BRITISH BRAILLE

A Restatement of

Standard English Braille

Compiled and Authorized

by the

Braille Authority of the United Kingdom

Royal National Institute of the Blind
Bakewell Road, Orton Southgate
Peterborough, Cambridgeshire
PE2 6XU

2004
CONTENTS

Note .................................................................................................................. 5

1. TERMINOLOGY ........................................................................................ 7

2. CHARACTERS AND SIGNS ..................................................................... 8
   2.1. Letters of the alphabet ................................................................. 8
   2.2. Numbers ....................................................................................... 8
   2.3. Punctuation signs ........................................................................ 8
   2.4. Composition signs ....................................................................... 9
   2.5. Mathematical signs ..................................................................... 10
   2.6. Print symbols and braille reference signs .................................. 11
   2.7. Some signs from the braille computer code ................................. 12

3. LIST OF CONTRACTIONS ..................................................................... 15
   3.1. Simple upper wordsigns ............................................................... 15
   3.2. Simple upper groupsigns ............................................................... 15
   3.3. Lower contractions ..................................................................... 16
   3.4. Composite wordsigns ................................................................. 17
   3.5. Composite groupsigns ................................................................. 18
   3.6. Shortforms ................................................................................... 18

4. USE OF PUNCTUATION SIGNS .......................................................... 20
   4.1. Apostrophe ................................................................................... 20
   4.2. Brackets ...................................................................................... 22
   4.3. Dashes ......................................................................................... 23
   4.4. Ellipsis .......................................................................................... 25
   4.5. Hyphen ......................................................................................... 26
   4.6. Oblique stroke ............................................................................. 26
   4.7. Quotation marks ......................................................................... 28
   4.8. Order of signs ............................................................................. 29

5. USE OF COMPOSITION SIGNS ............................................................ 30
   5.1. Accents ......................................................................................... 30
   5.2. Capitals ......................................................................................... 31
   5.3. Computer code indicator ............................................................. 38
   5.4. Dot locator ................................................................................... 40
   5.5. Italics ........................................................................................... 40
   5.6. Letter sign ................................................................................... 47
   5.7. Line sign ...................................................................................... 52
CONTENTS

5.8. Non-Roman scripts ........................................... 52
6. NUMBERS AND RELATED SIGNS .................................. 53
   6.1. Cardinal numbers ...................................... 53
   6.2. Contracted numbers .................................. 57
   6.3. Decimals ............................................. 58
   6.4. Fractions ........................................... 59
   6.5. Mathematical signs ................................... 60
   6.6. Ordinal numbers .................................... 63
   6.7. Roman numerals .................................... 64
7. ABBREVIATIONS AND SYMBOLS .................................. 66
   7.1. Print abbreviations .................................. 66
   7.2. Print symbols ....................................... 74
   7.3. References .......................................... 78
   7.4. Scansion and stress ................................... 82
   7.5. Unit abbreviations .................................. 84
8. USE OF CONTRACTIONS ........................................... 91
   8.1. General .............................................. 91
   8.2. Simple upper wordsigns ................................ 92
   8.3. Simple upper groupsigns ................................ 95
   8.4. Lower contractions ................................... 97
   8.5. Composite wordsigns .................................. 105
   8.6. Composite groupsigns ................................ 108
   8.7. Shortforms .......................................... 109
   8.8. Preference ........................................... 111
   8.9. Bridging ............................................ 112
   8.10. English names ...................................... 114
   8.11. Foreign words and names .............................. 115
   8.12. Early English ...................................... 116
   8.13. Stammered, lisped and slurred words .................. 116
   8.14. Word endings ....................................... 117
9. LAYOUT AND BOOK WORK ......................................... 118
   9.1. General .............................................. 118
   9.2. Book work ........................................... 120
   9.3. Correspondence ...................................... 121
   9.4. Notes ................................................ 122
   9.5. Paragraphs .......................................... 123
   9.6. Plays ................................................ 124
   9.7. Poetry ............................................... 125
CONTENTS

9.8. Quoted passages ........................................ 127
9.9. Word division ........................................ 128
APPENDICES .................................................. 129
  I. Some foreign alphabets ................................. 129
      (A) Greek .............................................. 129
      (B) Hebrew ........................................... 130
      (C) Old English ....................................... 131
      (D) Russian ........................................... 132
      (E) Welsh .............................................. 133
  II. Signs used in some foreign codes ...................... 135
      (A) French ............................................ 135
      (B) German ............................................ 135
      (C) Italian ............................................ 135
      (D) Spanish ........................................... 136
  III. Guide to contracting .................................. 137
INDEX .......................................................... 151
NOTE
The Braille Authority of the United Kingdom, which has issued this book, is the standard-setting body for braille in this country.

In the event of any divergence between the print edition and the braille edition of this work, the latter should be regarded as the definitive text.

The object of this book is to provide for transcribers, copyists and proofreaders of braille a standard interpretation of the usages of inkprint, and for readers, teachers and students of braille a guide to agreed practice. However, no attempt has been made to legislate comprehensively for the writing of braille which is not derived from a print original, or which is for private use only. In such cases writers will not infrequently find themselves faced with a choice of acceptable conventions to follow; but within a single document they should try to be consistent in the way they exercise such choices. This book should be regarded as a work of reference, and not as a teaching manual.

This edition covers rules both for transcription showing capitals and for transcription without showing capitals. Sections marked with an asterisk contain rules relating to the latter case only.

In this print edition, braille contractions and sequencing in examples have been indicated by the use of underlining.
1. TERMINOLOGY

Dots are numbered within the braille cell as follows:

Top left, 1; Middle left, 2; Bottom left, 3;

Top right, 4; Middle right, 5; Bottom right, 6.

[In the glossary below, terms defined in their own entries are italicized.]

**Abbreviation**: shortened representation of word or words in print.

**Cell**: 6-dot matrix which is the basis of braille.

**Character**: any of the 63 combinations of dots that can occupy a braille cell.

**Composite**: consisting of more than 1 character.

**Composition sign**: braille sign which has no direct print equivalent.

**Contraction**: braille sign which represents a word or a group of letters.

**Grade 1 braille**: grade of braille which includes all the signs given in section 2 and the rules relating to them. Braille contractions are not used.

**Grade 2 braille**: grade of braille which includes all the signs given in sections 2 and 3 and the rules relating to them. Braille contractions are used.

**Groupsign**: contraction which represents a group of letters.

**Initial**: at the beginning of a word.

**Left-hand**: lacking dots 4, 5 and 6.

**Lower**: lacking dots 1 and 4.

**Medial**: neither at the beginning nor at the end of a word.

**Punctuation sign**: braille sign which represents a print punctuation mark.

**Righthand**: lacking dots 1, 2 and 3.

**Sequence**: 2 or more words written without an intervening space.

**Shortform**: composite contraction representing a word and not consisting of a righthand character followed by one upper character.

**Sign**: 1 or more characters with indivisible significance.

**Simple**: consisting of 1 character.

**Space**: cell containing no embossed dots.

**String**: series of unspaced characters.

**Symbol**: print sign which is not a letter, number, accent or punctuation mark.

**Terminal**: at the end of a word.

**Upper**: including dot 1 and/or dot 4.

**Wordsign**: contraction which represents a complete word.
2. CHARACTERS AND SIGNS

2. CHARACTERS AND SIGNS
Where a string of letters is required to demonstrate the application of a sign, xxx is used.

2.1. LETTERS OF THE ALPHABET

```
  a  f  k  p  u
  b  g  l  q  v
  c  h  m  r  w
  d  i  n  s  x
  e  j  o  t  y
  z
```

2.2. NUMBERS

```
  1  4  7
  2  5  8
  3  6  9  0
```

2.3. PUNCTUATION SIGNS

```
,      comma
;      semicolon
:      colon
.      full stop or abbreviation point
!      exclamation mark
(xxx)  open and close round brackets
?      question mark
```
2. CHARACTERS AND SIGNS

"xxx"  open and close double inverted commas
'
  apostrophe
...
  ellipsis
-
  hyphen
–
  short dash
—
  long dash
/xxx/
  open and close phonemic brackets
[xxx]
  open and close phonetic brackets
<xxx>
  open and close angle brackets
/  oblique stroke
{xxx}
  open and close brace brackets
[xxx]
  open and close square brackets
'xxx'
  open and close single inverted commas

2.4. COMPOSITION SIGNS

dot locator
non-Roman letter sign
line sign
numeral sign
accent sign
print symbol indicator
facsimile hyphen
print page indicator
italic sign
double italic sign
part word italic sign
2. CHARACTERS AND SIGNS

::: italic terminator
:: letter sign
::: non-Roman passage terminator
::: double letter sign
:: xxx open and close computer code indicators
:: capital sign
::: double capital sign
:::: triple capital sign
::: capital terminator

2.5. MATHEMATICAL SIGNS

:: subscript
:: decimal point
::: is to (ratio)
:: superscript
::, numerical comma
:: recurring decimal sign
::: \( \div \) divided by
::: \( + \) plus
::: \( = \) equals
::: \( \times \) multiplied by
::: \( - \) minus
:: separation sign
# 2. CHARACTERS AND SIGNS

## 2.6. PRINT SYMBOLS AND BRAILLE REFERENCE SIGNS

**Print Symbols**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>†</td>
<td>denoting death</td>
</tr>
<tr>
<td>♂</td>
<td>female sign</td>
</tr>
<tr>
<td>£</td>
<td>pound sign</td>
</tr>
<tr>
<td>♂ or ♂</td>
<td>male sign</td>
</tr>
<tr>
<td>‡</td>
<td>double dagger</td>
</tr>
<tr>
<td>¶</td>
<td>paragraph sign</td>
</tr>
<tr>
<td>§</td>
<td>section sign</td>
</tr>
<tr>
<td>†</td>
<td>dagger</td>
</tr>
<tr>
<td>←</td>
<td>left arrow</td>
</tr>
<tr>
<td>↔</td>
<td>double-headed arrow</td>
</tr>
<tr>
<td>→</td>
<td>right arrow</td>
</tr>
<tr>
<td>%</td>
<td>per cent</td>
</tr>
<tr>
<td>%ο</td>
<td>per thousand</td>
</tr>
<tr>
<td>$</td>
<td>dollar sign</td>
</tr>
<tr>
<td>*</td>
<td>asterisk</td>
</tr>
<tr>
<td>°</td>
<td>degrees sign</td>
</tr>
<tr>
<td>/</td>
<td>end of metrical foot</td>
</tr>
<tr>
<td>//</td>
<td>caesura</td>
</tr>
<tr>
<td>¢</td>
<td>cent</td>
</tr>
<tr>
<td>€</td>
<td>euro</td>
</tr>
<tr>
<td>¥</td>
<td>yen</td>
</tr>
<tr>
<td>&amp;</td>
<td>ampersand</td>
</tr>
<tr>
<td>@</td>
<td>commercial &quot;at&quot;</td>
</tr>
<tr>
<td>‰</td>
<td>minute or foot sign (a single prime)</td>
</tr>
</tbody>
</table>
2. CHARACTERS AND SIGNS

" second or inch sign (a double prime)
#
~ short or unstressed syllable
© copyright
® registered trademark
™ trademark
- long or stressed syllable
● bullet
" ditto
× cross

Braille Reference Signs

page or pages
volume or volumes; verse or verses
chapter or chapters

2.7. SOME SIGNS FROM THE BRAILLE COMPUTER CODE

The following signs are used within the computer code indicators. A complete list is given in *Braille Computer Notation*.

(a) Numerals

<table>
<thead>
<tr>
<th>1</th>
<th>4</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>9</td>
</tr>
</tbody>
</table>
2. CHARACTERS AND SIGNS

(b) Punctuation

, comma
; semicolon
: colon
. full stop
? question mark
! exclamation mark
' single quote, apostrophe
- hyphen
" double quote

(c) Other Symbols

& ampersand
[ left square bracket
@ commercial at
] right square bracket
+ plus
= equals
< less than, left angle bracket
* asterisk
> greater than, right angle bracket
/ oblique stroke
) right round bracket
- underline character
- minus
( left round bracket
2. CHARACTERS AND SIGNS

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>dollar</td>
</tr>
<tr>
<td>.</td>
<td>text continuation sign</td>
</tr>
<tr>
<td>→</td>
<td>right arrow</td>
</tr>
<tr>
<td>←</td>
<td>left arrow</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>¶</td>
<td>paragraph</td>
</tr>
<tr>
<td>§</td>
<td>section</td>
</tr>
<tr>
<td>{</td>
<td>left brace bracket</td>
</tr>
<tr>
<td>}</td>
<td>right brace bracket</td>
</tr>
<tr>
<td>°</td>
<td>degree</td>
</tr>
<tr>
<td>±</td>
<td>plus or minus</td>
</tr>
<tr>
<td>×</td>
<td>cross, multiplication sign</td>
</tr>
<tr>
<td>\</td>
<td>back oblique stroke</td>
</tr>
<tr>
<td>~</td>
<td>tilde</td>
</tr>
<tr>
<td>£</td>
<td>pound</td>
</tr>
<tr>
<td>#</td>
<td>hash</td>
</tr>
<tr>
<td>%</td>
<td>percent</td>
</tr>
<tr>
<td></td>
<td>lower case indicator</td>
</tr>
<tr>
<td></td>
<td>upper case indicator</td>
</tr>
</tbody>
</table>
3. LIST OF CONTRACTIONS

3.1. SIMPLE UPPER WORDSIGNS

- but
- can
- do
- every
- from
- go
- have
- just
- knowledge
- like
- more
- not
- people
- quite
- rather
- so
- that
- us
- very
- will
- it
- you
- as
- child
- shall
- this
- which
- out
- still
- and
- for
- of
- the
- with
- ed
- er
- sh
- th
- ou
- ow
- st
- ar
- ble
- ing
- ch
- gh
- sh
- th
- wh
3. LIST OF CONTRACTIONS

3.3. LOWER CONTRACTIONS

Initial Groupsigns


be (also used as word)

con

dis

com

Initial-Medial-Terminal Groupsigns

en

in (also used as wordsign)

Medial Groupsigns

ea

bb

c

d

ff

gg

Wordsigns

enough

to (sequenced)

were

his
3. LIST OF CONTRACTIONS

| into (sequenced) | by (sequenced) | was |

### 3.4. COMPOSITE WORDSIGNS

These wordsigns may be used as parts of words, subject to the rules which apply to them.

| upon          | cannot       |
| word          | had          |
| these         | many         |
| those         | spirit       |
| whose         | world        |
|               | their        |
| day           | right        |
| ever          | some         |
| father        | time         |
| here          | under        |
| know          | work         |
| lord          | young        |
| mother        | there        |
| name          | character    |
| one           | through      |
| part          | where        |
| question      | ought        |
3.3. LIST OF CONTRACTIONS

3.5. COMPOSITE GROUPSIGNS

These groupsigns may be used only medially and terminally.

ound  ence  ation
ance  ong  ally
sion  ful
less  tion
ount  ness
ent
ity

3.6. SHORTFORMS

ab  about  bet  between
abv  above  bey  beyond
ac  according  bl  blind
acr  across  brl  braille
af  after  chn  children
afn  afternoon  concv  conceive
afw  afterward  concvg  conceiving
ag  again  cd  could
tag  against  dcv  deceive
alm  almost  dcvg  deceiving
alr  already  dcl  declare
al  also  dclg  declaring
alth  although  ei  either
alt  altogether  fst  first
alw  always  fr  friend
bec  because  gd  good
def  before  grt  great
beh  behind  herf  herself
bel  below  hm  him
ben  beneath  hmf  himself
bes  beside  imm  immediate
3. LIST OF CONTRACTIONS

xs  its  rcv  receiving
xf  itself  rjc  rejoice
lr  letter  rjcg  rejoicing
ll  little  sd  said
mch  much  shd  should
mst  must  sch  such
myf  myself  Themvs  themselves
nec  necessary  thyf  thyself
eo’c  o’clock  td  today (or) to-day
onef  oneself  tgr  together
tdvs  ourselves  tm  tomorrow (or) to-morrow
pd  paid  tn  tonight (or) to-night
percv  perceive  wd  would
percvg  perceiving  yr  your
perh  perhaps  yrf  yourself
qk  quick  yrvs  yourselves
rcv  receive
4. USE OF PUNCTUATION SIGNS

4. USE OF PUNCTUATION SIGNS

4.1. APOSTROPHE

4.1.1. When the apostrophe is used for the suppression of the initial or final letters of a word, print's spacing should normally be followed. But if the spacing is inconsistent or indeterminate, a space should be left in braille.

*Examples:*

and loves to live i' th' sun

\[\text{loves to live i' th' sun}\]

rock 'n' roll  \[\text{rock 'n' roll}\]

rock'n'roll \[\text{rock’n’roll}\]

4.1.2. The apostrophe should be inserted in braille to separate lower case letters or abbreviations from a plural which would not otherwise be distinct.

*Example: ps and qs \[\text{ps and qs}\]

It is not necessary to insert such an apostrophe after letters or abbreviations in capitals, nor after numbers.

*Examples:*

Ps and Qs \[\text{Ps and Qs}\]

GPs \[\text{GPs}\]

1930s \[\text{1930s}\]

49ers \[\text{49ers}\]

* 4.1.3. In non-capitalized transcription, the need for an apostrophe is extended also to letters and abbreviations printed in capitals.

*Examples:*

GPs \[\text{GPs}\]
M.P.s.  

but:

MPs' pay  

The penultimate example requires the apostrophe since it is followed by a full stop. When not followed by a full stop, this case would not require an apostrophe if not present in print.

Example: M.P.s  

4.1.4. Division should not be made at the braille line immediately after the apostrophe when the letter or letters preceding it do not form a syllable.

Examples: chargé d'affaires; l'Île Joyeuse; table d'hôte.

4.1.5. Omitted letters in a word, indicated in print by dots or asterisks, should be shown in braille by an equivalent number of dot 3's unspaced from one another and from the letters between which they lie, whether spaced or unspaced in print.

Examples:

d..n (damn)  

L.....n (London)  

G****ow (Glasgow)  

Y... (York)  

R.b.n.s.n (Robinson)  

Con.....inple (Constantinople)

Such words may generally be divided at the braille line according to the usual rules of word division, provided the second line does not begin with a dot 3.
4. USE OF PUNCTUATION SIGNS

When the number of dots or asterisks in print seems to be different from the number of omitted letters, braille should not attempt to correct this.

Example:

b...d (bastard) : : : : : :

When print uses hyphens for omitted letters braille should follow suit (see 4.5.4).

(See also 7.2.7.)

4.2. BRACKETS

4.2.1. If more than one paragraph occurs in a bracketed passage, the opening bracket (either round or square) should be repeated before each paragraph, the closing bracket appearing only at the end of the final paragraph.

If a bracketed paragraph contains listed items which are indented in the braille in cell 5 or 7, etc., it is not necessary to reopen the brackets before each such item. (See also 9.1.7.)

4.2.2. Round and square brackets do not necessarily alternate as outer and inner quotation marks normally do. Print should be followed in this matter.

4.2.3. When a portion of a word is enclosed in brackets of whatever kind, these should be retained in braille and the letter sign should not be used. Contractions within or adjacent to the brackets should be used with care.

Examples:

egg(head) 11.7.11:11.7.11
G[eorge] 11.7.11:11.7.11
noun(s) 11.7.11:11.7.11
s(ound)ed 11.7.11:11.7.11
Sta(ff)ord 11.7.11:11.7.11
4. USE OF PUNCTUATION SIGNS

4.2.4. When a bracketed number occurs within a word (e.g. indicating a line or page number in a source text), a hyphen should be inserted after the first part of the word, followed by the bracketed number spaced on either side, followed by the second part of the word.

Example:

deva(25)estation

4.2.5. When a question mark or exclamation mark or other punctuation stands by itself in print, it should be enclosed in round brackets in braille.

4.2.6. Brace brackets which appear in an ordinary line of text follow the same rules as do round or square brackets. Where print uses large brace brackets to enclose a stack of items, it may be convenient to show this by simply listing those items across the page, enclosing the list within ordinary brace brackets, and separating the items from one another with appropriate punctuation.

4.2.7. When print uses only a closing bracket (half bracket) for lettered or numbered paragraphs, etc., braille should generally follow print.

4.3. DASHES

4.3.1. Print should generally be followed with regard to the length of the dash. However, it should be noted that for reasons of typographical style print often uses a short dash between numbers to indicate a hyphen (as in page ranges, dates, etc.). In such cases a hyphen should be used in braille.

4.3.2. Whatever the spacing of a conjunctive short dash in print, it should be brailled unspaced from the words which precede and follow it, unless, as is permissible, the dash appears at the beginning or the end of a braille line.

4.3.3. When a short or long dash is used to indicate an interrupted sentence it should be brailled unspaced from the word or part-word which precedes it, unless, as is permissible, the dash appears at the beginning of a braille line.
4. USE OF PUNCTUATION SIGNS

4.3.4. A braille line may end with a short or long dash even when preceded by an opening bracket or quotation sign. The dash may begin a line of braille even when followed by punctuation or by the line sign.

4.3.5. In general, the dash may be split from punctuation at the end of a braille line in the same way as a word.

Examples:
"Here we go" (new line) — he said.
he said— (new line) "Here we go"

However, the combination colon dash should normally be treated as a single entity and not be divided; although where the dash represents a blank (as on a form), it would be spaced as a word and can be split from the colon. In the case of a side heading, a stop dash combination should not be split at the end of a line.

4.3.6. When a short or long dash indicates suppressed letters of a word, the dash should be unspaced from the remaining letters, and the whole string should be in the same braille line. In cases such as s— in which a single letter could be read as a wordsign, a letter sign should be inserted. In cases such as th— where a letter group could be read as a wordsign, the letters should be brailled uncontracted, but the letter sign is not used.

Examples:
s— ; s----
th— th----
Tell me wh—. :tell me wh----

4.3.7. When a short or long dash represents an omitted word, it must be spaced as a word.

4.3.8. A dash (long or short) starting a new sentence should be spaced from the preceding full stop. However, a dash joining two sentences should be unspaced.

4.3.9. In an italicized passage beginning or ending with a short or long dash, the dash should not be included within the italics in braille.
But a spaced dash occurring within an italicized passage should be counted as a word, though it should never itself be preceded by the italic sign nor followed by the italic terminator.

4.3.10. Where print uses the dash as a quotation mark, braille should follow suit. In this case the dash should be spaced as an ordinary quotation sign and may not be separated from following text by the end of the braille line. Braille should not insert a dash, eg as a closing quotation mark, when print does not do so.

4.4. ELLIPSIS

4.4.1. A series of dots in print is shown in braille by the ellipsis, which is normally treated as a word for the purposes of spacing.

**Examples:**
"Love is life's ... sign."

"... is life's only sign."

"Love is life's only ... ."

4.4.2. If print shows, either by the use of an initial capital or by the spacing of the dots, a clear or consistent intention to use an extra dot to represent a full stop, this should be followed in braille. If print employs 4 equally spaced dots, but it cannot be decided whether the stop should precede or follow the ellipsis, braille should use the 3-dot ellipsis only.

4.4.3. When a series of dots is used to indicate an interrupted word, the braille ellipsis should be used, following print's spacing.

**Example:**
Say pl...

-----
4. USE OF PUNCTUATION SIGNS

4.4.4. In an italicized passage beginning or ending with an ellipsis, the ellipsis should not be included within the italics in braille.

But an ellipsis occurring within an italicized passage should be counted as a word, though it should never itself be preceded by the italic sign, nor followed by the italic terminator.

4.5. HYPHEN

4.5.1. In expressions which end or begin with a hyphen, a space should always be left in braille after or before the hyphen, as appropriate.

*Examples*: sitting- and dining-room; forty-one or -two.

4.5.2. The hyphen in a compound or divided word must not begin a braille line.

4.5.3. Where a word is hyphenated to separate off particular parts of the word, or where a hyphen is used at the start of a suffix, etc., for example in a grammar book, a contraction should be avoided if there is any danger of the word or word segment being misread. Specific rules for particular contractions are given in section 8 on the use of contractions, and in particular in section 8.14 on word endings.

4.5.4. Where print uses hyphens for omitted letters in a word, this should be followed in braille, using the same number of hyphens. The letter sign should not be used before the remaining letters in such words.

*Examples*:

- t-n
- J-----y

4.6. OBLIQUE STROKE

4.6.1. When an oblique stroke is used to separate groups of letters and/or numbers, the letter sign or numeral sign should always be repeated.
4. USE OF PUNCTUATION SIGNS

Examples:
ab/cd  
ab/1234  
123/456  
578/Cj/34
See also the examples in 5.6.2.

4.6.2. When an oblique stroke is used to denote "per", it should be retained in braille whether there are words, abbreviations, letters or numbers on either side.

Examples:
100/sec  
100/second

4.6.3. The oblique stroke may begin or end a braille line, and may be spaced according to print. When dividing a string at an oblique stroke in braille it is preferable to divide after the stroke, and it is unnecessary to insert a hyphen.

If a string consists entirely of letters and/or numbers, as opposed to whole words or abbreviations, it should only be divided if it is very long.

4.6.4. The oblique stroke may be freely used in conjunction with the contraction for st.

Example:
typist/stenographer  
typist/stenographer

4.6.5. Simple upper wordsigns may generally be used in conjunction with the oblique stroke, subject to other rules on their use being satisfied. Lower wordsigns may not be used in conjunction with the oblique stroke, apart from to, into and by when following the stroke and joined to the next word.
4. USE OF PUNCTUATION SIGNS

Examples: and/or; in/out; do/don't; to/from; his/her; to school/to work.

4.7. QUOTATION MARKS

4.7.1. Braille should generally use the one-cell quotation signs for double inverted commas and the two-cell quotation signs for single inverted commas.

4.7.2. If print uses single inverted commas to represent outer quotes and double inverted commas to represent inner quotes throughout a text, the signs may be reversed in braille for space and reading convenience. When this occurs, a transcriber's note should be inserted at the beginning of the text if this information is regarded as of particular importance to the transcription.

4.7.3. Where print uses the two sorts of inverted commas to make an essential distinction, as for example between spoken dialogue and thoughts, braille should follow suit.

However, if print uses italics to indicate thoughts, braille should adopt this practice.

4.7.4. Where quotations occur within quotations, the two sorts of quotation marks should normally alternate in braille, regardless of the print practice. This even applies when quotes are inserted in the braille around an extract: in this case the first level of quotes appearing within the extract will be inner quotes in the braille, etc.

4.7.5. In quotations of more than one paragraph or stanza, the opening quotation sign should be repeated before each paragraph or stanza, even if not shown in print. It should also be repeated before a centred heading or stanza number. However, the closing quotation sign should not be used until the end of the quoted matter. A quoted heading is treated as a single item, even if divided over more than one line – i.e. the opening quotation sign is not repeated before each divided line.

4.7.6. If a quoted paragraph contains listed items which are indented in braille in cell 5 or 7, etc., it is not necessary to reopen the quotes before each such item.
4. USE OF PUNCTUATION SIGNS

4.7.7. When print reopens quotation marks at the beginning of each line of a document, poem, etc., this practice should not be followed in braille.

4.8 ORDER OF SIGNS

Where a string of punctuation and/or composition signs occurs, they should be placed in the order illustrated below.

open bracket
open quotation mark
  italic sign
  double italic sign
  letter sign
  double letter sign
  non-Roman letter sign
  numeral sign
  apostrophe
  capital sign
  double capital sign
  triple capital sign
  decimal point
  accent sign

Any number of punctuation signs may be written in an unspaced string, even when they are all lower signs not in contact with an upper sign.

Examples:

(1389)
"Help ...!"

[Braille representation of examples]
5. USE OF COMPOSITION SIGNS

5. USE OF COMPOSITION SIGNS

For the order of signs see section 4.8.

5.1. ACCENTS

5.1.1. The accent sign is placed before an accented letter, whether the accent appears above or below the letter in print. It should be used to represent print accents whenever the special braille signs for accented letters are not used.

Examples:
café  """" : """"c a f"""

garçon  """" : """"g a r c o n"

An accented letter must not form part of a contraction.

Example:
général  """" : """"g e n é r a l"

5.1.2. The accent sign is used to mark English stressed or separate syllables. It may then be used before a contraction.

Examples:
belovèd  """" : """"b e l o v e d"

blessèd  """" : """"b l e s s e d"

5.1.3. When a capital letter in print is not accented for typographical reasons, it is desirable that the accent should be shown in braille.

5.1.4. The special signs for accented letters should not normally be regarded as an integral part of Standard English Braille, but should be reserved for foreign language textbooks, etc.

5.1.5. In texts where the special codes for accented letters are used (see Appendix II), and where the letter sign method is appropriate, each word, or
5. USE OF COMPOSITION SIGNS

each element of a hyphenated compound word, containing an accented letter must be preceded by a letter sign and written uncontracted. The placing of the letter sign is not affected if the word happens to be divided at the braille line.

Examples:

crème brûlée  crème brûlée
München  München
Lévi-Strauss  Lévi-Strauss
Lévy-Bruhl  Lévy-Bruhl
Lévy-Fouquières  Lévy-Fouquières

In grammar books or foreign language texts the use of the codes for accented letters may be indicated by special layout etc., or by general convention, rather than by using letter signs. Except for these cases, the letter sign method will normally be required.

5.1.6. If, within the main foreign text, a second foreign language is employed, the latter’s accents may be rendered by using either the accent sign (dot 4) or the special accent signs for that language.

5.1.7. When vowels are elided, as in l’ and d’, the letter sign if required follows the l’ or d’. (See also rule 4.1.4.)

Examples:
l’été  l’été
d’être  d’être

5.2. CAPITALS

5.2.1. The indication of capitals in braille is optional in the United Kingdom. The following rules state the basic principles for indicating capitals; other rules relating to specific areas such as contractions are located within the relevant sections.
5. USE OF COMPOSITION SIGNS

5.2.2. Indicators. There are three indicators to show capitals:

:.:  applies to the following letter only

:.:. applies to the following word only

:.:.:. indicates a passage in capitals

The following sign is used to terminate capitals:

:.:::  terminates a capitalized passage or partially capitalized word.

Examples:

Sir Michael Tippett  Sir Michael Tippett
Please HELP me  Please HELP me
Please KEEP OFF THE GRASS in this area.
Please KEEP OFF THE GRASS in this area.

5.2.3. Definition – Word. A "word" for the purposes of the capital word indicator is an unbroken string consisting of only: letters, contractions, apostrophes, full stops, literary brackets, accents, signs indicating stress (see 7.4). This indicator does not have force over any other sign.

Examples:

HENRY’S  HENRY’S
B.B.C.  B.B.C.
YORK(SHIRE)  YORK(SHIRE)
TÉLÉPHONE  TÉLÉPHONE
CÔRFEW  CÔRFEW
LEFT-HAND  LEFT-HAND
Note however 8.2.9 as regards sequenced words.

5.2.4. Definition – Passage. A "passage" for the purposes of the capital passage indicator consists of any string of braille signs (including spaces), until ended by the termination sign, dot 6, dot 3. The capital passage indicator only affects letters within the passage: any number or punctuation mark etc. within the passage is read as normal.

Example:
ENTRANCE 6 (TO THE HOUSE) – THIS WAY.

5.2.5. Multiple Paragraphs. Where there is a series of capitalized paragraphs or headings, the capital passage indicator should be placed before the first word or letter at the beginning of each such paragraph or heading, but the capital termination sign is only placed after the last paragraph or heading. Note that a capitalized heading is treated as a single item, even if divided over more than one line – i.e. the capital passage indicator is not repeated before each divided line. Adjacent capitalized headings of different rank should be terminated separately.

5.2.6. Placement of Indicators. A capital indicator should be placed immediately before the first letter or contraction to which it applies, apart from the possible presence of an accent sign, or one of the signs indicating stress.

Examples:
LONDON
"Hello!"
Along the river (Thames)
'Twas
'TWAS
Épinal
5. USE OF COMPOSITION SIGNS

5.2.7. The Capital Indicator Preceding Contractions. When the single dot capital indicator is used before a contraction, it indicates that the first letter only of the contraction is capitalized.

Examples:
Edinburgh
Knowledge

A wordsign in full capitals must be preceded by the capital word or passage indicator.

Example:
KNOWLEDGE

5.2.8. Placement of the Capital Terminator after a Capitalized Passage. When using the capital passage indicator, the termination sign is placed before the first space, hyphen, dash or oblique stroke after the last capitalized character in the passage. (Note the second paragraph in 5.2.10 below.) The end of a paragraph etc. is regarded as a space for the purposes of this rule.

Examples:
TRY AND GET ME! – was his attitude.
He shouted "I WILL GO OUT".
BEETHOVEN’S SYMPHONY NO.6.

A number or other symbol can be regarded as being capital as regards the placement of the terminator, but will not determine whether or not passage mode is used (see 5.2.10).
5. USE OF COMPOSITION SIGNS

Example:
BEETHOVEN'S SYMPHONY NO. 6.

If the capital terminator and italic terminator occur at the same point in braille, they should be placed in the reverse order to that in which their respective indicators were introduced (see 5.5.2).

5.2.9. Divided Words. When a single capitalized word is divided in braille at the end of a line, the capital word indicator should not be repeated at the beginning of the new line.

Example:
TELEPHONE

In the case of compound words, each component is counted as a separate word and requires its own capital word indicator (unless part of a capitalized passage).

5.2.10. Preference. The capital word indicator is used in preference to the capital letter indicator when doing so takes the same number or fewer cells. The capital passage indicator is used in preference to either of the other two indicators when doing so takes the same number or fewer cells. Thus for ordinary words, this means using the word indicator for one or two words, but the passage indicator for three or more words (unless two or more are single letter words).

However, a capitalized passage should not extend at the beginning or end to include a partially capitalized word or abbreviation.

Examples:
NEW YORK
WESTON-SUPER-MARE
NB
5. USE OF COMPOSITION SIGNS

R.N.L.I.

EAST COAST TOWNS. Group 1:

Roman numerals are treated as an exception to this rule, for which see 6.7.1.

5.2.11. Separate Capitalized Phrases. It is desirable that the capital passage indicator is not used across separate titles or phrases, etc.

Examples:
See also FAN OVENS. WARNING: Remove packing before switching on.
A. GONE WITH THE WIND.

5.2.12. Ignoring the Case of Apostrophe 's'. The case of an apostrophe 's' after a capitalized expression may be ignored if this distinction is not essential.

Examples:
BBC's

5.2.13. Passages Containing Occasional Lower Case Letters. An occasional lower case letter within an otherwise capitalized passage may be treated as being capital, if this distinction is not essential.

Example:
PRELUDE No.6, F. CHOPIN

5.2.14. Internal Capital Letters. Capital letters within words are preceded by the capital indicator as in the preceding rules. However, where it is required to show a capital letter N or Y in the middle or at the end of a word, the letter
5. USE OF COMPOSITION SIGNS

sign must also be inserted to prevent it being read as the contraction (which it would otherwise mean).

Examples:

NatWest
WordPerfect
HarperCollins
McNee

5.2.15. Partially Capitalized Words. When a word is partially capitalized, the presence of a capital indicator or terminator does not affect the use of adjacent contractions, except that contractions formed with dots 4-6, 5-6 and 6 should not be used immediately after a capital indicator or terminator.

Examples:

YESTERday
WONDERful
wonderFUL
CONSULTation

5.2.16. Exemptions. Within a document which is generally being transcribed indicating capitals there are circumstances in which this indication may be dropped:

(a) When the use of capitals in print is perceived as purely pictorial;

(b) In tables;

(c) In page information lines;

(d) In labels;

(e) In other situations where the space available for a given amount of material is limited;
5. USE OF COMPOSITION SIGNS

(f) When using specialist codes, as required by that code.

But it is open to any producing agency to show the distinction between print upper and lower case letters in any or all of the above circumstances if it so wishes.

5.3. COMPUTER CODE INDICATOR

5.3.1. The computer code indicator + is used to start and end a special mode in which signs from the UK braille computer code are used. In this mode contractions are not permissible, and other rules of Standard English Braille are suspended. The purpose of this mode is to allow the additional range of characters in the computer code to be available in literary braille, and to allow access in literary braille to the computer code's greater precision in representing arbitrary sequences of characters without ambiguity. A particular application is for the brailling of electronic addresses and computer filenames.

5.3.2. A selection of signs from the computer code of common occurrence is listed in 2.7. The full range of signs which may be used is listed in Braille Computer Notation.

Examples:


5.3.3. The computer code indicators should not be used within a word in Standard English Braille. Where computer code characters are required within a literary word the whole word should be enclosed within the indicators and brailled in that mode.

5.3.4. By default, in literary braille, letters within the computer code indicators are assumed to be lower case. To show different cases, the dot 6 sign is used to switch to upper case, and the dots 5-6 sign is used to switch back to lower case. Both of these case switches have force over subsequent letters on the braille line within the computer mode expression (even over spaces) until another case switch sign occurs.
5. USE OF COMPOSITION SIGNS

Examples:
C:\DOCS\TEST.TXT
atrick@uusave.org.uk
ATLAS@trade123.co.uk

5.3.5. Once started, computer code mode continues until the ending indicator occurs, including over line breaks and page breaks. Where an expression is split at a line break the text continuation sign, dot 5, should be inserted at the end of the line unless a space is present at that point. According to 5.3.4, where an expression continues on a new braille line lower case is again assumed until the dot 6 sign is asserted.

Example:
http://www.w3.org/pub/WWW/TR/WD-xml-lang-970331.html

5.3.6. Although using computer code is the most general method for brailling electronic addresses, in many cases an address can be brailled by simply using literary code signs in grade one. However, it is desirable to use a consistent method throughout a work.

Example:
speters@homework.com

5.3.7. The contractions to, into and by should not be used before computer code indicators; nor should they be used before electronic addresses brailled in grade one without computer code indicators, as in 5.3.6.
5. USE OF COMPOSITION SIGNS

Examples:
Refer to bauk.org.uk
Write to info@daleton.com

5.4. DOT LOCATOR

5.4.1. The dot locator is used to identify braille characters. In a series of listed or tabulated braille characters the dot locator should normally precede each of them. But when there is reference to individual braille characters as such in continuous text, it will generally be desirable for each of them to be both preceded and followed by the dot locator, especially when they are in contact with punctuation signs. The dot locator may be used in the same way before a string of braille characters.

5.5. ITALICS

5.5.1. The italic sign is placed before a word to show that it is printed in italic type.

Examples:
*a* priori
*Prime Minister*
*very hard work*

If more than three consecutive words are italicized, the first word is preceded by the double italic sign and the last word followed by the italic termination sign. The termination sign is placed before the first space, hyphen, dash or oblique stroke after the last italicized character. The end of a paragraph etc. is regarded as a space for the purposes of this rule.

Examples:
*The Houses of Parliament.*
Stop talking right now!

(Please indicate your choice) – Yes; No.

"I don't need your help", he cried.

5.5.2. If the capital terminator and italic terminator occur at the same point in braille, they should be placed in the reverse order to that in which their respective indicators were introduced.

Example:
I am feeling ON TOP OF THE WORLD!

5.5.3. Where, as in most centred headings, print italics may be regarded as pictorial, they need not be reproduced in braille.

However, when print italics are ignored, significant reversions to ordinary type should be italicized in braille.

5.5.4. In quoted extracts, either prose or verse, set in print with both italics and quotation marks, the italics are generally unnecessary in braille.

5.5.5. Where print reverts to ordinary type for odd words or phrases within an italicized passage, the italics should not be terminated in braille. Instead one of the following procedures should be adopted:

(a) If the words in ordinary type constitute a name or title, or are in ordinary type to indicate that they are foreign, they should be quoted.
5. USE OF COMPOSITION SIGNS

(b) If the words are set in ordinary type to give them particular emphasis, they should each be preceded by the single or double capital sign, or capital passage mode should be used, as appropriate.

(c) Sometimes the change of type is to be disregarded in braille, as for instance when the words in question occur in square brackets.

5.5.6. Where a date or other number forms part of an italicized title or other phrase, it should be included within the italics in braille whether or not it has been italicized in print.

5.5.7. In italicized passages consisting of more than one paragraph the double italic sign must be repeated before each paragraph. This rule applies even if the paragraph consists of three or fewer words. The last word of the passage is followed by the italic termination sign, as well as being preceded by the double italic sign if it is the sole word in the final paragraph. An italicized heading is treated as a single item, even if divided over more than one line – i.e. the double italic sign is not repeated before each divided line. Adjacent italicized headings of different rank should be terminated separately.

5.5.8. When an unhyphenated italicized word in print is divided at the braille line, the italic sign should not be repeated at the beginning of the new line.

However, italicized compound words and words whose components are joined by the hyphen require the italic sign after each hyphen.

Examples:

\textit{blue-eyed} \hspace{1cm} \texttt{blue: ey{:e ey}}
\textit{co-oper\_ation} \hspace{1cm} \texttt{co{:op: at:ion}
\textit{ski-ing} \hspace{1cm} \texttt{ski:ing}
\textit{well-be\_loved} \hspace{1cm} \texttt{well: belov:ed}
\textit{well-to-do} \hspace{1cm} \texttt{well: to: do}

Note that the words \textit{today}, \textit{tomorrow}, \textit{tonight}, when written with hyphens, do not count as compound words because they are brailled as shortforms which do not contain the hyphens.
5. USE OF COMPOSITION SIGNS

5.5.9. Where an italicized word is divided by hyphens, for example to show pronunciation or to indicate that the word is being spelt out, each fragment should be counted as a separate word for the purposes of italics. (See also 8.13.6.)

Examples:

ex-cru-ci-ate  : \textit{ex-cru-ci-ate}

t-a-m-e-d  : \textit{t-a-m-e-d}

5.5.10. In phrases of more than three italicized words joined by hyphens, the double italic sign should precede the first word and the italic termination sign should follow the last word.

Examples:

never-to-be-forgotten  : \textit{never-to-be-forgotten}

out-of-the-way  : \textit{out-of-the-way}

5.5.11. Where the last word of an italicized passage is a hyphenated compound word, the italic termination sign should follow the final part of the compound word.

Example:
It was a sad home-coming

5.5.12. Compound numbers separated by the hyphen should be treated as separate numbers for the purpose of italics.

Examples:

1939-40  : \textit{1939-40}

vii-xx  : \textit{vii-xx}

12th-15th  : \textit{12th-15th}
5. USE OF COMPOSITION SIGNS

5.5.13. English words joined by the apostrophe are treated as a single word for the purpose of italics.

Examples:

- o'clock
- Tess of the d'Urbervilles
- Morte d'Arthur
- nearly five o'clock

5.5.14. Foreign words joined by the apostrophe are treated separately for the purpose of italics.

Examples:

- l'orange
- le roi s'amuse

However, where a foreign word contains an apostrophe, it is treated as a single word.

Examples:

- Ch'un
- Qur'an

5.5.15. Words or abbreviations joined by an oblique stroke which is to be retained in braille are treated separately for the purpose of italics.

Examples:

- he/she
- please state male/female
5. USE OF COMPOSITION SIGNS

5.5.16. When an italicized abbreviation consists of a string of signs including more than one abbreviation point, the italic sign should not be repeated after each abbreviation point.

Examples:

i.e. \[i.e.\]

Ph.D. \[Ph.D.\]

R.S.V.P. \[R.S.V.P.\]

Similarly, cases such as C&G are italicized as a single unit.

Example:

C&G \[C&G\]

5.5.17. Where part of a word is italicized, the italicized portion should be preceded by the sign dots 4-6, 2, and followed by the italic termination sign. (It may, however, be possible to ignore the print distinction in braille.) Care should be taken in the use of contractions. In particular, lower signs and right-hand signs should not be used immediately after the opening italic indicator.

Examples:

domineering \[domineering\]

growing \[growing\]

growing \[growing\]

unending \[unending\]

uneasy \[uneasy\]

weariness \[weariness\]

5.5.18. In cases where the italicized part is separated by an apostrophe, that part should be treated as a word fragment according to 5.5.17 if the whole string is normally treated as a single word for the purposes of italics.
5. USE OF COMPOSITION SIGNS

Example:
they’re

5.5.19. Each italicized title in a succession of titles should be italicized separately, but a subtitle should not be italicized separately from the main title.

Examples:
Oliver Twist, A Tale of Two Cities
The Violent Effigy: A Study of Dickens’s Imagination

5.5.20. When an italicized phrase is followed by a bracketed italicized abbreviation of or alternative to that phrase, they should be italicized separately.

Example:
Royal Automobile Club (RAC)

5.5.21. When two consecutive abbreviations, words or phrases are italicized for different reasons, they should be italicized separately in braille.

Example:
cf. As You Like It.

5.5.22. Where print uses underlining or bold print, braille should italicize except where a distinction between italics, and underlining or bold, needs to be maintained. In this case angle brackets, for example, may be used as a secondary indicator (enclosing the relevant words), and such a method should be explained in a note to the braille.
5. USE OF COMPOSITION SIGNS

* 5.5.23. It is generally not necessary to italicize titles, etc., in braille if not italicized in print. However, there may be occasions when it is desirable to italicize in order to avoid ambiguity (the title being distinguished in print by initial capitals).

Example:
In the station he saw a man looking at The Times. [The Times italicized in braille.]

5.5.24. In general, print symbols are not preceded by the italic sign. If a symbol occurs at the beginning or end of an italicized phrase it is normally not included in the italics.

However, if a spaced symbol occurs within an italicized phrase it is counted as a word for the purposes of italics (but not preceded by the italic sign). An unspaced symbol is not counted as a word, and where such a symbol (e.g. an arithmetical operation sign) is joined to an italicized word, the italic sign is placed before the word, not the symbol.

Examples:
apples + oranges       apples  tt  oranges
green apples + oranges  gre5  apples  tt  oranges
six apples + ten oranges  six apples  tt  oranges
fee + expenses          fee  tt  expenses
Mount Everest ascent *  m.t.  "ee/  asc5t
Mount Everest * ascent  m.t.  "ee/  asc5t

5.6. LETTER SIGN

5.6.1. The primary purpose of the letter sign in Standard English Braille is to distinguish letters from words.
5. USE OF COMPOSITION SIGNS

5.6.2. The letter sign is required before a single letter spaced as a word unless it has an abbreviation point. However, the letter sign should not be used when the letters A, I or O stand for words.

Examples:
Sections I, II and V
sections i, ii & v
J. Smith
J Smith
a/c
I/O
O, I say!
(a)
(i)

5.6.3. A single letter at the end of a sentence should be preceded by a letter sign even if abbreviation points are normally used.

Example:
He went to see J.

5.6.4. Letters at the beginning of paragraphs, such as a. b., or Q. and A. (for question and answer), should be preceded by the letter sign whether or not followed by a full stop. The full stop should be retained.

5.6.5. The letter sign is not required in cases like the following because the presence of the adjacent signs means that the letters could not be read as wordsigns.

Examples:
B_{12}
H_{2}O
5. USE OF COMPOSITION SIGNS

C++

However, where the capital sign is not present the letter sign should be used in such cases to aid reading.

Example: a-

5.6.6. The letter sign is required before a string of letters, when abbreviation points are not present, unless starting with a capital indicator.

Examples:

chord ceg

triangle ABC

rDNA

(iii)

(III)

5.6.7. The influence of the letter sign does not carry beyond punctuation or composition signs.

Examples:

A-team

D-day

L-plates

T-shirt

X-ray

Folio 60 b-d

chords ceg-dfa

(c)de

mn(o)

the fraction x/y
5. USE OF COMPOSITION SIGNS

ac/dc

5.6.8. The letter sign is also used before letters that follow Arabic or Roman numbers without a space when the capital sign is not present at that point.

Examples:
22a. #bb;a4
22s. #bb;s4
25B #be,b
Xa

Note, however, the case of ‘s’ indicating a plural, in 4.1.2.

5.6.9. In ordinary text a foreign word or name consisting of a single letter which could be read as an English word sign, including cases where such a single letter is preceded and/or followed by a hyphen, should be preceded by the letter sign.

Examples:
adagio e cantabile
Ortega y Gasset
U Thant
a priori

This may not be necessary in specialized contexts, such as grammar books, etc. (see also 5.1.5).

5.6.10. In the case of accented single letters (including letters with the long or short signs), the letter sign should be used in addition to the accent sign if the letter is not a word. Even where the letter is a word, the letter sign should be used where it would otherwise be ambiguous.

Examples:
The letter é
5. USE OF COMPOSITION SIGNS

ō as in hose

In the following example, the letter sign is not required because the contraction every is not permissible after the accent sign.

Example: la donna è mobile

5.6.11. When a word is spelt out with hyphens between the letters, the letter sign is not required.

Example: w-i-n-d-o-w

Such a string should only be divided if at least three letters appear on each braille line. Such division may be made without regard to syllables.

5.6.12. The letter sign normally precludes the use of contractions in any word or letter-group which it introduces (but see 8.3.4).

5.6.13. Where single letters are enclosed in quotation marks or italicized in print, the letter sign should generally be used instead in braille.

5.6.14. Where letters of the alphabet are used as designations rather than abbreviations, the letter sign should be used, and the abbreviation point, if shown in print, should be omitted.

Examples:
Point A in the line AB

row n

the spy X.

Mr X.
5. USE OF COMPOSITION SIGNS

5.7. LINE SIGN

5.7.1. The line sign is used in braille where print uses a symbol, such as a vertical or oblique stroke, to indicate the ends of lines in verse, epitaphs, inscriptions, facsimile title pages, etc. printed continuously. It may also be used where print sets out such material line by line, allowing braille to use a continuous format (see 9.7.8-9.7.14).

5.7.2. The line sign should be spaced from a preceding word when there is no intervening punctuation. It should be followed by either a space or the end of a braille line, and may not begin a braille line.

5.7.3. The line sign is normally unspaced from preceding punctuation, including the apostrophe and hyphen.

5.7.4. A dash should be brailed unspaced from a following line sign and such a combination may begin a braille line. But if a dash occurs at the beginning of a verse line, it must be spaced from the preceding line sign.

5.7.5. An ellipsis ending a line of poetry should be spaced from the following line sign. Such a combination may begin a braille line.

5.8. NON-ROMAN SCRIPTS

[Note that this topic is dealt with differently in Braille Mathematics Notation.]

5.8.1. Single non-Roman letters or strings of letters occurring in English context should be preceded by the non-Roman letter sign. Neither the ordinary letter sign nor the italic sign should be used. In the case of a capital non-Roman letter the non-Roman letter sign precedes the capital sign.

Examples:

\[ \pi \]
\[ \Omega \]
\[ \text{ms } \theta \]
\[ \text{strain } \beta \]
5.8.2. In passages of three or fewer words of Greek or other languages not using the Roman alphabet, occurring in English context, each word should be preceded by the ordinary letter sign. In passages of more than three words the double letter sign should be used before the first word and the non-Roman script terminator placed after the last word. The termination sign should follow any punctuation marks present at that point other than a hyphen, dash or oblique stroke.

6. NUMBERS AND RELATED SIGNS

6.1. CARDINAL NUMBERS

6.1.1. Cardinal numbers should be preceded by the numeral sign; numbers with more than one digit require only an initial numeral sign.

Examples:
3   3
62  62
100 100

6.1.2. Omitted digits, however shown in print, should be represented in braille by the equivalent number of dot 3's.

Examples:
12.1.197- 12.1.197-
4**7 4**7

But if print uses a single apostrophe to represent the first two digits of a date, only one dot 3 is necessary in braille and it should follow the numeral sign.

Example: the '45  the '45
6. NUMBERS AND RELATED SIGNS

6.1.3. The influence of the numeral sign does not carry across any punctuation or composition signs that link two numbers in a string, except as provided in 6.1.2.

Examples:
1914-18
1630(1)
1770-1827
1770-(?)1850
12th-18th
section 47(1)
'14-'18
8-cab train
55-gag book

6.1.4. Braille should follow print in using the dash or the hyphen when one of these is used in strings such as compound dates, vital statistics, sports scores, odds, voting figures, etc. Note, however, that for typographical reasons print may use a dash sign to represent a normal hyphen between numbers, in which case a hyphen should be used in braille. (See 4.3.1.)

Examples:
1981-1990
36-24-36
36–24–36
3-1
3–1
40-30
40–30
6. NUMBERS AND RELATED SIGNS

6.1.5. Abbreviated dates appear in various forms in print. In braille they should be coded with the numeral sign or letter sign as required. They may not be divided at the braille line. The oblique stroke and any other punctuation between numbers should be avoided.

**Examples:**

8/9/36 or 8.9.36

8.ix.36

8.IX.36

When the second part of a compound date is suppressed in print, the hyphen should be retained in braille, but written unspaced from any following punctuation.

**Example:** (1882-)

6.1.6. Telephone numbers consisting entirely of grouped figures should be coded with the numeral sign, which should be repeated to mark the beginning of each print group.

**Examples:**

01733-370777

388 1266/7

0800 500 212

Where alternative numbers are shown in brackets after the main number, or where brackets enclose an area prefix number, braille follows a similar procedure.

**Examples:**

233 1597(8)

(020) 8868 0765

+44 (0) 733-370777
6. NUMBERS AND RELATED SIGNS

It is desirable that telephone numbers should not be divided onto two braille lines. If division is to be made because of length, this should be done before a numeral sign and a hyphen should be inserted at the end of the first line.

6.1.7. Groups of letters and figures, such as car registration numbers, old style telephone numbers, gramophone record numbers, etc., should be brailled as a string if unspaced in print, and full stops, hyphens, oblique strokes and blank spaces, used in print as mere separators, may sometimes conveniently be disregarded, with the grouping simply indicated by repetition of the numeral, letter or capital sign. Note, however, 6.1.8, where dots within strings of digits should be shown. Such groups should not be divided at the braille line unless they are very long.

Examples:

DER 526G
bn35a
33 CX 1234
ASD 527/8
M.I.
BBC-2
HAM 1597

However, when separators are retained, care should be taken over the use of the letter sign.

Example: 13/m

6.1.8. A dot in a string of digits should be represented as dot 2. This applies to cases such as decimal numbers (see 6.3), times of the day, software program versions, book section/subsection numbers, Dewey decimal numbers, etc. (Note, however, 6.1.5 which deals with dates. See also 7.5.6.)

Examples:

5.30 pm
6. NUMBERS AND RELATED SIGNS

08.30
358.6

WordPerfect 5.1
section 3.6.1
5.30-6
2.30-32

6.1.9. The French form for indicating times of the day can be unspaced in
Standard English Braille. (See also 7.5.6.)

Example: 10h25

6.2. CONTRACTED NUMBERS

6.2.1. In calendars, crossword puzzles, etc., where it is desirable that 1- and
2-digit numbers should occupy the same amount of space as one another, the
following method of contracting numbers (which may be written with or
without the numeral sign) may be adopted.

Dot 3 written in the same cell as the unit figure adds 10 to the number:

11
12
10

Dots 3-6 written in the same cell as the unit figure adds 20:

22
24
20
6. NUMBERS AND RELATED SIGNS

Dot 6 written in the same cell as the unit figure adds 30:

36
39
30

The numbers 40 to 49 are indicated by the unit figures being written as lower signs:

43
47
40

6.3. DECIMALS

6.3.1. Decimals are coded using dot 2 to represent the decimal point (see 6.1.8). When the decimal point precedes the digits, the numeral sign is placed before not after the decimal point, not the first digit.

Examples:
8.93
0.7
.7

6.3.2. Decimal coinage also uses the decimal point.

Examples:
£8.75
$8.75

6.3.3. Recurring decimals are shown by inserting a dot 5 before the recurring sequence, that sequence being indicated in print by dots placed above its first and last digits (or its single digit).
6. NUMBERS AND RELATED SIGNS

Examples:
3.142857  
2.0096

6.4. FRACTIONS

6.4.1. Fractions are written with the numerator and denominator as upper and lower signs respectively without an intervening blank space or second numeral sign. The numerator 1 should not be omitted.

Examples:
¼
3/8

6.4.2. A mixed number must be treated as an undivided string. The fraction, which retains its numeral sign, immediately follows the whole number.

Example: \(1\frac{3}{16}\)

6.4.3. A halfpenny is written as a fraction of a penny, as in print.

Examples:
7½p
½p
7½d

6.4.4. Where, as in stock exchange quotations, etc., the numerator of a fraction is divided from the denominator by a hyphen (fraction line) in print, and the fraction is spaced from the whole number, the whole expression should be written in braille as an ordinary fraction.

Example: 82 5-16
6. NUMBERS AND RELATED SIGNS

6.4.5. Ordinal terminations following numerical fractions should normally be omitted in braille.

Example:

\( \frac{1}{8} \text{th} \)

6.4.6. A numerical comma should not be shown in the denominator of a fraction, even if it appears in print, as the denominator is written in the lower part of the cell; nor should a blank cell be left to represent it.

Example: \( \frac{3,141}{1,000} \)

6.5. MATHEMATICAL SIGNS

6.5.1. If a number contains more than three figures, a comma is often used in print to separate them into groups of three. If shown in print, this comma should be represented in braille by the numerical comma (dot 3). The numerical comma should also be used where print has a blank space to separate the groups of figures.

Example: \( 4,500,000 \)

6.5.2. A number consisting of four or more figures may be divided after a numerical comma by a hyphen at the end of a braille line, the remaining figures being written on the following line without a numeral sign.

Example: \( 1,234,567 \) (new line) \( \ldots \)

If a comma is not used in print, such a division should not be made unless the number is very long.

6.5.3. A space is normally required before operation and relation signs in braille.
6. NUMBERS AND RELATED SIGNS

Examples:

1 + 2 − 3 = 0

4 × 3 ÷ 2 = 6

3 : 4 : 5

However, these signs must be unspaced from preceding opening brackets and quotation marks.

Example:

tips (= inches per second)

Expressions like the following should also be unspaced, and, if they are followed by punctuation (as below), the separation sign should be used.

Examples:

α−;

11 +;

15 days+;

α− very good.

C++

change = +6

(Note that in the last two examples the second dots 5-6 sign is dropped when using braille mathematics code.)

6.5.4. It is generally permissible to use the operation and relation signs unspaced before words. However, lower contractions should not be used at the beginning of a word when unspaced from such a sign.

Examples:

apples + oranges
6. NUMBERS AND RELATED SIGNS

component 1 + component 2

6.5.5. It is generally permissible to use the operation and relation signs unspaced before punctuation, etc.

Examples:
"fore" + "word"
name = (initials)

6.5.6. The mathematical separation sign (dot 6) should always be used to separate a fraction from following punctuation consisting of a lower a-j. It should be used also between a whole number and punctuation where the punctuation sign could reasonably be misread as the denominator of a fraction. The separation sign is unnecessary in cases where its omission would cause no confusion.

Examples:
1.
2½
2½.
3¾
4\frac{5}{16}
3½-5
1066.

6.5.7. The subscript sign and superscript sign indicate that the expression which follows is a subscript or superscript to the preceding expression. Indices which are whole numbers are brailed as lower numbers without the numeral sign. The use of these signs is not restricted to mathematical expressions or contexts: for example, their use may be required for special reference marks. (Note that in mathematics and science notation, the subscript sign is generally omitted before lower numbers, for compactness.)
6. NUMBERS AND RELATED SIGNS

Examples:

- \( m^2 \) (m squared)
- \( cm^3 \) (cm cubed)
- \( x^{-5} \) (x to the power \(-5\))
- \( H_2O \) (formula for water)
- \( CO_2 \) (formula for carbon dioxide)
- \( H_2SO_4 \) (formula for sulphuric acid)
- \( e^v \)
- \( B_{12} \) (vitamin B\(_{12}\))
- \( m_{sun} \) (mass of the sun)

Note that, as in the above examples, chemical formulae in general material may be brailed using the usual literary rules for capitals. (Capitals should be indicated in chemical formulae whether or not capitals are shown generally in the transcription.)

Example:

- \( NaCl \) (formula for common salt)

However, reference should be made to Braille Science Notation for rules on writing such formulae in scientific material.

For more complicated indices see Braille Mathematics Notation.

6.6. ORDINAL NUMBERS

6.6.1. Ordinal numbers are formed by adding the appropriate endings to the cardinal numbers.

Examples:

- 1st
- 2nd
6. NUMBERS AND RELATED SIGNS

3rd  
57th  

6.6.2. When an Arabic number is followed by a foreign ordinal termination, the abbreviation point should be used to separate the figure from the termination. Contractions may be used in terminations unless preceded by the letter sign.

Examples:

3ème  
3ème  
1er  
8vo  
1°  

Similarly, an abbreviation point should be inserted when an Arabic number is followed by an English ordinal termination which could otherwise be read as an extra digit.

Example:

22d  

6.7. ROMAN NUMERALS

6.7.1. Roman numerals are generally coded according to the standard rules on the letter sign (5.6.2 and 5.6.6), and the rules on capitals (e.g. 5.2.2). However, for capital Roman numerals consisting of 2 or more letters, the capital word indicator is always used (regardless of the normal preference rule in 5.2.10). If capitals are not generally being shown, upper case Roman numerals are treated as if lower case, unless the distinction between upper and lower case Roman numerals needs to be preserved.

Examples:

v  
V  

6. NUMBERS AND RELATED SIGNS

6.7.2. As an exception to 5.6.2, where a Roman numeral brailled as lower case is followed by an abbreviation point, both the letter sign and abbreviation point should be retained.

Example:

xii.  

6.7.3. As required by the rules for the letter sign and capital indicators, Roman numerals joined by a hyphen or dash are treated separately as regards these composition signs.

Examples:

lxxxix-cxliv  
VIII-XIII  
VIII-X  
lv–lxxxix

6.7.4. Letters following Roman numerals are brailled according to 5.6.8.

Examples:

XVa  
XVa (not showing capitals)

iiB  
iiB (not showing capitals)

Roman numerals may also be used in conjunction with Arabic numbers. (In the example the print stop separator is omitted in braille in accordance with 6.1.7.)
6.7.5. Roman numerals should be separated from their ordinal terminations by the abbreviation point, and the case of terminations may generally be ignored. Contractions may be used in terminations unless preceded by the letter sign. Note that both methods of coding foreign accents are possible.

Examples:

- xth
- Xth
- xxist
- XXIst
- ler
- XIIe
- XIIème
- XIIème

7. ABBREVIATIONS AND SYMBOLS

7.1. PRINT ABBREVIATIONS

7.1.1. The general rules on the use of the capital indicators (in particular 5.2.2-4 and 5.2.10) and the letter sign (in particular 5.6.2 and 5.6.6) apply to print abbreviations. (When capitals are not generally indicated, abbreviations should be treated as if lower case, but see *7.1.7-*7.1.10.)

Examples:

- BBC
- pm
- PhD
- B.Sc.
7. ABBREVIATIONS AND SYMBOLS

B.Sc, UNESCO, UK, MS-DOS, MiniPC, MiniPCs, FTPmail, CAMRA, BA(Oxon), DipTP, BSkyB, B&B, B. & B., rsvp, rsvp.

7.1.2. Contractions are permissible in an abbreviation when the letters concerned are adjacent in an original word, provided they cannot be mistaken for shortforms or other wordsigns and as long as other rules for contractions are not violated. However, contractions should not be used when the abbreviation is preceded by a letter sign.

Examples:

OFWAT
UUENCODEN
US [the country]
WHO
QWERTY
BEd
7. ABBREVIATIONS AND SYMBOLS

M In st P
M. Ch.
do (ditto)
nat hist
St (Saint or Street)
St. (Saint or Street)
ad fin.
It. (Italian)
nem. con.
NatWest
shd (shorthead)

7.1.3. Although a letter sign is generally used before a string of lower case letters, it is not used when an abbreviation of this type (perhaps with an initial capital indicating a proper name) is normally read as a word. In such cases contractions may be used.

Examples:
Nato
Unesco
laser
radar
rom
ram
qwerty

Nor is a letter sign used where a lower case abbreviation consists of an undistinguished mixture of both initials and part words.
7. ABBREVIATIONS AND SYMBOLS

Examples:
email
xpath

7.1.4. Where the abbreviation of a single word consists of more than one letter, the letter sign is not generally required even when no abbreviation point appears in print. Note that for the purpose of this rule "etc" is regarded as a single word.

Examples:
etc
ms
mss
nr
Rd

However if the abbreviation is always pronounced letter by letter, even though the letters belong to one word, the letter sign should be used if capital indicators are not present.

Example:
tv

(Other examples are TB, HQ and DDT; but these and other cases in capitals do not require a letter sign if capitals are shown.)

In addition, the letter sign should be used if the abbreviation begins with a lower case letter followed by a capital letter which is indicated as such.

Example:
mA (milliamperes)

7.1.5. If a capitalized abbreviation could be read as a shortform (the letter sign not being present), the ambiguity should be removed by capitalizing the letters
7. ABBREVIATIONS AND SYMBOLS

separately. This method is not available when the capital letters N or Y occur
non-initially because these letters then form contractions when preceded by
dot 6. In this case the abbreviation should be preceded by a letter sign.

Examples:
FRS  \[ \text{F. R. S.} \]
CD  \[ \text{C. D.} \]
CD-ROM  \[ \text{C. D. R. O. M.} \]
TN  \[ \text{T. N.} \]

7.1.6. In personal initials and postal codes braille should follow print's spacing
and its use or non-use of abbreviation points. Initials must be spaced from a
following surname.

Examples:
CPE Bach  \[ \text{C. P. E. Bach} \]
C P E Bach  \[ \text{C. P. E. Bach} \]
C.P.E. Bach  \[ \text{C. P. E. Bach} \]
C. P. E. Bach  \[ \text{C. P. E. Bach} \]
GBS  \[ \text{G. B. S.} \]
G.B.S.  \[ \text{G. B. S.} \]
EC4  \[ \text{E. C. 4} \]
S.W. I  \[ \text{S. W. I} \]
WC1H 9NE  \[ \text{W. C. 1. H. 9. N. E.} \]

However, when two initials are joined by a hyphen and an abbreviation point
appears only after the second, braille should insert an abbreviation point after
the first letter also.

Examples:
J-P. Sartre  \[ \text{J. P. Sartre} \]
L-G. (Lloyd-George)  \[ \text{L. G. (Lloyd-George)} \]
* 7.1.7. When capitals are not indicated in braille, an abbreviation consisting of capital initials without abbreviation points should be preceded by a letter sign, whether or not pronounced as a word.

Examples:

AIDS  
ARCM  
ASH  
BBC  
SOS  
USSR  
UNESCO  
VAT  
QWERTY  
MS-DOS  

* 7.1.8. When capitals are not indicated in braille, a capitalized abbreviation without abbreviation points including word fragments should be preceded by a letter sign if not wholly pronounced as a word. Otherwise a letter sign is not used, and contractions may be used as in 7.1.2.

Examples:

NSFNET  
INXS  
MILNET  
EURATOM  
CAMRA  
OOFWAT  

71
7. ABBREVIATIONS AND SYMBOLS

*7.1.9.* When capitals are not indicated in braille, and mixed case is used in an abbreviation without stops to distinguish initial letters from whole or part words which are pronounced as such, the elements should be spaced, each being treated in accordance with the above paragraphs. The same applies when mixed case is used to distinguish part words from other part words in an abbreviation.

*Examples:*

- BA(Oxon): BA Oxon
- BEd: B Ed
- DipTP: Dip TP
- MInstP: M Inst P
- BSkyB: B Sky B
- GradDipPhys: Grad Dip Phys
- MiG: Mig
- Xmas: Xmas

However, if such a mixed abbreviation is pronounced letter by letter, the letter sign is sufficient and no spaces need be inserted.

*Example:*

- BSc: B Sc

In some cases it is preferable to use a hyphen rather than a space between elements in order to show that an abbreviation is a single entity.

*Examples:*

- dBase: dB a s
- VBScript: VB sc ript
- InterNIC: Int er NIC
- OMFers: O MF ers
7. ABBREVIATIONS AND SYMBOLS

In the following case it is preferable to insert an abbreviation point rather than spacing the elements, in order to allow the contraction to be used without ambiguity.

Example:

ChD (Chancery Division)

*7.1.10. When capitals are not indicated in braille, the abbreviations for American states should be preceded by a letter sign, whether they represent one or more words.

Examples:

CA (California)

NY (New York)

7.1.11. Abbreviations may only be divided onto two braille lines at a space, unless they are very long.

7.1.12. Where a print abbreviation does not save space as against grade 2 braille, and print is regarded as using the abbreviation as a form of shorthand, it is permissible to dispense with the abbreviation in braille. Such substitution is not permissible with unit abbreviations.

Examples:

Mt. (Mount)

nr. (near)

pt. (part)

Rt. (Right)

w. (with)

wld. (world)

7.1.13. Where such print abbreviations are retained (as, for example, when manuscript is being reproduced), it may be necessary to explain them if they cannot be coded as they stand without ambiguity in braille.
7. ABBREVIATIONS AND SYMBOLS

7.1.14. Where an abbreviation of a word is shown in print with the terminal letter or letters written as a superscript, no special indication of this is normally required in braille, and all the letters can be treated as being on the same level. A letter sign should be used if the string of letters would otherwise be ambiguous. Provided that the letter sign is not used, contractions may be used in accordance with 7.1.2. Paragraph 7.1.12 is still applicable in this case.

Examples:
- s(said)  
- w(with)  
- w(which)  
- y(your)  

7.2. PRINT SYMBOLS

Ampersand

7.2.1. In braille the ampersand may be spaced or unspaced in accordance with print. If print uses an ampersand in a foreign language, braille should follow suit. Note that the rules on sequencing for the and contraction do not apply to the ampersand.

Examples:
- Marks & Spencer  
- B&B  
- &c (etc)  
- son & lumière  

Arrows

7.2.2. The composite signs for arrows should be treated as words for the purposes of spacing.
Example:
← to the left, → to the right.

Asterisk and Dagger

7.2.3. In braille a space is usually left before and after the asterisk in a line of ordinary text. It is generally treated as a word for the purposes of spacing with respect to adjacent punctuation. A series of two or more asterisks should normally be spaced from one another in braille. The same rules apply to the dagger sign.

Examples:

Items marked * are free.

[* exact number not known.]

in Greece*– and surely

7.2.4. Where an asterisk is used to indicate a footnote, it should normally be placed as in print with respect to adjacent punctuation. When it is followed by a note number, it should be written unspaced from the numeral sign. The asterisk, or asterisk and number group, is spaced according to 7.2.3. The same rules apply to the dagger sign (see also 9.4.2).

Examples:

"and so to bed." *3

(as in Shakespeare.*4)

7.2.5. The braille asterisk may also be used to represent other reference symbols occurring in print.
7. ABBREVIATIONS AND SYMBOLS

7.2.6. A series of asterisks on a line alone in print should be shown in braille by three asterisks centred on a line alone and divided from one another by a single space. Centred asterisks should be used in braille to indicate breaks in the text however such breaks are shown in print, e.g. a line of asterisks or dots or a blank line. A line of asterisks may begin or end a braille page.

7.2.7. Where one or more asterisks occur in print to denote a presumed omission, the ellipsis should be used in braille.

Example:
The y travelled through Sumatra, Java, Bali, Lombok, *** and Timor.

For omitted letters see 4.1.5.

7.2.8. Where a sequence of asterisks and/or other signs is used to indicate a swear word, print should be followed as far as possible.

Example:
**??**!!

(See also 4.1.5.)

7.2.9. When a dagger is used in print to indicate "died", or is used with the name of a church dignitary, etc., the same sign should be used in braille.

Bullet

7.2.10. The bullet sign  • may be used where print uses the bullet symbol •, for example to mark points in a list, etc. However, braille writers and publishers may prefer to use traditional layout methods in such cases rather than representing the symbol (see 9.1.7). Bullets should normally be spaced from adjacent words. But when unspaced from a following word a lower contraction should not be used at the beginning of the word.
7. ABBREVIATIONS AND SYMBOLS

Commercial "at" @

7.2.11. The normal literary sign for the commercial "at" symbol @ is @. This may be used, for example, in simple e-mail addresses (see 5.3.6). However, the most general method for representing such expressions is to use computer code, in which the symbol is represented as @ (see 5.3).

Copyright, Registered and Trademark Symbols

7.2.12. The signs for copyright ©, registered trademark ® and trademark ™, should normally be spaced in braille. If the signs are printed in the superscript position, no indication of this is normally made in braille.

Crosses

7.2.13. When a series of X's is used to represent kisses, the appropriate number of X's should be brailled unspaced from each other and without a letter sign. A letter sign is required before a single X representing a kiss.

7.2.14. Where print uses a cross between two breeds of animal or two varieties of plant, etc., braille should use the cross sign. As usual, this sign should normally be spaced on the left but not on the right, unless a special display format is required, as in a table, etc.

Examples:
Collie × Alsatian: COLLIE ALSATIAN
Rosa × Felicita: ROSA FELICITA

7.2.15. When it is clear that the symbol of the cross is being used to signify death, it should be replaced by the two-space sign "d." (see, however 7.2.9).

Ditto

7.2.16. The ditto sign ··· should be spaced as a word. When it occurs in contact with punctuation the separation sign is not necessary. Where print uses a series of ditto signs, one will generally suffice in braille.
7. ABBREVIATIONS AND SYMBOLS

Hash

7.2.17. Where hash is followed by a number, a second numeral sign is not necessary in braille. However, in this case hash may be omitted in braille where its representation is not essential. When hash is not followed by a number, it may not be omitted.

Examples:
#8  
#  

Male and Female Symbols

7.2.18. The print symbols ♂, ♀ for male and female should be shown in braille by the two-space signs "m." and "f." respectively.

7.3. REFERENCES

7.3.1. The following rules apply to abbreviation and number groups used in giving references; for example, to pages, chapters, volumes, etc. in books, to acts, scenes and lines in plays, and to chapters and verses in the Bible.

7.3.2. Abbreviations which follow the number are generally coded according to the rules given in section 7.1, and are spaced or unspaced from the number in accordance with print, except that, where there is an abbreviation point in print, or the abbreviation consists of two or more letters from the same word, so that there is no letter sign in braille, the letter(s) of the abbreviation must be spaced from the number in braille.

Examples:
34 n  
34 n.  
34n (note on page 34)  
78 ff.  

78
7. Abbreviations and Symbols

78 ff

78ff (78 and following pages)

25 pp (25 pages)

7.3.3. Abbreviations which precede the number are generally coded according to the rules given in section 7.1.

Abbreviations consisting of two or more letters from one word should be spaced or unspaced from the number according to print. In the case of "no" (meaning number) without an abbreviation point, a stop should only be inserted in braille where it would be ambiguous otherwise.

Examples:
Vol. 6 (Volume 6)
vol. 3 (Volume 3)
ch. 5
ch. 5 (Chapter 5)
chap. 7 (Chapter 7)
Sch. 6
Sch. 6 (Schedule 6)
par. 8 (Paragraph 8)
Pt. 2 (Part 2) (7.1.12 applies)
no. 7
no. 7 (Number 7)
bib. no. 6
7. ABBREVIATIONS AND SYMBOLS

Abbreviations consisting of a single letter or initials, or the plurals of such abbreviations, should normally be brailled unspaced from the number, and in this case the letter sign is unnecessary.

Examples:

p6 (page 6)  

p.7 or p. 7 (page 7)  

p5-13  

p.5-13  

pp5-13  

pp.5-13 (pages 5-13)  

V.9  

V9 (volume 9)  

v.II (volume II)  

r.26 (rule 26)  

s.45 (section 45)  

ss.12-15 (sections 12-15)  

Note that in cases which are not references, the usual rules for letters and numbers apply, i.e. print spacing should normally be followed, and letter signs are not omitted as above.

Examples:

c 1987 (circa 1987)  

c. 6 (chapter 6, as printed in statutes)

7.3.4. It is sometimes desirable to follow the print more closely as regards spacing than provided for in the last paragraph of 7.3.3.

Example:

c. 6 (chapter 6, as printed in statutes)
7.3.5. Where print employs special symbols and braille equivalents are available, the latter should be used. These should normally be unspaced from the number if they precede it in braille. Multiple section and paragraph symbols in print should be reduced to one in braille.

Examples:

§3 (section 3) §3
¶5 (paragraph 5) ¶5
§§5-6 (sections 5-6) §§5-6

7.3.6. Where print uses abbreviations for books of the Bible, play titles, etc., these should be retained. Braille should follow print's use or non-use of the abbreviation point with single letters or part words. Separators such as stops occurring within number groups can be omitted in accordance with rules 6.1.7 and 6.7.4, or, if stops within strings of digits, brailled as dot 2 according to 6.1.8. Print's spacing should be observed, and strings should not be divided at the braille line except after an abbreviation point or after a hyphen occurring in the print.

Examples:

Heb 6.9 Heb #f1
1 Cor. 13.2 1Cor #a
Ruth 2.7 #g
Mk. 6.9-7.5 Mk #f1-i
Matt. III.12 Matt #b
Job XXXVIII.2 Job #f #g #h
Macbeth V i 8 or Macbeth V.i.8 Macbeth #a #b
Hamlet III iii.2 Hamlet #b #c 

* 7.3.7. Even if capitals are not generally being shown in braille, where print uses both small and capital Roman numerals in references, it may be necessary
7. ABBREVIATIONS AND SYMBOLS

to use capital indicators in braille to make the distinction (see 5.2.2); but Roman numerals should never be converted to Arabic for this purpose.

Example:
Refer to ii, IV generally, and V.iii.2.

7.3.8. The braille reference signs should not be used where this would involve deviating from print with regard to the spacing or form of the abbreviation, or to the presence or absence of the abbreviation point. Of course, no such restriction on their use applies to the writing of braille which is not derived from a print original.

7.4. SCANSION AND STRESS

7.4.1. Dots 4-5 should be used to represent the print sign for a short or unstressed syllable. Dots 4-5-6 should be used to represent the print sign for a long or stressed syllable. In general these signs should be brailled before the first vowel of the syllable, regardless of where they appear in print. Contractions may normally be used after these signs with the exception of the wordsigns for us, it and as, and contractions beginning with a righthand character.

Example:
The curfew tells the knell of parting day

For simplicity print often uses the long signs only.
7. ABBREVIATIONS AND SYMBOLS

Example:
The curfew tolls the knell of parting day

7.4.2. Dots 3-6 , preceded and followed by a space, should be used to mark the end of a foot where this is shown in print. Dots 3-6 3-6 , preceded and followed by a space, should be used to mark a caesura, or the end of a half-line in Old English verse. Either the foot sign or the caesura sign may begin or end a braille line. Where a foot sign occurs within a word, a hyphen followed by a space is inserted after the syllable ending the foot.

Example:
Still stands the forest primeval, the murmuring pines and the hemlocks

7.4.3. When print uses a sign other than the long or short sign to mark stress, the accent sign should normally be used in braille.

Example:
Still stands the forest primeval, the murmuring pines and the hemlocks

7.4.4. If the mark for stress is printed at the end of the stressed syllable, this arrangement can be followed in braille, and the apostrophe rather than dot 4 should be used. A double apostrophe should be used to mark secondary stress.

Examples:
prime'val  PRIME'VAL
7. ABBREVIATIONS AND SYMBOLS

7.4.5. Dots 5-6 should represent any mark used in print to show doubtful or variable quantity, such as the long and short quantity marks both appearing above the same syllable.

Example:
Still stands ...

7.5. UNIT ABBREVIATIONS

[For further details on units see Braille Mathematics Notation.]

7.5.1. Braille should use the same unit abbreviations as print, including any punctuation, even when there is no general agreement in print on their representation. Capitals should normally be indicated, even if not generally indicated elsewhere in the transcription.

Examples:
3 ft. (3 feet)  
8 L (8 litres)  
8 l (8 litres)  
2 m (2 metres or miles)  
5 s (5 seconds)  
5 sec (5 seconds)  
3 V (3 volts)  
5 mA (5 milliamperes)  
8 Hz (8 hertz)  
13 MW (13 megawatts)  

7.5.2. When print uses a special symbol, the equivalent braille sign should be used.
7. ABBREVIATIONS AND SYMBOLS

*Example:*

34% (34 percent)  

7.5.3. Braille should not use a unit abbreviation when print does not.

7.5.4. Units appearing before the number in print should be brailed close up to
the following numeral sign, however spaced in print. Letters close up to the
following numeral sign do not require a letter sign.

*Examples:*

£3  
$2  
€18  
f5  
DM6  

7.5.5. Units appearing after the number in print should follow the number in
braille. Such units should be spaced in braille, apart from the following which
are unspaced:

- Single-letter monetary units (which will require the capital sign or the letter
  sign)
- Monetary symbols
- The degree sign °
- The minute or foot sign ’
- The second or inch sign ”

*Examples:*

55 g (55 grammes)  
89p (89 pence)
7. ABBREVIATIONS AND SYMBOLS

40¢ (40 cents)  
30¢ (30 cents)  
24.60€ (24 euros 60 cents)  
60° (60 degrees)  
5′ (5 minutes or 5 feet)  
10″ (10 seconds or 10 inches)

When k or m is added to a number to indicate thousands or millions (not strictly units), the letter should be spaced or unspaced from the number as in print, and preceded by a letter sign. bn indicating billions will have to be spaced from the number in braille since a letter sign is not used (in accordance with 7.1.4).

Examples:
20k  
15bn

7.5.6. When a unit abbreviation or symbol is used in print as a separator between numbers, the same procedure should be used in braille, following print's spacing.

Examples:
8€50 (8 euros 50)  
6F50 (6 francs 50)  
3m50 (3 minutes 50 seconds)

However, where a colon is used as a separator, it is generally best to use a repeated numeral sign only.

Example:
3:32.68 (3 mins 32.68 seconds)

(See also 6.1.8 and 6.1.9.)
7. ABBREVIATIONS AND SYMBOLS

*7.5.7.* When capitals are not generally indicated, capitals should not be shown in conventional informal abbreviations like the following.

Examples:

M.P.G. (miles per gallon)  
MPH (miles per hour)  

Nor are capitals normally needed for monetary units when capitals are not generally indicated.

Examples:

DM6 (6 Deutschmarks)  
Ffr10 (10 French francs)  

7.5.8. In accordance with 7.1.4 the letter sign is not required before unit abbreviations consisting of two or more lower case letters belonging to one word.

Examples:

25 cm (25 centimetres)  
10 kg (10 kilogrammes)  
But: 30 cc (30 cubic centimetres)  

7.5.9. When the pound sign or dollar sign is used without a number, the signs are brailed as  and  respectively.

Examples:

The £ rose  
The $ fell  

In such cases the signs for euro and yen are similarly brailed without a numeral sign.
7. ABBREVIATIONS AND SYMBOLS

*Example:*  
We accept € and £

7.5.10. When the pound sign or dollar sign is used in conjunction with letters in a monetary unit, the signs are brailled as £ and $ respectively. (This does not apply when the letters represent a quantity, rather than being part of the unit itself.)

*Examples:*  
Ir£20 (20 Irish pounds)
A$60 (60 Australian dollars)
Sh$50 (50 Shanghai dollars)

The same method should be used in cases such as the following:

*Example:*  
15,200$00 (15,200 Escudos)

7.5.11. Where print abbreviates large sums of money, braille should follow suit.

*Examples:*  
£5m (5 million pounds)
$3 bn or $3bn (3 billion dollars)
£m (millions of pounds)

7.5.12. The degree sign is used only with a number. Otherwise dg must be substituted.

*Examples:*  
13° (13 degrees)
21°C (21 degrees Celsius)
°F (degrees Fahrenheit)
Note that when the degree sign is absent, the temperature unit should be spaced in braille, as for other units.

Example:
21 °C (21 degrees Celsius)

7.5.13. In combined units a dot 3 is used to separate the individual unit symbols unless an oblique stroke or superscript is present at that point.

Examples:
3 N m (3 newton metres)
5 N/m² (5 newtons per square metre)
8 m s⁻² (8 metre seconds to the power minus 2)

The informal abbreviation kwh (kilowatt hour) can be treated as a single unit rather than a compound unit. However, when printed correctly with a capital W, it should be treated properly as a compound unit.

Examples:
25 kWh

7.5.14. The separation sign is required after an index, the degree sign, the prime or double prime, before following punctuation consisting of a lower a-j. It is not required in other cases.

Examples:
3 m;
5 m²;
8°;
13°C;
5’10”.
7. ABBREVIATIONS AND SYMBOLS

5’ 10”.

7.5.15. The Greek letter mu (µ) for micro should be coded with dot 2, and capital omega (Ω) for ohms should be coded with dot 2 dot 6. (Note: Mathematics notation uses dots 4-6 and dots 4-5-6 for small and capital Greek letters respectively, instead of dot 2.)

Examples:
µW (microwatts)
50Ω (50 ohms)

7.5.16. Where there is more than one number or unit in print, braille should follow suit.

Examples:
£30 to £40
30 to 40 m
1 kg 597 g

7.5.17. Contractions may generally be used in unit abbreviations according to the normal rules.

Examples:
8 ins (8 inches)
1 in (1 inch)
1 in. (1 inch)
5 mins (5 minutes)
11 st (11 stones)
11 st. (11 stones)
12 yrs 6 mths (12 years 6 months)

7.5.18. A unit abbreviation which would precede the numeral sign may precede the letter sign also.
8. USE OF CONTRACTIONS

Examples:

£x (x pounds)  £ x
$y (y dollars)  $ y

7.5.19. Imperial currency should be brailled according to present rules, and not according to those which were in force when the currency was valid. Braille should therefore seek to follow print practice as far as possible.

Examples:

£1 17s 6d  £ 1 17 s 6 d
12s. 6  1 2 s 6
t2s.6d.  2 s 6 d
2/6  2/6
2/-  2/-

7.5.20. In literary contexts numbers can be freely separated from following spaced units at the end of a braille line. However, in mathematical texts separation is generally avoided.

8. USE OF CONTRACTIONS

8.1. GENERAL

8.1.1. When a contraction is itself the subject of discourse, it may be desirable that the letters or word for which it stands should be partly or fully written out.

Examples:

the contraction for into should be used
But: must is not contracted in mustard.
8. USE OF CONTRACTIONS

8.2. SIMPLE UPPER WORDSIGNS

8.2.1. Simple upper wordsigns may be preceded or followed by punctuation signs, and may be preceded by the italic or capital signs and by the contractions to, into and by.

Example:
"You have to go!"

8.2.2. Letters or contractions should not directly adjoin these wordsigns.

Examples: childlike; likeness; peoples; stiller; whichever; without.

They should not be used in cases like the following where a quote sign intervenes:

Example:
"must have"s

8.2.3. Simple upper wordsigns should generally be used before the apostrophe followed by d, ll, re, s, t, ve.

Examples: can't; people's; this'll; you'd; you're; you's; you've.

They should not be used in rarer colloquial forms.

Examples: more'n; you'm.

They should not be used after the apostrophe.

Examples: d'you; t'have.

8.2.4. These wordsigns may be used when joined by the hyphen in compound words.

Examples: child-like; do-it-yourself.
However, they may not be used before or after a hyphen in a word divided at the braille line.

Examples: child-like; every-thing; further-more; good-will; more-over; un-like; which-ever.

8.2.5. These contractions should generally be used whatever the meaning of the word.

Examples: but and ben; can-can; gin-and-it; have a go; Very lights; so-and-so; watering-can; whisky-still; will and testament; will-o’-the-wisp.

However, they should not be used for foreign words (e.g. "was" and "so" in German, "As" used in Arabic names); and in some other cases they should also be avoided.

Examples: as (Roman coin); do, so (musical notes).

8.2.6. A simple upper wordsign should not be used before a full stop or an interruptive dash if there could be reasonable doubt in the context as to whether the character representing it should be read as a wordsign or as a letter of the alphabet.

Examples:
D. S. met H. L. but he never met T. More.
M. spoke to P. before he spoke to you.

Sequencing

8.2.7. The words and, for, of, the, with, a should generally follow one another without a space if occurring on the same braille line, even when a sense break or natural pause is present.

Examples:
He is with the officer of the watch.
The end of a perfect day.
He looked grim and of a sad disposition.
8. USE OF CONTRACTIONS

for of course ...
In and out of the room.
Him we think of and love.
for and against.
The book I was looking for the other day.
He was thought of with respect.
the with profits scheme

However, a space should be left between such words when one of them is part of a hyphenated compound word.

Examples: of- and for-organisations; uncalled-for and out of order; the with-profits scheme.

When "a" represents a foreign word it should not be sequenced to English words in this group.

Example:
the a priori
the a priori

* 8.2.8. When capitals are not shown sequencing is still permissible for proper names.

Example:
He came for With he came

8.2.9. When such words are sequenced, they do not extend the scope of italic or capital signs to cover other words in the sequence.

Examples:
He was for the motion.
He ate a cake AND a banana.
He ate a cake AND a banana.
8. USE OF CONTRACTIONS

8.2.10. If a capital or italic indicator or termination sign intervenes within a continuous group of the words and, for, of, the, with, a, the words should not be sequenced at that point.

Examples:
He asked for The Times.

He asked for The Times.

CAN I GO WITH the man?

He was one of the Joneses.

He was one of the Joneses.

Binyon’s For The Fallen.

Binyon’s For The Fallen.

A chorus of for he’s a jolly good fellow.

A chorus of for he’s a jolly good fellow.

through and out of the tunnel.

through and out of the tunnel.

But notice the following.

Example:
Both now and for the next five years.

Both now and for the next five years.

8.3. SIMPLE UPPER GROUPSIGNS

8.3.1. The contractions and, for, of, the, with, ch, gh, sh, th, wh, ed, er, ou, ow, st, ar should generally be used wherever the letters they represent occur.

Examples: afforestation; arrow; bacchanalia; deer; derelict; dough; edict; fashion; ghost; need; office; outer; owner; peddled; profound; roof; show er; smoothed; sofa; sou th; southern; stand ard; tow ards; wand er; with er.
8. USE OF CONTRACTIONS

8.3.2. When in colloquial forms the apostrophe is intentionally omitted in print, simple upper groupsigns should be used in the following cases, but simple wordsigns and shortforms must not be used.

*Examples:* hed; sh ed; wed; were; you re (for he'd, she'd, etc.).

8.3.3. The contraction for sh should not be used in the exclamation demanding silence unless there is a plurality of s's or h's.

*Examples:* sh! ssh! shh! .

8.3.4. In ordinal numbers the contractions st and th are used.

*Examples:* 1 st; 4 th.

When a letter is followed by the ordinal termination th, the th should be contracted and written unspaced from the letter, even though contractions are not normally used after the letter sign (see 5.6.12).

*Example:* nth.

**ble and ing**

8.3.5. These groupsigns may not be used at the beginning of a word. However, they may generally be used in the middle or at the end of a word wherever the letters they represent occur. They may not be used after a hyphen in a hyphenated compound word, though they may be used at the beginning of a braille line in a divided word.

*Examples:* adorable; awn- ings (divided at the braille line); blemish; dinghy; distinguish; em-blem (divided at the braille line); gingham; ingle; ingram; ingratiditude; mer- ingue; nobler; over-ingratiating; problem; rabble; singe; Singh; skiing; ski-ing; to-ing and fro-ing; whistling.

8.3.6. The contraction for ing should be used whether the g is pronounced hard or soft.
8. USE OF CONTRACTIONS

Examples: cringing; giner; nightingale; singing.

8.3.7. The contraction for ble may not generally be used before the letters a or n.

Examples: pitchblende; tableau.

8.4. LOWER CONTRACTIONS

8.4.1. Any number of lower contractions and punctuation signs may follow one another without an intervening space, provided that the string includes an upper sign and that all other rules are observed.

Examples:
queen-consort
"sudden!"
to come in;
"where are we going?"

8.4.2. The presence of the italic sign or line sign does not affect the use of lower signs.

Examples:
by considering
to be
disen-tangle
into disuse
was it enough?
in./ enough–/

8.4.3. Lower contractions may only be used after capital signs if the string includes an upper sign.
8. USE OF CONTRACTIONS

Examples:
When We Were Very Young
In-laws
Be quiet

8.4.4. The contractions for be, con, dis, en and in may not be used at the
beginning of a word before a hyphen occurring at the end of a braille line. This
even applies when they are in contact with a letter of the alphabet or an upper
contraction through a preceding hyphen or dash.

Examples:
It's so–in-distinct.
well-be-haved.

8.4.5. These lower wordsigns should be written unspaced from a word which
follows on the same braille line, even when a sense break or natural pause is
present.

Examples:
By and by he went to school by bus.
It was divided into at least three parts.
His pay was not increased by as much as that.
By and large she stood by her decision.
Into or out of the house.
She came by the shop yesterday.
It was referred to yesterday.
Cows passed by from time to time.
This is something I shall have to go into tomorrow.
Birds flew to and fro.

8.4.6. These contractions may be sequenced to one another.
8. USE OF CONTRACTIONS

Examples:
He was referred to by name.
This needs looking into to find the cause.

8.4.7. When one of these words is followed by be, enough, were, his, in, was, the first word only in the group should be contracted.

Examples:
He wished to be consulted by his friends.
Have we gone into enough detail?
What they swore by was tomato soup.
We fell to in the high street.
The rooms that I looked into were empty.
by enough—then

8.4.8. These contractions may be used after open quotes, open brackets, the oblique stroke and the dash. They may be used before the numeral, letter and accent signs and before or after the italic signs.

Examples:
"To err is human."
Up to 1984.
He treated us to éclairs.
by default.
x into y does not go.
8. USE OF CONTRACTIONS

8.4.9. to, into and by may be contracted and sequenced to the following word when a capital indicator intervenes.

Examples:
It was by Mozart.
It was by J S Bach.
He went into THE DUNGEON!

8.4.10. These contractions must not be used as parts of words.

Examples: bygone; intoxicant; towards.

8.4.11. They may not be used in the following cases: before or after the hyphen or apostrophe; before the ellipsis; before other punctuation.

Examples:
well-to-do
lean-to greenhouse
"What is meant by "squaring the circle"?
to (the city of) London

8.4.12. They may be used after, but not before, mathematical signs other than the numeral sign.

Examples:
To live = to change
The temperature dropped from +2° to −3°.
8. USE OF CONTRACTIONS

8.4.13. The two braille characters of the contraction for into must be contiguous on the same braille line.

**be, were, his, was**

8.4.14. These wordsigns may be preceded by the italic sign. They may not be used in conjunction with any other sign. (For the letter group be see 8.4.16-18.) The signs for were, his and was may not be used as parts of words.

*Examples:*

He was pleased.  
As you were!

It may be.

He is devoted to his bicycle.

A would-be actor.

He came–his sister too.

It wasn’t a werewolf.

Was it?

8.4.15. Although the lower contractions be, were, his and was may not be used in conjunction with a dash occurring in the same braille line, they may be used if they are separated from the dash by the ending of a braille line.

*Examples:*

It was– (new line) his choice.

It was (new line)–his choice.

However, the contraction be should not be used when the word is part of a compound hyphenated word, even when separated by the end of a braille line.

*Example: would- (new line) be*

**be, con, dis, com**

8.4.16. The contractions for be, con and dis may be used at the beginning of a word or after a hyphen in a hyphenated compound word, provided the letters
8. USE OF CONTRACTIONS

they represent constitute a syllable, and in the case of be it must be an unstressed syllable. They may not be used elsewhere in a word.

Examples: become; unbecoming; benign; benefit; connect; disconnect; distinct; indistinct; better; conch; disc; dishelved; self-discipline.

Note, however, the following exceptions in which the contraction be should be used:

Examples: being; bein'.

8.4.17. be, con and dis may not be contracted before or after the apostrophe, or before the hyphen.

Examples: be'ave; dis'ear ten ed; be-all; con-man.

8.4.18. The contractions for be, con, dis and com, where permissible in a complete word, should be used in a recognised abbreviation of that word.

Examples: comp. (composition); conj. (conjunction); Conn. (Connecticut); cont. (continued); dist. (district).

But where the letters forming the contraction are not followed by the next letter of the complete word, the contraction may not be used.

Examples: mod cons; pros and cons.

8.4.19. The contraction for com may only be used at the beginning of a word, but it need not form a syllable.

Examples: coma; comb; come; com for t; by comparison; to come.

But it must not be used when the letters ‘co’ are added to a complete word to give a word of cognate meaning.

Examples: comates; comingle.
8.4.20. The contraction for com must not be used in contact with the apostrophe, hyphen or dash.

Examples: com’st; in-comer; most–comely.

But com may be contracted if separated from the dash by the ending of a braille line.

Examples:
don’t be– (new line) complacent.
don’t be (new line)–complacent.

8.4.21. The contractions for be, con, dis, com may only be used at the beginning of a braille line in a divided word when the fragment on the new line is a dictionary word of cognate meaning and the contractions would be permissible in that word.

Examples: ill-conceived; in-distinct; re-conciliation; self-discipline; un-believer; wel-come; well-beloved; But: ac-complish; aphro-disiac; ba-con; Ben-dis; Eliza-bethan; re-concile.

enough, en, in

8.4.22. The lower contractions for en and in should generally be used wherever the letters they represent occur.

Examples: Ben-enden; engine; feminine; final; genome; linen; peninsula.

8.4.23. The contraction for en may not be used when the letters form a word or an element of a hyphenated compound word.

Examples: Aix-en-Provence; Chou En-lai; en route; en saga.

8.4.24. The signs which represent the words enough and in may generally be used whenever these words occur. But they may only be used in conjunction with punctuation if the string includes an upper sign. (Note, however, 8.4.7.)
8. USE OF CONTRACTIONS

*Examples:*
He had enough—more than enough.

*They stayed with their in-laws.*

"Teach-in" was the phrase he used.

Enough’s as good as a feast.

It was enough—6.

"He stamped his foot—’In that case I’ve had enough’—and shuffled off."

< in file>

**ea and Double Letters**

8.4.25. The contractions for *ea,* *bb,* *cc,* *dd,* *ff* and *gg* may only be used when these letters occur between letters or contractions in the same word written in one braille line. They must not begin or end a braille line. They may be used before the accent sign.

*Examples:* abbé; adds; beat; dagger; seas; but: add; easy; moth-eaten; peanut; sea.

8.4.26. The contraction for *ea* and the double letter contractions should not be used before or after the apostrophe or hyphen.

*Examples:* cliff's; 'ead; egg-shell; robb'd; sea'orse.

**ea**

8.4.27. In general the *ea* contraction should be used whenever *ea* occurs within a word.

*Examples:* acreage; ar eas; changeability; create; creativity; delin eate; European; foreseeably; idealistic; ideas; laureate; like a ble; lin eage; lin eal; mallea ble; mile age; mis creant; nauseating; oceanic; pageant; peace a ble; per mea ble; perm eate; rate a ble; reality; roseate; seas.

8.4.28. In an unhyphenated compound word, when the first element ends or the second element begins with *ea,* the *ea* should be contracted.
8. USE OF CONTRACTIONS

_Examples:_ ear way; moth eaten; north east; seaman; speak easy; spread eagle; tea time.

8.4.29. The contraction for _ea_ should not be used when the letters belong to two distinct syllables and the _a_ does not begin a suffix, _or_ when the form of a root word would be excessively distorted.

_Examples:_ aurora borealis; beatific; genealogy; habeas corpus; hanseatic; Neapolitan; orgeat; pancreas; pineapple.

8.5. COMPOSITE WORDSIGNS

**Dot 4-5 Contractions**

8.5.1. The contraction for _word_ should be used wherever the letters it represents occur.

_Examples:_ foreword; sword; wordiness; Wordsworth.

However, the contractions for _upon, these, those_ and _whose_ should only be used where they retain their meanings as whole words.

_Examples:_ here upon; where upon; whose so ever; but: coupon; Dupont; hypotheses; Thoseby.

**Dots 4-5-6 Contractions**

8.5.2. The following contractions should generally be used wherever the letters they represent occur: _cannot, many, spirit, world, their._

_Examples:_ dispirited; Ger many; Romany; theirs; worldly.

The contraction _had_ may generally be used when the _a_ is short, unless the preference rule (8.8.5) directs otherwise.

_Examples:_ hadn’t; Hadrian; haddock.
8. USE OF CONTRACTIONS

Dot 5 Contractions

8.5.3. In general the following dot 5 contractions should be used wherever the letters they represent occur: day, father, know, lord, mother, question, right, work, young, character, through, ought.

Examples: acknowledge; a right; bought; characterise; characteristic; doughty; drought; fatherly; fought; lordly; midday; playwright; questionnaire; righteous; mother; thoroughout; workshop; younger; but: chemotherapy; chlordane; Dworkin; Lucknow.

8.5.4. The contraction for ever may only be used when the stress is on the first e and the letter group is not preceded by an e or i.

Examples: lever; fever; never; sever; several; but: believer; persevere; reverberate; revere; severe; severity.

8.5.5. The contraction for here may only be used when the letters it represents are pronounced as one syllable.

Examples: adhere; here to; here with; sphere; but: heresy; Hereward.

8.5.6. The contraction for name may only be used when the letters it represents are pronounced as one syllable.

Examples: namely; namer; namesake; unnamed; but: enamel; ornament; unamended.

8.5.7. The contraction for one should in general only be used when all three letters it represents are pronounced as one syllable. In addition, the contraction should be used in the word ending "oney".

Examples: alone; bone; done; gone; honey; lonely; moneY; phoney; stone; telephone; but: anemone; bayonet; colonel; phonetic; soonest.

However, note the following exceptions.

Examples: honeST; monetaRy.
8. USE OF CONTRACTIONS

8.5.8. The contraction for part should generally be used wherever the letters it represents occur.

*Examples:* apartheid; part etre; partial; particular; partook; re partee; spartan.

However, the th or the contractions should be used in preference in words where th is pronounced as a single sound.

*Examples:* Par thian; Par thenon.

8.5.9. The contraction for some should be used wherever the letters it represents form a definite syllable of the basic word.

*Examples:* chromo some; hand some; hand somer; hand some st; but: blossomed; gasometer; ransomed; somersault.

8.5.10. The contraction for time should only be used when the letters it represents are pronounced as the word "time".

*Examples:* maritime; some times; timer; times; Timex; but: centime; centimetre; Mortimer; multimedia.

8.5.11. The contraction for under should be used except when the letters it represents are immediately preceded by the vowels a or o.

*Examples:* blunder; funder; th under; undertake; but: bound er; launder; maunder.

In addition it should not be used when only the un is a prefix.

*Example:* under ived.

8.5.12. The contraction for there may only be used in words of which the word "there" forms a component part.

*Examples:* there abouts; there after; there from; but: ethereal; smithereens.
8. USE OF CONTRACTIONS

8.5.13. The contraction for *where* should generally be used wherever the letters it represents occur.

*Examples*: nowhere; whereupon; but: where'er; wherever.

8.6. COMPOSITE GROUPSIGNS

8.6.1. Contractions formed with dots 4-6, 5-6 and 6 should generally be used wherever the letters they represent occur except at the beginning of a word.

*Examples*:
- blessing; cancel; dancer; enhanced; mountain; persuasion; sound;
- wounded
- bastion; cement; Guiness; incongruous; infinity; laity; mongoose;
- sinfulness; sponge; thence
- creation; rationally; really; rotation; squally

8.6.2. These contractions may not follow the apostrophe.

*Examples*: bo'ness; grey'ound (greyhound); 'ound (hound); 'tion! (attention).

8.6.3. These contractions may generally be used after the hyphen where a word has been divided between two braille lines.

However, in a hyphenated word appearing wholly on one print line they must not be used after the hyphen. This even applies when a midline hyphen in print happens to occur at the end of the line in braille.

*Examples*: channel-less; creation; one-ness; reference.

8.6.4. The contraction for *ong* should be used whether the g is pronounced hard or soft.

*Examples*: longevity; mongrel; prong; sponge; uncongenial.

8.6.5. The contraction for *ness* may be used in feminine endings except when preceded by e or i, in which case the contractions for *en* or *in* should be used.
8. USE OF CONTRACTIONS

Examples: baroness; governess; lioness; marchioness; but: chieftainess; citizeness.

8.6.6. The contraction for ity should not be used in words like the following.

Examples: biscuity; fruity; hoity-toity; rabbity.

8.6.7. The dot 6 contractions ally and ation may not be used when immediately preceded by a capital indicator or terminator, but are otherwise unaffected by the presence of capitals.

Examples:
Nationally
nationally
nAtion
nATION
McNally

8.7. SHORTFORMS

8.7.1. Shortforms can in general be used wherever they occur as whole words, whatever their meaning.

Examples: according (agreeing, granting); letter (epistle, one who lets, etc.); must (obligation, mould, new wine, etc.); quick (alive, fast).

8.7.2. They may be preceded and followed by additions provided there is no interference with spelling, the basic word retains its original meaning, and the resultant word could not be mistaken for another word.

Examples: children's; get-together; goodies; greatest; lettered; but: befriended; blinded; declaration; mustard; shoulder.
8. USE OF CONTRACTIONS

8.7.3. Shortforms composed of the first letters of a word (e.g. after, blind, friend) may not be used before a vowel when the resulting combination of letters could be mistakenly pronounced as a word.

Examples: after effects; befriended; blinding; but: blindfold.

8.7.4. Shortforms may not be divided onto two braille lines, but, if occurring at the end of a braille line, may be joined by a hyphen to additions on the following line.

Example: immediately

They may also be used at the beginning of a braille line in a divided word.

Examples: here in- before; pre- conceived.

8.7.5. It is sometimes advisable for names, words or pronounceable letter-groups, when they could be confused with shortforms in braille, to be preceded by the letter sign. The presence of the capital sign does not affect the need for a letter sign. (Note that the letter sign is not needed in this context in grade 1 braille, since there is no confusion with shortforms in that case.)

Examples:
ab initio
Al-Azar
Al Capone
Al Fayyum
al fresco
et al
et al.
Min of Ag and Fish
hm
8. USE OF CONTRACTIONS

8.7.6. When confusion would occur in proper names containing letters which make up shortforms but do not stand for such, these names should be preceded by the letter sign and no contraction should be used within a complete name.

Examples:

Afyon

but:

Schneider

8.8. PREFERENCE

8.8.1. Preference should normally be given to contractions which cause a word to occupy fewer cells, unless this would result in serious distortion.

Examples: advanced; a right; bastion; dancer; happiness; meander; named; timer; vengeance; with er; but: tableau.

8.8.2. The contractions for and, for, of, the, with should be used in preference to other contractions, provided their use does not waste space.

Examples: bathed; effort; offer; other; theatre; then; but: thence.

8.8.3. Simple upper groupsigns should be used in preference to simple lower groupsigns, provided their use does not waste space.

Examples: afford; cobbler; coffee; fear; gabbled; nearly; nuclear; rabble; saccharine; wedding; but: distinct; disturbed.

However, in some unhyphenated compound words, or words beginning with a prefix, it is preferable to use a lower groupsign instead of an upper, so as to avoid bridging.

Examples: bedraggled; berated; egghead; feelridd en; tearoom.
8. USE OF CONTRACTIONS

8.8.4. In the string "ben" occurring at the beginning of a word, the contraction be is used in preference to en, if it constitutes an unstressed syllable. See 8.4.16.

Examples: benighted; but: benzine.

8.8.5. Simple groupsigns should generally be preferred to composite contractions, provided their use does not waste space.

Examples: adherent; adherer; cohered; commenced; component; congo; congratulate; congruity (as contrasted with incongruity); effulgent; experienced; fenced; gathered; haddock; heredity; influential; poisoned; prisoner; shadow; silencer; slithered; Spencer; telephoned; toner; weathered.

However, if the form of the word would otherwise be distorted, composite contractions should be used.

Examples: coney; limbless; midday; stronghold; whereas.

8.8.6. Contractions should not be used which would upset the usual pronunciation of words.

Examples: asthma not asthmas; creation not creation; dishevelled not dishevelled; gingham not gingham; isthmus not isthmus; posthumous not posthumous.

8.9. BRIDGING

Prefixes

8.9.1. In general, contractions which bridge a prefix and the remainder of a word are permissible unless their use would make the word hard to assimilate by the reader. In particular, the contractions ed, en, er, of and st are permissible. Note, however, the second paragraph of 8.8.3, whereby a lower contraction may be used in preference to one of these upper contractions to avoid bridging.
8. USE OF CONTRACTIONS

Examples:
deduce; denationalise; denominator; denote; derail; derange; edict; mistake; misterm; predestine; predicament; prediction; predominate; prerogative; profile; profound; profusion; redouble; renew

But: aerofoil; berated; comate; deactivate; disulphide; inessential; kilowatt; mishear; react; readmit; sublet

8.9.2. Except in the case of the contraction for ea it is usually not advisable to take advantage of a prefix in order to use a contraction which could not have been used in the original word.

Examples: disingenuous; electroencephalogram; unblemished; unfulfilled; unlessoned; but: disease; uneatable.

Suffixes

8.9.3. Generally speaking, a contraction may bridge a word and its suffix.

Examples: boredom; dukedom; freedom; orangery; savage.

However, bridging contractions should be avoided when aspirated h is preceded by c, g, s, t or w, and in certain other cases.

Examples: Cunnyngham; knighthood; biscuity; orangeade.

Compound Words

8.9.4. Contractions should not be used to bridge the elements of compound words.

Examples: bottleneck; headdress; hideaway; indiarubber; insofar; kettledrum; painstaking; stateroom.

8.9.5. The contractions for ch, gh, sh, th, the, wh should not be used when the h is aspirated at the beginning of a clearly marked syllable.

Examples: carthorse; cowherd; egghead; grasshopper; longhand; rawhide; stronghold; sweetheart.
8. USE OF CONTRACTIONS

Diphthongs

8.9.6. The contraction for *ea* should not be used when the *e* or *a* forms part of the diphthong ae, whether printed as such or not.

*Examples:* Judaean; Liliaceae.

8.9.7. In other cases contractions can be used.

*Examples:* diaeresis; *encyclopaedia; phoenix; Betws-y-Coed; Blaenau Ffestiniog; Caernarvon; Baedeker; Goering; Gruenfeld; Schoenberg.

8.10. ENGLISH NAMES

8.10.1. The general rules on the use of contractions apply. Care should be exercised not to use contractions which would contribute to the mispronunciation of names.

8.10.2. Simple upper wordsigns may be used for proper names (but see 8.2.6).

*Examples:* Thomas More; Will Shakespeare; Saint-Just; Robert Child; William Grant Still.

8.10.3. Simple groupsigns should generally be used in English proper names, subject to 8.10.1.

*Examples:* Anthony; Castleraigh; Chatham; Combes; Conrad; Cosham; Langham; Langholm; Southend; Thelma.

(For other examples see Appendix III.)

* 8.10.4. The contractions for *cc* and *ch* must not be used in names where Mac or Mc forms a prefix meaning "son of".

*Examples:* McCall; MacConnachie; MacHattie; McHugh.
8. USE OF CONTRACTIONS

8.10.5. The contraction for con should not be used in names having the O' prefix.

Examples: O'Connor; O'Connell.

8.10.6. Composite contractions, including shortforms, may be used as the whole or part of English proper names, subject to 8.10.1.

Examples: Brighton; Day; Dolittle; Good; Goodge Street; Goodwin; Greatorex; Haddon (see 8.8.5); Hadley; Little; Littlewood; Lord; Mistress Quickly; Much Wenlock; Saunders; Somerset; Wally; Young.

8.11. FOREIGN WORDS AND NAMES

8.11.1. Foreign words and phrases, sentences, titles, names, etc., may generally be contracted, whether or not they are italicized or quoted. The general rules on the use of contractions apply. Care should be exercised not to use contractions which would contribute to the mispronunciation of words.

Examples: Andreas; Antigone; Antinous; Beethoven; Boccherini; Bundestag; Charleroi; Dachshund; fédération; Diaghilev; édition; ex parte; Gasthof; Goethe; Leningrad; Liebestod; Llandaff; Montreal; nation (French); reale; Reichstag; stadtholder; table d'hôte; télévision; Villeneuve; Wenceslas.

8.11.2. Extended pieces of foreign text (e.g. a whole paragraph) are, however, better left entirely uncontracted.

8.11.3. In Welsh words brailled in Standard English Braille, the contraction ed should not be used in the group "edd" because "dd" is a distinct letter in Welsh. However the contraction dd may be used in this case. Similarly, in the group "off" the contraction ff is used, but not of.

Example: ei stedd fodd

8.11.4. In words such as "Skovgaard" in which "aa" is used to represent the letter a with a superscript circle, the ar contraction may still be used.
8. USE OF CONTRACTIONS

8.11.5. In Greek words transliterated into Roman script the combination "sth" should have th or the contracted (representing the letter theta), and not st.

8.11.6. English contractions are not used in text employing the special signs for accented letters (Appendix II).

8.12. EARLY ENGLISH

8.12.1. In general, passages in English written after about 1300 may be contracted. However, the following list demonstrates the need for extreme care.

Examples: acrosse (not acrosse); againe (not againe); bothe (both); could (cold); daynty (dainty); dolefull (doleful); ffirst (not ffirst); fful (full); for the (forth, to avoid confusion with the words "for the"); gentillesse; gentlenes (gentleness); hadde (not hadde); hea the nesse (heathendom); himselfe (not himselfe); loue (love); monethe (month); onely (only); ouer (over); sones (sons); soone (not soone); suche (not suche, which is a variant spelling of "she"); swolewith (swallows); worlde; yoonge (not yoonge); youre (to avoid confusion with yre, which is a variant spelling of "ire").

8.12.2. The shortform "al" ("also") should not be used in passages where it might be read as a variant spelling of "all".

8.12.3. Where the special old English letters are used (see Appendix I (C)), and in passages written before about 1300, permissible contractions are greatly restricted.

8.13. STAMMERED, LISPED AND SLURRED WORDS

8.13.1. A hyphen should be used in braille to divide stammered syllables regardless of whether print uses a hyphen or a dash. The letter(s) or contraction preceding and following the hyphen should be identical.

Examples: b-because; g-ghost; gr-ground; lea-leave; m-must; th-these; w-what; wh-what; wh-where.
8. USE OF CONTRACTIONS

8.13.2. Stammered words should not be preceded by the letter sign and should not be divided at the braille line unless at least three stammered syllables appear on the first line.

8.13.3. For the sake of clarity simple wordsigns should be avoided in stammered words.

*Examples*: c-can; c-can't; g-go; th-this; w-was; w-will.

8.13.4. If print does not separate the stammered or slurred letters of a word, a hyphen should not be inserted in braille. Simple groupsigns may be used across the boundary of slurred or stammered letters, but not composite groupsigns or shortforms.

*Examples*: coooountry; gggood; lllittle; loooong; sisterrrr.

8.13.5. In transcribing lisped or slurred words the th contraction should be used, but not the.

*Examples*: thenotaph (cenotaph); sisther (sister); thuthpenthe (suspense).

8.13.6. When stammered words are italicized, each element separated by a hyphen is counted as a separate word as regards italics (see 5.5.9).

*Example*: s-sister

8.14.1. Word endings, which occur frequently in dictionaries and grammar books, and also elsewhere, are generally prefixed in print by a hyphen or swung dash, for which a hyphen should normally be used in braille.

8.14.2. The following contractions may not be used at the beginning of a word ending: ble, ing, ea, the double letter contractions, contractions beginning with dots 4-6, 5-6 or 6, and all simple wordsigns; but subsidiary contractions may be used.
9. LAYOUT AND BOOK WORK

Examples: -ational; -bled; -ccio; -ean; -ence; -ing; -ount.

8.14.3. The contractions for be, con, dis, com may only be used at the beginning of a word ending under the same conditions as at the beginning of a runover in a divided word (see 8.4.21); in addition com cannot be contracted after a hyphen (see 8.4.20).

8.14.4. Where the italicized ending of a word stands alone and is preceded by a hyphen, the italic sign should follow the hyphen.

Example:
"words ending with -ing."

The letter sign can often be substituted for the combination of hyphen and italic sign.

Example:
"words ending with -ing."

8.14.5. All word endings must contain an upper sign. The italic sign does not count as an upper sign for this purpose.

Example: -in

9. LAYOUT AND BOOK WORK

9.1. GENERAL

9.1.1. The paragraphs of section 9 are intended to provide guidance in matters of layout. Some diversity will always exist where formatting procedures are concerned.
9. LAYOUT AND BOOK WORK

9.1.2. It may be advisable to contact one of the principal publishers of braille before tackling transcriptions which involve particularly complicated layout procedures, e.g. tables, genealogies, concrete poetry, elaborate notes.

9.1.3. In interline transcriptions it may be inadvisable to use blank lines. Thus certain procedures outlined below may have to be modified.

9.1.4. The page information line, which should appear at the top of each braille page, should contain, if at all possible, all of the following four items: the print page number (which should occupy the first cells of the line); the lowest ranking meaningful title, abbreviated as necessary, which may be that of the book itself, or of a section of it; the lowest ranking meaningful divisional number or number group; and the braille page number (which should occupy the last cells of the line). It should aim to be as informative as the space available permits. The first three items of information should relate to the material appearing on the last line of the braille page in question, and if this last line contains only the print page turn (see 9.1.5), it is the new print page number which should be shown on the information line. The first item should consist of a single number, and not a range. The order of the second and third items will depend on whether the number or number group is that of the title in question, or whether it is subordinate to it. A title page does not require a page information line, and there are other situations where not all four items would be appropriate.

9.1.5. Where print page turns are shown, the print page indicator should be followed (unspaced) by the new print page number, and this combination, which should be centred on a line alone, may appear on any line of a page except the page information line.

9.1.6. Several types of heading are available in braille:

(1) Centred heading;

(2) Cell 1 side heading with runovers in cell 5, preceded by a blank line or centred heading, and followed by a cell 3 paragraph;

(3) Cell 3 side heading followed by a cell 3 paragraph;
9. LAYOUT AND BOOK WORK

(4) Cell 3 side heading followed by a full stop, a short dash and the continuation of the text.

These types of heading may be used to indicate diminishing levels of importance.

Headings of type (1) may be used with an end marker, usually a centred line of 12 colons or 12 commas, which is placed at the end of the section to which the heading refers. The use of end markers usually indicates a higher importance than their absence, and colons indicate a higher importance than commas. A line of 12 colons is typically used at the end of chapters.

Italicized versions of types (2), (3) and (4) are also available; though when type (4) is italicized, the short dash is not required in braille unless it is used in print. The italicized version of a heading usually indicates a higher level of importance than the unitalicized version.

9.1.7. Where print uses bullet points, dashes, hyphens, squares, bars or stars before the items in a series of points each starting on a new line, braille should normally omit the print symbols and begin each point in cell 5 with runovers in cell 1. However, where it is considered desirable to retain the symbols the equivalent braille signs should be used (see 7.2.10).

9.1.8. When signs are borrowed from a specialist code or have to be invented, they should be listed on a special signs page at the beginning of each volume, unless the volume contains only prefatory or concluding matter in which the special signs do not occur. This page should refer to the whole book and therefore be the same in each volume. However, if the number of signs from a specialist code is sufficiently large, reference should rather be made to the relevant codebook.

9.2. BOOK WORK

9.2.1. In a braille transcription consisting of two or more volumes, the first volume, besides containing the regular contents page for the volume itself, should also include a complete contents list covering the whole work, giving print and, as far as possible, braille page references. Such a complete contents list is not necessary if the book is divided into chapters or sections which have
numbers, but no titles. If the book is in only one volume, there will of course be only one contents list, which should include both print and braille page references. The absence of a contents page in print is not a sufficient reason for not having one in braille.

9.2.2. All dust jacket material from the print edition of a book should normally be reproduced in the braille transcription.

9.2.3. The International Standard Book Number of each book transcribed into braille should appear in the braille edition.

9.2.4. On the outer cover of each braille volume, both in braille and (on the spine, where possible) in print, there should be a clear indication of the following: the author (normally); the title of the work (in abbreviated form, where necessary); the total number of volumes in the work; and the braille volume number.

9.2.5. In the braille edition of alphabetically or numerically arranged reference works the first and last headings or numbers of material in each volume should normally be indicated in braille on the outer cover of that volume.

9.3. CORRESPONDENCE

9.3.1. The print layout of letters should be followed whenever practicable. 9.3.2 may be adopted where no print model is available.

9.3.2. The lines of the address at the head of a letter should all begin in the same cell and the longest line should end in the last cell of the braille line. When the recipient's name and address are written above the salutation, each line should start in cell 1. After a blank line, the salutation should begin in cell 1. Paragraphs within the letter should start in cell 3. After a blank line, the valediction should begin in cell 1. The signature and/or subscript, which may be divided onto more than one line, should follow in cell 1. Punctuation should not be added at line ends when there is none in print.

9.3.3. If the valediction and/or name and address follow the letter after a short dash in print, the same arrangement may be used in braille.
9. LAYOUT AND BOOK WORK

9.3.4. The address, date, telephone number, salutation and signature must not be separated by the turn of the braille page from at least one line (or part of a line) of the text of the letter. This may necessitate leaving several lines blank at the bottom of a page.

9.3.5. Where a letter is printed in italics, these are often not necessary in braille. When quotation marks or italics are required, they should be opened before each braille line of address, date, valediction, etc.

9.4. NOTES

9.4.1. Notes may be dealt with in a number of ways, depending on their character, length and frequency, and the context in which they occur. The guidelines given below might be modified for notes attached to tables and diagrams, or occurring in magazines and short documents.

9.4.2. Within text the asterisk should be used to indicate a note. If there are two kinds of note, the dagger may also be used. The note number, if required, should follow the asterisk or dagger without a space. When print gives each note in a work a unique number, braille should reproduce print's numbering. (See also 7.2.4.)

9.4.3. Only brief unnumbered referential notes may be placed within the text in square brackets, and such notes do not require reference symbols as provided in 9.4.2.

9.4.4. Notes may appear at the ends of paragraphs to which they refer, provided that they are marked off sufficiently clearly from surrounding text by means of indentation, blank lines or some other device.

9.4.5. Notes should never appear at the foot of the page in braille, as they quite commonly do in print. They may be gathered together at the ends of chapters or articles within a volume, but only if this arrangement is adopted in print. If not lengthy or numerous, they may appear on separate notes sheets at the ends of the volumes which contain the text to which they relate. But substantial bodies of notes are best placed in separate volumes or pamphlets, provided that any such volume or pamphlet contains at least thirty sheets. In order to
achieve this minimum, other ancillary material, such as appendices, bibliography and index, should, if necessary, be included with the notes.

9.4.6. If the note is indented (see 9.4.4), the note number should begin in cell 5; otherwise in cell 1. The page and line references should form a string and should follow the note number after a blank space. The text of the note should follow the reference. The margin for runovers should be set 2 cells deeper than the note number, and internal paragraphs should begin 2 cells further in than this margin.

Example

[Cell 1] 13 p89.21 Text of note running over to
[Cell 3] next line.
[Cell 5] New paragraph within note running over to
[Cell 3] next line.

[Cell 1] ... etc.

9.4.7. There are, however, circumstances in which notes may be brailled as normal paragraphs, e.g. when they are printed as such in normal type, as at the end of chapters or articles; or when they are keyed to a reference point (such as a verse line number) other than braille page and line numbers; or when they appear in a volume or pamphlet which contains no text; or when they are appended to a table or diagram.

9.5. PARAGRAPHS

9.5.1. Normally, a new paragraph in braille should begin in cell 3 of a new line, however shown in print.

Only where space is at a premium should three blank spaces within a braille line be used to indicate a new paragraph.
9. LAYOUT AND BOOK WORK

9.5.2. Where paragraphs are introduced by a number or letter, the new line cell 3 method must be used. A full stop should be inserted in braille after the number or letter where print has no punctuation. In the case of lettered paragraphs the letter sign should be used even when there is a full stop.

9.5.3. Hanging paragraphs in braille should begin in cell 1 and runovers should be in cell 5. A new paragraph within a hanging paragraph should begin in cell 7.

9.6. PLAYS

9.6.1. The names of speakers (even if abbreviated) should be distinguished in braille, both at the beginning of speeches and (if printed in special type, for example in capitals) in stage directions also, but not where they occur in the text of the dialogue. If such names are printed in full capitals and capitals are indicated in braille, then this is sufficient. Otherwise italics should be used in braille to make the distinction.

9.6.2. Stage directions, even when italicized in print, should not be italicized in braille, but they should be enclosed in square brackets. This applies also to descriptions at the beginning or end of a scene. The square bracket should be reopened for each new paragraph.

9.6.3. When a stage direction is set out on a line or lines alone in print, it should start in cell 3 of a new line. When the dialogue is resumed a new line should be taken starting in cell 3.

9.6.4. Each speech, whether in prose or verse drama, should begin with the speaker's name in cell 3 of a new line. Print punctuation should be retained after the speaker's name, but in the absence of any punctuation a full stop should be added in braille. The first word of dialogue or stage direction should follow in the same line after one blank space.

9.6.5. Each speech in prose, or in verse brailed using the line sign method (9.7.8), should be treated as a paragraph.

9.6.6. A change from prose to verse, or vice versa, within a speech in a play is normally marked by a new paragraph.
9.6.7. Where a direction such as "sings" ends the first line of a song, it should be written within square brackets immediately before the words to be sung.

9.6.8. If two or more speakers share a verse line, this should be indicated by leaving 3 blank cells after the name of the second or subsequent speaker.

Example

LEN. Good morrow, noble sir!
MACB. Good morrow, both!

9.7. POETRY

Line-by-Line Method

9.7.1. It is recommended that this method should normally be used for poetry.

9.7.2. Each new stanza or paragraph (except the first) may be preceded by a blank line, with its first line beginning in cell 1; alternatively, each stanza or paragraph may start in cell 3 of a new line. Subsequent lines of poetry should begin on a new braille line in cell 1. If the verse line is too long for one braille line, the runover should begin in cell 5.

9.7.3. When the second part of a verse line is written on a separate line in print to mark the beginning of a new paragraph, this second part should begin in cell 11 of a new line in braille. Runovers of either part of the line should begin in cell 5.

Facsimile Method

9.7.4. This method is a modification of the line-by-line method which seeks to represent the print format more closely. Blank lines are left between stanzas as in print; print indentation is copied; each line, including the first line of a stanza,
9. LAYOUT AND BOOK WORK

begins in cell 1 unless indented in print, in which case print indentation is represented.

9.7.5. More than one space may be left between words in order to convey the shape of the printed poem.

9.7.6. Lines which are too long to fit on a single braille line have the break marked by an unspaced facsimile hyphen (dot 5), which follows the normal hyphen when a word has to be divided. The runover begins two cells in from the start of the verse line.

9.7.7. Capitals may be indicated, even when this is not being done in other parts of the transcription. Contractions may be restricted if the component letters are a mixture of upper case and lower case.

Line Sign Method

9.7.8. This method is only suitable where the print layout is reasonably straightforward. Special care needs to be taken, using this method, when easy access to line numbering is required.

9.7.9. Poetry may be written continuously with the line sign (see 5.7) placed at the end of each verse line. Each stanza should begin in cell 3 of a new line. The line sign should occur at the end of each stanza except the last. It should not appear at the end of a poem or verse extract.

9.7.10. When a note reference ends a line of verse, it should precede the line sign, with a space before the line sign. This combination may begin a braille line.

9.7.11. When a line of asterisks occurs within verse, the previous braille line should end with a line sign. However, it is often more convenient to represent an omission in verse by an ellipsis spaced from line signs on either side.

9.7.12. When the second part of a verse line is written on a separate line in print to mark the beginning of a new paragraph, no line sign should be brailed at the end of the first part, and the second part should begin in cell 3 of a new line.
9.7.13. When print shows that an extract begins in the middle of a verse line, either by the use of an initial small letter or by starting it in the middle of the print line, no indication of this need be given in braille.

9.7.14. Where, in print, verse is not set out line by line but use is made of a vertical or oblique stroke, a short dash, or an initial capital letter to indicate the beginnings of verse lines, the line sign with normal spacing should be used in braille. No new line need be taken in braille at the beginning of the verse extract if print does not take a new line.

Prose and Verse

9.7.15. Where prose and verse alternate, blank lines and/or indentation may be necessary to differentiate between them when the line-by-line or facsimile method is employed.

9.7.16. Whatever method is used, the resumption of the main text (prose or verse) after an extract or quotation should be in the first or third cell of a new line according to whether or not a new paragraph or stanza is intended in print.

9.8. QUOTED PASSAGES

9.8.1. Quoted matter shown in print by change of type, change of margin, or by the leaving of a blank line before and after, may be handled in one of two ways. Method (a) is generally preferred.

(a) The extract, prose or poetry, may be set out without inserted quotation signs, but should then be marked off from surrounding text by a device such as indenting the margin, using blank lines, or adding 12 centred commas. When the extract as a whole is indented in braille, any paragraph within it (including the first) should begin two cells deeper than the indented margin.

(b) The extract may be enclosed within the one-cell quotation signs, regardless of whether there are inverted commas in print.

In each case the extract, and the resumption of the normal text, should begin in the first or third cell of a new braille line according to whether or not a paragraph is intended in print.
9. LAYOUT AND BOOK WORK

9.8.2. When quoted notices, newspaper headlines, etc., are centred in braille, they should be enclosed within quotation marks, but generally they need not be italicized.

9.8.3. Where an indented passage occurs within a quoted or italicized passage, if a paragraph is indicated (e.g. by an indented first line), the quotes or italics should be restated at the start of the indented passage. The quotes or italics should not be restated if a new paragraph is not indicated. This criterion for restating quotes or italics also applies to the resumption of text after the indented passage.

9.9. WORD DIVISION

9.9.1. In general, braille should observe the same standards in word division as are recommended for print. In particular words should not be divided in the middle of a syllable.

9.9.2. It should be noted that it is often not worth dividing near the beginning of a word, especially after the first braille character.

9.9.3. In general, words should not be divided in the middle of a letter group constituting a phoneme (such as ch and th) which would otherwise be contracted. On the other hand, a division such as "his- tory" is permissible.

9.9.4. When a compound word which is normally hyphenated is divided at the end of the line in print, braille should retain the hyphen even in the middle of a line.
APPENDIX I

SOME FOREIGN ALPHABETS

Further information on the following alphabets, as well as on others not included here, can be obtained if required from the Braille Authority of the United Kingdom.

(A) GREEK

<table>
<thead>
<tr>
<th>Braille</th>
<th>Latin</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>☻ A α</td>
<td>N ν</td>
<td>nu</td>
</tr>
<tr>
<td>☻ B β</td>
<td>Β ε</td>
<td>epsilon</td>
</tr>
<tr>
<td>☻ Γ γ</td>
<td>O o</td>
<td>omicron</td>
</tr>
<tr>
<td>☻ Δ δ</td>
<td>Π π</td>
<td>pi</td>
</tr>
<tr>
<td>☻ Ε ε</td>
<td>Ρ ρ</td>
<td>rho</td>
</tr>
<tr>
<td>☻ Ζ ζ</td>
<td>Σ σ ζ</td>
<td>sigma</td>
</tr>
<tr>
<td>☻ Η η</td>
<td>Τ τ</td>
<td>tau</td>
</tr>
<tr>
<td>☻ Θ θ</td>
<td>Υ υ</td>
<td>upsilon</td>
</tr>
<tr>
<td>☻ Ι ι</td>
<td>Φ φ</td>
<td>phi</td>
</tr>
<tr>
<td>☻ Κ κ</td>
<td>Χ χ</td>
<td>chi</td>
</tr>
<tr>
<td>☻ Λ λ</td>
<td>Ψ ψ</td>
<td>psi</td>
</tr>
<tr>
<td>☻ M μ</td>
<td>Ω ω</td>
<td>omega</td>
</tr>
</tbody>
</table>

::: iota subscript (small print iota appearing under a letter; follows the letter in braille)
I. SOME FOREIGN ALPHABETS

- rough breathing (´) (print single opening quote, appearing over a small letter or before a capital letter; follows rho but precedes all other letters or diphthongs in braille)

- mark of elision (´) (print single closing quote; either at the end of a word and followed by a space, or at the beginning of a word and preceded by a space)

All other accents or diacritics are generally ignored.

(B) HEBREW

Text using the hebrew alphabet is normally printed to be read from right to left. The characters should always be so transcribed that they are read from left to right in braille.

In braille, all vowels follow the letters under or above which they appear in print.

Consonants

- 알 alef
- 베효 vet
- ג gimmel
- ד dalet
- ה hé
- ו vav
- ז zayin
- ח chet
- ט tet
- י yod
- ק khaf
- ל lamed
- מ mem
- נ nun
- ס samech
- ע ayin
- פ fé
- צ tsade
- ק qof
- ר resh
- ש shin
- ת tav

130
I. SOME FOREIGN ALPHABETS

**Accented Letters**

- ב bet
- כ kaf
- ס pé
- ט sin

**Vowels and Pronunciation Aids**

- פְּתָח patah
- חַתָּף-פְּתָח hataf-patah
- תֶּסֶר tsere
- סֶגֶּל segol
- חַתָּף-סֶגֶּל hataf-segol
- הַיִּירִיק maleh
- הַיִּירִיק-חָסֶר hiriq haser
- הֹלוֹמֶל maleh
- הֹלוֹמֶח haser
- קָמָט qamats
- חַתָּף-קָמָט hataf-qamats
- קְבּוּבָט qubbuts
- שְׁוַא sh’va
- שָׁרוּך shuruq

(C) OLD ENGLISH

- a
- b
- c
- d
- e
- f
- g
- ʒ yogh
- h
- i
- l
- m
- n
- o
I. SOME FOREIGN ALPHABETS

- p, à long a
- r, è long e
- s, ĭ long i
- t, ō long o
- þ þ thorn, ŭ long u
- ð ð eth, ŷ long y
- u, ĝ (ash)
- w, ơ
- þ þ wen, ĝ
- y, ĝ
- &, ĝ

If a diphthong is to be marked long, both of its letters should use long vowel signs.

A dot which is not positioned as a normal full stop should be represented by dot 3.

(D) RUSSIAN

- А а ah, З з zeh
- Б б beh, И и ee
- В в veh, Й й ee (short)
- Г г geh, К к kah
- Д д deh, Л л el
- Е е yeh, М м em
- Ё ё yo, Н н en
- Ж ж zheh, О о oh
I. SOME FOREIGN ALPHABETS

<table>
<thead>
<tr>
<th>English</th>
<th>Foreign</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>п</td>
<td>peh</td>
</tr>
<tr>
<td>R</td>
<td>р</td>
<td>err</td>
</tr>
<tr>
<td>С</td>
<td>с</td>
<td>ess</td>
</tr>
<tr>
<td>Т</td>
<td>т</td>
<td>teh</td>
</tr>
<tr>
<td>У</td>
<td>у</td>
<td>ooh</td>
</tr>
<tr>
<td>Ф</td>
<td>ф</td>
<td>eff</td>
</tr>
<tr>
<td>Х</td>
<td>х</td>
<td>khah</td>
</tr>
<tr>
<td>Ц</td>
<td>ц</td>
<td>tseh</td>
</tr>
<tr>
<td>Ч</td>
<td>ч</td>
<td>cheh</td>
</tr>
<tr>
<td>Ш</td>
<td>щ</td>
<td>shah</td>
</tr>
<tr>
<td>Щ</td>
<td>щ</td>
<td>shchah</td>
</tr>
<tr>
<td>Ть</td>
<td>ть</td>
<td>hard sign</td>
</tr>
<tr>
<td>Бь</td>
<td>бь</td>
<td>yery</td>
</tr>
<tr>
<td>Ы</td>
<td>ы</td>
<td>soft sign</td>
</tr>
<tr>
<td>Э</td>
<td>э</td>
<td>eh</td>
</tr>
<tr>
<td>Ю</td>
<td>ю</td>
<td>yoo</td>
</tr>
<tr>
<td>Я</td>
<td>я</td>
<td>yah</td>
</tr>
</tbody>
</table>

(E) WELSH

<table>
<thead>
<tr>
<th>English</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td></td>
</tr>
<tr>
<td>ch</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td></td>
</tr>
<tr>
<td>dd</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td></td>
</tr>
<tr>
<td>f</td>
<td></td>
</tr>
<tr>
<td>ff</td>
<td></td>
</tr>
<tr>
<td>g</td>
<td></td>
</tr>
<tr>
<td>ng</td>
<td></td>
</tr>
<tr>
<td>h</td>
<td></td>
</tr>
<tr>
<td>i</td>
<td></td>
</tr>
<tr>
<td>l</td>
<td></td>
</tr>
<tr>
<td>ll</td>
<td></td>
</tr>
<tr>
<td>m</td>
<td></td>
</tr>
<tr>
<td>n</td>
<td></td>
</tr>
<tr>
<td>o</td>
<td></td>
</tr>
<tr>
<td>p</td>
<td></td>
</tr>
<tr>
<td>ph</td>
<td></td>
</tr>
<tr>
<td>r</td>
<td></td>
</tr>
<tr>
<td>rh</td>
<td></td>
</tr>
<tr>
<td>s</td>
<td></td>
</tr>
<tr>
<td>t</td>
<td></td>
</tr>
<tr>
<td>th</td>
<td></td>
</tr>
<tr>
<td>u</td>
<td></td>
</tr>
<tr>
<td>w</td>
<td></td>
</tr>
<tr>
<td>y</td>
<td></td>
</tr>
</tbody>
</table>
I. SOME FOREIGN ALPHABETS

In addition, the remaining letters from the English alphabet may be used where necessary.

・・ ^ circumflex
・・ ” diaeresis
・・ ‘ grave
・・ ‘ acute

The contractions used in Welsh braille are published in *Welsh Braille Code – Braille Cymraeg* issued by the Braille Authority of the United Kingdom.
APPENDIX II

SIGNS USED IN SOME FOREIGN CODES

Further information on the following languages, as well as on others not included here, can be obtained if required from the Braille Authority of the United Kingdom.

(A) FRENCH

(\(\text{ç}\)) \(\text{â}\) \(\text{è}\)

(\(\text{é}\)) \(\text{ê}\) \(\text{i}\)

(\(\text{à}\)) \(\text{i}\) \(\text{û}\)

(\(\text{è}\)) \(\text{o}\) \(\text{œ}\)

(\(\text{ù}\)) \(\text{û}\) \(\text{œ}\)

(B) GERMAN

(\(\text{ß}\)) \(\text{ö}\)

(\(\text{ü}\)) \(\text{ä}\)

(C) ITALIAN

In modern works circumflex accents are only occasionally needed.

(\(\text{à}\)) \(\text{é}\) \(\text{û}\)

(\(\text{è}\)) \(\text{i}\) \(\text{ì}\)

(\(\text{ù}\)) \(\text{o}\) \(\text{ò}\)

(\(\text{â}\))
II. SIGNS USED IN SOME FOREIGN CODES

(D) SPANISH

á    ñ    í
é    ü    ó
ú
APPENDIX III

GUIDE TO CONTRACTING

No alteration should be made to print for the purpose of conforming with the contractions authorized in the list below. Where print uses permissible alternatives in spelling, accentuation, hyphenation or spacing, these should be followed. Help with many words not included in this list can be obtained by reference to the rules: see especially 8.8 (preference), 8.9 (bridging), 8.10 (English names), and 8.11 (foreign words and names).

Abalone  aerofoil  altimeter
abbè  Aertex  anaesthesia
About (French)  aesthetic  Ampthill
aboutface  afford  Andreas
abovementioned  affrighted  anemone
absinth  aforesaid  Annandale
accordingly  aftereffects  antaeater
acetone  aftermath  antedate
achaean  afters  antenatal
achiever  agreement  antenna
acreage  ahimsa  antennae
acrosses  Ainger  anteroom
Adeney  ain’t  anthedmes
adhere  Airedale  anthepap
adhered  Aix-en-Provence  anthelin
adherence  Algernon [dots 56 Al]  antthill
Ádityas  aleatory  Antigone
ad nauseam  Alessandro  antinomian
advanced  al fine [dots 56 al]  Antinous
aedile  Allaway  antitheses
Aegean  almoner  apartheid
Aeneas  almshouse  Appledore
aerial  Alpes Maritimes  aqueduct
Aeroflot  arboreal
III. GUIDE TO CONTRACTING

arccosine  bayonet  belligerence
area  beatitude  Beloff
areas  Beautiful  Belorussia
area way  Beauvais  Belvoir
areligious  Bebe  Benares
aren't  beckoned  Benadetto
aright  Bedales  Benedick
arisen  bedaub  Benediction
Armentois  bedding  beneficent
around  bedizen  benefit
arrowhead  Bedouin  Benelux
asthma  Beefeater  benevolence
Athens  Beelzebub  benighted
Atherst one  best  benign
atone  Beethoven  Benito
atoned  Beevers  Benoist
awh  beforehand  Benthall
azaleas  befriend  Beowulf

Bacchus  befriended  bequeathed
Baedeker  Begin (name)  berated
Bagration  begonia  bereft
Bahadur  begum  Berens
Bainge  Behan  beret
bandog  behemoth  Bergholt
Banffshire  behindhand  Beria
Barbarossa  bein'  Ber ing ar
Bargoed  being  Ber the
Barones  Bekedremo  berthed
baronet  Bela  Besançon
Basedow  belial  Besant
bastion  believer  Besonian
bathed  Belinda  be'st
Bathurst  Belington  bestial
Battishill  Belisha  beta
battleaxe  be littled  betel
batteredore  Belize  Bethel
Bauer  Bell erophon  Bethesda
III. GUIDE TO CONTRACTING

Betshanger  
Better  
Betws-y-Coed  
[dots 56 y]  
between whiles  
bevel  
beverage  
bezel  
bezique  
bighed  
binaural  
Bingham  
binodal  
binomial  
binormal  
biofeedback  
Birmingham  
biscuity  
Blaenau Ffestiniog  
Blakeney  
Blak erage  
Bleddyn  
bless èd  
blind age  
blind ed  
blindfold  
blind ing  
blindism  
blindly  
Blinddoc  
blinds  
Bliefeld  
blood-letter  
blossomed  
Blumen thal  
Boccherini  
Boer  
boloney  
Bo'ness  
Boone  
Bordeaux  
Borealis  
Boreas  
boredom  
Bosham  
Bothe  
bottleneck  
Boughton  
Bowater  
brailer  
Braille  
Braillex  
brailling  
Brasenose  
Brigham  
Brighthouse  
brother-in-law  
Buddha  
bublet  
Buonaparte  
bureau  
business  
Caedmon  
Caen  
Caernarvon  
Cairstiona  
cajolery  
Calingaert  
callisthenics  
Camoens  
can-can  
cancel  
cancer  
Cannongate  
can't  
Cantonese  
captainness  
cap'en  
Caribbean  
carthorse  
cassowary  
Castiglione  
Castleragh  
cation  
caveat  
centime  
centimetre  
cereal  
cerulean  
Chad  
Chaeronea  
chaff in ch  
chalybeate  
Ch'an  
chancel  
changeable  
chargeable  
Charleroi  
Charleston  
Charlestown  
Château  
Chatham  
chemotherapy  
chieftainness  
chiff chaff  
childlike  
child-like  
Chilean  
chimaera  
Chinamen  
Ch'ing  
Chisholm  
chlordane
III. GUIDE TO CONTRACTING

chockfull  comity  Conklin
Choirolus  commaed  conman
Chou En-lai  commander-in-chief  connected
chromosome  commence  conned

cicerone  commenced  conning

cineast  commonest  conoidal

cineradiograph  Como  Conor

Cirencester  component  cons

citizeness  com' st  contradiction

Citroen  Comte  contrick

clandestine  Comus  conversum

Clar enceux  Con  conversazione

clarionet  coname  Conybeare

Cleanth  Conan  Conze

Clemenceau  conation  Corday

Cleone  conative  coroner

cliff's  conceiver  coronet

Cliveden  concertinaed  Cosham

Cobbleigh  conch  cotoneaster

cobbler  conchology  coupon

Coblenz  condone  courthouse

cock-a-doodle-do  cononed  cow

cofounded  cone  cowherd

cogeshall  coned  coworker

Coghill  coney  create

cohere  Cong  creatine

coherent  congealed  creation

Coleraine  congenial  crème de menthe

Coleridge  conger  Crimean

colonel  Congresbury  Cristofooro

coma  conglutiny  Crosthwaite

comates  conic  Crowthurst

comb  conies  Cunningham

combe  conifer  Cunnyngham

comédienne  Coningsby  Cunshund

comic  Coniston  daccoity

comin'  conk  Daedalus

comingle  conker  dafter

Daing erfield
III. GUIDE TO CONTRACTING

danced
dared devil
daunter
day
Dayan
day-to-day
Dayton
deaconess
Deanna
deceiver
declared
decongested
deduct
delineate
delineation
demoness
demonetize
Demosthenes
denationalize
denatured
denicotinized
denominator
denoted
denouement
denude
denumerable
denunciation
deracinate
derail
derange
deregulate
derelict
deride
derive
derogatory
derouting
deshabille
d'Estaing
Destouches
Dever eux
dewhurst
diaeresis
dieresis
diffusion
dinghy
Dione
disc
disco
discography
discus
dis ease
dishabille
dishlevel
disingenuous
disk
Disney
dispirit ed
Disraeli
Diss
dissection
dissyllabic
distaff
distanced
distich
distil
district
disulphide
disyllabic
ditherer
doggerel
doghouse
Dolittle
Donaghadee
donee
Donegal
Doolittle
Doone
doublet
doughty
drought
Duerer
dukedom
dumbbells
Dungeness
Dupont
Dworkin
dynaribbon
d'you
Ed
Eday
edict
e'en
e'er
effaceable
effort
egg-cup
egghead
egg timer
Egham
Eireann
eisteddfod
Eleanor
Eleatic
Eleazar
electroencephalogram
élévation
enam el
encyclopaedia
enough's
en route
En Saga
ensemble
III. GUIDE TO CONTRACTING

- entrance
- enucleate
- enumeration
- enunciation
- epineural
- equidistant
- equinox
- eradicate
- erase
- erroneous
- Esrahaddon
- esparto
- Esther
- Esthwaite
- ethereal
- European
- Eurythme
- Evereshed
- ever
- Evert (name)
- exeat
- exonerate
- experienced
- extensometer
- extrametal
- Faeroe
- faery
- farthingale
- fathead
- father-in-law
- Fauntleroy
- fealty
- Feltham
- fenced
- Feuermann
- feverish
- fiance
- filofax
- financed
- finesse
- Finisherre
- firedrake
- Flatholm
- fleur de lis
- Fontainebleau
- foothills
- foredoomed
- forenamed
- forenoon
- forerunner
- foresensible
- Fotheringhay
- Francesca
- Fredrikshavn
- freedom
- fro-ing
- Fromentin
- froward
- fruity
- funder
- funereal
- furbelow
- genealogy
- Geoffrey
- German
- Gerontion
- Gibeah
- Gilead
- Gingham
- Gingold
- Giorgione
- giveaway
- glasshouse
- goatherd
- goblet
- goddamn
- goddaughter
- Goering
- Goethe
- goner
- Goode
- Goodge
- goodwill
- good-will
- goody
- Gordonstoun
- goshawk
- Gothenburg
- Gotthard
- governess
- grafter
- Graining
- grandad
- granddad
- Grantham
- grasshopper
- gravedigger
- Graveney
- Greatorex
- Gresholm
III. GUIDE TO CONTRACTING

Grimsholm
Gruenfeld
gruffly
guineas
Guinevere
Gunther
Gwynedd

Hadad
hadal
Haddington
hadlock
hade
Hades
Hadid
hadji
Hadley
Hadrian
Hainan
Hambledon
handsome
Hanseatic
Hapgood
Harsdyske
Hartshorn
havena
have-nots
haven't
HAVIGHURST
haddrass
heartsease
heathen
hedgerow
Heneage
hennaed
Henessey
Hephaestion

hereabouts
hereafter
heredity
heredofamilial
Hereford
hereinafter
hereinafore
heresy
heretic
Hereward
herewith
Hermione
Hever
hideaway
higgledy-piggledy
Hildesheim
Himalayas
hobbledehoy
Hoffmann
Hofmannsthal
hogshead
hoity-toity
Holnshed
Holloway
Hollowood
Holofernes
Honegger
honeyst
honey
hornblende
Horowitz
horseradish
hothouse
Houghton
houseagent
housedress
Huguenot
Hwangho

hyaena
hydrangeas
hydronephrosis
hypotheses
ibleam
icerink
ideality
ideas
imagery
impartial
impermeable
imprisoned
inasmuch
in-between
incongruity
inconvenienced
indiarubber
indisctinct
Indonesia
Inessa
inessential
influencable
influenced
infrared
infula
ingenue
Ingham
Inghelbrecht
ingledew
ingenl ook
in here
inherent
in-laws
insofar
insomuch
III. GUIDE TO CONTRACTING

in't
intoned
Inverness
Iolanthe
Ionesco
Iowa
Isinglass
isomer
isometric
isoneph
isthmus
it'll
Ivinghoe
Jaconelli
Jamestown
Jean (French)
jihad
Judaean
jugglery
Kathmandu
Keanu
kettledrum
kilowatt
Kingston
Kingstown
Kingussie
Kirkcudbright
Knesset
knighthood
knock about
knock out
knock-out
knowledgeable
Knowles
knuckleduster
Koenigsberg
krone
kroner
Kowanda
lacrosse
Laertes
Laing
lanced
lancet
Landowska
Langhaire
Langham
Langholm
Languedoc
lanthorn
Larousse
launder
lauréate
Leah
Landier
learig
Leghorn
Legionella
Lenauve
Leningrad
Lenoir
Leofric
Leopards town
Leroy
Lethe
lettering
letterpress
lever
leveret
Liebestod
lighthouse
likeable
liliaceae
Lilleshall
limbless
limeade
lingeage
linements
Lingaard
Lionel
lioness
listen-in
Littlejohn
Littleover
little
Livin good
Llandaff
loner
longhand
Longhi
lordosis
Loughton
Lowenthal
Lucknow
Lufthansa
Lyonesia
Lyrnessus
Maccabees
MacCarthy
MacHardie
maenad
maharajah
Mahoney
Maingaard
malediction
Malesherbes
malleable
Malone
Maloney
manageable
### III. GUIDE TO CONTRACTING

| Mancetter | Minneapolis | mustache |
| mandrake | misally | Mustafa |
| mangonel | misconceived | mustang |
| Mansholt | miscreant | mustard |
| Manyata | mishap | master |
| Manyon | mishear | mustiness |
| marabout | Missolonghi | musts |
| mar chioness | mistake | musty |
| marionette | mistakeable | Mycalessus |
| Mar the | mistermed | Mycenaean |
| masthead | mistimed | Mymmshall |
| Matthew | mistranslation | named |
| maunder | mistrust | nauseate |
| Mbabone | Moeran | Navarone |
| McCann | Moerike | Neaera |
| McCommack | Monet | Neandertal |
| McConnell | monetary | Neapolitan |
| McEa chan | money | Nearcuss |
| McHugh | mongoose | Neuroasthenia |
| McKeever | monowheel | Nevers |
| McNally | Montenegro | nevertheless |
| meandering | Monterey | Newham |
| meathook | Monteverdi | nighthingale |
| meatus | Montherlant | nobbut |
| meddle | Montreal | noblesse |
| Mediterranean | Moone | noisome |
| Meean | Mooney | nonentity |
| Meleager | moongod | none |
| Mentone | more'n | Nones |
| meringue | Mortimer | None such |
| Merioneth | mothereaten | nonet |
| Merstham | mouthed | nongovernmental |
| Messiah | moveable | northabout |
| microfilm | Much Hadham | northeast |
| microwave | multimedia | Northedge |
| midday | multina tional | northerm |
| mileage | Munthe | Northesk |
| minestrone | musta | nosebleed |
III. GUIDE TO CONTRACTING

noticeable
Nottingham
noway
nowise
Nuernberg
nuthatch

oasthouse
obeah
oceanic
Oceanus
O'Connor
oddness
oedema
Oedipus
Oenone
offer
Okeanos
oleaginous
oleander
Onegin
onerous
opponent
orangeade
orangery
oread
orgeat
Orleans
ornament
Ortofon
Oseney
Osgood
ourselves
outhouse
overeat
overfull
overmuch
ow!

padrone
paean
paediatric
Paerua
pagandom
pageant
painstaking
palingeneses
pally
panaceas
Pancev
pancreas
pandemic
pandowdy
pararhyme
partake
parerre
Parthenon
Parthian
partial
passe-partout
pastime
patroness
peacock
Peakeshole
pean
peanuts
Peebleshire
pensione
penthouse
peoples
people's
Peppone
perhapses
perinatal
perineum
peritoneum

Persephone
persevere
Pesth
petronel
Peveril
Pforzheimer
Phaedrus
Phereis
Phineas
phoenix
phoned
phoneme
phonetic
phoney
phreatic
pianoforte
pierish
pineapple
pioneer
pitchblende
pithecod
pityard
plateau
Poignant
poleaxe
popedom
Poperinge
porthole
Portofino
Port Said
posthumous
postponed
potherb
potsherds
Praed
Prænesta
pranced
III. GUIDE TO CONTRACTING

preamble
prearrange
receiver
preconceived
predeceased
predecessor
predestined
predetermine
predicate
predict
predilection
predispose
predominate
prenatal
prepaid
prerelease
prerequisite
prerogative
priesthood
princedom
prisoner
profane
profet
profession
proffer
profile
profound
profusion
Promethean
pronoun
psion
psychadelic
psychoneurotic
puffball
purlbind
pyonephrosis
pythones
III. GUIDE TO CONTRACTING

roseate
Rosenthal
Romsersholm
Rostherne
Rothenstein
round about
roustabout
runabout

saccharine
Sacheverell
safflower
Said (name)
Saint-Just
saleable
salmonella
Sancerre
Sanday
Sandinista
Saunders
savagey
Schiedam
Schloenber
Schofield
scrofulous
seaboard
Seamus
Sean
seaquarium
Seattle
Secunderabad
Seinglind
sentenced
sentimental
sergeant
seronegative
serviceable
several

severe
Severino
severity
Severn
Severus
shadow
shakedown
Shakespeareana
Shanghai
sheathed
Sheffield
Shoreditch
shoulder
sideral
Sierra Leone
silenceable
silencer
Simone (French)
Simone (Italian)
Singh
sizeable
slagheap
Slessor
smithereens
Snowhill
so-and-so
somersault
some such
Songgram
Songhai
soonest
Soothill
so-so
south east
South end
southern
Southesk

Soweth
Soweto
sparrowhawk
Sparta
speakeasy
Spencer
sphere
spikenard
spreadeagled
squally
staffroom
stateroom
staubbach
steatite
stevore
sthenic
stillness
stirabout
stoned
storeroom
Strada Reale
Stranraer
Strathern
Stratham
strengthen
stronghold
'struth
styrofoam
subbase ment
sublessee
sublet
subpoenaed
SUCHET
suchlike
III. GUIDE TO CONTRACTING

sultaness
sunbleach
Surinamese
sweetheart
switcher
sword
syntheses

tableau
table	taffrail
Tammany
tarsometatarsal
tearoom
tears
teatime
Teatro
telephoned
Tennessee
Thaddaeus
Theakstoon
Theale
theatre
thence
Theissone
Theodotion
therapy
thereabouts
thereafter
therefrom
Theresa
thermoform
thermotherapy
theses
Theseus
thievery
thing-in-itself
thistledown

Thoeris
Thoseby
threshold
timed
timer
Timex
timoneer
titaness
Tityrus
to-do
toenail
to-ing
toathed
toreador
Tothill
Tourcoing
towards
Townshend
traceable
tracheae
transceiver
tranship
transhumance
transplant
Ts'ong
tuberosity
Tuonela
turnabout
Tweedledee
twofold
twould

unberewaved
unbleached
unblemished
unblessed
unblest
unconceived
uncongealed
uncongenial
undeceived
undeclared
underived
underlessee
underogatory
underpaid
undisheartened
undistinguished
unearthed
uneasy
uneatable
unessayd
unfulfilled
Unilever
uninuclear
unless
unlessoned
unlettered
unmentioned
unnecessary
unpaid
unsaid
untoward
useable
usher ed

vainglorious
valediction
Vandam
Vanderbilt
III. GUIDE TO CONTRACTING

| Vandyke | whereabouts | zooful |
| Vanessa | whereas | |
| Veblen | where'er | |
| Veevers | wherever | |
| vengeance | whichever | |
| verityper | which'll | |
| Veronese | Whithorn | |
| Verwoerd | whoredom | |
| Viareggio | wideawake | |
| viceregal | Willaert | |
| viceroys | will-o'-the-wisp | |
| Vietnamese | Wimbledon | |
| Viljoen | Wingate | |
| villainess | wiseacre | |
| Villeneuve | Wishart | |
| vingt-et-un | Witheam | |
| Volpone | withe | |
| Vürtheim | wither | woful |
| wafter | Worden | |
| waggonette | Wordsworth | |
| Wahroonga | Worksop | |
| walkabout | Worsthorne | |
| Walther | would-be | |
| warthog | Wrangham | |
| wasn't | Wringham | |
| Waveney | Wunderhorn | |
| weathered | | |
| wedded | | |
| weever | | |
| Weingartner | | |
| well-to-do | | |
| Wembly | | |
| Wenceslas | | |
| werena | | |
| weren't | | |
| Westinghouse | | zither |
| Wharfedale | | zoned |
abbreviation point
and use of letter sign, 5.6.2, 5.6.6
in abbreviations, 7.1.1-2
in designations, 5.6.14
in italicized abbreviations, 5.5.16
in personal initials, 7.1.6
in postcodes, 7.1.6
in reference abbreviations, 7.3.2-3, 7.3.6
in unit abbreviations, 7.5.1
inserted in ChD abbreviation, * 7.1.9
letters at the beginning of paragraphs, 5.6.4, 9.5.2
not retained in Imperial currency abbreviations, 7.5.19
sign, 2.3
with foreign ordinal terminations, 6.6.2
with Roman ordinal terminations, 6.7.5
with simple upper wordsign, 8.2.6
see also full stop abbreviations, 7.1
braille: see contractions, shortforms
confusion with shortforms, 7.1.5
containing be, con, dis or com, 8.4.18
contractions within, 7.1.2-3
designations, 5.6.14
division, 7.1.11
etc., 7.1.4
groups of letters and figures, 6.1.7
of single word, 7.1.4
no, 7.3.3
non-capitalized braille, 7.1.1
American states, * 7.1.10
consisting of capital initials without abbreviation points, * 7.1.7
consisting of capital letters without abbreviation points, including word fragments, * 7.1.8
mixed case without abbreviation points, * 7.1.9
in references, 7.3.1-4, 7.3.6
personal initials, 7.1.6
post codes, 7.1.6
space-saving and grade 2 braille, 7.1.12
speakers' names in plays, 9.6.1
superscript terminal letters, 7.1.14
unit: see unit abbreviations
when normally read as word, 7.1.3
with italics, 5.5.15-16, 5.5.20-21
with oblique stroke, 4.6.2-3,
INDEX

5.5.15
accented letters, 5.1
"aa" representing "a" with
superscript circle, 8.11.4
in foreign ordinal terminations,
6.6.2, 6.7.5
in Welsh, Appendix I (E)
single, 5.6.10
special accented letter signs,
5.1.4-5
and contractions, 5.1.5, 8.11.6
and elided vowels, 5.1.7
French, Appendix II (A)
German, Appendix II (B)
in foreign ordinal
terminations, 6.6.2, 6.7.5
Italian, Appendix II (C)
Old English, Appendix I
(C)
Spanish, Appendix II (D)
use of, 5.1.4
accent sign, 5.1.1
and contractions, 5.1.1
in foreign ordinal terminations,
6.6.2, 6.7.5
inserting on capital letter, 5.1.3
order of signs, 4.8
sign, 2.4
to mark a stressed syllable,
5.1.2
used to indicate stress, 7.4.3
within a second foreign
language, 5.1.6
alphabets, non-Roman, see
non-Roman scripts

ampersand, 7.2.1
sign, 2.6
apostrophe, 4.1
division at, 4.1.4
elided vowels, 5.1.7
English words and italics, 5.5.13
foreign words and italics, 5.5.14
indicating stress, 7.4.4
inserted after lower case
abbreviations before plural s, 4.1.2, *4.1.3
omitted in colloquial forms, 8.3.2
order of signs, 4.8
representing omitted digits,
6.1.2
representing omitted letters,
4.1.1
sign, 2.3
with be, con and dis, 8.4.17
with composite groupsigns,
8.6.2
with ea and double letter
contractions, 8.4.26
with simple upper wordsigns,
8.2.3
with the line sign, 5.7.3
with to, into and by, 8.4.11
arrows, 7.2.2
signs, 2.6
asterisk
indicating a break in text, 7.2.6
indicating a footnote, 7.2.4,
9.4.2
indicating a swear word, 7.2.8
indicating an omission, 7.2.7
indicating other reference
symbols, 7.2.5
representing omitted letters, 4.1.5
sign, 2.6
spacing, 7.2.3
within verse, 9.7.11
at, commercial sign for, 7.2.11
sign, 2.6
bold print, 5.5.22
books, see layout, books
brackets, 4.2
alternating, 4.2.2
bracketed letters, 5.6.2
bracketed numbers within words, 4.2.4
bracketed parts of words, 4.2.3
in telephone numbers, 6.1.6
large, enclosing more than one line, 4.2.6
multiple paragraphs, 4.2.1
signs, 2.3
single, 4.2.7
with a dash, 4.3.4
with italics, 5.5.5 (c)
with numbers, 6.1.3
with stage directions, 9.6.2, 9.6.7
break in text, 7.2.6
bullet, 7.2.10, 9.1.7
sign, 2.6
caesura, 7.4.2
sign, 2.6
capital letters
adding accents to, 5.1.3
in facsimile poetry, 9.7.7
in unit abbreviations, 7.5.1
indicating a new sentence after ellipsis, 4.4.2
indicating the beginning of verse lines, 9.7.14
within words, 5.2.14
capitals, 5.2
and apostrophes, 5.2.12
and Roman ordinal terminations, 6.7.5
definition of passage, 5.2.4
definition of word, 5.2.3
divided words, 5.2.9
for emphasis in italicized passage, 5.5.5 (b)
exemptions, 5.2.16
in abbreviations, 7.1.1
which could be misread as shortforms, 7.1.5
see also abbreviations
in Roman numeral references, 7.3.7
in unit abbreviations, 7.5.1
indication of, 5.2.1
indicators, 5.2.2
placement of, 5.2.6
preceding contractions, 5.2.7
sequencing of and, for, of, the, with, a, 8.2.9-10
sequencing of to, into, by, 8.4.9
with dot 6 contractions, 8.6.7
with lower contractions, 8.4.3
internal capital letters, 5.2.14
multiple paragraphs, 5.2.5
occasional lower case letters in
INDEX

- capitalized passage, 5.2.13
- optional indication of, 5.2.1
- order of signs, 4.8
- partially capitalized words, 5.2.15
- preference between use of single letter, word and passage indicators, 5.2.10
- separate phrases, 5.2.11
- signs, 2.4
- terminator, 5.2.2
  - placement after passage, 5.2.8
  - placement in relation to numbers and symbols, 5.2.8
- with words which could be misread as shortforms, 8.7.5
- characters and signs, 2
  - composition signs, 2.4
  - computer code signs, 2.7
  - contractions, see contractions, general, list of
  - letters of the alphabet, 2.1
  - mathematical signs, 2.5
  - numbers, 2.2
  - print symbols and braille reference signs, 2.6
  - punctuation signs, 2.3
  - chemical formulae, 6.5.7
  - colloquial forms and apostrophe, 8.2.3, 8.3.2
  - commercial "at", 7.2.11
    - in email addresses, 5.3.4, 5.3.6
    - sign
- computer, 2.7
  - literary, 2.6
- comma, numerical, 6.5.1-2
  - in fractions, 6.4.6
  - sign, 2.5
- composition signs, 5
  - order of, 4.8
  - signs, 2.4
  - see specific entries, e.g. italics
- compound words
  - and capital word indicator, 5.2.3
  - and hyphen, 4.5.1-2
  - italicized, 5.5.8
  - when last word of italicized passage, 5.5.11
- computer code indicator, 5.3
- continuation over line breaks, 5.3.5
- email and other electronic addresses, 5.3.4-5
  - non-use of computer code indicator, 5.3.6
  - non-use of to, into and by contractions before, 5.3.7, 8.4.11
  - letter case within, 5.3.4
  - non-use of to, into and by contractions before, 5.3.7, 8.4.11
  - sign, 2.4
  - text continuation sign, 5.3.5
- computer code signs, 2.7
- contents page, 9.2.1
- contractions, by type
  - composite groupsigns, 8.6
    - after hyphen, 8.6.3
    - dot 6 contractions and
INDEX

- capital indicators, 8.6.7
- ity, 8.6.6
- ness, 8.6.5
- ong, 8.6.4
- signs, 3.5
  - with apostrophe, 8.6.2
- composite wordsigns, 8.5
- dot 5 contractions, 8.5.3-13
- dots 4-5 contractions, 8.5.1
- dots 4-5-6 contractions, 8.5.2
- ever, 8.5.4
- here, 8.5.5
- name, 8.5.6
- one, 8.5.7
- part, 8.5.8
- signs, 3.4
- some, 8.5.9
- there, 8.5.12
- time, 8.5.10
- under, 8.5.11
- where, 8.5.13

lower, 8.4
- be, con, dis, com,
  - 8.4.16-21; at
    - beginning of line in
divided word, 8.4.21;
- be, con, dis before
hyphen, 8.4.17; be,
con, dis with
apostrophe, 8.4.17;
- be in string "ben",
8.8.4; com with
apostrophe, hyphen
or dash, 8.4.20;

within abbreviations,
- 8.4.18
- be, were, his, was,
  - 8.4.14-15; with dash,
  - 8.4.15; with italic
sign, 8.4.14
- before hyphen at end of
braille line, 8.4.4
- ea, 8.4.27-29; in
  - unhyphenated
compound word, 8.4.28; when the
letters belong to
distinct syllables,
- 8.4.29
- ea and double letters,
  - 8.4.25-26; with
  - apostrophe or
hyphen, 8.4.26
- enough, en, in, 8.4.22-24;
  - en in hyphenated
compound word, 8.4.23; en in string
"ben", 8.8.4; enough
  and in with
punctuation, 8.4.24
- sequence of, 8.4.1
- signs, 3.3
- to, into, by, 8.4.5-13;
  - after punctuation,
  - 8.4.8, 8.4.11; as parts
  of words, 8.4.10;
  - before computer
code indicators and
electronic addresses,
  - 5.3.7, 8.4.11; before
punctuation, 8.4.11,
sequencing, 8.4.5-6;
<table>
<thead>
<tr>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>with be, enough, were, his, in, was, 8.4.7; with capital indicators, 8.4.9; with mathematical signs, 8.4.12; with other composition signs, 8.4.8</td>
</tr>
<tr>
<td>with capital sign, 8.4.3</td>
</tr>
<tr>
<td>with italic sign, 8.4.2</td>
</tr>
<tr>
<td>with mathematical signs, 6.5.4</td>
</tr>
<tr>
<td>shortforms, 8.7</td>
</tr>
<tr>
<td>additions to, 8.7.2</td>
</tr>
<tr>
<td>&quot;ai&quot; in old English, 8.12.2</td>
</tr>
<tr>
<td>ambiguity when composed of first letters of word, 8.7.3</td>
</tr>
<tr>
<td>colloquial forms with omitted apostrophe, 8.3.2</td>
</tr>
<tr>
<td>division of, 8.7.4</td>
</tr>
<tr>
<td>names, etc., avoiding ambiguity with, 8.7.5-6</td>
</tr>
<tr>
<td>signs, 3.6</td>
</tr>
<tr>
<td>simple upper groupsigns, 8.3</td>
</tr>
<tr>
<td>ble and ing, 8.3.5-7</td>
</tr>
<tr>
<td>colloquial forms with omitted apostrophe, 8.3.2</td>
</tr>
<tr>
<td>general use, 8.3.1</td>
</tr>
<tr>
<td>in ordinal terminations, 8.3.4</td>
</tr>
<tr>
<td>sh in exclamation for silence, 8.3.3</td>
</tr>
<tr>
<td>signs, 3.2</td>
</tr>
<tr>
<td>simple upper wordsigns, 8.2</td>
</tr>
<tr>
<td>adjoining letters, 8.2.2</td>
</tr>
<tr>
<td>adjoining punctuation and composition signs, 8.2.1, 8.2.4, 8.2.6</td>
</tr>
<tr>
<td>ambiguity when adjoining full stop or interruptive dash, 8.2.6</td>
</tr>
<tr>
<td>colloquial forms with omitted apostrophe, 8.3.2</td>
</tr>
<tr>
<td>foreign words, 8.2.5</td>
</tr>
<tr>
<td>signs, 3.1</td>
</tr>
<tr>
<td>sequcing and, for, of, the, with, a, 8.2.7-10; &quot;a&quot; as a foreign word, 8.2.7; hyphenated compound words, 8.2.7; intervening capital and italic indicators, 8.2.10; proper names in non-capitalized braille, * 8.2.8; scope of capital and italic indicators, 8.2.9</td>
</tr>
<tr>
<td>use and meaning, 8.2.5</td>
</tr>
<tr>
<td>with apostrophe, 8.2.3</td>
</tr>
<tr>
<td>contractions, general, 8</td>
</tr>
<tr>
<td>bridging, 8.9</td>
</tr>
<tr>
<td>compound words, 8.9.4-5</td>
</tr>
<tr>
<td>diphthongs, 8.9.6-7</td>
</tr>
<tr>
<td>prefixes, 8.9.1-2</td>
</tr>
<tr>
<td>suffixes, 8.9.3</td>
</tr>
<tr>
<td>guide to, Appendix III</td>
</tr>
<tr>
<td>in abbreviations, 7.1.2, 7.5.17</td>
</tr>
</tbody>
</table>
INDEX

list of
- composite group signs, 3.5
- composite word signs, 3.4
- lower contractions, 3.3
- short forms, 3.6
- simple upper group signs, 3.2
- simple upper word signs, 3.1

non-use of
- in abbreviations, 7.1.2
- in computer code, 5.3.1
- in early English, 8.12
- in facsimile poetry, 9.7.7
- in passages of foreign text, 8.11.2
- in the exclamation "Sh", 8.3.3
- in stammered words, 8.13.1, 8.13.3-4
- in Welsh, 8.11.3
- in word endings, 8.14.2-3
- with accented letter signs, 5.1.5, 8.11.6
- with letter sign, 5.6.12
- with oblique stroke, 4.6.5

preference, 8.8
- and pronunciation, 8.8.6
- in stammered words, 8.13.1, 8.13.4-5
- in Welsh, 8.11.3
- in word endings, 8.14.2-3

sequencing
- and, for, of, the, with, a, 8.2.7-10
- to, into, by, 8.4.5-9, 8.4.11-12

when subject of discourse,

8.1.1
- copyright sign, 7.2.12
- sign, 2.6

- correspondence, see layout,
  correspondence

cross
- indicating biological cross, 7.2.14
- indicating death, 7.2.15
- indicating kisses, 7.2.13
- indicating multiplication: see
  mathematical sign, 2.6

dagger
- indicating a footnote, 7.2.4, 9.4.2
- indicating "died", 7.2.9
- sign, 2.6
- spacing, 7.2.3

dash, 4.3
- and italics, 4.3.9
- conjunctive, 4.3.2
- division at, 4.3.4-5
- in number strings, 6.1.4
- indicating interrupted sentence, 4.3.3
- indicating omitted word, 4.3.7
- indicating suppressed letters in
  word, 4.3.6
- indicating verse lines, 9.7.14
- length of, 4.3.1, 6.1.4
- marking listed items, 9.1.7
- signs, 2.3
- starting new sentence, 4.3.8
- used as quotation mark, 4.3.10
- with com, 8.4.20
- with line sign, 5.7.4

157
INDEX

with simple upper wordsign, 8.2.6

dates, 6.1.2-4
  abbreviated, 6.1.5
death, symbol denoting, 7.2.15
  sign, 2.6
degrees, see unit abbreviations
diphthongs, 8.9.6-7
ditto sign, 7.2.16
  sign, 2.6
dot locator, 5.4
  sign, 2.4
dots, print
  indicating a break in text, 7.2.6
  indicating an ellipsis, 4.4.1-2
  indicating an interrupted word, 4.4.3
  indicating omitted letters, 4.1.5
dust jacket information, 9.2.2

elided vowels
  and italics, 5.5.14
  with accented letter signs, 5.1.7
  word division, 4.1.4
dot locator, 5.4
  sign, 2.4

dots, print
  indicating a break in text, 7.2.6
  indicating an ellipsis, 4.4.1-2
  indicating an interrupted word, 4.4.3
  indicating omitted letters, 4.1.5
dust jacket information, 9.2.2

English, early, 8.12
  contracting, 8.12.1
  old English letter signs, 5.8,
    8.12.3, Appendix I
    (C)
  old English word "al", 8.12.2
English names, 8.10
  and composite contractions, 8.10.6
  and shortforms, 8.7.5-6
  and simple upper groupsigns, 8.10.3
  and simple upper wordsigns, 8.10.2
  Mac and Mc in non-capitalized braille, * 8.10.4
O'Con, 8.10.5
exclamation mark
  sign, 2.3
  when standing alone, 4.2.5

facsimile hyphen, 9.7.6
  sign, 2.4
facsimile representation
  of abbreviations, 7.1.12-13
  of poetry, 9.7.4-7
  use of line sign, 5.7.1
female sign, 7.2.18
  sign, 2.6
feminine endings, "ness", 8.6.5
foot (metrical), 7.4.2
  sign, 2.6
footnotes, see layout, notes
foreign
  alphabets, see non-Roman scripts, alphabets
  ordinal numbers, 6.6.2, 6.7.5
  words and names, 8.11

email addresses, see computer code
  indicator, email and other electronic addresses
and shortforms, 8.7.5-6
and simple upper
wordsigns, "was", 8.2.5
contracting, 8.11.1-2
extended passages, 8.11.2
"sth" in transliterated
Greek words, 8.11.5
use of special accented
letter signs, see
accented letters,
special accented letter
signs
Welsh, see Welsh
see also accented letters and
accent sign
French, Appendix II (A); see also
accented letters;
accent sign; foreign,
words and names

see also abbreviation point

German, Appendix II (B); see also
accented letters;
accent sign; foreign,
words and names
Greek, 5.8, Appendix I (A)
in unit abbreviations, 7.5.15
guide to contracting, alphabetical,
Appendix III
half lines (old-English verse), 7.4.2
hash, 7.2.17
sign, 2.6
headings, 9.1.6
Hebrew, 5.8, Appendix I (B)
hyphen, 4.5
division at, 4.5.2
expressions beginning or ending
with, 4.5.1
influence across
capital sign, 5.2.3, 5.2.4
italic sign, 5.5.8-5.5.12
letter sign, 5.6.7
number sign, 6.1.3
non-insertion of after oblique
stroke, 4.6.3
omission of
before listed items, 9.1.7
in groups of letters and
figures, 6.1.7
in stock exchange
quotations, 6.4.4
sign, 2.3
used to indicate omitted letters,
4.5.4

full stop
and ellipsis, 4.4.2
inserted after number or letter
starting paragraph, 9.5.2
inserted after speaker's name in
plays, 9.6.4
omission of
as separators in groups of
letters and figures, 6.1.7
as separators in number
reference groups, 7.3.6
in abbreviated dates, 6.1.5
sign, 2.3
with simple upper wordsign, 8.2.6
INDEX

with contractions
  and, for, of, the, with, a, 8.2.7
  be, con, dis, com, 8.4.16-17
  be, con, dis, en, in, at end of braille line, 8.4.4
  ble and ing, 8.3.5
  com, 8.4.20
  composite groupsigns, 8.6.3
  ea and double letter contractions, 8.4.26
in stammered words, 8.13.1, 8.13.3
in word endings, 4.5.3, 8.14.2-3
part words, 4.5.3
shortforms, 8.7.4
simple upper wordsigns, 8.2.4
to, into, by, 8.4.11
with numbers, 6.1.3
and italics, 5.5.12
length of, 6.1.4
oblique stroke, 4.6.3
omitted in groups of letters and figures, 6.1.7
omitted in telephone numbers, 6.1.6
stock exchange quotations, 6.4.4
suppressed, 6.1.5
with personal initials, 7.1.6
with spelt out words, 5.6.11
with stammered syllables,

  8.13.1, 8.13.3-4
  with word endings, 8.14.1,
  8.14.4

initials, personal, 7.1.6
interrupted sentences, 4.3.3
ISBN number, 9.2.3
Italian, Appendix II (C); see also accented letters;
accent sign; foreign, words and names

italics, 5.5
  and abbreviations containing abbreviation point,
  5.5.16
  and apostrophe
    English words, 5.5.13
    foreign words, 5.5.14
    in partially italicized words, 5.5.18
  and dash, 4.3.9
  and ellipsis, 4.4.4
  and print symbols, 5.5.24
  compound numbers, 5.5.12
  division of italicized word, 5.5.8
  division of compound word, 5.5.8

ignored
  in centred headings, 5.5.3
  in quoted extracts, 5.5.4
  in stage directions, 9.6.2
  indication of underlining, 5.5.22
  multiple paragraphs, 5.5.7
  partially italicized words, 5.5.17-18
  passages, 5.5.1
    and print symbols, 5.5.24
    consisting of words joined
INDEX

by hyphens, 5.5.10
placement of terminator, 5.5.1
and compound words, 5.5.11
in relation to capital terminator, 5.5.2
reversion to ordinary type, 5.5.5
sign, 2.4
spelt out words, 5.5.9
succession
of phrases or abbreviations, 5.5.20-21
of titles, 5.5.19
titles, 5.5.19, * 5.5.23
ending with dates or numbers, 5.5.6
with and, for, of, the, with, a, 8.2.9-10
with be, were, his, was, 8.4.14
with dashes, 4.3.9
with ellipsis, 4.4.4
with oblique stroke, 5.5.15
with speaker's names in plays, 9.6.1
with to, into, by, 8.4.8
with word endings, 8.14.4-5
words, 5.5.1

layout, 9
books
contents list, 9.2.1
dust jacket material, 9.2.2
ISBN number, 9.2.3
outer cover of braille volume, 9.2.4-5
correspondence, 9.3
and italics, 9.3.5
and quotation marks, 9.3.5
dividing over braille page break, 9.3.4
general layout, 9.3.2
headings, 9.1.6
lists, 9.1.7
notes, 9.4
inserting brief notes, 9.4.3
marking point of reference with asterisk or dagger, 7.2.4, 9.4.2
placement at ends of chapters or articles, 9.4.5
placement at ends of paragraphs, 9.4.4
placement at ends of volumes, 9.4.5
placement in separate volumes, 9.4.5
transcription of, 9.4.6-7
page information line, 9.1.4
paragraphs, 9.5
beginning with number or letter, 9.5.2
hanging, 9.5.3
plays, 9.6
change between verse and prose, 9.6.6
shared verse line, 9.6.8
speakers' names, 9.6.1
speech, 9.6.4-5
stage directions, 9.6.2-3, 9.6.7
poetry, see poetry
print page indicator, 9.1.5
quoted passages, see quoted passages
use of special signs, 9.1.8
word division, 9.9
letter sign, 5.6
and contractions, 5.6.12
and single letter in quotation marks or italics, 5.6.13
in abbreviations, 7.1.1,
  * 7.1.7-8
American states, * 7.1.10
dates, 6.1.5
non-use, 7.1.3-4, 7.5.4, 7.5.8
references, 7.3.2-3
with superscript terminal letters, 7.1.14
in groups of letters and figures, 6.1.7
in word endings, 8.14.4
influence over punctuation and composition signs, 5.6.7
lettered paragraphs, 5.6.4, 9.5.2
non-use when adjacent to other signs, 5.6.5
sign, 2.4
used before a string of letters, 5.6.6
used before letters following numbers, 5.6.8
used before letters used as designations, 5.6.14
used before single letter words in foreign text, 5.6.9
used before single letters, 5.6.2-3, 5.6.13
used to avoid ambiguity with shortform, 8.7.5
used with accented letter signs, 5.1.5
used with non-Roman letters, 5.8.2
with accent sign, 5.6.10
with oblique stroke, 4.6.1
with Roman numerals, 6.7.1-4
letters, see layout, correspondence
line sign, 5.7
and dash, 5.7.4
and ellipsis, 5.7.5
sign, 2.4
spacing, 5.7.2-5
in poetry, 9.7.8-14
lisped words, 8.13.5
lists of items, 9.1.7
long syllables (scansion), 7.4.1, 7.4.3, 7.4.5
sign, 2.6
male sign, 7.2.18
sign, 2.6
mathematical signs, 6.5
before punctuation, 6.5.5
before words, 6.5.4
signs, 2.5
spacing, 6.5.3-5
with to, into, by, 8.4.12
money, see unit abbreviations, monetary
names
and shortforms, 8.7.5-6
English, see English names
foreign, see foreign, words and names
non-Roman scripts, 5.8, Appendix I
alphabets
  Greek, Appendix I (A)
  Hebrew, Appendix I (B)
  old English, 8.12.3,
    Appendix I (C)
  Russian, Appendix I (D)
Greek mu and omega in unit abbreviations, 7.5.15
  passages, 5.8.2
  single letters, 5.8.1
  words, 5.8.2
notes, see layout, notes
numbers, 6
  bracketed, within word, 4.2.4
  cardinal, 6.1, 6.5.1-2
  compound, 5.5.12, 6.1.3-5,
    6.7.3
  contracted, 6.2
  decimals, 6.1.8, 6.3
    coinage, 6.3.2
    recurring, 6.3.3
  dot within string of digits, 6.1.8
  fractions, 6.4, 6.5.6
    and numerical comma,
      6.4.6
    mixed, 6.4.2
  ordinal terminations, 6.4.5
  use of separation sign,
    6.5.6
  grouped with letters, 6.1.7
  length of hyphen and dash,
    6.1.4
  numerical comma, 6.5.1-2
  omitted digits, 6.1.2
  ordinal, 6.6, 6.7.5


use of contractions in
  terminations, 6.6.1-2,
  6.7.5, 8.3.4
Roman, 6.7, * 7.3.7
  and ordinal terminations,
    6.7.5
  letters or Arabic numerals
    following, 6.7.4
  section, 6.1.8
  signs, 2.2
  version, 6.1.8

numeral sign
  as separator in groups of letters
    and figures, 6.1.7
  cardinal numbers, 6.1.1
  in abbreviated dates, 6.1.5
  in telephone numbers, 6.1.6
  influence over punctuation and
    composition signs,
      6.1.3
    sign, 2.4
    with oblique stroke, 4.6.1

oblique stroke, 4.6
  adjacent contractions, 4.6.4-5
  denoting "per", 4.6.2
  dividing at, 4.6.3
  in combined units, 7.5.13
  in groups of letters and
    numbers, 4.6.1, 6.1.7
  in imperial currency, 7.5.19
  indicating verse lines, 9.7.14
    sign, 2.3
    spacing, 4.6.3
    with st contraction, 4.6.4
old English, 5.8, 8.12.3, Appendix I
    (C)
see also English, early
omitted digits, 6.1.2
  - in compound dates, 6.1.5
omitted letters
  - indicated by a dash, 4.3.6
  - indicated by dots or asterisks, 4.1.5
  - indicated by hyphens, 4.5.4
omitted words
  - indicated by a dash, 4.3.7
  - indicated by asterisks, 7.2.7
  - indicated by dots, 4.4.1
outer cover of braille volume, 9.2.4-5

page information line, 9.1.4
paragraphs, 9.5
  - in plays, 9.6.5-6
  - in poetry, 9.7.2-3
notes at the end of, 9.4.4
notes brailled as, 9.4.7
within bracketed passage, 4.2.1
within italicized passage, 5.5.7
within note, 9.4.6
within quoted passage, 4.7.5
see also layout, paragraphs

percent, 2.6, 7.5.2
plays, see layout, plays
poetry, 9.7
  - facsimile method, 9.7.4-7
  - capitals, 9.7.7
  - line breaks using facsimile hyphen, 9.7.6
  - stanzas, 9.7.4
line-by-line method, 9.7.1-3
  - new paragraph within verse line, 9.7.3
  - stanzas, 9.7.2
line sign method, 9.7.8-14
extract beginning in middle of verse line, 9.7.13
line of asterisks, 9.7.11
new paragraph within verse line, 9.7.12
note references, 9.7.10
stanzas, 9.7.9
use of vertical line or stroke in print, 9.7.14
see also line sign
prose and verse, 9.7.15-16
resumption of main text, 9.7.16
within plays, 9.6.4-6
post codes, 7.1.6
powers, 6.5.7
  - in units, 7.5.13-14
prefixes
  - bridging, 8.9.1-2
  - not used with "co" prefix, 8.4.19
print page indicator, 9.1.5
sign, 2.4
print symbol indicator, 2.4
print symbols, see symbols, print
punctuation signs, 4
  - order of, 4.8
  - standing alone, 4.2.5
signs, 2.3
  - see also specific entries, e.g. apostrophe

question mark
  - sign, 2.3
  - standing alone, 4.2.5
quotation marks, 4.7
  - and lists, 4.7.6
multiple paragraphs, 4.7.5
omitted paragraphs, 4.7.5
INDEX

5.6.13 quoted headlines and notices, 9.8.2 quoted passages, 9.8.1 (b) reopened at each print line, 4.7.7 shown as a dash, 4.3.10 signs, 2.3 single and double, 4.7.1-2 alternating, 4.7.4 used to indicate distinct sense, 4.7.3 used to indicate names or foreign words within italics, 5.5.5 (a) with dash at beginning or end of line, 4.3.4 with italics, 5.5.4 with to, into, by, 8.4.8, 8.4.11 see also quoted passages quoted passages, 9.8 contained within quoted or italicized passage, 9.8.3 containing listed items, 4.7.6 multiple paragraphs, 4.7.5 notices and headlines, 9.8.2 shown by separator lines in braille, 9.8.1 (a) shown by indentation in braille, 9.8.1 (a) shown by quotation signs in braille, 9.8.1 (b) with both italics and quotation marks, 5.5.4 see also quotation marks

references, 7.3

biblical, 7.3.6 braille reference signs, 2.6, 7.3.8 following the number, 7.3.2 mixed Roman numbers in non-capitalized braille, * 7.3.7 plays, 7.3.6 preceding the number, 7.3.3-4 print symbols, 7.3.5 see also layout, notes reference signs, braille, 2.6, 7.3.8 registered trademark sign, 7.2.12 sign, 2.6 Russian, 5.8, Appendix I (D)

scansion, 7.4 separation sign, mathematical after arithmetic signs, 6.5.3 after fractions, 6.5.6 after unit abbreviations, 7.5.14 sign, 2.5 short syllables (scansion), 7.4.1, 7.4.3, 7.4.5 slurred words hyphen not inserted to divide, 8.13.4 "th" in lisped words, 8.13.5 use of groupsigns, 8.13.4 Spanish, Appendix II (D); see also accented letters; accent sign; foreign, words and names special braille signs, 9.1.8 spelt-out words, 5.6.11 with italics, 5.5.9 stammered words, 8.13 division of, 8.13.2

165
INDEX

contraction adjacent to hyphen, 8.13.1
hyphen used to divide, 8.13.1, 8.13.4
use of groupsigns, 8.13.4
use of simple wordsigns, 8.13.3
with italics, 8.13.6
stanzas, see entries under poetry
Stock Exchange quotations, 6.4.4
stress
  printed at the end of the syllable, 7.4.4
  shown by accent sign, 5.1.2, 7.4.3
  shown by long sign, 7.4.1
subscripts, 6.5.7
  sign, 2.5
suffixes
  bridging contractions, 8.9.3
  with a hyphen, 4.5.3
  with ea, 8.4.29
superscripts, 6.5.7
  in unit abbreviations, 7.5.13-14
  sign, 2.5
  terminal abbreviations, 7.1.14
swung dash, 8.14.1
symbols, print, 7.2
  before list items, 9.1.7
  in references, 7.3.5
  signs, 2.6
  unit abbreviations, 7.5.2
  see also specific entries, e.g. ampersand

telephone numbers, 6.1.6
  old-style, 6.1.7
terminology, 1
time, expressions of, 6.1.8, 7.5.1,

  7.5.6
  French form, 6.1.9
  involving colon, 7.5.6
  minutes and seconds signs, 7.5.5, 7.5.14
trademark sign, 7.2.12
sign, 2.6
type, change of
  for quoted passage, 9.8.1
  within italics, 5.5.5
underlining, 5.5.22
unit abbreviations, 7.5
  capital letters, 7.5.1
  combined, 7.5.13
  contracting, 7.5.17
  degrees, minutes and seconds,
    2.6, 7.5.5, 7.5.12, 7.5.14
  division from numbers, 7.5.20
Greek letters in, 7.5.15
informal, in non-capitalized braille, * 7.5.7
monetary
  before the number, 7.5.4
  between numbers, 7.5.6, 7.5.10
cent, 2.6, 7.5.5
decimal coinage, 6.3.2
dollar, 2.6, 7.5.4, 7.5.9-10
escudo, 7.5.10
euro, 2.6, 7.5.4-6, 7.5.9
franc, 7.5.4, 7.6.5-7
Deutschmark, 7.5.4, 7.5.7
halfpenny, 6.4.3
imperial, 7.5.19
in non-capitalized braille, * 7.5.7
pound, 2.6, 7.5.4, 7.5.9-10
yen, 2.6, 7.5.9
multiple, 7.5.16
signs for feet and inches, 2.6,
7.5.5, 7.5.14
thousand, million, billion, 7.5.5,
7.5.11
time, see: time, expressions of
spacing, 7.5.4, 7.5.5
when degree sign absent
in temperature unit,
7.5.12
use of letter sign, 7.5.1, 7.5.8
use of separation sign, 7.5.14
with letters, 7.5.18
verse, see poetry
verses, see stanzas entries under
poetry
vertical stroke to show verse line,
9.7.14
web addresses, see computer code
indicator, email and
other electronic addresses
Welsh
alphabet and signs, Appendix I (E)
contracting words and names in
Standard English
Braille, 8.11.1, 8.11.3
word division, 9.9
word endings, 4.5.3, 8.14
and italics, 8.14.4, 8.14.5
contracting, 8.14.2-3, 8.14.5
preceded by swung dash,
8.14.1