

Book Title

Series Name

Grade level

Subtitle

Edition Name or Number

**Commented [WU1]:** On line 1. Include publisher name if it is included in print as part of the title.

By Author(s)

**Commented [LL2]:** Place the book title, series name, grade level, subtitle, and edition name or number, in that order, on the first line or lines of the title page. If there is not enough space for each item to begin on a new line, items may be combined as needed on one or more braille lines. Separate items with semicolons.

Published by [Publisher's name]

**Commented [WU3]:** Follow print for use of "By" or equivalent

Publisher's first or principle address (City, ST)

**Commented [LL4]:** When a book has a hierarchy of publishers (i.e., imprints), list only the main publishing company.

Publisher's website [www.website.com]

**Commented [LL5]:** Follow print if the state is spelled out or the abbreviation is used.

Copyright year and holder

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Transcription of

ISBN-13: 999-9999999999

ISBN 10 9999999999

**Commented [WU6]:** "ISBN" goes on the same line as the number. Follow print for spacing and punctuation

Printing history: 1 2 3 4 20 19 18 17

**Commented [WU7]:** Use 2 blank cells to represent a large space in the printing history.

Transcribed 2025 into UEB by [Insert your name here]

Tactile graphics by [Name of tactile graphics specialist]

Proofread by [Name may vary throughout book]

Utah State Instructional Materials Access

Center

Ogden, UT

In \_ Preliminary Volumes, \_ Volumes,

\_ TG Volumes, and \_ Supplements

Volume \_: [Chapter and section]

**Commented [WU8]:** For partial chapters/units, use the first and last Table of Contents entries with page numbers.

Uncontracted, single-sided, double-spaced

**Commented [LL9]:** Include additional information when the book is in a custom format (anything other than contracted, double-sided, single-spaced).

Braille pages t1-t, p1-p, and 1-

Print pages \_ and \_-

**Commented [WU10]:** (on line 25)

*(Remove blank lines as necessary to fit on one page. If all information fits on one page, leave t2 of interpoint volumes blank.*

*If the title page information does not all fit on one page, place proofreader information on t2. If that is not sufficient, add tactile graphic specialist info and then transcriber info. Printing history can follow the other information if necessary.*

*Unless stated otherwise in our template or guidelines, follow Braille Formats Principles of Print-to-Braille Transcription, 2016 for formatting t-pages.)*

## SPECIAL SYMBOLS USED IN THIS VOLUME

- ⋮⋮ Dot locator for “mention”
- ⋮⋮⋮ Opening general fraction indicator
- ⋮⋮⋮ Closing general fraction indicator
- ⋮⋮⋮⋮⋮⋮ Ray AD {example}
- ⋮⋮⋮⋮⋮⋮⋮⋮ Line AD (double-ended arrow over AD) {example}
- ⋮⋮⋮⋮ Triangle shape indicator
- ⋮⋮⋮⋮ [Transcriber-defined typeform word indicator 1]
- ⋮⋮⋮⋮ Opening transcriber's note indicator
- ⋮⋮⋮⋮ Closing transcriber's note indicator
- ⋮⋮⋮⋮ Boldface word indicator
- ⋮⋮⋮⋮ Dot over previous item
- ⋮⋮⋮⋮ Boldface passage indicator
- ⋮⋮⋮⋮ [Transcriber-defined typeform word indicator 2)
- ⋮⋮⋮⋮ Boldface terminator
- ⋮⋮⋮⋮ Equal to sign
- ⋮⋮⋮⋮ Grade 1 terminator
- ⋮⋮⋮⋮ Grade 1 passage indicator
- ⋮⋮⋮⋮ Capitals terminator
- ⋮⋮⋮⋮ Dash
- ⋮⋮⋮⋮ Capitalized passage indicator

## TRANSCRIBER'S NOTES

Print errors are retained in braille.

**Commented [WU11]:** This is required on all transcriptions. Do not correct print errors.

All print paragraphs are blocked. All braille paragraphs are indented.

Footnotes are brailled directly after the paragraph to which they apply.

Selected Answers are moved from the back of the book to the end of the volume to which they apply.

When two words are shown within one shape, a passage indicator is used rather than two word indicators.

**Commented [WU12]:** For example, "Write Math" shown in one rectangle or bubble or something. This does not apply to highlighted words.

Illustrations without captions are omitted.

Only those images needed for understanding or for completing exercises are retained in braille.

Multi-part exercises may be split across braille pages. Each part will be kept on a single page.

This volume contains labels for graphics enclosed in Transcriber's Note indicators. The labeled graphics are contained in a separate Tactile Graphics volume, called a TG volume.

This volume has been transcribed according to the *BANA Guidelines for the Transcription of Early Educational Materials from Print to Braille*.

Transcriber's notes that appear in this volume are listed below, including the pages on which they appear.

Page 195 nk means nickel

Page 108 Words describe pictures. {example}

**Commented [LL13]:** Transcriber's notes from within the volume are only listed on the Transcriber's Notes page for Kindergarten and First grade projects.

*Example Title Page with no Overflow*

ESSENTIALS OF HUMAN ANATOMY &  
PHYSIOLOGY; NINTH EDITION

ELAINE N. MARIEB, R.N., Ph.D.

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Transcription of

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-DOR-12 11 10 09 08

Transcribed 2024 into UEB by Colonel Mustard

Proofread by The Candlestick Company

Utah State Instructional Materials Access  
Center

Ogden, UT

In \_ Volumes and \_ TG Volumes

Volume 3: THE SKELETAL SYSTEM -

Bones of the Upper Limbs

Braille pages t1-t5, p1-p2 and 1-80

Print pages xvi-axvi and 133-e160 t1

*Example Title Page with Overflow (T1)*

MATH®; Blue

BIG IDEAS

A Common Core Curriculum

By Ron Larson, Laurie Boswell

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Erie, PA

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17 16 15 14 13

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Ogden, UT

In \_ Preliminary Volumes, \_ Volumes,  
and \_ Supplements

Volume 4: 2.3 - 2.1-2.4 Quiz

Braille pages t1-t5, p1 and 1-80

Print pages ix, 54-e69 and

aA13-aA14

t1

*Example Title Page with Overflow (T2)*

Transcribed 2024 into UEB by Miss Scarlet

Tactile graphics by Mrs. Peacock

Proofread by Professor Plum