

Section 2

Transcriber-Generated Pages and Front Matter

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2.1 Fundamentals

- 2.1.1 Transcriber-generated pages have no corresponding print pages and are distinguished from the book's front matter by a unique set of braille page numbers.

Front matter and *body matter* are terms that align with publisher source files, and these files are used frequently in braille production. All front matter is transcribed in the same order as print.

- 2.1.2 **A Braille Reader's Perspective.** The **t** (transcriber-generated) pages clarify to the reader what the transcriber has added to or gleaned from the print text.

2.2 Transcriber-Generated Page Basics

- 2.2.1 Transcriber-generated pages include information added for the braille reader and are inserted in the following order:

Title page

Second title page(s)

Special Symbols page

Transcriber's Notes page

- a. These pages do not have print page numbers.
- b. Braille page numbers are preceded by the letter **t**, e.g., **t1**, **t2**, etc.
- c. Several titles of a series may be bound together by the publisher, with individual title pages, ISBNs, etc. A title page, and a second title page if necessary, is inserted before the beginning of each title. Each new title page begins with braille page **t1**.

2.3 Title Pages

2.3.1 Copyright law requires that a print copy of the braille title page be included in the braille edition. Place the print title page *before* the braille title page.

2.3.2 The print title page is the preferred source for the braille title page information.

2.3.3 Title Page Basics

- a. All volumes include a transcriber-generated title page with five segments of information. Information is grouped into the following order:
 - Title segment
 - Author segment
 - Publisher and Copyright segment
 - Transcriber/Transcription segment
 - Volume Information segment
- b. The first title page must include text on the first and last lines of the braille page.
- c. Use 1-3 format for all items on the title page unless an agency requires a different format.
- d. There are no blank lines *within* a segment.
- e. One or more blank lines may be inserted *between* segments, depending on the amount of information on the title page. Distribute the blank lines evenly when possible.
- f. An agency may have its own requirements for title pages.

2.3.4 Title Segment

- a. Place the book title, subtitle, series name, and the edition name or number, on the first line or lines of the title page.
- b. Follow print for capitalization of all titles, subtitles, and grade levels.
- c. Space permitting, each element of the title, subtitle, series name, and edition statement begins on a new line.
- d. Some title pages are very dense with text, and there may not be enough space for each item to begin on a new line. The series name and edition may be placed on the same line as the title and grade level or subtitle, separated by semicolons.
- e. A series name may be part of the title. Examine the text to determine what the correct title is. Check the list of the author's works and other places in the book where the title may be used. (See [Sample 2-1: Title with a Series Name](#) on page 2-24.)
- f. A book may have a group of separate ancillary books as part of the set. The primary book title is used as the subtitle for the secondary books when the transcriber has the main text and the ancillary books. (See [Sample 2-2: Titles in a Set](#) on page 2-25.)
- g. **Grade/Level.** A grade level shown in words or numerals is transcribed as printed and placed on the line with or following the book title. If there is room, the grade level goes on the same line as the title, separated by a semicolon. Sometimes this information is found only on the book spine or back cover. Do not include the grade level if it is not clearly apparent. A graphic design of lines, dots, etc., determined to be the grade level is transcribed as an arabic number. (See [Sample 2-3: Grade Level on Back Cover](#) on page 2-26 and [Sample 2-4: Grade Level Indicated by Dots on Spine](#) on page 2-27.)
- h. The publisher's name is included in the full title when it appears with the title of the book. Publishers have stated that the publisher's name is a part of the title in this situation. Typically the publisher's name included as part

- ### 2.3.6 Publisher and Copyright Segment

- ### Example 2-2: Publishing Statement for Authorized User

- ### Example 2-3: Publishing Statement for Permission Obtained

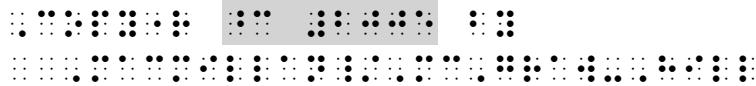
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d. Copyright Notices

- (1) Use the copyright symbol when it appears in print. Follow print for spacing.
- (2) Only the most recent copyright date and copyright holder are placed on the title page of each volume. All other dates are ignored.

Example 2-4: Copyright Year

Copyright © 2005, 2001 by Macmillan/McGraw-Hill. All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without



- (3) When a text is copyrighted without a date, only the word "copyright," or the copyright symbol, is placed on the title page.
- (4) When a text is not copyrighted, place the word "printed" on the title page followed by the latest printing date that is given in the text.
- (5) Omit the statement about reservation of rights. Do not add anything when copyright and printing information is not in print.

e. **Reproduction Notices.** Under amended provisions of the U.S. copyright law, the permission of publishers or copyright owners is not required by an authorized entity for transcription or distribution of previously published *nondramatic literary works* in a specialized format.

- (1) Insert the following required reproduction notice on the next line after the copyright notice:

Further reproduction or distribution in other than a specialized format is prohibited.

- (2) If required, the Canadian reproduction statement is found on the second title page. (See *Formats*, §2.4.2c, Second and Subsequent Title Pages.)

Exception: An authorized organization or agency must obtain the publisher's permission for transcription of the following:

- (3) Computer programs, except for those portions that are displayed to users in conventional human language.
- (4) Dramatic works, whether prose or poetry, that are not in the public domain.
- (5) Music and any accompanying lyrics.
- (6) Standardized, secure, or norm-referenced tests and related testing materials.
- (7) Texts produced by foreign publishers, and without U.S. copyrights, that are to be distributed in foreign countries.

Note: In the U.S. any *unauthorized* organization, government agency without a specific mission for services for the blind, or unaffiliated transcriber must obtain permission of the publisher or copyright owner before beginning the transcription of any text. Sponsoring organizations, agencies, and transcribers in other countries similarly are responsible for determining and observing all applicable copyright laws.

- f. **ISBN.** The International Standard Book Number (ISBN) is assigned to identify specifically a particular book. The International Standard Serial Number (ISSN) similarly identifies a magazine, journal, or other periodical publication. This number typically appears on the copyright page or on the book cover.
 - (1) Place the ISBN or ISSN on the next line after the reproduction notice.
 - (2) Include the ISBN for the appropriate version of the book (hardcover, paperback, etc.). The back of the book typically includes the ISBN and is the easiest location from which to find the accurate number.
 - (3) Follow print for capitalization, punctuation, and spacing.
 - (4) Precede the ISBN with "Transcription of."

- (5) The ISBN may follow "Transcription of" if it will fit on a single line.
- (6) Include both 10- and 13-digit ISBNs if they appear in print, following print for order. Each ISBN begins in cell 3, after the "Transcription of" line.

Example 2-5: 10- and 13-digit ISBNs

ISBN-13: 978-0-618-17298-6 ISBN-10: 0-618-17298-X

- (7) Some books may include a separate ISBN for a state-specific section. This ISBN is also included on the title page.
 - (8) Do not substitute any other number for the ISBN.
 - (9) If there is no ISBN printed in the book, omit the "Transcription of ISBN" line on the braille title page.
- g. **Printing History.** Many books include the printing history, which is a series of numbers usually found on the back of the title page. It indicates the number and year of printings.
- (1) Some publishers may edit the book at the time of a new printing, without changing the copyright and ISBN. Consequently, a book from a newer run may not match an earlier printing. Including the printing history is the way to definitively identify a book.
 - (2) The format of the printing history is an agency decision. It is recommended that print be followed. Precede the printing history letters/numbers with the identifier "Printing history:".

[illegible]

Transcriber/Transcription Segment. An agency may specify the placement of the transcriber's name and the notice of sponsorship. When an agency format is not provided, the title page carries the following information:

- a. Year of transcription, base code used, and name of transcriber. Sample:

Transcribed 2015 into Unified English Braille by
[Name]
- b. Name of proofreader and/or tactile graphics specialist if different from transcriber.
- c. Affiliation or sponsoring agency, with city and state/province; postal code abbreviations are used in this segment.

Volume Information Segment

- (1) An agency may require the total number of volumes of the transcription.
- (2) Individual volumes in the braille edition are indicated with consecutive arabic numbers.
- (3) Preliminary and/or supplemental volumes are included with the total number of volumes.

In 1 Volume
Braille pages t1-t2, p1-p2, and 1-68
Print pages i-v and 1-35

In 1 Preliminary Volume and 9 Volumes
Volume 1

- In 10 Volumes
Volume 1
Uncontracted
- ⠠⠏⠗⠑⠇⠊⠒⠊⠎
⠠⠕⠞⠋⠁⠙⠓⠑⠝⠏⠃⠊⠑⠛⠏⠊⠒⠊⠎
⠠⠤⠭⠚⠐⠔⠈

- Braille pages t1-t6, p1-p3, and 1-81

Example 2-11: Print Page Information

Print pages i-x and 1-53

The figure shows a sequence of 10 diagrams, each representing a state in the evolution of a pattern of black dots on a 3x10 grid. The dots are arranged in a way that suggests a growth process, starting from a single dot and expanding outwards.

Example 2-12: Print Pages with Repeated and Transposed Text

Print pages i-x, 877, 1-32, and 397-399

Example 2-13: Print Pages with Continuation Letter (the c is a continuation indicator)

Print pages i-cx and a69-125

or

Print pages ci-x and 125-b182

The figure shows a sequence of 10 diagrams, each representing a 5x5 grid of dots. The dots are black, and the background is white. The sequence shows a pattern of dots that starts as a small cluster and grows into a larger, more complex shape. The diagrams are labeled 1 through 10.

or

- (4) Only the actual print page numbers are indicated on the title page in subsequent volumes. For example, the table of contents may be pages **iv-xv** for the volume, therefore **i-iii** are not included on the title page in any volume other than volume 1.

Example 2-14: Print Page Information in Subsequent Volume

Print pages iv-xv and 56-81

The figure consists of 10 sub-diagrams, each showing a 10x10 grid of dots. Black dots represent the 'on' state of a neuron, and white dots represent the 'off' state. The sequence shows a pattern that starts as a small cluster of dots in the top-left corner and grows into a large, complex shape that fills most of the grid by the 10th step. The growth is non-linear and appears to be a result of a specific set of rules governing the interaction between neurons.

(See [Sample 2-9: U.S. Title Page](#) on page 2-32.)

2.4 Second and Subsequent Title Pages

2.4.1 Information that will not fit on the title page, as well as additional information in the book's front matter, goes on the second/subsequent title pages.

2.5 Special Symbols Page

2.5.1 This page lists symbols found in the volume that may be unfamiliar to the reader. This includes symbols such as shape indicators and transcriber-defined indicators. (See the list of symbols required on the Special Symbols page in *Formats*, Appendix G.)

2.5.2 Format

- a. Place SPECIAL SYMBOLS USED IN THIS VOLUME as a centered heading on lines 1 and 2 (lines 3 and 4 if a running head is used).
- b. Do not repeat SPECIAL SYMBOLS USED IN THIS VOLUME on subsequent pages.
- c. List all symbols using 1-3 margins. Precede each symbol with the dot locator for "mention" (:::), which should be the first symbol listed.
- d. Follow each symbol with a space and its meaning or name, as directed in *UEB*. Begin the meaning or name with a capital letter.
- e. List symbols in braille order. See *UEB*, §1.1.2, Definition of Braille, for an explanation of braille order.
- f. Some agencies may request a printout of the Special Symbols page(s) to accompany the volume.

2.6 Transcriber's Notes Page

- 2.6.1 This page identifies special formats or usage throughout the volume. If a special format or usage occurs more than once in a volume, include it on the Transcriber's Notes page.
- a. Place TRANSCRIBER'S NOTES as a centered heading on line 1 (line 3 if a running head is used). Do not repeat the heading on subsequent pages.
 - b. Transcribe all notes as 3-1 paragraphs. Do not use the transcriber's note indicators.
 - c. Include notification of other codes used within the volume. Sample:

Mathematical content is transcribed according to *The Nemeth Braille Code for Mathematics and Science Notation, 1972 Revision, 2007-2016 updates and the Guidance for Transcription Using the Nemeth Code within UEB Context*.

- d. Identify altered print format throughout the book.

Samples:

Double quotation marks are substituted for single quotation marks.

Illustrations without captions are omitted.

The atlas is omitted.

Test questions are moved from the back of the book to the end of the chapter to which they apply.

- e. Some agencies may request a printout of the Transcriber's Notes page(s) to accompany the volume.

- 2.6.2 Advertising copy in magazines and other leisure reading material is omitted. Notice of this omission is given in the first volume only.

2.7 Front Matter Basics

- 2.7.1 Print introductory and/or front matter pages follow the transcriber-generated pages. Some books may not have any front matter pages, while others may be extensive.
 - a. Each item in the front matter begins on a new braille page.
 - b. Precede braille page numbers by **p**, e.g., **p1**, **p2**, etc.
 - c. Include the print page number on all front matter pages. Page numbers may be implied (unnumbered), roman numerals, or arabic numerals.
 - d. Follow print for page order in all volumes. Repeated content (e.g., cast of characters and pronunciation key) is inserted at the end of the front matter. Retain the original print page number on these repeated pages in each volume.
 - e. Print front matter pages may have implied page numbering. The roman **i** or arabic number **1** may not appear on the print title page, however roman **iv** or arabic **4** may be on the fourth page. Implied print numbers are added to all corresponding braille pages.
 - f. Do not add print page numbers when there are no implied or actual print page numbers used in the front matter. See *Formats*, §1.11.6, Print Page Numbers, for

guidelines on formatting pages with no print page numbers.

2.8 Book Covers and Jackets

2.8.1 Include information from the front and/or back covers of a book only in the first volume of the braille edition.

- a. The cover/jacket material is inserted as the first front matter page **p1**, and no print page number is used. Insert a transcriber's note to explain this format. Sample:

The following material is from the back cover of the book.

- b. Include book jacket or inside cover information not included within the text, e.g., lists of author's works, author's biography, etc.
- c. Do not include advertising material, reviews by other authors, etc.

2.9 Dedications and Acknowledgements

2.9.1 Dedications and acknowledgements are formatted the same way.

- a. Each begins on a new braille page.
- b. Follow print for placement. The acknowledgements may be in the front or back of the book.
- c. The text begins on line 1, or line 3 if there is a running head.
- d. The dedication is generally treated as a regular paragraph, which may be in 3-1 or 1-1 format. If the dedication is in a format other than a paragraph, follow the guidelines for other formatting, such as poetry.
- e. The acknowledgements are generally treated as a list.
- f. Ignore emphasis unless needed for distinction.

For Frank Vattano,
master teacher, mentor to teachers,
wellspring of creative resources, and
encouraging friend

(See [Sample 2-11: Layout of Table of Contents](#) on page 2-34.)

- a. The entire brief table of contents takes the place of the full table of contents in the first volume.
- b. The brief table of contents begins on a new braille page.
- c. In addition to the entire brief table of contents, the first volume includes, on a new braille page, the portion of the full table of contents that pertains to that volume. **Note:** Volume indicators are not required on the portion of the full contents if a brief table of contents is included.
- d. The brief table of contents is not repeated in subsequent volumes.
- e. All formatting for the brief table of contents follows the guidelines laid out in the remainder of this section. (See [Sample 2-12: Entire Brief Table of Contents in Volume 1](#) on page 2-36.)

- Include the table of contents when it is in print.
- The table of contents begins on a new braille page.
- A table of contents may be generated by the transcriber for informal materials such as menus, meeting

documents, etc. A transcriber-generated table of contents has a **t** page number.

- d. The entire table of contents for the book is included in the first volume. Depending on the book, this may be either the brief table of contents or the full table of contents.
- e. Subsequent volumes contain only the portion of the table of contents pertaining to the print pages in that volume.
- f. A table of contents on or inside the cover follows the Transcriber's Notes page(s), and is braille page **p1**, with no text page number assigned. When there is other book cover/jacket information, the table of contents is the last of this information.
- g. Tables of contents frequently include *chapter*, *lesson*, etc., before each of the main numbered entries. In volume 1 this identifier is placed in cell 1 following a blank line after the front matter. When there is no front matter, the identifier is placed in cell 1 on the line following "Volume 1." The identifier is omitted before the individual entries. No identifier is inserted above the entries when none is used in print. **Note:** The word "page" is no longer shown at the right margin of this line.
- h. In subsequent volumes the identifier is located, following a blank line, after the contents heading.
- i. Treat extraneous material on the table of contents pages according to other formatting guidelines, e.g., sidebars, pictures, etc. These materials must retain the six cell right margin. (See *Formats*, §2.10.7b, Table of Contents.)

2.10.3 Headings

- a. Center the print contents heading (e.g., Table of Contents, What You Will Study, etc.). This heading is followed by a blank line. Do not insert a heading when a heading is not used in print.
- b. Volume 1, enclosed in transcriber's note indicators, is centered before the beginning of the table of contents in the first volume. It is not followed by a blank line.
- c. A volume number is not indicated when the braille edition consists of a single volume.

- d. Unit and part headings are centered and placed above the chapter headings or other subdivisions to which they apply. Other primary divisions may be centered if appropriate.
- e. Do not repeat headings on succeeding contents pages.

2.10.4 **Blank Lines**

- a. Insert a blank line as a separator between front matter and body matter contents entries.
- b. Insert a blank line as a separator between body matter and back matter contents entries.
- c. When more than one centered heading appears on consecutive lines, a blank line is inserted before only the first one.
- d. The word "Chapter," or other identifier, is inserted in cell 1 after the blank line following the front matter. When there is no front matter, insert the identifier on the line immediately before the first entry that begins with the identifier.
- e. Do not repeat headings on succeeding contents pages.

2.10.5 **Contents Entries.** Table of contents entries may not appear on line 1 or line 25, as these lines contain the print and braille page numbers. Even-numbered (left-hand) pages in interpoint volumes may use line 25 when that page number is suppressed.

A table of contents entry may be split between braille pages.

2.10.6 **Indentation Pattern**

- a. Use 1-3 margins for a table of contents without any subentries.
- b. Use a nested list when the table of contents has at least one subentry level. The main entry begins in cell 1. Each subentry level begins two cells to the right of the previous level. All runovers begin two cells to the right of the farthest indented subentry.

One level: 1-3

Two levels: 1-5, 3-5

Three levels: 1-7, 3-7, 5-7

Four levels: 1-9, 3-9, 5-9, 7-9

etc.

2.10.7 Page Numbers

- a. Page numbers for contents entries are placed, without the continuation letter, at the right margin on the last line of the entry. A series of guide dots (dot 5), preceded and followed by a blank cell, are inserted between the last word of the entry and the page number. If there is not enough space for two or more guide dots, the page number follows the item with no guide dots inserted.
- b. Any line without a page number ends at least six cells before the right margin. This includes headings, notes, box lines, extraneous materials, etc.

(See [Sample 2-13: Single Volume Table of Contents](#) on page 2-38 and [Sample 2-14: Table of Contents with Numbered Main Entries](#) on page 2-40.)

2.10.8 Capitalization and Font Attributes

- a. Follow print for capitalization of the contents heading, unit and part headings, and listed contents items. Use title case when the entire table of contents is in uppercase. Use title case for small capital letters.

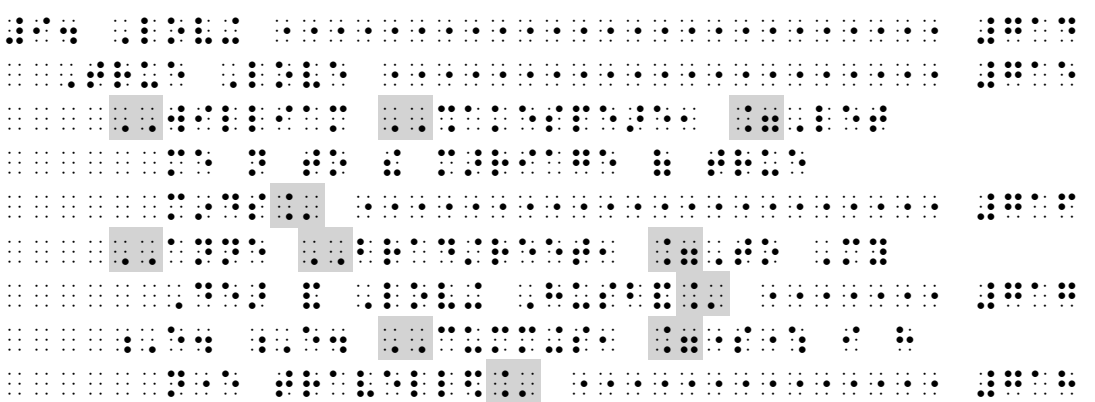
Example 2-17: Contents Entry with Small Capital Letters

WRITING WORKSHOP: Comparison-Contrast Essay	284
.....	
.....	

- b. Font attributes used to distinguish separate components of an entry, such as the title and genre, are retained. (See *Formats*, §5, Font Attributes.)
- c. Omit font attributes when a distinction is not necessary.

Example 2-18: Font Attributes Retained

9. Loving	714
TRUE LOVE	715
WILLIAM SHAKESPEARE, <i>Let me not to the marriage of true minds</i>	716
ANNE BRADSTREET, <i>To My Dear and Loving Husband</i>	717
E. E. CUMMINGS, <i>somewhere i have never travelled</i>	718



2.10.9 First Volume Numbers and Divisions

- Volume identifiers are enclosed in transcriber's note indicators.
- Center "Volume 1" on the third line (fifth line, if a running head is used) in the first volume.
- Volume divisions are indicated in the first volume's table of contents when volume breaks are known. **Note:** If there is a brief table of contents, the volume divisions are indicated there.
- Complete the contents of the first volume, insert a blank line, and center "Volume 2" before listing the table of contents entries for that volume. No blank line follows the volume indicator. The remaining volumes are indicated in the same manner. (See [Sample 2-15: Layout of Multi-Volume Table of Contents](#) on page 2-41.)
- If volume divisions are not known, insert a blank line after the completion of the Volume 1 entries and center "Following Volumes." No blank line follows the volume indicator.

2.10.10 Following Volumes.

Each subsequent volume contains only the portion of the table of contents pertaining to the print pages in that volume.

- a. When a volume ends in the middle of a unit, part, chapter, etc., the table of contents in the subsequent volume repeats the centered unit or part heading and any listed item(s) in which the volume division occurs. Insert "(cont.)" after the *last listed item only*. Insert the beginning page number for the volume.
 - b. The volume division numbers are *not* indicated in the table of contents in any volume other than the first volume. (See [Sample 2-16: Table of Contents with Continued Items](#) on page 2-42.)
- 2.10.11 **Contents Entries without Page Numbers.** Short-listed or linear contents entries *without* page numbers are listed at the correct subentry level. (See [Sample 2-17: Dots Separating Linear Contents Entries](#) on page 2-43 and [Sample 2-18: Listed Unnumbered Contents Entries](#) on page 2-44.)
- 2.10.12 **Transposed Material.** Text moved from one location in the book to another location is considered transposed. **Note:** This does not include material moved a few pages such as when a figure is relocated in order for it to be near the text to which it applies. It pertains to text such as test questions, answers, endnotes, etc., moved from another location in the book (e.g., the back of the book) to the end of a chapter or volume, etc.
- a. If the full table of contents is included, transposed material is listed in the contents of volume 1 just as it appears in the print table of contents.
 - b. In volumes with only part of the full table of contents, transposed material is listed (with its print page number, if shown) in the order in which it appears in that particular volume.
 - c. The text itself is not repeated in its original print location. Insert a transcriber's note, on the original print page, indicating where the material can be found. (See [Sample 2-19: Transposed Notes](#) on page 2-46.)
- 2.10.13 **Categorized Table of Contents.** Lists of genres or subjects in a separate listing from the main table of contents are included in the first volume only.

- a. Begin a categorized table of contents on a new braille page.
- b. Use a cell-5 heading for the genre/subject identification. This heading may appear on line 1 with the print page number.
- c. All categorized tables of contents (e.g., lists of poetry, maps, graphs, etc.) are transcribed in the order in which they appear.

(See [Sample 2-20: Categorized Table of Contents](#) on page 2-48)

- 2.10.14 **Partial Table of Contents in Body Matter.** Partial tables of contents within the body matter are retained at the print location.
- 2.10.15 **Contents in Other Formats.** A table of contents printed in alphabetical order, rather than in sequential order, is transcribed as an index. No guide words are required. Because the contents items are not shown in normal sequential order, the entire table of contents is included in all volumes. (See *Formats*, §21, Alphabetic References.)

2.11 Other Front Matter

- 2.11.1 A wide variety of material appears in the front matter of textbooks. Use the guidelines throughout this document to determine the best format to use. (See [Sample 2-21: Transcriber-Generated and Front Matter Pages](#) on page 2-50.)

2.12 Body Matter

- 2.12.1 The first item listed in the table of contents is generally considered the first page of the main body of the book.
- a. Text is transcribed in the same order as it appears in print.
 - b. Body matter pages begin with braille page 1 in each volume. Follow print for page number format. See *Formats*, §1.13, Letter/Number or Number/Number Combinations, for more information about unique page numbering.

- c. State-mandated material, and/or an extra section such as a handbook, even if located before the book's front matter in print, is treated as part of the body matter in braille.

2.13 Samples

[Sample 2-1: Title with a Series Name](#), page 2-24

[Sample 2-2: Titles in a Set](#), page 2-25

[Sample 2-3: Grade Level on Back Cover](#), page 2-26

[Sample 2-4: Grade Level Indicated by Dots on Spine](#), page 2-27

[Sample 2-5: Title and Subtitle Including Publisher's Name](#), page 2-28

[Sample 2-6: Title with Edition Number and Subtitle](#), page 2-29

[Sample 2-7: Translator](#), page 2-30

[Sample 2-8: Publisher Website](#), page 2-31

[Sample 2-9: U.S. Title Page](#), page 2-32

[Sample 2-10: Canadian Title Page and Reproduction Notice](#), page 2-33

[Sample 2-11: Layout of Table of Contents](#), page 2-34

[Sample 2-12: Entire Brief Table of Contents in Volume 1](#), page 2-36

[Sample 2-13: Single Volume Table of Contents](#), page 2-38

[Sample 2-14: Table of Contents with Numbered Main Entries](#), page 2-40

[Sample 2-15: Layout of Multi-Volume Table of Contents](#), page 2-41

[Sample 2-16: Table of Contents with Continued Items](#), page 2-42

[Sample 2-17: Dots Separating Linear Contents Entries](#), page 2-43

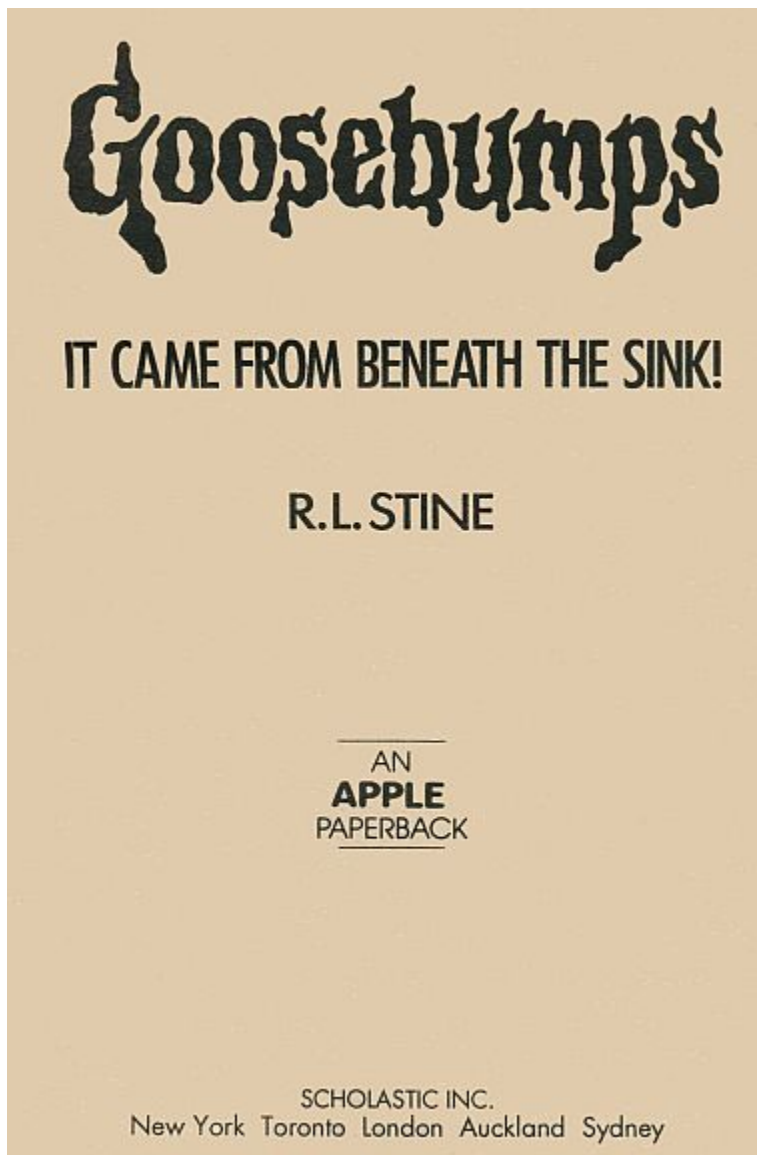
[Sample 2-18: Listed Unnumbered Contents Entries](#), page 2-44

[Sample 2-19: Transposed Notes](#), page 2-46

[Sample 2-20: Categorized Table of Contents](#), page 2-48

[Sample 2-21: Transcriber-Generated and Front Matter Pages](#), page 2-50

Sample 2-1: Title with a Series Name

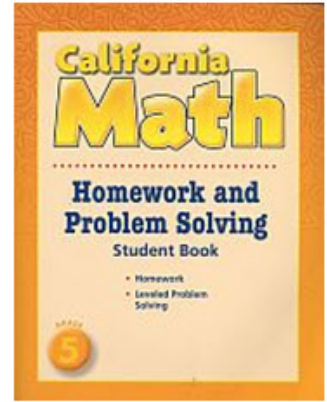
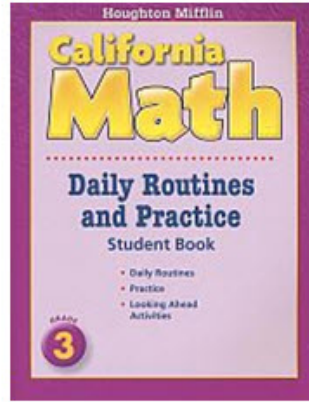
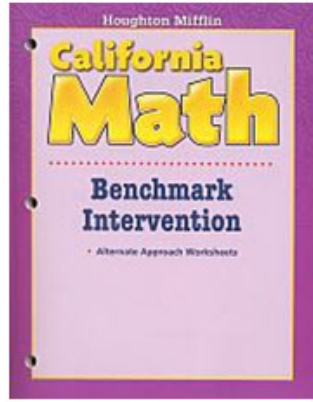
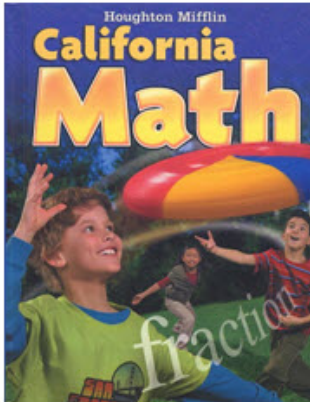


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Sample 2-2: Titles in a Set



Primary Book Full Title

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Secondary Book Full Title

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Secondary Book Full Title

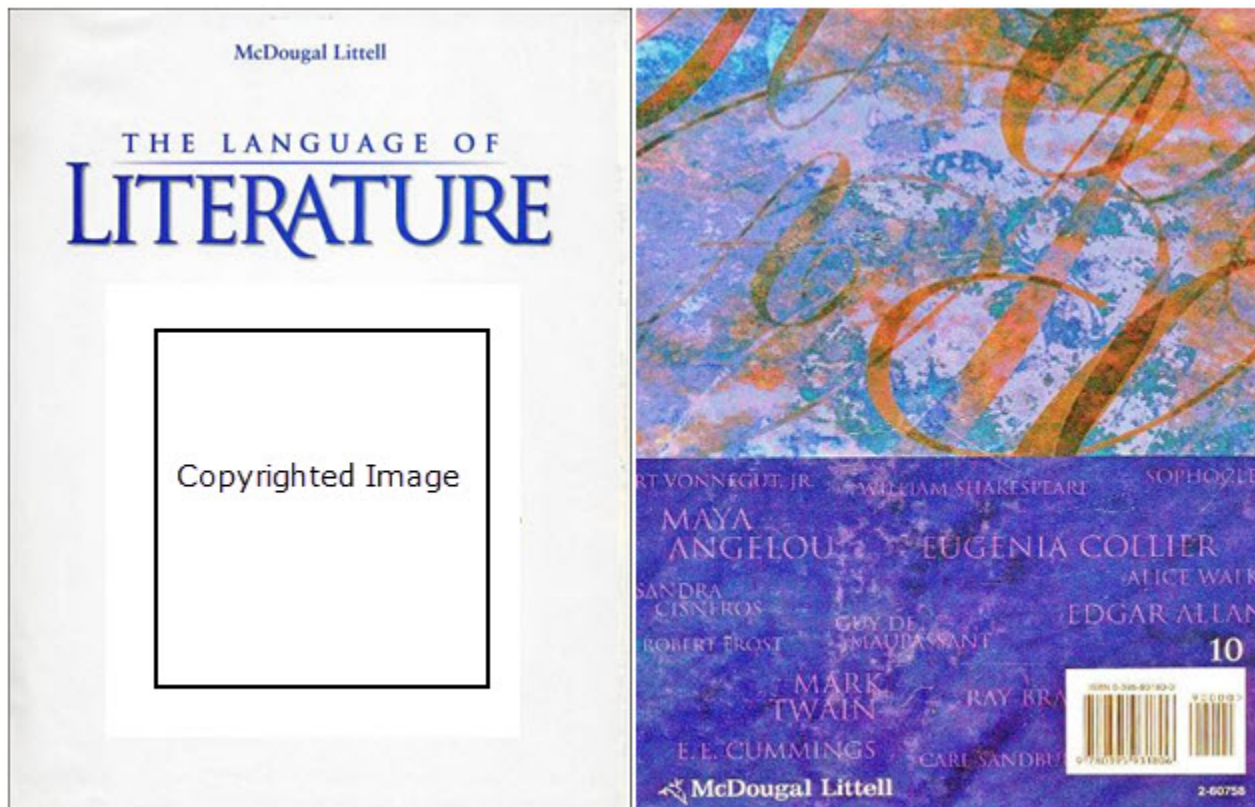
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Secondary Book Full Title

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Sample 2-3: Grade Level on Back Cover

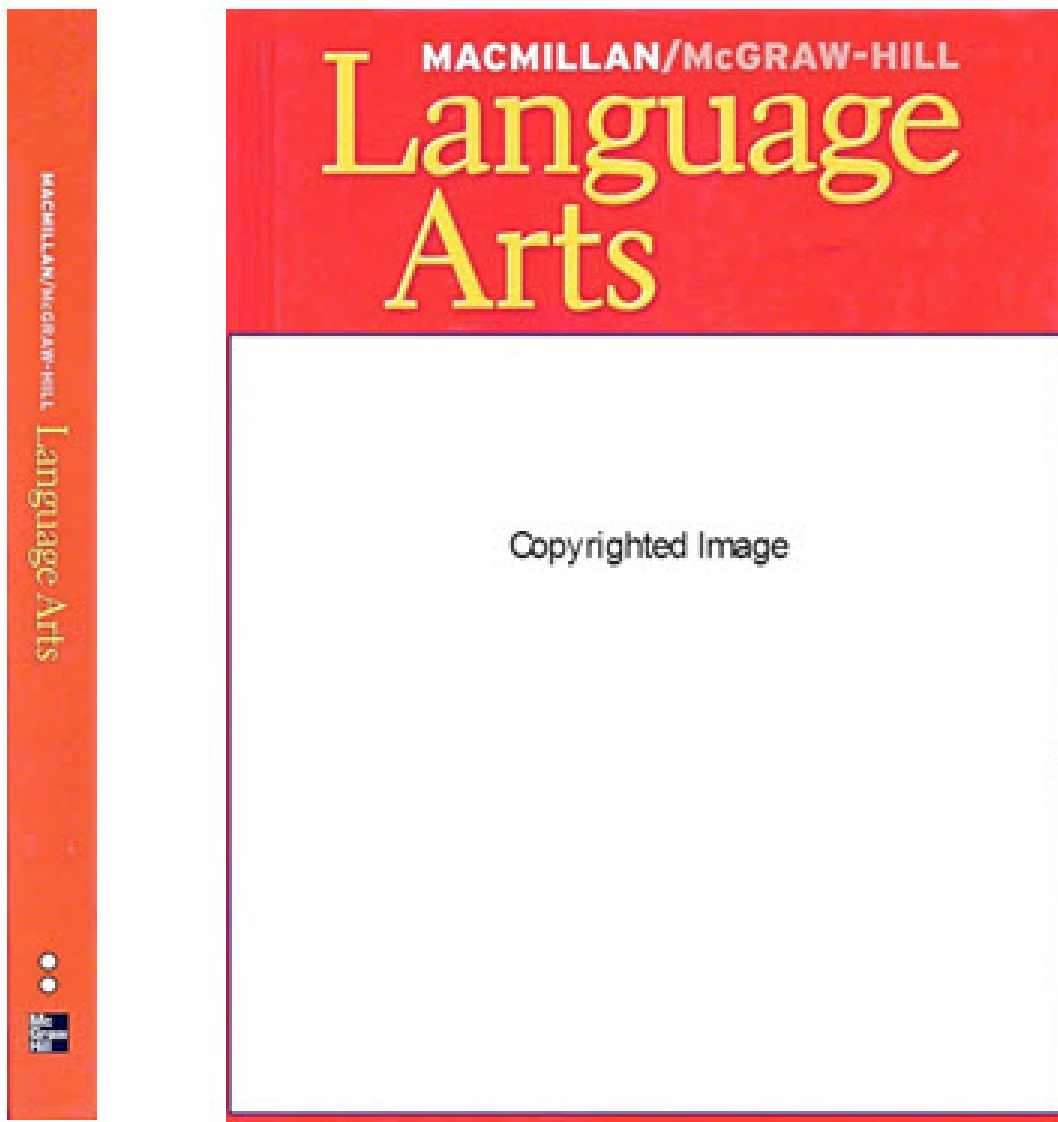


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Sample 2-4: Grade Level Indicated by Dots on Spine

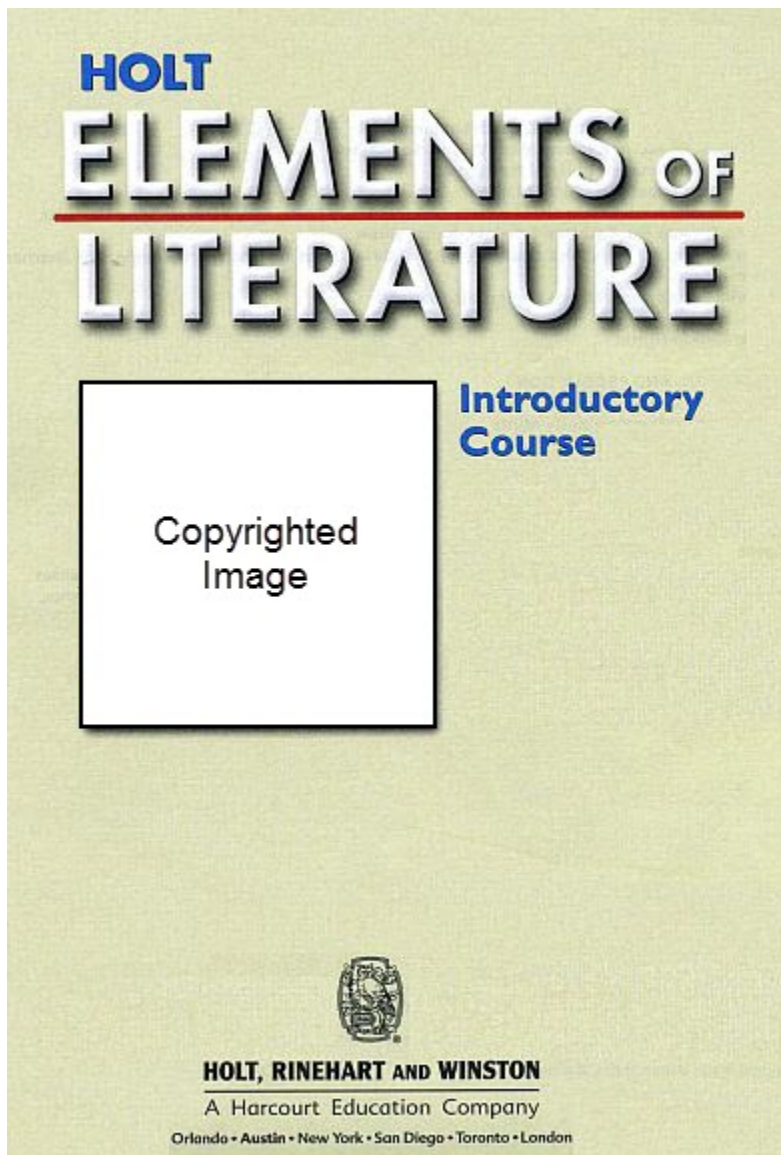






























































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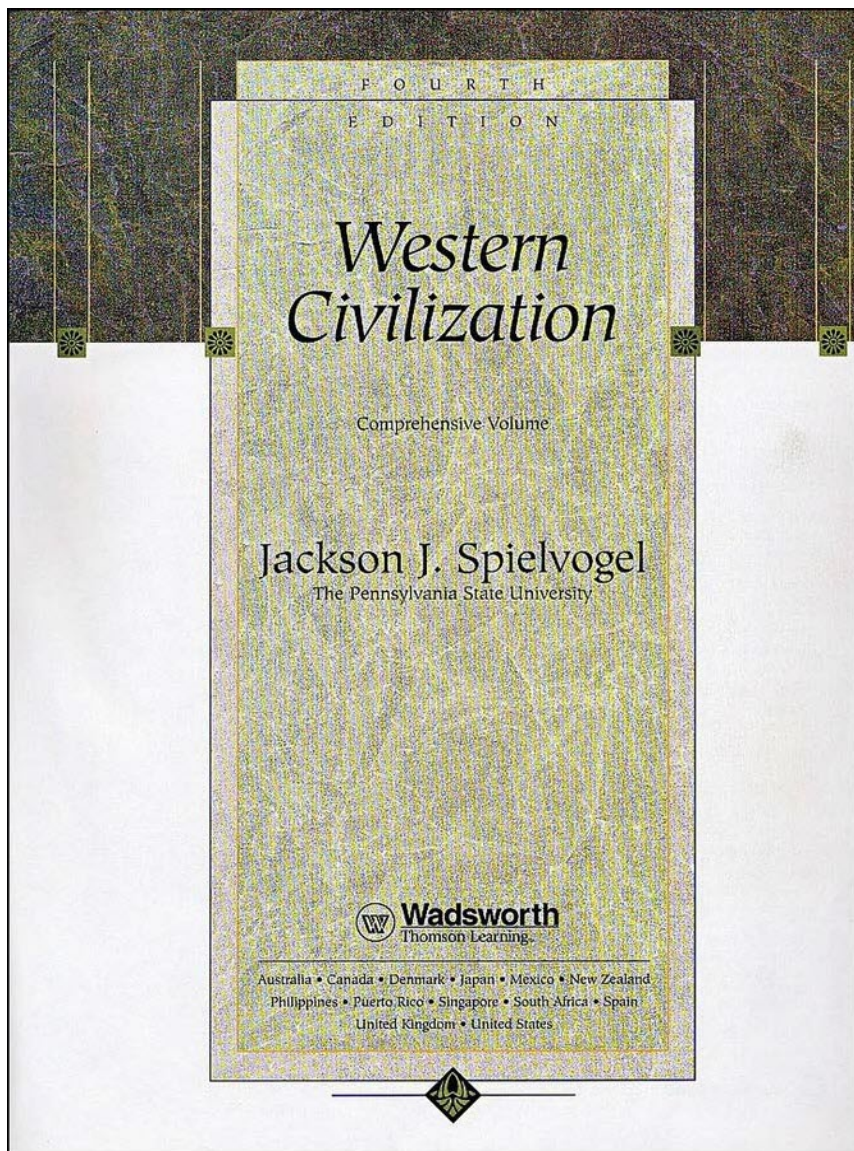
Sample 2-5: Title and Subtitle Including Publisher's Name



- 1                              
- 2                              

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Sample 2-6: Title with Edition Number and Subtitle

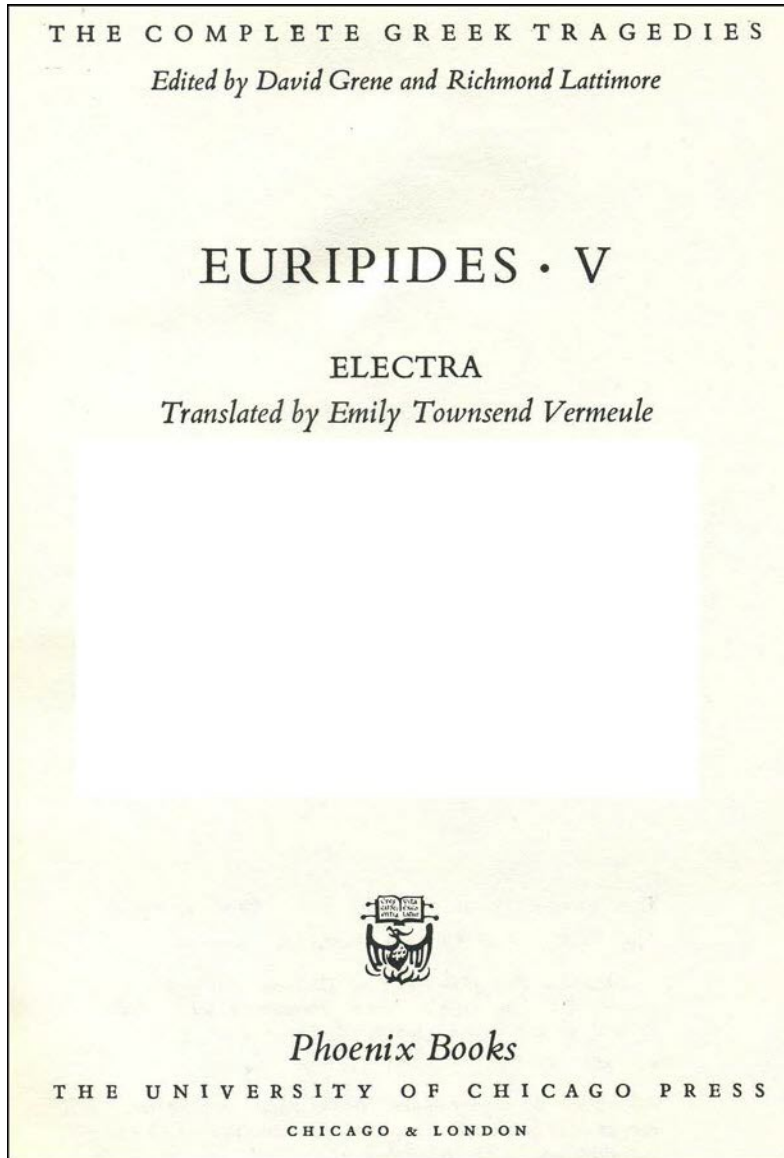


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Sample 2-7: Translator



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Sample 2-8: Publisher Website

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Sample 2-9: U.S. Title Page

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Sample 2-10: Canadian Title Page and Reproduction Notice

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—New Braille Page—

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Sample 2-11: Layout of Table of Contents

1		CONTENTS	vi
2			
3		Volume 1	
4	Chapter		
5			
6		Unit Heading	
7		Part Heading	1
8	1 Chapter Heading		2
9	Subentry		5
10	Subentry		10
11	Sub-subentry		12

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Sample 2-13: Single Volume Table of Contents

<p>UNIT 1 Contents</p> <h1>Exploration</h1> <p>Neighborhoods 4 What might we discover in a new neighborhood?</p> <p>Outer Space 26 Why would anyone want to explore space?</p>  <p>2</p>	 <p>OUT IN THE WOODS 52 What can we discover by exploring nature?</p> <p>Sand All Around 72 What can we learn by exploring the desert?</p> <p>WHO CAN WE ASK? 96 When we are searching for answers, who can we ask?</p>  <p>3</p>
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Foundation 1

4 The Functions of Art

6 Subjects and Themes for Artworks

10 Styles of Art

14 Connect to...

17 Chapter Review

Copyrighted Image

Foundation 2

18 Forms and Media

20 Two-dimensional Artworks

24 Three-dimensional Media

28 Connect to...

31 Chapter Review

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Sample 2-15: Layout of Multi-Volume Table of Contents

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3		Volume 1	
4	Chapter		
5			
6		Unit Heading	
7		Part Heading	1
8	1 Chapter Heading		2
9	Subentry		5
10	Subentry		10
11	Sub-subentry		12
12			
13		Volume 2 (or Following Volumes)	
14	2 Chapter Heading		16

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Sample 2-16: Table of Contents with Continued Items

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LIFE SKILLS ACTIVITY: Make Responsible Decisions, B9	
LESSON 2 The Body's Transport Systems	B10
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LINK: Science, B13	
LIFE SKILLS ACTIVITY: Set Health Goals, B15	
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CHAPTER 3 REVIEW	B40

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Sample 2-17: Dots Separating Linear Contents Entries

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- Prewriting • Drafting • Revising
- Editing/Proofreading • Publishing/Presenting

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Sample 2-18: Listed Unnumbered Contents Entries

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Proofreading and Writing An Opinion

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Study: Similes

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Sample 2-20: Categorized Table of Contents

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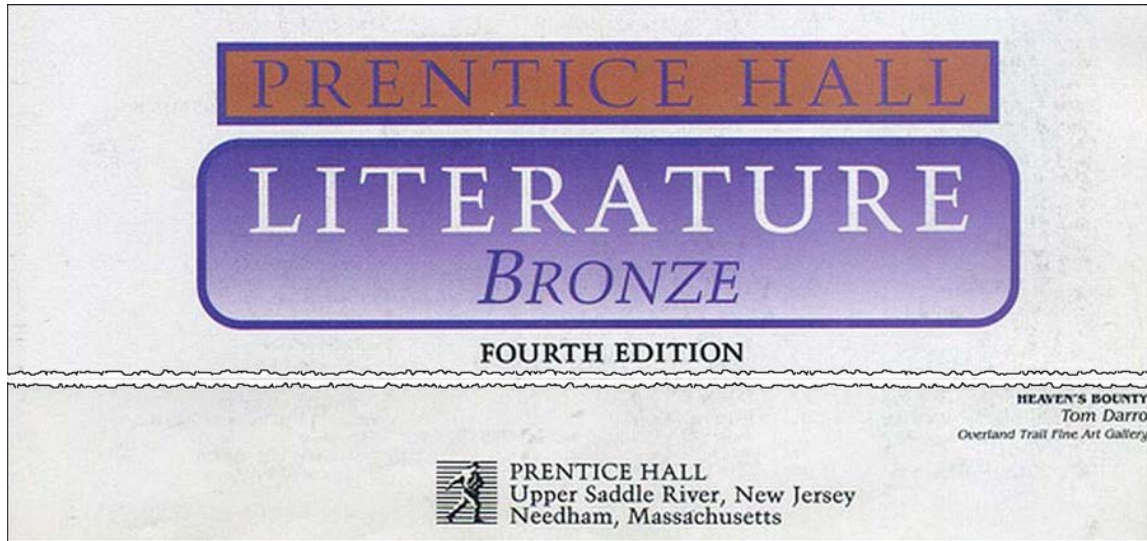
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Sample 2-21: Transcriber-Generated and Front Matter Pages



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