

BLTS FORMAT SPECIFICATIONS

Contents

Order of the Preliminary Pages	3
Sample Title Pages	
Title Page.	4
Supplemental Title Page	6
Special Symbols Page	8
Transcriber’s Notes Page	10
Disclaimer/Cover & Jacket Material	12
Dedication/Acknowledgements	14
Table of Contents	16
First Page of Body Matter	18
First Chapter	20
BLTS Format Specifications	22
Appendix A Required Special Symbols	24
Appendix B Special Symbols in Braille Order	26
Specific Transcribing Information	
https://bltsinc.org/transcribers.html	
1. Cookbooks	
2. Knit and Crochet Patterns	
3. Menus	
4. Print/Braille	

ORDER OF THE PRELIMINARY PAGES

The following pages demonstrate the method to follow when preparing transcriber-generated (**t-pages**) and front matter (**p-pages**) for each braille volume produced at BLTS. The combined set of t- and p- pages is known as preliminary pages.

This guide does not begin to cover the variety of considerations the transcriber faces with each new book, but it can serve as a BASIC MODEL. Sections 1 and 2 of *Braille Formats Principles of Print-to-Braille Transcription, 2016* give additional guidance.

A print copy of the braille title page [supplied by BLTS office]

t-pages

Title page	(required)
Supplemental Title Page	(if needed) (first volume only)
Special Symbols Page	(if needed)
Transcriber's Notes Page	(if needed)

p-pages

Disclaimer

Cover/Jacket material

Other p-pages in the order in which they appear in print, e.g.:

 Dedication

 Accolades/Acknowledgements

 About the Author

Table of Contents (if present in print)

TITLE PAGE

- 1 The Complete Chicken; Level 3
- 2 An Entertaining History of Chickens
- 3 Amelia Cox Series
- 4
- 5 Pam Percy, et al.
- 6
- 7 Published by Voyageur Press
- 8 New York, NY (Use postal code if shown in print)
- 9 Copyright © 2007 by Pam Percy
- 10 Any further reproduction or distribution other
- 11 than in an accessible format is an infringement.
- 12 Transcription of
- 13 ISBN-13: 700-4-23-982645-8
- 14 ISBN-10: 0-89658-557-3
- 15
- 16 Transcribed 2026 in Unified English
- 17 Braille by ____ (Name of transcriber)
- 18 Braille Library & Transcribing Services
- 19 Madison, WI 53719
- 20 Proofread by ____ (Name of proofreader)
- 21
- 22 In 2 Volumes
- 23 Volume 1
- 24 Braille pages t1-t4, p1-p7 and 1-144
- 25 Print pages i-vii and 1-b128 t1

Braille as a list (1-3 margins) in 5 sections with at least one blank line separating each section.

When there is not enough room on the Title Page, publisher's address and/or website, printing history and proofreader may be taken to the following supplement title page.

If there is a series name, edition, or reading level, add them to section 1 - on separate lines if possible, or separated by semi-colons.

When there are more than 3 author's names, list first name followed by "et al." Take others to the supplemental title page.

The title page is numbered t1. The back of the title page is left blank, unless a supplement title page is needed and unnumbered. No running head is used.

SUPPLEMENTAL TITLE PAGE

1 Additional authors: Cynthia Farthingham,
2 Arnold Presscot
3
4 www.voyageur.com
5
6 Printing history: 9 8 7 6 5 4 3 2
7
8
9
10
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Place the supplemental information on the back of title page. Because the supplemental title page is provided in the first volume only, certain required information must not appear here. Supplemental information can include a complete list of authors, authors' degrees and/or affiliations, and name of proofreader.

There is NO running head or page number. (This is braille page t2, but even-numbered page numbers do not show.)

SPECIAL SYMBOLS PAGE

1	The Complete Chicken
2	
3	SPECIAL SYMBOLS
4	USED IN THIS VOLUME
5	
6	⠠⠠⠠ Dot locator for mention precedes symbols
7	⠠⠠⠠⠠ At sign
8	⠠⠠⠠⠠ Degrees
9	⠠⠠⠠⠠ Boldface word indicator
10	⠠⠠⠠⠠ Boldface symbol indicator
11	⠠⠠⠠⠠ Boldface passage indicator
12	⠠⠠⠠⠠ Boldface terminator
13	⠠⠠⠠⠠ Opening parenthesis
14	⠠⠠⠠⠠ Asterisk
15	⠠⠠⠠⠠ Closing parenthesis
16	⠠⠠⠠⠠ Italic word indicator
17	
18	
19	
20	
21	
22	
23	
24	
25	t3

The Special Symbols page begins on the page following the title page; it is numbered t3. First appearance of a running head (line 1).

Not all symbols are required to be listed. Some are optional, dependent upon the transcriber's discretion based on the age and reading level of the reader. See Appendix A at the end of this document for required braille symbols.

Symbols must be listed in braille order. See UEB Section 1.1.2. See Appendix B at the end of this document for symbols listed in braille order.

If the symbols list runs on to the next page (page t4), it will continue on line 2, following the running head on line 1.

TRANSCRIBER'S NOTES PAGE

1 The Complete Chicken

2

3 TRANSCRIBER'S NOTES

4

5 Book reviews, maps, and drawings have been
6 omitted.

7

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Write your notes using indented paragraph format (3-1 margins).

Do not use transcriber's note indicators to enclose notes on this page.

DISCLAIMER/COVER & JACKET MATERIAL
(First Volume Only)

1 The Complete Chicken

2

3 Characters in this story are purely fictional.

4

5 ⠠⠠⠠STORY SUMMARY⠠⠠⠠

6

7 Which came first, the chicken or the egg? That's just

8 about the only question that isn't answered in The

9 Complete Chicken, which pays tribute to

10 the popular poultry.

11

12

13

14

15

16

17

18

...

25

p1

The p-pages begin on an odd-numbered page.

After a blank line, braille the cover/jacket material. Ignore any advertising. Rules for book covers and jackets are stated in *Braille Formats* Section 2.8.

Further material on the p-pages follows print order.

You may add a heading for clarity, such as story summary, about the author or reviews, but if you do it must be enclosed between transcriber's note indicators. Do not use the heading JACKET MATERIAL.

Including reviews and accolades is the transcriber's option. If you do not include them, state so on the Transcriber's Notes page. Do not include them in textbooks.

If a map or chart is needed throughout the book, repeat it in the p-pages of each volume requiring them.

DEDICATION/ACKNOWLEDGEMENTS
(First Volume Only)

1	The Complete Chicken	i-v
2		
3	This book is dedicated to Marty, who shares my	
4	love of chickens.	
5		
6		
7		
8		
9		
10		
11		
12		
13		
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25		

A dedication and/or acknowledgements begin on a new braille page, starting on line 3. Do not add a heading, such as DEDICATION, if there is none in print.

Follow print formatting – blocked paragraph, indented paragraph, or poetry. Do not center.

In this example, the dedication appears on page Roman numeral v. The four preceding pages have been unnumbered. The implied page numbers must be included on line 1 of the braille page: “i-v”.

DEDICATION/ACKNOWLEDGEMENTS

- 1
- 2
- 3
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- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25

TABLE OF CONTENTS

1	The Complete Chicken	vi-vii
2		
3	Contents	
4		
5	⠠⠠⠠Volume 1⠠⠠⠠	
6	Introduction	9
7		
8	Chapter	
9	1 Chicken History: Which, When, Where	15
10	2 Real Chickens	37
11	3 The Artful Chicken	69
12	4 Famous Clucks	93
13	5 Household Chickens	113
14		
15	⠠⠠⠠Volume 2⠠⠠⠠	
16	6 A Chicken Dictionary and Other	
17	Chicken Tidbits	129
18	7 A Chicken of Old	135
19		
20	Appendix	
21	Table of Breeds	138
22	Reading and References	140
23	Index	142
24	About the Author	144
25		p3

The contents page begins on a new odd-numbered braille page.

The entire book's table of contents is brailled in Volume 1 only. Each subsequent volume lists only the contents of that volume.

Headings not in the print copy must be enclosed in transcriber's note indicators. These headings are centered and are preceded, but not followed, by one blank line. "Volume" headings appear only in the first volume.

Page numbers of the contents entries are the print page numbers. Do not include continuation letters.

Contents pages on odd-numbered braille pages may not contain any text on line 25 other than the braille page number.

FIRST PAGE OF BODY MATTER

1	The Complete Chicken	viii-ix
2	Level 3	
3	An Entertaining History of Chickens	
4	Amelia Cox Series	
5		
6	Introduction	
7		
8	My name is Pam and I am coming out—out of the	
9	coop—and admitting to the world that I am obsessed	
10	with chickens. This “problem” began in 1986 when	
11	I bought a five-acre farm in River Hills, a town	
12	twelve miles north of Milwaukee. . . .	
13		
14		
15		
16		
17		
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22		
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24		
25		1

The main body of the book begins with the first item listed on the contents page (in this case, the Introduction). If there is no contents page, begin the first page of narrative (prologue, introduction, etc.) with braille page 1 (⠠⠠⠠)

Start the first page of the body matter on an odd-numbered braille page.

On the first page of text of each volume, omit the running head and center the FULL title, subtitle (if any), and series name (if any).

Body matter pages begin with braille page 1 (line 25) in each volume.

FIRST CHAPTER

1	The Complete Chicken	1
2		
3	Chapter 1	
4	Chicken History: Which, When, and Where	
5		
6	The question “Which came first—the chicken or the egg?”	
7	has baffled humans for eons. Now the butt of many	
8	a joke, this popular conundrum was mused over by	
9	such philosophers as Aristotle (384-322	
10	B.C.) and Plutarch (c. A.D.	
11	46-120).	
12	...	
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25	...	3

The first chapter begins at the top of a new odd-numbered braille page. Subsequent chapters need not start on a new page.

BLTS Format Specifications

Page Size

- All work will be embossed interpoint (on both sides of the paper) with 40 cells to a line and 25 lines to a page unless instructed otherwise.

Title Page

- The information on the title page is left-justified.
- All 40 cells may be used; runovers in cell 3.
- Distribute blank lines evenly between the five sections of the title page.
- Follow print for capitalization of title and author. Use the word "by" only if used in print.
- If there is a website for the publisher it should be included on the line below the publisher's address.
- On the braille page information line, include t-pages and p-pages as well as regular braille page numbers. Include continuation letters.

Blank Backs

The only blank backs required are:

- The back of the title page unless there is a supplemental title page.
- The back of the last t- or p-page if that page is an odd-numbered page.

Running Head

- Place a running head on every page, with the exception of the title page/s, the first page of body matter, and blank backs.
- Follow print for capitalization of running head if possible or

choose only the principle words in the title.

Page Numbering

- In the control panel, select Do, then Page Numbering. Under Quick Setup For: select Interpoint Textbook. This setting will place a print page number in the upper right corner of every page and a braille page number in the lower right corner of every odd-numbered page. A braille page number will not appear on even-numbered pages. Look on the left of your screen to see if you are on an odd or even page.
- *Transcriber-generated t-pages.* Each volume begins with t-pages consisting of a title page, a Special Symbols page, and a Transcriber's Notes page. t-pages are numbered in the lower right corner of the odd numbered pages.
- *Print p-pages* begin on an odd-numbered braille page and are brailled in the order in which they appear in the book. p-pages include a print page number (if any) in the upper right corner of the page and a p-number in the lower right corner of odd-numbered pages.
- *Body matter.* The first page of body matter (text) in each volume begins on an odd-numbered page. If there is a table of contents, the first item listed is regarded as the first page of text. Text pages have the print numbers in the upper right and consecutive braille

page numbers, starting with 1 in the lower right corner of the page.

Paragraphing

- Follow print unless an entire text is printed in block paragraphs, in which case use indented paragraphs. Explain such a change on the Transcriber's Notes Page.

Word Division

- When in print a word is divided between pages, follow print.

Volume Size

- Maximum size for interpoint volumes is 160 braille pages. This includes the preliminary pages.
- Try to make all your volumes approximately the same size, but a logical breaking point is your first priority.

- Division should always favor smaller volumes.

End of Volume Indicators

- Each volume ends with the following phrase, enclosed in transcriber's note indicators: "End of Volume 1" (use appropriate volume number). The last volume ends with "The End". If room allows, the phrase is preceded by a blank line and centered.

File Names

- Save each volume in a separate file. For the book *War and Peace* in 10 volumes, use these filenames: War and Peace v1, War and Peace v2, etc.

Saving Your Work

- Be sure to keep an up-to-date backup copy of your work at home either on your hard drive or a removable storage medium.

Only the first volume includes these items, if needed:

- Supplemental Title Page
- Cover and Jacket Material
- Dedication
- Accolades/Acknowledgments
- About the Author
- Complete Table of Contents

Subsequent volumes include:

- Title Page
- Special Symbols page
- Transcriber's Notes page
- Table of contents as applied to that volume only
- Repeated reference material, if needed

For specific transcribing information for knit and crochet, cookbooks or print/braille books, see <https://bltsinc.org/transcribers.html>.

Appendix A

Required Special Symbols

(Based on *Braille Formats* Appendix G)

The following symbols are required on the Special Symbols page when they are used within a braille volume. Each symbol is preceded by the dot locator for mention, which should be the first symbol defined on the special symbols page. Items are listed here in alphabetical order. On your Special Symbols page you will put them in braille order as illustrated in Appendix B in this handout. Numbers in parentheses are section numbers in *The Rules of Unified English Braille*.

- Arrow symbols (11.6)
- Asterisk (3.3)
- At sign (3.7)
- Code switch indicators (14)
- Currency symbols (3.10)
- Dagger and Double dagger (3.3)
- Ditto sign (3.12)
- Dot locators (3.13, 3.14)
- Feet (3.15)
- Foreign language symbols (13)
- Grouping indicators [braille grouping indicators, parentheses, braces, brackets, angle brackets] (7)
- Line mode indicators (16.2, 16.3)
- Math symbols (3.17, 3.24, 6, 11)
- Minutes (3.11)
- Modified letter indicators (4)
- Music symbols (3.18)
- Numeric passage/terminator (6.9)
- Paragraph Sign (3.20)
- Prime and Double prime (3.11, 3.15)
- Proportion (3.17)
- Ratio (3.17)
- Reference symbols (see asterisk, dagger, superscript)
- Registered sign (3.8)
- Sections Mark (3.20)
- Shape indicators (11.7)
- Superscript and subscript indicators (3.24)
- Tilde (3.25)
- Trademark symbol (3.8)
- Transcriber-defined symbols (3.26)
- Typeform indicators (9)

Clarification: The following symbols are no longer required to be listed: ampersand, box lines, bullet (the primary bullet indicator), capitalized passage indicator, capitals mode terminator, copyright symbol, crosshatch, dash, decimal (dot), ellipsis, grade 1 symbol indicator, low line (underscore), note separation line, percent sign, single closing quotation mark, slash (forward slash), transcriber's note indicators.

Appendix B Special Symbols in Braille Order

Courtesy of Melody Moore/Joel DeVore

Note: This is a list of many special symbols in braille order. Not all are required. See **Appendix A** for required special symbols, which appear in boldface in this Appendix.

*See UEB 1.1.2; each symbol listed there is given a number, in order, resulting in this Braille order.

⠠⠠	Dot locator for mention precedes symbols	
⠠	Computer dot	(44)*
⠠⠠⠠	Ellipsis	(44, 44, 44)
⠠	Subscript indicator	(45)
⠠	Superscript indicator	(49)
⠠⠠	At sign	(57, 1)
⠠⠠	Ampersand	(57, 26)
⠠⠠	Less than or Opening angle bracket	(57, 32)
⠠⠠	Script word indicator	(57, 41)
⠠⠠	Script symbol indicator	(57, 42)
⠠⠠	Script passage indicator	(57, 47)
⠠⠠	Breve above following letter	(57, 52)
⠠⠠	Greater than or closing angle bracket	(57, 54)
⠠⠠	Script terminator	(57, 55)
⠠⠠	Macron above following letter	(57, 56)
⠠⠠⠠	Opening transcriber's note indicator	(57, 61, 32)
⠠⠠⠠	Closing transcriber's note indicator.....	(57, 61, 54)
⠠⠠⠠	Dagger	(57, 63, 34)
⠠⠠⠠	Double dagger	(57, 63, 37)
⠠⠠	Copyright.....	(58, 3)
⠠⠠	Degree sign	(58, 10)
⠠⠠	Registered sign	(58, 18)
⠠⠠	Trademark sign	(58, 20)
⠠⠠	Cedilla below following letter	(58, 26)
⠠⠠	Grave accent above following letter	(58, 31)
⠠⠠	Circumflex above following letter	(58, 33)
⠠⠠	Ring (circle) above following letter	(58, 36)
⠠⠠	Tilde above following letter	(58, 37)
⠠⠠	Boldface word indicator	(58, 41)

⠠⠠	Boldface symbol indicator	(58, 42)
⠠⠠	Dieresis (umlaut) above following letter ...	(58, 43)
⠠⠠	Boldface passage indicator	(58, 47)
⠠⠠	Acute accent above following letter	(58, 51)
⠠⠠	Caron (hacek, wedge) above following letter	(58, 52)
⠠⠠	Boldface terminator	(58, 55)
⠠⠠	Opening curly bracket (brace)	(59, 32)
⠠⠠	Number sign, Crosshatch, Pound sign	(59, 34)
⠠⠠	Underlined word indicator	(59, 41)
⠠⠠	Underlined symbol indicator	(59, 42)
⠠⠠	Bullet	(59, 44)
⠠⠠	Underlined passage indicator	(59, 47)
⠠⠠	Closing curly bracket (brace)	(59, 54)
⠠⠠	Underline terminator	(59, 55)
⠠⠠	Opening parenthesis	(60, 32)
⠠⠠	Plus	(60, 46)
⠠⠠	Equals	(60, 47)
⠠⠠	Times (multiplication cross)	(60, 48)
⠠⠠	Asterisk	(60, 49)
⠠⠠	Divided by	(60, 51)
⠠⠠	Closing parenthesis	(60, 54)
⠠⠠	Minus	(60, 56)
⠠⠠⠠	Dot locator for "use"	(60, 60, 27)
⠠⠠⠠	Long Dash	(60, 63, 56)
⠠⠠	Opening square bracket	(61, 32)
⠠⠠	Italic word indicator	(61, 41)
⠠⠠	Italic symbol indicator	(61, 42)
⠠⠠	Italic passage indicator	(61, 47)
⠠⠠	Percent	(61, 50)
⠠⠠	Closing square bracket	(61, 54)
⠠⠠	Italic terminator	(61, 55)
⠠⠠	Low line, Underscore	(61, 56)
⠠	Grade 1 symbol indicator	(62)
⠠⠠	Grade 1 terminator	(62, 55)
⠠⠠	Grade 1 word indicator	(62, 62)
⠠⠠⠠	Grade 1 passage indicator	(62, 62, 62)
⠠⠠	Opening single quotation mark	(63, 48)
⠠⠠	Closing single quotation mark	(63, 50)
⠠⠠	Capitals terminator	(63, 55)
⠠⠠	Dash	(63, 56)
⠠⠠⠠	Capitalized passage indicator	(63, 63, 63)