A BLTS Guide to Transcriber's Notes (TNs)

Content and format for transcriber's notes

Special attention must be given to the wording of all such notes. The vocabulary used should reflect the grade level and the subject matter of the text. As a general rule, description of the print format is not required and explanation of the braille format should be as brief and concise as possible

> *The sample transcriber's notes that are shown in Braille Formats are suggestions only. They should be modified whenever necessary to suit the current situation.*

- A blank line is <u>not</u> left before or after a transcriber's note unless required by other braille formats.
- Each note is brailled in paragraph form, starting in cell 7 with runovers in cell 5.

The following sample TNs are taken from *Braille Formats 2016* and show the appropriate section number.

BF Section 5: Typeforms

5.9   Words Enclosed in Shapes

5.9.1 Words may be enclosed in a variety of shapes. Use a transcriber-defined typeform indicator to represent this in braille. (See UEB 9.5, Transcriber-Defined Typeform Indicators.)

5.9.2 A transcriber's note and/or a list of special symbols explains this usage. Sample:

> In the sentences below, some words are enclosed in a rectangle or an oval. When multiple words are within one shape, a passage indicator rather than a word indicator is used.

BF Section 6: Illustrative Materials

6.4.2 Insert a transcriber's note at each point of omission when only some of the images are not included. This is especially important when some numbered illustrations are not included. Sample:

> Figure 6.4 Diagram is omitted.

6.10.4 Multipage Timelines. (Note: this refers to timelines that appear on more than two consecutive pages.) Insert the timeline at the most appropriate location on the first page it appears. Precede the timeline with a transcriber's note to indicate the range of pages. Sample:

> Timeline is across the bottom of pages 44−47.

BF Section 7: Boxed Material

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 43.

7.4.1.c. 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.

BF Section 10: Exercise Material

10.6.10 Answer Cues with Question Marks. Follow print when a question mark is shown standing alone representing a write-on-line. When print uses both a question mark and a lowline or dash, ignore the question mark and use the underscore or dash. Insert a transcriber's note explaining this usage. Sample:

> Print shows a question mark over an underscore. In braille, the question mark is omitted.

Section 10 has more Notes for exercises with different materials.

BF Section 11: Tables and Related Columns

11.2.7 Moving Tables. In some situations it may be preferable to move a table from its print location to a different location in braille. For example, when a table is printed on a page other than the page discussing the table, it may better serve the reader to move it.

a. Insert a transcriber's note at the original site, letting the reader know the table has been moved and where it is located. Include the continuation letter with the print page number. Sample:

> Table moved to page 61.

b. Insert a transcriber's note before the table letting the reader know where the table was originally located. Sample:

> Table moved from page 60.

11.6.4 Omissions and Blanks. Follow print when an omission is indicated by a dash, ellipsis, or other print symbol. Begin this mark in the first cell of the column. Use guide dots across the width of a column to indicate a blank space or a blank to be filled in. Explain the series of guide dots in a transcriber's note. Sample:

> A series of guide dots across the width of a column indicates a blank space.

11.7 Techniques for Shortening Column Width

g. To conserve space, symbols for non-varying print signs or abbreviations shown with all the entries in a column of numbers (e.g., %, $, km, B.T.U., etc.) may be included in column headings and omitted within the body of the table. Explain this usage in a transcriber's note.

h. To conserve space, units of measure shown within the body of the table may be abbreviated as necessary. Place a transcriber's note before the table to identify abbreviations that are not easily identifiable from the context of the surrounding text. Sample:

> The abbreviation na represents nanoseconds in the table below.

i. When the table uses only one type of symbol or abbreviation, omit it from all entries in the table. Explain the omission in a transcriber's note placed before the table. Sample:

> All numbers in the table are percentages.

11.11 Graphics with Identified Values

11.11.1 Tactile graphics are preferred, but a requester may ask that certain graphics be converted to a table. For example, a bar graph may show the value of each bar, lending itself to a table format. Explain the original format in a transcriber's note. Sample:

> The bar graph is presented as a table.

11.13.1.c. Place a transcriber's note informing the reader of this format before the table. The transcriber's note can be on the page before the table. Sample:

> The following table is read across facing pages.

11.14.1.c. Use a transcriber's note to inform the reader of the vertically divided table. Sample:

> Table is divided vertically into 2 sections.

11.16 Wide Tables: Listed Table Format

l. Insert a transcriber's note explaining the change to print format. Sample:

> Print format is changed. Row headings are blocked in cell 5; column headings begin in cell 1. All headings are repeated for clarity. A colon separates headings from table entries.

11.18 Wide Tables: Stairstep Table Format (See this section of Formats for complete instructions)

11.18.1 Limit this format to tables with four or fewer columns. For larger tables use the Listed Table Format in Formats, §11.16.

c. Following the table label or title (or after the top box line) insert a transcriber's note to indicate the format change. Leave a blank line between the body of the note and the beginning of the explanation of the stairstep format. Block the first column heading cell 1, and block each Pre-Publication Release 11-23 Section 11 Tables and Related Columns succeeding heading two cells farther right. Place the closing transcriber's note indicator after the last column heading. Sample:

Table changed as follows: (7-5)
Heading of first column (1-1)
Heading of second column (3-3)

BF Section 13: Poetry and Song Lyrics

13.6.2 Treat the poem (with irregular lines of poetry) as a single level, using 1-3 margins, when the indentions of irregular lines of poetry have no discernible pattern or the poem uses uneven spacing. Some poems may need a transcriber's note of explanation. Sample:

> The poem has inconsistent indention patterns, which are not reproduced.

or

> The poem has multiple irregular indentions, which are not reproduced.

13.6.3 Use three blank cells to separate widely spaced words or phrases. Explain the blank cells in a transcriber's note. Sample:

> Three blank cells indicate wide spacing.

13.6.4 When unusual combinations of punctuation marks and letters might create difficult reading:

a. Use uncontracted braille. Use the grade 1 passage indicator and terminator around the entire poem. (See UEB, §5.4, Grade 1 Passage Indicator and §5.5, Grade 1 Terminator.)

b. Insert a transcriber's note to explain the use of uncontracted braille. Sample:

> This poem has unusual letter and punctuation combinations. Braille is uncontracted so punctuation can be identified easily.

BF Section 14: Plays, Cartoons, and Graphic Novels

14.10.4 Single-Frame Cartoon. Dialogue is frequently not included in a single-frame cartoon. Include sufficient information in a scene setting to convey the intent of the cartoon. a. Describe the scene setting in a transcriber's note using 7-5 margins. b. Use 7-5 margins for the caption to the cartoon.

BF Section 15: Line-Numbered Prose

15.4.1.d. On the Transcriber's Notes page, inform the reader about the function of the three blank cells when line-numbered prose occurs in more than one section in a volume. Insert a transcriber's note before the text when the three blank cells is used in only one section. Sample:

> Three blank cells occurring within a braille line indicate the beginning of a new print line.

BF Section 16: Notes

16.3 Emphasis Used to Identify Reference Marks

a. Follow print when emphasis is used to identify words or phrases with reference notes, e.g., all footnotes are underlined, blue print represents vocabulary, and highlighting represents glossary notes.

b. When it is clear that one type of emphasis indicates notes, explain this in a transcriber's note. Sample note:

> All of the bold words in this volume have reference notes associated with them.

16.8.1 Notes in Table Format

a. Place notes before tables as, in most situations, they need to be read before reading the table to understand the entries in the table.

b. Insert a transcriber's note before the table. Sample:

> Note(s) in the table below.

16.11.1.g. In the text, insert the assigned key, followed by a space, before the appropriate material. Use braille grouping indicators to enclose the affected text. Explain this usage in a transcriber's note. Sample:

> In print, labels appear in the margin of the following letter. In braille, the labels are keyed. The keyed label is inserted before the beginning of the text to which it applies. Labeled phrases or sentences are enclosed in braille grouping indicators.
> Symbols used below:

(symbol) Opening braille grouping indicator (1-3)
(symbol) Closing braille grouping indicator (1-3)

> Key to labels:

(symbol) Title au Author (last name first) (1-3)
(symbol) Year of birth (1-3)

16.3 Emphasis Used to Identify Reference Marks

a. Follow print when emphasis is used to identify words or phrases with reference notes, e.g., all footnotes are underlined, blue print represents vocabulary, and highlighting represents glossary notes.

b. When it is clear that one type of emphasis indicates notes, explain this in a transcriber's note. Sample note:

> All of the bold words in this volume have reference notes associated with them.

16.8   Notes in Tables and Columned Material

16.8.1 Notes in Table Format

    a. Place notes before tables as, in most situations, they need to be read before reading the table to understand the entries in the table.

    b. Insert a transcriber's note before the table. Sample:

<div align="center">Note(s) in the table below.</div>

See section 17 to 21 for notes for school exercises spelling (17), grammar (18), Codes and Puzzles (19), Pronunciation (20) and Alphabetic References (21).

Other TNs That Might Be Helpful

~~**For:** Entire paragraphs that are fully capitalized.~~
~~Placement: Transcriber's Notes "t" page or within the text (7-5)~~

~~**Extended print passages of fully capitalized words are single-capped and italicized in braille.**~~

~~Note: This is good for things like the warranty agreements in appliance manuals. It is definitely NOT appropriate for textbooks.~~

For: Lots of trademark or registered symbols.
Placement: Transcriber's Notes "t" page

The brand name _____ is trademarked (registered) throughout the print text. In braille it is marked the first time only.

    or

The following brand names are trademarked (registered) throughout the print text. In braille they are marked the first time only.

Kellogg's
Betty Crocker
ETC.

For: Frequent print errors

Placement: Transcriber's Notes "t" page (3-1 margins)

Errors that appear in spelling, grammar or punctuation, and breaks in text continuity are brailled as printed.