

# Errata for Braille Formats: Principles of Print-to-Braille Transcription, 2011

#### Issued by the Braille Authority of North America

#### December 2013

This list of errata contains known corrections and clarifications that should be made to the HTML and PDF versions of the publication *Braille Formats: Print-to-Braille Transcription, 2011* as posted in April 2012.

Please keep in mind:

The corrections or clarifications in this listing do not change the practices prescribed in the 2011 Braille Formats publication.

Each notation is identified by page number and section number. They are presented in the order that they appear in the publication.

Minor errors or typos that do not change meaning or clarify intent have not been listed here.

We have enclosed punctuation within a quotation when the punctuation is to be included in a formats item. In narratives that describe a change, we have placed the punctuation outside the quotation marks to avoid confusion.

#### General

"Transcriber's note symbol" should be identified as "transcriber's note indicator" throughout the publication.

### Section 1

P. 1-6, §1.4.5, Example 1-4: A period should be inserted at the end of the first sentence, after the word "poetry".

P. 1-9, §1.7.1: Should read "The complete book title, including a grade level (if indicated in print), subtitle, series title, and edition name or number, appears on the first line(s) of the first page of text in each braille volume."

P. 1-12, §1.10.2: Should read "When a print page begins at the top of a braille page, the print page number is placed...".

P. 1-12, §1.10.3c: Should read "Use only one blank line following a page change indicator when the guidelines require a blank line before and after a page change indicator."

P. 1-13, §1.10.5: Should read "For a number of reasons, a print page may not show a page number, yet it is implied. ..."

P. 1-15, §1.10.8: The following should be added as item d: "When a page is blank or has only an uncaptioned illustration, that page will be combined with the next page on which text occurs."

P. 1-16, §1.12.1g: The sample transcriber's note should read "All page numbers in the text begin with the letter R, which has been omitted."

P. 1-16 and 1-17, §1.13.1: In the PDF, the repeated language "practice is often seen in math, foreign language, and lower grade" should be removed.

P. 1-20, §1.15.5a: Should read "In English context, insert : (56) before unusual punctuation or when a punctuation mark could be misread as something other than the meaning intended for it."

P. 1-23, Sample 1-1, simulated braille: The line numbers should be changed to line 5 through line 14 to indicate the print page transcribed does not start on line 1.

P. 1-24, Sample 1-2, simulated braille: The line numbers should be changed to line 5 through line 12 to indicate the print page transcribed does not start on line 1.

### Section 2

P. 2-3, §2.3.4d: Should read "... The series name and edition may be placed on the same line as the title and grade level or subtitle, separated by semicolons. ..."

P. 2-9, §2.3.7b: Should read "Name of proofreader and/or tactile graphics specialist if different from transcriber."

P. 2-9,  $\S2.3.8a(3)$ , Example 2-7: There should be a comma following "p1-p2" in both print and simulated braille.

P. 2-11, §2.3.8d(3), Example 2-12: There should be a comma following "877" in both print and simulated braille.

P. 2-12, §2.4.1c: Should read "Follow print for format; listed materials in 1-3, paragraphs in paragraph format."

P. 2-14, §2.5.2e: At the end of the paragraph, the following clarification should be added: "Dot numbers may not be split between lines."

P. 2-18, §2.10.2f: Should read "... In Volume 1 this identifier is placed in cell 1, following a blank line, after the front matter. ..."

P. 2-18, §2.10.2g: Should read "In subsequent volumes the identifier is located, following a blank line, after the contents heading."

P. 2-19, §2.10.4c: Should read "When more than one centered heading appears on consecutive lines, a blank line is inserted before only the first one."

P. 2-32, Sample 2-7, simulated braille line 4: The letter indicator before Roman Numeral ": : : should be removed.

P. 2-34, Sample 2-9, simulated braille line 13: There should be a colon after

P. 2-35, Sample 2-10, simulated braille: Blank line 12 should be removed, and blank line 17 inserted. On simulated braille line 24, a comma should be added after

P. 2-56, Sample 2-21, Table of Contents, Volume 2, simulated braille line 4:

P. 2-56, Sample 2-21, Table of Contents, Volume 2, simulated braille line 10:

### Section 3

P. 3-2, §3.2.3: Should read "An embedded transcriber's note is seven words or fewer and may be shown within the text, either before or after the text, or standing alone, e.g. used as a heading."

### Section 4

P. 4-12, §4.9.1: Should read "Icons may be used with headings or within the text to indicate specific types of text, e.g., important facts, essay questions, etc. Use the shape indicator : unspaced before the appropriate letter(s). ..."

P. 4-12, §4.9.2: Should read, "Devise an icon when an equivalent braille symbol doesn't exist. Choose letters that correspond to the icon, e.g., hg for hourglass. Icons may be devised and print followed for placement, e.g., following a heading."

P. 4-12, §4.9.3a: Should read "When appropriate, the text of the icon headings may be listed. ..."

P. 4-15, Sample 4-1, simulated braille line 12: The boldface indicators should read as "::::".

P. 4-19, Sample 4-4, simulated braille lines 7 through 12: The material should be displayed, with the heading beginning in cell 9, the quote beginning in cell 3, and the attribution beginning in cell 7.

P. 4-19, Sample 4-4, simulated braille lines 8 through 10: Italics (:::) should be removed.

## Section 5

P. 5-4, §5.3.3: Should read "Font attributes are ignored for titles of books, poems, plays, etc., that appear as a complete heading. **Note:** Font attributes are retained when titles of books, poems, plays, etc., are mentioned in the text."

P. 5-9, §5.4.3a, Example 5-14, simulated braille: The print highlight should be removed from the letter ":".

P. 5-12, §5.7.1: At the end of the paragraph, the following clarification should be added: "Use the termination indicator (6, 3), preceded and followed by a blank cell, to indicate a return to regular text." In the PDF only, insert a period following first sentence of 5.7.1.

P. 5-18, Sample 5-2, simulated braille line 18: A blank line should be inserted.

## Section 6

P. 6-2 and 6-3, §6.2.2b: Should read "If the original print copy does not use an identifier, each illustration is identified first, e.g., Photograph, Caption, Figure, with the identifier enclosed in Transcriber's Note indicators. Word content follows on the same line after the identifier. No punctuation is needed between the two segments because the Transcriber's Note indicator is sufficient separation."

P. 6-8, §6.8: Section heading should read "Genealogical and Ancestral Charts".

P.6-14, Sample 6-1: The transcriber's description should follow the caption. Line 1 should begin with "Figure 7-1", without transcriber's note indicators, followed immediately by the caption. The source should start on line 7, cell 7, with runovers in cell 5. Line 9 should begin with "Drawing:" and conclude with the transcriber's description.

P. 6-22, Sample 6-6: In print text, a hyphen should be inserted after "8 Jasiel Smith Sr. 1700".

P. 6-22, Sample 6-6: In print text, a hyphen should be inserted before "1755".

P. 6-39, Sample 6-16, simulated braille line 13 and line 14: Transcriber's note should begin in cell 7 on line 13 and run over to cell 5 in line 14.

### Section 8

P. 8-7, §8.7.2a: Should read "Devise a symbol, beginning with 456, if additional unique bullets are used."

P. 8-8, §8.8.1c, Example 8-6: To demonstrate the use of the primary bullet symbol, in the print sample, the traditional dot bullet should be replaced by another graphic that would indicate a selection; for example, a check mark.

# Section 10

P. 10-11, §10.6.8: Should read "Insert the omission dash before answer cues or identifiers written above or below the write-on-line."

P. 10-13, §10.6.13e: Should read "Do not devise a superscript symbol for the superscript numbers or letters."

P. 10-23, Sample 10-3, simulated braille line 7: This displayed paragraph should be blocked in cell 5.

# Section 11

P. 11-16, §11.8.2c: The last sentence should read "If both a title and box are present, the transcriber's note is inserted before the box."

P. 11-18, §11.9.2: "columns and/rows" should read "columns and/or rows".

P. 11-21, §11.16.1a: The extra space between "a." and "The" should be removed.

P. 11-46, Sample 11-19, simulated braille line 5 and line 6: Transcriber's note runovers should begin in cell 5.

## Section 13

P. 13-15, Sample 13-2, simulated braille line 21: In the closing single quote, the dot 6 ( $\frac{1}{2}$ ) should be a dot 3 ( $\frac{1}{2}$ ).

### Section 14

P. 14-23, Sample 14-11, simulated braille line 14 and line 15: Lines should be swapped to follow the sequence of dialogue.

## Section 15

P. 15-2, §15.4.1: "outlined in §15.3." should read "outlined in §15.3:".

# Section 16

P. 16-10, §16.5.3, Example 16-13, simulated braille line 2: The print underscore should be changed to "::".

P. 16-20, Sample 16-3, New Braille Page, simulated braille lines 4 through 6: A blank line should be inserted before the page change indicator on simulated braille line 4, the page change indicator should be moved to line 5, and the ellipsis, which implies that text continues with the start of a new paragraph, should begin in cell 3 on line 6.

P. 16-23, Sample 16-6: In print sample, the single closing quote after the word "things" should be removed.

P. 16-28, Sample 16-9, simulated braille line 20: Italics (:::) in stage directions should be removed.

P. 16-30, Sample 16-11, simulated braille line 1: "**:::**" should be moved to line 2 to balance the heading (per §2.4.4.3).

P. 16-31, Sample 16-11, simulated braille line 10: In the PDF version, the space between the percent symbol and closing parenthesis should be removed.

#### Section 17

P. 17-10, §17.11.2a: "17.10" should read "17.10.1".

P. 17-11, §17.12.1c, Example 17-11, simulated braille line 3: The last word,

#### Section 18

P. 18-4, §18.3.3b, Example 18-5, simulated braille line 2: Transcriber's note runover should begin in cell 5.

P. 18-12, §18.8.1: "arrow/sentence pair are" should read "arrow/sentence pair is".

P. 18-18, Sample 18-2, simulated braille line 4: A closing transcriber's note indicator should be inserted following the word ":".

## Section 19

## Section 21

P. 21-6 and 21-7, §21.4.3: In the PDF, the stress symbols should appear only once at the bottom of P. 21-6.

P. 21-11, §21.6.1f: "Examples 21-24 through 21-29" should read "Examples 21-25 through 21-30".

P. 21-13, §21.7.3d: Example should read, "Title page: Print pages 395, 45-a86".

# Section 22

P. 22-1, §22.1.2: "Special Symbols Page" should read "Special Symbols".

P. 22-35, Sample 22-10, print sample: "parents" should read "parents".

# Section 23

P. 23-1: Section omitted. "Special Symbols" section should be added and list "3-em dash".

#### **Appendix A**

- P. A-1: "§2.3.6d(7)" should read "§2.3.6e(2)".
- P. A-1: "§2.3.6e" should read "§2.3.6f".
- P. A-1: "§2.3.6f" should read "§2.3.6g".
- P. A-1: "§2.3.7b Addition of Tactile Specialist to Title Page" should be inserted.
- P. A-6: "§22.8.3" should be moved to follow "§22.6.4".

#### **Appendix B**

- P. B-1: "§2.3.6d" should read "§2.3.6e(1)-(2)".
- P. B-1: "§2.3.6f" should read "§2.3.6g(2)".
- P. B-1: "§6.12" should read "§6.4.1".
- P. B-1: "§11.11.2" should read "§11.11.1".
- P. B-2: "§20.4.4c" should read "§20.4.4d".