

## Section 9

### Displayed Material, Attributions, and Source Information

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#### 9.1 Fundamentals

- 9.1.1 Displayed material appears within the flow of regular text and is set off from the body of the text by blank lines, change of margins, or emphasis. *Pull quotes* are material restated from the body of the text. These are typically larger and use a distinctive font attribute. They are not repeated in braille.

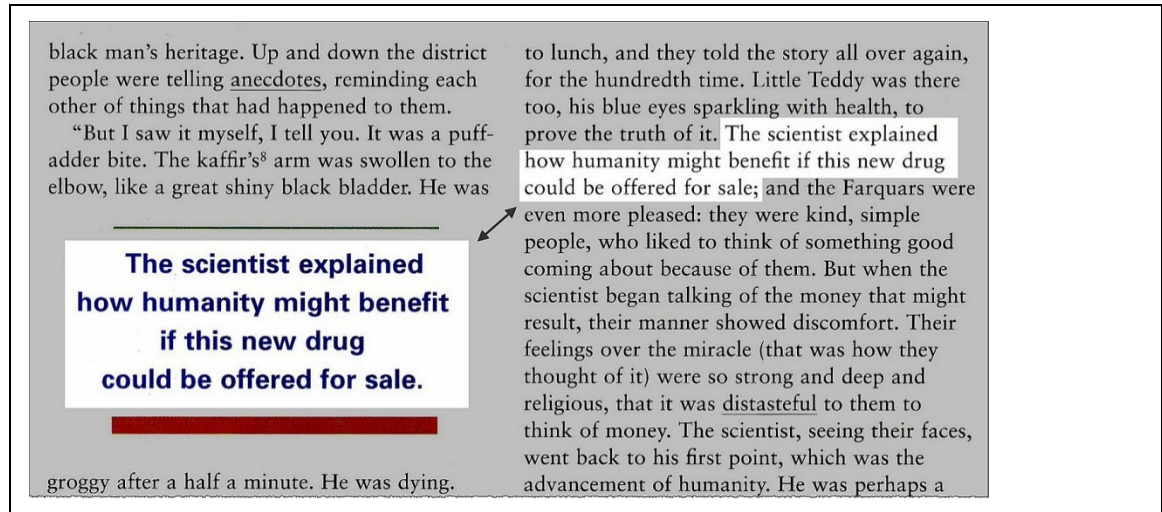
##### Example 9-1: Displayed Material (Print Only)

Notice the simple nouns Singer uses to describe Berl and Berlcha's home in "The Son from America."

The **hut** consisted of one **room**, which contained all their **belongings**: the **table**, the **shelf** for **meat**, the **shelf** for milk **foods**, the two **beds**, and the clay **oven**.

You may recall that a **noun** is a word that refers to a

## Example 9-2: Pull Quote (Print Only)



- 9.1.2 For formatting purposes, lists, boxed material, and tables are not considered displayed material. **Exception:** Lists *within* displayed material are part of that displayed material and must use adjusted margins. (See *Formats*, §7, Boxed Material; §8, Lists; and §11, Tables and Related Columns.)

**Note:** Text displayed in the margin is considered a sidebar. (See *Formats*, §12, Sidebars.)

- 9.1.3 **A Braille Reader's Perspective.** When doing a finger scan down the left margin, remember that the blank lines before and after the text signal to the reader that the material is set apart from the surrounding text.

## 9.2 Format for Displayed Material

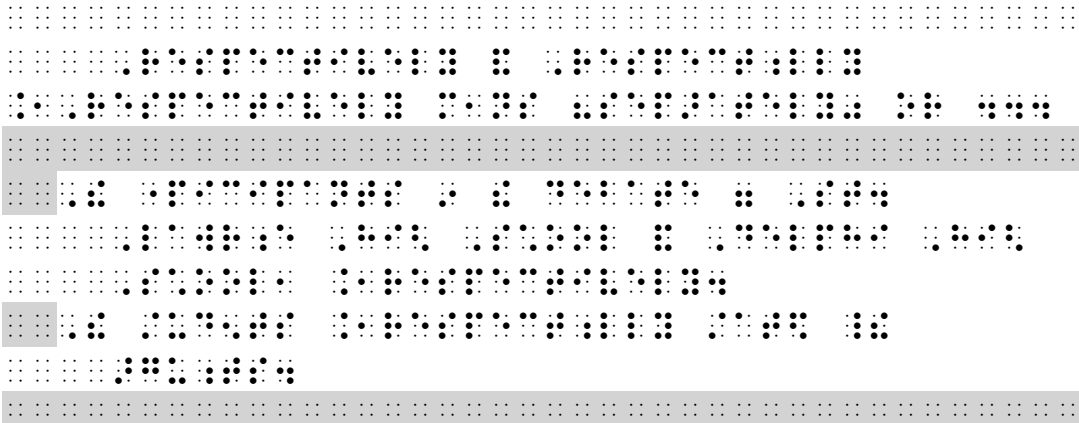
- 9.2.1 Transcription of displayed material needs to maintain the difference shown in print between the regular text and the displayed text.
- 9.2.2 The adjusted margin is 2 cells to the right of the runover position for the material that precedes displayed matter. Use cell 3 as the adjusted left margin for most displayed material. To accommodate various print formats, it may be necessary to change this left margin for some types of displayed material, e.g., displayed material within a nested list that has margins 1-7, 3-7, 5-7 would begin in cell 9. The goal is to provide clarity and readability while reinforcing the distinction from the surrounding text.



### Example 9-4: Displayed Multiple Sentences

**Respectively and Respectfully**  
*Respectively* means “separately” or “individually”; *respectfully* means “full of respect”

The participants in the debate were St. Lawrence High School and Delphi High School, *respectively*.  
The students *respectfully* stated their arguments.



- f. Displayed material may be relocated to the end of a paragraph when it interferes with the flow of text. If the page has no paragraph breaks, the displayed material may be placed at the end of a sentence.

(See [Sample 9-1: Displayed Quote](#) on page 9-12.)

#### 9.2.3 Font Attributes in Displayed Material

- Retain font attributes when individual words or phrases are emphasized. Follow print for emphasis used.
- Omit font attributes when the entire section of displayed material is emphasized.

(See [Sample 9-2: Italicized Displayed Verse](#) on page 9-13.)

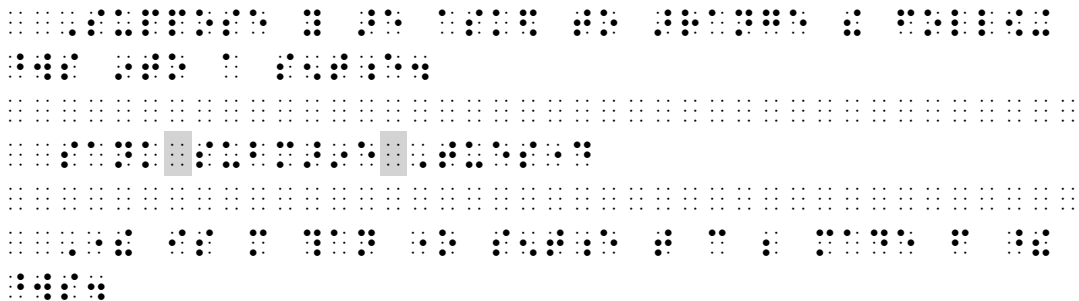
- 9.2.4 **Format for Displayed Short Word Lists.** Horizontal word lists across the print page must fit on a single braille line, with each word separated by a blank cell. (See *UEB*, §3.23.1, Space.) Present phrases vertically. The first word begins at the adjusted left margin.

### Example 9-5: Displayed Horizontal Word List

Suppose you are asked to arrange the following words into a sentence.

**sank submarine Tuesday**

There is more than one sentence that can be made from these words.



#### 9.2.5 Format for Displayed Long Word Lists

- Change word lists that do not fit on a single braille line to columns, listing the words from left to right.
- Leave two blank cells between the end of one column and the beginning of the next column.
- Do not use guide dots between unrelated columns. (See *Formats*, §11, Tables and Related Columns.)
- Transcribe word lists that contain phrases vertically, with each phrase beginning in cell 1.

(See [Sample 9-3: Displayed Word List in Columns](#) on page 9-14 and [Sample 9-4: Displayed Vertical List](#) on page 9-15.)

### 9.3 Epigraphs

9.3.1 An *epigraph* is a short introduction, often a quotation, at the beginning of a poem, short story, book chapter, or other piece of literature. The epigraph introduces or refers to the larger themes of the piece.

- Epigraphs at the beginning of the body matter are text pages, not front matter.
- Transcribe epigraphs according to their formats, i.e., a poem in poetry format, 3-1 margins for indented paragraphs, etc.
- Do not treat epigraphs as displayed material.
- Insert a blank line before and after an epigraph.

- e. Omit font attributes unless needed for distinction.  
(See [Sample 9-5: Epigraph](#) on page 9-16.)

## **9.4 Attributions**

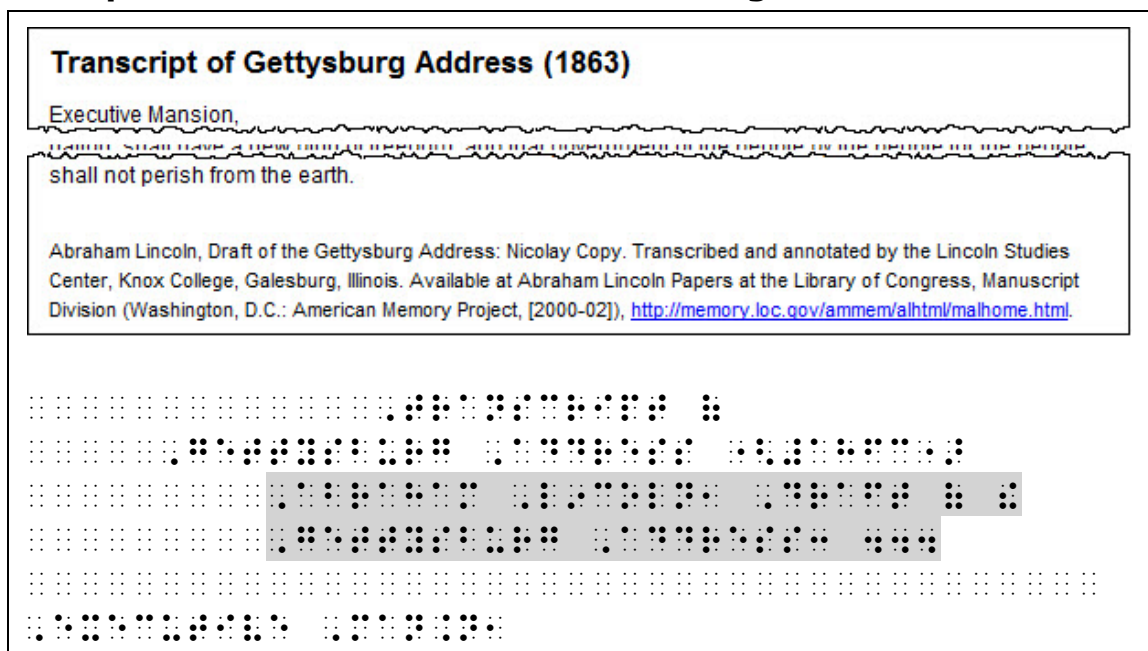
- 9.4.1 An *attribution* is the identification of the source or author of material, and often appears *after* the completion of the quote, poem, story, etc. When an attribution follows text:
  - a. Do not start the attribution on a new braille page. If necessary, carry the last line of text, followed by the attribution, to a new braille page.
  - b. Block attributions in the fifth cell to the right of the beginning of the previous line.
  - c. Retain font attributes for titles or other text requiring distinction.
  - d. Always leave a blank line following an attribution.(See [Sample 9-6: Attribution](#) on page 9-17.)

## **9.5 Source Citations and Permission to Copy**

- 9.5.1 *Source citations* provide information about the origin of the material. They appear in a number of locations on the print page, e.g., at the bottom of the page, after a table or chart, etc.
  - a. Source citations are inserted at the most appropriate location.
  - b. Block a source citation in the fifth cell to the right of the beginning of the previous line. At least one line of the source citation must be on the same page as the material to which it applies. **Exception:** See *Formats*, §6.2.2c, *Format*, for source citations on illustrations.
  - c. Do not insert a blank line before a source citation or permission to copy.
  - d. Always leave a blank line following a source citation or permission to copy notice.
- 9.5.2 **Headings.** Do not insert a blank line between a heading and a source citation.



## Example 9-6: Source Citation to a Heading




- 9.5.3 **Tables/Charts.** Insert the source citation on the next line after the completion of the table. Follow print if the source is after the bottom box line. Do not insert a blank line between the bottom box line and source information. (See *Formats*, §11, Tables and Related Columns, for examples.)
- 9.5.4 **Images.** Place any associated source citation or copyright information appearing with an image in a new 7-5 paragraph following the caption. Follow print for wording and sequence of information. (See [Sample 9-7: Source Citation to an Image](#) on page 9-18.)
- 9.5.5 **Permission to Copy.** Permission notes frequently appear at the bottom of the print page, but may be found elsewhere on the page. In braille, place the note on the line following the title/heading. Block the note in the fifth cell to the right of the beginning of the previous line. (See [Sample 9-8: Copyright Information with Permission to Use](#) on page 9-19.)
- 9.6 Cross-References and Incidental Notes**
- Cross-reference:** *Cross-references* direct the reader to another location in the same book.

**Incidental note:** An *incidental note* directs the reader to another source, e.g., an accompanying handbook, a website, etc.

- 9.6.1 These notes are formatted in the same way.
- Do not use a reference mark.
  - Ignore font attributes except when they are necessary for distinction.
  - A blank line precedes and follows the note to avoid the impression that it is “attached” to the previous or following paragraphs.
  - When the note includes a heading, do not insert a blank line between the heading and the note. Use 7-7 margins for the heading. Transcribe the note on the next line using 5-5 margins.
  - Use 7-5 margins for a note without a heading.
  - Insert the notes at the most appropriate location on the page.

### Example 9-7: Cross-Reference

**Publishing and Presenting**  
Publish in a print medium. Submit your narrative to a school newspaper or national magazine that publishes student writing. Consult your teacher or librarian for suggestions.

 **Speaking Connection**  
For instruction about narrative presentations, see the Listening and Speaking Workshop on page 120.

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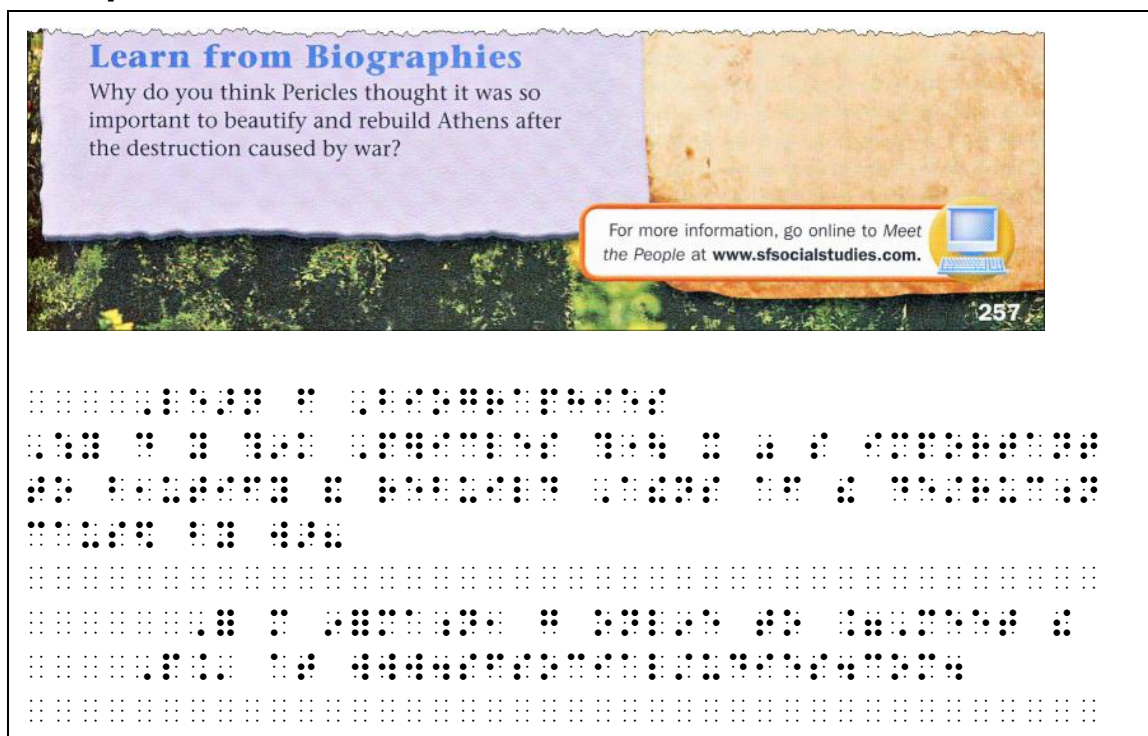
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## Example 9-8: Incidental Note



## 9.7

### Correspondence and Diary Entries

#### 9.7.1

Correspondence and diary entries are formatted according to their placement/format in print.

- The format for dates and/or other letter components at the beginning of the letter is dependent on surrounding headings and texts. The transcriber needs to determine the best format in these situations, e.g., diary dates begin in cell 1 or are formatted using a cell-5 or cell-7 heading.
- When signatures and any accompanying closing appear at a position beyond the left margin in print, move them to the attribution position, blocked in the fifth cell to the right of the beginning of the previous line.
- Use the script font to indicate a script signature.

(See [Sample 9-9: Displayed Letter](#) on page 9-20 and [Sample 9-10: Letters with Signatures as Attributions](#) on page 9-21.)

#### 9.7.2

**Instructional Correspondence.** Letters intended to teach proper print format should be followed for spacing, indentions, and font attributes. This includes the spacing

positions of headings, closings, the body of the letter, etc. Insert a blank line before and after the letter if it is not enclosed in a box. These types of letters are not considered displayed material and use the entire width of the braille line. (See [Sample 9-11: Sample Letter for Instructional Purposes](#) on page 9-22.)

## 9.8

### **Samples**

[Sample 9-1: Displayed Quote](#), page 9-12

[Sample 9-2: Italicized Displayed Verse](#), page 9-13

[Sample 9-3: Displayed Word List in Columns](#), page 9-14

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[Sample 9-5: Epigraph](#), page 9-16

[Sample 9-6: Attribution](#), page 9-17

[Sample 9-7: Source Citation to an Image](#), page 9-18

[Sample 9-8: Copyright Information with Permission to Use](#),  
page 9-19

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9-21

[Sample 9-11: Sample Letter for Instructional Purposes](#), page  
9-22



### Sample 9-1: Displayed Quote

Soviet premier Joseph Stalin was more of a mystery. Churchill and Roosevelt agreed that

“THE QUALITY OF HIS BEING ONE WITH THE PEOPLE ... MADE IT POSSIBLE FOR HIM TO BE A LEADER WITHOUT EVER BEING, OR THINKING OF BEING, A DICTATOR.”

—Labor Secretary Frances Perkins—

defeating Hitler should be the first military priority, but repeated delays in operating a second front on the European continent meant that for most of the war, the Soviet Union bore the brunt of the land battle against Germany. Stalin's mistrust and bitterness over American and British intentions, evident during the last Big Three summit held at Yalta on the Black Sea in February 1945, carried over into the Cold War that followed.

With the President's attention focused on military matters,

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




























































































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### Sample 9-2: Italicized Displayed Verse

Many upper-class people from Judah were sent to Babylonia in exile, the memory of which is still evoked in the stirring words of Psalm 137:

*By the rivers of Babylon, we sat and wept when we remembered Zion ...  
How can we sing the songs of the Lord while in a foreign land?  
If I forgot you, O Jerusalem, may my right hand forget its skill.  
May my tongue cling to the roof of my mouth if I do not remember you, if I do  
not consider Jerusalem my highest joy.*

But the Babylonian captivity of the people of Judah did not last.

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### Sample 9-3: Displayed Word List in Columns

Write a word that means the same as the underlined word in the sentence.

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1. Carmen and I will wake up to go fishing before dawn.
2. The bus driver asked, "Is there a gas station around?"
3. The campers went inside the tent.

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## Sample 9-4: Displayed Vertical List

How are you at comparing things for different sizes? Read the words. Under which heading would you write each word?

house skyscraper airplane hot-air balloon rubber raft bear

**Big**      **Bigger**      **Biggest**

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### Sample 9-5: Epigraph

### *Eight Brief Tales of Lovers*

157

## ALPHEUS AND ARETHUSA

*This story is told in full only by Ovid. There is nothing noteworthy in his treatment of it. The verse at the end is taken from the Alexandrian poet Moschus.*

In Ortygia, an island which formed part of Syracuse, the greatest city of Sicily, there is a sacred spring called Arethusa. Once, however, Arethusa was not water or even

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## Sample 9-6: Attribution

### *The Constitutional Issue*

In reviewing the case the Court said:

*"Its resolution is a matter of national concern, requiring sensitivity both to the Government's right to protect itself from unlawful subversion and attack and to the citizen's right to be secure in his privacy against unreasonable government intrusion."*

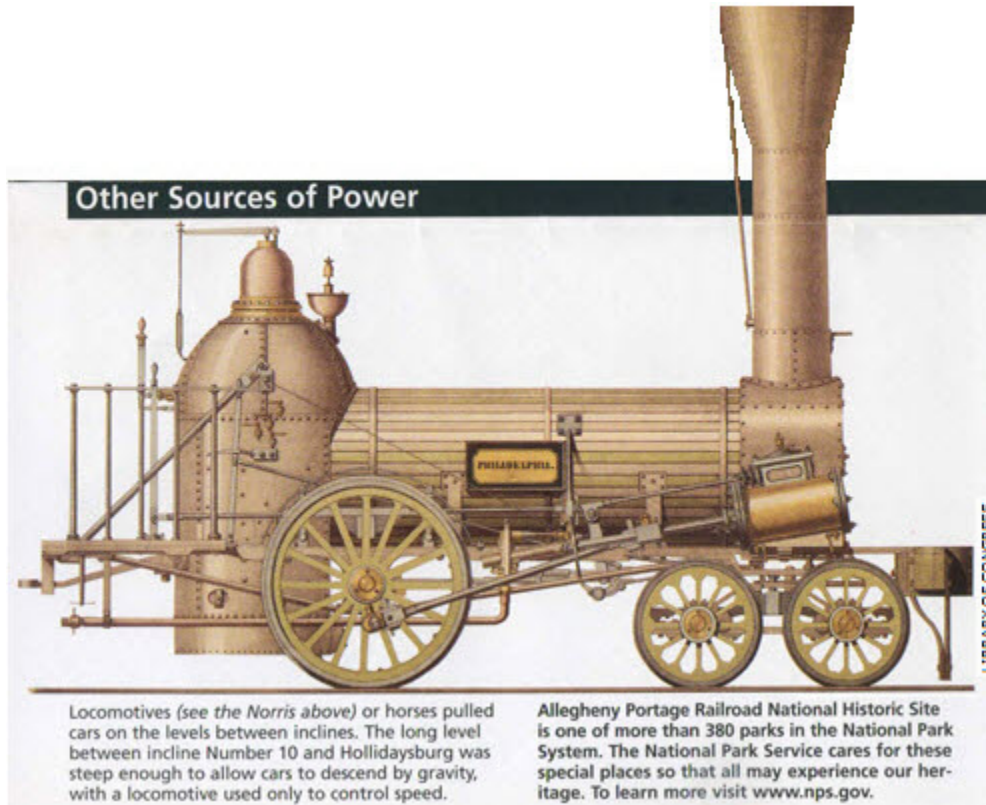
—Justice Lewis F. Powell, Jr., 1972

The government argued that such surveillance was a reasonable exercise of the president's power

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## Sample 9-7: Source Citation to an Image



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## Sample 9-8: Copyright Information with Permission to Use

**690** *America, the Beautiful*

Katharine Lee Bates

MATERNA  
Samuel A. Ward  
Descant by Fred Bock

© Copyright 1976 by Fred Bock Music Company. All rights reserved. Used by permission.

The image shows a musical score for 'America, the Beautiful'. It features a single staff with a treble clef, a key signature of one flat (B-flat), and a 4/4 time signature. The melody is written in a simple, accessible style. The title 'America, the Beautiful' is in a large, elegant font. The composer's name 'Katharine Lee Bates' is on the left, and the arranger's name 'MATERNA Samuel A. Ward Descant by Fred Bock' is on the right. A copyright notice at the bottom states '© Copyright 1976 by Fred Bock Music Company. All rights reserved. Used by permission.'

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### Sample 9-9: Displayed Letter








Mary Forbes was pleased at the Queen's choice of homes for Sarah and wrote to Mrs. Schoen.








Dear Mrs. Schoen,





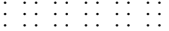


*I am charmed to hear you are to train up the little Princess. I am sure you will take care and not let her be made a show of, which makes girls so conceited. It will be very spoiling for her if the Queen takes too much notice of her.*

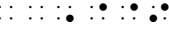






Mary Forbes








The adults around Sarah understood what the special relationship between the young black girl and the Queen meant. Mrs. Forbes was worried that Sarah might


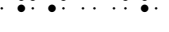
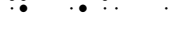




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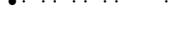




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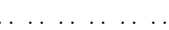






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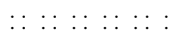
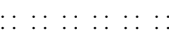

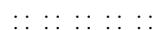

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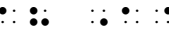



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## Sample 9-10: Letters with Signatures as Attributions

*Emperor William II to Tsar Nicholas II, July 28, 10:45 P.M.*

I have heard with the greatest anxiety of the impression which is caused by the action of Austria-Hungary against Servia [Serbia]. The inscrupulous agitation which has been going on for years in Servia, has led to the revolting crime of which Archduke Franz Ferdinand has become a victim. The spirit which made the Servians murder their own King and his consort still dominates that country. Doubtless You will agree with me that both of us, You as well as I, and all other sovereigns, have a common interest to insist that all those who are responsible for this horrible murder shall suffer their deserved punishment. . . .

Your most sincere and devoted friend and cousin

*(Signed)*

*Wilhelm*

*Tsar Nicholas II to Emperor William II, July 29, 1:00 P.M.*

I am glad that you are back in Germany. In this serious moment I ask You earnestly to help me. An ignominious war has been declared against a weak country and in Russia the indignation which I full share is tremendous. I fear that very soon I shall be unable to resist the pressure exercised upon me and that I shall be forced to take measures which will lead to war. To prevent a calamity as a European war would be, I urge You in the name of our old friendship to do all in Your power to restrain Your ally from going too far.

*(Signed)*

*Nicolas*

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A sample business letter is presented below. Note the parts of the letter include the 1) heading (return address) and date; 2) inside address; 3) greeting; 4) body; 5) close; 6) signature and identification.

Jane Doe  
Purchasing Manager

Section 9  
Displayed Material, Attributions, Sources



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