

# Agency Guidelines for USIMAC Braille Projects MUST be followed

Rev: 4/12/18

- 1) Review all BANA updates before transcribing each approved project: BANA released an errata (Updated 11-1-2017) for Braille Formats. As we may not update our guidelines with every BANA update, make sure to check throughout the year, always use the latest version in accordance with the BANA website. You can download a pdf version at the link below:
  - (a) <http://www.brailleauthority.org/> (All updates)
  - (b) <http://www.brailleauthority.org/formats/formats2016.html> (Errata)
- 2) Use our USIMAC formatted title page, available on our website. You can download it at [www.usimac.org](http://www.usimac.org) under the **PBN** tab, **Current PBN member**, **Print Title Page Template** and **Braille Title Page Template**.
- 3) **Transcribe ALL text** and only the text, including text around and inside of graphics. USIMAC will do all graphics in house unless otherwise noted.
- 4) Unless specifically requested, we do not include foreign language glossary, letters, or notes in primarily English books. Do not include acknowledgements, photo credits or any back matter your editor chooses to omit.
- 5) Use Contracted Braille unless otherwise indicated on Braille Bid and/or Approved GAE/PO.
- 6) Double Sided (Interpoint) unless otherwise indicated on Braille Bid and/or Approved GAE/PO.
- 7) Please format textbooks so that each chapter is a Volume: (if further clarification is needed, email your assigned editor)
  - (a) Front Matter (Preliminary Volumes, when needed), Back Matter (Supplement Volumes, when needed), Chapter 1 is volume 1, etc.
  - (b) If the volume is extremely large and needs to be split into 2 or 3 volumes, divide at an appropriate place and label as the next volume number. Vol 1, Vol 2, Vol 3 etc...
- 8) Make sure ALL braille pages in the volume are numbered (in the bottom right-hand corner), not just the even- or odd-numbered pages. (Begin each volume with Braille page 1)
- 9) Always use Textbook page numbering.
- 10) No Running Headers.
- 11) Footnotes always follow the paragraph that they are in.
  - (a) Please make a note for this on your TRANSCRIBER'S NOTES page.
- 12) Every braille volume is required to have a Braille Title page, Special Symbols Page, and Transcriber's notes page.
  - (a) **Leave the back of the Braille Title page blank.** If your braille title page does not fit on one page, refer to your editor.

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- (b) If the print contains a table of contents, all volumes after volume 1 must contain the portion of the table of contents, which pertains to the braille volume in question.
  - (c) Make a note to Include “**Print errors are retained in braille**” On your Transcriber's Notes Page.
  - (d) Include a print copy of the T pages (Title pages, special symbols pages, transcriber’s note pages) for each volume.
- 13) Do not leave extra space for the graphics.
- 14) For NON-graphic intensive volumes, do not make the volumes larger than;
- Single Sided – 75 pages
  - Interpoint – 140 pages
- 15) Insert: “Place graphic here” with a blank line before and a blank line after where the graphic should occur in the text.
- (a) If the graphic can be described, please provide the description to the best of your ability.
  - (b) If your volume is graphic intensive (15 plus graphics), do not make the volumes larger than;
- Single Sided – 60 pages
  - Interpoint – 110 pages
- 16) Send completed files as a .b2k, .abt, .dxb or .brf files. or as requested by the editor and always cc your editor and pbn@usdb.org