

# 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

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***Braille Library & Transcribing Services, Inc.***

**Revised December 2022**



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1. Cookbooks	
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3. Menus	
4. Print/Braille	

## **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

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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  
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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.









## 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.







## DEDICATION

Example:

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





## TABLE OF CONTENTS

Example:

01	The Complete Chicken	6-7
02		
03	Contents	
04		
05	Volume 1 [enclose in TN symbols]	
06	Introduction .....	9
07		
08	Chapter [identifier added only if it occurs in print]	
09	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 [enclose in TN symbols]	
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 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 print page numbers. Do not include continuation letters.

Contents pages on odd-numbered braille pages (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. . . .	
12		
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25		1

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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).  
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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 every odd-numbered page. 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 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 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. This includes the transcriber-generated and preliminary pages.

**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.

- 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

## **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/>

## 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.

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

⠠	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)
⠠	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)

⠠⠠	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) brackets .....	(59, 54)
⠠⠠	Underline terminator .....	(59, 55)
⠠⠠	Opening parenthesis.....	(60, 32)
⠠⠠	Plus .....	(60, 46)
⠠⠠	Equal.....	(60, 47)
⠠⠠	Multiplication, Times.....	(60, 48)
⠠⠠	Asterisk .....	(60, 49)
⠠⠠	Division .....	(60, 51)
⠠⠠	Closing parenthesis .....	(60, 54)
⠠⠠	Minus .....	(60, 56)
⠠⠠⠠	Dot locator for use .....	(60, 60, 27)
⠠⠠⠠	Long Dash.....	(60, 63, 56)
⠠⠠	Opening (square) brackets .....	(61, 32)
⠠⠠	Italic word indicator.....	(61, 41)
⠠⠠	Italic symbol indicator.....	(61, 42)
⠠⠠	Italic passage indicator .....	(61, 47)
⠠⠠	Percent .....	(61, 50)
⠠⠠	Closing (square) brackets.....	(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)