

Section 8

Lists

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8.1 Fundamentals

- 8.1.1 Lists can be a series of words, phrases, or sentences. A simple list can be embedded within a paragraph, appear as a single vertical list, be divided into columns, appear with a variety of bullets, or be numbered or lettered. A list may be preceded by a heading.
- 8.1.2 For our purposes, a simple list has no subentries. A nested list—a list within a list—has at least one subentry.
- 8.1.3 Lists appear in many different guises, including a table of contents, timelines, word/vocabulary lists, exercise material, plays, bibliographies, alphabetical references, etc. There are subtle differences in how they are formatted, but the basic concepts start here with the simple and nested lists. See *Formats*, §17, *Spelling Lists and Activities*, for additional information about a variety of lists found in spelling books.
- 8.1.4 Follow print for capitalization and punctuation of all items in a list.
- Omit emphasis when the entire list uses the same print font attribute.
 - Retain emphasis for items in the list such as titles, and when necessary for distinction, e.g., some items are italicized.

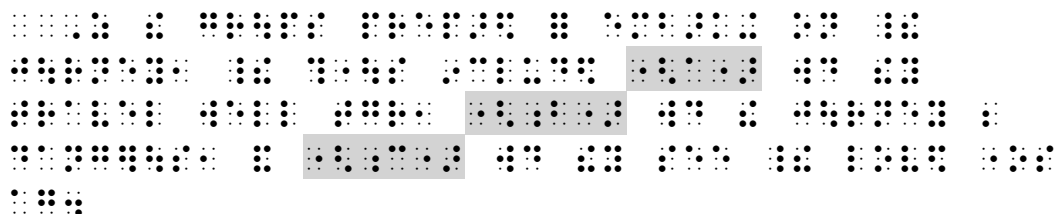
- 8.1.5 **A Braille Reader's Perspective.** The runover level for all entries or subentries is two cells to the right of the farthest indentation. This indicates to the reader fairly quickly the structure of the list. A list may go on for pages. In some lists with subentries, such as an index, a main entry may not appear for several pages. It is handy for the braille reader to identify the indent level quickly at a braille or print page change.

8.2 Simple Embedded Lists

Paragraph lists consist of a series of short numbered or lettered items embedded within a paragraph. Retain the paragraph format and punctuation.

Example 8-1: Embedded List

As the groups prepared for embarking on their journey, their thoughts included (a) would they travel well together, (b) would the journey be dangerous, and (c) would they see their loved ones again.



The Braille representation of the text above is shown. It uses Braille cells to represent the text, including the list items (a), (b), and (c). The Braille is formatted to show the indentation and structure of the list items within the paragraph.

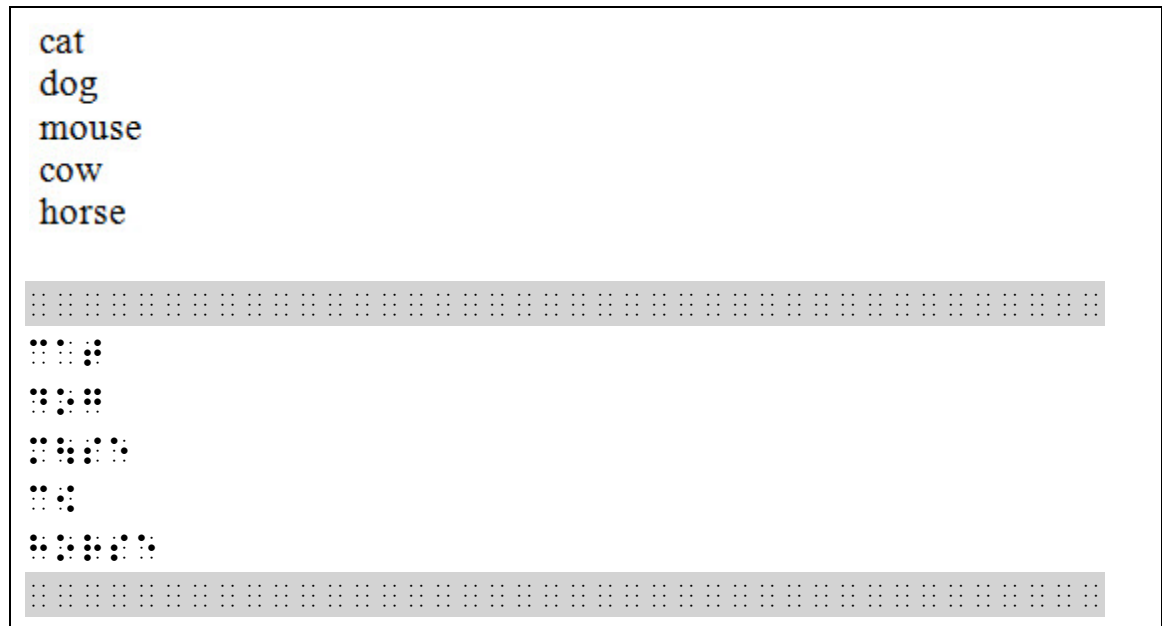
8.3 Simple Vertical Lists

- 8.3.1 The most basic list is a simple vertical listing. Use 1-3 margins for each item.

- 8.3.2 **Blank Lines.** A print list typically is separated from surrounding text by the use of space or slight change in margin. Do not confuse lists with displayed materials. Begin lists in cell 1.

- a. A list is preceded and followed by a blank line in most situations.

Example 8-2: Simple List



- b. Insert a blank line between a page change indicator and a list. (See [Sample 8-1: List After Page Change Indicator](#) on page 8-13.)
- c. Insert a blank line between a list and a page change indicator. (See [Sample 8-2: List Before Page Change Indicator](#) on page 8-14.)
- d. When format requires a blank line before and after a page change indicator, retain only the blank line after the page change indicator. (See [Sample 8-3: Heading After Page Change Indicator](#) on page 8-15.)

8.3.3 A list is not preceded by a blank line:

- a. When it follows a cell-5 or cell-7 heading.

Vocabulary Words

spider
suggest
boast
spilled
skeleton

..... :XOXO.....
:XXOO:
:XXXO:
:XXXX:
:XXOXO:
:XXXXXXXX:

.....

- ### Example 8-4: Simple List After Directions

Write the principal parts for each verb. Use your dictionary if needed.

fly
be
go
put

.....
.....
.....
.....

8.3.4 **Lists Starting at the Top of Braille Pages**

- a. Start the list on line 1 when a running head is not used, if there are two or more blank lines at the bottom of the previous page. Start the list on line 2 when braille is on the last or next-to-last line of the previous page.
- b. Start the list on line 3 when a running head is used.

8.3.5 **Lists Starting at the Bottom of Braille Pages**

- a. A list may be divided between braille pages, if necessary.
- b. The first item of a list may begin on the next-to-last line of a page if it will fit on one braille line.
- c. A list may not begin on the last line of a page.
- d. A heading must be followed by at least one complete list item before the list is continued on a new braille page.

8.4 **Simple Lists in Columns**

- 8.4.1 Simple listed items may appear in columns. When it is obvious the list has been printed in side-by-side columns to save space, the arrangement can be retained if it fits, but it does not have to be duplicated. Multiple column lists may also be presented in a single column. Such rearrangement does not require an explanation.
- a. Insert a blank line to separate a cell-5 or cell-7 heading from columns. (See *Formats*, §4, Headings.)
 - b. Always begin the first column in cell 1. Leave two blank cells between the end of the longest item in the first column and the left-hand margin of the second column. Do not use guide dots between unrelated columns. (See *Formats*, §11, Tables and Related Columns.)
 - c. Keep a columned list on a single page when possible. (See [Sample 8-5: Two-Column List](#) on page 8-17.)
 - d. Preserve print alphabetic or numeric order, whether horizontal or vertical. (See [Sample 8-6: Two-Column List Changed to Vertical List](#) on page 8-18.)
 - e. Change the number of columns if the print layout does not fit. Insert a transcriber's note explaining the change.
 - f. Do not rearrange the order of words. (See [Sample 8-7: Six Columns Changed to Three Columns](#) on page 8-19.)

- g. When a columned list is too long for a single braille page, list the words in columns and fill the page with as many words as will fit. List the words vertically in alphabetic or numeric order. Continue listing the words in columns on the next braille page. (See [Sample 8-8: Long List on Two Braille Pages](#) on page 8-20.)

8.5 Nested Lists

8.5.1 A *nested list*—a list within a list—has main entries and at least one level of subentries.

- a. A centered, cell-5, or cell-7 heading may precede a nested list.
- b. The main entry begins in cell 1. Each subentry level begins two cells to the right of the previous level. All runovers begin two cells to the right of the farthest indented subentry.

One level: 1-3

Two levels: 1-5, 3-5

Three levels: 1-7, 3-7, 5-7

Four levels: 1-9, 3-9, 5-9, 7-9

etc.

(See [Sample 8-9: Simple Nested List](#) on page 8-22.)

- c. All items within the section with subentries are treated as a nested list, even if some items do not have a subentry. (See [Sample 8-10: Nested List](#) on page 8-23.)
- d. Nested lists are always transcribed in a single column. (See [Sample 8-11: Columned Nested List Changed to Vertical List](#) on page 8-24.)

See *Formats*, §10, Exercise Material, for more information about nested lists.

8.6 Bulleted Lists

8.6.1 Print bullets are used to draw attention to specific items or the location of material. They may be hollow dots, filled-in dots, squares, triangles, or other symbols.

8.6.2 Retain bullets whenever they are used in lists.

- a. Follow print for the symbol used as a bullet. If the print symbol does not have a corresponding symbol in braille, devise a symbol using a transcriber-defined symbol indicator. (See *UEB*, §3.26, Transcriber-Defined Symbols.) Examples:

⠠⠠⠠ Dot
⠠⠠⠠⠠ Hollow square [will require a grade 1 indicator]
⠠⠠⠠⠠⠠ Solid square
⠠⠠⠠ Hollow circle [will require a grade 1 indicator]
⠠⠠⠠ Triangle [will require a grade 1 indicator]
⠠⠠ Checkmark

- b. List all bullet symbols except the primary bullet indicator (dots 456, 256) on the Special Symbols page, or in a transcriber's note before the text.
- c. Transcribe bulleted subentries as a nested list.

(See [Sample 8-12: Bulleted List](#) on page 8-25, [Sample 8-13: Nested List with Bulleted Subentries](#) on page 8-26, [Sample 8-14: Bulleted Nested List](#) on page 8-27, and [Sample 8-15: Two Distinct Bullets in a Simple List](#) on page 8-28.)

8.7 Lists with Only Some Items Bulleted

8.7.1 To indicate that only some items in the list have bullets or other print indicators, such as pictures:

- a. Follow print for the symbol used as a bullet. The bullet begins in cell 1 and is followed by a space. Symbols used must be listed in a transcriber's note or placed on the Special Symbols page.
- b. Align the beginning character of all items. Runovers are two cells to the right of the beginning of the items.

Example 8-5a: List with One Bulleted Item

1. THE LIFE AND TIMES OF SHERLOCK HOLMES
• 2. MURDER ON THE SNIKREP CAMPUS
3. THE MARCH SKY

5
6
7
8
9

Example 8-5b: List with One Bulleted Item

1. THE LIFE AND TIMES OF SHERLOCK HOLMES
■ 2. MURDER ON THE SNIKREP CAMPUS
3. THE MARCH SKY

25
1
2
3
4
5
6

- c. When multi-column lists have some items bulleted, transcribe them vertically.

Example 8-6: Two Columns Changed to Vertical List

This is his wish list from the Louis L'Amour collection. Bulleted items are out of stock.

<i>Bowdrie</i>	• <i>The Lonely Men</i>
• <i>Chancy</i>	• <i>Radigan</i>
<i>Flint</i>	<i>The Skyliners</i>

Braille representation of the above text and table, including a transcriber's note for the dot 5s used for blank space in the table.

8.8 Outlines

8.8.1 Use a nested list for outlines.

Two levels: 1-5, 3-5

Three levels: 1-7, 3-7, 5-7

Four levels: 1-9, 3-9, 5-9, 7-9

etc.

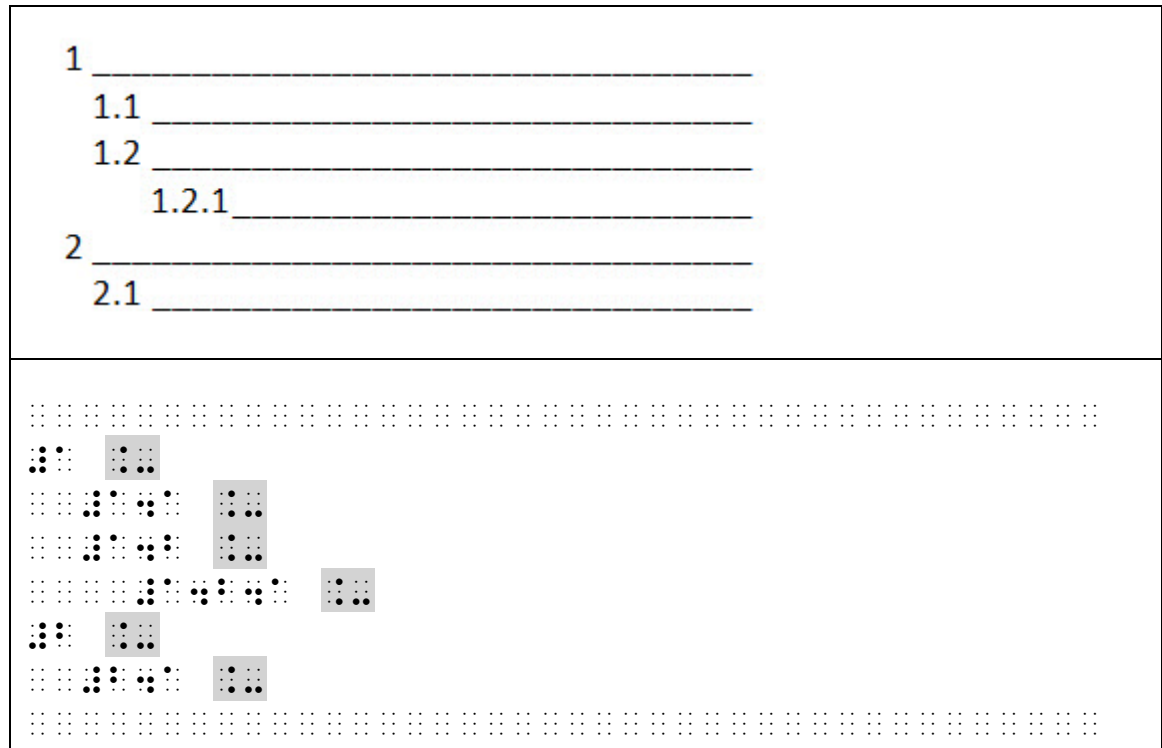
8.8.2 Follow print for the symbol used to represent blanks in a skeleton outline. Insert three dot 5s to represent blank space (no print symbol). A transcriber's note is required to explain the use of the dot 5s.

8.8.3 Outlines Using Letters and Numbers

Follow print for capitalization and punctuation. (See [Sample 8-16: Outline](#) on page 8-29.)

8.8.4 Outlines Using Decimal Enumeration

Example 8-7: Decimal Enumeration Skeleton Outline



- 8.8.5 **Guide Text for Entire Documents in Outline Format.** To aid the reader when an entire document is printed in outline format, center the last division number used on each braille page on line 25. This is similar to guide words used in an index.
- Center guide text on the last line of every braille page.
 - Leave at least three blank cells before the outline division entry.
 - Leave at least three blank cells between the outline division entry and the braille page number.
 - Leave at least three blank cells after the outline division entry when there is no braille page number, if even page numbers are suppressed for interpoint.
 - Use the last outline division entry from the previous page(s) followed by "(cont.)" when no new outline entry occurs on the braille page.

I.B.4.

25

25 9.11

- ## 8.9 Annotated Lists

8-11

Section 8
Lists

8.10 Samples

[Sample 8-1: List After Page Change Indicator](#), page 8-13

[Sample 8-2: List Before Page Change Indicator](#), page 8-14

[Sample 8-3: Heading After Page Change Indicator](#), page 8-15

[Sample 8-4: Simple Boxed List](#), page 8-16

[Sample 8-5: Two-Column List](#), page 8-17

[Sample 8-6: Two-Column List Changed to Vertical List](#), page 8-18

[Sample 8-7: Six Columns Changed to Three Columns](#), page 8-19

[Sample 8-8: Long List on Two Braille Pages](#), page 8-20

[Sample 8-9: Simple Nested List](#), page 8-22

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[Sample 8-12: Bulleted List](#), page 8-25

[Sample 8-13: Nested List with Bulleted Subentries](#), page 8-26

[Sample 8-14: Bulleted Nested List](#), page 8-27

[Sample 8-15: Two Distinct Bullets in a Simple List](#), page 8-28

[Sample 8-16: Outline](#), page 8-29

[Sample 8-17: Annotated List](#), page 8-30

Sample 8-1: List After Page Change Indicator

... calm, noncompetitive setting for education.

—New Print Page—

-41-

How might a dress code help create a safe school environment?

What are two common causes of fires in the home?

What should you do if you are outside and a tornado strikes?

- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

[\(Return to Text\)](#)

Sample 8-2: List Before Page Change Indicator

Where can you find reliable sources of health information?

What medical services are covered by health insurance?











What influences a teen's buying decisions?

—New Print Page—

-65-

Internet-based health care allows a patient to communicate ...

1

2          

3 

4 

5 

6

7

8 

9 

[\(Return to Text\)](#)

Sample 8-3: Heading After Page Change Indicator

Where can you find reliable sources of health information?

What medical services are covered by health insurance?

What influences a teen's buying decisions?

—New Print Page—

-65-

Internet-Based Health Care

A patient communicates ...

1.

2 $\begin{array}{cccccccc} \cdot & \cdot & \cdot & \cdot & \cdot & \cdot & \cdot & \cdot \\ \cdot & \cdot & \cdot & \cdot & \cdot & \cdot & \cdot & \cdot \\ \cdot & \cdot & \cdot & \cdot & \cdot & \cdot & \cdot & \cdot \end{array}$

3 

4 

5

6

8

9

[\(Return to Text\)](#)

Sample 8-4: Simple Boxed List

Interrogative Pronouns

Who wants more cake?
What time is it?
When are you arriving?
Where did John go?
Why were you late for class?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

[\(Return to Text\)](#)

Sample 8-5: Two-Column List

Canadian Provinces/Territories

Alberta	Prince Edward Island
British Columbia	Quebec
Manitoba	Saskatchewan
New Brunswick	Northwest Territories
Newfoundland	Yukon Territory
Nova Scotia	Nunavut
Ontario	

- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23

[\(Return to Text\)](#)

Sample 8-6: Two-Column List Changed to Vertical List

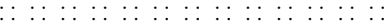

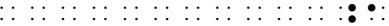




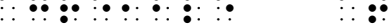
















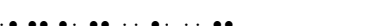











Baseball	Soccer
Basketball	Swimming
Football	Track
Hockey	Volleyball

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11

[\(Return to Text\)](#)

Sample 8-7: Six Columns Changed to Three Columns

admiration	agreeable	attraction	comfortable	conversation	convertible
dangerous	decoration	education	famous	flexible	humorous
imagination	inflation	information	instruction	joyous	marvelous
mysterious	nervous	organization	preparation	reasonable	rejection
responsible	reversible	selection	sensible	valuable	washable

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

[\(Return to Text\)](#)

Sample 8-8: Long List on Two Braille Pages

a lot	conscious	excited	let's	stationery	until
again	Dad's	favorite	maybe	stopped	upon
always	decided	finally	Mom	that's	usually
and	definitely	friend	off	their	want
another	didn't	friends	one	then	we're
beautiful	different	further	our	there	went
because	discrete	getting	outside	there's	were
before	doesn't	Halloween	piece	they	when
believe	don't	happened	principle	they're	where
buy	elude	heard	probably	thought	which
caught	especially	I'm	really	through	whole
character	everybody	into	said	to	you're
Christmas	everyone	it's	school	too	your
clothes	everything	knew	something	tried	
complement	except	know	sometimes	TV	

Sample 8-9: Simple Nested List

Apple Inc.

1 Infinite Loop

Cupertino, CA 95014

Microsoft Corporation

One Microsoft Way

Redmond, WA 98052-6399

Sun Microsystems

4150 Network Circle

Santa Clara, CA 95054

- 5
6
7
8
9
10
11
12
13
14
15

[\(Return to Text\)](#)

Sample 8-10: Nested List

Pay attention to the following features as you write your essay:























































































Well-focused main points;

Clear organization;

Specific development of your ideas;

Control of sentence structure, punctuation, grammar, word choice, and spelling.

Your essay should be long enough to develop the topic adequately.

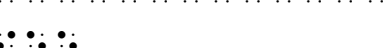

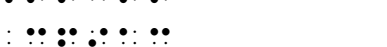




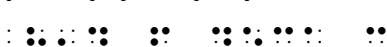



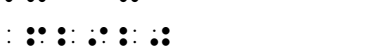



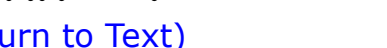

- 1          
- 2      
- 3          
- 4          
- 5          
- 6          
- 7          
- 8          
- 9          

[\(Return to Text\)](#)

Sample 8-11: Columned Nested List Changed to Vertical List

Birding Basics

Size	Shape	Behavior
Small	Body shape	Foraging
Medium	Bill shape	Flight
Large	Head and neck shape	Perching
	Legs and tail shape	Nesting

- 1 
- 2 
- 3 
- 4 
- 5 
- 6 
- 7 
- 8 
- 9 
- 10 
- 11 
- 12 
- 13 
- 14 
- 15 
- 16 
- 17 

[\(Return to Text\)](#)

Sample 8-12: Bulleted List

Health Plan Tiers

- Primary Care Physician Office Visit
- Specialist Office Visit
- Inpatient Hospital Care
- Outpatient Surgery
- Emergency Room

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

[\(Return to Text\)](#)

Sample 8-13: Nested List with Bulleted Subentries

1. Read all instructions before beginning.
2. Pay attention to the following features:
 - ✓ the wording of the text
 - ✓ the style of the letters used in headings
 - ✓ the way the information is organized into columns

7
8
9
10
11
12
13
14
15
16
17
18
19






[\(Return to Text\)](#)

Sample 8-14: Bulleted Nested List

Beverage Options

- Coffee
- Tea
 - Black tea
 - Green tea
- Milk

8 

9     

10  

11    

12

13

[\(Return to Text\)](#)

Sample 8-15: Two Distinct Bullets in a Simple List

FOCUS QUESTIONS

- Where did the Neolithic agricultural revolution occur, and how did it affect the lives of men and women?
- What are the characteristics of civilization, and what are some explanations for why early civilizations emerged?
- How did geography contribute to the civilizations that arose in Mesopotamia and Egypt?
- In what ways were the civilizations of Mesopotamia and Egypt alike? In what ways were they different?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

[\(Return to Text\)](#)

Sample 8-16: Outline

I. Background of 1893 Columbian Exposition

A. Continued tradition of big fairs

1. Previous world's fairs

a. London and the Crystal Palace, 1851

b. Philadelphia, 1876

2. Chicago fair to be larger than earlier fairs

B. Emphasized cultural achievements

1. Planners D. H. Burnham and F. L. Olmsted

2. Nation's top artists, inventors, industrialists

II. Background of George W. G. Ferris

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18

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Sample 8-17: Annotated List

Room 257

Located on the fourth floor of the Taylor Hall on the Lower Campus
Classroom with 25 desks, blackboard, projector, screen, and internet
connection.

Room 456

Located on the second floor of Brown Hall on the Middle Campus
Lecture hall with 100 seats, podium, microphone, projector, screen, and
internet connection

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

[\(Return to Text\)](#)