

BLTS Cookbook Guidelines September 2022

The most important ingredient in a brailled recipe is accuracy. An error in the baking time can turn a chef's delight into an abysmal failure. Like menus, there are no hard and fast rules for recipes. The following instructions are given merely as a guideline.

Omit advertising and cover material.

Warning and other information often found on the back of the title page should be included in the preliminary pages.

Registered Trademarks ⚠️: These may be listed once at the first appearance in print and disregarded thereafter. This should be noted on the Transcriber's Notes page. You may also list the trademark names on the Transcriber's Notes page with the following statement: The following brand names are trademarked throughout the print text.

Format

- If the recipe starts on a new braille page, center the title on line 3 following the running head and a blank line. Follow print for capitalization. If the recipe starts in the middle of a braille page, the title is centered and preceded and followed by a blank line.
 - If there is not room on a braille page for the title and 1 line of text, take the recipe to the next page.
 - If ingredients immediately follow title, you must have room for the title and at least 2 listed ingredients otherwise take recipe to the next page.
- Narrative paragraphs should start in cell 3 with runover lines starting in cell 1.
- When information, such as the number of servings or preparation time, appear anywhere other than the top of the recipe, move this information to the top following the title or any narrative. Start in cell 1 with runover lines starting in cell 3. (Make note of this on the transcribers notes page.)
- If a recipe is divided into several parts that are identified by headings such as Cake, Frosting, etc., start these headings in cell 5 with runover lines also starting in cell 5. Cell-5 headings should always be preceded by a blank line but never followed by one.
- The ingredients are brailled in list format (start in cell 1 with runover lines starting in cell 3). Disregard bullets.
- Do not use abbreviations in braille when they are not used in print. Abbreviations are transcribed as they appear in print.

