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

Developed Under the Sponsorship of the Braille Authority of North America

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The mission and purpose of the Braille Authority of North America are to assure literacy for tactile readers through the standardization of braille and/or tactile graphics. BANA promotes and facilitates the use, teaching, and production of braille. It publishes rules, interprets, and renders opinions pertaining to braille in all existing codes. It deals with codes now in existence or to be developed in the future, in collaboration with other countries using English braille. In exercising its function and authority, BANA considers the effects of its decisions on other existing braille codes and formats; the ease of production by various methods; and acceptability to readers.

For more information and resources, visit www.brailleauthority.org/.

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Preface to 2016 *Formats*

This updated edition of *Braille Formats: Principles of Print-to-Braille Transcription, 2011* has been created to bring *Braille Formats* into line with Unified English Braille (UEB).

With the implementation of UEB, some of the guidelines set forth in *Braille Formats, 2011* no longer applied and some just needed to be tweaked a bit. As you read through and apply these guidelines, you will find that you agree with some of the decisions made and you will not agree with others. This document was a study in compromise for the committee. We did our best to provide clear, concise guidelines that will allow readers to most accurately receive the information provided in a braille transcription.

As you use this document, please note that sample transcriber's notes are just that—*samples*. They are intended to be used as a guide when writing notes in transcriptions. The exact wording shown in the samples may or may not need to be adjusted to apply to the specific document you are transcribing. Please carefully consider what the note says before including it in any text.

I'd like to thank the committee members for their input and help.

Cindi Laurent, Chair (2014–2016)
Marilyn Breedlove (2015–2016)
Randy Davis (2015–2016)
Dena Garrett (2003–2015)
Tina S. Herzberg, Ph.D. (2014–2016)
Norma MacDonald (2014–2016)
Susan Spicknall (2015–2016)
Dorothy Worthington (2007–2016)
Constance Risjord, Consultant (2014–2016)
Saul Garza, BANA Board Liaison (2015–2016)

Preface to 2011 *Formats*

This new edition of *Braille Formats: Principles of Print-to-Braille Transcription, 2011* is more than a revision of the 1997 edition. Extensive changes have been made, and this book now supersedes all previous editions and updates. A partial list of the changes may be found in Appendix A.

The original intent of this revision was that *English Braille American Edition* would be revised at the same time and that all of the formatting decisions for both literary and technical materials would be covered in this document. As EBAE is not yet complete there will be a period during which they overlap. Where there are conflicts follow *Braille Formats: Principles of Print-to-Braille Transcription, 2011*.

Another guideline which is nearing completion is the revised *Foreign Language Guidelines for Braille Transcription*. Again, during the overlapping period, where there are conflicts follow *Braille Formats: Principles of Print-to-Braille Transcription, 2011*.

The basic philosophy behind the changes in *Braille Formats: Principles of Print-to-Braille Transcription, 2011* is simplicity. Decisions were based on readability and comprehension for braille readers. It is expected that these guidelines will be applied unless a situation is not covered. Making the guidelines straightforward allows transcribers to make decisions when confronted with material not specifically addressed within these sections. BANA made the decision that this document is to serve as a set of guidelines. The choice of the word **Section** as a heading has its roots in the idea that this document is a set of guidelines, and there is not a hard and fast rule for everything encountered in print. The committee tried to make *Braille Formats* as simple to follow as possible, to eliminate exceptions, and to minimize cross references. Repetition of some material keeps cross references to a minimum.

We have asked the braille readers on the committee to add a rationale at the beginning of most of the sections to explain why we have made the changes. It is called the Braille Reader's Perspective.

The changes in the layout to *Braille Formats: Principles of Print-to-Braille Transcription, 2011* are obvious immediately.

Presentation of Guidelines. Each section is complete, with few references to other sections. A hierarchy of information is used to present basic material first, followed by more detailed concepts.

Decimal Numbering. The change in numbering connects all elements of the sections and subsections.

Examples. Short examples are embedded within the guidelines and longer examples at the end of each section. This allows the reader to see how the guidelines are intended to be used and eliminates the need to hunt through full-page examples for a few lines.

Sectional Page Numbering. This new page numbering provides a way for updates to be added to *Braille Formats* more easily.

Appendices. There are several appendices covering blank lines, foreign language symbols, interpoint guidelines, agency decisions, and a glossary.

There are four major format changes from the 1997 edition.

Braille Page Numbering. A distinction is made between transcriber inserted pages and print pages, which allows us to retain front matter print page order.

Headings. A new heading level accommodates the need for additional distinction in today's textbooks.

Nested Lists. All multilevel lists are formatted the same and the principles apply for all situations. Each level is indented two cells, with all runovers in the same cell. Readers report that as soon as they get to the first runover line they know how many levels they are reading. This avoids confusion with clashing indent and runovers in the same cell.

Footnotes. Most footnotes are now at the end of the print page. This enables the flow of thought to be preserved. There is a new generic footnote indicator which will be used with all types of footnotes.

Lynnette Taylor, Chair (1998-2011)
Deborah Brown (1998-2011)
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Dena Garrett (2003-2011)
Debbie Gillespie (1998-2011)
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Sandy Smith (2000-2011)
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As chair of the Braille Formats Technical Committee of BANA I would like to thank the committee members, consultants, and BANA reviewers for their help in getting this document completed. Special recognition goes to Constance Risjord for her help with grammar and wording issues. I learned a lot through this process, not the least of which is that it takes a village to produce a document of this size!

Cindi Laurent