

Section 3

Transcriber's Notes

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3.1 Fundamentals

- 3.1.1 Any wording not shown in the print text and inserted by the transcriber is a transcriber's note. The notes should be as brief as possible, be grammatically correct, and use appropriate grade-level vocabulary. Sentence structure and word choice are dictated by the grade level of the material. Use of full sentences is not necessary in all transcriber's notes.
- Modifications to the print text or formatting changes of which the reader should be made aware are explained in a transcriber's note.
- 3.1.2 Sample transcriber's notes used throughout these guidelines are suggestions which should be modified appropriately for the circumstances and reading level of the book.
- 3.1.3 Guidelines from other more technical codes, such as Tactile Graphics, may have specialized requirements.
- 3.1.4 Transcriber's notes consisting of seven words or fewer are embedded in the text. Longer notes use 7-5 margins. Embedded transcriber's notes may be used in multiple formatting situations, e.g., as headings or in keys, usually with tables or columns (See *Formats*, §11, Tables and Related Columns). Refer to specific sections in these guidelines for the proper way to format transcriber's notes for other situations, e.g., headings, lists, tables, poetry, etc. (See *Formats*, §2.6, Transcriber's Notes Page.)
- 3.1.5 **A Braille Reader's Perspective.** Transcriber's notes provide information to the reader that is not readily apparent by reading the text alone. Use common sense when deciding what is needed in the transcriber's note, and

use the same vocabulary level as the text to maintain the reading level of the text.

3.2 Format

3.2.1 As a general rule, description of the print format is not required and explanation of the braille format is as brief and concise as possible. The transcriber's note should be positive and state what the format is, rather than what it is not.

- a. Unspaced transcriber's note indicators begin (⠠⠠⠠) and end (⠠⠠⠠) a transcriber's note, regardless of the number of paragraphs or items it may contain.
- b. A transcriber's note encompasses all information inserted by the transcriber. This note may contain multiple notes and paragraphs before it is closed.
- c. Do not insert blank lines before or after a transcriber's note unless required by other formats, e.g., headings, lists, poetry, etc.
- d. Page references in transcriber's notes reference *print* page numbers, e.g., page **a37**. Items on transcriber-generated and front matter braille pages are identified by the braille page number, e.g., page **t3**.

3.2.2 **Transcriber's Notes.** A standard transcriber's note uses 7-5 margins and provides information to the reader before the affected text.

Example 3-1: Standard Transcriber's Note

I have trouble with multiplication tables, especially the $9 \times$'s.

3.2.3 **Embedded Transcriber's Notes.** An embedded transcriber's note is seven words or fewer and may be shown within the text, either before or after the text, or standing alone, e.g., used as a heading.

Electrical energy \rightarrow light and heat

3.3 Placement of Transcriber's Notes

- ### Example 3-3: Transcriber's Note with List of Special Symbols

This list shows some ways words can be related.

hide : conceal :: close : shut
rough : smooth :: persist : quit
page : book :: tree : forest

hide : conceal :: close : shut
rough : smooth :: persist : quit
page : book :: tree : forest

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indicator. Insert the continuation transcriber's note before the narrative text continues (frequently on a new print page after the page change indicator). Samples:

Text continues on page 834.

Text continued from page b832.

Example 3-4: Continuation Transcriber's Note

Third Plebeian. Let him be Caesar.

—New Print Page—

833

LITERATURE AND GOVERNMENT

Rule by the Rich

Roman politics often resembled a ...

3.4 Technical Codes

3.4.1 Include a comment on the Transcriber's Notes page when Nemeth Code, Tactile Graphics, or other technical notation is used in the transcription. Samples:

Mathematical content is transcribed according to *The Nemeth Braille Code for Mathematics and Science Notation, 1972 Revision, 2007–2016* including updates and the *Guidance for Transcription Using the Nemeth Code within UEB Context*.

Tactile graphics are produced according to the *Guidelines and Standards for Tactile Graphics, 2010*.

3.4.2 List the technical symbols on the Special Symbols page.

3.5 Sample

[Sample 3-1: Headings Added to Matching Exercise](#), page 3-5

Sample 3-1: Headings Added to Matching Exercise

SAT Vocabulary Quiz: Literary Terms

Directions: Match each term with the proper definition.

- | | |
|----------------|--|
| a. allegory | 1. a wild exaggeration; an overstatement |
| b. allusion | 2. a symbolic story or narrative |
| c. antagonist | 3. an adversary; an opponent; a hero's enemy |
| d. denouement | 4. an implied reference in literature |
| e. hyperbole | 5. the outcome of a complex sequence of events |
| f. irony | 6. the opposite of what would be expected |
| g. oxymoron | 7. a combination of contradictory words |
| h. protagonist | 8. the main character in a literary work |

1. a wild exaggeration; an overstatement
2. a symbolic story or narrative
3. an adversary; an opponent; a hero's enemy
4. an implied reference in literature
5. the outcome of a complex sequence of events
6. the opposite of what would be expected
7. a combination of contradictory words
8. the main character in a literary work
9. a wild exaggeration; an overstatement
10. a symbolic story or narrative
11. an adversary; an opponent; a hero's enemy
12. an implied reference in literature
13. the outcome of a complex sequence of events
14. the opposite of what would be expected
15. a combination of contradictory words
16. the main character in a literary work
17. a wild exaggeration; an overstatement
18. a symbolic story or narrative
19. an adversary; an opponent; a hero's enemy

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