

## Attachment C: Agency Guidelines for USIMAC Braille Projects MUST be followed

Rev. 1/31/19

### Formatting:

- 1) Review all BANA updates before transcribing each approved project. As we may not update our guidelines with every BANA update, please 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/formats/formats2016.html> (Final Publication Release)
- 2) Use UEB/Contracted Braille unless otherwise indicated on Braille Bid and/or Approved GAE/PO.
- 3) Double Sided (Interpoint) unless otherwise indicated on Braille Bid and/or Approved GAE/PO.
- 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 that does not pertain to braille materials.
- 5) Use our **title page** (based on the title page from the NFB transcription course), available on our website. You can download it at [www.usimac.org](http://www.usimac.org) located in the drop down **Preferred Braille Network > Current Member, "Example Title Page TEMPLATE.doc"**, **"Example UEB Title Page TEMPLATE.br"**
- 6) Please format textbooks so that each chapter is a Volume: (if further clarification is needed, ask your editor)
  - a) Front Matter (part of volume 1 or as Preliminary Volumes, when needed), Chapter 1 is volume 1, etc., Back Matter (part of last volume or as Supplement Volumes, when needed.)
  - b) If the chapter exceeds the max braille page count (see 14b, i and ii below) 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. Don't put partials of chapters together (e.g., chapter 6 part 3 and chapter 7 part 1 in the same volume). Multiple complete chapters can be in the same volume, as long as it doesn't exceed the max braille page count.
- 7) 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)
- 8) Always use Textbook page numbering.
- 9) No Running Headers.
- 10) Footnotes always follow the paragraph with the referenced material.
  - a) Make a note for this on your TRANSCRIBER'S NOTES page.
  - b) If the footnote is on a different print page, make a transcriber's note at the location stating that the footnote is transposed from print page \_.
- 11) Every **Braille** volume is required to have a **Braille Title page, Special Symbols Page, and Transcriber's notes page**.
  - a) **Include a print copy of the T pages** (Title pages, special symbols pages, transcriber's note pages) for each volume for grades **Pre-K through 2**. Include a print copy of the title page with every volume regardless of grade. (only print title pages for grades 3 and above)

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- b) The **Special Symbols page begins on a front facing page** after the title pages(s). The Transcriber's notes page may start on a new front or new back facing page. If your braille title page does not fit on one page, refer to *Braille Formats 2016*, section 2.4 for instructions.
  - c) Include **"Print errors are retained in braille"** on your Transcriber's Notes Page.
  - d) For Graphic Intense volumes (see 14b below), Include **"This volume contains labels for graphics enclosed in Transcriber's note Indicators. The labeled graphics are contained in a separate volume"** on your Transcriber's Notes Page.
- 12) Transcribe ALL text and only the text, including text around and inside of graphics. USIMAC will do all graphics in-house unless otherwise noted. (Any text related to graphics needs to be in TN indicators after the See Graphic comment [see 14 below].)

13) **DO NOT** leave extra space, dead space or blank spaces for the graphics.

14) Insert **"See Graphic \_ on TG print page \_"** in **TN indicators** with a blank line before and a blank line after where the graphic should occur in the text. Include graphic text relevant to the volume in the **TN indicators**



- 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;
    - (i) Single Sided – 60 total braille pages (preferred 35-45)
    - (ii) Interpoint – 110 total braille pages (preferred 85-95)
- 15) For NON-graphic intensive volumes, do not make the volumes larger than;
  - (i) Single Sided – 75 total braille pages (preferred 50-60)
  - (ii) Interpoint – 140 total braille pages (preferred 90-120)
- 16) Send completed files as a .b2k, .abt (**NEM & EBAE formats only**), .dxb or .brf files. or as requested by the editor and always cc your editor and pbn@usdb.org