American Printing House for the Blind

Braille Textbook
Transcription Specifications

Updated: June 2017
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APH Braille Textbook Transcription Specifications

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APH Braille Transcription Specifications


This revision of *Braille Formats* aligns BANA’s braille formatting guidelines with *Unified English Braille* (UEB). Print and braille copies will be produced and sold later by the American Printing House for the Blind (APH).

Now that BANA has released a pre-publication document of *Braille Formats*, we are updating our *Braille Textbook Specifications*. Please contact your editor via email or phone if you have any questions or suggestions about the APH Textbook Specifications. It is our goal to provide quality materials and references to braille transcribers. Editor contact information is at the end of this document.

When transcribing a braille textbook for APH, we require you to read and follow these specifications. Attachments and samples are available for clarification. The specifications comprise three goals towards creating a high quality product utilizing the most useful methods for blind students:

- Follow the *Rules of Unified English Braille (UEB)* and *Braille Formats: Principles of Print-to-Braille Transcription, 2016*
- Introduce APH agency decisions
- Support transcribers in the preparation of braille texts and tactile graphics toward a seamless transition from transcriber to production

1. **Volume Size:**
   - Volumes are not to exceed 160 INTERPOINT pages (80 sheets of paper)
   - Single-side volumes are not to exceed 80 pages (80 sheets of paper)
   - Volumes of 30/45/50 pages or fewer need to be combined with another volume
   - CONSUMABLE/EXPENDABLE books are not to exceed 80 single-sided braille pages
     - **NOTE:** For grades K-3, please limit to 50 single-sided braille pages

2. **Labeling Files, DVDs, or other Media:**
   - Label as follows:
     - Title:
     - Catalog #: A-B0000-00
     - ISBN:
     - Volume(s):
     - One-side, Consumable, Interpoint, Double-spaced
     - Transcriber/Agency Name:

   - Save and label all files using the Catalog number first, changing the end with each new volume or supplement:
     - A-B (A hyphen B), then catalog number:
3. **Software:**
Deliver files in the following format:

- **BRAILLE FILES:** Braille Ready files .brf
  - Braille2000: .abt, .b2k
  - Duxbury: .dxb (Duxbury print files [dxp] are welcomed, provided they match the included .brf/.dxb).
- **GRAPHIC FILES:** Adobe .pdf, CorelDraw .cdr
- **PRINT FILES:** Word .doc, WordPerfect .wpd
- Set files for interpoint or single-sided braille per your contract
- Save each volume in a file of its own

**Keep a copy of all files on record until the end of the textbook in case there are delivery issues.**

4. **Formatting:**
Apply the rules set forth in all BANA Publications, including:

- *Guidelines and Standards for Tactile Graphics*, 2010
- *Promising Practices for Transcribing Early Literacy Textbooks and Materials* (requires internet) is in the process of being updated for new formats

Read the Agency Decisions section, see **Appendix A: APH Agency Decisions**.

**OMIT:**

- Periodic Table of Elements in each book. It will be substituted with an APH product
- Atlas sections
- Consultants and Reviewers
- Photography/Illustration Credits

**Consumables:**
Read the Consumable/Expendable sections in *Braille Formats (BF)*, page 1—2, §1.1.9, page 10—1, §10.1.3 and §10.1.4.

- **CONSUMABLE** pages are for one time use and can be written on. Pages must be single-sided
- **APH Format for Consumable Books (Agency Decisions)**
  - Add the name and date line at the top of each page as a new lesson begins. (Follow the print page layout)
  - Each new lesson starts a new braille page
  - No textbook material brailled below line 20
  - Contact an APH Accessible Media Editor for more details on each textbook contract

**4a. Transcriber-Generated Pages may include:**
4b. Title Page and t2

Follow the left margin, 1-3 Title Page Sample format. See Appendix B: Sample Pages for samples in both print and braille.

Insert on each Title page:

- As transcriber identification is placed on page t2 (see below), for the transcription segment on page t1, please use:
  
  \[
  \text{Produced 2017 in Unified English Braille by} \\
  \text{American Printing House for the Blind} \\
  \text{Louisville, Kentucky 40206}
  \]

- In ____ Preliminary Volumes, ____ Volumes and ____ Supplements
  This information will be filled in when the total volume count is known

- Name a preliminary volume (front/back matter) if it includes: transcriber-generated pages, the entire table of contents, other front matter, and is 90/100 or more pages 45/50 sheets

- Name end matter as Supplements. Include Identifier: Glossary, Index, Gazetteer
  Examples: Supplement 3: Glossary A-M
  Supplement 4: Glossary N-Z

- Count only the braille pages with text on them when inserting the numbers on the title page. Do NOT include the blank page inserted at the end of the transcriber-generated pages, the end of the preliminary pages, or at the end of the volume

- Indicate the print lettered page number (example: BF, 2-13, page 2—11) on the title page when a braille volume either begins and/or ends with a lettered continuation page. [BF, 2.3.8(d)]

- Place a running head on all pages–EXCEPTION: title page and the first page of text in each volume. (BF, §1.8.2)

- Transcriber identification paragraph goes on the back of the title page (t2), followed by the print history statement after two blank lines. Follow TRANSCRIBER IDENTIFICATION template provided here.

This book was transcribed by _ for the American Printing House for the Blind through the Accessible Textbook Department.
Some publishers may revise books at the time of a new printing, accounting for differences between print and braille with identical ISBNs. Compare the printing history number on the braille title page against a hardcopy textbook when differences in text are noted and identify if the braille is an older or newer printing than the classroom hardcopy.

4c. Special Symbols Used In This Volume
The first symbol listed is always the Dot locator for “mention,” ❼❼❼❼, followed by the next symbol in braille order. The dot locator must precede every symbol.
   - See Appendix G in Braille Formats 2016, page G-10, or Appendix C for the symbols required
   - See Appendix 3 in RUEB, pages 275-319, for a list of symbols arranged according to braille order

Include on the SPECIAL SYMBOLS page:
   - Transcriber-defined symbols with their purpose clearly defined
   - Non-UEB symbols

Exclusion: Do not include on the SPECIAL SYMBOLS page any Nemeth Mathematical symbols. (The Nemeth Braille Code for Mathematics and Science Notation, 1972 Revision)

4d. Transcriber’s Notes Page
Double cap "TRANSCRIPTOR’S NOTES"

Insert the following on the Transcriber’s Notes page(s) of all NEMETH translations:
   - This volume has been transcribed according to The Nemeth Braille Code for Mathematics and Science Notation, 1972 Revision, 2007-2014 Updates
   - Or, if in UEB with Nemeth: Mathematical and technical material is transcribed according to The Nemeth Braille Code for Mathematics and Science Notation, 1972 Revision, 2007-2015 including updates and the Guidance for Transcription Using the Nemeth Code within UEB Context

Insert the following on the Transcriber’s Notes page(s) of all UEB math and science translations:
   - This volume has been transcribed according to the Unified English Braille Guidelines for Technical Material, 2008, 2014 Update

Insert the following on the Transcriber’s Notes page(s) of all FOREIGN LANGUAGE transcriptions:
   - This volume has been transcribed according to the NBA Interim Manual for Foreign Language Braille Transcribing, including Provisional Guidance for Transcribing Foreign Language Material in UEB

Insert the following on the Transcriber’s Notes page(s) of all CHEMISTRY transcriptions (provided UEB is not used):
o Technical/chemical material has been transcribed according to the *Braille Code for Chemical Notation 1997*

Insert the following on the Transcriber’s Notes page(s) of all MUSIC transcriptions:

o This volume has been transcribed in accordance with the provisions of the *Manual of Braille Music Notation, American Edition, with its International Supplement*

Insert the following note for all consumable books (See the “Agency Decision” for Consumable books):

o CONSUMABLE pages are for one time use only. The student can braille on them by removing a page and inserting it into their Braille writer

Insert the following on the Transcriber’s Notes page(s) of all transcriptions containing COMPUTER notation: **Note: CBC is no longer used in UEB transcriptions.**

o 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. *Computer Braille Code, Revised 2000*

4e. Front Matter/Preliminary Pages:

o Number INTERPOINT text pages with the print page number (when used) at the end of line 1 on odd and even pages; and the preliminary braille number [p1, etc. *BF, §2.7.1(b)*] on odd pages only, at the end of line 25
o Follow print for page order in all volumes [*BF, §2.7.1(d)*]
o Book jacket information is inserted as the first front matter material [*BF, §2.8.1(a)*]
o Do not include book jacket/cover information that is repeated elsewhere in the text, advertising materials, etc. [*BF, §2.8.1(b-c)*]
o Leave NO BLANK PAGES within the preliminary pages unless it is the last (even) page or the back of a tactile graphic. Force a BLANK PAGE if necessary, at the end of the preliminary pages and at the end of the volume, to ensure these sections end on an EVEN page. Interpoint books need this last page blank to start the first page of text on an odd page for a continuous run on the embosser.

4f. Body Matter:

o Number INTERPOINT text pages with the print page number at the end of line 1 on odd and even pages; and the braille number on odd pages only, at the end of line 25
o Body matter pages begin with braille page 1 in each volume. [*BF, §2.12.1b]*
o Insert the complete title of the book on the first line(s) of the first Arabic numbered page. (*BF, 1.8.1*)
o End volumes at the end of a Unit, Part, Chapter, Lesson, Section, Article, or at a logical break in thought
o Set up any “test material” as actual “tests”
o Answer Sections go at the end of each volume, NOT as a separate volume
- End each volume with the words: END OF VOLUME # (Center with a blank line above, enclose within transcriber’s notes indicators)
- End the final volume of each book with the words: THE END. (Center with a blank line above, enclose within transcriber’s notes indicators)
- End the final supplement of each book with the words: END OF SUPPLEMENT #. (Center with a blank line above, enclose within transcriber’s notes indicators)
- A Supplement must be at least 50 sheets (which is 50 single-sided braille pages or 100 interpoint braille pages), or it will have to be added to the last volume
- Volume numbering must be given consecutive Arabic numbering. BF, 1.6.2
- Books with only one Supplement, write Supplement 1 on title page (with a blank line above)

5. Graphics:
APH has created a Tactile Graphic Image Library (TGIL) for transcribers’ use. You can register to use this website free at: imagelibrary@aph.org. For additional information on the TGIL e-mail: tgfeedback@aph.org

Select graphics that provide necessary and meaningful information to be included in tactile preparation. Beware the distinction between “repeat of the facts in the text” and “illustration of the object or subject being discussed.” Include all circle graphs (pie charts), Venn diagrams, line graphs, bar graphs, and graphic organizers as tactile graphics.

Follow BANA Guidelines and Standards for Tactile Graphics, 2010, except for a few agency decisions specified in this document. Preserve the original intent and purpose. Create graphics that are tactually clear and readable. Provide equivalent information to the tactile reader. Do not interpret the graphics for the reader.

Create graphics in one of the following ways:

- Collage (including combination of collage and spur wheel tooling, and Tiger graphics embellished with collage elements)
- Electronic drawings created by CorelDRAW, Adobe Illustrator, etc
- Other methods must be approved by the Tactile Graphics Designers (see contact info below)

Collage graphics are used as masters to create thermoform copies for APH textbook production. Consider the heat of thermoforming when choosing materials for collage graphics. Do not use materials that may melt or change shape under heat. See Recommended Materials for Collage Graphics in Appendix D.

Electronic tactile drawings are going to be produced by Tactile Vision process (commonly referred to as the “Green Machine” at APH) or Roland VersaUV Printer, each of which has its own specific drawing specs. Choice of the production method will be made individually for each project. Please contact the Tactile Graphics Designers for more information.

Keep the graphic within the boundaries of 40 cells wide and 25 lines down. See sample template for tactile graphics in Tactile Graphics Template in Appendix D
Consider all blank pages as a numbered braille page, but not a continuation of print page numbering. All odd pages containing a graphic include a print and braille page number. All even pages containing a graphic include a print page number only. See Graphics Pagination Sample in Appendix D.

Retain the graphic pages within the braille file for removal and replacement with the actual tactile graphic. Retain the braille content of the graphic page within the braille file for easy modification if necessary.

Consider replacing or accommodating graphics with description, identification, or explanation as transcriber’s notes if it will make it more understandable for the reader. Use transcriber’s notes to explain changes made to the print graphics.

If keying technique is needed, assign 2 braille cell symbols in the key that are logically related to the represented information. Use ISO standard for abbreviations of country names and USPS Postal Codes for US state names. Do not use letter combinations that conform to shortforms.

Insert a key as a transcriber’s note below the title. Place key prior to the graphic on the same page when possible, or on the immediately preceding page. See Placement Of Graphic Keys in Appendix D.

Complex diagrams can be simplified by elimination, consolidation, distortion, or separation for clarity without compromising the original intent and purpose.

Maintain consistency with choice of symbols, key assignments, and layout and format throughout a transcription.

Include a completed Graphic Tally Sheet with each shipment. See Graphic Tally Sheet Sample in Appendix D.

For collage graphics, label each graphic master with the catalog and volume numbers on the back. Submit graphic masters to APH when you submit transcription.

When multiple diagrams are placed on one page, the page is considered as one graphic page and is compensated for as one billable graphic page.

6. **Proofreading:**

   Proofreading MUST be done for all transcriptions, including graphics.

   Contact the Braille Textbook Coordinator (see contact info below) or e-mail atic@aph.org if a proofreader is not available.

   Proofreading by the transcriber of the text is NOT acceptable.

   Two people are used when proofreading, a copyholder and a proofreader. The proofreader reads the braille text and graphics, and the copyholder follows along reading the print text and graphics. Transcriber of text may be the print copyholder with prior approval.
Use the enclosed ERROR SHEET to record any transcription errors found during proofreading. Submit ERROR SHEET with transcription. See Appendix E: Error Sheet.

7. Ink Print Pages:
    Send Word document in the same shipment with the .brf (and graphics if applicable).

    Submit each volume’s ink print pages as a separate word-document file or text file. Do not send all Word documents together in one file.

    Each Volume should have between two (2) or eight (8) files:

    o 2 Files = Braille .brf, and print .pdf (or .doc)
    o 4 Files = .brf, .pdf, and Graphics .cdr
    o Additional files: braille .dxb, print .dxp, print/braille .abt, and print .pdf/.doc
    o ALL files for each volume shipment can/should be placed on one CD or email attachment

    Use the TITLE PAGE template provided

    Use Arial font and 18-point type. See Title Page in Appendix B.

    Ink Print File Pages contain:
    o Title page
    o Transcriber’s Identification page
    o SPECIAL SYMBOLS page(s)
    o TRANSCRIBER’S NOTES page(s) listing all transcriber’s notes throughout the volume, by page number. Exception: Do not repeat Keys for graphics

    This ink print page will contain the same information that appears on the braille TN page, PLUS a listing, by page number, of all the transcriber’s notes throughout the volume. See Sample Transcriber’s Notes Page in Appendix B.

8. Workflow:
    Send 3 to 5 volumes at a time, starting in this order:

    o Volume(s) of text 1-3 (V1-V3)
    o Supplement(s) 1-3 (S1-S3)
    o Volumes of text 4-6 (V4-V6)
    o Supplement(s) (if any additional) (S4-S6)

    Send no less than three volumes at a time, unless it completes the book or you have been given special instructions by the Accessible Textbook Department Editor or APH Staff.

    Submit corrected/updated work within 5 business days. This includes work that has been returned due to not meeting Accessible Textbook Dept. standards, not following Braille Formats, incorrect page numbering, problems with graphics, proofreading, etc.

    Ship complete volumes:
- Braille text
- Graphics
- Graphic Tally Sheet
- Ink Print pages
- Error Sheet
- Volume Summary Sheet
- Packing Slip (if shipped)
- Invoice

E-mail to your editor, upload to a shared folder on Dropbox.com, or ship materials to the Accessible Textbook Dept. Email is preferred for all electronic files. Electronic files for collage graphics may be emailed prior to shipment/delivery of the collage graphics masters and should be included with the electronic shipment.

Save your UPS receipt and the Accessible Textbook Department will reimburse 100% of the cost.

Dispose of textbook and/or other materials (when finished with project), unless requested otherwise by the Accessible Textbook Dept.

9. **Payment:**
   Submit a numbered **invoice** with each shipment or at the end of the project.

Email invoices to: [accountspayable@aph.org](mailto:accountspayable@aph.org).

Or mail to:

American Printing House for the Blind  
Attn: Joanie O'Brien, Accounts Payable  
1839 Frankfort Avenue  
Louisville, KY 40206-0085

Insert project status on each invoice:

- This DOES NOT COMPLETE the book
- This DOES COMPLETE the book

Remember: Blank pages are not counted as pages of text on an invoice.

All invoices must have the following in order to be processed:

- Your Name or Company Name, Address, Phone Number, Fax Number
- Date of Invoice
- Invoice Number
- Title of Book
- APH Catalog Number (A-B0??-00)
- Which volumes the invoice is for (1-3, Supp. 1-5)
- List the Volume Number and the amount of Braille pages in each volume, and the rate charged per page (should match your Cost Per Page on the ATIC Bid Request)
10. **Summary of Shipment to Accessible Textbook Department:**

Email or ship materials to the Accessible Textbook Department.

Email materials to your assigned editor, upload to a shared folder on Dropbox.com (or similar), or

Ship materials to:
- American Printing House for the Blind
- Attn: Accessible Textbook Department
- 1839 Frankfort Ave.
- Louisville, KY 40206-0085

Include in shipment:
- CDs or other media (ink print and braille files)
- Tactile Graphic Masters and/or CDs
- Graphic Tally Sheet(s) per volume
- Error Sheet(s) per volume
- Volume Summary Sheet
- Invoice with project status
- Packing slip—list contents of shipment

These specifications were created as a result of a focus group of VI teachers, editors, transcribers, and those responsible for the ordering of braille textbooks. We gratefully acknowledge their contributions.

11. **Contact Information:**

**Accessible Media Editors: (Telephone: 1-800-223-1839 + ext. #)**
- Dan Bush (ext. 478) dbush@aph.org
- Rose Zinious (ext. 377) rzinious@aph.org
- DeAnna Morrison (ext. 293) dmorison@aph.org
- Howard Parker (ext. 378) hparker@aph.org
- Jonathan Carson (ext. 372) jcarson@aph.org

**Tactile Graphic Designers:**
- Yan Zhang (ext. 471) yzhang@aph.org
- Sally Hart (ext. 479) shart@aph.org

**Outsource Coordinator:**
- Jean Moore (ext. 371) jmoore@aph.org

**Administrative Assistant:**
Teri Brutscher (ext. 379) tbrutscher@aph.org

**Accessible Test and Textbook Department Director:**
Jane Thompson (ext. 370) jthompson@aph.org

**Accessible Test and Textbook Department Manager:**
Jeremy Ockerman (ext. 369) jockerman@aph.org

**Accounts Payable:**
Joanie O'Brien (ext. 286) accountspayable@aph.org

For additional information about the Accessible Textbook Department, e-mail: ATIC@aph.org or visit [www.aph.org](http://www.aph.org).

**Additional Resources, Appendix F:**
- [Order of Preliminary Pages](#)
- [Transcriber Check List](#)
- [Essential Reference Books for Braille Transcribing](#)
Appendix A:

APH Agency Decisions for Textbooks through Accessible Textbook Department Rules 1-19

Section 1 Basic Principles and General Formats

- Words are no longer divided. See BF, §1.10.1.
- **Braille Formats: §1.7.1, Page 1—8.**
  Page size, line length, and line spacing. An agency may specify the page size and braille line length to be used in transcriptions that it sponsors.

  **Agency Decision:** K-12: 11 X 11-1/2" paper, 40 cells and 25 lines, single line spacing.

- **Braille Formats: §1.6.1-1.6.3, Page 1—6.**
  Volume size, numbering, and ending indication. An agency may specify maximum braille volume size for the transcriptions that it sponsors. The decision may be based on the reading level, especially for lower grades. Volume size is dependent also on output as either single-sided or interpoint. Indicate the end of each volume on the last page.

  **Agency Decision:** Volume size for INTERPOINT pages should not exceed 150-160 pages, which is 80 sheets of paper. SINGLE-SIDE volumes are 80 pages. CONSUMABLE/EXPENDABLE volumes are not to exceed 100 single-sided braille pages.

  **Agency Decision:** End each volume with the words: END OF VOLUME # (Center with a blank line above.) End the final volume of each book with the words: THE END (Center with a blank line above.) End the final supplement of each book with the words: END OF SUPPLEMENT # (Center with a blank line above.) Enclose within transcriber’s notes indicators.

- **Braille Formats: §1.8.2, Page 1—10.**
  Titles and running heads. The headers and/or footers shown printed on all text pages must be ignored in braille. If a braille running head is used, it appears on the first line of every page, except the title page and the first page of text in each volume where the full title is indicated.

  **Agency Decision:** Place a running head on all pages–EXCEPTION: title page and the first page of text in each volume.

- **Braille Formats: §1.11.1, Page 1—11.**
  Placement of print page numbers. All print page numbers, including front matter pages, are included in braille. The print page number is located at the end of line 1.
Agency Decision: Number INTERPOINT text pages with the PRINT page number at the end of line 1 on odd and even pages. Print continuation page numbers are not counted on blank pages. For example, if print page 1 is followed by a blank page, that page shows no print page number. The next page, if it is not blank, would be a1, etc.

- Braille Formats: §1.15.1(f.), Page 1—18.
  Braille page numbers. Some agencies suppress the even braille page number in interpoint braille.

Agency Decision: Number INTERPOINT text pages with the BRAILLE page number on odd pages only, at the end of line 25.

Section 2 Transcriber-Generated Pages and Front Matter

- Braille Formats: §2.3.3(a), Page 2—2.
  Title pages. Items to be included. All volumes include a transcriber-generated title page with five segments of information. Information is grouped into the following order:

  Title Segment
  Author Segment
  Publisher and Copyright Segment
  Transcriber/Transcription Segment
  Volume Information Segment

Agency Decision: Insert on each Title page: In — Volumes and — Supplements. This information will be filled in when the total volume count is known.

- Braille Formats: §2.3.3(c), Page 2—2.
  Format for title pages. All items on the United States title page are listed in 1-3. An agency may require a centered format.

- Braille Formats: §2.3.3(f), Page 2—2
  An agency may have its own requirements for title pages.

Agency Decision: Follow the left flush, 1-3 Title Page Sample format. Or use the 1-3 Title Page Template.

- Braille Formats: §2.4.2(a), Page 2—12.
  Information about authors, editors, consultants, and reviewers. Consultants and Reviewers. Inclusion of lists of consultants in braille editions is an agency decision.

Agency Decision: Omissions: Consultants and Reviewers.
• **Braille Formats: §2.3.6, Page 2—5.**
  Copyright and reproduction notices. This notice must appear in print in each braille volume, preferably inside the front cover or on the title page; however, an agency may specify its placement in the braille edition.

  **Agency Decision:** The copyright and reproduction notice is 1-3 on the title page, following: Produced by.... Follow the 1-3 Title Page Sample format. Or use the 1-3 Title Page Template.

• **Braille Formats: §2.3.7, Page 2—9.**
  An agency may specify the placement of the transcriber’s name and the notice of sponsorship.

  **Agency Decision:** The name of the Transcriber or Agency is placed on t2, on the Transcriber’s Identification page. See Title Page Sample.

• **Braille Formats: §2.3.8(a), Page 2—9.**
  Braille volume information. An agency may require the total number of volumes of the transcription.

  **Agency Decision:** Insert on each Title page: In —- Volumes and —- Supplements. This information will be filled in when the total volume count is known.

• **Braille Formats: §2.4, Page 2—11.**
  Second and Subsequent Title Pages.

  **Agency Decision:** Transcriber identification paragraph goes on the back of the title page, followed by the print history statement after two blank lines.

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**Sections 3 through 22**

Sections with Agency Decisions: 5, 6, 8, 10, 11, 13, 14, 16, 21
Sections without Agency Decisions: 3, 4, 7, 9, 12, 15, 17, 18, 19, 20, 22

**Additional Agency Decisions**

OMIT Atlases
OMIT Periodic Table of Elements
OMIT Reviewers/Consultants
OMIT Credits of Photography/Illustrations

[Return to Text]
Appendix B: Sample Pages

On the print and braille Title page of each volume, we require that the total number of volumes and supplements be given preceding the individual volume number. Section 2.3.8 (3)

We understand the volume count is unknown until towards the end of the book, so we would like an underscore placed where the Volume and Supplement numbers will be inserted. At a later date, these numbers will be filled in.

Example: In 1 Preliminary, 18 Volumes, and 2 Supplements
Running Head:

This book was transcribed by _ for the American Printing House for the Blind through the Accessible Textbook Department.

Some Publishers may revise books at the time of a new printing, accounting for differences between print and braille with identical ISBNs.
TRANSCRIBER’S NOTES

All pictures have been omitted unless otherwise indicated.

Page 410
Timeline is across pages 410-411.

Page 413
Picture: Philip is shown standing, a hand on a sword.

Page c424
Text continues on page 426.

Page 425
Picture: Restoration: Charles II in Triumph shows a crowd surrounding Charles, all heads bowed.

Page 426
Cont. from page d424

Page 436
Key to table headings:

Return to Text
Appendix C:
Required Special Symbols

Dot locator(s)
Arrow symbols (UEB §11.6)
Line mode indicators (UEB §16.2, §16.3)
Shapes (UEB §11.7)
Grouping indicators [braille grouping indicators, parentheses, braces, brackets, angle brackets] (UEB §7)
Typeform indicators (UEB §9)
Foreign language symbols (UEB §13)
Music symbols (UEB §3.18)
Modified letter indicators (UEB §4)
Shape indicators (UEB §11.7)
Math symbols (UEB §3.17, §3.24, §6, §11)
Currency symbols (UEB §3.10)
Ratio (UEB §3.17)
Proportion (UEB §3.17)
Prime (UEB §3.11, §3.15)
Double prime (UEB §3.11, §3.15)
Minutes (UEB §3.11)
Feet (UEB §3.15)
At sign (UEB §3.7)
Tilde (UEB §3.25)
Trademark and Registered Trademark (UEB §3.8)
Code switch indicators (UEB §14)

The following symbols are new with the approval of UEB. These symbols may be included on the Special Symbols list.

Ellipsis
Opening transcriber’s note indicator
Closing transcriber’s note indicator
Percent sign
Low line (underscore)
Grade 1 symbol indicator (new terminology, same symbol)
Single closing quotation mark
Capitalized passage indicator
Capitals mode terminator
Dash
Period, dot, or decimal (UEB §6) [Only when used as a dot or decimal]
Appendix D:  
Tactile Graphics Resources

Recommended Materials for Collage Graphics to be  
Thermoformed for Mass Production

Collage method is considered the most useful and effective method for conveying information when created properly with appropriate textured materials. Most items are available at Arts and Crafts Stores and Office Supplies Stores.

Areal symbols:

- Textured or corrugated paperboard, cardstock, and paper stock
- Different fabrics, corduroy, cross stitch, handiwipes, etc
- Leather or wood pieces
- Textured paper towels
- Sandpaper in different grits
- Tiger embossed textures

Note:

- Sandpaper can be very harsh on fingers. Only use fine (high grit) sandpaper if the tactile is for direct use
- Sandpaper textures are very likely to lose tactual distinction on thermoform copy. Make sure you are familiar with the thermoform result of the sandpaper of your choice
- Tiger embosser is capable of creating a variety of textures in different patterns, densities, and heights. Textures can be embossed directly on the final graphic or used as textured collage materials to be cut & pasted on the graphic page.
- Glitter is very difficult to create consistent textures and tends to fall off of paper over time

Linear symbols:

- Glue-treated cotton strings, candlewicks, carpet threads, etc. In different widths
- Strips of cardboard
- Paper or cloth-covered floral wires
- Spur wheel tooling
- Edge of a solid areal piece (a natural linear symbol created by solid areal symbol piece)

Note:
- Strings or threads are often too loose and flimsy and likely to fray at the ends. Pretreat them with a small amount of glue and let dry to be more rigid and easy to work with, resulting in much crisper lines on the tactile page.
- Knotted strings or threads are very aggressive and prominent linear symbols. Use only when necessary and appropriate.
- Cardboard strips can be used as linear symbol. Make sure to only use paperboard that is not easy to peel into layers. Loose paperboard like cereal boxes or other packaging materials are not dense enough and very likely to peel.
- Cardboard strips don’t bend well. Use them as straight or slightly curved lines.
- Precut sticky-backed plastic strips can be used as prominent lines. They are not easy to modify once glued to the paper.

**Point symbols:**

- Precut or punch out cardboard pieces

**Note:**

- Choose only paperboard that is not easy to peel into layers to be used as point symbols.
- Plastic or glass beads, foam and metal pieces, etc. tend to deform or fall off during thermoforming process.
- APH Point Symbols tools in the Tactile Graphics Kit can be used to create embossed point shapes directly on the tactile page. They work better on cardboard than braille paper.

**Glues:**

- Tombow Mono Aqua liquid glue
- Elmer’s Glue-All and Carpenter’s Glue

**Note:**

- Mono Aqua by Tombow is a good choice for paper or cotton materials. The bottle has a broad tip for large areas and a pen tip for small areas, lines, and point symbols.
- Mono Aqua dries clear on the page and leaves almost no detectable residue.
- Elmer’s Glue-All and Carpenter’s Glue also work well with paper, cotton, and wood materials, but they tend to be too watery and will cause wobble and wrinkle on paper if applied too much.
- The tip of the original Elmer’s bottle is usually too big for tactile use. It is recommended to fill the glue into a squeeze bottle with a fine tip.
- Tacky glue tends to leave a detectable residue along the edges and makes the symbol “muddy.”
The adhesive back created by Xyron Sticker Maker with permanent adhesive cartridge works better for large pieces, e.g. areal symbols, but is usually not strong enough for small pieces or linear symbols (e.g. cardboard strips) to hold on to the page under the heat of thermoform.

Tools:

- Sharp scissors (e.g. surgery scissors)
- X-Acto knife
- Whole punches of different sizes
- Light box (APH or craft stores)
- Semi-transparent, self-healing cutting board (Office Supply stores)
- Laser engraver

Note:

- Laser engraver is like a large X-Acto knife on a gradiant scale, especially useful for irregular shapes, e.g., an outline of a country. It can also be used to cut materials into uniform shapes, e.g., arrows, strips, point symbols, etc.

Other Helpful Tips:

Collage masters are used as the mold to create thermoform copies for APH textbook production. Choose materials that are heat resistant, e.g., paper or cotton-based materials. Avoid materials that are sensitive to heat and which may deform or fall off during the thermoforming process, e.g., rubber or plastic-based materials, sticky-backed foam, plastic beads, Wikki Stix, puff paint, etc.

Thermoform graphics often lose tactile distinctions from collage masters. Avoid choosing materials in contrasts that are distinctive on master but tactually similar on thermoform copy. It is recommended to keep a thermoform copy of all available collage materials for your own reference.

When using denser materials, especially over a large area, air holes are usually necessary to be pricked close to the edge of the material (from front of graphic to back), to allow free flow of air during the thermoforming process to ensure quality thermoform copies.

Excess glue should be removed from graphic because it will be slightly detectable by the braille reader, causing the edges to be "muddy" or unclear.
Except embedded within textures, braille labels should be brailed directly on the page, not cut & paste on the braille paper, because the edges of the cutout piece become a tactile “box” around the label and may cause more clutter.

Collage, tooling, and embossed braille may be combined to form a tactile graphic master to achieve better distinction and readability.
Tactile Graphics Template

For APH production purposes keep graphic within the boundary of the template

- For best results keep the margins the same as shown on the template:
  - Top margin: 9/16 inch (14 mm)
  - Bottom margin: 11/16 inch (17mm)
  - Left margin: 1 and 13/16 inches (30mm)
  - Right margin: 3/4 inch (19mm)

- ATIC recommends using Manila Braille Transcribing Paper (APH Catalog #1-04540-00)
  - This paper is more durable for mass production of tactile graphics

- See PDF sample: Tactile Graphics Template (requires internet)

Return to Text
Graphics Pagination

The Accessible Textbook Department agency decision on tactile graphic pagination is that we request page numbers on the front side of tactile graphics only, no implied numbers for blank pages.

Clarification: Print page numbers should be assigned and embossed on odd- and even-numbered pages when containing textbook content. All print page numbering should be accounted for. Braille page numbers should be assigned to all pages but only embossed on odd-numbered pages. If a page is left blank due to a graphic on its reverse, that blank page will not get print page numbers, nor should they be implied.

Example: Text for print page b34 appears on braille page 5. We have to leave the even-numbered page blank (left side of opened book) to insert a graphic, but we do not assign an ink print page number to this blank braille page as it contains no ink print text. The upcoming graphics page number is print page c34 (graphic is considered ink print text) and braille page 7. The back of this graphics page contains no page numbers (print or braille). The next odd numbered braille page with text or another graphic braille page would be braille page 9, with the print page number d34. (See also Placement Of Graphic Keys).
Placement of Graphic Keys

The Accessible Textbook Department agency decision on the placement of keys for tactile graphics is that we require all keys to precede the tactile graphic page.

We realize this is not in strict adherence to the BANA Tactile Graphic Guidelines, but our textbooks are products that span over subjects such as the new Core Curriculum materials (which will be used for the next several years) and are transcribed by numerous groups and individuals, so in order to maintain consistency and continuity, we require all keys including multiple page keys to be placed before tactile graphics.

Repeat the key with each graphic when one print item requires multiple graphics.

Follow the Guidelines and Standards for Tactile Graphics, 2010: 5.7-5.10, for key content, techniques, and labeling.

Examples depict interpoint embossing

Print page number in upper right corner on odd and even pages.

Braille page number in lower right corner on odd pages only.

Ex. A: Key and Graphic on same page

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14

<p>| text | blank | a14 |
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graphic
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Ex. B: Key on page before graphic

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<tbody>
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Return to Text
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End Vol. #
# Appendix E: Error Sheet

## Accessible Textbooks Error Sheet

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[Return to Text]
Appendix F:
Additional Resources

Order of Transcriber-Generated and Preliminary Pages
For Accessible Textbook Transcriptions

Transcriber-Generated pages (t-pages)
  o Title Page (t1) (BF, §2.3)
  o Printing History statement (t2)
  o ATIC transcriber identification statement (t2)
  o Supplemental title page(s) for complete author/editor, transcriber overflow, printing history if it will not fit on t1, etc. (t2) (BF, §2.4)
  o Special Symbols list (BF, §2.55)
  o Transcriber’s Notes page(s) (BF, §2.6)

Preliminary pages (p-pages)
  o Follow print for page order of front matter (BF, 2.7.1d)
  o Front matter may include a table of contents, material printed on or inside the book cover, dedications, etc. (BF, §2.7)
  o The cover/jacket material is inserted as the first front matter page p1, and no print page number is used. (BF, §2.8.1a)
  o Repeated cast of characters and/or table of pronunciation (BF, §2.7.1d)

Return to Text
Transcriber’s Checklist

This check list is to aid the transcriber in making sure that the volume is complete, correct, and ready for production. Quality control is essential in maintaining the high standards of our products.

- All page numbering should be checked upon the completion of transcribing a volume
  - Check that each page is numbered
  - Recheck to be sure the page numbering is in sequential order
  - Transcriber-generated and Preliminary pages (t1, p1)
  - Text pages (Both print and braille page numbers)
  - All graphics pages fit into the text print/braille page numbering
  - Count the number of pages in each volume to make sure you have the required number of pages per volume (make certain you do not have too many or too few braille pages) See Accessible Textbooks Specs for acceptable volume size
  - Verify that the title page numbers match the number of pages in the volume

- All diagrams should be checked
  - Check the page numbers: print and braille
  - Confirm that all keys come before the diagram and either face the diagram page or are on the same page above the diagram
  - Recheck any numbers, letters, or words on the graphic
  - Make sure items on collage graphics are glued securely
  - All lines are easily detected BY TOUCH on spurred or hand-tooled graphics.
  - Keep a tally of all the graphics pages needed for the volume so you will know if any are missing, or are damaged and need to be replaced

- Title and preliminary pages should be rechecked
  - Recheck the information on the title page for the correct information, especially if you are used to copying and pasting from volume to volume
  - The preliminary pages are all in the correct order, and they are all there: Supplemental title, Dedication, Special Symbols, Transcriber’s Notes, Contents, etc
  - Determine if you have all the "special symbols" listed for each particular volume
    - The list in one volume may be different than the list in the next volume of the same book

- Other items to check:
  - Use the correct file name for the volume
  - Inspect each print page with each braille page to ensure no pages, or portions of the text are missing. Also, check for any "repeats"
  - Be sure you have included any "Special Instructions" wanted by the Agency
Essential Reference Books and Resources for Braille Transcribing

- Braille Authority of North America (BANA)
  www.brailleauthority.org

- *Braille Formats: Principles of Print to Braille Transcription*, 2016
  http://www.brailleauthority.org/formats/formats2016.html

- *Guidance for Transcription Using the Nemeth Code within UEB Contexts*

- *Guidelines and Standards for Tactile Graphics*, 2010
  American Printing House for the Blind, Catalog #7-35935-00
  http://www.brailleauthority.org/tg/

- *Provisional Guidance for Transcribing Foreign Language Material in UEB*
  http://www.brailleauthority.org/foreign-language/index.html

  www.brailleauthority.org

- IPA Braille (International Phonetic Alphabet, used in the study of linguistics)
  www.brailleauthority.org

  https://nfb.org/braille-transcribing


- *An Introduction to Braille Mathematics*, 1972
  American Printing House for the Blind, Catalog #7-60050

- *Learning the Nemeth Braille Code*, 1987
  American Printing House for the Blind, Catalog #7-68653-00

- *The Nemeth Braille Code for Mathematics and Science Notation*, 1972 Revision
  American Printing House for the Blind, Catalog #7-87430

o Braille Code for Chemical Notation, 1997
   American Printing House for the Blind, Catalog # 7-16900-00

o The Braille Enthusiast’s Dictionary: Unified English Braille
   ISBN: 978-0-9960353-4-7 — $120.00
   SCALARS Publishing
   1665 Newsum Drive
   Germantown, TN 38183
   (901) 737-0001 or fax: (901)737-2882.
   scalars@icloud.com

o Tactile Graphics, Polly K. Erdman
   AFB Press
   ISBN-10: 0891281940

o The National Braille Association Quarterly Bulletin
   The National Braille Association, Inc.
   95 Allens Creek Road
   BLDG. 1, Suite 202
   Rochester, NY 14618
   Phone: 585-427-8260
   FAX: 585-427-0263
   E-mail: nbaoffice@nationalbraille.org


o CTEBVI Journal from the California Transcribers and Educators for the Blind and Visually Impaired, www.ctebvi.org


o Tactile Graphic Image Library (TGIL) from APH, at www.aph.org/tgil/

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