



Updates to Braille Formats: Principles of Print-to-Braille Transcription, 2016

Approved March 2024

These updates are intended to clarify the existing guidelines **published** in *Braille Formats: Principles of Print-to-Braille Transcription, 2016*.

Passage Indicators

Clarification regarding the use of passage indicators (capitals and typeforms) within a transcription. Applicable rule numbers are noted in brackets following the clarification.

- When using typeform or capitals passage indicators, or code switch indicators, it is **not** necessary to terminate the indicators for the running head. The running head may be capitalized or emphasized and it does not affect the text in general. [1.8.2f]
- When using typeform indicators, capitals passage indicators, or code switch indicators, it is not necessary to terminate the indicators for the print page number. [1.11.3e]
- When using typeform indicators, capitals passage indicators, or code switch indicators, it is not necessary to terminate the indicators for the braille page number. [1.15.1h]
- When using typeform or capital passage indicators or code switch indicators within regular text, it is necessary to terminate the indicators for transcriber's notes. [3.1.4]
- When using typeform indicators, capital passage indicators, or code switch indicators within regular text that carries over a print page change, it is necessary to terminate the indicators for reference notes. [16.5.1j]

- When using typeform or capital passage indicators, or code switch indicators, it is not necessary to terminate the indicators for guide word text. The guide word text may be capitalized or emphasized and it does not affect the text in general. [21.3.2k]
- When a list is itemized (numbered or lettered) or preceded by some type of bullet, each item is considered a separate text element and should be capitalized or emphasized individually. Bullets and identifiers are usually not emphasized or capitalized making each item separate. [8.1.4]
- When adjacent items in the Contents are fully emphasized or capitalized, each item is considered a separate text element and should be emphasized or capitalized individually. Page numbers are usually not emphasized or capitalized making each item separate. [2.10.8]

Blank Lines

Questions about blank lines are the most frequently asked. Below are some clarifications regarding the use of blank lines.

- A blank line precedes blocked paragraphs, unless they follows a cell-5 heading, a cell-7 heading, an open box line, or directions. [1.9.3]
- **Braille Page Change and Blank Lines.** When rules determine that a blank line follows text (e.g., a list, box or poem) and that text ends on line 24 or 25 of a braille page, the required blank line is placed at the top of the next braille page; line 1 if there is no running head or line 2 if a running head is used. [1.18]
- If a transcriber's note comes between two items that do not require a blank line between them, e.g. directions and exercise material or a cell 5 heading and a blocked paragraph, no blank line is required preceding or following the transcriber's note. [3.2.1c, 4.3.1]
- A cell-5 heading is not followed by a blank line when it is followed by directions or lists. (unless the list is arranged in more than one column). [4.5.3, 10.3]

Emphasis

Although retaining emphasis is somewhat at the transcriber's discretion, some clarification regarding the recommendation of using indicators is helpful.

- Ignore font attributes for numbers/letters beginning exercise material, alphabetic divisions, etc. This includes any associated punctuation and/or labels used in conjunction with identifiers. [5.3.9]
 - **Step 1.** Draw a box. {Omit the bold}
 - **Step 2.** Place a triangle near the box. {Omit the bold}
- Transcriber-defined typeform indicators are assigned for an entire transcription and cannot be used to represent different print emphasis in different volumes of a single book. [5.5.2]

Margins/Spacing

- The length of box lines within a table of contents end at least six cells before the right margin. [2.10]
- Within line-numbered text, box lines end so that at least two blank cells separate the text and the longest line number on the braille page. [7.3.3]

Lists

In 8.3.5, the words 'if necessary' cause some conflict with 8.4.1. Below are some clarifications.

- A list may be divided between braille pages.
- A heading must be followed by at least one complete list item (which may be more than one braille line) before the list is continued on a new braille page.
- Keep a multi-columned list on a single page when possible.

Exercise Material

- Lists within exercise material may be displayed to the exercise question. [9.1.2]
- Exercise questions without answer choices should be kept on a single braille page if possible. [10.4]

- Directions for questions without answer choices should be on the same braille page as at least one of the questions to which it applies. [10.3]
- The following definitions from the glossary should be considered [10]:
 - **Directions.** Instructions given to the student concerning material immediately following the instructions.
 - ☐ **Directive Sentence.** Similar to directions, but not followed by an activity in the book to be completed.
 - ☐ **Answer Cue.** Answer cues are shown in print when a reader is to choose an answer from a pre-determined selection or prompt.
 - ☐ **Exercise Set.** Directions, examples, questions, and answer choices
- When a label (such as *Example*) is followed by more than one sentence, each sentence begins in the appropriate cell for the applicable exercise: If the exercise uses margins 1-3, the example sentences begin in cell 1. If the exercise uses margins 1-5, 3-5 (as in exercises with numbered/lettered directions) the example sentences begin in cell 3. [10.8.6]