BLTS FORMAT SPECIFICATIONS

Following *Braille Formats 2016*

The following pages demonstrate the method of preparing transcriber-generated (**t-pages**) and preliminary (**p-pages**) for general reading and textbooks. Although it does not begin to cover the variety of considerations the transcriber faces with each new book, this guide can serve as a BASIC MODEL. Carefully study section 2 of *Braille Formats 2016* for additional textbook requirements.

ORDER OF PAGES

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

t-pages
>   Title page   (required)
>   Supplemental Title Page   (if needed) (1st volume only)
>   Special Symbols   (if needed)
>   Transcriber's Notes   (if needed)

p-pages   (1st volume only)
>   Cover/Jacket material first
>   Other p-pages in order in which they occur in print.
>> Dedication
>> Accolades/Acknowledgements
>> About the Author
>> Complete Table of Contents

Table of Contents

SHORT TITLE PAGE
(No Supplemental Title Page)

Example:
```
01  Dump Cakes & One-Bowl Baking
02  FAVORITE Brand Name RECIPES
03
04  Ima Cook
05
06  Published by Publications International,
07      Ltd., Lincolnwood, IL   (Use postal code if shown in print)
08  Web page address
09  Copyright © 2014 Publications International,
10      Ltd.
11  Any further reproduction or distribution other than in an
12      accessible format is an infringement.
13  Transcription of
14      ISBN: 978-1-4508-8143-2
15  Printing History: 9 8 7 6 5 4 3 2
16
17  Transcribed 2020 in Unified English
18      Braille by   (Name of transcriber)
19  Braille Library & Transcribing Services
20      Madison, WI 53719
21  Proofread by   (Name of proofreader)
22
23  In 1 Volume
24  Braille pages t1-t4, p1–p2 and 1-97
25  Print pages 1-d128
```

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, Further Reproduction statement, printing history and proofreader may be taken to the following supplement title page.

See Long Title Page/Supplement title Page examples.

Back of Short Title Page is left blank with **NO** running head or page number.

Reproduction Statement change can be found under BANA Addendum to Braille Formats January 23, 2020.

LONG TITLE PAGE
(With Supplemental Title Page)

Example:
```
01  The Complete Chicken: level 3
02  An Entertaining History of Chickens
03  Amelia Cox Series
04
05  Pam Percy, et al.
06
07  Published by Voyageur Press
08      New York, NY   (Use postal code if shown in print)
09  Copyright © 2007 by Pam Percy
10  Any further reproduction or distribution other than in an
11      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 2020 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
```

_____

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, Further Reproduction statement, printing history and proofreader may be taken to the following supplement title page.

If there is a series name, edition name or number, grade or reading level, add them to section 1 - on separate lines if possible, or separated by semi-colons. See Braille Formats 2.3.4

When there are more than 3 author's names, or not room for all on the short title page, list first name followed by "et al." Take others to next (supplemental) title page. Do not italicize "et al." Use grade 1 indicator before "al."

The printing history should follow ISBN, but if there is not room, take it to the next page (supplemental title page).

SUPPLEMENTAL TITLE PAGE

Example:
```
01                    The Complete Chicken   (Running Head)
02
03   Additional authors: Cynthia Farthingham,
04       Arnold Presscot
05
06   www.voyageur.com
07
08   Printing history: 9 8 7 6 5 4 3 2
09
10
11
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13
14
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16
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24
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```

Place Supplemental Title Page on back of Title Page. If Supplemental Title Page isn't needed, leave back of Title Page blank. If left blank, **NO** running head or page numbers.

First appearance of Running Head.

This page may also be used for a complete list of authors, degrees, affiliations, and names of tactile graphic specialists and proofreaders.

This is braille page t2, but even-numbered pages do not show page numbers.

Supplemental Title Page, 1st volume only.

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SPECIAL SYMBOLS PAGE

Example:

```
01                        The Complete Chicken
02
03                           SPECIAL SYMBOLS
04                          USED IN THIS VOLUME
05
06    ⠿⠿  Dot locator precedes listed symbols
07    ⠿⠿ ⠈⠁  At sign
08    ⠿⠿ ⠘⠚  Degrees
09    ⠿⠿ ⠘⠃  Bold word indicator
10    ⠿⠿ ⠘⠆  Bold symbol indicator
11    ⠿⠿ ⠘⠶  Bold passage indicator
12    ⠿⠿ ⠘⠄  Bold terminator
13    ⠿⠿ ⠐⠣  Opening Parenthesis
14    ⠿⠿ ⠐⠔ Asterisk
15    ⠿⠿ ⠐⠜  Closing Parenthesis
16    ⠿⠿ ⠨⠑  Italic word indicator
17
18
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22
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25                                                              t3
```

If the symbols list continues to a following page, do not repeat the heading.

Symbols must be listed in <u>braille order</u>. See UEB Rule 1.1.2.

Not all UEB 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's A (required) and B (braille order) at the end of this document for required braille symbols and symbols in braille order.

```
01                        ⠠⠰ ⠠⠉⠕⠍⠏⠇⠑⠞⠑ ⠠⠇⠊⠎⠞⠰

03                    ⠠⠠⠠⠎⠏⠑⠉⠊⠁⠇ ⠎⠽⠍�⠇⠎
04                   ⠥⠎⠑ ⠴ ⠁ ⠧⠕⠇⠥⠍⠑⠠⠠

06  ⠰⠼ ⠠⠙⠕⠞ ⠇⠕⠉⠁⠞⠕⠗ ⠋ ⠍⠢⠞⠊⠕⠝ ⠥⠎⠑ ⠎⠽⠍�⠇⠎
07  ⠰⠼⠁⠁ ⠠⠁⠞ ⠎⠊⠛⠝
08  ⠰⠼⠁⠃ ⠠⠝⠥⠍�⠗⠿
09  ⠰⠼⠁⠉ ⠠�⠕⠇⠙ ⠞⠽ ⠷⠊⠝⠙⠊⠉⠁⠞⠕⠗
10  ⠰⠼⠁⠙ ⠠�⠕⠇⠙ ⠎⠽⠍�⠇ ⠷⠊⠝⠙⠊⠉⠁⠞⠕⠗
11  ⠰⠼⠁⠑ ⠠�⠕⠇⠙ ⠏⠁⠎⠎⠁⠛⠑ ⠷⠊⠝⠙⠊⠉⠁⠞⠕⠗
12  ⠰⠼⠁⠋ ⠠�⠕⠇⠙ ⠞⠻⠍⠔⠁⠞⠕⠗
13   ⠰⠼⠁⠛ ⠠�⠗⠁⠽ ⠠⠏⠜⠢⠞⠓⠢⠎
14  ⠰⠼⠁⠓⠠⠁⠌⠹⠊⠝⠛
15   ⠰⠼⠁⠊ ⠠⠉⠇⠕⠎⠑⠽ ⠠⠏⠜⠢⠞⠓⠢⠎
16  ⠰⠼⠃⠚ ⠠⠊⠞⠁⠇⠊⠉ ⠞⠽ ⠷⠊⠝⠙⠊⠉⠁⠞⠕⠗
```

TRANSCRIBER'S NOTES PAGE

Example:
```
01                      The Complete Chicken
02
03                      TRANSCRIBER'S NOTES
04
05        Maps and drawings have been omitted.
06
07
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```

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

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

⠐⠣ ⠰⠍⠳⠍�⠻⠕ ⠠⠮⠶⠍⠎⠢

⠠⠠⠼⠃⠿⠁⠝⠎⠍⠺⠊⠁⠟⠄⠠⠎ ⠠⠠⠝⠡⠮⠌

⠘⠍⠁⠏⠎ ⠅ ⠝⠫⠙⠟�㊀⠎ ⠓ ⠊⠞⠌ ⠡⠍⠶⠛⠛⠎⠢

COVER & JACKET/DISCLAIMER

Example:
```
  01                              The Complete Chicken
  02
  03 Disclaimer Statement
  04
  05                              STORY SUMMARY   [enclose in TN symbols]
  06
  07Which came first, the chicken or the egg? That's just about
  08 the only question that isn't answered in The Complete
  09 Chicken, which pays tribute to the popular poultry.
  10
  11
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  25                                                                p1
```

P-pages begin here, on an odd-numbered page.

Braille all other p-pages in the same order as they appear in text.

Ignore advertising on the book jacket.

Including reviews and accolades is the transcribers option. If you do not include them, state so on the Transcribers Notes page. Story summaries, and if included, reviews, accolades, etc., should be placed at the beginning of the p-pages in the first volume only. Do not include them in textbooks. Place specific materials such as maps or charts that are needed throughout the book at the beginning of each volume — or at the beginning of those volumes requiring them.

If the information has no print heading, center a heading, e.g., STORY SUMMARY or ABOUT THE AUTHOR or REVIEWS, on line 3 enclosed in

transcriber's note indicators. <u>Do not use the heading JACKET MATERIAL</u>.

Include any disclaimer statement at the beginning of the preliminary pages in the first volume only.

```
01                     ⠘⠶ ⠠⠉⠕⠍⠏⠇⠑⠞⠑ ⠠⠇⠊⠎⠞⠊⠲
02
03 ⠠⠳⠮⠀⠊⠎⠀⠁⠀⠠��⠀�⠀⠋⠥⠇⠇⠽⠀⠗⠊⠍��⠲
04
05 ⠼⠊⠅⠇⠥��⠀⠠��⠊⠍⠍���
06
07 ⠠⠁⠀⠍⠁⠞⠑⠀⠋⠕⠀⠁⠀⠇⠊⠎⠞⠊⠀⠷⠃⠀⠁⠀⠫⠿⠲⠀⠠⠾⠣⠎⠀⠦
08 ⠊⠃⠀⠁⠀⠎⠝⠇⠮⠀⠷⠃⠀⠁⠀⠊⠎⠝⠣⠃⠀⠊⠝⠎⠙⠝⠅⠀⠌⠀⠠⠷⠣⠶
09 ⠠⠉⠕⠍⠏⠇⠑⠞⠑⠀⠠⠇⠊⠎⠞⠊⠝⠛⠀⠠⠎⠀⠏⠁⠝⠎⠀⠹⠗⠊⠓⠓⠞⠑⠀⠹⠕
10 ⠁⠀⠏⠕⠏⠥⠇⠁⠗⠀⠏⠝⠇⠺⠗⠅⠲
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```

DEDICATION

Example:

```
01                          The Complete Chicken                    1-5
02
03        This book is dedicated to Marty, who shares my
04   love of chickens.
05
06
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```

Regardless of print placement, a dedication is placed on its own page starting on line 3 (assuming a running head). 1st volume only.

Use standard paragraph formatting (indented or blocked), or poetry format if needed.

In this example, this is the first print page number used, but there have been four preceding pages without numbers. The implied page numbers must be included on line 1 of the braille page.

Print page numbers go at the end of line 1. Braille page numbers at the end of line 25.

Do not add a heading, such as DEDICATION, if there is none in print.

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TABLE OF CONTENTS

Example:

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

Headings not in print (Volume 1, Volume 2, etc.) must be enclosed in transcriber notes symbols. These headings are centered — preceded, but not followed, by blank lines.

Page numbers are the <u>print page numbers</u>. Do not include continuation letters.

Contents pages on <u>odd-numbered braille pages</u> (those containing braille page numbers) may not contain any text on line 25 other than the braille page number.

FIRST PAGE OF BODY MATTER

Example:
```
01                    The Complete Chicken              8-9
02              An Entertaining History of Chickens
03                      Amelia Cox Series
04
05                      Introduction
06
07      My name is Pam and I am coming out—out of the
08   coop—and admitting to the world that I am obsessed
09   with chickens.  This "problem" began in 1986 when
10   I bought a five-acre farm in River Hills, a town
11   twelve miles north of Milwaukee.  . . .
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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 in each volume.

FIRST CHAPTER

Example:
```
01                    The Complete Chicken
02
03                         Chapter 1
04                       Chicken History:
05                    Which, When, and Where
06
07      The question "Which came first—the chicken or the egg?"
08   has baffled humans for eons. Now the butt of many a joke,
09   this popular conundrum was mused over by such philosophers
10   as Aristotle (384-322 B.C.) and Plutarch (c. A.D. 46-120).
11
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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
- Assume 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
- Left-justify the information on the title page.
- All 40 cells may be used; runovers in cell 3.
- Distribute blank lines as evenly as possible between the 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.
- In 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.
- Do not use a running head or page number on blank pages.

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

Page Numbering
- In control panel, select Do, then Page Numbering. Under Quick Setup For: select Interpoint Textbook
- Print page numbers are placed in the upper right corner on every preliminary and text page. Braille page numbers are in the lower right corner of <u>every odd-numbered page</u>. Do not put a braille page number on even-numbered pages. Look on the left of your screen to see if you are on an odd or even page.
- Each volume begins with braille page 1, placed in the lower right-hand corner.
- T-pages consist of the title page, special symbols page, and transcriber's note page. T-pages have only t-page numbers (⠞⠼⠁, ⠞⠼⠃, etc.) in the lower right corner of the odd numbered pages.
- P-pages begin on an odd-numbered braille page and are brailled in the order in which they appear in the book. P-pages have the print page numbers in the upper right corner of the page and p-page numbers (starting with ⠏⠼⠁) in the lower right corner of the page.

- Body matter. The first page of body matter (text) in each volume begins on an <u>odd-numbered</u> 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 page numbers in the upper right and consecutive braille page numbers, starting with ⠼⠁ 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. List 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 150-160 braille pages. <u>This includes the transcriber-generated and preliminary pages</u>.

- 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
Use TN indicators
- END OF VOLUME 1, 2, etc.
- THE END

These should be centered and in full caps, there should also be a blank line before.

File Names
- Save each volume in a separate file. Suggested file names are as follows:
  Ex.: The book *War and Peace*, in 10 volumes. Save as: War and Peace v1, War and Peace v2 and so on

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

Subsequent volume t-pages and p-pages should include the Title Page, Special Symbols, Table of Contents and Transcriber Notes for that volume only.

Include in first volume only.
- Supplemental Title Page
- Cover and Jacket Material
- Dedication
- Accolades/Acknowledgments
- About the Author
- Complete Table of Contents

For specific transcribing information for knit and crochet, cookbooks or print/braille books, contact the braille coordinator.

Appendix A
Required Special Symbols
(Based on Formats Appendix G-10)

The following symbols are required on the Special Symbols page if they are used within a braille volume. Each symbol is preceded by the Dot locator for "mention" which is the first symbol in the list.

    * Numbers in parentheses are from the **Rules of UEB**
Dot locator(s)
Arrow symbols (11.6)
Line mode indicators (16.2, 16.3)
Shapes (11.7)
Grouping indicators braille grouping indicators, parentheses, braces, brackets, angle brackets (7)
Typeform indicators (9)
Foreign language symbols (13)
Music symbols (3.18)
Modified letter indicators (4)
Shape indicators (11.7)
Math symbols (3.17, 3.24, 6, 11)
Currency symbols (3, 10,
Ratio (3.17)
Proportion (3.17)
Prime (3.11, 3.15)
Double prime (3.11, 3.15)
Minutes (3.11)
Feet (3.15)
At sign (3.7)
Tilde (3.25)
Trademark and Registered Trademark (3.8)
Code Switch indicators (14)

Clarification: Box lines, copyright, forward slash, ampersand, crosshatch, bullet or note separation line **are no longer required**.
The dagger and asterisk **are required**.
https://www.nationalbraille.org/forums/topic/special-symbols-2/

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

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

Symbol	Description	Number
⠿	Dot locator, precedes listed 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)
⠈�консь	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)
⠘⠚	Degrees	(58, 10)
⠘⠗	Registered trademark	(58, 18)
⠘⠞	Trademark	(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)
⠘⠺	Bold word indicator	(58, 41)
⠘⠆	Bold symbol indicator	(58, 42)
⠘⠪	Dieresis (umlaut) above following letter	(58, 43)
⠘⠶	Bold passage indicator	(58, 47)
⠘⠌	Acute accent above following letter	(58, 51)
⠘⠬	Caron (hacek, wedge) above following letter	(58, 52)
⠘⠱	Bold terminator	(58, 55)
⠨⠣	Opening (curly) brackets	(59, 32)