THE PROVISIONAL GUIDELINES FOR LITERARY LINEAR BRAILLE FORMAT

COMPILED UNDER THE AUTHORITY OF THE BRAILLE AUTHORITY OF NORTH AMERICA

Adopted August 15, 1987; AMERICAN PRINTING HOUSE FOR THE BLIND; Louisville, Kentucky; 40206-0085; 1987

The Provisional Guidelines for Literary Linear Braille Format were adopted by the Braille Authority of North America on August 15, 1987. Implementation of the guidelines is as of November 1, 1987.

Grateful acknowledgment is accorded the members of the Ad Hoc Sub-committee on Linear Braille Format of the BANA Literary Technical Committee: Conchita Gilbertson, Alice Mann, Mary Nelle Mclennan, and the late Richard Evensen.

INTRODUCTION

In the interest of consistency of braille format produced for Linear Braille devices, the following procedures and techniques have been devised.

GENERAL PRINCIPLES

1. No reference indicator may be a single cell configuration.

2. The dollar sign, a contracted $ in braille, will be maintained as the formatting prefix which will precede any other indicator. The dollar sign is preceded by a space, followed unspaced by the attached indicator which is followed by a space.

These indicators will be shown throughout this writing enclosed in parentheses.

3. The dollar sign p ($p) is the general paragraph indicator which may also initiate a new or different section of information. This is to be employed for all first level paragraphs. First level paragraphs are defined as those which begin conventionally indented and are runover at the margin.

4. The full cell configuration, dots 1-2-3-4-5-6, (=), is to be used as a format termination indicator when unspaced from and immediately following any formatting indicator.

TITLE PAGES

1. Each defined area of information required according to English Braille, American Edition, revision currently in use, will be preceded by ($p).

2. If the material is being presented in textbook format, the ($p) will precede each defined area of information required according to the Textbook Code in current adoption.

CONTENTS

1. Main headings, such as chapter titles, are to be preceded by dollar sign h ($h).

2. Sub-headings are preceded by dollar sign h followed immediately by 1, 2, 3, etc. ($h1, 2, 3, etc.) according to the level of the heading under a main entry.

The first sub-heading would be indicated by ($h1). All headings which are of the first level following the main heading are designated as ($h1). Each additional level of a heading is numbered in succeeding order.

NOTE: The fewest number of heading levels should be assigned.

MAIN TEXT

1. Print pages are indicated by the following symbols of enclosure: the print page number is preceded immediately by the 2-cell symbol consisting of dots 5, 2-5 and followed immediately by the 2-cell symbol consisting of dots 2-5, 2 opening print page symbol dots 5, 2-5 closing print page symbol dots 2-5, 2

2. Major headings, such as chapter titles, are to be preceded by dollar sign h ($h).

3. Sub-headings are preceded by dollar sign h followed immediately by a number ($h1, 2, 3, etc.) according to the appropriate level beneath the major heading.

EXCEPTION: Paragraph headings are to be italicized only.

4. Transcriber's Notes are to be introduced by dollar sign tn ($tn) and terminated by dollar sign tn full cell (tn=).

5. Notes, including footnotes and other referenced notes throughout a text, are preceded by the dollar sign n ($n) and terminated by the dollar sign n full cell ($n=) configuration.

The print note indicator is considered part of the note.

6. Captions are preceded by dollar sign cp ($cp) and terminated by dollar sign cp full cell ($cp=).

7. When it is necessary to the comprehension of the text to indicate boxed material, use the dollar sign b ($b) to precede the boxed information and terminated the material with dollar sign b full cell ($b=).

8. When it is important to identify the beginning of print lines, the dollar sign followed immediately by the letter l ($l) is to be used at the beginning of each such line. The ($l) should also be used at the beginning of each poetic line.

Numbered line prose or poetry is indicated by ataching the appropriate number to the ($l).

Following the last line which requires the ($l) indicator, terminate by dollar sign letter l full cell ($l=).

NOTE: Overuse of this technique should be avoided. Be certain that lines must be indicated in order to comprehend the materials before employing this indicator.

TABLES AND CHARTS

1. Tabular type materials are introduced by dollar sign tb ($tb) and terminated by dollar sign tb full cell ($tb=).

2. All columns should be retrievable or searchable. To ensure this, all columns and rows must be lettered or numbered. Each row should be introduced by dollar sign p ($p).

Presentation of each row of information should include the column key followed by a colon; after one space, give the entry followed by a semicolon. Continue giving each column key and entry in this manner until the row is complete. Terminate each row with a period. Use the table termination indicator, ($tb=), at the end of the completed table.

Where no information is shown in a column, a double dash must be inserted in the braille edition.

3. When a table must be continued in succeeding blocks, the point of separation must be logical. Do not separate within a column or row unless it is absolutely unavoidable.

OUTLINES

1. Each numbered or lettered division is preceded by dollar sign ou contraction, dots 1-2-5-6, and a number ($\1, 2, etc.).

2. Main entries are preceded by ($\1).

3. Sub-entries are preceded by ($\2, 3, etc.) according to the level of entry beneath the main division.

GLOSSARIES AND INDICES

1. Main entries are preceded by dollar sign en contraction, dots 2-6, ($5).

2. Sub-entries are preceded by $5 followed immediately by 1, 2, 3, etc. which denotes the level of the sub-entry beneath the main division ($51, 2, 3, etc.).

LIST OF LINEAR BRAILLE FORMAT SYMBOLS

NOTE: Where $n is shown, the n represents a number

- $b box
- $cp caption
- $(en) dots 2-6, main entry in glossaries and indices
- $(en)#n sub-entry level
- $h main entry of a contents and a major heading
- $h#n heading level
- $l line
- $l#n numbered line
- $n referenced note
- $n#n numbered notes
- $(ou) dots 1-2-5-6 main division of an outline
- $(ou)#n sub-division of an outline
- $p paragraph
- $h main entry of contents
- $tb tables, charts, etc.
- $tn transcriber's note
- (=) dots 1-2-3-4-5-6 (the full cell) termination when appended to other symbols

OPTIONAL: $e is suggested as to indicate the end of a block of information when an aural signal provided by the braille device is ineffective.