

# Braille Formats

## Principles of Print-to-Braille Transcription, 2016

### Change Log

Section	Location	Pre-Publication Version	Final Publication	Comment
1	1.3.1	"Books with occasional mathematical or scientific terminology and notation are transcribed using UEB as the primary code. Symbols from other codes are listed on the Special Symbols page or in a transcriber's note before the text. Consistency within a transcription is required."	"Books with occasional mathematical or scientific terminology and notation are transcribed using UEB as the primary code. Consistency within a transcription is required."	The rules for putting symbols on the Special Symbols page would be in whatever code (other than UEB) is used. For instance, Nemeth says the Nemeth symbols are not required on the Special Symbols page.
1	1.6.5a	"In each volume include a centered and numbered volume statement, END OF VOLUME ___."	"In each volume include a centered and numbered volume statement enclosed in transcriber's note indicators, END OF VOLUME ___."	Added 'enclosed in transcriber's note indicators'
1	1.6.5b	"In the final volume include a centered end-of-book statement, THE END."	"In the final volume include a centered end-of-book statement enclosed in transcriber's note indicators, THE END."	Added 'enclosed in transcriber's note indicators'
1	Examples 1-3, 1-4, 1-5 and 1-6.	Volume indicators are not enclosed in Transcriber's Note indicators	Changed the sample so the volume indicators are enclosed in Transcriber's Note indicators	Add transcriber's note indicators around end of volume indicators as per the guideline text

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1	1.7.2(f)	"Single-space equations."	"Single-space spatial equations."	Added the word 'spatial'
1	Example 1-7	⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠⠠	Insert a capital symbol indicator
1	1.10.1	"Follow print when words are divided between braille pages."	"Follow print when words are divided between print pages."	Change 'braille pages' to 'print pages'
1	1.11.4	"... not enough room for the page indicator ..."	"... not enough room for the page change indicator ..."	None
1	1.13.1e	"When the page numbers are referenced within the book, such as the table of contents and index, the same method applies."	"When the page numbers are referenced within the book, such as the table of contents and index, the same method applies. No continuation indicators are used."	Clarification: 2.10.7 says that Table of Contents should NOT use continuation indicators; this applies to an index as well
1	Sample 1-1	1.11.3 discusses page change indicators. 1.11.3.b says to put a blank line before a page change indicator and references Sample 1-1. That sample does not include a page change indicator.	Revised Sample 1-1 to include a page change indicator	None
1	Sample 1-5	NA	Corrected to match the print and follow the guidelines	None
1	Sample 1-5, lines 9 & 13	ED5 is contracted	uncontracted ED per UEB rules	None
2	Examples 2-2 and 2-3	The publisher city/state is shown in the runover position	The publisher city/state was moved to a new braille line and begins in cell 1	According to the guideline, publisher city/state is a new item; not a runover item

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2	2.3.8d	"Print page numbers are separated by 'and,' according to page numbering groups."	"Print page numbers are separated by commas or the word 'and,' according to page numbering groups."	Clarification
2	2.10.2d	"... included in volume 1."	"... included in the first volume."	None
2	2.10.9a	"a. Center 'Volume 1' on the third line (fifth line, if a running head is used) in the first volume."	This was split into 2 items: "a. Volume identifiers are enclosed in transcriber's note indicators. b. Center 'Volume 1' on the third line (fifth line, if a running head is used) in the first volume."	This is to provide consistency with 2.10.3b
2	Sample 2-11, line 3	Omitted TN indicators around volume identifiers	Added TN indicators (open and close)	None
2	Sample 2-12, lines 3, 10, 13, 16, 20	Omitted TN indicators around volume identifiers	Added TN indicators (open and close)	None
2	Sample 2-14	The word <i>Contents</i> is added to the braille	Took out the word <i>Contents</i> because the word does not appear in print	2.10.3a
2	Sample 2-14, line 3 (line 1 in final)	Omitted TN indicators around volume identifiers	Added TN indicators (open and close)	None
2	Sample 2-15, lines 3 and 13	Omitted TN indicators around volume identifiers	Added TN indicators (open and close)	None
2	Sample 2-21, page 2-53, lines 3 and 15	Omitted TN indicators around volume identifiers	Added TN indicators (open and close)	None



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5	Example 5-17, line 8	Terminator capitalized	Removed the capital indicator from <i>terminator</i> [Rectangle terminator]	None
6	6.3.2	"http://ncam.wgbh.org/experience_learn/educational_media/stemdx/guidelines"	"http://diagramcenter.org/able-of-contents-2.html"	None
6	6.8.1c	"Include symbols used for marriage or other types of relationships (e.g., twins) in a transcriber's note. Sample: The symbol ⠠⠠⠠⠠⠠⠠ indicates marriage."	"Follow print for symbols used for marriage or other types of relationships (e.g., twins). Note: if line symbols are used, the line terminator may be required."	Take out sample transcriber's note and add the 'Note:'
6	6.11.2	"http://ncam.wgbh.org/experience_learn/educational_media/stemdx/guidelines"	"http://diagramcenter.org/able-of-contents-2.html"	None
6	Sample 6-2, line 8	Braille has bold and full capitalization	Not necessary to keep both bold and double caps (deleted bold)	None
6	Sample 6-4, line 10	Runover incorrectly begins in cell 3	Moved the runover to cell 5	None
6	Sample 6-4, lines 16, 17, 18	\$ are enclosed in the script	Moved \$ to appear before script indicators	None
6	Sample 6-5	Incorrect line symbols used to show marriage	Corrected the line symbols used to show marriage	None
6	Sample 6-7, lines 7-9	⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠	None

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6	Sample 6-9	Some of the dates do not match the information from the print diagram	Adjusted the dates for the timeline to match the print timeline	None
6	Sample 6-11	Omitted a page change indicator	Added a page change indicator on line 15 of the braille (with print page number 477)	None
6	Sample 6-15, page 6-36, line 17	ellipsis	Deleted	None
6	Sample 6-15, page 6-37, line 20	ellipsis	Deleted	None
6	Sample 6-16, lines 4, 5, 7	Bullets should be dashes	Changed bullets to dashes	None
8	8.3.5d	"d. Do not divide a list item between braille pages."	Deleted d. because this is not accurate (e. is now d.)	None
8	8.6.2	NA	Modified the list of bullets: Change: Square to Hollow square Add: Solid square Change: Circle to Hollow circle	To better show the concept being discussed
8	Example 8.5b, line 4	The solid square is not shown correctly in braille	Corrected the solid square braille symbol; dots 456 1246 not 56 1346	None
8	8.7.1c	"Capitalize or emphasize each item in a list individually."	Deleted	Contradicted UEB rules

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8	Sample 8-8	The list is not in alphabetic order as it should be	Corrected the Sample to show proper alphabetic order	None
9	9.2.2	Talks about adjusted margin but never defines it	Added: "The adjusted margin is 2 cells to the right of the runover position for the material that precedes displayed matter."	None
9	9.5.1	NA	Added: "a: Source citations are inserted at the most appropriate location."	None
9	9.5.4	<b>"Copyright Information.</b> Place any associated copyright information appearing with an image in a new paragraph following the caption."	<b>"Images.</b> Place any associated source citation or copyright information appearing with an image in a new 7-5 paragraph following the caption."	None
10	Example 10-6, line 6	Ellipsis should be in the runover position	Moved ellipsis to cell 5	None
10	10.6.11a	"Follow print for placement and punctuation used with a regular or superscript number/letter ..."	Deleted: <i>regular or superscript</i>	This applies to all numbers/letters ...
10	10.7.1	"The adjusted left margin ..."	"The adjusted left margin (2 cells to the right of the runover position) ..."	None
11	11.2.8c	"c. Insert a blank line between the caption and the table."	Deleted	Contradicts 7.2.1e
11	Example 11-4, line 1	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	Uncontract 'ble' per UEB

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11	11.7.1l	NA	Added: "The numeric passage indicator/terminator may be placed above/below the table entries in order to maintain alignment of columns. These symbols are required on the Special Symbols page."	Clarification as this is a new concept
11	11.8.2c	"Insert a transcriber's note containing the key list below the table title or top box line. When neither of these appears in the text, place the transcriber's note before the body of the table. When both of these are present, insert the transcriber's note before the box."	"Insert a transcriber's note containing the key list below the table title or top box line. When neither of these appears in the text, place the transcriber's note before the body of the table. When both of these are present, place the transcriber's note after the title if the title is inside the box or after the top box line if the title is outside the box."	The rule says the TN should be before the box, but Sample 11-16 shows it after the title (a change of wording was required)
11	Sample 11-1, line 3	Blank line	Deleted blank line	None
11	Sample 11-9, lines 17-18	The source uses incorrect margins	The source is blocked in cell 5	None
11	Sample 11-17, line 2	Blank line	Deleted blank line	According to section 7, if the directions apply only to the box, no blank line is required [7.2.1e]
11	Sample 11-24, line 5	<i>headings</i> will fit on line 4	Moved <i>headings</i> to the end of line 4	None



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11	Sample 11-24	Omitted part of the TN per Section 11.16.1	Added: "A colon separates headings from table entries."	None
12	12.3.1a	"Then insert the sidebar at an appropriate location (end of a paragraph)."	"Then insert the sidebar at an appropriate location (after the paragraph of reference)."	None
13	13.1.2	"If a dedication is very short, the page may appear to be blank."	Deleted	Unnecessary text
13	13.9.3	Has two subentries labeled <i>f</i>	Changed the second <i>f</i> to <i>g</i>	None
13	Sample 13-5	Incorrect margins used on lines 10 and 13	Indented lines 10 (was) and 13 (edible) two more cells	None
13	Sample 13-12, page 13-27, lines 1, 6	The stress mark is over the second <i>p</i> in "piping" (incorrect placement)	Placed the stress mark over the second <i>i</i> instead of the second <i>p</i> in "piping"	None
13	Sample 13-12, page 13-27, line 7	Omitted a meter mark	Added: meter mark at end of line 7	None
13	Sample 13-13, line 1	Blank line	Deleted blank line	None

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14	14.10.3c	NA	Added: "... related dialog. Do not enclose names or character identifiers in transcriber's note indicators. A transcriber's note is required (either at the site or on the Transcriber's Notes page)."	Most text added by a transcriber is supposed to be enclosed in transcriber's note indicators. That is not practical here. If a transcriber's note explains that names are added, this adheres to the current rules without adding clutter to the braille.
14	14.10.5c	"When the dialogue is continued in another frame, repeat the character's name, followed by a colon."	Changed <i>colon</i> to <i>two spaces</i>	This is to be consistent with 14.10.5a
14	Sample 14-9, line 5	⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠	Corrected
14	Sample 14-11	NA	Added a transcriber's note to the sample: "Speaker names are added by the transcriber."	None
14	Sample 14-11, line 6 (line 8 in final)	Omitted a period after the word 'talking'	Added: period after talking	None
15	15.5.2b	NA	Added text: "... first word of the dialog. A transcriber's note is required explaining this format."	None
15	Sample 15-7, line 4	Omitted three blank cells to indicate a new numbered line	Added: extra blank cells as required	None

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15	Sample 15-7, lines 10 and 17	There are periods that do not appear in the print	Deleted periods that do not appear in print	None
15	Sample 15-7, line 4 (New Braille Page)	Omitted line number 36	Added 36 to end of the braille line	None
16	16.1.5b	"Before tabular material."	"Before or within tabular material."	None
16	16.2.2	"Follow print for spacing and capitalization."	"Follow print for spacing, capitalization, and punctuation."	Clarification: including punctuation for footnotes is new with UEB
16	16.6	"Note: This formatting only applies to gloss notes; other types of reference notes in foreign language materials are placed as directed in <i>Formats</i> , §1, Basic Principles and General Formats. (See also <i>Formats</i> , §16.4)."	"Note: This formatting only applies to gloss notes; other types of reference notes in foreign language materials are placed as directed in <i>Formats</i> , §16.5."	Formats Section 1 does not address this issue
16	Example 16-11, lines 6 & 8	Space after dagger and double dagger	The spaces after the dagger and double dagger are deleted	Print should be followed for spacing and placement of reference indicators
16	16.7.6	"... complete the entire note on the braille page on which it begins ..."	"... complete the entire note on the print page on which it begins ..."	None
16	16.8.1d	"Begin a note on the next line after the transcriber's note."	"Place a blank line after the transcriber's note and then insert the reference note(s)."	None

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16	16.8.1e	"Use 7-5 margins for all notes."	"Use 1-3 margins for all notes."	This is for consistency in the way all other reference notes are formatted
16	Sample 16-7, line 25	There is an extra <i>t</i> in 'Houghton'	Deleted extra <i>t</i> in 'Houghton'	None
16	Sample 16-9	Note uses margins 7-5	Changed 6 and 7 (the note) to margins 1-3, with blank line before line 6	Per 16.8.1e
16	Sample 16-10	In the key and the table (both pages), the words ANNUAL PRODUCTION, LEADING PRODUCERS TOTAL, and PRODUCTS are not fully capitalized as in print	Fully capitalized these items in the key and in the table	None
16	Sample 16-11, line 20	⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠	None
16	Sample 16-12, page 16-33, lines 4 & 15	In the second page of the braille sample, the shortforms for <i>first</i> (line 4) and <i>good</i> (line 15) should not be used as these words are not standing alone	Uncontracted <i>first</i> (can still use the <i>st</i> contraction) on line 4 and <i>good</i> on line 15 as they are not standing alone	The are next to the base braille grouping indicator which DOES change the standing alone status
16	Sample 16-13, page 16-35, line 16 & page 16-36, line 2	<i>hd</i> is used as a key	Changed <i>hd</i> for heading to <i>hn</i>	This is per a guideline that says keys must have a dot 3 or a dot 6

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16	Sample 16-13, page 16-36, line 14	The shortforms for <i>your</i> and <i>friend</i> cannot be used	Uncontracted <i>your</i> (use <i>ou</i> contraction) and <i>friend</i> (use <i>en</i> contraction)	They are next to the base braille grouping indicator which DOES change the standing alone status
17	17.9.2a	"Follow print for symbols used to show omission."	"Follow print for symbols used to show omission. A substitution may be made if accurate representation of the print symbol in braille would hinder the reader's recognition of the concept under discussion. Explain the choice of the substituted symbol in a transcriber's note."	Clarification
17	Sample 17-5	There should be a blank line before the box as the directions apply to the box AND the material that follows	Added a blank line before the box	7.2.1e
17	Sample 17-7, line 2	f(ing)g(er)	f(ing)(er)	Remove extra <i>g</i>
17	Sample 17-11	NA	Added TN: "In print, omitted letters are represented by squares. In braille an underscore is used."	Clarification
17	Sample 17-18, line 15	The capitals terminator should follow the colon	Moved the capitals terminator to follow the colon	None

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18	Example 18-3, line 3	Incorrectly used the shortform for <i>today</i>	Change the shortform 'today' to to(day) [use the 'day' contraction]	Can't use the today shortform with a typeform indicator in the middle
18	Example 18-8, line 5	Incorrectly used the shortform for between	Corrected: use the <i>be</i> and <i>en</i> contractions but not the shortform	The word is not standing alone
18	Sample 18-4, line 13 (line 18 in final)	This shows a comma that is not in print	Took out comma that does not appear in print	None
19	Sample 19-1	NA	Added the following text to the end of the TN: "All of the letters in the code are capitalized in print."	None
19	Sample 19-2	Because the directions apply to the box, no blank line is required between the directions and the box	Took out the blank line before the box	7.2.1e
19	Sample 19-3	Because the directions apply to more than just the box, a blank line is required preceding the box	Added a blank line before the box	7.2.1e
19	Sample 19-4, page 19-16, line 12	22 should be 12	Changed 22 to 12	None
19	Sample 19-4, page 19-16, line 12	The final underscore should be the number 9	Underscore changed to 9	None
20	Example 20-3	Print uses spaces between syllables	Changed hyphens between syllables to spaces to match print	20.3.1

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20	Example 20-3	The space terminates the effect of the italics (no terminator is required)	Deleted italic terminator after <i>tay</i>	None
20	20.4.1a	"Follow print for placement of stress marks."	Added: "... A transcriber's note may be added to the Transcriber's Note page if placement of the stress mark might make it difficult to tell which syllable is stressed."	None
20	Example 20-8	Follow print for spacing between syllables	Added: space after primary AND secondary stress marks	None
20	20.7.3c-d	"c. Include the original print page number of the pronunciation key on the title page. d. Include the print page number of the transposed page that contains the repeated pronunciation key on the title page."	Deleted c. because it was a repeat of d. (d. is now c.)	None
20	Example 20-27, line 2	The <i>en</i> in <i>even</i> should be contracted	Contracted the <i>en</i> in <i>even</i> on line 2	None
21	21.3.1d, sample TN	The word <i>except</i> should be <i>excerpt</i>	Changed <i>except</i> to <i>excerpt</i>	None
21	Example 21-23, line 4	There is room for <i>broad</i> on line 3	Moved <i>broad</i> to the end of line 3	None
21	Example 21-24, line 1	There are two spaces after the ellipsis	Deleted one of the spaces after ellipsis	None
21	Example 21-30, last line	Contracted presentational not included	Added contracted presentational to beginning of line	None

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21	Example 21-30, last line	The last line shows pre-sen-ta-tion-al	Added: grade 1 indicator before the last syllable (al) as it is standing alone	None
21	21.8.5e	"'See also' references when they apply to the entire main entry."	"'See also' references when they apply to the entry and all subentries."	None
21	Example 21-33	A hyphen is used for syllable breaks in braille, but print uses a mid-line dot	Changed the braille hyphen to the braille bullet to match print	None
21	Page 21-19	Sample 21-11 is a repeat of Example 21-30	Deleted reference to Sample 21-11	Deleted all references to this sample; renumbered all references to Sample 21-12 to become the new Sample 21-11
21	21.9.2b	"b. A complete entry or subentry word consists of the main entry word itself plus its pronunciation, abbreviation for gender, part of speech, and other forms of the word."	Deleted <i>or subentry</i> because subentries do not apply to this rule	None
21	21.9.2d	"d. If a special print sign (e.g., an asterisk) is printed after an entry or subentry word, the asterisk symbol is transposed to precede the entry word."	Deleted <i>or subentry</i> because subentries do not apply to this rule	None
21	Example 21-36, last two lines	Entry words should begin in cell 5	Changed so braille begins in cell 5	None
21	Sample 21-3, line 1	ac-cord-ing needs a grade 1 indicator	Added a grade 1 indicator before the <i>ac</i> syllable	None



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21	Sample 21-3, line 5	<i>a/</i> in ac-tu-al-ly needs a grade 1 indicator	Added a grade 1 indicator before the <i>a/</i> syllable	None
21	Sample 21-3, line 15	Cannot use the <i>er</i> contraction in the syllabized version as there is a modifier on the <i>e</i>	Uncontracted <i>er</i>	None
21	Sample 21-10, lines 7 & 10	Per 21.7.3b subentry words in a thesaurus should not keep emphasis	Took emphasis off the words approve (line 7) and consent (line 10)	None
21	Sample 21-11 (was Sample 21-12)	A hyphen is used for syllable breaks in braille, but print uses a mid-line dot	Changed the braille hyphen to the braille bullet to match print	None
Appendix A	Section 6	"§6.8.2b Use three guide dots to represent missing data"	"§6.8.2b Use three dot 5s to represent missing data"	None
Appendix B	Section 2	NA	Added: "§2.4.2 The inclusion of lists of consultants"	None
Appendix B	Section 6	NA	Added: "§6.11 Guidelines when a tactile graphic is not produced"	None
Appendix B	Section 10	NA	Added: "§10.1.4 Requesting accommodations for expendable material"	None
Appendix B	Section 10	NA	Added: "§10.1.7d Whether question and answer choices should be shown on facing pages"	None

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Appendix B	Section 16	NA	Added: "§16.7.7 Providing notes in a separate volume when the notes and text are on facing pages"	None
Appendix B	Section 19	NA	Added: New Section 19 and "§19.1.2 Binding two-page puzzles to facing pages"	None
Appendix C	Answer Choices	"Blank line after boxed answer choices"	"Blank line before and after boxed answer choices"	None
Appendix C	Answer Choices	"Blank line after list of choices for multiple questions"	"Blank line before and after list of choices for multiple questions"	None
Appendix C	Cell-7 Heading	NA	Added: "Blank line after if followed by columned material"	Consistency with cell-5 headings
Appendix C	Columns and Tables	"Insert blank line to replace print horizontal lines"	Deleted	None
Appendix C	Extraneous Materials	"Blank line before beginning extraneous material at end of print page"	"Blank line before and after extraneous material"	None
Appendix C	Keys	Five items listed	Condensed to three items	None
Appendix C	Paragraphs	"Blank line before each blocked paragraph except following a cell-5 heading"	"Blank line before each blocked paragraph except following a cell-5 or cell-7 heading"	None
Appendix C	Poetry and Lyrics	"Blank line before left and right information following music title"	"Blank line following the music title before information printed between the title and the song"	None
Appendix C	Tests	NA	Deleted group	<i>Formats, 2016</i> does not cover testing situations

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Appendix C	Transcriber's Notes	"Blank line between key cell 5 headings and key list"	Deleted	None
Appendix D	Italian	<i>a acute</i> and <i>o acute</i> are not UEB or <i>World Braille Usage</i> symbols	Deleted <i>a acute</i> and <i>o acute</i>	None
Appendix D	Italian	Missing the <i>o diaeresis</i>	Added <i>o diaeresis</i>	Per <i>World Braille Usage</i>
Appendix D	Example D-3	EBAE ellipsis	Corrected to UEB ellipsis	None
Appendix F	consumable	NA	Deleted <i>consumable</i> entry	All instances of <i>consumable</i> changed to <i>expendable</i>
Appendix F	expendable	"classroom worksheets, etc., meant to be discarded after completion"	"classroom worksheets, etc., intended to be written on by the student"	None
Appendix G	Transcriber-defined symbols	Not included	Added to the top of page G-2: "Transcriber-defined symbols (UEB §3.26)"	None
Appendix G	Ditto sign	Not included	Added to the top of page G-2: "Ditto sign (UEB §3.12)"	None
Appendix G	G-4 (G-5 in final)	Tilde incorrect	Changed dot 5 to a dot 4	None
Appendix G	G-10 (G-1 in final)	<i>Shapes</i> and <i>Shape indicators</i> are two separate items; omitted <i>Section and Paragraph Marks</i>	Deleted: "Shapes" Kept: "Shape indicators" Added: "Section and Paragraph Marks (UEB 3.20)"	None
Appendix G	G-10 (G-1 in final)	NA	Added: "Numeric passage/terminator (UEB §6.9)"	None

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Appendix G	G-10 (G-1 in final)	NA	Added: "Subscript and superscript indicators (UEB § 3.24)"	None
Appendix G	G-10	NA	Added: table of Pronunciation Symbols including the Primary stress, Secondary stress, Schwa, and Eng	None