

Section 11

Tables and Related Columns

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11.1 Fundamentals

- 11.1.1 A table is an orderly arrangement of data, especially one in which the data are arranged in columns and rows in an essentially rectangular form.

Tables are transcribed as they are in print if possible and alternate methods are used when that is not possible. Clarity for the reader, intended use, and the information contained in a table are all considered when selecting an alternative table format.

- 11.1.2 **Spreadsheets.** Data-only spreadsheets are considered tables and transcribed according to this section.

- 11.1.3 **A Braille Reader's Perspective.** It is easy to find a particular column in a print table. In braille, this ease of reading works only if each entry will fit on one line. When columns have runovers, this ease of use is compromised. If too many rows and columns have runovers, the reader cannot even determine by touch that the layout is tabular. Although guide dots help the reader move from row heading

to column entry, sometimes a comparison between column entries is desirable, such as in price comparisons of listed items. This is difficult to do if large amounts of blank space appear between rows.

11.2 Table Basics

11.2.1 The distinction between tables and related columns is explained below. However, to enhance readability, tables and related columns are referred to as tables and treated identically in braille.

11.2.2 **Parts of a Table.** For our purposes, the parts of a table are:

Column Headings: Headings across the top of the table

Separation Line: Line between a column heading and column entry

Row Headings: Headings listed vertically on the left and/or right side of the table

Column Entries: Intersections of a row and a column

Guide Dots: A series of dot 5s leading the reader from one column to the next or indicating an empty column entry.

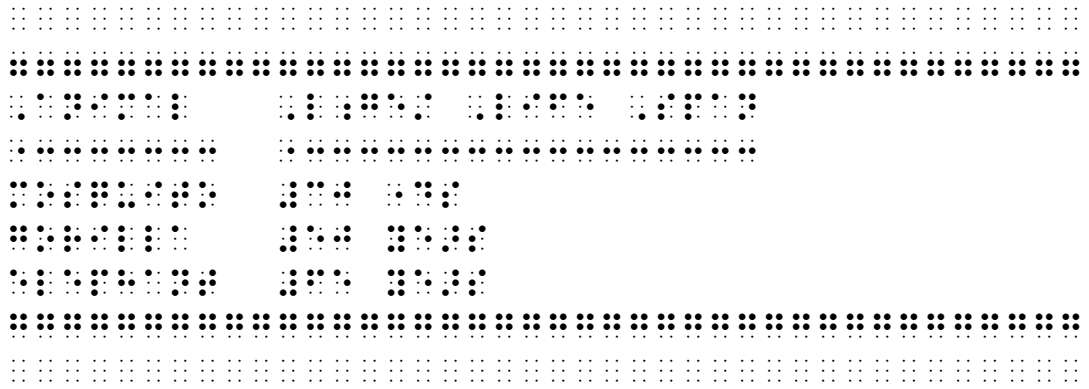
Example 11-1: Parts of a Table (Print Only)

	Column Heading	
	Column Subheading	Column Subheading
Row Heading	Column Entry	Column Entry
Row Subheading	Column Entry	Column Entry
Row Heading	Column Entry	Column Entry

11.2.3 *Tables* have a relationship between columns and rows. Entries are compared with entries in other columns and rows to analyze data. Not all print identified as tables fit these criteria.

Example 11-2: Simple Table

Animal	Longest Life Span
mosquito	30 days
gorilla	50 years
elephant	65 years



- 11.2.4 *Related columns* show a relationship between entries across a row of columns but no relationship between entries in one row with entries in another row.

Example 11-3: Related Columns

Infinitive	Past	Past Participle
awake	awoke	awoken
be	was, were	been
bear	bore	born
beat	beat	beat
become	became	become
begin	began	begun
bend	bent	bent

Infinitive	Past	Past Participle
awake	awoke	awoken
be	was, were	been
bear	bore	born
beat	beat	beat
become	became	become
begin	began	begun
bend	bent	bent

11.2.5 General Format

- Begin the first column of a table in cell 1. Tables are not treated as displayed material.
- Each column is separated from a following column by two blank cells.
- The width of a column is determined by the widest entry in the column on that braille page, which may be the column heading or a column entry. Column widths do not need to match the column widths on the previous or following page of long tables.
- Leave a blank line before and after tables that are not enclosed in boxes.
- When a table is enclosed in a box, follow the guidelines for box lines in *Formats*, §7, Boxed Material. Box lines

may be omitted when a table will fit on a single page without them.

- f. Insert print notes pertaining to a table after the table title/label, but before the body of the table and any transcriber's notes. (See *Formats*, §16.8, Notes in Tables and Columned Material.)
- g. Place source citations on the next line after completion of the table blocked four cells to the right of the material it follows. Follow print for placement above or below the bottom box line. A blank line should follow a source citation when it appears immediately after the bottom box line.

11.2.6 **Placement of Tables**

- a. As a general rule, tables are placed after the paragraph(s) of reference.
- b. Place the table where it most logically fits when no mention of it is made on the page. Put the table after the last complete paragraph on the print page when an obvious location cannot be identified.
- c. Place tables on a single braille page whenever possible.
- d. If necessary, a table may be divided between pages at the most appropriate place, taking into consideration clarity for the reader. Insert the page break at the beginning of a new row if possible.
- e. A table may have a row on the last line of the braille page if the information in the row does not intrude into the three blank cells before the braille page number. The full width of the last line of the braille page can be used when the braille page number is omitted on even pages (interpoint).

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 a61.

- 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.

11.2.8 **Table Captions**

- a. Regardless of its print location, place a table caption (usually a brief explanation) before the table.
- b. Use 7-5 margins. If the table has no title or heading, insert an identifier (e.g., figure, chart, table, etc.) enclosed in transcriber's note indicators. The caption follows the identifier on the same line.

(See [Sample 11-1: Table Caption](#) on page 11-25.)

11.3 **Table Headings**

- 11.3.1 Not all tables have headings. If the table has a heading, use the following format:

- a. Center table headings.
- b. Follow print for the placement of table headings, which may be before or after a top box line.
- c. Do not leave a blank line between a table heading and a following box line.
- d. Do not leave a blank line between a box line and a following table heading.

11.3.2 **Sequentially Numbered Tables**

- a. Center sequentially numbered table headings.

Example 11-4: Sequentially Numbered Table Heading

Table 9.5	
Smoking Among Americans by Age and Sex	
.....
.....
.....

- b. When a sequentially numbered table is longer than one braille page, repeat and center the table number on line 25 of each succeeding braille page, followed by “(cont.)”. When a table occupies only one page, do not put the table number on line 25.

Example 11-5: Continued Sequentially Numbered Table

24
25

- c. With the exception of an end-of-volume statement, no other text should be placed between the completion of a table and the notation on the last line.
- d. If a sequentially numbered table has been omitted from the braille version, explain the omission in a transcriber’s note placed at the appropriate location.

11.4 Column Headings

- 11.4.1 Column headings immediately precede their respective columns, and are limited to two lines.

- Start the first column heading in cell 1.
- Do not use guide dots between column headings.
- Column headings and their runovers are left-justified above their respective columns.
- All column headings *end* on the same line.

11.4.2 Column Separation Lines

- A column separation line is a horizontal line that is used to separate column headings from the column entries.
- The separation line (5, followed by a series of 25) extends across the full width of the column.

- c. Columns without a heading do not have a separation line.

Example 11-6: Column Headings with Runovers

Species	Habitat Unit	Potential Population
Grizzly Bear	Variable	Undetermined

11.4.3 Complex Tables with Column and Sub-column Headings. The primary column heading is left-justified over the secondary sub-column heading.

- a. Insert a separation line after the primary heading. The line starts at the left margin of the primary and secondary sub-column headings and ends at the right margin of the last sub-column. The separation line is the width of the primary heading when it is wider than all of the sub-column headings.
- b. Sub-column headings begin on the next line, left-justified above their respective columns. Limit the sub-column headings to two lines.
- c. Each sub-column heading is followed by a separation line, running the width of the column.

(See [Sample 11-2: Complex Table](#) on page 11-26.)

11.4.4 Repeated Column Headings. When tables are longer than a single page:

- a. Repeat the column headings (with accompanying separation lines) at the top of each succeeding page.
- b. Insert a blank line between a running head and the repeated headings.
- c. Omit the blank line following the running head if additional runover pages can be avoided by the use of line 2.

11.5 Row Headings

11.5.1 The first column consists of the row headings, which may or may not have a column heading.

- Use 1-3 margins for row headings.
- When there are row subheadings, use 1-5 margins for the primary row headings and 3-5 margins for the secondary row headings.
- Limit a row heading to two lines.
- Use guide dots following row headings as needed.
- Row headings repeated in the last column are omitted.

Example 11-7: Repeated Row Headings Omitted (Print Only)

Water and Power Projects (in millions of dollars)							
Fiscal year	Total	Corps of Engineers	Bureau of Reclamation	Bonneville and Other Power Marketing Agencies	Tennessee Valley Authority	Nuclear and Other	Fiscal year
1985	4,620	1,307	657	186	1,479	992 1985
1986	4,251	1,180	738	262	1,327	744 1986

(See [Sample 11-3: Row Subheadings](#) on page 11-27.)

11.5.2 Long Row Headings

- All column entries *begin* on the same line on which the row heading *ends*.
- Guide dots are used, if necessary, after row heading runovers.

(See [Sample 11-4: Column, Row, and Column Entry Runovers](#) on page 11-28.)

11.5.3 **Implied Row Headings.** Implied row headings are not in print but are understood.

- When a row heading is not repeated but refers to more than one column entry, leave the area(s) where the inferred row heading(s) belong blank.
- All column entries sharing the same row heading are considered to be the complete row entry.

- c. Do not split a complete row heading between pages unless absolutely necessary.
- d. When the complete row heading must be split between pages, repeat the row heading on the subsequent page.

(See [Sample 11-5: Implied Row Headings](#) on page 11-29.)

11.5.4 **Blank Lines.** Follow print when blank lines are used to show row groupings, or to set off rows of column totals. (See [Sample 11-6: Table with Blank Rows](#) on page 11-30.)

11.5.5 **Diagonal Table Lines.** Braille symbols are not used to reproduce diagonally printed lines. Treat the text separated by diagonal lines as column and row headings.

- a. When a diagonal line indicates inclusive row and column headings, the text to the left and below the diagonal line is treated as a column heading to the row headings.
- b. Text to the right and above the diagonal line is treated as an inclusive heading to two or more of the following columns.

(See [Sample 11-7: Table with a Diagonal Line](#) on page 11-32.)

11.6 Column Entries

11.6.1 Column entries are limited to two lines. Entries that cannot be limited to two lines require another specialized table format.

- a. Indent column entry runovers two cells to the right of the left-hand margin of the column. All columns do not have to end on the same line.
- b. Begin all column entries on the line on which the row heading ends.
- c. Left-adjust items within the columns of a table (not including numbers) even though the print text shows column entries centered or right-adjusted.
- d. Transcribe numerals aligned by place value in print as shown, i.e., placed to align digits, decimals, or commas.
- e. Do not divide numbers between lines unless absolutely necessary.

- f. Two or more guide dots lead the reader from one column to the next, and are inserted to fill out the width of a column with shorter entries or to designate blank spaces within the table. Leave one space between the end of the entry and the beginning of guide dots.
- g. Do not insert guide dots after a column runover (other than the first column), as the runover is not leading to the beginning of the next column.

See *Formats*, §11.12, Wide Tables, for more information on specialized table formats.

11.6.2 **Horizontal Lines.** Omit horizontal lines within a table unless they are referred to in print or used to separate a total from a preceding list of numbers.

- a. Follow print for placement of retained horizontal lines shown across a column. Use the horizontal line symbol across the width of the column. (See *UEB*, §16.2, Horizontal Line Mode.)
- b. When horizontal lines separate column items from totals, the horizontal line symbol should extend across the width of the column total. (See [Sample 11-8: Column Totals](#) on page 11-33.)

11.6.3 Ignore vertical lines within tables.

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.

(See [Sample 11-9: Table with Dashes](#) on page 11-34, [Sample 11-10: Blank Cells Indicating Answers to Be Inserted](#) on page 11-35, and [Sample 11-11: Blank Column Entries](#) on page 11-36.)

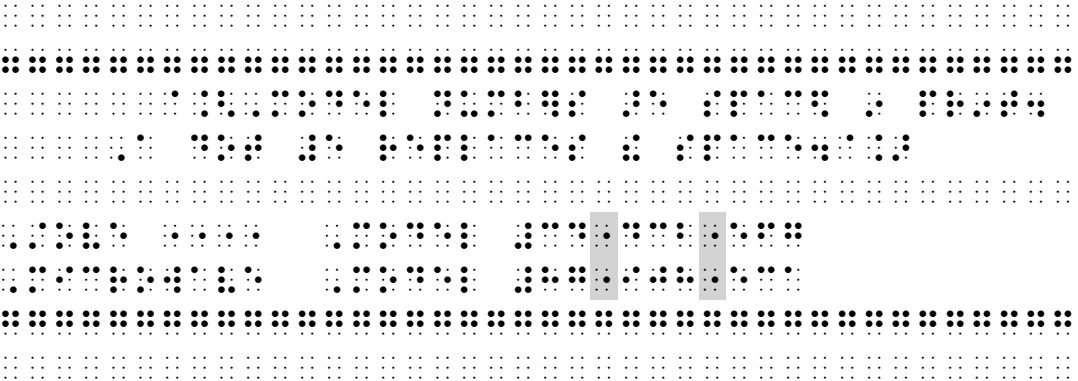
11.6.5 Segmented Numbers

Note: Transcribe segmented numbers in technical works and foreign language texts in accordance with the applicable code or supplement.

Insert the numeric space indicator (dot 5) to represent the spaces in segmented numbers. (See *UEB*, §6.6, The Numeric Space.)

Example 11-8: Segmented Numbers in a Table

Stove	Model 34 432 567
Microwave	Model 87 908 531



11.6.6 **Dittos.** The ditto mark (dots 5, 2) is left-adjusted in the appropriate column. (See *UEB*, §3.12, Ditto mark.)

- The ditto mark cannot appear at the top of a braille page when a table is continued on one or more pages. In this case repeat the item or term represented by the ditto.
- List the ditto mark on the Special Symbols page, or in a transcriber's note before the text.

(See [Sample 11-12: Table with Dittos](#) on page 11-37.)

11.7 Techniques for Shortening Column Width

11.7.1 Headings/entries may be condensed, abbreviated, or keyed to fit the available space in the column.

- Condensed entries and abbreviations are preferred to keyed headings/entries. Place a transcriber's note before the table to identify entries not easily identifiable from the context of the surrounding text.

- b. Use known acronyms and state/province/country abbreviations, etc.
- c. Uppercase letters may be converted to lowercase.
- d. Font attributes may be ignored.
- e. Punctuation may be omitted.
- f. A transcriber's note is not required when converting uppercase to lowercase, omitting font attributes, or omitting punctuation. (See [Sample 11-13: Punctuation Omitted](#) on page 11-38.)
- 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.

(See [Sample 11-14: Transcriber's Note Regarding Omitting a Print Symbol](#) on page 11-39.)

- j. Tables consisting solely of numbers in the row headings and column entries may use the numeric passage indicator to save space. (See *UEB*, §6.9, Numeric Passage Indicator and Numeric Terminator.) This is done only when it results in the table appearing on one page. Place a transcriber's note before the table to inform the reader of this format.

Example 11-9: Numeric Passage Indicator

SAMPLE NUMBER TABLE					
	Mon	Tue	Wed	Thur	Fri
1	87171	43062	39713	10024	3272
2	28903	50856	30549	89187	1674
3	86244	71151	55036	13044	3316

- k. One blank cell may be used between columns of numbers when the column headings are no wider than the longest entry in the column. This should be done only when it would result in the table appearing on one page. (See [Sample 11-15: One Cell between Columns](#) on page 11-40.)
- l. The numeric passage indicator can be used in conjunction with one blank cell between columns of numbers if this results in the table appearing on one page. 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.

11.8 Keying Long Entries

- 11.8.1 Column headings, row headings, and column entries must not exceed two lines. Longer headings and column entries may be condensed or shortened, abbreviated, or keyed to fit this guideline. The keying technique below is applicable

whenever it is necessary to condense long headings/entries into a few cells.

- a. Devise a key for an item that reflects the meaning of the heading or entry.
- b. Use letters, numbers, or a combination of letters and numbers, consisting of two or three cells.
- c. Key items may not correspond to shortform words or contractions.
- d. One of the letters in the key item must have a dot 3 or 6, except for standard International Organization for Standardization (ISO) abbreviations for states (CA, IA, etc.), provinces (AB, BC), and countries (CC, FJ, etc.).

11.8.2 **Keys and Transcriber's Notes.** Keys work best when they are related to the terms used in the text to help the reader remember what they are. Typically a letter key will be more memorable for the reader.

- a. The transcriber's note has multiple elements. Use 7-5 margins for the note and 1-3 margins for the key list. Cell-5 headings may also be part of the transcriber's note. Sample:

Key to column and row headings: (7-5)

Column headings (5)

at Additions to Loans (1-3)

ms Money Supply (1-3)

re Reserves (1-3)

Row headings (5)

sl Sum of Additional Transactions (1-3)

tl Total (1-3)

- b. For our purposes the key list is the group of key items, which includes the short identifier and the complete explanation.
- c. 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.

Key List

- d. Leave a blank line before a transcriber's note and key list that follows a table title.
- e. Do not leave a blank line before a transcriber's note and key list following a top box line.
- f. Place the key list on a single page whenever possible.
- g. Place the key list on the same braille page, or facing page, as the table whenever possible.
- h. Leave a blank line before and after the key list.
- i. The key list is always the last element of a transcriber's note when additional information is included. Sample:

The table is divided vertically into 2 sections. (7-5)

Key to column headings: (7-5)

nf Number of FI employees 2001/2002 (1-3)

nh Number of HE employees 1999/2000 (1-3)

pw Proportion of HE workforce (%) (1-3)

Key Items

- j. List key items in 1-3.
- k. Follow each key item with a space and its identification.
- l. Place the closing transcriber's note indicator after the last item in the key list.
- m. Use cell-5 headings to group key items by column and row headings. List keyed column headings first, preceded by "Column headings" as a cell-5 heading. Next, list the keyed row headings preceded by "Row headings" as a cell-5 heading.

Group items in the key list in the following order:

- n. List items in alphabetical order.
- o. List letter keys in alphabetical order by a key word, not the original text for which the key word stands.
- p. List number keys in numerical order. Numbers beginning with 0 may appear at the beginning or the end of the numerical list, depending on context.

(See [Sample 11-16: Keyed Column and Row Headings](#) on page 11-41.)

Note: At the discretion of the transcriber, order of occurrence may be used in certain situations.

11.9 Skeleton and Partially Filled-In Tables

11.9.1 Skeleton tables show only column and/or row headings. Each table needs to be evaluated to determine how many rows are necessary to convey the information or complete a task.

- a. Use normal table format.
- b. Indicate empty column entries with guide dots; follow print if a print symbol is used, i.e., a hyphen or a dash.
- c. When more than one blank row is provided in print for possible answers:
 - (1) At least two rows must be included in the skeleton table.
 - (2) State in a transcriber's note the number of rows shown in print. Sample:

Print table has five blank rows provided for answers.

(See [Sample 11-17: Skeleton Table with Column Headings](#) on page 11-42.)

- d. When the print format of the skeleton table does not indicate how many rows are to be included, add a transcriber's note. Samples:

This table does not have a specified number of rows.

or

This table is a guide for a full page table with only blank cells.

- e. When the print format of the skeleton table shows a *required* number of answers, use the same number of rows as shown in print.

11.9.2 **Partially Filled-In Tables.** Use the same number of columns and/or rows as print when the table shows that only some of the columns and/or rows are filled in. (See [Sample 11-18: Partially Filled-in Table](#) on page 11-43.)

11.10 Omitted Portion of Print Table

- 11.10.1 Insert an ellipsis at the appropriate location to indicate an omitted section of a table. Explain the use of the ellipsis in a transcriber's note. Sample:

Part of the table is omitted in print. This omitted section is indicated with an ellipsis.

(See [Sample 11-19: Partially Omitted Table](#) on page 11-44.)

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.

(See [Sample 11-20: Bar Graph Information Converted to a Table](#) on page 11-44.)

11.12 Wide Tables

- 11.12.1 It is necessary to use an alternate format when table columns are too large to fit within the width of the braille page. When the techniques for shortening column width do not create enough additional space, another table format is used.
- 11.12.2 When choosing an alternate table format, keep in mind that readability is more important than space. Select a format that best supports the table content along with student activities.

11.13 Wide Tables: Facing Pages

- 11.13.1 Wide tables may be placed on facing pages in single-sided and interpoint production. Care must be taken to ensure that the first page is on the left-hand page.
- a. Use the full width of the two pages, usually 80 cells.
 - b. Depending on the flow of the text, the front side of the left facing page may be blank.

- 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.

- d. To avoid confusion, the only text on the facing pages is the table and related table content, e.g., a key, the table heading, source information, etc. The table takes precedence on the facing pages, and any related content that does not fit must be on the previous page.
- e. Because of the nature of this format, place all transcriber's notes and table headings above the top box line. The top box line serves as a locator on the right facing page and must be followed by column headings on the next line.
- f. If no table heading exists and a box is used, the opening box line must be on line 2 (line 3 if a running head is used) in order to avoid the print page number on line 1.
- g. Center the table title on the left-hand page only. Do not repeat the title on the right facing page.
- h. Place source information on the line following the table on the left-hand page only. If the entire source will not fit on the page with the table, place the source on the line following the table heading. Block the source 4 cells to the right of the beginning of the last line of the heading. (See *Formats*, §9.5.2, Headings.)
- i. Do not repeat row headings on the right-hand page.
- j. Extend the separation line under the last column heading on the left-hand page to the right margin of that page.
- k. Extend the guide dots in the last column entry on the left-hand page to the right margin of that page.
- l. A column may end in the last cell on the left-hand page.
- m. The first column on the right-hand page always begins in cell 1.

(See [Sample 11-21: Wide Table on Facing Pages](#) on page 11-46.)

11.14 Wide Tables: Vertical Division

11.14.1 A wide table may be divided into vertical sections. When a divided table takes more than a single page, the preferred format is to place the table on facing pages.

- a. Divided tables should be on one braille page if possible.
- b. Repeat the row headings for each section of the table.
- c. Use a transcriber's note to inform the reader of the vertically divided table. Sample:

Table is divided vertically into 2 sections.

(See [Sample 11-22: Table Divided Vertically](#) on page 11-48.)

11.15 Wide Tables: Interchanged Columns and Rows

11.15.1 Sometimes it is possible to fit a wide table across the page by interchanging the table columns and rows. This is done only if it preserves the clarity of the table. Insert a transcriber's note before the table. Sample:

Columns and rows are interchanged.

(See [Sample 11-23: Interchanged Columns and Rows](#) on page 11-49.)

11.16 Wide Tables: Listed Table Format

11.16.1 The listed table format repeats the column heading for each entry. This is useful for tables with numerous columns, columns of numbers, repetitive entries, or nonintuitive entries. It takes a good deal of space, but it aids the reader by identifying column headings with each entry.

- a. Leave a blank line before and after the table.
- b. Long column headings may be condensed or abbreviated but not keyed. List shortened or abbreviated headings not easily recognized in a transcriber's note before the table.
- c. Fully capitalized headings can be changed to initially capitalized or lowercase as needed. The reader does not need to be informed of this change.
- d. Each column heading is followed by a colon.

- e. Format the first column heading, followed by a colon and the corresponding row heading, as a cell-5 heading.
- f. Use 1-3 margins for column headings that have only single entries.
- g. For column headings with multiple entries, use 1-5 margins for the heading and 3-5 margins for *each* entry.
- h. Three unspaced guide dots represent a blank entry in print. Explain this usage in a transcriber's note. Sample:

A series of three guide dots indicates a blank entry.

- i. Continue this format until the first row is completed.
- j. Place all columns in the row on the same braille page whenever possible.
- k. Leave a blank line before each row.
- 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.

(See [Sample 11-24: Listed Table Format](#) on page 11-50.)

11.17 Wide Tables: Linear Table Format

11.17.1 When other options are not effective in dealing with wide tables, a linear format may be used. Multiple columns of numbers or repetitive types of entries (e.g., proper names) are not appropriate for linear format. This format is not an option when there are colons or semicolons in the table.

- a. Leave a blank line after the title.
- b. Insert a transcriber's note explaining the change to print. Leave a blank line between the body of the note and column order.
- c. Insert a colon after the first column heading and a semicolon after each internal column.
- d. List the order of column headings, followed by the appropriate punctuation marks, using 1-3 margins. Sample:

Columns follow one another in this order: (7-5)

Column 1 Heading; Column 2 Heading; Column 3
Heading; Column 4 Heading (1-3)

- e. Leave a blank line after the note.
- f. Using 1-3 margins, list each row of the table starting with the information of the first column followed by a colon.
- g. Do not divide a row between braille pages.
- h. Continue with the information on the same print line for subsequent columns, punctuated as shown in the transcriber's note above.
- i. Use the same format for all succeeding rows of the table, with the information from the first column always starting in cell 1.
- j. In print the same label (\$, %, year, bushels, etc.) may be repeated for each item in a column. These repeated labels may be omitted if doing so will allow the table to fit on the braille page. The label must be included in the column heading or explained in a transcriber's note.
- k. Insert three unspaced dot 5s to represent a blank entry in print (followed by the appropriate punctuation) and explain this usage in a transcriber's note. Sample:

A series of three dot 5s indicates a blank entry.

(See [Sample 11-25: Linear Table Format](#) on page 11-52.)

11.18 Wide Tables: Stairstep Table Format

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.

- a. Multiple columns of numbers or repetitive types of entries (e.g., proper names) and nonintuitive column entries are not appropriate for stairstep format.
- b. Columns cannot be combined.
- 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 in cell 1, and block each

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)

Heading of third column (5-5)

- d. Leave a blank line following the transcriber's note.
- e. Use 1-1 margins for the first column of each row, 3-3 margins for the second column, 5-5 margins for the third column, and 7-7 margins for the fourth column.
- f. When a column entry has multiple paragraphs, indent the second and following paragraphs two cells to the right of the margin, e.g., 3-3, 5-3.
- g. Place all columns in the row on the same braille page whenever possible.
- h. Do not repeat column headings when the table is continued on succeeding braille pages. When context does not clearly indicate what the column level or heading is, choose another format for the table.
- i. Follow print for use of the dash or ellipsis, appropriately indented.
- j. Treat a row heading preceding a group of subdivisions in the first column as a cell-5 heading. Include this in the transcriber's note with the column headings. Sample:

Table changed as follows: (7-5)

Subdivision Heading (5-5)

Heading of first column (1-1)

Heading of second column (3-3)

Heading of third column (5-5)

Heading of fourth column (7-7)

- k. Headings may be devised when there are none in print. Let the reader know in the transcriber's note that the headings are transcriber-generated.
- l. Insert three unspaced guide dots to represent a blank entry in print (followed by the appropriate punctuation) and explain this usage in a transcriber's note. Sample:

A series of three guide dots indicates a blank entry.

(See [Sample 11-26: Stairstep Table Format](#) on page 11-54 and [Sample 11-27: Subdivision Headings](#) on page 11-56.)

11.19 Samples

[Sample 11-1: Table Caption](#), page 11-25

[Sample 11-2: Complex Table](#), page 11-26

[Sample 11-3: Row Subheadings](#), page 11-27

[Sample 11-4: Column, Row, and Column Entry Runovers](#),
page 11-28

[Sample 11-5: Implied Row Headings](#), page 11-29

[Sample 11-6: Table with Blank Rows](#), page 11-30

[Sample 11-7: Table with a Diagonal Line](#), page 11-32

[Sample 11-8: Column Totals](#), page 11-33

[Sample 11-9: Table with Dashes](#), page 11-34

[Sample 11-10: Blank Cells Indicating Answers to Be
Inserted](#), page 11-35

[Sample 11-11: Blank Column Entries](#), page 11-36

[Sample 11-12: Table with Dittos](#), page 11-37

[Sample 11-13: Punctuation Omitted](#), page 11-38

[Sample 11-14: Transcriber's Note Regarding Omitting a Print
Symbol](#), page 11-39

[Sample 11-15: One Cell between Columns](#), page 11-40

[Sample 11-16: Keyed Column and Row Headings](#), page
11-41

[Sample 11-17: Skeleton Table with Column Headings](#), page
11-42

[Sample 11-18: Partially Filled-In Table](#), page 11-43

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[Sample 11-20: Bar Graph Information Converted to a Table](#),
page 11-44

[Sample 11-21: Wide Table on Facing Pages](#), page 11-46

[Sample 11-22: Table Divided Vertically](#), page 11-48

[Sample 11-23: Interchanged Columns and Rows](#), page
11-49

[Sample 11-24: Listed Table Format](#), page 11-50

[Sample 11-25: Linear Table Format](#), page 11-52

[Sample 11-26: Stairstep Table Format](#), page 11-54

[Sample 11-27: Subdivision Headings](#), page 11-56

Sample 11-1: Table Caption

<u>5.25%, compounded</u>	<u>APY</u>
Daily	5.39%
Quarterly	5.35%
Semiannually	5.32%
Annually	5.25%

Figure 24-7 The APY is the best indicator of how much interest you will earn.

Figure 1 shows a 11x20 grid of dots. The first row has a shaded gray region from column 5 to 10. The matrix is mostly sparse, with some rows (like row 3) being denser than others. The grid is labeled 1 to 11 on the left and 1 to 20 on the top.

[\(Return to Text\)](#)

Sample 11-2: Complex Table

Table 11.1
Summary Comparison of Outlays
for Payments for Individuals

Fiscal Year	In Millions of Dollars		
	Total	Direct	Grants
1998	981,712	817,770	163,942
1999	1,001,676	825,833	175,843
2000	1,054,503	867,713	186,790
2001	1,128,432	920,394	208,038

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Sample 11-3: Row Subheadings

Item	1980	1981
Machining Centers		
Production	413.0	482.6
Exports	56.7	53.4
Imports	93.4	195.7
Punching and Shearing Machines		
Production	110.6	97.1
Exports	13.2	28.3
Imports	16.5	32.5

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Sample 11-4: Column, Row, and Column Entry Runovers

Table 4. Minimum Viable Population Levels for Management Indicator Species for the Targhee National Forest

Species	Habitat Unit	Potential Population
Grizzly Bear	Variable	Undetermined
Bald Eagle	500 ac/nest site	50 pairs
Williamson's Sapsucker	20 ac/territory	23,350 pairs
Pika	1 ac/territory	53,000 pairs

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Sample 11-5: Implied Row Headings

Health Sector Workforce Characteristics, 2004

Gender	Male	22%
	Female	78%
Ethnicity	White	89%
	Asian	5%
	Black	3%
	Mixed/other	3%
Age	16-24	7%
	25-34	23%
	35-44	29%
	45-54	25%
	55-64	14%
	65+	1%

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Sample 11-6: Table with Blank Rows

Percentage of Practitioners Accessing
Funding by Region and Nation, 2006

Region/Nation	Yes—Has Accessed Funding	No—Has Not Accessed Funding
North East	5%	95%
North West	8%	92%
East of England	14%	86%
Yorkshire & Humber	23%	77%
South East	28%	72%
South West	32%	68%
East Midlands	42%	58%
London	45%	55%
West Midlands	50%	50%
England	30%	70%
Northern Ireland	4%	96%
Scotland	31%	69%
Wales	46%	54%
UK	31%	69%

Figure 1 shows an 8x20 grid of dots. The dots are arranged in a way that represents a binary image. Row 4 is entirely black. Row 5 has a gray shaded region covering the first 10 columns. Row 8 has a gray shaded region covering the last 10 columns.

—New Braille Page—

The figure displays a 20x4 grid of dot patterns. Each row represents a bit in a 20-bit sequence. The grid is divided into four columns. Rows 12 and 17 are shaded gray. The patterns represent the binary sequence 00000000000000000000.

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Sample 11-7: Table with a Diagonal Line

Animals Groomed Animals Grooming	Juvenile	Infant
Silverbacked male	0	3
Blackbacked male	0	0

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Sample 11-8: Column Totals

EXAMPLE BASE PRICE METHOD

Profit	\$3.50	10%
Overhead	9.45	27%
Labor	9.10	26%
Raw Food Costs	12.95	37%
Customer's Meal Cost	<u>\$35.00</u>	<u>100%</u>

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Sample 11-9: Table with Dashes

Table 27 Historical Consumer Price Index for Urban Wage Earners and Clerical Workers			
Year	Semiannual averages		Annual avg
	1st half	2nd half	
1980	—	—	82.9
1981	—	—	91.4
1982	—	—	96.9
1983	—	—	99.8
1984	102.1	104.4	103.3

Source: from *CPI Detailed Report Data for August 2009* (p. 91)

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Sample 11-10: Blank Cells Indicating Answers to Be Inserted

Day	Temperature at 10:00
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

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Sample 11-11: Blank Column Entries

Table 13

Trends in Availability of Drugs by 12th Graders

Percentage saying "fairly easy" or "very easy" to get

	1986	1987	1988	1989
Marijuana	85.2	84.8	85.0	84.3
Amy/butyl nitrites		23.9	25.9	26.8
LSD	28.5	31.4	33.3	38.3
Some other hallucinogen	24.9	25.0	26.2	28.2
PCP		22.8	24.9	28.9
Ecstasy (MDMA)				21.7

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Sample 11-12: Table with Dittos

Table 4-3

PRICE AND QUANTITY OF MILK

Price	Surplus/ Shortage	Price Will
1.00	Surplus	Fall
0.90	"	"
0.80	"	"
0.70	Neither	Neither
0.60	Shortage	Rise
0.50	"	"
0.40	"	"










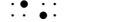



Figure 1 shows a 13x13 grid of 169 dot patterns. The patterns are arranged in a 3x3 grid of 9 larger blocks, with the middle block (rows 4-6, columns 4-6) being a 3x3 grid of 9 smaller blocks. The patterns are arranged in a 3x3 grid of 9 larger blocks, with the middle block (rows 4-6, columns 4-6) being a 3x3 grid of 9 smaller blocks. The patterns are arranged in a 3x3 grid of 9 larger blocks, with the middle block (rows 4-6, columns 4-6) being a 3x3 grid of 9 smaller blocks.

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Sample 11-13: Punctuation Omitted

Note: This sample is technical foreign language French.

prép.	article défini			
	masc. sg.	masc. pl.	fém. sg.	fém. pl.
a	ao	dos	à	às
de	do	dos	da	das
em	no	nos	na	nos
por	pelo	pelos	pela	pelas

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Sample 11-14: Transcriber's Note Regarding Omitting a Print Symbol

Table 16
Long-Term Trends in Grade 12

	1992	1993	1994
Cigarettes			
Daily	17.2%	19.0%	19.4%
Half pack or more per day	10.0%	10.9%	11.2%

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Sample 11-15: One Cell between Columns

Table 21.1

Summary Comparison of Total Outlays for Grants to State and Local Governments

	In Millions of Dollars			
Year	Total	Payments	Investment	Remainder
1990	135,325	77,264	27,185	30,876
1991	154,519	92,865	28,237	33,417
1992	178,065	112,522	29,297	36,247
1993	193,612	124,155	31,170	38,287

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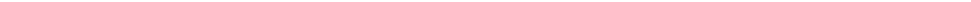
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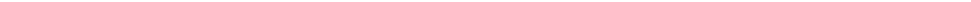
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Sample 11-16: Keyed Column and Row Headings

SAT Scores by Race and Ethnicity			
Racial/Ethnic Category	SAT Verbal Mean Scores	SAT Math Mean Scores	Totals
Native American or Alaskan Native	482	481	963
African American	434	426	860
White (excluding Latino origin)	528	530	1058

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Sample 11-17: Skeleton Table with Column Headings

Use the chart below to list your interests.




















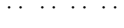
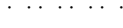
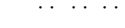





















SCHOOL	PEOPLE	PETS	PLACES	BOOKS

Figure 1: A 12x12 grid of dot patterns representing a 12x12 matrix. The grid is divided into four 6x6 quadrants. The top-left and bottom-right quadrants are filled with a dense pattern of dots, while the top-right and bottom-left quadrants are mostly empty. The dots are arranged in a way that suggests a specific matrix structure, possibly related to the text "Figure 1: A 12x12 grid of dot patterns representing a 12x12 matrix."

[\(Return to Text\)](#)

Sample 11-18: Partially Filled-In Table

Cause	→	Effect
Ed told a lie.	→	I got upset.
Ed denied it.	→	I got angrier.
Ed betrayed others.	→	He ended up friendless.
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Sample 11-19: Partially Omitted Table

	Sunrise	Sunset
Jan	9:47 AM	4:35 PM
Feb	8:27 AM	6:01 PM
<hr/>		
Nov	9:19 AM	4:10 PM
Dec	10:14 AM	3:41 PM

Figure 1 shows a 16x16 grid of 256 small dot patterns. Each pattern is a 4x4 grid of dots. The patterns are arranged in rows and columns, with some patterns highlighted in gray. The patterns are numbered 1 to 16 on the left side of the grid.

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Sample 11-20: Bar Graph Information Converted to a Table

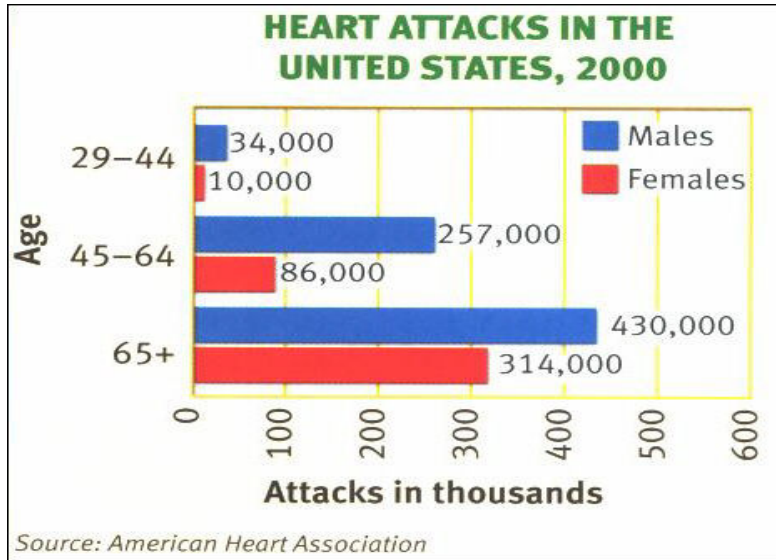


Figure 1 shows a sparse matrix visualization. The matrix is 18 rows by 100 columns. Rows 1-10 are mostly empty. Rows 11-15 show a block of non-zero entries (black dots) in the first 10 columns. Rows 16-18 show a block of non-zero entries in the last 10 columns. The matrix is symmetric, with non-zero entries concentrated in the top-left and bottom-right corners.

[\(Return to Text\)](#)

Sample 11-21: Wide Table on Facing Pages

Unionized Manual Workers						
	1900	1910	1920	1930	1940	1950
Denmark	13.9	16.2	37.0	33.8	44.3	54.4
Sweden	8.7	12.2	32.4	41.7	64.3	75.2
Norway	10.3	14.6	35.9	43.2	67.9	77.3
Finland	6.9	10.3	25.6	34.7	44.2	52.1

Sample 11-22: Table Divided Vertically

Unionized Manual Workers						
	1900	1910	1920	1930	1940	1950
Denmark	13.9	16.2	37.0	33.8	44.3	54.4
Sweden	8.7	12.2	32.4	41.7	64.3	75.2
Norway	10.3	14.6	35.9	43.2	67.9	77.3
Finland	6.9	10.3	25.6	34.7	44.2	52.1

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Sample 11-23: Interchanged Columns and Rows

	Jan	Feb	Mar	Apr	May	Jun
Sunrise	7:23 AM	7:02 AM	6:31 AM	6:10 AM	5:50 AM	5:30 AM
Sunset	5:53 PM	6:19 PM	6:38 PM	7:57 PM	8:17 PM	8:31 PM

[\(Return to Text\)](#)

Sample 11-24: Listed Table Format

PRESIDENTIAL ADMINISTRATIONS

President	Vice President	Secretary of State	Secretary of Treasury	Secretary of War	Secretary of Navy	Postmaster General	Attorney General
George Washington 1789-1797	John Adams 1789-1797	Thomas Jefferson 1789-1794 Edmund Randolph 1794-1795 Timothy Pickering 1795-1797	Alexander Hamilton 1789-1795 Oliver Wolcott 1795-1797	Henry Knox 1789-1795 Timothy Pickering 1795-1796 James McHenry 1796-1797		Samuel Osgood 1789-1791 Timothy Pickering 1791-1795 Joseph Habersham 1795-1797	Edmund Randolph 1789-1794 William Bradford 1794-1795 Charles Lee 1795-1797
John Adams 1797-1801	Thomas Jefferson 1797-1801	Timothy Pickering 1797-1800 John Marshall 1800-1801	Oliver Wolcott 1797-1801 Samuel Dexter 1801	James McHenry 1797-1800 Samuel Dexter 1800-1801	Benjamin Stoddert 1798-1801	Joseph Habersham 1797-1801	Charles Lee 1797-1801

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Sample 11-25: Linear Table Format

State	Capital	Nickname	Flower	Bird
Alabama	Montgomery	Yellowhammer State	Camellia	Yellowhammer
Alaska	Juneau	The Last Frontier	Forget-Me-Not	Willow Ptarmigan
Arizona	Phoenix	The Grand Canyon State	Saguaro Cactus	Cactus Wren
Arkansas	Little Rock		Apple Blossom	Mockingbird

[\(Return to Text\)](#)

Sample 11-26: Stairstep Table Format

Vietnam War

Where were you during the Vietnam War?	How old were you during the war?	How did the war affect Americans?	What memories do you have?
I signed up for the Marines and served in Cambodia.	I was 18 when I signed up.	There was a lot of protesting against the war. It made everyone think about why the U.S. was involved in a war so far away.	There are some I don't want to talk about. But I remember my buddies and good times playing cards and wishing we'd get home soon.
Oklahoma City, Oklahoma	I was 10 when it ended.	I don't remember too much about it. I do remember my grandmother being worried that her two sons would be drafted.	I remember the news on TV almost every evening had something about the war.

Sample 11-27: Subdivision Headings

Amusement Parks in Florida	
Magic Kingdom	Lake Buena Vista
Epcot	Lake Buena Vista
Universal's Island of Adventures	Orlando
Seaworld	Orlando

Amusement Parks in California	
Disneyland	Anaheim
Universal Studios	Hollywood
Knott's Berry Farm	Buena Park
Six Flags	Valencia

