

Lesson 19

Literary Braille Book Format

Note: In anticipation of rule changes, the BANA board of directors has granted permission for preliminary pages to be prepared according to the rules as set forth in *Braille Formats: Principles of Print to Braille Transcription*. As a consequence, the rules in this lesson, with the exception of the pagination style, follow those of *Braille Formats* rather than *EBAE*.

19.1 Format in General

The layout of a braille book should follow that of the print book as closely as possible.

- 19.1a Illustrations, maps, pictures, and diagrams.** [*BF* Rule 17, §1.g] It is often necessary to omit illustrations and diagrams and the references to them in a braille transcription. If a braille book is not an exact duplication of the print book, a general statement regarding omissions or additions should be placed on the transcriber's notes page (see §19.2e). The omission of pictures on the front of a book or other pictures not related to the text need not be noted.
- 19.1b Captions.** [*BF* Rule 17, §2.a] Captions that provide information not given elsewhere in the text should be incorporated, at an appropriate point, into the braille text. Starting in cell 7, braille the relevant word (Map, Picture, etc.) followed by a colon. Following on the same line, copy the caption. Runover lines should start in cell 5. Do not leave a blank line before or after the caption.
- 19.1c Headings.** [*BF* Rule 4] Nearly all print headings, whether titles of books, chapters, sections, or subsections are formatted in braille as *centered* or *cell-5* headings. Print capitalization should be followed for headings. With the exception of paragraph headings (see §19.1c(3)) italics are used in braille headings only if they are necessary to show emphasis or distinction. Do not confuse rules for headings with those for running heads (see §19.1d).
- 19.1c(1) Centered headings.** As a general rule, centered headings are used in braille to represent the major section headings, such as titles of parts of a book and of chapters. Just as its name implies, a centered heading is centered on one or more lines, *preceded and followed by a blank line*. Leave a minimum of three blank cells at the beginning and at the end of each line of a centered heading. When a centered heading starts a new braille page, a blank line is left between it and the running head. (For further instruction on centering refer to page xiv and for the format of chapter headings see §19.6.)
- 19.1c(2) Cell-5 headings.** When a book uses major headings and subheadings, the major headings are centered and the subheadings are brailled starting in cell 5 with runover lines also starting in cell 5. A cell-5 heading should be *preceded by a blank line, but not followed by one*. Like a centered heading, when a cell-5 heading starts a new braille page, a blank line is left between it and the running head.

19.1c(3) Paragraph headings. Paragraph headings are words at the beginning of a paragraph—which are in full capitals or in a typeface different from the continuing text—that serve to highlight the important issue of the paragraph. Such headings are italicized in braille and print capitalization is followed. Do not confuse paragraph headings with purely stylistic letters at the beginning of a chapter or unit, which are not italicized in braille (see §2.2).

19.1d Running head. [BF Rule 1, §12.b] The Library of Congress and many other agencies require that the title of the book (or a portion of it) be placed at the top of the page as a *running head* for convenience in collating braille books. When required, the running head must appear consistently on all braille pages of the transcription with two exceptions. The fully capitalized title, rather than a portion of it, is used: (1) on the title page (§19.2b(4)) and, (2) on the first page of text (§19.3b) in each volume. If the book being transcribed is part of a series, use the title of the book, not the title of the series, for the running head.

Only one braille line is used for the centered running head. After centering, there must be at least three blank cells left at the beginning of the line and between the end of the running head and the page number. When counting the number of cells available for the running head, consideration must be given to the number of cells that will be occupied by the longest page number in the entire book. It is preferred that the full, capitalized book title be used as the running head. If this takes up too much room, observe the following in the order given:

- Capitalize only the first letter of the first word and the first letter of principal words in the title. For example, the title *GARDEN ISLANDS OF THE GREAT EAST* cannot be brailled in full capitals and still leave the required margins, but it will fit as *Garden Islands of the Great East*.
- Condense the title by omitting minor words or by abbreviating longer words. The title *THE CASE OF THE HESITANT HOSTESS* cannot be brailled either in full capitals or with just the major words capitalized and still leave the required margins and room for a typical braille page number; therefore, it should be condensed to *THE HESITANT HOSTESS*. If space permits, use full capitals for a condensed running head.

Do not leave a blank line between a running head and the continuation of text unless a break in context occurs at this point. A blank line is always left between a running head and a centered heading (such as a chapter title) or cell-5 heading.

When an agency chooses not to use a running head, the text continues on line 1 leaving room for three blank cells and the page number at the far right.

- *Note: All of the instructions in this lesson are written with the assumption that a running head will be used—as it must be for the certification manuscript.*

19.1e Blank lines and breaks in text. [BF Rule 1, §16.c] Only one blank line is left in braille when in print one or more blank lines are used to indicate a break in thought or a change of time or place. If, in braille, there is not room on the page for such a blank line and one line of continuing text, leave line 25 blank. On the next page, start the text on line 3—leaving the line following the running head blank.

If a series of dots, stars, or other symbols, is used in print to indicate a break in text, these symbols should be represented in braille by three asterisks separated from each other by a blank cell and centered on the braille line. Do not leave a blank line either before or after the line containing the series of asterisks. Do not list asterisks used for this purpose on the special symbols page (see §19.2*d*). If a line containing such asterisks occurs on line 25 of the braille page, it is not necessary to leave a blank line at the top of the next page.

Quoted or displayed matter, such as letters, stanzas of a poem, etc., are always preceded and followed by one blank line. If such matter ends on line 24 or 25 of the braille page, on the next page leave the line following the running head blank.

A blank line is always left in braille before a centered or cell-5 heading. When there is not room at the bottom of a braille page for such a heading with the appropriate blank lines and at least one line of braille text, the heading is taken to the next page where it is placed on line 3 (following the running head and a blank line).

19.2 Preliminary Pages [BF Rule 2]

For the purposes of braille the following items are considered preliminary pages and are given special page numbers (see §19.2*a* below). These items are always placed first in a braille volume, and always in the following order:

- title page
- dedication (in volume 1 only)
- special symbols page (if needed)
- transcriber's notes page (if needed)
- table of contents (if any)
- cover/jacket material (if any)

Braille only what appears in print. Do not create a contents page, for example, if there isn't one in print. Other front matter that may be included in the braille preliminary pages is discussed in §19.2(i).

Braille preliminary pages are followed by text pages, which will be studied in §19.3. A summary to help determine the order of preliminary pages and text pages is located in §19.4.

19.2a Page numbering of preliminary pages. When using *literary-style* pagination (see §17.7a), as required in Exercise 19 and the trial manuscript, the numbers on the print pages are ignored. Braille preliminary pages are numbered consecutively. The braille page number is placed at the end of line 1—each number preceded by the letter *p* without the letter sign. Therefore, in every volume the title page will always be numbered *p1*.

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• Note: For future reference, when, after certification, material is transcribed using textbook-style pagination (see §17.7b), instructions for preliminary page preparation as stated in Rule 2 of *Braille Formats* should be carefully studied. The transcriber should be aware that when using textbook pagination, (1) every page must be accounted for—even blank ones, (2) braille preliminary pages do not reflect the print page numbers; they carry only the running braille page number (placed at the end of line 25—each preceded by the letter *p* without the letter sign), (3) all authors, with their degrees and affiliations, and all copyright owners and dates are included on the title page. This requirement often necessitates a *supplemental title page* (see *BF* Rule 2, §3), (4) inclusive preliminary and text braille page numbers, and inclusive print page numbers (both roman and arabic) are listed on the title page, and, (5) the page numbers on the contents page reflect the *print* page numbers.

19.2b Title page. Information for a braille title page is gleaned from the print title page and the page that is usually on the back of the title page that contains cataloging, copyright, and other publication data. Most braille books will consist of more than one volume. *Every volume must have a title page.* The order and form of presenting the information needed for a title page may vary with the particular publisher, library, or transcribing group. The Library of Congress requires that the certification manuscript be brailled using literary-style pagination and that the title page contain the following information listed in the following order:

- the book title (fully capitalized)
- subtitle and/or series name (if any)
- author (fully capitalized)
- publisher with first or principal address, city and state only (if given)
- copyright and reproduction notices
- ISBN
- year of braille transcription
- name of transcriber, organization affiliation and address (city and state only)
- total number of braille volumes (in arabic numbers)
- number of the particular volume (in arabic numbers)
- inclusive braille pages (both preliminary and text)

Usually all of the above mentioned items can be listed on one braille page. Following are two model title pages, formatted as they should appear in braille, that illustrate the form *required by the Library of Congress for trial manuscripts*; other agencies may have different requirements. The first example shows a book with a subtitle and a series name, three authors, the word *by* before the authors' names because it appears in print, a copyright holder different from the publisher, and is in ten volumes—thus requiring many more lines than the second example. If there is more information than can fit on one page, the rules as stated in *Braille Formats* Rule 2, §3 must be followed.

CROSSING OVER TO THE p1
 GOLDEN LAND—CALIFORNIA
 Traversing the Donner Pass
 New World Series

By
 BRET WOLTHAN
 SUSAN FIELDS
 GEORGE STIENMETZ

Published by
 Melbourn and Trimble, Inc., New York
 Copyright 1995 by Bret Wolthan,
 Susan Fields, and George Stienmetz
 Further reproduction or distribution in other
 than a specialized format is prohibited.
 ISBN 0-7987-4411-8

Transcribed, 1996, by
 Harry Hiram
 Volunteer Braille Services
 New York, NY
 In 10 Volumes
 Volume 2
 Braille pages p1-p3 and 83-164

TIME OF TERROR p1

STEVEN LOGAN

Published by
 John H. Townsend & Sons, Inc.
 Fredericksville, Ohio
 Copyright 1990 by
 Steven Logan
 Further reproduction or distribution in other
 than a specialized format is prohibited.
 ISBN 0-19-569876-4

Transcribed, 1996
 By
 Harry Hiram
 Volunteer Braille Services
 New York, New York

In One Volume
 Braille pages p1-p6 and 1-79

[The brailled versions of these two title pages can be found at the back of *Drills Reproduced in Braille*.]

19.2b(1) Centering lines (title page). The Library of Congress requires that each line be centered on the title page of the certification manuscript. Other agencies may ask that all items on a title page start at the left margin. When centering, if any line fills an odd number of cells, the extra blank cell should be placed on the right side of the information, thus making more room for a long title and the page number. With the exception of the first line, all the cells on a line may be used if necessary. (For further instruction on centering refer to page xiv.)

19.2b(2) Blank lines (title page). Ideally, the items on a title page should be grouped into the following units with a blank line between each:

- 1) title, subtitle, series name
- 2) author's name
- 3) publisher, copyright information, ISBN
- 4) embossing date, transcriber's name, group affiliation and its address
- 5) volume number and page numbers

The title of the book is always listed on line 1 and the page numbers on line 25. If there is not enough information to fill out the page in this way, with one blank line between groupings, place the word *By* on the line above the transcriber's name. If necessary two blank lines may be left between groupings, starting at the bottom of the

page. In other words, if you had five extra lines, you would leave one blank line between groups 1 and 2, 2 and 3, 3 and 4, and 2 blank lines between groups 4 and 5.

When there is more information than will allow for blank lines between each of the groupings mentioned above, condense the information by placing the word *by* on the same line as the date of the transcription. Another line can be saved, if space permits, by combining the publisher's information (see §19.2b(6) below). If even more lines are needed, some of the blank lines that separate the groupings may be deleted, starting at the bottom of the page.

All lines on a title page may be utilized *except* there must be a blank line left between the title (and subtitle if there is one) and the author's name, and a blank line between the author's name and the following publishing information.

When books (usually textbooks) have more authors or editors than can fit on one title page, follow the rules in *Braille Formats* (Rule 2, §3) for formatting a supplemental title page.

19.2b(3) Capitalization (title page). Only the title (not the subtitle) and the author's name are brailled in full capitals. To fully capitalize compound names, such as McMillian, see §2.1.

19.2b(4) Title and subtitle (title page). The title and subtitle should be brailled as they appear on the print title page with the title, but not the subtitle, in full capitals. If a title is too long to fit on the first line of the braille page, it should be divided, as evenly as possible, between two or more lines. Make the division at a logical point in the title; do not divide words in a title between lines. If the book is one of a series, the series name is placed on the line immediately following the title, or subtitle, in single capitals.

19.2b(5) Authors (title page). If a book has two or more authors, the name of each author should be brailled in full capitals on consecutive lines. If a title page is very full, authors' names can be joined by the word *and* and placed on the same line. If space will not permit the listing of all the authors on the title page, see *BF* Rule 2, §3. Even if a book is an autobiography, the name of the author is placed on the title page. The word *by* before the author's name is used in braille only if it appears in print.

19.2b(6) Publishers (title page). The name of the publisher followed by the first or principal address, city and state (if given) only, should appear on a braille title page, preceded by the words **Published by**. If space permits, all of this information may be placed on one line. Example:

Published by Random House, Inc., New York

19.2b(7) Permission from publishers (title page). Permission to transcribe a book into braille is not required from the publisher or copyright holder as long as the transcriber is working under the auspices of an "authorized entity." An authorized entity is any nonprofit organization or governmental agency having a primary mission to provide specialized services to persons with visual impairments. When permission is not sought, the following statement must appear on the braille title page following the copyright information: **Further reproduction or distribution in other than a specialized**

format is prohibited. This statement must appear on the title page of the trial manuscript since students enrolled in this course are working under the auspices of the National Library Service.

These copyright guidelines apply to books published and transcribed in the United States. A fact sheet on the applicable copyright law can be requested from NLS (see p. xii) and is available at www.loc.gov/nls/reference/facts-cop.html. Further information on how to transcribe copyright and reproduction notices can be found in *Braille Formats*, Rule 2, §2c(5).

19.2b(8) Copyright (title page). For books, other than textbooks, prepared using literary-style pagination, only the latest copyright date is listed on the title page. If the date is printed in roman numerals, it should be brailled in arabic numbers. If there is no copyright date, substitute the word *Printed* for *Copyright*, followed by the latest printing date.

The copyright holder is always given on the title page—even when the publisher holds the copyright. Ignore expressions of reservation of rights such as *All rights reserved*.

19.2b(9) ISBN (title page). When shown in print, the ISBN (International Standard Book Number), the SBN (Standard Book Number), or the ISSN (International Standard Serial Number) is placed on the line immediately following the copyright and reproduction notices. Follow print punctuation.

19.2b(10) Transcriber's group affiliation (title page). The year the transcription was completed and the transcriber's name is followed by the name of the group (along with its city and state) for whom the transcriber works or from whom the transcriber received the braille assignment. Only the transcriber's city and state are listed if there is no group affiliation.

19.2b(11) State abbreviations (title page). Follow print for the publisher's state (if given) whether abbreviated or spelled out. Spell out or use the same kind of abbreviation (two-letter or standard dictionary) for the name of the state of the sponsoring agency and/or the transcriber, and use the two-letter abbreviation when no state is given for the publisher.

19.2b(12) Volume and page numbers (title page). Arabic numbers are used to indicate the number of a particular volume and the number of volumes in the book. When a book consists of only one braille volume, the number of the volume is not given; instead, just the words **In One Volume** are used.

The numbers of the braille pages contained in the volume are brailled on the last line of the page, preceded by the words **Braille pages**. The numbers of the preliminary pages, each preceded by the letter *p* without the letter sign, are followed by the arabic numbered pages. Of course, these page numbers cannot be filled in until the volume is completed and the page numbers known.

19.2c Dedication page. If the print text includes a dedication, it should be centered vertically on a new braille page in the *first volume only*. The lines may be centered, indented as a paragraph, or blocked at the left margin in accordance with print placement. Do not braille the word *Dedication* as a title if it is not shown in print. Ignore special typefaces unless needed for emphasis or distinction.

19.2d Special symbols page. Certain symbols are listed on a special symbols page that is placed, following the title page and dedication (if there is one), *in every braille volume in which they are found*. If the following braille symbols are used in a volume and not explained in a transcriber's note adjacent to the symbol, they must be listed on a special symbols page:

- Signs used in foreign words and phrases such as: *the accent sign, Spanish punctuation marks, non-Latin letter indicator, the letter sign used with non-Latin alphabets, and special signs for accented letters*
- *asterisk*
- *ditto mark*
- *page number repetition or omission symbols*
- *symbols used for poetic scansion*
- *pronunciation symbols*
- *print symbol indicator*
- *termination sign*
- *transcriber's note symbol* (only when the termination sign is used in the same volume)
- *symbols from other codes such as Computer Braille Code symbols used in electronic addresses*
- *any symbols especially devised or assigned special usage by the transcriber*

Follow these steps when preparing a special symbols page:

- Begin a new braille page and center the heading **SPECIAL SYMBOLS USED IN THIS VOLUME** on lines 3 and 4, followed by a blank line.
- If more than one page is required, start a second page with the heading **SPECIAL SYMBOLS (cont.)** centered on line 2 without a blank line following.
- List the symbols in the order found in that volume.
- When symbols fall into categories, group them together under an appropriate cell-5 heading and place them first on the page. Miscellaneous symbols are then grouped together under the heading **Other Symbols**. Note that this differs from the brailled version of a special symbols page in Appendix A of *EBAE*, where the category "Greek" is listed after the other symbols.
- Using the list format, 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. All runover lines begin in cell 3.
- When a listed symbol contains only right-hand or lower-cell dots (such as the accent sign or termination sign) enclose the dot numbers in parentheses following the symbol and a space.

19.2e Transcriber's notes page. Whenever a special braille format or usage is required *throughout an entire work*, rather than interrupting the text with many transcriber's notes,

a notation is made on a transcriber's notes page. This page is placed at the beginning of *each braille volume* following the special symbols page, if there is one.

Some situations that might be mentioned on a transcriber's notes page are a notice of the omission of maps or illustrations, or the explanation of the rearrangement of the print format in order to provide a clearer presentation of recipes or puzzles. If only some maps, charts, etc., are omitted from the braille version, the omissions are noted in a transcriber's note at the appropriate point in the text.

Follow these steps to prepare a transcriber's notes page:

- Beginning on a new braille page, center the heading **TRANSCRIBER'S NOTES** on line 3.
- Leave one blank line.
- List the notes in paragraph format, each one starting in cell 3 with runover lines starting in cell 1. Do not use transcriber's note symbols to enclose notes on a transcriber's notes page.

19.2f Contents page. When the print book has a contents page, the entire table of contents is placed at the beginning of the first braille volume only. Each subsequent volume then includes only that portion of the print contents that is contained in that particular volume.

When using *literary-style pagination*, substitute the appropriate braille page number for the page number shown in the print table of contents. Thus, the transcriber will have to wait until the transcription is complete to fill in the page numbers.

Do not create a contents page for a book that does not have one. Do not add items to the contents page that do not appear in print.

Follow print for capitalization and roman or arabic numerals. Do not use italics except where needed for emphasis or distinction. Use normal line spacing, even if the print table of contents is double-spaced.

When the print contents page includes maps, diagrams, etc., that have not been included in the braille edition, omit them from the braille contents page. These omissions must be noted, in the form of a transcriber's note, at the end of the entire contents in the first volume as well as on the transcriber's notes page.

If material that is mentioned on the print contents page has been rearranged in the braille text, the braille table of contents must reflect the new arrangement. For contents pages that have a very complex format, consult Rule 2, §7 in *Braille Formats*.

Following is a typical contents page.

used on the first page. Do not leave a blank line between the running head and the continuing contents items.

19.2f(2) Contents page for succeeding volumes. The volume number is not included on this page.

- Line 1. Same as first page above.
- Line 2. Same as first page above.
- Line 3. Same as first page above
- Line 4. Same as line 6, first page above.
- Line 5. Same as line 13, first page above, for Volume 2.
Same as lines 16 - 18, first page above, for Volume 3.
Same as lines 21 - 23, first page above, for Volume 4.
Same as lines 4 - 6, second page above, for Volume 5.

19.2g Cover/jacket material. Material found on the back of the dust jacket, on the jacket flaps, or on the inside of the book cover, may include, among other things, a summary of the story, a biographical sketch of the author, or a family genealogy. These should all be included in the preliminary pages of the *first volume only*. If these items are short, they may be placed on the same braille page separated by a blank line. If any one of them would take up more than half a braille page, it should be started on a new braille page.

When a summary of the story has no print heading, start it on a new braille page and center the heading **STORY SUMMARY** on line 3. It is recognized that this practice does not follow print format. However, because of the summary's location in the braille volume, without a heading the braille reader might reasonably assume that it is the beginning of the story.

Direct quotations from the body of the story, whether on the cover or inside the front of the book should be ignored, as well as any material meant only to be visually attractive.

19.2h Other front matter. The preliminary items listed in §19.2 are always placed first in the braille volume in the order prescribed. Following them are other items from the front matter that will also be given preliminary page numbers, such as a list of other books by the author, listed reviews by other authors, a disclaimer, acknowledgments of borrowed material, an epigraph or poetry, etc. They are placed following the cover/jacket material *in the order in which they occur in the book*. Front matter items that consist of narrative text, such as a preface, prologue, foreword, author's notes, or introduction, are considered "text" and are described in §19.3.

19.2h(1) Other books by the author. Other books by the author should be brailled on a new braille page in list format and placed in the *first volume only*.

19.2h(2) Accolades and reviews by other authors, newspapers, or journals. Accolades (see §17.5c) and short reviews of the book are brailled in paragraph format with a blank line between each and placed in the *first volume only*.

If more than three braille pages will be needed to braille all of the reviews, it is suggested that they be placed at the end of the last volume. In this case the running braille page numbers are continued to the end of the volume and the words **THE END** are placed at the end of the last page of the last volume. (See §19.9) When such comments are relocated to the end of the last volume, this rearrangement must be noted on the transcriber's notes page.

Braille only the comments about the book being transcribed—ignore advertisements for other books.

19.2h(3) Disclaimer. If a book contains a statement that the characters and/or places in the story are purely fictional, this statement is included in the braille version, in the *first volume only*. If there is room, the disclaimer can be placed on the same page as the cover/jacket material or the reviews, separated from them by a blank line.

19.2h(4) Acknowledgment of materials borrowed. [BF Rule 1, §18a(2)] When material is included in the braille version that has been borrowed from another source (such as song lyrics or poetry), and the publisher credits the source, then it is also credited in braille. When such publisher's acknowledgments are listed with page numbers in the table of contents, follow print. If they are placed in the front or back of a book and are not listed in the table of contents, they are placed on a new braille page at the end of the last braille volume. Those acknowledgments that refer to maps, pictures, and other materials that have been omitted from the braille transcription should not be mentioned.

Do not confuse acknowledgments of borrowed materials with an author's personal words of thanks, which are also often entitled *Acknowledgments*. (See §19.3c)

19.2h(5) Poetry and epigraphs. When in print such items are included in the front matter and shown on a page by themselves, each one should begin a new braille page and be placed in the *first volume only*. Poetry should be brailled according to the rules in §18.2 and centered vertically on the page whenever possible.

An *epigraph* is a short introductory statement, often a quotation or motto placed at the beginning of a book, a book unit, or chapter. When an epigraph is printed on a page by itself, it should be transcribed in the same manner as a dedication. Retain quotation marks if shown in print but do not use italics unless needed for emphasis or distinction. For epigraphs at the beginning of each chapter see §19.5.

Poetry, epigraphs, quotations, and the like should be paginated as a preliminary page if they fall before the table of contents or before the beginning of text pages (see below). If they occur after the beginning of the text pages, they are paginated as text pages.

19.3 Text Pages [BF Rule 1, §14.b, Rule 2, §1]

Preliminary pages, numbered as "p" pages, must come first in a braille volume. Text pages, with arabic numbering, follow. They start with the first page upon which narrative text is found. This may be a preface, introduction, foreword, author's note, etc.

A summary to help determine the order of preliminary pages and text pages is located in §19.4

19.3a Page numbering of text pages. In literary-style pagination, arabic numbering starts on the first page of text and continues throughout all volumes, including any end matter such as an epilogue or information about the author. Therefore, in the first volume following the preliminary pages, the first page of text will be numbered arabic 1 (⠠⠨) placed at the end of line 1.

19.3b First page of text. Following the braille preliminary pages, the text pages are brailled *in the order in which they appear in print*. So, the first page of text may be the first page of an introduction, acknowledgments, a preface—or it might be the first page of the first chapter. If there is both an introduction and a preface, for instance, braille them in the print order. There is one exception to this rule: if a narrative piece, such as

a preface, comes before a table of contents in print, in braille place the preface following the table of contents, but do not add to or change the print list of contents. When the arrangement of material at the beginning of a book is changed from the print copy, it must be noted on a transcriber's notes page in the *first volume only*.

There are only two pages in a braille volume that do not carry a running head—the title page and the first page of text.

In every braille volume, instead of a running head on the first page of text, place the *complete* book title, subtitle (if any), and series name (if any). The unabbreviated book title is brailled in full capitals and centered on the first line or lines. If the book has a subtitle, it is placed on the next line with only the first letter of the first word and other principal words capitalized. Leave at least three blank cells at the beginning and end of each line, and at least three blank cells between the end of the first line and the page number. Leave a blank line between the complete title and any heading or the text that follows.

19.3c Preface, foreword, prologue, introduction, author's personal acknowledgments. When such items are shown in print, each one should begin a new braille page and should be placed in the *first volume only*. If there is a heading in print, in braille it is centered and print capitalization is followed. Ignore special typefaces in headings unless needed for emphasis or distinction.

19.4 Summary: Order of Preliminary and Text Pages

To determine the order of braille preliminary and text pages follow these steps:

- Look carefully at all of the print pages that precede the start of the first chapter and determine which should be considered the beginning of "text" pages in braille. (See §19.3b)
- Note which of the items in the list in §19.2 are pertinent to your book and list them on a sheet of paper in the order prescribed.
- Note all other print preliminary pages (see §19.2h) prior to the beginning of text (if any), and continue listing each of those in the order in which they appear in the print

book.

- If a narrative piece, such as a preface, is located before a table of contents, transpose the two, but do not add to or change the contents page. The preface then becomes the first page of text. Only narrative pieces preceding the table of contents should be moved. The order and format of the braille version should be as close to the print copy as possible.
- Consecutively number all items that follow the beginning of text in arabic numbers, including poetry, epigraphs, etc.
- Ignore print pages that simply repeat the title.

19.5 Book Broken into Units

Whenever print uses an entire page for a unit heading (such as *Part I*), this page should be omitted in braille. Such a heading should be centered and separated by a blank line from other headings or text that precede and/or follow it. Follow print capitalization. Ignore special typefaces when an entire heading is printed in italics or small capitals. Use italics for a word, or words, within a heading that is emphasized or foreign.

If an epigraph is printed on the same page as a unit or chapter title, place it before or after the title, as it appears in print, preceded and followed by a blank line. Use normal margins and follow print for paragraph indentions. Retain quotation marks if shown in print but do not use italics unless needed for emphasis or distinction.

19.6 Chapter Headings

Chapter headings are treated as centered headings. Follow print for capitalization and roman or arabic numerals. Use italics only for emphasis or distinction, such as for an italicized foreign word within the title.

A long heading should be divided and brailled, centered, on consecutive lines. At least three blank cells must be left at the beginning and ending of each line. If a chapter heading consists of both a number and a title, both should be placed on one braille line if space permits. When placed on one line, the chapter number comes first followed by a space and the title—regardless of print placement. Formatting must be consistent throughout a book. If any chapter heading in a book is too long to be placed on the same line with the chapter number, then all chapters should have the chapter number centered on one line and the chapter title centered on the next.

When a chapter ends in the middle of a braille page, the next chapter should start on that same page as long as there is room for the chapter heading with its preceding and following blank lines and *at least one line* of braille text. When a new chapter starts at the top of a braille page, a blank line is left between the running head and the chapter heading.

When a braille volume ends in the middle of a chapter, the first page of text in the following volume should carry the chapter heading followed by the word **(cont.)**.

Example:

[Assume that this is the first page of text, and that in print "Part I" is on a page by itself.]

PART I

RAW WINDS AND UNSTEADY SEAS
The Story of Marvin Steele

Chapter 1
THE JOURNEY HOME

"Home is the place where when you have
to go there They have to take you in."

Marvin Steele was a man much like his name, hard, cunning, crafty when dealing with others. Still it was to this place that he returned. . . .

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19.7 Volume Size and Division

The ideal place for a volume division is at the end of a chapter or other unit of the text. When this is not possible, division should be made at a point where there is a logical break in context or thought. Do not divide in the middle of a paragraph, no matter how long that paragraph may be.

The optimal size of a braille volume is eighty pages, but may vary between seventy and ninety pages. If the total number of pages exceeds ninety, divide the book into two volumes, even though this results in volumes of as few as forty-five pages. Because of the bulk of a braille volume, division should always favor smaller volumes. The variation between any two volumes in the same book should not exceed fifteen pages.

To determine in advance the number and length of braille volumes, use the following formula:

- a) Braille 40 full pages of braille. Include preliminary pages in this count only if they are full, or nearly so.

- b) 40 braille pages equal ____ print pages.
- c) The total number of print pages in the book is ____.
- d) Divide the total number of print pages by the answer in line (b). This will determine the number of braille half-volumes.
- e) For an estimate of the number of full braille volumes, divide the answer in (d) by 2.

19.8 Appendixes, Glossaries, Bibliographies, Indexes, Etc.

When such items are shown in print they should be reproduced in braille unless the sponsoring agency directs otherwise. Each one begins a new braille page with the heading as shown in print centered on the third line. Leave a blank line to separate the heading from the following text.

Consult *Braille Formats* for the correct braille formats to be used for glossaries and indexes. Books containing such end matter are transcribed using textbook-style pagination.

19.9 End-of-Volume and End-of-Book Indication

The Library of Congress requires an end-of-volume indication on the certification manuscript. Other agencies may not have this requirement.

Indication of the volume ending should appear on the last page of the volume whether that page contains text, an author's notes, index, or any other material. The words **END OF VOLUME** followed by the appropriate volume number (such as END OF VOLUME 4) are centered below the last line of braille on the last page of each volume except the final one. In the final volume, only the words **THE END** are used.

Whenever possible, one blank line should precede the end-of-volume indication. However, if a volume ends on line 24 of the page, line 25 should be used for this purpose. When a volume ends on line 25, the end-of-volume indicator may be placed on that line so long as there is room for three blank cells between the end of the text and the end-of-volume indicator. If this is not possible, the last line of braille text must be carried over to another page.

EXERCISE

Prepare the following material for submission to the instructor. It consists of the title page, contents and other preliminary pages, as well as a portion of text from *In the Shadow of a Rainbow* by Robert Franklin Leslie (New York: Norton & Co., Inc., 1974).

Transcribe this material using a 40-cell braille line and a running head appropriate for this book (not LESSON 19). *Use literary-style pagination.*

When preparing the title page, assume that this book will consist of four volumes, and that Volume 1 will end with braille page 74.

A special symbols page will be required for this transcription. There is no need for a transcriber's notes page.

On the braille contents page, under Volume 1, you will only be able to list braille page numbers for the author's note and the first chapter. Therefore, following Chapter 1, instead of brailleing Volume 2, use the heading **Following Volumes**. Then list the remaining chapters. Use guide dots following the chapter names but leave the place for the page numbers blank.

You can tell by the print page numbers on the table of contents page that the braille page numbers will require three digits and you should choose the running head accordingly.

Since this is only a portion of a book, do not use an end-of-volume or end-of-book indicator on the last page.

When it is not possible to determine the correct syllabification of a proper name in a dictionary or other source, it is often possible to find the word divided in the print text. If the entire print book *In the Shadow of a Rainbow* were available, it would be obvious to the student that later in the text the name *Babine* is divided Ba-bine, *Nakinilerak* is divided Na-kin-i-ler-ak, and *Náhani* is Ná-ha-ni.