteen, divide the book into two volumes. Because of the bulk of a braille volume, division should always favor smaller volumes. The variation between any two volumes in the same book should not exceed fifteen pages. Remember to include the preliminary pages in the count.

To determine in advance the number and length of braille volumes, use the following formula:

a) Braille 50 full pages of braille. Include preliminary pages in this count only if they are full, or nearly so.
b) 50 braille pages equal _____ print pages.
c) The total number of print pages in the book is _____.
d) Divide the total number of print pages by the answer in line (b). This will determine the number of braille half-volumes.

e) For an estimate of the number of full braille volumes, divide the answer in (d) by 2.

19.1b Book Broken into Units

Whenever print uses an entire page for a unit heading (such as *Part I*), omit this page in braille and use combined page numbering. (See 17.1e.) Such a heading should be centered and separated by a blank line from other headings or text that precede and/or follow it. Follow print capitalization. Ignore special typefaces when an entire heading is printed in italics or small capitals. Use typeform indicators for a word, or words, within a heading that is in a different typeface.

If an epigraph (see 19.2b(3) below) is printed on the same page as a unit or chapter title, place it before or after the title, as it appears in print, preceded and followed by a blank line.

19.1c Chapter Titles

Chapter titles are treated as centered headings. Follow print for capitalization and roman or arabic numerals. Use typeform indicators only if emphasis or distinction is required, such as for an italicized word within the title.

A long title should be divided at a logical location and brailled, centered, on consecutive lines. At least three blank cells must be left at the beginning and ending of each line. If a chapter heading consists of both a number and a title, both should be placed on one braille line if space permits. When placed on one line, the chapter number comes first followed by a space and the title—regardless of print placement. Formatting must be consistent throughout a book. Start the first chapter of a book on a new braille page.

Example:

[Assume that the following example is the first page of text without any prior implied page numbers, and that   in print "Part I" is on a page by itself.]

<div align="center">

PART I
_____

RAW WINDS AND UNSTEADY SEAS
The Story of Marvin Steele
_____

Chapter 1
THE JOURNEY HOME

"Home is the place where when you have
to go there They have to take you in."

</div>

Marvin Steele was a man much like his name, hard, cunning, crafty when dealing with others. Still it was . . .

⠠⠠⠗⠁⠺ ⠺⠔⠙⠎ ⠯ ⠠⠥⠝⠌� ⠎⠑⠁⠎⠒   ⠼⠁
⠠⠮ ⠠⠌⠕⠗⠽ ⠷ ⠠⠍⠜⠧⠔ ⠠⠌⠑⠑⠇⠑

⠠⠡⠁⠏⠞ ⠼⠁

⠠⠮ ⠠⠚⠳⠗⠝⠑⠽ ⠠⠓⠕⠍⠑

⠠⠠⠓⠕⠍⠑ ⠊⠎ ⠮ ⠏⠇⠁⠉⠑ ⠱⠻⠑ ⠱⠢ ⠽ ⠓ ⠞⠕ ⠛⠕ ⠮⠗⠑ ⠮⠽ ⠓
⠞⠕ ⠞⠁⠅⠑ ⠽ ⠔⠲

  ⠠⠍⠜⠧⠔ ⠠⠌⠑⠑⠇⠑ ⠶ ⠁ ⠍⠁⠝ ⠍⠡ ⠇⠅ ⠙⠀⠓⠊⠎ ⠝⠁⠍⠑⠂
⠙⠜⠙⠂ ⠉⠥⠝⠝⠔⠛ ⠂ ⠉⠗⠁⠋⠞⠽ ⠱⠢ ⠙⠑⠁⠇⠔ ⠾ ⠕⠮⠗⠎ ⠲ ⠎ ⠊⠞ ⠶ ⠲⠲⠲

When following chapters end in the middle of a braille page, the next chapter should start on that same page so long as there is room for the chapter heading with its preceding and following blank lines and _at least one line_ of braille text. When a new chapter starts at the top of a braille page, a blank line is left between the running head and the chapter heading.

When a braille volume ends in the middle of a chapter, the first page of text in the following volume should carry, first, the full title of the book (no running head), followed by a blank line and the centered chapter heading followed by the word **(cont.)**.

19.1d Illustrations: maps, pictures, diagrams, etc. [_BF_ §6.2]
Illustrations that add information to the text are either represented in braille as tactile graphics or described in a transcriber's note. In general,

an illustration needs to be described only when the caption does not adequately explain it. Tactile graphics should be undertaken only after thoroughly studying *Guidelines and Standards for Tactile Graphics, 2010.*

Ignore pictures on the front of a book or other pictures not related to the text. Their omission need not be noted.

19.1d(1) Captions. All captions, along with any associated copyright information (see *BF* §6.2.1.a.) should be incorporated into the braille text at an appropriate point. Starting in cell 7, braille the relevant word (Picture caption, Map, etc.) enclosed in transcriber's note indicators. Following on the same line, braille the caption. Runover lines start in cell 5. Do not leave a blank line before or after the caption unless required by other formats, such as those for headings.

19.1d(2) Descriptions. Enclose descriptions of illustrations in transcriber's note indicators so that the reader will realize that these are words that do not occur in print. Use 7-5 margins and do not leave blank lines either before or after. Use vocabulary suitable to the reader's age group.

Braille the caption first when, in order to understand the text, an illustration that has a caption needs to be described. Do not leave a blank line between the caption and the description.

19.1e Blank lines and breaks in text. [*BF* Appendix C]
Leave only one blank line in braille when in print one or more blank lines are used to indicate a break in thought or a change of time or place. If, in braille, there is not room on the page for such a blank line and one line of continuing text, leave line 25 blank. On the next page, start the text on line 3 — leaving the line following the running head blank.

If a series of dots, stars, or other symbols, is used in print to indicate a break in text, these symbols should be represented in braille by three asterisks separated from each other by a blank cell and centered on the braille line, ("⠐⠔ ⠐⠔ ⠐⠔). Do not leave a blank line either before or after the line containing the series of asterisks. If a line containing such asterisks occurs on line 25 of the braille page, it is not necessary to leave a blank line at the top of the next page.

19.1f Paragraphs.
In general, follow print for paragraph formatting. Use 3-1 margins for indented paragraphs, and do not leave blank lines between them.

Paragraphs that are blocked in print use 1–1 margins and blank

lines are left between them. There is no need to leave a blank line following a blocked paragraph when it is followed by an indented paragraph.

When an entire text is printed in blocked paragraphs, use regular indented paragraphs (3-1) in braille. State this change in format on the Transcriber's Notes page.

19.1g Order of pages in braille volume.

The order of pages in a braille volume should be as follows:

Print copy of braille title page
Front matter
>   "t" (transcriber generated) pages:
>   >   title page
>   >   secondary title page, if needed
>   >   special symbols page
>   >   transcriber's notes page
>   "p" (preliminary) pages:
>   >   cover/jacket material
>   >   print preliminary pages in the order in which they
>   >   >   occur in print
>   Body matter (text pages)
>   End matter

19.2 Front matter [*BF* §2]

19.2a Transcriber-generated pages.

Every braille volume begins with a title page created by the transcriber that lists the title, author, copyright and publishing information, transcriber's name and association, total number of braille volumes, and the number of print and braille pages in the current volume. A Special Symbols page and a Transcriber's Notes page are also transcriber generated.

Page numbers: Braille page numbers for transcriber-generated pages are placed at the end of line 25 and are preceded by the letter *t*. Do not use a grade 1 indicator (⠼⠁⠲, ⠼⠁⠉). This tells the reader that these are pages that do not occur in print. There are no print page numbers on line 1.

19.2a(1) Braille title page.

The first page of every braille volume is a <u>print copy</u> of the braille title page.

The second page is the braille title page and it is numbered *t1*. The print title page and the copyright page (which is usually on the back of

the title page and contains cataloging, copyright, publishing history, and other publication data) are not reproduced in braille. Instead, information for the braille title page is gleaned from those pages.

The information needed on the braille title page is grouped into five segments separated by one or more blank lines. Distribute the blank lines as evenly as possible. List the following information in the following order:

1 | book title (on line 1)
subtitle (if any)
series name (if any)

[blank line(s)]

2 | author(s)

[blank line(s)]

3 | publisher's name
publisher's first or principal address (city and state only)
publisher's website (if listed in print)
copyright year and holder
reproduction notice
ISBN
printing history

[blank line(s)]

4 | year and base code of braille transcription and name of transcriber
Organization affiliation
Address of organization or transcriber (city and state only)

[blank line(s)]

5 | total number of braille volumes
number of the particular volume
inclusive braille pages
inclusive print pages (on line 25)

The title of the book is always listed on line 1 and the print page numbers on line 25.

Braille the title page as a list using 1-3 margins. Follow print capitalization for the title, subtitle, author's and publisher's names.

Usually all of the above mentioned items can be listed on one braille page. Following are two model title pages, formatted as they should appear in braille that illustrate the form *required for trial manuscripts by the Library of Congress;* other agencies may have different requirements.

The first example shows a book with a subtitle and a series name, two authors, the word *by* before the authors' names because it appears in print, a copyright holder different from the publisher, and is in ten volumes—thus requiring many more lines than the second example. If there is more information than can fit on one page, as in the first example, follow the guidelines as stated in *BF* §2.4.

CROSSING OVER TO THE GOLDEN LAND –
    CALIFORNIA
Traversing the Donner Pass
New World Series
 	
By BRET WOLTHAN and SUSAN FIELDS
 	
Published by Melbourn and Trimble, Inc.
New York
www.melbourntrimble.com
© Copyright 1995 by Bret Wolthan and
    Susan Fields
Further reproduction or distribution in other than
    a specialized format is prohibited.
Transcription of ISBN: 0-7987-4411-8
 	
Transcribed 2016 into Unified English
    Braille by Harry Hiram
Volunteer Braille Services
New York, NY
 	
In 10 Volumes
Volume 2
Braille pages t1-t4, p1-p3 and 83-164
Print pages i-iv and 35-65   t1
	Time of Terror
	
	Steven Logan
	
	Published by John H. Towsend & Sons,
	    Inc.
	Fredericksville, Ohio
	Copyright© 1990 by Steven Logan
	Further reproduction or distribution in other than
	    a specialized format is prohibited.
	Transcription of ISBN 0-19-569876-4
	Printing history: 97 98 6 5 4 3 2 1
	
	Transcribed 2016 into Unified English
	    Braille by Harry Hiram
	Volunteer Braille Services
	New York, New York
	
	In 1 Volume
	Braille pages t1-t4, p1-p6 and 1-79
	Print pages i-iv and 1-35 19 t1

[26 lines in first example]

[The brailled versions of the two title pages shown above can be found at the back of *Drills Reproduced in Braille.*]

19.2a(1)[a] *Title and subtitle (title page).* The title and subtitle should be brailled on consecutive lines. Follow print for capitalization. If a title is too long to fit on the first line of the braille page, it should be divided, as evenly as possible, between two or more lines. Make the division at a logical point in the title. If the book is one of a series, place the series name on the line immediately following the title or subtitle.

19.2a(1)[b] *Authors (title page).* If a book has two or more authors, and if there is room, braille the name of each author on consecutive lines. Follow print capitalization. If a title page is very full, authors' names can be separated by commas and placed on the same line. If space will not permit the listing of all the authors on the title page, see *BF* §2.3.5 and 2.4.

Even if a book is an autobiography, the name of the author is placed on the title page. The word *by* before the author's name is used in braille only if it appears in print.

Names of print illustrators or photographers are not included on a braille title page.

19.2a(1)[c] *Publisher (title page).* Braille the words **Published by** followed by the name of the publisher. On the next line, braille the first or principal city listed, along with the state if one is given in print. Follow print if the state is spelled out or if the state's postal code is used.

19.2a(1)[d] *Publisher's Web site (title page).* When a publisher's URL is printed in the front matter or on the cover of the book, include it on the braille title page. Example:

www.smithpublishing.com ⠺⠺⠺⠲⠎⠍⠊⠞⠓⠏⠥�⠇⠊⠎⠓⠊⠝⠛⠲⠉⠕⠍

19.2a(1)[e] *Copyright (title page).* List only the latest copyright date on the title page. If there is no copyright date, substitute the word *Printed* for *Copyright,* followed by the latest printing date. Do not add information that is not in print.

The copyright holder is always given on the title page—even when the publisher holds the copyright. Ignore expressions of reservation of rights such as *All rights reserved.*

If the copyright symbol (©) occurs on the print title page use the braille symbol (⠘⠉), placed and spaced as in print. Follow print if both the word and the symbol are shown.

19.2a(1)[f] *Reproduction notice (title page).* Permission to transcribe a book into braille is not required from the publisher or copyright holder so long as the transcriber is working under the auspices of an "authorized entity." An authorized entity is any nonprofit organization or governmental agency having a primary mission to provide specialized services to persons with visual impairments. When permission is not sought, the following statement must appear on the braille title page following the copyright information:

Further reproduction or distribution in other than a specialized format is prohibited.

This statement must appear on the title page of the trial manuscript since students enrolled in this course are working under the auspices of the National Library Service.

19.2a(1)[g] *ISBN (title page).* When shown in print, the ISBN (International Standard Book Number), the SBN (Standard Book Number), or the ISSN (International Standard Serial Number), is placed on the line immediately following the copyright and reproduction notices preceded by the words **Transcription of**. Follow print punctuation.

Example: Transcription of ISBN: 0-4583-6578-8

Include both the 10- and 13-digit ISBNs on the braille title page if they occur in print. Braille the numbers on consecutive lines. Example:

> Transcription of
> ISBN-10: 0-4583-6578-8
> ISBN-13: 654-0-4583-6578-8

19.2a(1)(h) Printing history. When it is possible to identify the numbers that represent the printing history of a book place them on the braille title page, or a supplemental title page if there is not room on the title page. This is a string of numbers located on the copyright page that usually starts with the year of the original publication followed by numbers representing different printings or editions.

Do not confuse the printing history numbers with the cataloging numbers for the Library of Congress, which start with a capitalized letter, or the Dewey Decimal cataloging numbers that start with a number containing a decimal.

Note that the printing history is a series of separate numbers, not one complete number, and therefore should not be brailled with numeric spaces. Follow print for spacing, preceding the numbers with the words "Printing history." Example:

```
20100148   5 4 3 2 1
⠠⠏⠗⠊⠝⠞⠬  ⠓⠊⠌⠕⠗⠽⠲  ⠼⠃⠚⠁⠚⠚⠁�⠓  ⠼⠑  ⠼⠙  ⠼⠉  ⠼⠃  ⠼⠁
```

19.2a(1)[i] _Transcriber's group affiliation (title page)._ List the year that the transcription was completed, the base code used for the transcription, and the transcriber's name. On the next line, braille the name of the group for whom the transcriber works or from whom the transcriber received the braille assignment. On the following line, list the city and state of the group (or that of the transcriber if there is no group affiliation).

State abbreviations. Use the two-letter postal state abbreviations in this section.

- Note: Since the adoption of Unified English Braille occurred only a few years ago, numerous transcriptions in the older code are still in existence. Additionally, long-time readers, transcribers, and educators are in some cases still in varying stages of transitioning to the update. Inclusion of the base code of the transcription on the title page helps to clarify the distinction between the two types of braille materials. For students in this course learning UEB, the title page should always include "Transcribed [year] into Unified English Braille by [transcriber's name]."

19.2a(1)[j] _Volume information (title page)._ Use arabic numbers to indicate the number of a particular volume and the number of volumes in

the book. When a book consists of only one braille volume, use the words **In 1 Volume** (instead of "Volume 1").

19.2a(1)[k] *__Braille page information (title page).__* All of the pages in a braille volume are to be accounted for on the title page. Transcriber-generated braille page numbers are preceded by *t*. Print front matter braille page numbers are preceded by *p*. For example, if a volume has a title page, a special symbols page, a dedication, a one-page table of contents, and the first seventy pages of text, the line on the title page should read: Braille pages t1-t2, p1-p2, and 1-70

Of course, these page numbers cannot be filled in until the volume is completed and the number of braille pages is known.

19.2a(1)[l] *__Print page information (title page).__* Braille the number of the print pages, both preliminary and text pages, contained in the volume on line 25. Include continuation letters if appropriate. Example:

> Print pages i-v and 1-b48

19.2a(2) Special Symbols Page [*BF* §2.5]
The Special Symbols page is located following the title page. When the symbols in the following list are used throughout a volume, they are listed on a Special Symbols page; however, if these symbols are used only one time, or rarely, in a volume, they should be explained in a transcriber's note in the text [see *BF* §3.3]. Some of the following symbols will be discussed later in this lesson. A list of symbols that are required to be included on a Special Symbols page appears in Appendix G of *Braille Formats 2016.*

- Dot locator for "mention" (this symbol should be first in the list and should not be preceded by another dot locator)
- Typeform indicators
- Modifiers
- Transcriber-defined symbols and indicators of any kind (include an indication that they are transcriber-defined)
- Shape indicators
- Braille grouping indicators
- Superscript and subscript indicators
- Line mode indicators
- Code switch indicators
- Symbols of enclosure (parentheses, braces, brackets, angle brackets)
- Symbols used for poetic scansion
- Music symbols
- Foreign language symbols

- Math symbols
- Currency symbols
- Arrow symbols
- Ratio and proportion
- Prime and double prime
- Nondirectional double quote
- At sign
- Tilde
- Trademark and registered trademark

The following symbols were changed with the adoption of Unified English Braille and therefore may be relatively new to the braille reader. They should generally also be included on the Special Symbols page; they are required on the Special Symbols page in this lesson and in the trial manuscript.

- Transcriber's note indicators
- Capitalized passage indicator
- Capitals mode terminator
- Grade 1 indicators
- Asterisk
- Dash
- Ellipsis
- Percent sign
- Low line (underscore)
- Single closing quotation mark
- Period, dot, or decimal [only when used as a dot or decimal]

Follow these steps when preparing a Special Symbols page:

[a] Begin a new braille page and center the heading SPECIAL SYMBOLS USED IN THIS VOLUME on lines 3 and 4, followed by a blank line.

[b] List the symbols in *braille order.* All of the braille symbols are listed in braille order in Appendix 3 of the *Rules of Unified English Braille* and in Appendix G of *Braille Formats 2016.* The transcriber can use these tools to determine the order of symbols, but here is a brief explanation of braille order (discussed in more detail in UEB §1.1.2):

The 63 braille dot combinations are arranged in seven lines, as follows:

Line 1: ⠁ ⠃ ⠉ ⠙ ⠑ ⠋ ⠛ ⠓ ⠊ ⠚

Line 2: ⠅ ⠇ ⠍ ⠝ ⠕ ⠏ ⠟ ⠗ ⠎ ⠞

Line 3: ⠥ ⠧ ⠭ ⠽ ⠵ ⠯ ⠿ ⠷ ⠮ ⠾

Line 4: ⠡ ⠣ ⠩ ⠹ ⠱ ⠫ ⠻ ⠳ ⠪ ⠺

Line 5: ⠄ ⠆ ⠌ ⠜ ⠔ ⠬ ⠼ ⠴ ⠒ ⠲

Line 6: ⠂ ⠒ ⠲ ⠢ ⠐ ⠤

Line 7: ⠈ ⠘ ⠸ ⠨ ⠐ ⠠ ⠰

All of the symbols in the first six lines (except dots 3456) are known as "roots." Dots 3456 (⠼) and all of the characters on line 7 are known as "prefixes". The prefixes are used to begin symbols that occupy more than one braille cell. In braille order, all of the symbols that start with a given prefix are listed together, in order of their roots according to the arrangement of lines 1-6. For example, the at sign (⠈⠁) in braille order would be followed by the cent sign (⠈⠉), then the euro sign (⠈⠑), the franc sign (⠈⠋) and so on. Presenting the symbols in braille order, grouped by their prefixes, allows for easier location by the braille reader of the meaning of an unfamiliar symbol in the special symbols list.

[c] Using the list format (1-3), braille each symbol preceded by the *dot locator for "mention"* (⠠⠿) and followed by a space and its meaning or name. The first word of the meaning or name should begin with a capital letter.

[d] If more than one page is required, do not repeat the heading on subsequent pages.

Example: [The brailled version of the following Special Symbols page can be found at the back of *Drills Reproduced in Braille.*]

⠠⠶ Dot locator for "mention"
⠠⠶⠄⠄ Double prime
⠠⠶⠠⠔ Superscript indicator
⠠⠶⠈⠣ Open angle bracket
⠠⠶⠈⠔ Tilde
⠠⠶⠈�⠷⠄ Strike-through passage indicator (transcriber-defined)
⠠⠶⠈⠷⠄ Strike-through terminator (transcriber-defined)
⠠⠶⠈⠔ Closing angle bracket
⠠⠶⠈⠶⠄ Opening transcriber's note indicator
⠠⠶⠈⠶⠆ Closing transcriber's note indicator
⠠⠶⠨⠔ Degree sign
⠠⠶⠨⠶ Tilde above following letter
⠠⠶⠨⠄ Boldface word indicator
⠠⠶⠨⠈ Dieresis (umlaut) above following letter
⠠⠶⠨⠶ Boldface passage indicator
⠠⠶⠨⠄ Boldface terminator
⠠⠶⠸⠄ Underlined word indicator
⠠⠶⠸ Line continuation indicator
⠠⠶⠠⠔ Asterisk
⠠⠶⠠⠄ Capitals terminator
⠠⠶⠠⠶ Capitals passage indicator

19.2a(3) Transcriber's Notes Page [BF §2.6]

Whenever a special braille format or usage is required *throughout an entire work*, rather than interrupting the text with many transcribers' notes, a notation is made on a Transcriber's Notes page. This page is placed at the beginning of *each braille volume* following the Special Symbols page, if there is one.

Some situations that might be mentioned on a Transcriber's Notes page are a notice of the omission of illustrations that do not have captions, the explanation of the rearrangement of the print format in order to provide a clearer presentation of recipes or puzzles, or the omission of advertising copy. If only some maps, charts, etc., are

omitted from the braille version, note the omissions in a transcriber's note at the appropriate point in the text.

Follow these steps to prepare a Transcriber's Notes page:

- Beginning on a new braille page, center the heading **TRANSCRIBER'S NOTES** on line 3.
- Leave one blank line.
- List the notes in 3-1 paragraph format. Do not use transcriber's note indicators to enclose notes on a Transcriber's Notes page.

19.2b Preliminary pages

The transcriber-generated pages are followed by the print front matter. The cover and/or jacket material is brailled first followed by the preliminary pages, brailled in the same order as they appear in print.

Print preliminary pages, or front matter, contain pages that act as a guide to the text proper (body matter).

Page numbers: Follow print, using arabic or roman numerals, for preliminary pages that are numbered. Place the print page number at the right margin on line 1, preceded by three blank cells. Place the braille page number, preceded by the letter *p*, starting with *p1* (⠏⠏⠼⠁), on line 25.

Occasionally a print book will not have page numbers on the first few preliminary pages. When print leaves several pages unnumbered and begins page numbering at an advanced number implying a count of the previous pages, braille the implied numbers on the appropriate pages— even though they are not present in print. Do not add page numbers to blank pages that have no implied number.

19.2b(1) Cover and jacket material

Place material found on the back of the dust jacket, on the jacket flaps, or on the inside of the book cover (summary of the story, a biographical sketch of the author, other books by the author, a biography, a family genealogy, etc.) at the beginning of the preliminary pages of the *first volume only*. If these items are short, place them on the same braille page separated by a blank line. If any one of them would take up more than half a braille page, start it on a new braille page.

Ignore advertising. Reviews and accolades by other authors and/or the media are not included in textbooks but may be included in novels and leisure reading, again, in the first volume only.

Ignore any direct quotations from the body of the story, whether on the cover or inside the front of the book, as well as any material meant only to be visually attractive.

19.2b(2) Dedications

When in print a dedication is printed on a page by itself, it should be brailled on its own page. Begin on line 3, and use standard paragraph format, or poetry format if needed. Do not braille the word *Dedication* as a title if it is not shown in print. Ignore special typefaces unless needed for emphasis or distinction.

19.2b(3) Epigraphs

An epigraph is a short introductory statement, often a quotation or motto placed at the beginning of a book, a book unit, or a chapter.

19.2b(3)[a] _Epigraphs in preliminary pages._ When an epigraph occurs among print preliminary pages, braille it in the order that it occurs in print preceded and followed by blank lines.

Use the appropriate braille format, either poetry (1-3 margins) or indented paragraph (3-1).

Retain quotation marks if shown in print, but do not note italics unless needed for emphasis or distinction.

19.2b(3)[b] _Epigraphs at beginning of body matter._ Epigraphs that occur before a title at the beginning of the body matter are regarded as text pages and should be given body matter page numbering, not preliminary page numbers.

If an epigraph is printed on the same page as a unit or chapter number and/or title, place it as it appears in print, preceded and followed by a blank line.

19.2b(4) Contents page

When a print book has a contents page, braille the entire table of contents at the beginning of the first braille volume only. Each subsequent volume then includes only that portion of the print contents that is contained in that particular braille volume.

Do not create a contents page for a book that does not have one. Do not add items to the contents page that do not appear in print. It is permissible for a transcriber to create a table of contents for informal materials such as extensive menus, meeting documents, etc.

19.2b(4)[a] _Capitalization._ Follow print for capitalization and roman or arabic numerals.

19.2b(4)[b] _Emphasis._ Do not use typeform indicators for print italics or other attributes except where needed for emphasis or distinction. Use normal line spacing, even if the print table of contents is double-spaced.

19.2b(4)[c] _Omissions._ When the print contents page includes maps, diagrams, etc., that have not been included in the braille edition, omit them from the braille contents page. List these omissions on the Transcriber's Notes page.

19.2b(4)[d] _Rearrangements._ If material that is listed on the print contents page has been rearranged in the braille text, the braille table of contents must reflect the new arrangement. For proper listing of rearranged sections on the contents pages consult _Braille Formats_ §2.

19.2b(4)[e] Heading. Follow print for the heading. Do not add a heading in braille when there is no heading in print.

Center **Volume 1** (enclosed in transcriber's note indicators) on the line preceding the beginning of the contents in the first volume. (When a braille edition consists of only one volume, eliminate this line.) Throughout the rest of the table of contents, leave a blank line before the volume number, but not after it.

If each main entry begins with the word Chapter, or a similar term, omit it from the individual entries and place it at the left margin on the line immediately above the beginning of the main entries.

If more than one braille page is required for the contents, do not repeat any of the headings (such as _Chapter_ or the volume number) that were used on the first page. Do not leave a blank line between the running head and the continuing contents items.

19.2b(4)[f] _Entries._ Guide dots (see below) connect the content entries, i.e., chapter titles, etc., which are placed at the left margin, to their page numbers on the right margin. Use the nested list format for the entries starting each main entry in cell 1 (see 18.2d above, and _BF_2.10.6 and _BF_8.5). To avoid confusion with page numbers, do not use lines 1 or 25 for content entries.

If there is not room for one blank cell between the end of an entry and the page number, continue the entry on the following line(s). Place the guide dots (if used) and page number at the end of the line on which the heading _ends_.

Leave at least six blank cells at the end of every line that does not end in a page number.

19.2b(4)[g] _Guide dots._ A series of guide dots (dot 5) preceded and followed by a blank cell connect the entry to its page number. If there is not room between the end of the entry and the page number for at least 2 guide dots with the preceding and following blank cells, do not use any guide dots.

19.2b(4)[h] _**Page numbers.**_ Page numbers follow print. If an entry starts on a continued page, e.g., _c54,_ do not include the continuation letter on the contents page.

19.2b(4)[i] _**Blank lines**_. Blank lines separate the front, body and end matter. Blank lines also precede the centered volume numbers but do not follow them.

19.2b(4)[j] _**Volume breaks.**_ If it is necessary to end a volume within a chapter, when listing the contents for the next volume repeat the continuing chapter heading followed by the word **(cont.)**.

Following is a typical contents page. For complex contents pages see _Braille Formats_ §2.10.

19.2b(5) Contents page for the first volume of a multivolume braille edition.
Following is the same contents page as it would appear in braille in the first braille volume. <u>Note the position of the blank lines</u> and that a blank line is left between the front matter and the beginning of the body matter.

```
 1                    ⠠⠠⠉⠕⠝⠞⠢⠞⠎ ⠠⠓⠕⠍⠑                              ⠰⠃⠁
 2  blank                    _____
 3                        ⠠⠏⠁⠗⠞ ⠂⠼⠁
 4  blank                    _____
 5                  ⠠⠉⠕⠇⠇⠑⠉⠰⠞⠔⠝⠎ ⠼⠁⠄⠼⠃
 6  ⠠⠿⠕⠗⠙  ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄   ⠄⠄⠄
 7  ⠠⠏⠗⠑⠋⠁⠉⠑  ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄  ⠰⠍
 8  blank                    _____
 9  ⠠⠠⠏⠁⠗⠞
10  ⠠⠹⠑ ⠠⠋⠔ ⠠⠁⠗ ⠠⠃⠑⠺  ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄   ⠰⠝
11  blank                    _____
12                  ⠠⠉⠕⠇⠇⠑⠉⠰⠞⠔⠝⠎ ⠼⠉⠄⠼⠙
13  ⠠⠠⠏⠁⠗⠞⠂ ⠠⠕⠋ ⠠⠹ ⠠⠃⠗⠁⠙⠇ ⠠⠇⠁⠝⠙⠎⠉⠁⠏⠑⠲  ⠄⠄⠄⠄  ⠰⠕⠏
14  blank                    _____
15                  ⠠⠉⠕⠇⠇⠑⠉⠰⠞⠔⠝⠎ ⠼⠑⠄⠼⠋
16  ⠠⠠⠏⠁⠗⠞⠂ ⠠⠕⠋ ⠠⠹ ⠠⠃⠗⠁⠙⠇ ⠠⠇⠁⠝⠙⠎⠉⠁⠏⠑⠆ ⠠⠏⠁⠗⠞ ⠠⠁⠄⠄
17  ⠠⠠⠏⠁⠗⠞⠂ ⠠⠕⠋ ⠠⠇⠁⠎ ⠠⠙⠑⠎ ⠠⠁⠗⠹ ⠠⠕⠗ ⠆
18      ⠠⠏⠗⠑⠋⠁⠉⠑  ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄  ⠰⠕⠑
19  blank                    _____
20                  ⠠⠉⠕⠇⠇⠑⠉⠰⠞⠔⠝⠎ ⠼⠛⠄⠼⠓
21  ⠠⠠⠏⠁⠗⠞⠂ ⠠⠕⠋ ⠠⠇⠁⠎ ⠠⠙⠑⠎ ⠠⠁⠗⠹ ⠠⠕⠗ ⠆
22      ⠠⠏⠗⠑⠋⠁⠉⠑ ⠠⠉⠕⠝⠞⠄⠆ ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄  ⠠⠁⠄⠄
23  ⠠⠠⠏⠁⠗⠞⠆ ⠠⠝⠑⠺ ⠠⠇⠁⠝⠙⠎  ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄  ⠰⠏⠛
24  blank                    _____
25                                              ⠏⠉⠂⠄
_____
 1                    ⠠⠠⠉⠕⠝⠞⠢⠞⠎ ⠠⠓⠕⠍⠑                 ⠰⠃
 2  blank                    _____
 3                  ⠠⠉⠕⠇⠇⠑⠉⠰⠞⠔⠝⠎ ⠼⠊⠄⠼⠁⠚
 4  ⠠⠠⠏⠁⠗⠞⠆ ⠠⠝⠑⠺ ⠠⠇⠁⠝⠙⠎ ⠠⠉⠕⠝⠞⠄⠆ ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄  ⠆
 5  blank                    _____
 6  ⠠⠠⠔⠙⠑⠭⠆ ⠠⠞⠕⠏⠎  ⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄⠄  ⠰⠏⠊⠓
```

19.2b(6) Contents page for succeeding volumes.
List only the print pages occurring in each braille volume. Show volume numbers in the first volume only. Do not include the volume number on the content pages of succeeding volumes.

If a succeeding braille volume starts in the middle of a chapter repeat the headings, centering them as you did in the first volume. Do not use **(cont.)** with the headings. Do insert **(cont.)** following the first entry to indicate that the section is continuing from the preceding volume.

19.2b(7) Other front matter. Braille other material occurring at the beginning of a book, such as a list of other books by the author, a preface, prologue, foreword, author's notes, or introduction, in the order in which they occur in print, each one starting a new braille page. Place them in the first volume only unless they contain information needed throughout the braille edition.

Accolades (see 19.2b(1)) and short reviews of the book are brailled in paragraph format with a blank line between each and placed in the *first volume only*.

If more than three braille pages will be needed to braille all of the reviews, it is suggested that they be placed at the end of the last volume. In this case continue the running braille page numbers to the end of the volume. Place the words **The End**, enclosed in transcriber's note indicators, at the end of the last page of the last volume (see 19.4c). When such comments are relocated to the end of the last volume, note this rearrangement on the Transcriber's Notes page.

Braille only the comments about the book being transcribed—ignore advertisements for other books.

19.2b(8) Disclaimer. If a book contains a statement that the characters and/or places in the story are purely fictional, include this statement in the braille version at the beginning of the preliminary pages, in the *first volume only*. If there is room, the disclaimer can be placed on the same page as the cover/jacket material or the reviews, separated from them by a blank line.

19.2b(9) Acknowledgment of materials borrowed. When material is included in the braille version that has been borrowed from another source (such as song lyrics or poetry), and the publisher credits the source, then it is also credited in braille. Those acknowledgments that refer to maps, pictures, and other materials that have been omitted from the braille transcription should not be mentioned.

19.3 Body Matter

19.3a First page of text – how to tell. If there is a table of contents, regard the first item listed as the first page of the body matter and begin numbering that section with braille page 1 (⠼⠁). Body matter pages begin with braille page 1 in each volume.

If there is no table of contents, start braille page numbering with

the introduction or prologue (if there is one), which is an integral part of the text proper that is often used to introduce characters or to pique the reader's interest.

Start the first chapter of a book on a new braille page.

19.3b Full title on first page. When an agency requires a running head, *there are only two pages in a braille volume that do not carry the running head—the title page and the first page of text.*

In every braille volume, starting on a new braille page, instead of a running head on the first page of text, place the complete book title, subtitle (if any), and series name (if any)*.* Follow print capitalization as you did on the title page. The unabbreviated book title is centered on the first line or lines. If the book has a subtitle, place it on the next line. Leave at least three blank cells at the beginning and end of each line, and at least three blank cells between the end of the first line and the page number. Leave a blank line between the complete title and any heading or text that follows.

19.4 End Matter

19.4a Appendixes, Glossaries, Bibliographies, Indexes, etc. When such items are shown in print they should be reproduced in braille unless the sponsoring agency directs otherwise. Begin each one on a new braille page with the heading as shown in print centered on the third line. Leave a blank line to separate the heading from the following text. Braille alphabetical listings using the nested list format.

Consult *Braille Formats 2016* for more formats used in end matter material.

19.4b Author's Notes, Acknowledgments. Follow print for placement, starting each on a new braille page. If there is no heading in print, do not add one in braille.

19.4c End-of-Volume and End-of-Book Indication. Indication of the volume ending should appear on the last page of the volume whether that page contains text, an author's notes, acknowledgments, index, or any other material. Center and enclose in transcriber's note indicators the words **End of Volume** followed by the appropriate volume number (such as **End of Volume 4**) below the last line of braille on the last page of each volume except the final one. In the final volume, use only the words **The End**.

Whenever possible, one blank line should precede the end-of-volume indication. However, if a volume ends on line 24 of the page, use line 25 for this purpose. When a volume ends on line 25, the end-of-volume

indicator may be placed on that line so long as there is room for three blank cells between the end of the text and the end-of-volume indicator. If this is not possible, carry the last line of braille text over to another page.

19.5 More on Translation Software

Most braille translation programs make it possible to mark up preliminary pages so that they include the proper braille page numbers at the bottom for transcriber-generated, preliminary, or text pages. Items within a contents page can be marked in a "contents" style so that they are indented properly and so that six blank cells are left at the end of every line that does not contain a page number. Page numbers within the contents can be marked with a "guide dots" style so that when the material is translated into braille, the proper number of guide dots are inserted to place the page number at the righthand margin. Text on lines 1 and 25 of the contents page can be automatically suppressed to leave room for the print and braille page numbers.

Consult your software's documentation for how to implement these and other time-saving features. As emphasized throughout, it is crucial that you check the results carefully to ensure that they are as intended. Incorrect formatting can cause significant difficulties for the reader.

19.6 More Braille Symbols and Other Information

19.6a Additional Symbols.

Here are a few additional symbols that may be encountered in general reading material, followed by the section of the Rules of Unified English Braille where rules and examples are given. Note that a comprehensive listing of all symbols in the braille code (some of which have not been covered in this instruction manual) can be found in Appendix 3 of the *Rules of Unified English Braille, Second edition 2013.*

Print symbol	Braille	Meaning	UEB §
^	⠘⠁	Caret	3.6
ŋ	⠬	Eng	4.4
♀	⠨⠱	Female (Venus) sign	3.16
♂	⠨⠫	Male (Mars) sign	3.16
\	⠸⠌	Reverse solidus (backslash) _*	7.1, 10.12.3
ə	�	Schwa	
{	⠸⠣	Opening curly bracket (brace bracket)	7
}	⠸⠜	Closing curly bracket (brace bracket)	7
(none)	⠸⠩	Opening Nemeth code indicator	14.6

Shapes (preceeded by a grade 1 indicator in contracted braille) [UEB §11.7]:

Print symbol	Braille	Meaning
▼	⠫⠸⠼	Regular (equilateral) triangle
■	⠫⠼⠩	Square
●	⠫⠉	Circle

Arrows (preceded by a grade 1 indicator in contracted braille) UEB §3.2]

Print symbol	Braille	Meaning
→	⠳⠕	Simple right pointing arrow (east)
↓	⠳⠩	Simple down pointing arrow (south)
←	⠳⠪	Simple left pointing arrow (west)
↑	⠳⠬	Simple up pointing arrow (north)

Seven transcriber defined print symbols [UEB §3.26]

⠈⠼ ⠘⠼ ⠸⠼ ⠨⠼ ⠐⠼ ⠰⠼ ⠣⠼

Note: The first transcriber-defined print symbol must be preceded by a grade 1 indicator when in contracted braille.

Music Accidentals [UEB §3.18]:

Print symbol	Braille	Meaning
♮	⠼⠡	Natural
♭	⠼⠣	Flat
♯	⠼⠩	Sharp

Note: If the flat, sharp, and natural symbols occur within music notation, do not use the above symbols; rather, use the provisions of the Braille Music Code to transcribe them.

19.6b Additional Information

Attention is called to the following sections in the UEB rulebook which are not thoroughly discussed or tested in this course but of which the transcriber must be aware should the need to apply them arise, as it likely will for those who transcribe educational materials:

> Computer Notation [UEB §11.10]
> code switching [UEB §14]
> Scansion, Stress, and Tone [UEB §15]
> Line Mode [UEB §16]

19.6c Before Unified English Braille

Prior to the implementation of Unified English Braille in the United States, braille was produced according to the provisions of *English Braille, American Edition.* This version of the braille code included nine additional contractions, different dot formations for some of the punctuation and indicators, and different rules governing the use of contractions. Because much of the braille material currently in existence in the United States was produced according to the pre-UEB rules, the transcriber may find it useful to have some awareness of these differences, which are discussed in UEB §1.3.

EXERCISE

Note: If you have prepared all of your previous exercise transcriptions using a computer but have not embossed any to paper, it is strongly recommended that you emboss your transcription of the following exercise and proofread the paper version, in practice for preparing and submitting the certification manuscript discussed in Lesson 20. If you do not have access to a braille embosser, contact the National Federation of the Blind for assistance.

Prepare the following material for submission to the instructor. It consists of the title page, contents and other preliminary pages, as well as a portion of text from *The House: The History of the House of Representatives* by Robert V. Remini (Smithsonian Books, 2006).

Transcribe the material using a 40-cell braille line and a running head appropriate for this book (not LESSON 19). Use the print page numbers shown at the top of the simulated pages. Do not use the manual's dual (hyphenated) page numbers as you have in Lessons 17 and 18.

When preparing the title page, assume that this book will consist of 16 braille volumes. Volume 2 will begin with chapter 3; Volume 3 will begin with chapter 5; Volume 4 with Chapter 6; Volume 5 with Chapter 8; Volume 6 with Chapter 10; Volume 7 with Chapter 11; Volume 8 with Chapter 12; Volume 9 with Chapter 13; Volume 10 with Chapter 15; Volume 11 with Chapter 16; Volume 12 with Chapter 17; Volume 13 with Chapter 18; Volume 14 with the Epilogue; Volume 15 with the Notes; and Volume 16 with the index.

A Special Symbols page will be required for this transcription. There is no need for a Transcriber's Notes page.

You can tell by the print page numbers on the table of contents page that the brailled page numbers will require five cells and you should choose the running head accordingly.

Since this is only a portion of a book, do not use an end-of-volume or end-of-book indicator on the last page.

[This lesson last updated February 25, 2019]