

ENGLISH BRAILLE AMERICAN EDITION 1994

Revised 2002

Developed Under the Sponsorship of the
BRAILLE AUTHORITY OF NORTH AMERICA



Adopted, November 4, 1994

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Printed by the American Printing House for the Blind.
Copies may be purchased from:

American Printing House for the Blind
P.O. Box 6085
Louisville, KY 40206-0085
502-895-2405
FAX: 502-899-2274
Catalog Number: 7-35932-00

CONTENTS

iii

	Page
DEFINITION OF BRAILLE	1
Alphabet and Numbers	2
Punctuation and Composition Signs	3
One-cell Whole-word and Part-word Signs	5
Two-cell Contractions	6
Short-form Words.....	7

RULES OF BRAILLE

Rule I—Punctuation Signs	I-1
Rule II—Special Braille Composition Signs	II-1
Rule III—Format	III-1
Rule IV—Asterisk, Footnotes, References	IV-1
Rule V—Anglicized and Foreign Words, Accent Sign, Diphthongs, Foreign Languages	V-1
Rule VI—Abbreviations	VI-1
Rule VII—Numbers and Roman Numerals	VII-1
Rule VIII—Coinage, Weights, Measures and Other Special Symbols	VIII-1
Rule IX—Poetry, Scansion and Stress	IX-1
Rule X—General Use of Contractions	X-1
Rule XI—One-cell Whole-word Contractions	XI-1
Rule XII—One-cell Part-word Signs	XII-1
Rule XIII—Lower Signs	XIII-1
Rule XIV—Initial-letter Contractions	XIV-1
Rule XV—Final-letter Contractions	XV-1
Rule XVI—Short-form Words	XVI-1

APPENDICES

A—Special Formats:

1. Paragraphing	A-1
2. Poetry	A-1
3. Breaks in Context	A-1
4. Termination Line	A-1
5. Tabular Material	A-1
6. Test Materials	A-1
7. Outlines	A-2
8. Plays and Other Dramatic Materials	A-3
9. Special Symbols Page	A-4
10. Transcriber's Notes Page	A-6

B—Foreign Languages:

1. French	B-1
2. Italian	B-1
3. Spanish	B-2
4. German	B-3
5. Latin	B-3
6. Greek	B-4

CONTENTS

	Page
C—Other Systems (Grades) of Braille, Special Braille Codes:	
1. Other Systems (Grades) of Braille	C-1
a. Grade 3 Braille	C-1
b. Braille Shorthand	C-1
c. Revised Braille Grade 1½	C-1
2. Special Braille Codes	C-1
3. Electronic Addresses and File Names	C-1
D—Diacritics and Phonetics:	
1. Diacritics	D-1
2. Pronunciation Systems of Well-known Dictionaries	D-1
3. IPA Phonetics Code	D-1
TYPICAL AND PROBLEM WORDS	W-1
INDEX OF RULES	Ind-1

FOREWORD

v

The history of the evolution of braille has been long and, at times, difficult. No recount will be made here of the various developments the system has passed through during the years. The present volume adds one more significant revision in the attempt to bring about new and increased advantages of readability in the touch method of communication for the blind.

Quite appropriately, this work is being published in a year of some importance in the field of work for the blind. 1959 marks the 150th anniversary of the birth of the celebrated young Frenchman, Louis Braille, for whom the present system of embossed writing was named. It also was just one hundred and thirty years ago, in 1829, that the governors of the Institution Royale des Jeunes Aveugles de Paris arranged for the publication of the first official description of the system under the title of "*Method of Writing Words, Music and Plainsong by Means of Dots, for Use of the Blind.*"

This work has resulted from nine years of study by the Joint Uniform Braille Committee and the AAIB-AAWB Braille Authority. Many meetings, including a conference in London in 1956 with the British National Uniform Type Committee, and a number of draft revisions, finally brought about this completed manual. A distinct variance in preferred language usage here in America and in the United Kingdom dictated that braille readers on both sides of the Atlantic could best be served with separate, though basically similar, codes designed to apply to the English language as practiced in each country. Readers in either country, however, should experience no difficulty in enjoying the braille books published in both countries.

By official resolutions of the AAIB and AAWB in convention in Vancouver and Philadelphia in 1958, "*English Braille—American Edition, 1959,*" becomes the authorized braille code for use in the United States, as of January 1, 1959.

JOINT UNIFORM BRAILLE COMMITTEE, 1950-1958

Alfred Allen
Robert W. Beath
Francis J. Cummings, Ph.D.
Marjorie S. Hooper

Florence Horton
Bernard M. Krebs
Paul J. Langan
L. W. Rodenberg

FOREWORD TO THE 1962 REVISION

With the completion and adoption in 1958 of "*English Braille—American Edition—1959*," it was recognized that the hoped for efficiency of the new basic literary braille code could only be demonstrated by experience, in spite of the long years of study which had gone into its development. This 1962 revision, therefore, is the result of three-and-a-half years of use of the 1959 code. No changes have been made in the code itself. Rather, the revision consists primarily of demonstrated necessary additional clarifications and interpretations of the rules of usage. Only three new signs have been added—all of them needed for the embossing of textbook or technical materials, i.e., a sign for the ditto mark, plus two additional signs required for the representation of pronunciation for use in glossaries, dictionaries, etc. Also included is a clarification of the way to write a combination of Greek letters which may appear in regular English context. Hopefully, these clarifications and additions will meet the needs of brailleists for many years to come.

The adopting resolutions of the AAIB and AAWB in 1958 included the creation of an authority to succeed the Joint Uniform Braille Committee. The three members of the AAIB-AAWB Braille Authority are appointed jointly by the presidents of the two Associations. In addition to complete responsibility for the expansion, clarification, and interpretation of the basic literary braille code for use in the United States, it is the duty of the Braille Authority to provide for the development and/or clarification and interpretation of technical braille codes for music, mathematical and scientific notations, textbook techniques and format, etc. To accomplish these goals, the Braille Authority draws upon the aid and guidance of recognized authorities in their respective fields. In addition, provision has been made by the Authority for adequate pre-testing of proposed new codes and usages before recommending them for adoption. Final official adoption of all codes, however, including rules of usage, lies with the two professional associations of work for the blind, the American Association of Instructors of the Blind and the American Association of Workers for the Blind.

AAIB-AAWB BRAILLE AUTHORITY

Maxine B. Dorf (1959-)
Marjorie S. Hooper (1959-)
Bernard M. Krebs (1959-)
Paul J. Langan (1959-1959)

FOREWORD TO THE 1968 REVISION

vii

The expansion and clarification of the rules of the literary braille code adopted by the conventions of AAWB and AEVH in 1968, are the outgrowth of the rapport between braille publishers and transcribers and the Braille Authority. The flow of inquiries on rule interpretations from workers in the field have pointed up areas in the code which required amplification and definition. All questions and suggestions have been analyzed for their broader implications, and only those principles have been instituted which are deemed to enhance reading ease and efficiency.

In addition to a few instances of rewording for clarification, the following rules have been expanded and updated:

1. Section 22. The entire rule on footnotes has been revised to conform to the methods used in textbook transcriptions which has proven so effective.
2. Section 34.d. In addition to entry words found in the dictionary, contractions should be used in common terms for a particular subject, such as botany, medicine, music, etc., when they are listed in the glossary of the book or when they are explained in the text where they are originally introduced. Contractions should also be used in coined words in science fiction.
3. Section 34.e. Part-word contractions should be used rather liberally in dialect.

To insure that the literary code and all other braille codes in the technical fields are maintained at a current high standard of efficiency, the Braille Authority and its Advisory Committees attempt to keep abreast of new innovations of characters and formats being used in ink-print publications, as well as of problems encountered by both brailleists and readers. By doing so, the braille codes continue to be living, vital tools in the dissemination of education and recreation for blind people.

AAWB-AEVH BRAILLE AUTHORITY

Maxine B. Dorf (1959-)
Freda Henderson (1967-)
Marjorie S. Hooper (1959-)
Bernard M. Krebs (1959-)
Alice M. Mann (1967-)

FOREWORD TO THE 1994 EDITION

The rule changes to the literary code, *English Braille American Edition*, approved by the Braille Authority of North America in April 1980, July 1987 and October 1991, previously issued as addenda, have been incorporated into this edition.

The 1980 changes were made to facilitate automatic input and processing by the computer. The 1987 and 1991 changes reflect the move towards eliminating differences between *English Braille American Edition* and *British Braille—A Restatement of Standard English Braille*, and the rules followed by other countries using variants of these two English braille codes.

The rule changes of 1987 and 1991 came about as a result of two international conferences on English braille, sponsored by the Braille Authority of North America and the Braille Authority of the United Kingdom, held in Washington, D.C. in 1982 and in London, U.K. in 1988. Resolution 14, adopted at the 1982 International Conference and approved by BANA, states that "The division of words be regarded as a matter of formatting on which each braille-producing agency will formulate its own policy in accordance with a standard dictionary." This policy allows braille-producing agencies the necessary flexibility in applying Rule I §5.a. with regard to word division.

Clarifications, revisions to examples and minor changes in the wording have been made to the rules and known misprints have been corrected. Where a salient point was conveyed previously only by example, that point has now been incorporated into the wording of the rule. Any format amendments have been made to reflect current practice. Where a provision has been deleted, a reference to the appropriate official BANA publication has been given. The section numbers of changes and wording clarifications are listed beginning on page x for your convenience.

When *English Braille—American Edition—1959* was published, the *Code of Braille Textbook Formats and Techniques* was not in existence. In this edition, references to the textbook format code have been added where it would be preferable to follow the rules of the *Code of Braille Textbook Formats and Techniques*, most recent edition.

The entire section on tables previously in the appendix has been deleted in anticipation of the BANA approved standard format for tables. If this new document is not available, please refer to Appendix A, section 5 of *English Braille—American Edition—1959*.

Jacque White, a volunteer braille transcriber for The Canadian National Institute for the Blind, is acknowledged for her work in producing the print and braille editions.

There are some changes in the format used in this printing. All rules begin on right-hand pages. Each unit and rule is paginated so that each is free-standing in order to facilitate updating by reprinting only those pages affected. All examples in the rules and appendices have been presented in simulated braille, therefore the method used previously to indicate contractions in print words has been omitted except in the list of Typical and Problem Words.

The Braille Authority of North America was formed in 1976 to succeed the AAWB-AEVH Braille Authority.

FOREWORD TO THE 1994 EDITION

ix

The BANA Literary Technical Committee was formed in 1978. Its members have worked diligently to write the rule changes, and since 1992 to produce this new edition for easier reference. The Committee is receptive to suggestions about the code and the format of this edition. Please direct your comments to the Chairman of BANA, c/o Suite 1100, 1010 Vermont Avenue NW, Washington, DC 20005, USA.

BANA LITERARY TECHNICAL COMMITTEE

K. Elaine Behnke (1981-1983)
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Jo Churcher (1987-1989)
Jill Cooter (1981-)
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Richard Evensen (1979-1980, 1984-1987)
Kenneth R. Ingham (1979-1980)
Martha Pamperin (1990-)
Constance Risjord (1993-)
Norma Schecter (1980-)
Joseph Sullivan (1980-)
John Wilkinson (1988-)

FOREWORD TO THE 2002 REVISION

The rule changes to the literary code, *English Braille American Edition 1994*, approved by the Braille Authority of North America in November 1995, April 1998 and November 2002 have been incorporated into this revision.

The 1995 changes to Rule VII clarify how fractions, mixed numbers and decimal numbers connected by a hyphen or dash are to be written. The 1998 addition of section 27.g to Rule VI provides for the brailleing of electronic addresses and file names according to the rules of the *Computer Braille Code 2000* while a new section of Appendix C gives a summary of the pertinent rules and symbols.

The 2002 changes to section 31.b of Rule VIII provide a symbol for the euro. In March 2002, BANA resolved that the terms “Grade 1 Braille” and “Grade 2 Braille” would no longer be used in its publications and the terms “Uncontracted Braille” and “Contracted Braille” would be used instead. This revision shows this change in Definition of Braille and in Appendix C.

Since the 1994 edition was published, the *Code of Braille Textbook Formats and Techniques 1977* was revised and published under the new title *Braille Formats: Principles of Print to Braille Transcription 1997*. This publication now includes formats for tabular material. References to this publication in EBAE have been updated to reflect these changes.

The section numbers of substantive changes are listed on page xi for your convenience.

The BANA Literary Technical Committee welcomes suggestions about the code and its format. Please direct your comments to the Chairman of BANA, www.brailleauthority.org/chairperson.html.

BANA LITERARY TECHNICAL COMMITTEE

Darleen Bogart (1985-1996)
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 Chris Devin (1998-2000)
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Martha Pamperin (1990-)
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 Margaret Robinson (2002-)
 Norma Schecter (1980-)
 Joseph Sullivan (1980-)
 John Wilkinson (1988-)

**CHANGES TO
ENGLISH BRAILLE AMERICAN EDITION 1994
AS OF NOVEMBER, 2002**

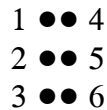
xi

<u>Rule</u>	<u>Section</u>
VI	<i>27.g. new</i>
VII	<i>28.c.(2) new</i> <i>28.d.(2) new</i> <i>28.f.(2) new</i>
VIII	<i>31.b. addition</i> <i>31.b.(1) change and addition</i> <i>31.b.(2) change and addition</i>
<u>App.</u>	<u>Section</u>
A	<i>5. change</i>
C	<i>3. new</i>

ENGLISH BRAILLE AMERICAN EDITION 1994

DEFINITION OF BRAILLE

Braille is a system of touch reading for the blind which employs embossed dots evenly arranged in quadrangular letter spaces or cells. In each cell, it is possible to place six dots, three high and two wide. By selecting one or several dots in characteristic position or combination, 63 different characters can be formed. To aid in describing these characters by their dot or dots, the six dots of the cell are numbered 1, 2, 3, downward on the left, and 4, 5, 6, downward on the right, thus:



The 63 possible characters have a systematic arrangement and are universally grouped in a table of seven lines, as follows:

1st Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
2nd Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
3rd Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
4th Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
5th Line	⠠	⠡	⠢	⠣	⠤	⠥	⠦	⠧	⠨	⠩
6th Line	⠠	⠡	⠢	⠣	⠤	⠥				
7th Line	⠠	⠡	⠢	⠣	⠤	⠥				

Line 1 is formed of dots 1, 2, 4, 5.

Line 2 adds dot 3 to each of the characters of Line 1.

Line 3 adds dots 3-6 to each of the characters of Line 1.

DEFINITION OF BRAILLE

Line 4 adds dot 6 to each of the characters of Line 1.

Line 5 repeats the characters of Line 1 in the lower portion of the cell, using dots 2, 3, 5, 6.

Line 6 is formed of dots 3, 4, 5, 6.

Line 7 is formed of dots 4, 5, 6.

Braille, as officially approved, comprises two systems. Uncontracted Braille is in full spelling and consists of the letters of the alphabet, punctuation, numbers, and a number of composition signs which are special to braille. Contracted Braille consists of Uncontracted Braille plus 189 contractions and short-form words, and should be known as "English Braille." Uncontracted braille should be designated as "Uncontracted English Braille." These systems have previously been designated as Grade 1 Braille (uncontracted braille) and Grade 2 Braille (contracted braille). Below is a complete chart of the braille characters and their meanings:

(**Note:** For other systems (grades) of braille, see App. C.)

ALPHABET AND NUMBERS

1	2	3	4	5	6	7	8	9	0
a	b	c	d	e	f	g	h	i	j
⠁	⠃	⠉	⠑	⠅	⠋	⠗	⠈	⠊	⠚
k	l	m	n	o	p	q	r	s	t
⠅	⠇	⠍	⠎	⠕	⠏	⠑	⠞	⠋	⠞
u	v	w	x	y	z				
⠩	⠬	⠭	⠨	⠹	⠵				

Sign	Meaning
⠠	, comma; non-Latin letter indicator
⠤	; semicolon
⠆	: colon
⠘	. period
⠗	! exclamation point
⠸	() opening and closing parentheses
⠶	[opening bracket
⠶] closing bracket
⠠	“ ” ? opening double quotation mark; question mark
⠠	‘ ’ opening single quotation mark
⠠	* asterisk
⠠	” ” closing double quotation mark
⠠	’ ’ closing single quotation mark
⠠	/ bar; oblique stroke; fraction-line sign
⠠	# number sign
⠠	/ : line sign
⠠	' ' apostrophe
⠠	... ellipsis
⠠	- hyphen

Sign	Meaning
⠄ ⠄	— dash
⠄ ⠄ ⠄ ⠄	braille double dash
⠠	accent sign; print symbol indicator
⠨	italic sign; decimal point
⠨ ⠨	double italic sign
⠠	letter sign
⠠	capital sign
⠠ ⠠	double capital sign
⠠	termination sign
⠠	” " ditto sign

Sign	Meaning	Sign	Meaning	Sign	Meaning
⠠	but	⠠	very	⠠	ow
⠠	can	⠠	will	⠠	ea
⠠	do	⠠	it	⠠	be* bb
⠠	every	⠠	you	⠠	con cc
⠠	from	⠠	as	⠠	dis dd
⠠	go	⠠	and*	⠠	en enough
⠠	have	⠠	for*	⠠	to ff
⠠	just	⠠	of*	⠠	were gg
⠠	knowledge	⠠	the*	⠠	his
⠠	like	⠠	with*	⠠	in*
⠠	more	⠠	ch child	⠠	into
⠠	not	⠠	gh	⠠	was by
⠠	people	⠠	sh shall	⠠	st still
⠠	quite	⠠	th this	⠠	ing
⠠	rather	⠠	wh which	⠠	ble
⠠	so	⠠	ed	⠠	ar
⠠	that	⠠	er	⠠	com
⠠	us	⠠	ou out		

*These are used as both one-cell whole-word and part-word signs.

TWO-CELL CONTRACTIONS

Sign	Initial-letter Contractions			Final-letter Contractions		
	dot 5	Preceded by		Preceded by		dot 6
		dots 4-5	dots 4-5-6	dots 4-6	dots 5-6	
⠠	—	—	cannot	—	—	—
⠠	day	—	—	ound	—	—
⠠	ever	—	—	ance	ence	—
⠠	father	—	—	—	—	—
⠠	—	—	—	—	ong	—
⠠	here	—	had	—	—	—
⠠	know	—	—	—	—	—
⠠	lord	—	—	—	ful	—
⠠	mother	—	many	—	—	—
⠠	name	—	—	sion	tion	ation
⠠	one	—	—	—	—	—
⠠	part	—	—	—	—	—
⠠	question	—	—	—	—	—
⠠	right	—	—	—	—	—
⠠	some	—	spirit	less	ness	—
⠠	time	—	—	ount	ment	—
⠠	under	upon	—	—	—	—
⠠	work	word	world	—	—	—
⠠	young	—	—	—	ity	ally

TWO-CELL CONTRACTIONS

Sign	Initial-letter Contractions Preceded by			Final-letter Contractions Preceded by		
	dot 5	dots 4-5	dots 4-5-6	dots 4-6	dots 5-6	dot 6
⠠	there	these	their	—	—	—
⠠	character	—	—	—	—	—
⠠	through	those	—	—	—	—
⠠	where	whose	—	—	—	—
⠠	ought	—	—	—	—	—

SHORT-FORM WORDS

⠠	about	⠠	although
⠠	above	⠠	altogether
⠠	according	⠠	always
⠠	across	⠠	because
⠠	after	⠠	before
⠠	afternoon	⠠	behind
⠠	afterward	⠠	below
⠠	again	⠠	beneath
⠠	against	⠠	beside
⠠	almost	⠠	between
⠠	already	⠠	beyond
⠠	also	⠠	blind

SHORT-FORM WORDS

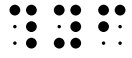
⠠⠠⠠	braille	⠠⠠	little
⠠⠠⠠	children	⠠⠠⠠	much
⠠⠠⠠	conceive	⠠⠠⠠	must
⠠⠠⠠⠠	conceiving	⠠⠠⠠⠠	myself
⠠⠠⠠	could	⠠⠠⠠⠠	necessary
⠠⠠⠠⠠	deceive	⠠⠠⠠⠠	neither
⠠⠠⠠⠠⠠	deceiving	⠠⠠⠠⠠	o'clock
⠠⠠⠠⠠	declare	⠠⠠⠠⠠	oneself
⠠⠠⠠⠠⠠	declaring	⠠⠠⠠⠠⠠	ourselves
⠠⠠⠠	either	⠠⠠⠠	paid
⠠⠠⠠	first	⠠⠠⠠⠠⠠	perceive
⠠⠠⠠	friend	⠠⠠⠠⠠⠠⠠	perceiving
⠠⠠⠠	good	⠠⠠⠠⠠	perhaps
⠠⠠⠠⠠	great	⠠⠠⠠	quick
⠠⠠⠠⠠	herself	⠠⠠⠠⠠	receive
⠠⠠⠠	him	⠠⠠⠠⠠⠠	receiving
⠠⠠⠠⠠	himself	⠠⠠⠠⠠	rejoice
⠠⠠⠠⠠	immediate	⠠⠠⠠⠠⠠	rejoicing
⠠⠠⠠	its	⠠⠠⠠	said
⠠⠠⠠⠠	itself	⠠⠠⠠⠠	should
⠠⠠⠠	letter	⠠⠠⠠	such

SHORT-FORM WORDS

9



themselves



thyself



today, to-day



together



tomorrow, to-morrow



tonight, to-night



would



your



yourself




yourselves

RULES OF BRAILLE

RULE I — PUNCTUATION SIGNS

Sign	Meaning
⠠	, comma
⠤	; semicolon
⠒	: colon
⠨	. period
⠆	! exclamation point
⠠⠠	() opening and closing parentheses
⠠⠠⠠	[opening bracket
⠠⠠⠠] closing bracket
⠠⠠⠠	“ ” ? opening double quotation mark; question mark
⠠⠠⠠	” ” closing double quotation mark
⠠⠠⠠	‘ ’ opening single quotation mark
⠠⠠⠠	’ ’ closing single quotation mark
⠠⠠⠠	* asterisk
⠠⠠	/ bar; oblique stroke; fraction-line sign
⠠⠠	/ : line sign
⠠⠠	' ' apostrophe
⠠⠠⠠⠠	... ellipsis
⠠⠠	- hyphen
⠠⠠⠠	— dash
⠠⠠⠠⠠⠠⠠	braille double dash
⠠⠠⠠	” ” ditto sign

4. Apostrophe: '  **Ex:**

'tis  don't 


Jones' 


a. The apostrophe is to be inserted before the "s" in plural abbreviations, numbers, or letters, even though it has been omitted in print. Similarly, the apostrophe should be inserted in the expression "OKd." In such cases, the apostrophe terminates the effect of the double capital sign. **Ex:**


ABCs 

1930s or 1930's 

ps and qs 

OKd or OK'd 

M.P.s 

5. Hyphen: -  No space should be left before or after a hyphen in a compound word. However, a space should be left appropriately before or after the hyphen in a disconnected compound word. **Ex:**

self-control 

five- or six-pointed star



a. When a dash represents an omitted word or name, a double dash should be used and should be spaced and punctuated as a word. Ex:

"Miss — , you — devil!"

7. Ellipsis: ... (usually 3 dots or asterisks in print indicating the omission of words). The ellipsis should be spaced and punctuated as a word. Ex:

"Love is life's ... sign."

"...life's only sign."

"...life's only sign. * * *"

a. When print dots are used to indicate the omission of letters in words, an equivalent number of dots (dot 3), ... unspaced, should be used. Ex:

d..n (damn)

N.. Y... (New York)

b. If the omission of a complete paragraph is indicated by the ellipsis, the ellipsis should be treated as a paragraph.

RULE II — SPECIAL BRAILLE COMPOSITION SIGNS

Sign	Meaning
⠠	non-Latin letter indicator
⠼	number sign
⠨	accent sign; print symbol indicator
⠸	italic sign; (also decimal point)
⠸⠸	double italic sign
⠠	letter sign
⠠	capital sign
⠠⠠	double capital sign
⠠⠠	termination sign

8. Order of Punctuation and Composition Signs: When two or more braille punctuation marks or composition signs occur together before a word, number or letter, they are placed in the following order:

Order With Punctuation

- Open parenthesis or bracket
- Open quotation sign
- Italic sign
- Non-Latin letter indicator
- Print symbol indicator
- Letter sign
- Apostrophe
- Capital sign
- Accent sign

Order With Numbers

- Open parenthesis or bracket
- Open quotation sign
- Italic sign
- Print symbol indicator
- Number sign
- Apostrophe
- Decimal sign

O'CONNOR ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

MacDONALD ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

SOS ⠠⠠⠠⠠⠠

CON- ⠠⠠⠠⠠⠠⠠⠠⠠

GRESS ⠠⠠⠠⠠⠠⠠

AAIB-AAWB ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

McGRAW-HILL ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

R...D (ROUND) ⠠⠠⠠⠠⠠⠠⠠⠠⠠

F....ING (FIGHTING) ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

10. Italics:

Single italic sign ⠠

Double italic sign ⠠⠠

a. The italic sign is placed before an abbreviation, word, apostrophized word, hyphenated compound word, or number, to indicate that it is italicized. The italic sign is not to be repeated after the hyphen or the apostrophe. In a divided word, or number, the italic sign should not be repeated at the beginning of the next line. **Ex:**

a priori ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

e.g. ⠠⠠⠠⠠⠠⠠⠠

President ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

l'orange ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

o'clock ⠠⠠⠠⠠⠠⠠

blue-eyed ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

out-of-the-way ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

1914-1918 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

dis- ⠠⠠⠠⠠⠠⠠ 123,- ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

graced ⠠⠠⠠⠠⠠⠠ 453,278 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(**Note:** Although italics are very common in print, in many instances they have no value to the braille reader.)

(1) Italics must be used in braille if they are used in print only in the following instances:

(a) To indicate emphasis. Ex:

If you are going to go, *go*.



He is *for* the people.



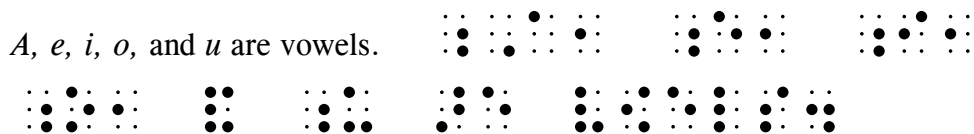
(b) To show distinction, only in such cases as:


- Foreign words and phrases.
- The names of ships, pictures, book titles, publications, etc.
- Subject headings at the beginning of paragraphs.
- The difference between silent thought and conversation.
- Where in print a passage is printed in italics or different typeface from that of the regular text.

(2) Italics should be omitted in such instances as the following:

- Where quoted passages appear in both quotations and italics, unless the italics are
- Where pronunciations are written in both parentheses and italics.
- In the writing of all stage directions, settings, etc., in plays. (When stage directions are given along with the speaking lines of a play, but are not enclosed in parentheses or
- Where a letter which means a letter is written in braille preceded by the letter sign. (See §12.a.(2).)
- Where lists of words are printed in boldface type or italics.
- Where word endings are separated from the root words and are printed in italics or
- Where titles, chapters, sections or other centered headings are printed entirely in italics

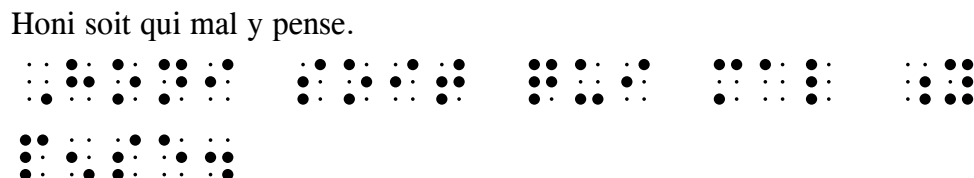
(2) The letter sign is required when a letter which means a letter stands alone and is not followed by a period indicating an abbreviation. A letter which means a letter should be preceded only by a letter sign, and all italics, parentheses or quotation marks should be omitted, even though they are used in print. (However, see §12.b.(5).) Ex:

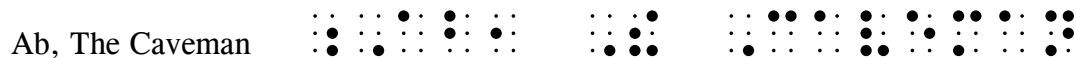
A, e, i, o, and u are vowels. 

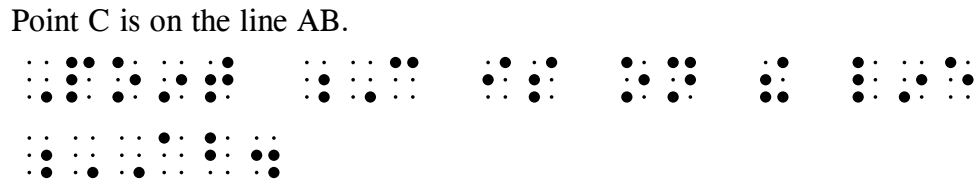
the letters "a" to "j" 

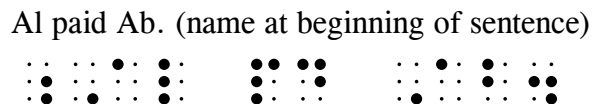
D Day  Mrs. X 

(3) The letter sign is required when a combination of letters standing alone could be confused with a short-form word, or when a word composed of a single letter in an anglicized phrase could be confused with a whole-word contraction. Ex:

Honi soit qui mal y pense. 

Ab, The Caveman 

Point C is on the line AB. 

Al paid Ab. (name at beginning of sentence) 

RULE II. 12.a.(4)

(4) The letter sign is required when a single letter which means a letter is followed by an apostrophe "s", or is joined by a hyphen to a word or number which follows it. Each letter should be preceded by a letter sign when letters of the alphabet are joined by a hyphen or a dash. **Ex:**

b-1 ⠠⠠⠠⠠⠠⠠ t-square ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

the letters a-j ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Mind your p's and q's.

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

He received 3 C's. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

b. The letter sign is not required before a single capitalized or uncapitalized letter when:

(1) The letter is an initial or an abbreviation followed by a period or an oblique stroke.

Ex:

Dr. J. F. Pilgrim, M.D. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

c/o ⠠⠠⠠⠠⠠⠠ s/he ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(2) The letter sign is not required when the letter is followed by the number sign. **Ex:**

Print pages a23-c51

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(3) The letter sign is not required when a number is followed by a contraction. (See also §29.) **Ex:**

1st to 4th ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

13. Stammering, Speech Hesitation, Spelling, Lisped Words, Syllabified Words:

a. Stammered words should not be preceded by the letter sign, nor should they be divided at the end of a line except after unstammered syllables. Whole-word signs should not be used, and the letter(s) or contraction preceding and following the hyphen in stammered words should be identical. If the stammered letter or sound appears in the middle of the word, or if more than one letter or sound is stammered within the same word, precede by a hyphen each set of stammered letters or sounds which do not begin a word. **Ex:**

w-will	⠠⠠⠠⠠⠠⠠	g-go	⠠⠠⠠⠠
s-s-stu-	⠠⠠⠠⠠⠠⠠		
pidity	⠠⠠⠠⠠⠠		
de-ce-ce-cease	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠		
de-	⠠⠠⠠		
ce-ce-cease	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠		
s-s-s-super-st-st-stition	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠		
s-s-super-	⠠⠠⠠⠠⠠⠠⠠⠠⠠		
stition	⠠⠠⠠⠠		
s-s-s-super-	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠		
st-st-stition	⠠⠠⠠⠠⠠⠠⠠		
th-these	⠠⠠⠠⠠⠠⠠	g-ghost	⠠⠠⠠⠠⠠⠠
th-this	⠠⠠⠠⠠⠠	wh-where	⠠⠠⠠⠠⠠

b. When single letters are spaced by hyphens, as in representing spelling, speech hesitation, or vocal sounds without word meanings, the letter sign is not required. The capital sign is required before each upper case letter. **Ex:**

we-e-ek (speech hesitation) ⠠⠋⠥⠤⠤⠋

c-h-e-e-s-e (spelling) ⠠⠠⠠⠠⠠⠠⠠

S-T-O-P (spelling) ⠠⠠⠠⠠⠠⠠

br-r-r (vocal sound) ⠠⠠⠠⠠⠠⠠

T-H-G (Tin-Hat-General) (abbreviated spelling)

⠠⠠⠠⠠⠠⠠

V-J Day (abbreviated spelling) ⠠⠠⠠⠠⠠⠠⠠

c. In transcribing lisped words, the "th" contraction should be used. **Ex:**

thecond thentury (second century) ⠠⠠⠠⠠⠠⠠⠠⠠⠠

d. When representing syllabified words, only the following contractions may be used: the one-cell part-word contractions, including "en" and "in", but excluding all other lower-sign contractions; all one-syllable two-cell initial-letter contractions; and all one-syllable short-form words. **Ex:**

in-form-er ⠠⠠⠠⠠⠠⠠⠠ en-a-ble ⠠⠠⠠⠠⠠⠠

some-one ⠠⠠⠠⠠⠠ quick-ened ⠠⠠⠠⠠⠠⠠

will-ing-ness ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

here-to-fore ⠠ ⠥ ⠞ ⠊ ⠎ ⠊ ⠎ ⠠ ⠞ ⠕ ⠎ ⠊ ⠎ ⠠ ⠎ ⠞ ⠞ ⠠ ⠎ ⠞ ⠠

was-n't ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

child-ish ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

RULE III — FORMAT

14. In so far as possible, the arrangement and format of the braille copy should follow the practice used in the print text. (For special formats, see App. A. For textbooks, see *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

15. Title Pages, Contents, Dedications, Introductions, Volume Endings, etc.:

a. Title Pages: Title pages should include title, sub-title, author, publisher, copyright, number of volumes, volume number followed by inclusive braille pages in volume, transcriber's or braille publisher's name, and year of embossing. In addition, other items should be included in accordance with standard procedures authorized by publishers, libraries, or transcribing groups.

b. Contents Pages: Each braille volume should include a contents page covering the materials contained in that volume, unless there is no print contents. The contents page should follow the title page unless there is a special symbols page, transcriber's notes page, dedication or acknowledgment. On the third line of a new page the word CONTENTS should be written at the left-hand margin and the word VOLUME (followed by the appropriate capitalized Roman

numeral) at the right-hand margin, with a series of guide dots (dot 5) ⠠ between them.

Following a blank line, the word Chapter should be placed at the left-hand margin, and the word Page at the right-hand margin, with no guide dots between. After another blank line, begin the contents. The chapter numbers and/or headings should start at the left-hand margin and the braille page numbers should be placed at the right-hand margin. A series of dot 5 should be used for the guide lines, and a space should be left both after the chapter heading and before the page number. Unless there is space for two or more guide dots between the end of the chapter heading and the page number, the guide dots should be omitted, but there must be at least one space between the end of the heading and the number sign of the page number. When a long heading requires two or more lines, leave at least six spaces between the last word of each line of the heading (except the last one) and the right-hand margin. All continuations of chapter headings should begin in the third cell of the line. (See also §19.)

c. Dedications, Acknowledgments, etc., should each be centered on a separate page.

d. Prefaces, Forewords, Introductions, etc., should each begin a new braille page, with their headings centered on the third line separated by a blank line from the first paragraph of context.

e. Volume Endings: The words END OF VOLUME (followed by the corresponding volume number in capitalized Roman numerals) should be centered on the second line below (if possible) the last line of braille on the last braille page of each volume. The words THE END should be centered on the second line below (if possible) the last line of braille on the last braille page of the book.

16. Page Numbering: In each volume, the title page should be counted as Roman numeral i but should not carry a braille number. Following the title page, all succeeding pages in each volume prior to beginning the actual text (such as dedications, contents, prefaces, forewords, introductions) should be numbered consecutively in uncapitalized Roman numerals. The first page of the actual text of Volume I should be numbered Arabic 1, and pages of text should be numbered consecutively throughout all volumes.

17. Centered and Cell 5 Headings: Print capitalization should be followed for centered and cell 5 headings whether large and/or small capitals are employed. The heading should be accompanied by at least one braille line of text on the braille page.

a. Centered Headings: Within the braille page, one blank line should be left before and after a centered heading, and three blank cells should be left before and after each line of the centered heading. A blank line should be left between the complete chapter heading (chapter number and/or title), and the beginning of the text.

b. Cell 5 Headings: A heading beginning in cell 5 should only be used for a subheading within a text section introduced by a centered heading. Within the braille page, one blank line should be left before, but not after, a cell 5 heading. Carryover lines of the heading should be blocked in cell 5.

18. Paragraphs:


a. Paragraphing: A paragraph begins in the third space of a new line. Where print uses all capital letters in the first few words at the beginning of a chapter or section, this style variation should be avoided. Such paragraphs should be properly indented, and the normal use of capitalization should be observed. (For special format, see App. A. 1.)

b. Paragraph Headings: When a paragraph heading is written in all capitals in print, it should be italicized in braille; and text should follow on the same braille line if possible.

19. Omissions of Copy; Editing: When illustrations, diagrams, etc. cannot be reproduced in braille, references to them in the text generally should be avoided. A description in words may be included in a transcriber's note. If items listed on the print contents page are omitted from the braille edition, a statement to that effect should appear at the end of the contents listing. Other omissions, such as illustrations and diagrams, should be noted on the transcriber's notes page. (See also App. A. 10.)

20. Blank Lines in Print: When one or more blank lines are used in print to denote change in thought, scene, poetic stanza, or to set off quoted matter, telegrams, letters, etc., only one blank line should be left in braille. If the break would occur following the last line of the braille page, a blank line should be left at the top of the new braille page. If such material appears in italics in print, the italics should be retained. (See §10.g.; also App. A. 3.)

RULE IV — ASTERISK, FOOTNOTES, REFERENCES

21. Asterisk: *  This sign represents the asterisk or any other reference mark in print. A space is left before and after the asterisk sign except when it is followed by a footnote number, when no space should be left between the asterisk and the note number. List this sign on the special symbols page. (See App. A. 9.)

a. Where an asterisk or asterisks occur in a line of print, to denote a presumed omission, the ellipsis should be used in braille. (See §7.)

22. Footnotes: In general literature, the following methods of writing footnotes in prose, poetry or plays, or tabular material should be used.

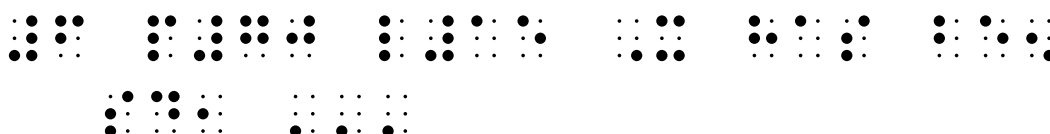
a. Prose:

(1) Short notes of seven words or less should be inserted in the text following the word or words to which they refer, and should be enclosed in brackets.

(2) In prose material, footnotes consisting of more than seven words should be inserted immediately following the paragraph in which reference to them occurs. The asterisk or numbered asterisk (if there are two or more notes in the paragraph) should be used in the text before the corresponding note. The note, preceded by its asterisk sign, should be written in paragraph form, starting in cell 7, with all runovers beginning in cell 5. No lines should be skipped before or after the note.

b. Poetry and Plays: In poetry and plays, all footnotes should be placed at the end of the volume in which they occur, with reference to them in the text being indicated by consecutively numbered asterisks inserted in the text, beginning with #1 for each new volume. Immediately following the text, the notes section should begin a new page headed NOTES. In the note section, each note number, without an asterisk, should begin in the first cell of a new line, followed by the braille page and line numbers of the text where the corresponding reference occurs, followed by the note itself. (All lines on the braille page are counted, including blank lines.) If a note requires more than one braille line, all successive lines should be indented to cell 3. **Ex:**

6. Page 70, line 15. It has been said, ...



c. Tabular Material: See App. A. 5.

23. References: When the meaning is obvious, references may be condensed as shown in the examples below. Where Roman numerals occur in references, Arabic numbers should be substituted for them. **Ex:**

Chapter 4, page 50, line 5 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Volume I, pp. 9-15 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Pages 8 and 21 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Verses 6-10 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Heb. VI 9, or Heb. 6:9, or Heb. 6.9 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Ruth II 6, or Ruth 2:6, or Ruth 2.6 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Ruth 1:16, 2:4-10
⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

III John I:2 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠


The letter sign must be used before any letter or group of letters which can be confused with an alphabetic contraction or short-form word. **Ex:**

Sr. y Sra. Juarez



(1) Contractions should be used in conformity with the rules of English Braille, except that one-cell part-word contractions should not overlap a syllable division in an anglicized word which is spelled the same as an English word that has a different pronunciation; however, two-cell final-letter contractions may be so used. **Ex:**

al fine



pension (Eng. pension, Fr. boarding house)



(2) In anglicized proper names, words or phrases, words which correspond to English alphabet or other one-cell whole-word contractions or short-form words should be written in uncontracted braille. Similarly, the use of initial-letter two-cell contractions should be avoided where pronunciation does not conform to the pronunciation generally assigned them in English. **Ex:**

Chou En-lai



Port Said



centime



Ed Do



Michael To plays cello.



c. Accent Sign: ⠠ This sign is used in English texts before all letters which in print are marked with an accent or other marking, even in italicized or quoted foreign passages, and the special foreign accented letter symbols should not be used.

Accented letters in foreign or anglicized words must not form part of a contraction. In English stressed syllables, however, a contraction may follow the accent sign. List this sign on the special symbols page. (See App. A. 9.) **Ex:**

café ⠠ ⠠ ⠠ ⠠ ⠠

général ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

señor ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

garçon ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

Catherine de Médicis

⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

blessed ⠠ ⠠ ⠠ ⠠ ⠠

reënforce ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

d. Foreign Material in English Context: When foreign words, phrases, or passages occur in English text, English punctuation and composition signs should be used. However, in the writing of Spanish words, phrases, or passages, the special Spanish punctuation signs must be used in accordance with print copy. (See App. B. 3.(b).)

e. Non-Latin Letters: Greek and other non-Latin letters occurring in English context should be preceded by dot 2. ⠠ Neither the letter sign nor the italic sign should be used. List this sign on the special symbols page. (See App. A. 9.) (For a combination of non-Latin and Latin letters see also Rule VIII §31.c.) **Ex:**

π (pi) ⠠ ⠠

ΦBK (Phi Beta Kappa) ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

Σ (Sigma) ⠠ ⠠ ⠠

c. Passages or books written in Old or Middle English should be considered as foreign and should be written in uncontracted braille. (See *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

RULE VI — ABBREVIATIONS

27. Abbreviations used in print should be used in braille, and may be written with or without the period or capital, in accordance with the print copy. Abbreviations consisting of letters should be written unspaced on one line. Contractions may be used in familiar abbreviations, even though their use is not permitted in the whole words for which they stand. **Ex:**

e.g. ⠠⠠⠠⠠⠠⠠ viz. ⠠⠠⠠⠠⠠⠠ M.A. ⠠⠠⠠⠠⠠⠠

Mr. ⠠⠠⠠⠠⠠⠠ Mr ⠠⠠⠠⠠⠠⠠ prof. ⠠⠠⠠⠠⠠⠠

ed. (as for editor, edition) ⠠⠠⠠⠠

a. An abbreviation written in full capitals without periods should be preceded by the double capital sign. In such fully capitalized abbreviations, where each letter represents a word, neither the letter sign nor contractions should be used. Where periods are employed in print in such abbreviations, each letter must be preceded by a capital sign and followed by a period, and the entire abbreviation should be written on one line without a space between the separate letters. When an uncapitalized word is a part of an abbreviation employing periods, the entire abbreviation should be written unspaced, and contractions should be used in the uncapitalized word or words. **Ex:**

SEATO ⠠⠠⠠⠠⠠⠠⠠⠠ U.S.A. ⠠⠠⠠⠠⠠⠠⠠⠠

S.H.A.P.E. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

DDT ⠠⠠⠠⠠⠠⠠ LL.D. ⠠⠠⠠⠠⠠⠠⠠⠠

A.F. of L. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Exceptions:

(1) In such combinations as "ATandT" and "NYUers," only the uncapitalized letters of the abbreviations should be contracted. **Ex:**

AFOFL ⠠⠋⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋
ATandT ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

A&P ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋
NYUers ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

(2) In an acronym, capitalized or uncapitalized, consisting of combinations of abbreviations of two or more words, contractions should be used when the letters of a contraction fall into one syllable. **Ex:**

FORTRAN ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

MEDICO ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

radar ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

b. Abbreviations consisting of a sequence of portions of words should be spaced in accordance with the print copy. When such abbreviations are written unspaced in print, they may not be divided at the end of a line. **Ex:**

B.Sc. ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋
Ed.D. ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

Ph.D. ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋
D.Litt. ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

W. Va. ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

Lt. J. G. ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

Phys. Ed. Dept. ⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋⠠⠋

c. The initials of a person's name should ordinarily be written with a space between them and may be separated at the end of a line. However, if personal initials are written together in print, they should also be written unspaced on one line in braille. **Ex:**

G.B.S. ⠠⠠⠠⠠⠠⠠⠠⠠ A.B. ⠠⠠⠠⠠⠠⠠

F. E. Smith ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

d. The components of postal districts are to be written unspaced from one another, and may not be divided at the end of a line. **Ex:**

S.W.1 ⠠⠠⠠⠠⠠⠠⠠⠠ SW2 ⠠⠠⠠⠠⠠⠠⠠

Note: It was decided by agreement at an international conference on English braille that the braille of postal codes, in order to reflect print practice, may require a different spacing than shown above. These postal codes may not be divided at the end of a line. **Ex:**

W1Y 9LF ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠

M4G 3E8 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠

e. When a date is indicated by the number of the month, day or year, separated in print by the oblique stroke, hyphen or period, the corresponding numbers are used in braille separated by the hyphen, with only one number sign preceding the entire group. Arabic numbers should be substituted for Roman numerals, in which case the month should always be written first. **Ex:**

8/9/36, or 8-9-36, or 8.9.36, or 9.VIII.36 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Note: The print practice for indicating dates does not always follow the sequence of month, day, year. For an accurate representation of the date, the numbers may require a different order than shown above. **Ex:**

25/6/94 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

94/06/25 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

f. Telephone numbers consisting of letters and figures should be written without contractions. **Ex:**

CH 6-1234 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠


393-INFO ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

1-800-424-8567 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(202)707-5100 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

g. (4-98) Electronic Addresses and File Names: Braille e-mail, website and Internet addresses, file names, and the like according to the rules of the *Computer Braille Code*, most recent edition. (See App. C. 3.)

RULE VII — NUMBERS AND ROMAN NUMERALS



28. Cardinal Numbers: Numbers are expressed by the letters "a" through "j" preceded by the number sign. 

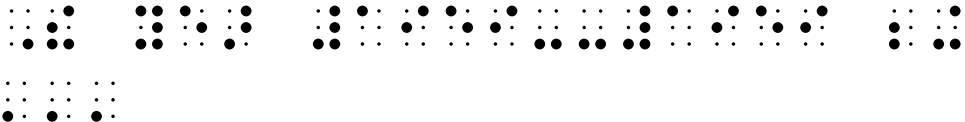
a. The effect of the number sign is not terminated by commas, colons, hyphens, fraction signs, and decimals. However, after a space or a dash, the number sign must be repeated.


(Note: In writing sports scores, results of votes, etc., a hyphen should be used to separate the numbers.) **Ex:**

4,500,000  1959 

2, 4, 6, and 8. 

8-12  10:30 a.m. 

The year 1959—1959 being...


The bill passed 403-13. or The bill passed 403—13.


RULE VII. 28.b.

b. Although numbers joined by the hyphen do not require the second number sign, if the number is divided at the end of the line after the hyphen, the number sign should be repeated at the beginning of the following line. Where necessary, an integral number may be divided after a comma, but the number sign should not be repeated at the beginning of the following line.

(Note: The division of integral numbers between lines should be avoided unless considerable space can be saved.) **Ex:**

1760-62 ⠠1⠠7⠠6⠠0⠠-⠠6⠠2
 1760- ⠠1⠠7⠠6⠠0⠠-
 62 ⠠6⠠2
 4,500,- ⠠4⠠,⠠5⠠0⠠0⠠-
 000 ⠠0⠠0⠠0

c. Simple Fractions:

(1) The sign $\frac{\cdot}{\cdot}$ represents the fraction-line, and is used to separate the numerator from the denominator. **Ex:**

$\frac{1}{4}$ ⠠1⠠4 $\frac{10}{100}$ or 10/100 ⠠1⠠0⠠1⠠0⠠0⠠0

(2) (11-95) Regardless of sequence, when two fractions, or a fraction and a whole number, are connected by a hyphen or a dash, the number sign must be repeated after the hyphen or the dash. **Ex:**

$\frac{1}{3}-\frac{2}{3}$ ⠠1⠠3⠠-⠠2⠠3
 $\frac{5}{8}-\frac{3}{4}$ ⠠5⠠8⠠-⠠3⠠4
 $\frac{1}{2}-1$ ⠠1⠠2⠠-⠠1
 1- $\frac{15}{16}$ ⠠1⠠-⠠1⠠5⠠16
 10- $\frac{1}{10}$ ⠠1⠠0⠠-⠠1⠠10

e. Oblique Stroke: The sign $\cdot\cdot$ represents the oblique stroke, bar, or slash, and is used whenever the symbol it represents appears in print, except when it is used in the writing of dates (see §27.e.). When an oblique stroke occurs between numbers other than fractions, the number sign should be repeated before the second number. Similarly, when an oblique stroke occurs between capitalized abbreviations, the capital sign should be repeated. When an oblique stroke occurs between words and the words must be divided between lines, the hyphen should be inserted following the oblique stroke. **Ex:**

B/S (Bill of Sale) $\cdot\cdot$ and/or $\cdot\cdot$

£5/3/2 (sterling coinage) $\cdot\cdot$

7/11/59 $\cdot\cdot$

Model 09/52 $\cdot\cdot$

USOM/APO $\cdot\cdot$

typist/- $\cdot\cdot$

stenographer $\cdot\cdot$

f. Decimals:

(1) The sign \cdot represents the decimal point and is placed between the number sign and the numbers of a decimal fraction. When a decimal fraction is joined to a whole number to form a decimal mixed number, the number sign is placed only before the whole number. **Ex:**

.7 \cdot 8.93 \cdot

(2) (11-95) Regardless of sequence, when two decimal fractions, a decimal fraction and a whole number, a decimal mixed number and a decimal fraction, or a whole number and a decimal mixed number, are connected by a hyphen or a dash, the number sign must be repeated after the hyphen or the dash. **Ex:**

.75—1.5 ⠠. ⠠7 ⠠5 ⠠— ⠠1 ⠠. ⠠5

.125-.625 ⠠. ⠠1 ⠠2 ⠠5 ⠠. ⠠6 ⠠2 ⠠5

3-4.5 ⠠3 ⠠- ⠠4 ⠠. ⠠5

4.5—3 ⠠4 ⠠. ⠠5 ⠠— ⠠3

1.75-.9 ⠠1 ⠠. ⠠7 ⠠5 ⠠. ⠠9

g. Decimal Coinage: The sign $\text{⠠\$}$ represents the \$ and is placed before the number sign to indicate dollars. When writing dollars and cents, the decimal sign ⠠. is used to separate the cents from the dollars. Neither the dollar sign nor the number sign should be repeated after the decimal sign. **Ex:**

\$8.75 ⠠\$ ⠠8 ⠠. ⠠7 ⠠5

\$15.22½ ⠠\$ ⠠1 ⠠5 ⠠. ⠠2 ⠠2 ⠠½

RULE VII. 28.h.

h. In expressing a **definite point of time**, regardless of how it is expressed in print, the colon should always be used in braille to separate the hours, minutes, and seconds, and the number sign should not be repeated. **Ex:**

11:30 p.m. ⠠⠨⠒⠒⠒⠨⠒⠒⠒⠠⠫⠒⠒⠒

1:00:15 a.m. ⠠⠕⠒⠒⠒⠠⠫⠒⠒⠒⠠⠫⠒⠒⠒⠠⠫⠒⠒⠒

i. **Intervals of time** are shown in braille as follows:

6-7 a.m. (the number sign is not repeated, as both figures refer to hours)

⠠⠕⠒⠒⠠⠫⠒⠒⠒

6:15-7:45 or 6.15-7.45 (the number sign must be repeated after the hyphen, as minutes are followed by hours)

⠠⠕⠒⠒⠠⠫⠒⠒⠒⠠⠫⠒⠒⠒⠠⠫⠒⠒⠒

j. In general literature, the **common mathematical signs of operation** for + (plus), — (minus), × (times or by), ÷ (divided by), and = (equals) should always be expressed in words. The special mathematical signs should be used only in mathematics and scientific texts. **Ex:**

2 + 2 ⠠⠒⠠⠫⠒⠠⠫⠒⠠⠫⠒⠠⠫⠒




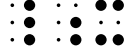

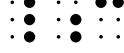

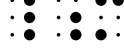
4 — 2 = 2 ⠠⠕⠒⠒⠠⠫⠒⠒⠠⠫⠒⠠⠫⠒⠠⠫⠒⠠⠫⠒⠠⠫⠒⠠⠫⠒⠠⠫⠒

29. Ordinal Numbers are formed by adding the ordinal endings "st," "nd," "rd," and "th" to the cardinal numbers, and the contractions for "st" and "th" should be used. **Ex:**

1st ⠠⠒⠠⠫⠒⠠⠫⠒ ⠠⠒⠠⠫⠒⠠⠫⠒ ⠠⠒⠠⠫⠒⠠⠫⠒ ⠠⠒⠠⠫⠒⠠⠫⠒

3rd ⠠⠒⠠⠫⠒⠠⠫⠒ ⠠⠒⠠⠫⠒⠠⠫⠒ ⠠⠒⠠⠫⠒⠠⠫⠒ ⠠⠒⠠⠫⠒⠠⠫⠒

c. Following are the braille symbols for certain rare Roman numerals. (A Transcriber's Note should be inserted giving the meaning of these symbols whenever they first appear.) **Ex:**

IƆ	(500)		iƆ	(500)	
\bar{X}	(10,000)		\bar{x}	(10,000)	
\bar{C}	(100,000)		\bar{c}	(100,000)	
\bar{M}	(1,000,000)		\bar{m}	(1,000,000)	

RULE VIII — COINAGE, WEIGHTS, MEASURES AND OTHER SPECIAL SYMBOLS

31. When in print a number or letter is preceded or followed by a symbol or abbreviation for coinage, weight, measure, or other special sign, in braille follow the print order, spelling, capitalization, punctuation, and spacing for the abbreviation or the corresponding braille symbol.

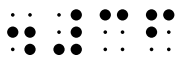














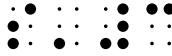
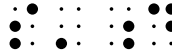
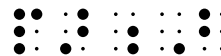


a. Print Abbreviations: Follow the print capitalization, spelling, punctuation, order and spacing. When the abbreviation is unspaced from the preceding number or letter, insert a letter sign before the abbreviation. The one-cell part-word sign "in" should not be used in the abbreviation for "inch(es)." In abbreviations that contain both upper and lower case letters, such as MHz (megahertz), capitalize each upper case letter individually. Ex:

2ft, 4in	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
15 km/l	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
5-10 mins	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
27 sq. ft.	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
5mL	⠠⠠⠠⠠⠠⠠⠠⠠
6-in.-dia.	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
5 KW	⠠⠠⠠⠠⠠⠠⠠⠠
60 MHz	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
8 ins	⠠⠠⠠⠠⠠⠠⠠⠠

b. (11-02) Print Symbols:

Print Symbol	Braille Equivalent	Meaning
¢		cent(s)
°		degree(s)
\$		dollar(s)
€		euro(s)
'		foot, feet
"		inch(es)
'		minute(s) (angular)
#		number
¶		paragraph
%		percent
£		pound(s) (sterling)
#		pound(s) (weight)
"		second(s) (angular)
§		section
¥		yen

(1) (11-02) Use the list of braille equivalents as shown in §31.b. above. When the braille equivalent begins with a letter and immediately follows the number or letter (that is, without a space), insert a letter sign. Also, insert a letter sign before any letter which immediately follows the braille equivalent. **Ex:**

\$36		£25 7d	
16¢		21¥	
18°		98°F	
5'		or	
10"		or	
It's 5%.			#7
Apt. #A			
Ed carried the 100# bag.			
§3		§d	
¶B			
€5		42 €	

(2) (11-02) Insert dot 4, $\dot{\cdot}$ the print symbol indicator, before the \$ and £ symbol in braille when the symbol stands alone, follows a number without an intervening space, or is in conjunction with a word or abbreviation. List this symbol on the special symbols page. (See App. A. 9.) **Ex:**

10 \$US $\dot{\cdot}$

The £ and the US\$ were unchanged.

$\dot{\cdot}$

How does the € equate to 1\$US?

$\dot{\cdot}$

c. Non-Latin Letters: When a non-Latin letter is part of an abbreviation, precede the letter with the non-Latin letter indicator, dot 2. $\dot{\cdot}$ List this symbol on the special symbols page. (See App. A. 9.) When Latin letters of such abbreviations immediately follow the non-Latin letter(s), insert a letter sign before the first Latin letter of such abbreviations. Do not use contractions in such abbreviations. **Ex:**

3 μ sec (microseconds) $\dot{\cdot}$

d. In texts where it is required to show that a special symbol is used, such as & (ampersand) or @ (at), dot 4 $\dot{\cdot}$ should precede the braille symbol or letter combination. Such usage should be employed only when it is necessary to show the exact symbol, such as in typewriting instruction manuals or other technical works. List this symbol on the special symbols page. (See App. A. 9.) **Ex:**

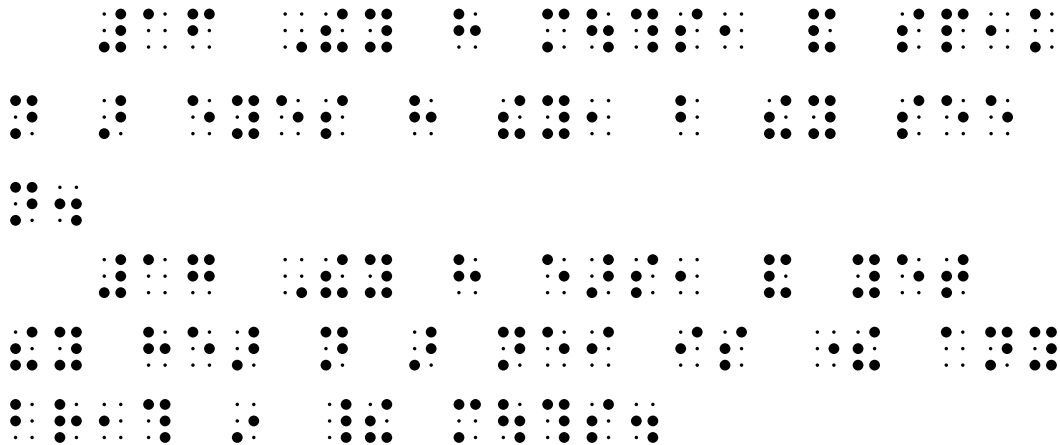
3° $\dot{\cdot}$ & $\dot{\cdot}$
 @ $\dot{\cdot}$ # $\dot{\cdot}$

VIII-6

RULE VIII.

16 They have mouths, and
speak not : eyes have they,
but they see not.

17 They have ears, and yet
they hear not : neither is
there any breath in their
mouths.



(2) When an agency or braille publisher requires poetry, inscriptions, etc., to be transcribed in braille using prose form, insert the line sign to indicate the end of each complete line or print line of poetry, inscription, etc. Indicate the change of print format in a Transcriber's Note. After the completion of the poetry, etc., begin the following text on a new braille line.

c. Numbered Lines: For numbered lines, see *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.

33. Scansion and Stress: (See *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

Short or unstressed syllable sign ⠠ Long or stressed syllable sign ⠡

a. These signs should be placed before the vowels of the syllables affected. Contractions should not be used in scansion where both stressed and unstressed syllables are shown. List these signs on the special symbols page. (See App. A. 9.) **Ex:**

The curfew tolls

the knell of

parting day.

b. End of foot sign | ⠆⠆

Caesura sign || ⠆⠆ ⠆⠆

These signs should be preceded and followed by a space. Where a foot sign occurs within a word, the hyphen, followed by a space, is used after the syllable ending the foot. Contractions may be used in scansion where stressed or unstressed syllables are not shown. List these signs on the special symbols page. (See App. A. 9.) **Ex:**

Still stands the | forest pri- |

meval, || the | murmuring

| pines and the | hemlocks.

c. Where detailed scansion is not required, the accent sign ⠆⠆⠆ is used to indicate stressed syllables. Contractions may be used except where the stressed vowel is part of a contraction. List this sign on the special symbols page. (See App. A. 9.) **Ex:**

Still stands the forest
 primeval, the murmuring
 pines and the hemlocks.

RULE X — GENERAL USE OF CONTRACTIONS

34. General Rules Governing Part-Word Contractions: Contractions forming parts of words should not be used where they would obscure the recognition or pronunciation of a word.

a. Contractions may be used:

(1) Where the letters of the contraction are in the same syllable. **Ex:**

standing ⠠⠎⠞⠁⠝⠇⠊⠝⠎

cringing ⠠⠕⠞⠗⠊⠝⠎

withered ⠠⠠⠠⠠⠠⠠⠠

Wright ⠠⠠⠠⠠⠠⠠

inform ⠠⠠⠠⠠⠠

pssst ⠠⠠⠠⠠⠠

shhhh ⠠⠠⠠⠠⠠⠠

benevolent ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

(2) Contractions may be used where the letters of the contraction would overlap a minor and/or incidental syllable division. **Ex:**

handle ⠠⠠⠠⠠⠠⠠

sofa ⠠⠠⠠⠠

tiny ⠠⠠⠠⠠

Reno ⠠⠠⠠⠠⠠

astrigent ⠠⠠⠠⠠⠠⠠⠠⠠

Vanderbilt ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Kingston ⠠⠠⠠⠠⠠⠠⠠⠠

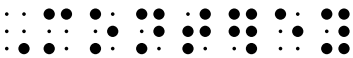
Seattle ⠠⠠⠠⠠⠠⠠⠠⠠⠠

Eden ⠠⠠⠠⠠

Minneapolis ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠



RULE X. 34.a.(2)

Tennessee  andante 

Monterey 

b. However, a contraction must not be used:

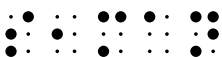
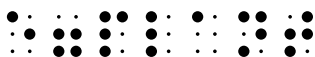
(1) Where the usual braille form of the base word would be altered by the addition of a prefix or suffix. **Ex:**

uneasy  unlessoned


disingenuous  squally 

fruity  undisturbed 

Exception: The "ea" and the double letter signs "bb," "cc," "dd," "ff," and "gg" should be used even where a word ending or a suffix is added to the base word. **Ex:**

seaman  eggplant 

ebbing  stiffly 

(2) A contraction must not be used where it would violate the primary syllable division between a prefix or a suffix and the base word. **Ex:**

mishandle  mistrust 

predate  infrared 

prounion  twofold 

freedom



changeable

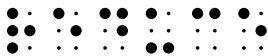


RULE X. 34.b.(3)

X-3

(3) A contraction must not be used where a primary syllable division occurs between the prefix and the root of a word. (See §34.c. below.) **Ex:**

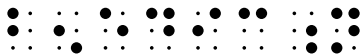
reduce



edict



benediction



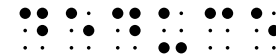
erupt



profess



deduce



predict



erect



malediction



profound



Benedict

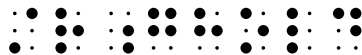


(4) A contraction must not be used where base words are joined to form an unhyphenated compound word. **Ex:**

sweetheart



stronghold



blowhard



painstaking



Jamestown



stateroom



pineapple ⠏⠢⠑⠁⠑⠑⠏⠑

X-4

RULE X. 34.b.(4)

kettledrum ⠕⠑⠞⠞⠑⠇⠔⠗⠘⠑⠎

Bighorn ⠃⠢⠒⠑⠎

(5) A contraction must not be used where the use of contractions would disturb the pronunciation of a digraph or trigraph (two or more letters pronounced as one sound). **Ex:**

sphere ⠎⠑⠕⠑⠗⠑ Boone ⠃⠕⠔⠑

hoity-toity ⠕⠒⠑⠞⠞⠑⠞⠑⠞⠑

tableau ⠞⠑⠃⠑⠕

(6) A contraction must not be used where two adjoining consonants are pronounced separately. **Ex:**

shanghaied ⠎⠕⠒⠒⠑⠞⠑⠞⠑

isinglass ⠒⠢⠑⠒⠑⠎ towhee ⠞⠕⠞⠑⠒⠑

nightingale ⠒⠢⠑⠒⠑⠒⠑⠒⠑ dinghy ⠔⠢⠒⠑

fiance ⠒⠢⠑⠒⠑ meningitis ⠕⠒⠑⠒⠑⠒⠑⠒⠑⠒⠑

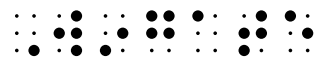
lingerie ⠒⠢⠑⠒⠑ Gingold ⠒⠢⠑⠒⠑⠒⠑

Stalingrad ⠎⠞⠑⠒⠑⠒⠑

Vandyke



Wingate



RULE X. 34.b.(7)

X-5

(7) A contraction must not be used where the use of a contraction would cause difficulty in pronunciation. **Ex:**

Airedale



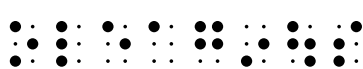
battledore



tweedledum



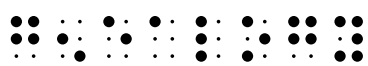
oleaginous



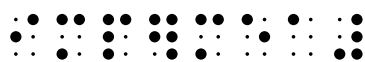
skedaddle



genealogy



impermeable



c. General Exception: Contractions should be used in such easily read words as:

around



arise



arose



acknowledge



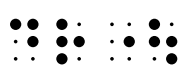
baroness



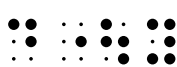
governess



drought



doughty



d. Contractions should be used in entry words found in the dictionary. In general literature, contractions should be used in common terms for a particular subject, such as botany, medicine, etc., when they are listed in a glossary of the book being transcribed or

when they are explained in the text as they are originally presented. Similarly, contractions should be used in coined words in science fiction.

X-6

RULE X. 34.e.

e. Part-word contractions should be used rather liberally in dialect. **Ex:**

silance (silence) ⠠⠠⠠⠠⠠⠠

deputy (deputy) ⠠⠠⠠⠠⠠⠠

bofe (both) ⠠⠠⠠

thet (that) ⠠⠠⠠

impedent (impudent) ⠠⠠⠠⠠⠠⠠

huccom (how come) ⠠⠠⠠⠠⠠

must er (must have, must of) ⠠⠠⠠⠠

'stracted (distracted) ⠠⠠⠠⠠⠠⠠

(1) When "t" is replaced by "th" followed by "e," the "th" contraction should be used.

Ex:

matther (matter) ⠠⠠⠠⠠⠠

sisther (sister) ⠠⠠⠠⠠⠠

(2) When "you're" is represented in print by "your," the short-form word must not be used, since it does not retain its original meaning.

35. Preferred Contractions: Unless their use violates any of the principles of the Rules of English Braille, where there is more than one possible choice in the use of contractions, the

selection should be made on the following bases:

RULE X. 35.a.

X-7

a. Preference should be given to the contractions which save the greatest amount of space. **Ex:**

Leander ("and" not "ea") ⠠⠠⠠⠠⠠⠠⠠⠠

wither ("with" not "the") ⠠⠠⠠⠠⠠

oneness ("one" and "ness" not "en") ⠠⠠⠠⠠⠠⠠⠠⠠

thence ("th" not "the") ⠠⠠⠠⠠⠠

bubble ("ble" not "bb") ⠠⠠⠠⠠⠠⠠

b. One-cell contractions should be used in preference to two-cell contractions as parts of words. **Ex:**

prisoner ("er" not "one") ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

opponent ("en" not "one") ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

stoned ("ed" not "one") ⠠⠠⠠⠠⠠⠠

adhered ("ed" not "here") ⠠⠠⠠⠠⠠⠠⠠

haddock ("dd" not "had") ⠠⠠⠠⠠⠠⠠⠠

Exception: The contraction for "ence" should be used before the letters "d" or "r." **Ex:**

commenced (not "en" "ed") ⠠⠠⠠⠠⠠⠠⠠

silencer (not "en" "er") ⠠⠠⠠⠠⠠⠠⠠⠠

X-8

RULE X. 35.c.

c. Where a choice must be made between two consecutive contractions in order to avoid misspelling, preference should be given to the contraction which more nearly approximates correct pronunciation. **Ex:**

wherever ⠠⠠⠠⠠⠠⠠

















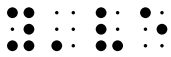
dispirited ⠠⠠⠠⠠⠠⠠⠠⠠

coherence ⠠⠠⠠⠠⠠⠠⠠⠠


RULE XI — ONE-CELL WHOLE-WORD CONTRACTIONS

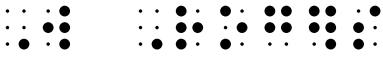
Sign	Word	Sign	Word	Sign	Word
⠠	but	⠠	people	⠠	for
⠠	can	⠠	quite	⠠	of
⠠	do	⠠	rather	⠠	the
⠠	every	⠠	so	⠠	with
⠠	from	⠠	that	⠠	child
⠠	go	⠠	us	⠠	shall
⠠	have	⠠	very	⠠	this
⠠	just	⠠	will	⠠	which
⠠	knowledge	⠠	it	⠠	out
⠠	like	⠠	you	⠠	still
⠠	more	⠠	as		
⠠	not	⠠	and		

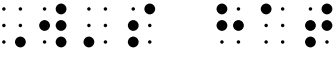
b. One-cell whole-word contractions may be used when followed by the apostrophe only in the familiar word combinations listed below. However, they should not be used after the apostrophe, nor in rare or colloquial forms, such as "d'you," "you's," "more'n," "which'll," etc. **Ex:**


can's		can't		child's	
people's		so's		still's	
that'd		that'll		that's	
will's		it'd		it'll	
it's		you'd		you'll	
you're		you've			

c. One-cell whole-word contractions may be used to represent proper names, and, as such, they may be followed by the apostrophe "s." (For anglicized proper names see Rule V, §24.a.(2).) **Ex:**

Thomas More 

Will Rogers 

Will's hat 

Will's my friend. 

RULE XII — ONE-CELL PART-WORD SIGNS













Sign	Contraction	Sign	Contraction	Sign	Contraction
⠠	and	⠠	sh	⠠	st
⠠	for	⠠	th	⠠	ar
⠠	of	⠠	wh	⠠	ble
⠠	the	⠠	ed	⠠	ing
⠠	with	⠠	er	⠠	en
⠠	ch	⠠	ou	⠠	in
⠠	gh	⠠	ow		

38. The one-cell signs above must be used as parts of words wherever the letters they represent occur, except when specific rules limit their use. (See Rule X.) **Ex:**


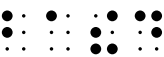




stand	⠠ ⠠	forth	⠠ ⠠	often	⠠ ⠠ ⠠
theater	⠠ ⠠ ⠠ ⠠	without	⠠ ⠠ ⠠		
cherish	⠠ ⠠ ⠠ ⠠	wharf	⠠ ⠠ ⠠		
showering	⠠ ⠠ ⠠ ⠠	allowable	⠠ ⠠ ⠠ ⠠ ⠠ ⠠		
sighed	⠠ ⠠ ⠠ ⠠	invent	⠠ ⠠ ⠠ ⠠		

a. The contractions for "ble" and "ing" must never begin a word. However, they may be used in the middle or at the end of a word, and at the beginning of a line in a divided word.

Ex:

ingrown		Inge	
astringent		linger	
bringing		blemish	
problem		double	
trou-		"Sing-	
bles		ing,"	

b. The part-word contractions "and," "for," "of," "the," and "with" should be used in preference to other contractions, provided their use does not waste space. Ex:

office (not "ff")	
bathed (not "th" "ed")	
other (not "th" "er")	
then (not "th" "en")	
calisthenics (not "th" "en")	
Leander (not "ea")	

wither (not "the") ⠠⠠⠠⠠⠠⠠

thence (not "the") ⠠⠠⠠⠠⠠⠠⠠

afford (not "ff") ⠠⠠⠠⠠⠠⠠⠠⠠

c. The contraction for "st" may be used for the abbreviations St. (Saint) or St. (Street); however, the contraction may not be used if print omits the period. **Ex:**

St. ⠠⠠⠠⠠⠠⠠ St ⠠⠠⠠⠠⠠⠠

d. Part-word signs which have no whole-word meanings may be contracted when they stand alone, e.g., "Ed" (name), "er" (vocal sound), "Ow!" (exclamation). However, the contractions for "en" and "sh" must not be used alone, since these contractions represent the whole-words for "enough" and "shall."

e. In proper names, when the letters "gh," "sh," and "th" are pronounced as one sound, these contractions should be used. However, where a syllable division occurs between these letters, the contractions should not be used. **Ex:**

Townshend ("sh" pronounced in second syllable) ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Brigham ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Chatham ⠠⠠⠠⠠⠠⠠⠠⠠

Chisholm ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

RULE XIII — LOWER SIGNS

Sign	Contraction	Punctuation
⠠⠠	ea	, comma
⠠⠠	be bb	; semicolon
⠠⠠	con cc	: colon
⠠⠠	dis dd	. period
⠠⠠	en enough	
⠠⠠	to ff	! exclamation point
⠠⠠	were gg	() opening and closing parentheses
⠠⠠	his	“ ” ? opening double quotation mark; question mark
⠠⠠	in	
⠠⠠⠠	into	
⠠⠠	was by	” ” closing double quotation mark
⠠⠠	com	- hyphen

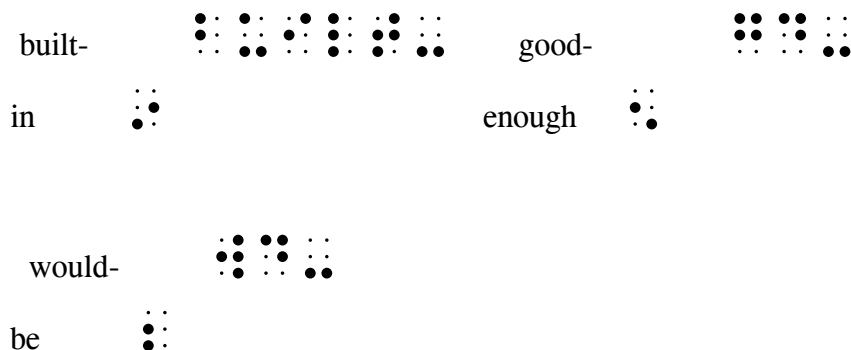
Arriving (in time) I walked in.



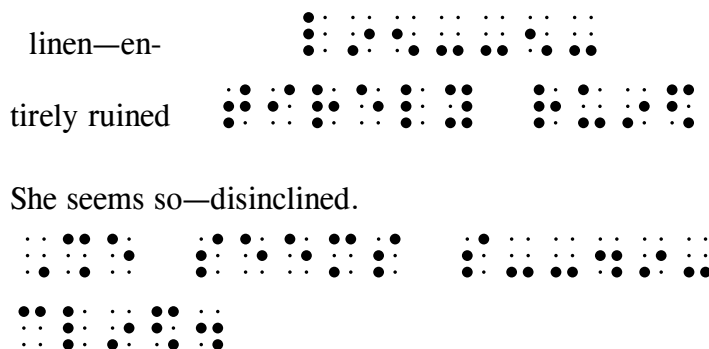
shut-in shut-ins

However, these signs should be used where they are no longer in contact with the hyphen.

Ex:



40. Lower Sign Rule: Any number of lower signs should follow one another without a space if one of them is in contact with a sign containing dot 1 $\begin{smallmatrix} \bullet \\ \vdots \end{smallmatrix}$ or dot 4 $\begin{smallmatrix} \bullet \\ \vdots \\ \bullet \end{smallmatrix}$. Although the italic sign $\begin{smallmatrix} \bullet \\ \vdots \\ \bullet \end{smallmatrix}$ contains a dot 4, it is not to be considered an upper sign. **Ex:**



a. Two or more unspaced lower signs must not follow one another when they are not in contact with an upper sign containing a dot 1 or a dot 4. **Ex:**

Was that *his*? ⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

in- ⠠⠠⠠⠠⠠⠠ "dis- ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

duce ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ play" ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

con- ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

duct ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

b. When two or more lower-sign contractions follow one another without being in contact with an upper sign, the final lower-sign contraction must not be used. **Ex:**

comin' ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

to con- ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ to disen- ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

cur ⠠⠠⠠⠠⠠⠠⠠⠠ gage ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

He is to *be* a man.
 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

41. "To," "Into," and "By:"

a. Braille the lower signs "to," "into," and "by" unspaced from the word, abbreviation, letter, or number which follows, or the braille equivalent for a print symbol which follows.

b. The lower sign may begin the next braille line where there is not room on the braille line for the lower sign and either at least the first syllable of the following word, or the abbreviation, and/or the braille equivalent for a print symbol and the letter or number joined to it, which follows.

Give it to 'im. ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠

What she got into, was trouble.

⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠

"To *err* is human, to ... divine."

⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠

"TO BE OR NOT TO BE" opens a famous speech.

⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠
 ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
 ⠠⠠⠠⠠⠠⠠⠠⠠

It was referred to by his sister.

⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠

Do right by him. ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠

\$15 added to X came to \$45.

⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
 ⠠⠠⠠⠠⠠⠠⠠⠠

They came to (verbal) blows.

⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
 ⠠⠠⠠⠠⠠⠠⠠⠠

42. "Ea" and the Double-Letter Signs: The lower-sign contractions for "ea" and the double-letter signs "bb," "cc," "dd," "ff," and "gg" must be used only when these letters occur between letters and/or contractions within a word. They must never begin or end a word. **Ex:**

mean ⠠⠍⠑⠠⠠⠠⠠ realize ⠠⠠⠠⠠⠠⠠⠠⠠⠠ eat ⠠⠠⠠⠠

sea ⠠⠠⠠⠠ seas ⠠⠠⠠⠠

rubbed ⠠⠠⠠⠠⠠⠠ tobacco ⠠⠠⠠⠠⠠⠠⠠⠠

add ⠠⠠⠠⠠ cuff ⠠⠠⠠⠠⠠⠠ eggs ⠠⠠⠠⠠

a. They should not be used when in contact with a hyphen or an apostrophe. **Ex:**

sea-island ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ sou'east ⠠⠠⠠⠠⠠⠠⠠⠠⠠

ebb-tide ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ sheriff's ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

rea- ⠠⠠⠠⠠⠠⠠ "add- ⠠⠠⠠⠠⠠⠠⠠⠠

son ⠠⠠⠠⠠⠠⠠ ed" ⠠⠠⠠⠠

b. These contractions must not be used where the letters are separated by a primary syllable division. (See §34.b.(2).) **Ex:**

preamble ⠠⠠⠠⠠⠠⠠⠠⠠⠠ agreeable ⠠⠠⠠⠠⠠⠠⠠⠠⠠

readjust ⠠⠠⠠⠠⠠⠠⠠⠠⠠ dumbbell ⠠⠠⠠⠠⠠⠠⠠⠠⠠

headdress ⠠⠑⠠⠃⠠⠃⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 permeable ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 subbasement ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 wiseacre ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑

Exception: The signs for "bb," "cc," "dd," "ff," and "gg" may overlap syllable divisions which occur between a prefix and the root of a word, since to use them would not obscure recognition. **Ex:**

accept ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 address ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 affect ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 aggressive ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑

c. Use any alternative one-cell contraction in preference to "ea" and the double-letter signs except where a contraction ending in "e" would break the "eau" trigraph, as in: tableau, Fontainebleau, Clemenceau, Bertheau, etc. **Ex:**

"ar" in near ⠠⠑⠠⠑⠠⠑ heart ⠠⠑⠠⠑⠠⠑⠠⠑ bear ⠠⠑⠠⠑⠠⠑
 "ble" in bubble ⠠⠑⠠⠑⠠⠑⠠⠑ dabble ⠠⠑⠠⠑⠠⠑⠠⠑
 "ch" in saccharine ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 bacchanal ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 "ed" in peddle ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑ wedding ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑
 "of" in office ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑ proffer ⠠⠑⠠⠑⠠⠑⠠⠑⠠⠑

"for" in effort ⠠⠋⠠⠗⠠⠋ ⠠⠑⠠⠋⠠⠗⠠⠋ afford ⠠⠁⠠⠋⠠⠋⠠⠋⠠⠗

d. However, where the same space is saved, use any lower one-cell contraction in preference to a two-cell contraction. **Preferences:**

"dd" in Haddon Hall ⠠⠋⠠⠗⠠⠗⠠⠋⠠⠗ ⠠⠋⠠⠗⠠⠗⠠⠋⠠⠗ ⠠⠋⠠⠗⠠⠗⠠⠋⠠⠗ ⠠⠋⠠⠗⠠⠗⠠⠋⠠⠗
 haddock ⠠⠋⠠⠗⠠⠗⠠⠋⠠⠗⠠⠗⠠⠋⠠⠗

"en" in opponent ⠠⠑⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗ ⠠⠑⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗
 adherent ⠠⠁⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗

43. "Be," "Con," and "Dis:" The lower part-word contractions "be," "con," and "dis" may be used only as syllables at the beginning of a word or at the beginning of a line in a divided word, except that they may be used after a hyphen in a hyphenated compound word. These contractions may be used in names for the first syllable following Mac or Mc when such a syllable is capitalized. As part-word contractions, they must not stand alone as syllables at the beginning of a line in a divided word. They may not be used when in contact with a hyphen in a divided or in a syllabified word. **Ex:**

believe ⠠⠋⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗ dish ⠠⠗⠠⠗⠠⠗
 un- ⠠⠗⠠⠗ dis- ⠠⠗⠠⠗⠠⠗
 becoming ⠠⠋⠠⠗⠠⠗⠠⠗⠠⠗ pleasure ⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗
 ba- ⠠⠗⠠⠗ may- ⠠⠗⠠⠗⠠⠗
 con ⠠⠗⠠⠗ be ⠠⠗⠠⠗
 concept ⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗ indistinct ⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗
 disconnect ⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗ Congress ⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗⠠⠗

McConnell ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

self-control ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

dis-con-cert (syllabifying) ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

a. The contractions for "be," "con," and "dis," when used in a complete word, should be used in the abbreviation of the word. They must not be used if they comprise the entire abbreviation, nor may "con" be used as a whole word. **Ex:**

conj. (conjunction) ⠠⠠⠠⠠⠠⠠⠠⠠

con. (concerto) ⠠⠠⠠⠠⠠⠠⠠⠠

cont. (continued) ⠠⠠⠠⠠⠠⠠⠠⠠

pro and con ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

dist. (district) ⠠⠠⠠⠠⠠⠠⠠⠠

b. The contractions "be," "con," and "dis" must never be used before the apostrophe, but they may follow it. **Ex:**

O'Connor ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ be'ave ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

dis'armony ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

RULE XIV — INITIAL-LETTER CONTRACTIONS

Dot 5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
⠠⠠⠠	day	⠠⠠⠠	name	⠠⠠⠠	work
⠠⠠⠠	ever	⠠⠠⠠	one	⠠⠠⠠	young
⠠⠠⠠	father	⠠⠠⠠	part	⠠⠠⠠	there
⠠⠠⠠	here	⠠⠠⠠	question	⠠⠠⠠	character
⠠⠠⠠	know	⠠⠠⠠	right	⠠⠠⠠	through
⠠⠠⠠	lord	⠠⠠⠠	some	⠠⠠⠠	where
⠠⠠⠠	mother	⠠⠠⠠	time	⠠⠠⠠	ought
		⠠⠠⠠	under		

Dots 4-5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
⠠⠠⠠	upon	⠠⠠⠠	these	⠠⠠⠠	whose
⠠⠠⠠	word	⠠⠠⠠	those		

Dots 4-5-6 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
⠠⠠⠠	cannot	⠠⠠⠠	many	⠠⠠⠠	world
⠠⠠⠠	had	⠠⠠⠠	spirit	⠠⠠⠠	their

45. Initial-letter contractions may be used either as words or parts of words when they retain their original sound.

Examples

	Used	Not Used
day ⠠⠑⠃⠽	daytime ⠠⠑⠃⠽⠠⠞⠊⠎⠑ Dayton ⠠⠑⠃⠽⠠⠞⠊⠎⠑ dogdays ⠠⠑⠃⠽⠠⠞⠊⠎⠑ yesterday ⠠⠑⠃⠽⠠⠞⠊⠎⠑	whaddaya (dialect) ⠠⠑⠃⠽⠠⠞⠊⠎⠑
ever ⠠⠑⠎⠑⠗	everywhere ⠠⠑⠎⠑⠗⠠⠑⠗⠊⠎⠑⠗⠑ Beverly ⠠⠑⠎⠑⠗⠠⠑⠗⠊⠎⠑⠗⠑ several ⠠⠑⠎⠑⠗⠠⠑⠗⠊⠎⠑⠗⠑ lever ⠠⠑⠎⠑⠗	evert ⠠⠑⠎⠑⠗ severity ⠠⠑⠎⠑⠗⠠⠑⠗⠊⠎⠑⠗⠑ fever ⠠⠑⠎⠑⠗
father ⠠⠑⠎⠑⠗	fatherly ⠠⠑⠎⠑⠗⠠⠑⠗⠊⠎⠑⠗⠑ grandfather ⠠⠑⠎⠑⠗⠠⠑⠗⠊⠎⠑⠗⠑ stepfather ⠠⠑⠎⠑⠗⠠⠑⠗⠊⠎⠑⠗⠑	—

Used

Not Used

here



herewith



adheres



cohere



know



knows



unknown



acknowledge



lord



lordly



overlord



mother



motherly



smothered



grandmother



heresy



sphere



(See §b. below.)

—

lordosis



chemotherapy



	Used	Not Used
name ⠠⠨⠠⠑	namely ⠠⠨⠠⠑⠠⠇⠠⠽	enamel ⠠⠑⠠⠨⠠⠑⠠⠇
	renamed ⠠⠗⠠⠑⠠⠨⠠⠑	Vietnamese ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	surname ⠠⠎⠠⠗⠠⠑⠠⠨⠠⠑	
one ⠠⠕⠠⠑	(See §a. and §b. below.)	—
part ⠠⠠⠠⠠	partial ⠠⠠⠠⠠⠠⠠⠠	Parthenon ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	particular ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	(See §c. below.)
	repartee ⠠⠠⠠⠠⠠⠠⠠⠠	
question ⠠⠠⠠⠠	questionnaire ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	—
	unquestionable ⠠⠠⠠⠠⠠⠠⠠⠠	

	Used	Not Used
right ⠠⠗⠢⠒⠞	rightly ⠠⠗⠢⠒⠞⠏⠗⠞⠞⠞ sprightly ⠠⠏⠗⠢⠒⠞⠞⠞⠞⠞⠞⠞ bright ⠠⠃⠗⠢⠒⠞⠞	—
some ⠠⠎⠔⠞⠞⠞	(See §d. below.)	(See §d. below.)
time ⠠⠞⠢⠞⠞⠞	times ⠠⠞⠢⠞⠞⠞⠞ timer ⠠⠞⠢⠞⠞⠞⠞ maritime ⠠⠞⠢⠞⠞⠞⠞⠞⠞⠞	centime ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞ centimeter ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞ Mortimer ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞
under ⠠⠞⠞⠞⠞⠞	undertake ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞ blunder ⠠⠃⠞⠞⠞⠞⠞⠞ thunder ⠠⠞⠞⠞⠞⠞⠞	bounder ⠠⠃⠞⠞⠞⠞⠞ launder ⠠⠞⠞⠞⠞⠞⠞⠞⠞ underived ⠠⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞⠞

	Used	Not Used
work ⠠⠺⠠⠕⠗⠎	working ⠠⠺⠠⠕⠗⠎⠠⠗⠎ unworkable ⠠⠺⠠⠕⠗⠎⠠⠕⠗⠎⠠⠁⠇⠇⠇ handiwork ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠗⠠⠎⠠⠕⠗⠎	—
young ⠠⠺⠠⠔⠠⠎	youngster ⠠⠺⠠⠔⠠⠎⠠⠎⠠⠎⠠⠎ youngest ⠠⠺⠠⠔⠠⠎⠠⠎⠠⠎⠠⠎	—
there ⠠⠎⠠⠕⠗⠎	therein ⠠⠎⠠⠕⠗⠎⠠⠎ thereby ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠎	ethereal ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠎⠠⠎⠠⠎ gathered ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠎⠠⠎⠠⠎
character ⠠⠎⠠⠕⠗⠎⠠⠕⠗⠎	characteristic ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎ characterize ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎	—
through ⠠⠎⠠⠕⠗⠎⠠⠕⠗⠎	throughout ⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎⠠⠎⠠⠕⠗⠎	—

Used

Not Used

where



wherein



(See §f. below.)

whereupon



nowhere



ought



oughtn't



Houghton



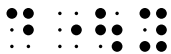
bought



thoughtless



doughty



drought



upon



thereupon



coupon



word



wording



sword



these



these



theses



	Used	Not Used
had ⠠⠏⠗⠃	hadn't ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊⠗⠗⠊⠗⠗⠊	hades ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊⠗⠗⠊
	Hadley ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊⠗⠗⠊	hadji ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊
		shade ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊ (See §e. below.)
many ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	manysided ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊⠗⠗⠊⠗⠗⠊	—
	Germany ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	
spirit ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	spiritual ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊⠗⠗⠊	(See §f. below.)
	unspirited ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	
world ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	worldly ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	—
	underworld ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	
their ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	theirs ⠠⠏⠗⠃⠠⠎⠗⠁⠗⠎⠗⠊⠗⠗⠊	—

Exceptions

a. The contraction for "one" may be used whenever "o" and "n" are both in the same syllable, but it should not be used when the "n" begins a new syllable. **Ex:**

oneness	⠠⠠⠠⠠⠠⠠⠠	money	⠠⠠⠠⠠⠠⠠
phone	⠠⠠⠠⠠⠠	monetary	⠠⠠⠠⠠⠠⠠⠠⠠
honest	⠠⠠⠠⠠⠠	phonetic	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
pioneer	⠠⠠⠠⠠⠠⠠⠠⠠	colonel	⠠⠠⠠⠠⠠⠠⠠⠠
coronet	⠠⠠⠠⠠⠠⠠⠠⠠	anemone	⠠⠠⠠⠠⠠⠠⠠⠠⠠

b. Whenever "d," "r," or "n" follows "one" or "here," the contractions for "ed," "er," and "en" should be used in preference to the contractions for "one" and "here." **Ex:**

poisoned	⠠⠠⠠⠠⠠⠠⠠⠠	prisoner	⠠⠠⠠⠠⠠⠠⠠⠠
sooner	⠠⠠⠠⠠⠠⠠	onerous	⠠⠠⠠⠠⠠⠠
component	⠠⠠⠠⠠⠠⠠⠠⠠	phoned	⠠⠠⠠⠠⠠⠠
adherer	⠠⠠⠠⠠⠠⠠⠠	adhered	⠠⠠⠠⠠⠠⠠⠠
coherent	⠠⠠⠠⠠⠠⠠⠠		

c. The contraction for "part" must always be used unless the prefix "par" is followed by any variation of the word "take." **Ex:**

party	⠠⠏⠁⠗⠞⠏⠞	partial	⠠⠏⠁⠗⠞⠊⠁⠞⠊⠞
impartial	⠠⠊⠑⠏⠁⠗⠞⠊⠞	partake	⠠⠏⠁⠗⠞⠁⠞⠊⠞
partaken	⠠⠏⠁⠗⠞⠁⠞	partaker	⠠⠏⠁⠗⠞⠁⠞⠑⠞
partakes	⠠⠏⠁⠗⠞⠁⠞⠑⠞	partaking	⠠⠏⠁⠗⠞⠁⠞⠊⠞⠑
partook	⠠⠏⠁⠗⠞⠔⠕⠕		

d. The contraction for "some" should be used only where the letters it represents retain their original sound, and where they form a complete syllable in the base word. **Ex:**

sometimes	⠠⠎⠔⠑⠞⠊⠑⠞⠑⠞	handsomer	⠠⠑⠁⠞⠎⠔⠑⠞⠑⠞
handsomest	⠠⠑⠁⠞⠎⠔⠑⠞⠑⠞⠎	blossomed	⠠⠃⠕⠎⠎⠔⠑⠞⠑⠞
gasometer	⠠⠑⠁⠎⠔⠑⠞⠑⠞⠑⠞		
somersault	⠠⠎⠔⠑⠞⠑⠞⠑⠞⠑⠞		
chromosome	⠠⠕⠎⠔⠑⠞⠑⠞⠑⠞		

e. Any alternative one-cell contraction should be used in preference to the contraction for "had." **Ex:**

haddock ⠠⠏⠗⠗⠁⠎⠗ ⠠⠏⠗⠗⠁⠎⠗

Haddon Hall ⠠⠏⠗⠗⠁⠎⠗ ⠠⠏⠗⠗⠁⠎⠗ ⠠⠏⠗⠗⠁⠎⠗ ⠠⠏⠗⠗⠁⠎⠗


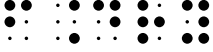




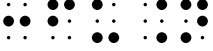









shadow ⠠⠏⠗⠗⠁⠎⠗

f. Where a choice must be made between two consecutive contractions to avoid misspelling, preference should be given to the contraction which more nearly indicates correct pronunciation. **Ex:**

wherever ⠠⠏⠗⠗⠁⠎⠗ where'er ⠠⠏⠗⠗⠁⠎⠗

dispirited ⠠⠏⠗⠗⠁⠎⠗

Examples

	Used	Not Used
ound	found  foundry 	'ounds 
ance	chancellor  Frances 	ancestor 
sion	confusion  expressionless 	Sion 
less	blessing  careless  unless 	less  lessee  lesson  unlessoned 

Used

Not Used

ount



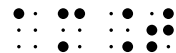
country



county



amount



Rountree



ence



fences



commencement



thence



(See §a. below.)

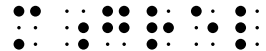
encephalitis



ong



mongrel



pongee



tongue



congruous



incongruous



ful



carefully



cheerful



fully



fulfill



unfulfilled



	Used	Not Used
tion ⠠⠠⠠⠠	diction ⠠⠠⠠⠠⠠⠠⠠⠠	—
	fractional ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	
ness ⠠⠠⠠⠠	finesse ⠠⠠⠠⠠⠠⠠⠠	Nesselrode ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	business ⠠⠠⠠⠠⠠⠠⠠	(See §b. below.)
	Tennessee ⠠⠠⠠⠠⠠⠠⠠⠠⠠	
	(See §b. below.)	
ment ⠠⠠⠠⠠	memento ⠠⠠⠠⠠⠠⠠⠠	mental ⠠⠠⠠⠠⠠⠠
	comment ⠠⠠⠠⠠	
ity ⠠⠠⠠⠠	pity ⠠⠠⠠⠠⠠	hoity-toity ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	deity ⠠⠠⠠⠠⠠	(See §c. below.)
ation ⠠⠠⠠⠠	(See §d. below.)	(See §d. below.)

	Used	Not Used
ally	rallying	ally
⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠
	usually	re-ally
	⠠ ⠠ ⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠ ⠠ ⠠
	really	(See §c. below.)
	⠠ ⠠ ⠠ ⠠	

Exceptions

a. The contraction "ence" should be used when followed by "d" or "r." **Ex:**

commenced ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

silencer ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

Spencer ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

b. The contraction "ness" should be used in such easily read words as:

baroness ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

governess ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

lioness ⠠ ⠠ ⠠ ⠠ ⠠

but not where the root word ends in "en" or "in." **Ex:**

chieftainness ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

citizenness ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

c. The contractions "ity" and "ally" should not be used where "y" has been added to a base word. **Ex:**

fruity ⠠⠋⠗⠗⠏⠏⠏⠏⠏⠏⠏ squally ⠠⠎⠗⠗⠏⠏⠏⠏⠏⠏⠏

d. The contraction "ation" should be used in preference to the letter "a" and the contraction "tion." **Ex:**

education ⠠⠑⠗⠗⠏⠏⠏⠏⠏⠏⠏ stationary ⠠⠎⠏⠏⠏⠏⠏⠏⠏

ration ⠠⠗⠏⠏⠏⠏

RULE XVI — SHORT-FORM WORDS

⠠	about	⠠	beneath
⠠	above	⠠	beside
⠠	according	⠠	between
⠠	across	⠠	beyond
⠠	after	⠠	blind
⠠	afternoon	⠠	braille
⠠	afterward	⠠	children
⠠	again	⠠	conceive
⠠	against	⠠	conceiving
⠠	almost	⠠	could
⠠	already	⠠	deceive
⠠	also	⠠	deceiving
⠠	although	⠠	declare
⠠	altogether	⠠	declaring
⠠	always	⠠	either
⠠	because	⠠	first
⠠	before	⠠	friend
⠠	behind	⠠	good
⠠	below	⠠	great

⠠⠏⠑⠗⠑⠎	herself	⠠⠕⠗⠑	quick
⠠⠏⠑⠗⠑	him	⠠⠗⠑⠄⠑	receive
⠠⠏⠑⠗⠑⠎	himself	⠠⠗⠑⠄⠑⠗⠑	receiving
⠠⠏⠑⠗⠑⠎	immediate	⠠⠗⠑⠄⠑⠎	rejoice
⠠⠏⠑⠗	its	⠠⠗⠑⠄⠑⠗⠑	rejoicing
⠠⠏⠑⠗⠑	itself	⠠⠗⠑⠄	said
⠠⠏⠑⠗	letter	⠠⠗⠑⠄	should
⠠⠏⠑⠗	little	⠠⠗⠑⠄	such
⠠⠏⠑⠗	much	⠠⠗⠑⠄⠑⠗⠑	themselves
⠠⠏⠑⠗	must	⠠⠗⠑⠄⠑	thyslf
⠠⠏⠑⠗⠑⠎	myself	⠠⠗⠑⠄	today, to-day
⠠⠏⠑⠗⠑⠎	necessary	⠠⠗⠑⠄⠑⠗	together
⠠⠏⠑⠗⠑⠎	neither	⠠⠗⠑⠄	tomorrow, to-morrow
⠠⠏⠑⠗⠑⠎	o'clock	⠠⠗⠑⠄	tonight, to-night
⠠⠏⠑⠗⠑⠎	oneself	⠠⠗⠑⠄	would
⠠⠏⠑⠗⠑⠗⠑	ourselves	⠠⠗⠑⠄	your
⠠⠏⠑⠗	paid	⠠⠗⠑⠄⠑	yourself
⠠⠏⠑⠗⠑⠗	perceive	⠠⠗⠑⠄⠑⠗	yourselves
⠠⠏⠑⠗⠑⠗⠑	perceiving		
⠠⠏⠑⠗⠑	perhaps		

47. Short-form words should be used alone or as part of a word. (See §47.d.) **Ex:**

accordingly ⠠⠠⠠⠠⠠⠠ afterwards ⠠⠠⠠⠠⠠⠠

besides ⠠⠠⠠⠠⠠ undeceived ⠠⠠⠠⠠⠠⠠⠠⠠

firstly ⠠⠠⠠⠠⠠⠠ belittled ⠠⠠⠠⠠⠠⠠

a. Short-form words must not be divided at the end of a line, but they may be separated from any syllable addition. **Ex:**

immediately ⠠⠠⠠⠠⠠⠠⠠⠠ (not im-
mly)

perceive ⠠⠠⠠⠠⠠⠠⠠ (not per-
cv)

misconceive ⠠⠠⠠⠠⠠⠠⠠⠠ (not miscon-
cv)

b. A short-form word should be used as the whole proper name only. **Ex:**

Louis Braille ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠

Thomas Little ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠

Hapgood ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ (not Hapgd)

Doolittle ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ (not Dooll)

Note: Short-form words which are common words are not to be considered as proper names when they appear in names of books, articles, chapter headings, publishers' names, etc.

Ex:

Society of Friends ⠠⠎⠕⠄⠊⠑⠞⠽ ⠠⠋⠊⠑⠝⠁⠎ ⠠⠋⠊⠑⠎

Childrens Press ⠠⠋⠊⠑⠎⠁⠝⠝⠎ ⠠⠑⠗⠑⠎⠎

MY FRIENDLY ENEMY

⠠⠇⠋ ⠠⠋⠗⠊⠑⠝⠇⠋⠇⠽ ⠠⠑⠝⠊⠋⠗⠋⠇⠽ ⠠⠑⠝⠊⠋⠗⠋⠇⠽

c. An addition may be made to a short-form word provided it does not result in incorrect spelling. **Ex:**

declaration ⠠⠔⠃ ⠠⠗⠋⠗⠋⠇⠁⠗⠊⠝ ⠠⠑⠝⠊⠋⠗⠋⠇⠽ (not dclation)

d. An addition may be made to a short-form word only if it retains its original meaning and would not obscure recognition of the word. **Ex:**

mustn't ⠠⠇⠋⠗⠋⠇⠁ ⠠⠝⠔ ⠠⠑⠝⠊⠋⠗⠋⠇⠽ (but not in mustache) ⠠⠇⠋⠗⠋⠇⠁ ⠠⠝⠔ ⠠⠑⠝⠊⠋⠗⠋⠇⠽

aftermath ⠠⠁⠋⠞⠊⠗ ⠠⠋⠗⠋⠇⠁ ⠠⠑⠝⠊⠋⠗⠋⠇⠽ (but not in rafter) ⠠⠁⠋⠞⠊⠗ ⠠⠋⠗⠋⠇⠁ ⠠⠑⠝⠊⠋⠗⠋⠇⠽

letterpress ⠠⠇⠊⠞⠊⠞⠑⠗ ⠠⠑⠝⠊⠋⠗⠋⠇⠽

(but not in bloodletter, a bleeder) ⠠⠇⠊⠞⠊⠞⠑⠗ ⠠⠑⠝⠊⠋⠗⠋⠇⠽

e. An addition may be made to a short-form word provided the combination does not violate lower-sign rules. (See §43.) **Ex:**

preconceive ⠠⠑⠗⠋⠋⠗⠊⠞⠊⠞⠑ ⠠⠑⠝⠊⠋⠗⠋⠇⠽

pre- ⠠⠑⠗⠋⠋⠗⠊⠞⠊⠞⠑

conceive ⠠⠋⠗⠋⠇⠁ ⠠⠑⠝⠊⠋⠗⠋⠇⠽

f. An addition may be made to a short-form word provided the combination could not be mistaken for, or have the appearance of, another word. The short-form words for "after," "blind," or "friend" should not be used when followed by a vowel. However, they may be used when followed by a consonant, or a hyphen in a divided word. **Ex:**

Used

blindfold ⠠⠠⠠⠠⠠⠠⠠

blindness ⠠⠠⠠⠠⠠⠠

purblind ⠠⠠⠠⠠⠠⠠⠠

friendly ⠠⠠⠠⠠⠠⠠

friendship ⠠⠠⠠⠠⠠⠠⠠

friends ⠠⠠⠠⠠⠠

befriend- ⠠⠠⠠⠠⠠⠠

ing. ⠠⠠⠠

afterbirth ⠠⠠⠠⠠⠠⠠⠠⠠

thereafter ⠠⠠⠠⠠⠠⠠

after- ⠠⠠⠠⠠

effect ⠠⠠⠠⠠⠠⠠⠠

Not Used

blinder ⠠⠠⠠⠠⠠⠠

blindage ⠠⠠⠠⠠⠠⠠⠠⠠

blinded ⠠⠠⠠⠠⠠⠠

blindest ⠠⠠⠠⠠⠠⠠⠠

befriended ⠠⠠⠠⠠⠠⠠⠠⠠

aftereffect ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

afterimage ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

APPENDIX A — SPECIAL FORMATS

1. Paragraphing: Where space-saving is desirable, three blank spaces may be left within a line to indicate a new paragraph. If the end of a paragraph ends a braille line, the next paragraph should begin in the fourth cell of the next line. (This practice is occasionally used in magazines.)

2. Poetry: Where space-saving is desirable, poetry may be written as prose. Each stanza should begin in the third space of a new line, and three blank spaces should be left between poetic lines. If a poetic line finishes a braille line, the last word of the poetic line must be carried over to the next braille line. (This practice is occasionally used in magazines.)

3. Breaks in Context: A series of dots or other symbols, used in print to indicate a break in text, may be shown in braille by three asterisks centered on a separate line and divided from each other by a space. **Ex:**

* * * * *

⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

4. Termination Line: Where it is desirable to indicate ends of articles, stories, etc., a line of 12 consecutive dots 2-5 ⠠⠠⠠⠠⠠ should be centered on a new line. No blank lines should be left above or below the termination line. However, if there is insufficient room below the termination line for the heading and the first line of text, the new item should begin on a new page. (This format is primarily employed in magazines.)

5. Tabular Material: Tabular material can, and should, be reproduced wherever possible. Refer to the most recent edition of *Braille Formats: Principles of Print to Braille Transcription*.

6. Test Materials: (See also *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.) Test materials should be embossed in braille in such a manner that there will be a minimum of time lost in reading by the blind person being tested. In general, it is recommended that the following practices be used:

- a. Begin each test on a new braille page.
- b. Do not divide words at the end of lines.

c. Insofar as possible, avoid carrying parts of questions over to another braille page. If a question is too long to be completed on one braille page, without undue waste of space, divide the question at a logical break in thought which will minimize referring back and forth between the braille pages.

d. In tests which direct that the answers be written on a separate sheet, list all answer choices in column form, and complete each choice on a single braille line if the choice itself does not require more than one braille line.

e. In tests employing the underscoring method, it is not necessary to write the choices in column form, but each answer choice should be completed on the line of braille on which it begins, if it does not itself require more than one braille line. In order to give adequate space for underscoring, leave a blank line after each answer choice.

(**Note:** This practice should be used in test materials intended for one-time use. In permanently bound texts, the print copy should be followed as to spacing and columnar form, and directions should be inserted for writing the answers separately, in order not to mutilate the text.)

f. In true-false tests (which are designed for underscoring), write the question first, and the letters T and F (omitting the capital or letter sign and parentheses) at the end of the question. The T and the F should be separated by two spaces from the end of the question, and from each other. Blank lines should be left between questions to facilitate underscoring.

(**Note:** As in §e. above.)

7. Outlines: (See also *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.) In writing outlines, considerable space can be saved by using the following form:

- (1) Begin each main division in the third cell of the braille line.
- (2) Indent successively two additional cells for the beginning of each subdivision.
- (3) Bring all runovers of each main division, or subdivision, to the margin. **Ex:**

I.-----

A.-----

 1.-----

 a.-----

 (I)-----

 (A)-----

etc.

8. Plays and Other Dramatic Materials: (See also *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.) These should be reproduced in the following form:

a. Stage Directions:

(1) Italics should be omitted for *all* stage directions, settings, etc., and the braille parentheses should be substituted for *all* brackets found in the print copy.

(2) Stage settings of scenes should be written in paragraph form.

(3) Stage directions for coming on and off stage, including runovers, should be indented four spaces.

b. Characters:

(1) Omit italics in names of characters introducing dialogue, but include them where they appear in *dialogue* for voice emphasis. Use only the single capital sign before all names of characters.

(2) The names of all characters should begin at the margin, and all runovers of dialogue should be indented two spaces. Never center names of characters.

(3) The name of each character should be followed by a period, and the dialogue should begin on the same line.

c. Each act, as well as the list of characters, etc., should always begin a new page.

d. Poetry: Where plays are printed in poetic form, begin the first line of dialogue on the same line with the name of the speaker, after the period. All other lines of poetry should be indented two spaces, and all runovers should be indented four spaces, to preserve the poetic form. Stage directions for coming on and off stage, including runovers, should be indented six spaces.

9. Special Symbols Page: Include a special symbols page following the title page in each braille volume listing special symbols which are encountered in that volume. These should include:

symbols which have been devised or assigned special usage;

symbols from other braille codes, e.g. Nemeth, Music, Computer Braille Code;

all symbols required by *English Braille American Edition* to be listed on the special symbols page. These are: accent sign, asterisk, ditto sign, line sign, print symbol indicator, termination sign, scansion and stress signs, end of foot sign, caesura sign, diacritic marks, phonetic symbols, Spanish punctuation marks, non-Latin letter indicator, letter sign used before words printed in a non-Latin alphabet, and Greek and other non-Latin alphabet letters and other special signs for that language.

Use the following format in preparing a special symbols list:

a. Begin a new braille page and center the heading **SPECIAL SYMBOLS USED IN THIS VOLUME** followed by one blank line.

On the second and succeeding pages, center the heading **SPECIAL SYMBOLS (cont.)** without a blank line following.

b. Begin each symbol in cell 1 followed by its meaning according to the wording in the text. If the text does not explain a symbol, give its name.

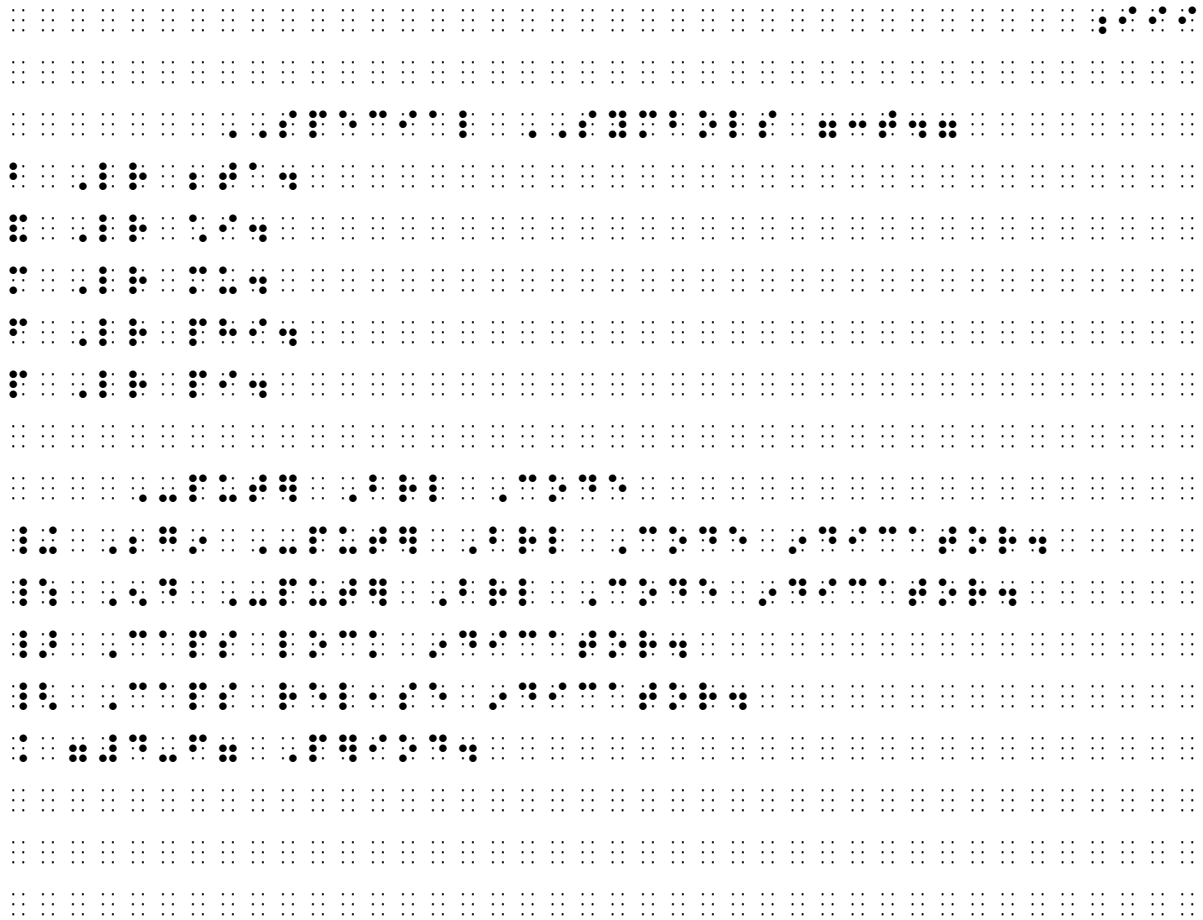
c. Begin all runover lines in cell 3.

d. List the symbols in the order found in that braille volume.

e. When they fall into categories, list the symbols following the appropriate cell 5 heading.

f. When a noted symbol contains only right-column or only lower-cell dots, enclose the dot numbers in parentheses following the symbol.

[See example on pages A-5 and A-6.]



10. Transcriber's Notes Page: Include a transcriber's notes page following the title page and special symbols page, if there is one, in each braille volume noting a special braille format or usage required throughout the volume. Use the following format in preparing a transcriber's notes page:

a. Begin a new braille page and center the heading TRANSCRIBER'S NOTES followed by one blank line. On the second and succeeding pages, center the heading TRANSCRIBER'S NOTES (cont.) without a blank line following.

b. Braille each note beginning in cell 3 with runover lines in cell 1.

APPENDIX B — FOREIGN LANGUAGES

(See Rule V. §24.-§26. and *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.)

1. French Accented Letters:

Sign	Letter	Sign	Letter
⠠⠉	ç c cedilla	⠠⠔	ô o circumflex
⠠⠑	é e acute	⠠⠥	ê e circumflex
⠠⠗	à a grave	⠠⠢	ë e with diaeresis
⠠⠑	è e grave	⠠⠢	ï i with diaeresis
⠠⠥	ù u grave	⠠⠥	ü u with diaeresis
⠠⠗	â a circumflex	⠠⠠	æ diphthong
⠠⠑	ê e circumflex	⠠⠠	œ diphthong
⠠⠢	î i circumflex		

2. Italian Accented Letters:

Sign	Letter	Sign	Letter
⠠⠗	à a grave	⠠⠗	â a circumflex
⠠⠑	è e grave	⠠⠑	ê e circumflex
⠠⠢	ì i grave	⠠⠢	î i circumflex
⠠⠔	ò o grave	⠠⠔	ô o circumflex
⠠⠥	ù u grave	⠠⠥	û u circumflex

4. German Accented Letters:

Sign Letter

- •• ü u with umlaut
- •• ä a with umlaut
- •• ö o with umlaut

5. Latin Diphthongs and Vowel Signs:

Sign Diphthong

Sign Vowel Sign

- •• æ diphthong
- •• œ diphthong

- •• long vowel sign
- •• short vowel sign

a. The diphthongs may also be used when the letters are written separately, but they should be avoided with a diaeresis, even if the diaeresis is not printed. **Ex:**

poeta •• •• •• •• ••

b. The vowel signs should precede the individual letters affected.

6. Greek:

a. International Greek Alphabet:

Sign	Greek Letters	English Trans-literation	Sign	Greek Letters	English Trans-literation
⋮	A α alpha	a	⋮	N ν nu	n
⋮	B β beta	b	⋮	Ξ ξ xi	x
⋮	Γ γ gamma	g	⋮	Ο ο omicron	o
⋮	Δ δ delta	d	⋮	Π π pi	p
⋮	Ε ε epsilon	e	⋮	Ρ ρ rho	r, rh
⋮	Ζ ζ zeta	z	⋮	Σ σ or ζ sigma	s
⋮	Η η eta	ē	⋮	Τ τ tau	t
⋮	Θ θ theta	th	⋮	Υ υ upsilon	y, u
⋮	Ι ι iota	i	⋮	Φ φ phi	ph, f
⋮	Κ κ kappa	k	⋮	Χ χ chi	ch, k
⋮	Λ λ lambda	l	⋮	Ψ ψ psi	ps
⋮	Μ μ mu	m	⋮	Ω ω omega	ō

b. Accented Vowels: Acute (´) Grave (`) Circumflex (^)

alpha	⠠	⠡	⠢
epsilon	⠣	⠣	
eta	⠤	⠤	⠥
iota	⠦	⠦	⠧
omicron	⠨	⠨	
upsilon	⠩	⠩	⠪
omega	⠬	⠬	⠭

c. Other Special signs:

Sign Meaning

- ⠩ ι iota subscriptum
- ⠨ ; Question mark (written in print as a semicolon)
- ⠨ — Sign for long vowel
- ⠨ ~ Sign for short vowel
- ⠨ ˆ spiritus asper (rough breathing)
- ⠨ ˊ spiritus lenis
- ⠨ ˑ Chief stress sign
- ⠨ ˒ Secondary stress sign

**APPENDIX C — OTHER SYSTEMS (GRADES) OF BRAILLE,
SPECIAL BRAILLE CODES**

1. Other Systems (Grades) of Braille: English Braille and Uncontracted English Braille constitute the official systems in English-speaking countries. These have previously been designated as Grade 1 Braille (uncontracted braille) and Grade 2 Braille (contracted braille). The following systems are also extant. Manuals for them can be obtained from the American Printing House for the Blind, P.O. Box 6085, 1839 Frankfort Avenue, Louisville, Kentucky 40206-0085.

a. Grade 3 Braille: This system, an extension of contracted English Braille (formerly Grade 2 Braille), uses additional contractions and short-form words, and outlining (the omission of vowels). Grade 3 contains more than 500 contracted forms and is used mainly by individuals for their personal convenience.

b. Braille Shorthand: This system is designed for use by blind stenographers, and consists of highly contracted forms for writing words, phrases, and letter groups of frequent occurrence in commercial usage.

c. Revised Braille Grade 1½: This system was much less contracted than current English Braille (formerly Grade 2 Braille), employing only 44 one-cell contractions. Its use was confined mainly to the United States where it was the official code from 1918-1932. Copies of this code are no longer available.

2. Special Braille Codes: In addition to literary braille, specialized braille codes are employed for the writing of music, mathematics, scientific formulas, computer notation and materials for other specialized fields. Special codebooks covering these notations are available from the American Printing House for the Blind, P.O. Box 6085, 1839 Frankfort Avenue, Louisville, Kentucky 40206-0085.

3. (4-98) Electronic Addresses and File Names: Braille all e-mail, website and other Internet addresses, file names, and the like according to the rules of the *Computer Braille Code*, most recent edition. The following is a summary of that Code as it applies to electronic addresses and file names found in non-technical contexts. A list of the most commonly used Computer Braille Code symbols with their print equivalents appears at the end of this section. For a complete list of these symbols and rules for their use, consult *Computer Braille Code*, most recent edition. Examples demonstrating electronic addresses and file names follow **j.** below.

Place a statement similar to the following on the transcriber's notes page:

Computer Braille Code has been used to braille the electronic addresses (file names) in this volume. No contractions are used. Numbers are brailled in the lower part of the cell and no number sign is used. See list of Computer Braille Code symbols on special symbols page.

h. Spacing:

(1) Embedded addresses and file names: When an electronic address or file name is embedded in text, leave only one blank cell before and after it to represent the blank spaces which, in print, sometimes separate it from the surrounding text. If the electronic address or file name must be divided between lines (see **i.** below), begin runovers in cell 1. (See examples 1-3.)

(2) Displayed electronic addresses and file names: A single print electronic address or file name or a group of them is said to be "displayed" when it is set apart from surrounding text by blank lines, change of margin, etc. (See example 5.)


(a) When an electronic address or file name or a group of such items is displayed, leave one blank line before and one blank line after the displayed material. Begin the first line in cell 1 and runover lines in cell 2.

(b) Do not insert the Begin and End Computer Braille Code indicators unless literary braille words or punctuation appear with the displayed addresses or file names. In such cases, enclose each address within Begin Computer Braille Code and End Computer Braille Code indicators.

(c) If the preceding text does not make it clear that the displayed material is an electronic address or file name, insert a transcriber's note immediately before the displayed material stating that the following electronic address or file name has been brailled using the Computer Braille Code.

i. Dividing Embedded or Displayed Electronic Addresses and File Names Between Lines: Braille the entire electronic address or file name, including any opening and closing indicators as required, on one braille line when possible, even if this means leaving a large part of the preceding line blank. When an electronic address is too long for one braille line, proceed as follows: (See examples 2, 4, and 5.)

(1) Divide following a punctuation mark or symbol such as a backslash or tilde, allowing room for the Continuation indicator, even if this means leaving many blank cells at the end of a line.

(2) At the end of each line to be continued, insert the Continuation indicator, , (4-5-6, 1-2-3-4-6), immediately following the last braille character. All available cells on the braille line need not be filled.

(3) If, in print, a hyphen is used to show that the line is continued, do not braille this hyphen. (See example 5.)

(4) Do not divide an electronic address or file name at any of the following locations:

(a) Before or after an empty braille cell which represents a significant space. (See e. above.)

(b) Between the two cells of an indicator or other two-cell symbol.

(c) Following the Begin Computer Braille Code indicator, the Shift indicator, or Caps Lock indicator.

(d) Before the Caps Release indicator or the End Computer Braille Code indicator.

j. Literary Punctuation: For punctuation which is adjacent to, but is not part of, the electronic address or file name, use literary braille punctuation marks. Place such marks outside the Computer Braille Code indicators which begin and end the electronic address. (See examples 1, 2, and 4.)

Examples

Example 1:

Is the address of his website http://www.the_web.com?

Is the address of his website http://www.the_web.com?

Example 2:

Send your contributions as e-mail messages to ted@pin.ca.us, to 1074.2986@compserve.com, or leave them as files in directory [MB\PUB\BANA'S\document~repository\braille\history](#).

Send your contributions as e-mail messages to ted@pin.ca.us, to 1074.2986@compserve.com, or leave them as files in directory [MB\PUB\BANA'S\document~repository\braille\history](#).



k. Computer Braille Code Symbols: List these signs on the special symbols page. (See App. A. 9.)

(1) Computer Braille Code Indicators:

Braille	Dots	Meaning
⠠	4-5-6, 3-4-6	Begin Computer Braille Code indicator
⠨	4-5-6, 1-5-6	End Computer Braille Code indicator
⠠	4-5-6	Shift indicator
⠠	4-5-6, 3-4-5	Caps Lock indicator
⠠	4-5-6, 1-2-6	Caps Release indicator
⠠	4-5-6, 1-2-3-4-6	Continuation indicator

(2) Miscellaneous Symbols:

Print	Braille	Dots	Meaning
`	⠠⠠	4-5-6, 4	accent grave
&	⠠⠠	1-2-3-4-6	ampersand
'	⠠	3	apostrophe
*	⠠	1-6	asterisk; star
@	⠠	4	at sign
\	⠠⠠	1-2-5-6	backslash
{	⠠⠠⠠	4-5-6, 2-4-6	brace, left
}	⠠⠠⠠	4-5-6, 1-2-4-5-6	brace, right
[⠠	2-4-6	bracket, left
]	⠠	1-2-4-5-6	bracket, right
^	⠠	4-5	caret; up arrow
:	⠠	1-5-6	colon
,	⠠	6	comma
#	⠠	3-4-5-6	crosshatch; pound; number sign
-	⠠	3-6	minus sign; hyphen
\$	⠠	1-2-4-6	dollar sign
.	⠠	4-6	dot; decimal; period
=	⠠	1-2-3-4-5-6	equals sign
!	⠠	2-3-4-6	exclamation point
>	⠠	3-4-5	greater than; angle bracket, right
<	⠠	1-2-6	less than; angle bracket, left

Print	Braille	Dots	Meaning
(⠠	1-2-3-5-6	parenthesis, left
)	⠡	2-3-4-5-6	parenthesis, right
%	⠠	1-4-6	percent sign
+	⠠	3-4-6	plus sign
?	⠠	1-4-5-6	question mark
"	⠠	5	quotation marks, double
;	⠠	5-6	semicolon
/	⠠	3-4	slash
~	⠠	4-5-6, 4-5	tilde
—	⠠	4-5-6, 4-5-6	underscore
	⠠	4-5-6, 1-2-5-6	vertical line

APPENDIX D — DIACRITICS AND PHONETICS

1. Diacritics: For a braille system of diacritic notation devised for the written representation of word pronunciations in text materials, glossaries, and dictionaries, refer to *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.

2. Pronunciation Systems of Well-known Dictionaries: For braille systems of notation to express pronunciation symbols employed in a number of well-known dictionaries, refer to *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.

3. IPA Phonetics Code: For a braille system of notation to express the International Phonetic Association (IPA) Alphabet, refer to *Braille Formats: Principles of Print to Braille Transcription*, most recent edition.

TYPICAL AND PROBLEM WORDS

Note: Contractions are shown by underlining. For visual clarity only, adjacent contractions are separated by an oblique stroke.

A

abbé
 abv-men/tion/ed (above-mentioned)
abreaction
accordance
 acly (accordingly)
 acreage
 add
addition
adhere
adher/ed
adher/ence
adher/ent
 aerial
 aeroplane
affording
aff/right/ed
 af-dinner (after-dinner)
 afns (afternoons)
 afws (afterwards)
agreeable
 agreeably
ain't
air-condition/ed
 Airedale

 al fine •••••
 •••••
 •••••
 •••••
 ally
ament
 ancestor
andante
 anemone
 antedate
 antenatal
apartheid
 aqueduct
ar/en't
 a rived/erci

arise
arisen
arising
arose
ar/ound
ar/oused
asthma
astring/ent
atmosphere
atoned
atoner

B

babbled
bacchanal
baroness
baronet
 battledore
 bayonet
beatify
Beatrice
beautifully
bedding
been
befr (befriend)
befriending
begg/in'
bein'
belld (belittled)
Benedict
benediction
benevolence
bess (besides)
 beverage
 Bighorn
bin/ary
 binomial
blemish
blended
bless/ed
bless/èd
blindage
blinded

blfold (blindfold)
blinding
 bllly (blindly)
blness (blindness)
 bls (blinds)
bloodletter
blossomed
blunder
bone
boned
boner
 Boone
 boredom
boutonnière
boutonniere
 bride-to-be
 Brigham
 brother-in-law
by^and by,
 by-law
by^the by,
by^the bye

C

calisthenics
can's
can't
cantilever
Castlereagh
cathedral
 cation
caveat
centime
centimeter
chaff/in/ch
chaise longue
ch/ancellor
changeable
characteristically
Chatham

ch/eddar	<u>conj.</u> (conjunction)	<u>dingy</u>
<u>childish/ness</u>	<u>Conn.</u> (Connecticut)	disc
<u>childlike</u>	<u>cont.</u> (continued)	<u>dis/eased</u>
<u>child's</u>	<u>contradistinction</u>	<u>dishabille</u>
<u>Childs</u>	coronet	dishevelled
<u>Chisholm</u>	cdst (couldst)	<u>dispirit/ed</u>
<u>Ch/ou</u> En-lai	country	<u>dissyllabic</u>
<u>chromosome</u>	<u>county</u>	<u>distingué</u>
<u>chuckfull</u>	<u>coupon</u>	<u>distinguish/ed</u>
<u>clear/ness</u>	<u>cowherd</u>	<u>dist.</u> (district)
<u>cleverest</u>	<u>creation</u>	disulphide
<u>Coblenz</u>	<u>crooner</u>	do (musical note)
<u>coffee</u>	<u>cross-question/ed</u>	<u>doggone</u>
<u>cohere</u>	Cumaean	donee
colonel	D	Doolittle
colorbl (colorblind)	<u>dachshund</u>	<u>dou/blet</u>
<u>Comanch/ean</u>	<u>dally/ing</u>	<u>doughtiness</u>
<u>comatose</u>	<u>daredevil</u>	<u>doughty</u>
<u>combing</u>	<u>dauder</u>	dragonet
com'ere	<u>deceivable</u>	dribbled
<u>comic</u>	dcvd (deceived)	drought
<u>comin'</u>	<u>deduced</u>	<u>droughty</u>
<u>com/ing</u>	<u>deduction</u>	dukedom
<u>comique</u>	<u>denationalization</u>	<u>dunderhead</u>
<u>comitia</u>	<u>denatured</u>	<u>Dworkin</u>
<u>compone</u>	<u>denomin/ation</u>	d'you
<u>component</u>	<u>denominator</u>	E
<u>Compton</u>	<u>denoted</u>	<u>ebb/ed</u>
<u>conation</u>	<u>denouement</u>	ebb-tide
conatus	<u>denounced</u>	<u>ed.</u>
<u>conceivable</u>	<u>denudate</u>	edacious
<u>concvd</u> (conceived)	<u>denunciation</u>	<u>Ed</u> (name)
<u>concvr</u> (conceiver)	<u>deny</u>	edict
con. (concerto)	<u>derailment</u>	<u>edition</u>
<u>conch</u>	<u>derangement</u>	<u>education</u>
<u>concept</u>	deride	<u>educed</u>
<u>coned</u>	<u>derision</u>	e'en
<u>coneflow/er</u>	derisive	<u>effaceable</u>
coney	<u>derivable</u>	<u>effeminate</u>
<u>Congo</u>	<u>derivation</u>	<u>effortless</u>
<u>congressional</u>	derivative	egg-head
<u>conic</u>	<u>derived</u>	eggs
<u>conifer/ous</u>	derogatory	
	deshabille	
	<u>din/ghy</u>	

élévation
emblematic
enamel
encephalitis
encyclopaedia
encyclopædia
encyclopedia
enormous
enounce
en route
ensphere
enumer/ation
enunciation
equidistance
equinox
eradication
erasable
eraser
erection
eroding
erosion
eruption
ethereal
ethereally
evermore
ever/sion
every-day
everyday
exoner/ation
expedited
expedition
F
fandango
fear/some
fencer
festooned
feverish
fiance
fiancé
fin/ery
finesse
fin/er
fst-begotten (first-begotten)
fstly (firstly)
foredoomed

for/th/with
fought
found/ation
fountain
Frances
freedom
frless (friendless)
frly (friendly)
frs (friends)
frship (friendship)
fright/en/ed
froward
fruity
fulfillment
G
gadab (gadabout)
galingale
gasometer
genealogy
général
Ger/many
giblet
ging/er
gingham
gobbled
go-bet (go-between)
Goering
Goethe
gdies (goodies)
gds (goods)
goshawk
gover/ness
grandame
grasshopper
grtness (greatness)
grey'ound
H
haddock
hades
hadji
Hadley
hadn't
hand/somer
hand/some/st
Hapgood

har/ness/ed
haven't
headdress
heartsease
her/editary
heresy
heretic
here/with
hideaway
hing/ed
hoity-toity
hone/sty
honey
horseradish
hothouse
hypsometer
I
idea
idealistic
imagery
immlly (immediately)
impartial
impermeable
inasmch (inasmuch)
in-bet (in-between)
inconceivable
incongruity
incongruous
indiarubb/er
indistinctness
ineradicable
Inge
ingénue
inglenook
in/here
inher/ent
ironed

irredeemable
 isinglass
 isometry
 isthmus
 it'd
 it'll
 it's

J

Jamestown
 Jones

K

kettledrum
 kilowatt
 King/ston

L

Lancelot
 land/lord
 launder/ing
 learned
 leghorn
 Len/ingrad
 less
 lring (lettering)
 lever
 leverage
 limeade
 lin/eage
 lin/ea/ment
 lin/en-draper
 ling/er
 lingerie
 lioness
 lionet
 lissome/ness
 llr (littler)
 Ll (Little) Rock
 Littleton
 locoweed
 longevity
 longitude
 lordly
 Louis Brl (Braille)

M

maenad
 maharajah

mah-jongg
 malediction
 McCommack
 McConnell
 memento
 men/ingitis
 mental
 merry-go-round
 midafn (midafternoon)
 midday
 mileage
 milord
 mingled
 Minneapolis
 minuteness
 misally
 misconceived
 mishap
 misoneism
 mistake
 mistaken
 mistemper/ed
 mistitled
 mistook
 monetary
 money
 mong/er
 Mongolian
 mongoose
 mongrel
 mooned
More
 more'n
 moreover
 Mortimer
 mountain/ous
 mustache
 must/ard
 must/er/ing
 mstn't (mustn't)
 msty (musty)

N

named
 nationality
 Neand/er/thal

ne'er-do-well
 Nesselrode
 nightingale
 Nipponese
 noblesse
 non-commission/ed
 northeast
 nought
 noway
 nowise

O

O'Connor
 odd
 odd/ity
 oedema
 Oedipus
 offer/ing
 often
 oleagin/ous
 omentum
 oner/ous
 opponent
 optime
 orangeade
 Othello
 other
 out-and-out

P

paean
 painstaking
 partake
 partaken
 partaker
 Par/thenon
 partiality
 particular
 partook
 passe-partout

peaceable
pean
peanut
peddler
Pekingese
pen/sion (boarding house)
peoples
people's
perceivable
percvd (perceived)
perineum
peritoneum
permeable
peroneal
persever/ance
Phoenix
phone
phoned
phonetically
pimento
pineapple
ping-pong
piñon
pioneer/ing
pity/ing
plunder/ed
poleax
pongee
popedom
preaction
preadamite
preamble
preconceived
predacious
predated
predicament
prediction
predilection
prenatal
prerogative
prisoner
prithce
pro and con
problematically

Prof.
profanely
profanity
profert
professor
proficiency
profile
profound/ness
pronghorn
proponent
pytho~~ness~~
Q
question/ary
question/ed
questionee
questionnaire
quibbled
qken (quicken)
R
rafter
rally
ration/ally
ready-to-wear
re-ally
really
reappear/ance
receivable
rcvd (received)
rcvrship (receivership)
redact
redeemed
redemption
redistribution
redrafter
reduced
reduction
redundance
renege
renouncement
renunciation
repartee
requestion/ed
reread
reverber/ation
revere

rever/ence
rever/end
reverie
reversed
revery
ribbon
ribboned
riffraff
righteousness
roof/er
roseate
roundelay
rou/stab (roustabout)
S
sacch/ar/ine
safflow/er
Saint or St.
Sally
scone
scribbled
sea
seafar/ing
sea-island
séance
Seattle
sedate
sedition
seduced
seduction
self-belief
self-command
self-control
self-distrust
señor
sever
several
severe
sever/ity
sh!
shadberry

shaddock
shadow/ed
shallow
shallow/ness
shanghaied
sh/edding
Sheean
sh/eriff
sh/eriff's
sh/eriffs
sh/ingled
sh/oulder
shdn't (shouldn't)
shdst (shouldst)
sing/ed
Singh
sing/ing
singular
skedaddle
smoother
smother
 so (musical note)
so-and-so
sobeit
somersault
Somerset
some/times
sooner
sorghum
so's
soso
so-so
sou'east/er
sought
sou/theast
sparerib
Spartan
Spencer
sphere
spikenard
spirit/less
spirits
spongy
sprightly

squally
Stalingrad
st/and-by
st/ation/ary
stevedore
still-life
stillness
still's
st/ingy
stirabout
Street or St.
string/endo
string/ent
strongyle
St. Swith/in
subbasement
subpoena
sudd/en/ness
suède
sunder
sustain
sweetheart
swith/er
sword
syringe


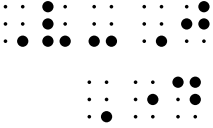
T

tableau
tablet
taffrail
Tammany
tea
tear
tea/time
teethed
telephone
telephoned
Ten/nessee
tethered
that'd
that'll
that's
theaceous
theater
thee
theirs

then
th/ence/for/th
thereabs (thereabouts)
thereagst (thereagainst)
thermometer
theses
th/ing-in-xf (thing-in-itself)
thistledown
th/ought/ful/ness
threshold
through/out
th/under/ing
timed
timing
ting/ed
tingled
'tion
to^and fro
to-do
toenail
tomentose
tone
toned
tongs
tongue
tooth/some
topfull
tow/ards
towhee
Townsh/end
trin/ary
trinodal
trinomial
trisacch/aride
trombone
trypanosome
turtledove
tweedledum
twing/ed
twofold

TYPICAL AND PROBLEM WORDS

twosome
U
 ultrared
 unac (unaccording)
 unbeknown
 unblemish/ed
 unblfold (unblindfold)
 unconceived
 uncongealable
 uncongenial
 undcvd (undeceived)
 undcld (undeclared)
 underived
 underogatory
 undishearten/ed
 undistinguish/ed
 unear/th
 unear/thed
 uneasy
 uneaten
 unfrlly (unfriendly)
 unfulfilled
 unknown
 unless
 unlessoned
 unred (unlettered)
 unmistakable
 unnec (unnecessary)
 unpd (unpaid)
 unpercvd (unperceived)
 unpercvg (unperceiving)
 unquestionably
 unrjcd (unrejoiced)
 unrjcg (unrejoicing)
 untow/ard
 useable
 useless
 usually
V
 vainglorious
 valediction
 valedictory
 Vand/erbilt
 Vandyke
 V Day


 vice-consular
 viceregal
 viceroy
 V-J Day

W
 wafter
 wagoner
 wakerife
 wasn't
 wea/thered
 weever
 well-be/ing
 well-to-do
 wer/en't
 wh/ence
 where/abs (whereabouts)
 wh/ere'er
 wh/er/ever
 which/ever
 which'll
 whither
 Will
 willing
 will-o'-the-wisp
 Will's
 win/some/ness
 witches'-besom
 withe
 with/er/ed
 with/in
 with/out
 word/ing
 workpeople
 worldliness
 wd-be (would-be)
 wdn't (wouldn't)
 wdst (wouldst)
 Wright

wright
 wrought
X
 xylophone
Y
 yearned
 yeggman
 you'd
 you'll
 you'n
 young/st/er
 you're
 yrs (yours)
 you's
 you've
Z
 zither
 zone
 zoned
 zounds

INDEX OF RULES

Page	Page
Abbreviations, §27. VI-1	Ation , §46. (exception d.) XV-6
Comprised of portions of words,	
§27.b. VI-2	Bb , §34.b.(1) (exception) X-2
Dates, §27.e. VI-3	Bb , §42. XIII-7
Initials, §27.c. VI-3	Be , §39. XIII-2
Italicized, §10.a. II-4	Be , §43. XIII-9
Letters, uncapitalized,	Blank lines in print, §10.g. II-7
uncontracted, §27.a. VI-1	Blank lines in print, §20. III-2
Postal districts, §27.d. VI-3	Blank lines, use of, §17.a., §17.b. III-2
Print, §31.a. VIII-1	Brackets:
Telephone numbers, §27.f. VI-4	Opening and closing, §3. I-3
With/without period, §27., §27.a. VI-1	Portion of word enclosed in, §3.a. I-3
Written in capital letters, §27.a. VI-1	Braille Grade 1½ (revised), App. C.
Accent sign, §24.c. V-4	§1.c. C-1
English stressed syllables, §24.c. V-4	Braille Grade 3, App. C. §1.a. C-1
Foreign words and phrases, and	Braille shorthand, App. C. §1.b. C-1
italicized or quoted foreign	Breaks in context, App. A. §3. A-1
passages in English context,	By , §41. XIII-4
§24.c. V-4	
Used for stressed syllables in	Caesura sign, §33.b. IX-3
scansion and stress, §33.c. IX-3	Capital sign:
Acknowledgments, §15.c. III-1	Double, use of, §9.b. II-2
Ally , §46. (exception c.) XV-6	Single, use of, §9.a. II-2
Alphabet and numbers, table of 2	Single and double, §9. II-2
And , §37. XI-4	Capitalized portions of words, writing
And , §38.b. XII-2	of, §11. II-7
Anglicized words and names, §24.a. V-1	Cardinal numbers, §28. VII-1
Apostrophe, §4. I-4	Cc , §34.b.(1) (exception) X-2
Insertion of in plural abbreviations,	Cc , §42. XIII-7
numbers or letters, §4.a. I-4	Change of margin, §10.g. II-7
Apostrophized words, italicized,	Coinage, §31. VIII-1
§10.a. II-4	Decimal, §28.g. VII-5
Appendices:	Sterling, §28.e. VII-4
A—Special formats A-1	Sterling, §31.b. VIII-2
B—Foreign languages B-1	Coinage, weights, measures and
C—Other systems (grades) of	other special symbols, §31. ... VIII-1
braille, special braille codes C-1	Com , §44. XIII-11
D—Diacritics and phonetics D-1	Composition signs, special braille,
Asterisk, §21. IV-1	table of, Rule II II-1
When used in print to denote	Order of, §8. II-1
omissions, §21.a. IV-1	

	Page		Page
Compound words:		Contractions (cont.)	
Italicized, §10.a.	II-4	One-cell whole-word, table of,	
Use of double capital sign, §9.b.	II-2	Rule XI	XI-1
Use of single capital sign, §9.a.	II-2	A, and, for, of, the, with , §37.	XI-4
<i>Computer Braille Code</i> symbols,		General rule, §36.	XI-2
App. C. §3.k.	C-6	Preferred contractions, §35.	X-6
Con , §43.	XIII-9	St , §38.c.	XII-3
Contents pages, §15.b.	III-1	Use in dialect, §34.e.	X-6
Contractions:		Use in proper names, English or	
Choice of use, §35.	X-6	foreign, in English context,	
Final-letter, table of, Rule XV	XV-1	§24.a.	V-1
Examples, §46.	XV-2	Use in transcribing books on	
Exceptions to general rule,		specialized subjects, §34.d.	X-5
§46.a.-d.	XV-5		
General rule, §46.	XV-1	Dash and double dash:	
Forming parts of words:		Beginning and ending of line, §6.	I-5
General exception, §34.c.	X-5	Indicating omitted word, §6.a.	I-6
General rule, §34.	X-1	Not used in writing scores in	
Not used, §34.b.	X-2	number form, §28.a.	VII-1
Used, §34.a.	X-1	Short and double, §6.	I-5
General use of, Rule X	X-1	Spacing of, §6.	I-5
Initial-letter, tables of, Rule XIV	XIV-1	With Roman numerals, §30.a.	VII-7
Examples, §45.	XIV-2	Dates, abbreviated, §27.e.	VI-3
Exceptions to general rule,		Dd , §34.b.(1) (exception)	X-2
§45.a.-f.	XIV-9	Dd , §42.	XIII-7
General rule, §45.	XIV-2	Decimal coinage, §28.g.	VII-5
Lower signs, table of, Rule XIII	XIII-1	Decimal sign, §28.f.(1)	VII-4
Be, con, dis , §43.	XIII-9	Dedications, §15.c.	III-1
Be, enough, were, his, in,		Definition of braille	1
was , §39.	XIII-2	Diacritics, App. D. §1.	D-1
Com , §44.	XIII-11	Diaereses, writing of, §25.	V-5
Ea and double-letter signs		Diagrams, §19.	III-2
bb, cc, dd, ff, gg , §42.	XIII-7	Diphthongs, §25.	V-5
To, into, by , §41.	XIII-4	Dis , §43.	XIII-9
Not used:		Ditto sign, §31.e.	VIII-5
In anglicized proper names,		Division of words at end of line,	
words or phrases, §24.a.(2)	V-2	§5.a.	I-5
In foreign words and names,		Dollars and cents, §28.g.	VII-5
§24.b.	V-3	Dots, when used to indicate omitted	
One-cell part-word, table of,		letters, §7.a.	I-6
Rule XII	XII-1	Double capital sign, §9.b.	II-2
And, for, of, the, with , §38.b.	XII-2	Writing of letter groups, §9.b.	II-2
General rule, §38.	XII-1	Double italic sign, §10.	II-4

INDEX OF RULES, Compound words-Formats, special

Ind-3

	Page		Page
Double-letter signs, §42.	XIII-7	Foreign language passages and texts,	
Ea , §34.b.(1) (exception)	X-2	§26.	V-5
Ea , §42.	XIII-7	Foreign languages, App. B.	B-1
Editing of copy, §19.	III-2	French, App. B. §1.	B-1
Electronic addresses and file names,		German, App. B. §4.	B-3
§27.g.	VI-4	Greek, App. B. §6.	B-4
Electronic addresses and file names,		Italian, App. B. §2.	B-1
App. C. §3.....	C-1	Latin, App. B. §5.	B-3
Ellipsis, §7.	I-6	Spanish, App. B. §3.	B-2
Omission of paragraph, §7.b.	I-6	Foreign material in English context,	
Spacing and punctuation of, §7.	I-6	§24.d.	V-4
To be substituted when asterisk		Foreign words and names, §24.b.	V-3
used in print to indicate		Foreign words not to be contracted,	
omissions, §21.a.	IV-1	§24.b., §26.	V-3, V-5
Ence , §35.b. (exception)	X-7	Forewords, §15.d.	III-1
Ence , §46. (exception a.)	XV-5	Format, braille:	
English, Old and Middle, §26.c.	V-6	Blank lines, use of, §17.a., §17.b.,	
Enough , §39.	XIII-2	§20.	III-2
Ff , §34.b.(1) (exception)	X-2	Contents pages, §15.b.	III-1
Ff , §42.	XIII-7	Dedications, acknowledgments,	
Final-letter contractions, tables of,		§15.c.	III-1
Rule XV	XV-1	General rule, §14.	III-1
Exceptions, §46.a.-d.	XV-5	Headings:	
Foot sign, end of, §33.b.	IX-3	Centered and cell 5, §17.	III-2
Footnotes:		Paragraph, §18.b.	III-2
In notes section, §22.b.	IV-1	Omissions of copy, editing, §19.	III-2
Long, placed at end of paragraph,		Page numbering, §16.	III-2
§22.a.(2)	IV-1	Paragraphs, §18.	III-2
Poetry and plays, §22.b.	IV-1	Prefaces, forewords, introductions,	
Prose, §22.a.	IV-1	§15.d.	III-1
Short, §22.a.(1)	IV-1	Title pages, §15.a.	III-1
Writing of, §22.	IV-1	Volume endings, §15.e.	III-1
For , §37.	XI-4	Formats, special, App. A.	A-1
For , §38.b.	XII-2	Breaks in context, App. A. §3.	A-1
Foreign accented letters:		Magazines:	
In writing foreign-language texts,		Paragraphing, App. A. §1.	A-1
§26.	V-5	Poetry, App. A. §2.	A-1
In writing foreign words and		Termination line, App. A. §4.	A-1
phrases, and italicized or		Outlines, App. A. §7.	A-2
quoted foreign passages in		Plays and other dramatic material,	
English context, §24.c.	V-4	App. A. §8.	A-3
		Poetry, App. A. §8.d.	A-3
		Special symbols page, App. A. §9.	A-4

	Page		Page
Formats, special, App. A. (cont.)		Initial-letter contractions, tables of,	
Tabular material, App. A. §5.	A-1	Rule XIV	XIV-1
Test materials, App. A. §6.	A-1	Exceptions, §45.a.-f.	XIV-9
Transcriber's notes page, App. A.		Initials, §27.c.	VI-3
§10.	A-6	Inscriptions, §32.b.(1)	IX-1
Fractions, writing of, §28.c.	VII-2	Integral numbers, division of, §28.b.	VII-2
French accented letters, App. B. §1.	B-1	Into , §41.	XIII-4
German accented letters, App. B. §4.	B-3	Introductions, §15.d.	III-1
Gg , §34.b.(1) (exception)	X-2	IPA Phonetics Code, App. D. §3.	D-1
Gg , §42.	XIII-7	Italian accented letters, App. B. §2.	B-1
Grade 3 Braille, App. C. §1.a.	C-1	Italic sign:	
Greek alphabet (international) and		In abbreviations, §10.a.	II-4
other special signs, App. B.		In apostrophized words, §10.a.	II-4
§6.a.-c.	B-4	In compound words, §10.a.	II-4
Greek passages in English text, §26.b.	V-5	Single and double, §10.	II-4
Greek letters, writing of in English		Italicized passages, §10.b.	II-6
context, §24.e.	V-4	Comprising more than one	
Had , §45. (exception e.)	XIV-11	paragraph, §10.c.	II-7
Headings:		Dash or ellipsis at beginning or	
Cell 5, §17.b.	III-2	end, §10.d.	II-7
Centered, §17.a.	III-2	Last word in compound word,	
Paragraph, §18.b.	III-2	§10.b.	II-6
Here , §45. (exception b.)	XIV-9	Italicized portions of words, writing	
His , §39.	XIII-2	of, §11.	II-7
Hyphen, §5.	I-4	Italicized titles or items, list of,	
Spacing after disconnected compound		§10.b.	II-6
words, §5.	I-4	Italics:	
Use in compound words, §5.	I-4	Omission of in quoted matter,	
Use in joining numbers, §28.b.	VII-2	§10.f.	II-7
Use in writing scores in number		To be substituted for small capital	
form, §28.a.	VII-1	letters, bold-face type, or	
Used to set apart italicized or		underscoring, §10.e.	II-7
capitalized portions of words,		Used in paragraph headings,	
§11.	II-7	§18.b.	III-2
When used to indicate omitted letters,		Ity , §46. (exception c.)	XV-6
§5.b.	I-5	Latin diphthongs and vowel signs,	
With Roman numerals, §30.a.	VII-7	App. B. §5.	B-3
Illustrations, omission of, §19.	III-2	Letter sign, §12.	II-8
In , §39.	XIII-2	Purpose, §12.	II-8
		Use in languages not employing	
		Roman alphabet, §26.b.	V-5

INDEX OF RULES, Formats, Special-Plays

Ind-5

	Page		Page
Letter sign (cont.)		Oblique stroke or bar, §28.e.	VII-4
When not used, §12.b.	II-10	With numbers, §28.e.	VII-4
When used, §12.a.	II-8	Of , §37.	XI-4
With letter endings of Roman		Of , §38.b.	XII-2
numerals, §30.b.	VII-7	Omissions of copy, §19.	III-2
With uncapitalized Roman		Omitted letters:	
numerals, §30.	VII-7	When indicated by dots, §7.a.	I-6
Letters, alphabet (see letter sign)		When indicated by hyphens, §5.b.	I-5
Line sign, §32.b.(1)	IX-1	Omitted words, indicated by dash,	
Lisped words, §13.c.	II-13	§6.a.	I-6
Lower signs, Rule XIII	XIII-1	One , §45. (exceptions a., b.)	XIV-9
Lower sign rule, §40.	XIII-3	One-cell part-word signs, Rule XII	XII-1
Mathematical signs of operation,		One-cell whole-word and part-word	
common, §28.j.	VII-6	signs, table of	5
Measures, §31.	VIII-1	One-cell whole-word contractions,	
Mixed numbers, writing of, §28.d.	VII-3	Rule XI	XI-1
Money, foreign, §31.b.	VIII-2	Ordinal numbers, §29.	VII-6
Ness , §46. (exception b.)	XV-5	Omission of "n" or "r" in,	
Non-Latin letters, §24.e.	V-4	§29. (exception)	VII-7
As part of an abbreviation, §31.c.	VIII-4	With foreign endings, writing of,	
Non-Latin words, §26.b.	V-5	§29. (exception)	VII-7
Number sign, §28.	VII-1	Other systems (grades) of braille:	
Termination of effect, §28.a.	VII-1	Grade 3 Braille, App. C. §1.a.	C-1
Numbers:		Revised Braille Grade 1½, App. C.	
Cardinal, §28.	VII-1	§1.c.	C-1
Decimal coinage, §28.g.	VII-5	Shorthand, App. C. §1.b.	C-1
Decimal sign, §28.f.(1)	VII-4	Special braille codes, App. C. §2.	C-1
Division of, §28.b.	VII-2	Outlines, App. A. §7.	A-2
Fractions, §28.c.	VII-2	Page numbering, §16.	III-2
Mixed numbers, §28.d.	VII-3	Paragraphs:	
Oblique stroke or bar, §28.e.	VII-4	Paragraph headings, §18.b.	III-2
Ordinal, §29.	VII-6	Paragraphing, §18.a.	III-2
Roman numerals, §30.	VII-7	Paragraphing, App. A. §1.	A-1
Sports scores, votes, results,		Parentheses:	
writing of, §28.a.	VII-1	Opening and closing, §3.	I-3
Time, definite point of, §28.h.	VII-6	Portion of word enclosed in, §3.a.	I-3
Time, intervals of, §28.i.	VII-6	Part , §45. (exception c.)	XIV-10
With dash, §28.a.	VII-1	Phonetics, App. D. §3.	D-1
With hyphen, §28.b.	VII-2	Plays and other dramatic material,	
Numerals, Roman, §30.	VII-7	App. A. §8.	A-3

	Page		Page
Poetry:		Roman numerals (cont.)	
Numbered lines, §32.c.	IX-2	With dash, §30.a.	VII-7
Prose format, §32.b.	IX-1	With hyphen, §30.a.	VII-7
Special format, App. A. §2.	A-1	Rules:	
Verse format, §32.a.	IX-1	I—Punctuation signs	I-1
Portions of words, italicized or		II—Special braille composition signs ..	II-1
capitalized, §11.	II-7	III—Format	III-1
Postal districts, §27.d.	VI-3	IV—Asterisk, footnotes, references ..	IV-1
Prefaces, §15.d.	III-1	V—Anglicized and foreign words,	
Print abbreviations, §31.a.	VIII-1	accent sign, diphthongs,	
Print symbols list, §31.b.	VIII-2	foreign languages	V-1
Print symbol indicator, §31.b.(2)	VIII-4	VI—Abbreviations	VI-1
Use in technical works, §31.d.	VIII-4	VII—Numbers and Roman	
Pronunciation systems of well-known		numerals	VII-1
dictionaries, App. D. §2.	D-1	VIII—Coinage, weights, measures	
Proper names:		and other special symbols	VIII-1
Use of contractions in, §24.a.	V-1	IX—Poetry, scansion and stress	IX-1
Use of contractions in, §36.c.	XI-3	X—General use of contractions	X-1
Use of contractions in, §38.e.	XII-3	XI—One-cell whole-word	
Use of short-form words in,		contractions	XI-1
§47.b.	XVI-3	XII—One-cell part-word signs	XII-1
Punctuation and composition signs,		XIII—Lower signs	XIII-1
table of	3	XIV—Initial-letter contractions	XIV-1
Order of, §8.	II-1	XV—Final-letter contractions	XV-1
Punctuation signs, table of, Rule I	I-1	XVI—Short-form words	XVI-1
Use and order of, §1.	I-2		
Quotation marks:		Scansion and stress, §33.	IX-2
Double and single, §2.	I-2	Accent sign used for stressed	
Reversed in print, §2.a., §2.b.	I-2	syllables, §33.c.	IX-3
Quoted matter, change of type or		Caesura sign, §33.b.	IX-3
written in italics, §10.g.	II-7	End of foot sign, §33.b.	IX-3
References, §23.	IV-2	Long or stressed syllable sign,	
Revised Braille Grade 1½, App. C.		§33.a.	IX-2
§1.c.	C-1	Short or unstressed syllable sign,	
Roman numerals, §30.	VII-7	§33.a.	IX-2
Capitalized, §30.	VII-7	Short-form words, Rule XVI	XVI-1
In dates, §27.e.	VI-3	Rules of usage, §47.	XVI-3
Letter endings, §30.b.	VII-7	Table of	7
Rare, forms for, §30.c.	VII-8	Single capital sign, §9.a.	II-2
Uncapitalized, §30.	VII-7	Some , §45. (exception d.)	XIV-10
		Spanish accented letters and	
		punctuation signs, App. B. §3. ..	B-2

	Page
Special braille codes, App. C. §2.	C-1
Special symbols page, App. A. §9.	A-4
Speech hesitation, §13.b.	II-13
Spelling, §13.b.	II-13
St , §38.c.	XII-3
Stammering, §13.a.	II-12
Sterling coinage, §31.b.	VIII-2
Syllabified words, §13.d.	II-13
Symbols, print, §31.b.	VIII-2
Tabular material, App. A. §5.	A-1
Telephone numbers, §27.f.	VI-4
Termination line, App. A. §4.	A-1
Termination sign, §11.	II-7
Restriction of use, §11.	II-7
Used to set apart italicized or capitalized portions of words, §11.	II-7
Test materials, App. A. §6.	A-1
The , §37.	XI-4
The , §38.b.	XII-2
Time:	
Definite point of, §28.h.	VII-6
Intervals of, §28.i.	VII-6
Title pages, §15.a.	III-1
To , §41.	XIII-4
Transcriber's notes page, App. A. §10.	A-6
Two-cell contractions, table of	6
Typical and problem words	W-1
Vocal sounds without word meanings, §13.b.	II-13
Volume endings, §15.e.	III-1
Was , §39.	XIII-2
Weights, §31.	VIII-1
Were , §39.	XIII-2
With , §37.	XI-4
With , §38.b.	XII-2
Words, typical and problem	W-1

