

## English Letter Indicator (ELI) - Dots 5, 6:

- Identifies letters as mathematical expressions rather than words.  
Example:  
ab + ac (Without ELI, example would read: about + according)
- Tells that a letter is just a letter, rather than a whole-word or alphabetical list word.
- Is used with a single letter or letters that represent themselves as long as it is preceded and followed by a space.
- Is used with all lower-case Roman numerals and with single-letter upper case Roman numerals.  
Examples:  
ii.  
Chapter V
- REQUIRED when single letter abbreviations are NOT followed by a period.  
Example:  
Fat grams - 7 g (Without ELI the example would read: "Fat grams - 7 go")
- REQUIRED when multiple letter abbreviations which correspond to short form words are NOT followed by a period.  
Example:  
a 15 yr mortgage (Without ELI, the example would read: "a 15 your mortgage")
- REQUIRED when single letters are NOT preceded or followed by a sign of comparison.  
Example:  
Brand X (Without ELI, the example would read: "Brand It")
- REQUIRED when short form combinations NOT preceded or followed by a sign of comparison.  
Example:  
Segment cd (Without ELI, the example would read: "Segment could")
- NOT required if letter is before or after a sign of comparison (>, <, =, etc.)  
Example:  
b + d = f
- NOT required before single letters or short-form combinations that follow function names or function abbreviations such as sin and log.  
Example:  
log m
- NOT required when single letter abbreviations followed by a period  
Example:  
5 k. run (Without the period, the example would be mistaken as "5 knowledge run")
- NOT required when multiple letter abbreviations followed by a period which correspond to short-form words.  
Example:  
4 yr. contract (Without period, the example would be mistaken as "4 your contract")
- NOT required if letter is in contact with a Nemeth indicator such as fraction indicator, subscript indicator, etc.

## English Letter Indicator (ELI) - Dots 5, 6 (Continued):

- NOT required when multiple letter abbreviations which do NOT correspond to short form words whether or not they are followed by a period.

Example:

10 cm or 5 km.

(Abbreviations such as km and kg do NOT require ELI because they are NOT letters which would represent short-form words.)

- NOT required if preceded by a function name or its abbreviation.

Example:

cos a

- NOT required in upper case single letter in diagrams.

- NOT required before ordinal (th, rd, nd, etc) endings.

Example:

3rd



- NOT required before an apostrophe "s" is added to an expression or before any other possessive.

Example:

8's



## Nemeth Grouping Signs: (follow spacing in print)

- Parentheses ( ) - Opening parenthesis: Dots 1,2,3,5,6 Closing parenthesis: 2,3,4,5,6
- Brackets [ ] - Opening bracket: Dot 5 and Dots 1,2,3,5,6 Closing Bracket: Dot 5, and Dots 2,3,4,5,6
- Braces { } - Opening brace: Dots 4,5 and Dots 1,2,3,5,6 Closing brace: Dots 4,5, and Dots 2,3,4,5,6

## Enclosed Lists:

- Are enclosed by grouping symbols which contain two or more items separated by commas.
- They may NOT contain words, plural endings, comparison signs, ordinal endings, punctuation other than commas or abbreviations except when used as function names.

Examples of Enclosed List:

(4, 6, 8)

(3, 6, ?, 12) (Any sign of omission may be used to represent an item in an enclosed list.)

Examples which are NOT Enclosed Lists:

(b) (because at least two items must be used)

(1 apple, 3 oranges) (because words are used)

(abcd) (because NO commas are used)



## **Nemeth and the Use and Non-Use of Contractions**

- Most words, parts of words, and abbreviation that precede or follow a Nemeth symbol without a space must be written in uncontracted braille (letter for letter)
- All words, parts of words, and all abbreviations that are NOT followed by a period that adjoin the space preceding or following a sign of comparison (=, >, <, etc.) must be written in uncontracted braille.
- Short-form combinations in which each letter is capitalized. (With the Dot 6 preceding each letter, the example below would not be confused with "about".)

Example:

Segment AB

## Spacing Formats

Unless otherwise noted the following formats are for the Textbook format.

### Biblical:

- Substitute Arabic numerals for Roman numerals.

Example:

II Cor. 12:13 is brailled #2 Cor.#12:13

- In literary braille no space is used between book and chapter when the book is abbreviated.

Example:

RIGHT:

Heb.#11:3

WRONG:

Heb. #11:3

- In literary braille USE a space if the book is not abbreviated.

Example:

Ruth 1#6

### Book Formats:

- Literary format:

All pages except the Title page should carry a page number right flush on the top line. Preliminary pages are numbered using small case Roman numerals.

Order of Preliminary Pages:

Title page: (Centered) (Title written in full capitals) - Must begin on Line 1, end on Line 25. (See Sample of Literary Title Page on Page 23)

Acknowledgments - If brief, material is centered line by line and also top to bottom.

Dedication - Must be centered line by line and also top to bottom.

Transcriber's Notes

Table of Contents - Center the word CONTENTS.

Prefaces and Introductions

- Textbook format:

Preliminary Page Numbering does NOT have textbook print page numbers, only running braille page numbers on the bottom right corner. They are numbers p1, p2, etc. These numbers must be listed on the Title page.

Inkprint Page Numbering is brailled flush right on the top line. New page numbers are signaled with guide dots across the page (Dots 3, 6) and the new Inkprint Page Number flush right. Sequential Letters (a, b, c) precede the Inkprint Page Number to indicate the order of the number of braille pages for one page in Inkprint.

Braille Page Numbers are flush right on the bottom line.

Order of Preliminary Pages:

Title page: (Centered) (Title written in full capitals) - Must begin on Line 1, end on Line 25.

Copyright information including dates

Information printed inside the covers of the print text

Dedication - Must be centered line by line and also top to bottom.

List of Special Symbols used in a particular volume - Center the heading:

SPECIAL SYMBOLS

Transcriber's Notes

Table of Contents - Center the word CONTENTS. Contents are brailled in a hierarchy.

Prefaces and Introductions are placed in the body of the book and are NOT numbered as preliminary pages.

**Captions:**

- Each line begins in Cell 1, carryovers in Cell 3.

**Contents:**

- Center the word CONTENTS.
- Begin first level of Contents in Cell 1, carryovers in Cell 5, next level begins in Cell 3, carryovers in Cell 7, next level begins in Cell 5, carryovers in Cell 9, etc.

**Directions:**

- Begin in Cell 5, carryovers in Cell 5. (Blocked)

**Exercises:**

- Begin in Cell 1 on left margin, carryovers in Cell 5. Next level of exercises begin in Cell 3, carryovers Cell 7, etc.

**Footnotes:**

- Literary Footnotes:
  - Footnotes 7 words or less: appear within brackets within text.
  - Footnotes longer than 7 words: appear below the end of the same paragraph and are numbered if more than one note.
- Textbook Footnotes go directly below the paragraph in which the asterisk appears. Begin in Cell 7, carryovers Cell 5. Do NOT skip lines before or after a footnote.

**Glossary:**

- Begin in Cell 1 on left margin, carryovers in Cell 3

**Headings:**

- Use the following levels to list headings and subheadings:
  - Level 1: Centered the line
  - Level 2: Begin left flush, carryovers on left margin
  - Level 3: Begin in Cell 6, carryover left margin
  - Level 4-6: Same as Level 3

**Index:**

- Use the Exercise format. See Exercises above (this page).

**Marginal Notes:**

- Two dropped gg's followed by a space. Begin in Cell 7, carryovers in Cell 5.

**Nemeth Math:**

- Directions: Begin in Cell 5, carryovers in Cell 3
- Exercises: Begin in Cell 1, carryovers in Cell 3

**Outlines:**

- Literary format: Begin in Cell 3, carryovers to left margin, the next level begins in Cell 5, carryovers to left margin, the next level begins in Cell 7, carryovers to left margin, etc.
- Textbook format: Begin in Cell 1, carryovers to cell 5, next level begins in Cell 5, carryovers to cell 11, etc.

**Plays:**

- Prose play:
  - Cast of Characters: Begin in Cell 1, carryovers in Cell 3
  - Dialogue: Begin in Cell 1 on the left margin, carryovers in Cell 3
  - Settings: Regular paragraph
  - Stage Directions: Begin in Cell 5, carryovers Cell 5 (Blocked)
- Verse play:
  - Stage Directions: Begin in Cell 7, carryovers in Cell 7 (Blocked)
  - Verse Dialogue: Begin in Cell 1, carryovers in Cell 5

**Poetry:**

- Begin in Cell 1, carryovers in Cell 3, next poetry level begins in Cell 6, carryovers in 8, etc.
- Blank lines precede and follow each stanza.
- Poetry on more than one page must have at least 2 lines of a stanza on each page.
- Titles of poetry must be followed by at least 2 lines, in other words, a title may NOT stand alone on a page.

**Poetry Attribution** (as used in poetry bottom line):

- Begin in Cell 5 or 4 cells to the right of the start of the previous line.

**Running Heads:**

- In literary braille the title of the book is placed on the first of line each braille page.
- Three blank spaces are REQUIRED between the running head and the page number.
- A blank line is REQUIRED between the running head and a centered heading. NO blank line is required between the running head and the continuation of text.

**Table of Contents:**

- See Contents (Page 21).

**Transcriber's Note:** (Note Symbol: Dot 6, Dot 3)

- Begin in Cell 7, carryovers in Cell 5.
- No blank line before or after Transcriber's Note.

**(Example of Title Page in Literary Braille)**

PET SOULS (Line 1)  
Evidence That Animals Survive Death

By  
SCOTT S. SMITH

With Permission of the Publisher  
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Thousand Oaks, California  
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