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

The following statement applies to this entire document: **"If necessary, please ask your editor for clarification before producing any material that may or may not fall into any of the categories noted below."**
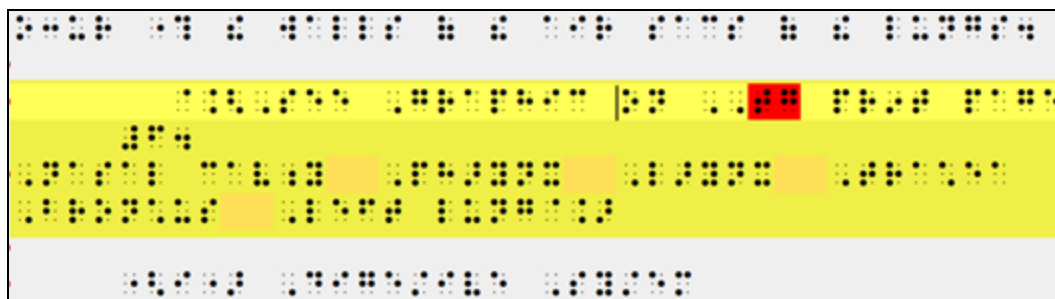
1) Review all updates from the *International Council on English Braille [ICEB]* and the following from *Braille Authority of North America [BANA]*: *Braille Formats 2016 [BF], Guidelines and Standards for Tactile Graphics 2022 [GSTG], Early Learning Materials [ELMP]* before transcribing each approved project. Please make sure to check throughout the year and always use the latest versions in accordance with each website below.

   a) https://www.brailleauthority.org/braille-formats-principles-print-braille-transcription-2016 [BF]

   b) https://www.iceb.org/ueb.html [ICEB]

   c) https://www.brailleauthority.org/guidelines-and-standards-tactile-graphics [GSTG]

   d) https://www.brailleauthority.org/early-learning-materials [ELMP]

2) Use UEB/Contracted Braille, Double-Sided (Interpoint) unless otherwise indicated on the braille project request and/or Approved PO (plus any special requirements outlined on your project).

3) Start all projects in this order:

   a) unless otherwise instructed in your bid email

      i) 3 volumes of body matter

      ii) 1 volume of preliminary

      iii) 1 volume of supplemental

      iv) Cycle restarts

   b) Subject to change at Director's discretion, or as stated in your contract.

4) Unless specifically requested, we do not include the following materials: foreign language glossaries, notes, etc. in a primarily English text, acknowledgments, photo credits, or any back matter that does not pertain to the braille, or any information aimed at the teacher/parent rather than the student (often discernible by heading information, placement, significantly smaller font, etc.).

5) Use our **title page**, available on our website. You can download it at www.usimac.org, located in the drop-down *Preferred Braille Network> Current Member*, **"Example Title Page TEMPLATE.doc", "Example UEB Title Page TEMPLATE.brf".**

6) Please format textbooks so that each volume is a chapter, unit, section, or as otherwise requested by the editor:

   a) Example (i.e. Chapter 1 is Volume 1, Chapter 2 is Volume 2, etc.) Front Matter is contained in Preliminary Volumes, unless combined with Body Matter/Volume 1. Back Matter is contained in Supplement Volumes, unless combined with end Body Matter.

   b) If the chapter exceeds the max braille page count [see 13a(iv) or 13b(iii) below] and needs to be split into multiple volumes, divide at an appropriate place and label as the next volume number; Chapter 1 part 1 is Volume 1, Chapter 1 part 2 is Volume 2, etc. Don't put partials of different chapters in the same volume (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) Always use Textbook page numbering. (*BF* 1.11 through 1.15. Do not suppress any braille page numbers.) In accordance with BF, books with no print pages follow sections 1.11.5 and 1.11.6.

8) No Running Headers.

9) Footnotes always follow the paragraph containing 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 original location stating where the material can be found.
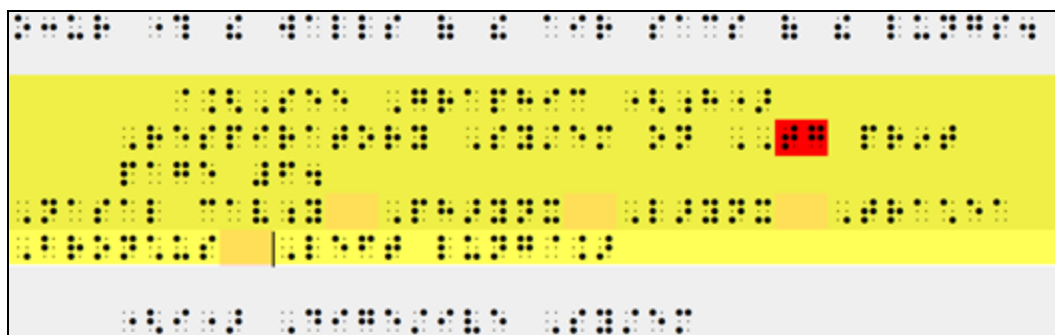
10) Every volume is required to have in **braille: Title page, Special Symbols page, Transcriber's Notes page and (include Teacher's Reference Materials when applicable).**

   a) If your braille title page does not fit on one page, refer to the example template on our website (which follows *BF 2016, section 2.4*) for instructions. The **Special Symbols page begins on a front-facing page** after the title pages(s). The Transcriber's Notes page and all preliminary pages may start on new front- or back-facing pages, but braille page 1 must start on a front-facing page.

   b) Include **"Print errors are retained in braille."** on the Transcriber's Notes page for all volumes.

11) DO NOT leave extra space, dead space, blank spaces, or blank pages for the graphics. DO NOT leave any blank space/dead space except where required by BF 2016 and required below in 13a and 13b.

12) Transcribe ALL text, including text around and inside of graphics, following the processes outlined below [see 13a and 13b]. USIMAC will create all graphics in-house, therefore prior to or on your Pre-Approved Start Date your editor will inform you which graphics will be produced, omitted, or described by you (along with any relevant information on labels or text for graphics). This process will continue in increments throughout the project.

13) There are 2 new processes for handling the locations of graphics; please refer to your braille project request email on which process to follow below:

   a) If your braille project indicates **"Separate Tactile Graphics Volume"**, follow these steps to label necessary graphics. Where the graphic occurs in the braille, insert **[blank line, opening transcriber's note indicator] See Graphic [name of graphic] on TG print page _.** The note should be in 7-5 formatting. Replace the underscore with the relevant page number. Graphics may be named according to the print. Include text/labels for the graphic relevant to the volume, blocked in cell 1 on the following lines. Separate labels with 2 spaces. Place the closing transcriber's note and second blank line after the final text/label. See examples below.

   i) No print label for graphic:

   ii) With a print label for graphic:

   iii) Include on your Transcriber's Notes 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."**

       iv)   For books with separate Tactile Graphic volumes, do not make the volumes larger than:
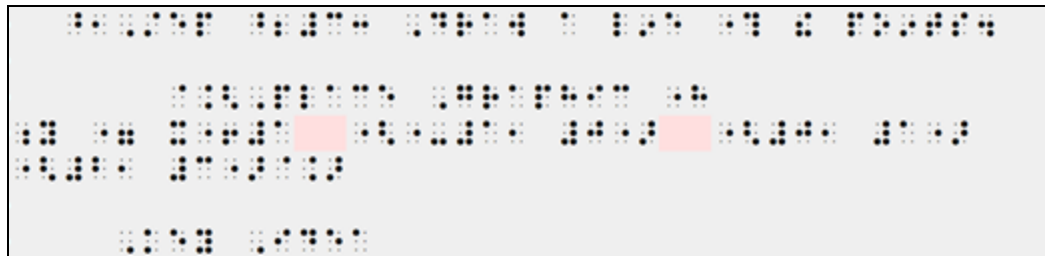
          (1) Single-Sided – 75 total braille pages (preferred 50-60)

          (2) Interpoint – 140 total braille pages (preferred 90-120)

              (a) 140 pages. See 6b above regarding volume breaks.

b)   If your braille project indicates **"Embed Tactile Graphics"**, follow these steps to label necessary graphics. Where the graphic occurs in the braille, insert **[blank line, opening transcriber's note indicator] Place Graphic here.** Include graphic text relevant to the volume, blocked in cell 1 on the following lines. Include 2 spaces between separate labels. Close with: **[closing transcriber's note indicator, blank line].**

       i)   See example below:

       ii)   For math only: Labels may be grouped or listed when it is clear the graphic will take up that space, such as a graph, chart, or coordinate grid that is not blank. Do not use numeric, grade one, or capitalized **passage** indicators for labels that will be separated (ex. points on a triangle). *Remember that a grade one indicator is not required with a single capital letter that is used as a label on any tactile graphic, but is required for a lowercase letter (GSTG 5.10.4).*

       iii)   For books with embedded graphics, do not make the volumes larger than:

          (1) Single-Sided – 60 total braille pages (preferred 35-45)

          (2) Interpoint – 110 total braille pages (preferred 85-95)

          (3) For ELMP – Single-Sided and Interpoint – 50 braille sheets max

          (4) The more graphics needed in a volume, the smaller the volume needs to be. *Tip: Allow for approximately 1 additional page per graphic. Interpoint examples: 30 graphics in a volume results in a maximum of 90 pages submitted (allowing 30 pages for graphics). 5 graphics in an interpoint volume results in a maximum of 105 pages submitted (allowing 5 pages for graphics).*

14) Send completed files as .b2k, .abt (**NEM formats only**), .dxb, or .brf files (or as requested by the editor) and always cc your editor and pbn@usdb.org.