

Section 7

Boxed Material

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7.1 Fundamentals

7.1.1 The provisions of this section apply to materials printed inside boxes, screened materials shown by the use of colors or shaded backgrounds, or material that should be set off from the body of the text. Both boxes and screened materials are referred to as *boxed material* throughout this section.

7.1.2 Box lines are always used when text references material as being in a box. Using box lines in other situations is at the transcriber's discretion. If the content does not fit well into the flow of text, it is best to retain the box lines.

7.1.3 Box Lines

- ⋮ Top box line
- ⋮ Bottom box line
- ⋮ Top and bottom exterior borders for a set of nested boxes

7.1.4 **A Braille Reader's Perspective.** A blank line before and after a box helps the reader quickly distinguish a top box line from a bottom box line, especially when boxes are longer than a braille page.

If two separate boxes follow each other, as opposed to appearing as a smaller box in a bigger box, a blank line between boxes helps the braille reader know the difference.

7.2 Blank Lines

7.2.1 Boxes are preceded and followed by blank lines.

- a. A top box line can appear on line 1 when a running head is not used and line 3 when a running head is used.

- b. A blank line separates a page change indicator from a box line.

Exceptions:

- c. Do not leave a blank line following a top box line.
- d. Do not leave a blank line preceding a bottom box line.
- e. Do not leave a blank line between boxed material and any accompanying heading, caption, directions, or source citation.
- f. Do not leave a blank line between adjacent interior and exterior box lines.

See *Formats*, §7.6.1 for use of blank lines for boxes within boxes.

7.3 Boxes

- 7.3.1 **Placement of Boxes.** Insert boxed material into the text where it logically belongs, keeping it on the same print page on which the box occurs in print. Whenever possible, keep boxed material on a single braille page. Place boxes containing general material that has no direct reference to the text at the end of the last paragraph of the print page.
- 7.3.2 Begin each box with a top box line and end it with a bottom box line, regardless of the number of braille pages required for the box.
- 7.3.3 Start the top and bottom box lines at the left margin and extend them across the full width of the braille page, regardless of the width of the print box. The width of the braille page is dependent upon the format of the material being transcribed.
 - a. Separate box lines on the first or last line of a braille page from the page number by at least three blank cells.
 - b. The length of box lines *within* line-numbered text adheres to the required two blank cells before line numbers.

Example 7-1: Box within Line-Numbered Prose

gained, and write them out for publication. And he added: 80

"Never say 'We learn' so-and-so, or 'It is reported,' or 'It is 81
rumored,' or 'We understand' so-and-so, but go to 82
83

Braille representation of the above text, showing a box around the quoted text. The box is represented by a series of dots in Braille, and the text inside the box is also in Braille. The line numbers 80, 81, 82, and 83 are shown to the right of the text.

7.3.4 Do not reproduce left and right box lines.

Example 7-2: Boxed Columns

Forms of *be*

Singular	Plural
is (present)	are (present)
was (past)	were (past)

Braille representation of the above table, showing a box around the table content. The box is represented by a series of dots in Braille, and the text inside the box is also in Braille. The table has two columns: Singular and Plural, and two rows of verb forms.

7.3.5 Dividing Boxes Between Braille Pages

- A top box line must be followed by at least one line of text on the braille page. If the box line is followed by a

heading, the heading must be followed by at least one line of text.

- b. A bottom box line must be preceded by at least one line of text on the braille page.

7.3.6 **Full Print Page(s) of Boxed Material**

- a. When the body of text is *interrupted* by a full print page or more of boxed material, insert a transcriber's note before the box informing the reader where text resumes. Use print page numbers in the note. Sample:

Text continues on page 45.

- b. Insert a transcriber's note after the box informing the reader where the text was interrupted. Include the continuation letter with the print page number. Sample:

Text continued from page c43.

- 7.3.7 **Wide Boxes Shown Side by Side.** If several boxes are shown in a row across a print page, present them vertically as separate boxes in braille.

- 7.3.8 **Adjoining Vertical Boxes.** Close the first box before opening a second box. Insert a blank line between each box. (See [Sample 7-1: Two Boxes Separated by a Blank Line](#) on page 7-8.)

7.4 **The Relationship Between Text and Boxes on Facing Print Pages**

- 7.4.1 There are four possible situations:

- a. When a single box is shown across print pages and it is read as if it were on a single page, and there is no other text on either page, transcribe it as a single box. Use combined page numbers, e.g., **22-23**, **a22-23**, etc. Box lines may be omitted if the content will fit on a single braille page without them. **Option:** Tables printed across facing print pages may be produced as facing braille pages, if all the material will fit on the two pages. (See *Formats*, §11.13, Wide Tables: Facing Pages.)

Example 7-3: Box Read Across Pages (Print Only)

22			23		
Indicative	I	you	he, she, it	we	you
simple present	play	play	plays (playeth)	play	play
intensive present	do play	do play	does play (doth play)	do play	do play
simple present progressive	am playing	are playing	is playing	are playing	are playing
simple past	played	played	played	played	played
intensive past	did play	did play	did play	did play	did play
simple past progressive	was playing	were playing	was playing	were playing	were playing
simple future	shall/will play	shall/will play	shall/will play	shall/will play	shall/will play
simple future progressive	shall/will be playing	shall/will be playing	shall/will be playing	shall/will be playing	shall/will be playing
present perfect	have played	have played	has played (hath played)	have played	have played
present perfect progressive	have been playing	have been playing	have been playing (hath been playing)	have been playing	have been playing
past perfect (pluperfect)	had played	had played	had played	had played	had played
past perfect (pluperfect) progressive	had been playing	had been playing	had been playing	had been playing	had been playing
future perfect	shall/will have played	shall/will have played	shall/will have played	shall/will have played	shall/will have played
future perfect progressive	shall/will have been playing	shall/will have been playing	shall/will have been playing	shall/will have been playing	shall/will have been playing

- When full-page boxes are on adjoining pages and are read as two separate boxes, transcribe them as separate boxes. Retain the box lines to convey the change in context. Individual page numbers are used, e.g., **44**, **a44**, **45**, **a45**, etc.
- When a box reads across facing pages, but there is other text outside the box, place it at the most logical place on one of the two pages. Insert a transcriber's note before the box, informing the reader of the location. Sample:

The following box appears across the bottom of pages 100-101.

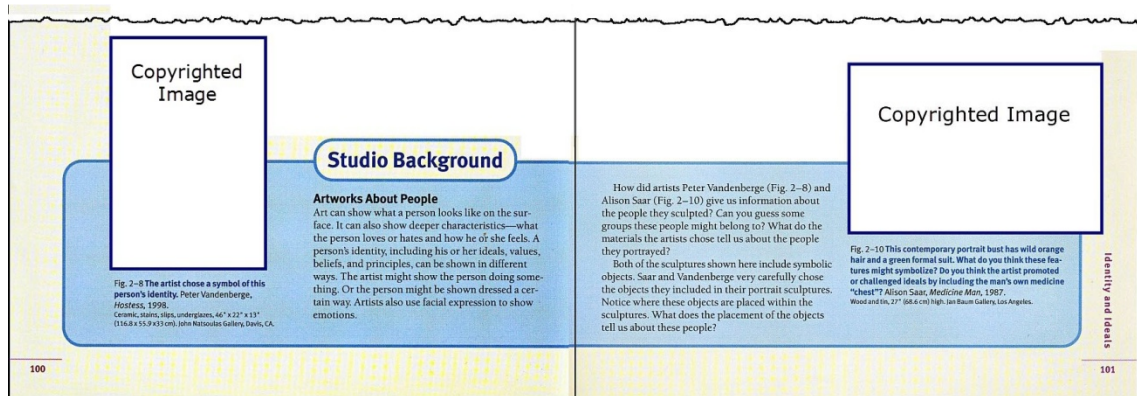
Example 7-4: Box Read Across Pages (Print Only)

<p>See a Problem?</p>	<p>Students noticed that a factory wasn't using 1 to remove ashes. Also, it didn't have bins for 2 cans.</p> <p>Often people leave water running or waste it in other ways. They should know that it is expensive to clean 4, or waste water.</p> <p>Food and other things we buy have a lot of packaging. This turns into garbage and other 6 that fills up 7.</p> <p>The roads are crowded with cars that cause 9. Most cars on the road have only one person in them.</p>	<p>Find a Solution!</p>	<p>They invited the factory manager to school to see their recycling project and a display showing how sunlight is turned into 3.</p> <p>Suggest taking a field trip to the 5 to see how sewage is cleaned.</p> <p>Write to a town official. Ask if your community has enough landfills to bury garbage or 8 for burning it.</p> <p>Plan with your friends to ride together in 10.</p>
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- A box designed to be read first on the left page and then continued on the next page needs to remain intact.

Transcribe the text on the first page, then the boxed material. Insert the page change indicator and complete the boxed material before returning to the remainder of the text. Note, if the box breaks the flow of text on the first page (e.g., mid-paragraph), insert the box at the most appropriate location and include a transcriber's note, as in the previous example.

Example 7-5: Box Across Facing Pages (Print Only)



7.5 Different Colored Boxes

7.5.1 Books may use boxes in various colors, also called screened materials, to distinguish types of content. Indicate the box color unless all the boxes are the same color. The book may not reference the color, but it is possible a corresponding workbook will make note of it, colors may identify the level of activity difficulty, or a teacher may reference the box color for study purposes, etc.

7.5.2 Insert the name of the color, enclosed in transcriber's note indicators, at the beginning of the opening box line. A blank cell separates the embedded transcriber's note from the box line. (See [Sample 7-2: Screened Word Lists](#) on page 7-10.)

7.6 Boxes within Boxes

7.6.1 One or more boxes within a box are transcribed in a different manner than regular boxes. Include a transcriber's note explaining how the boxes are related if necessary.

- ⌘ Top and bottom exterior borders
- ⌘ Top interior box line
- ⌘ Bottom interior box line

- a. Do not insert a blank line between a top exterior border and a top interior box line.
- b. Do not insert a blank line between a bottom interior box line and a bottom exterior border.
- c. Insert a blank line before a top interior box line when it begins on any line other than immediately after the top exterior border.
- d. Insert a blank line after a bottom interior box line when it ends on any line other than immediately before the bottom exterior border.
- e. Consecutive interior boxes are opened and closed with top and bottom interior box lines.
- f. Consecutive box lines between interior boxes are separated by a blank line.

(See [Sample 7-3: Box within a Box](#) on page 7-12.)

7.7

Samples

[Sample 7-1: Two Boxes Separated by a Blank Line](#), page 7-8

[Sample 7-2: Screened Word Lists](#), page 7-10

[Sample 7-3: Box within a Box](#), page 7-12

Sample 7-1: Two Boxes Separated by a Blank Line

Potential Energy	Example
Chemical	battery
Elastic	compressed spring
Mechanical	rock on a ledge

Kinetic Energy	Example
Sound	vibrating object
Thermal	hot cocoa
Mechanical	falling rock
Electrical	electrons in an electrical current

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Sample 7-2: Screened Word Lists

STUDY Say each word. Then read the meaning phrase.

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|---------------------|---|
| 1. <i>army</i> | an army trained for battle |
| 2. <i>starve</i> | starve without food to eat |
| 3. <i>scar</i> | a scar on his arm from a burn |
| 4. <i>garbage</i> | put garbage in the trash can |
| 5. <i>hamburger</i> | ate a hamburger with catsup |
| 6. <i>return</i> | before you return home |
| 7. <i>purpose</i> | the purpose of the lesson |
| 8. <i>surface</i> | painted the surface of the table |
| 9. <i>courage</i> | have courage to face danger |
| 10. <i>journal</i> | a journal entry about a vacation |

- | | |
|----------------------|---|
| 11. <i>argue</i> | argue about which team is better |
| 12. <i>apartment</i> | an apartment in this building |
| 13. <i>guitar</i> | strummed the strings of a guitar |
| 14. <i>Arkansas</i> | the governor of Arkansas |
| 15. <i>curl</i> | cut a curl of hair |
| 16. <i>purse</i> | kept money in her purse |
| 17. <i>furniture</i> | chairs and other furniture |
| 18. <i>courtesy</i> | the courtesy of the helpful waiter |
| 19. <i>nourish</i> | milk to nourish the baby |
| 20. <i>journey</i> | a journey from Africa to America |

Sample 7-3: Box within a Box

Top Nine States by Population

The top nine states in population contain half of the total population. The twenty-five lowest-population states contain less than one-sixth of the total population.

The following is the state-by-state population count (July 1, 2006 estimates).

Rank	State	Population
1	California	36,457,549
2	Texas	23,507,783
3	New York	19,306,183
4	Florida	18,089,888
5	Illinois	12,831,970
6	Pennsylvania	12,440,621
7	Ohio	11,478,006
8	Michigan	10,095,643
9	Georgia	9,363,941

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