

# **BRITISH BRAILLE**

A Restatement of

Standard English Braille

Compiled and Authorized

by the

**Braille Authority of the United Kingdom**

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## **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.





## I. 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.

**Lefthand:** 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 ⠠	(xxx)	open and close round brackets
⠗	?	question mark

## 2. CHARACTERS AND SIGNS

⠠ xxx ⠠	"xxx"	open and close double inverted commas
⠨	'	apostrophe
⠠ ⠠ ⠠	...	ellipsis
⠨	-	hyphen
⠠ ⠠	–	short dash
⠠ ⠠ ⠠ ⠠	—	long dash
⠠ ⠠ xxx ⠠ ⠠	/xxx/	open and close phonemic brackets
⠠ ⠠ xxx ⠠ ⠠	[xxx]	open and close phonetic brackets
⠠ ⠠ xxx ⠠ ⠠	<xxx>	open and close angle brackets
⠠ ⠠	/	oblique stroke
⠠ ⠠ xxx ⠠ ⠠	{xxx}	open and close brace brackets
⠠ ⠠ xxx ⠠ ⠠	[xxx]	open and close square brackets
⠠ ⠠ xxx ⠠ ⠠	'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
⠠⠠	÷ divided by
⠠⠠	+ plus
⠠⠠	= equals
⠠⠠	× multiplied by
⠠⠠	- minus
⠠	separation sign

## 2.6. PRINT SYMBOLS AND BRAILLE REFERENCE SIGNS

### Print Symbols

⠠⠠	†	denoting death
⠠⠠	♀	female sign
⠠⠠ or ⠠⠠⠠	£	pound sign
⠠⠠	♂	male sign
⠠⠠	‡	double dagger
⠠⠠	¶	paragraph sign
⠠⠠	§	section sign
⠠⠠	†	dagger
⠠⠠	←	left arrow
⠠⠠⠠	↔	double-headed arrow
⠠⠠	→	right arrow
⠠⠠	%	per cent
⠠⠠	‰	per thousand
⠠⠠ or ⠠⠠⠠	\$	dollar sign
⠠⠠	*	asterisk
⠠	°	degrees sign
⠠	/	end of metrical foot
⠠⠠	//	caesura
⠠⠠	¢	cent
⠠⠠	€	euro
⠠⠠	¥	yen
⠠⠠	&	ampersand
⠠⠠	@	commercial "at"
⠠⠠	'	minute or foot sign (a single prime)

## 2. CHARACTERS AND SIGNS

⠠⠠⠠	"	second or inch sign (a double prime)
⠠⠠	#	hash
⠠	˘	short or unstressed syllable
⠠⠠	©	copyright
⠠⠠⠠	®	registered trademark
⠠⠠⠠	™	trademark
⠠	ˉ	long or stressed syllable
⠠⠠⠠	●	bullet
⠠⠠⠠	"	ditto
⠠		doubtful stress or quantity
⠠⠠⠠	×	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

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

### (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

⠠	\$	dollar
⠠		text continuation sign
⠠ ⠠	→	right arrow
⠠ ⠠	←	left arrow
⠠ ⠠		vertical bar
⠠ ⠠	¶	paragraph
⠠ ⠠	§	section
⠠ ⠠	{	left brace bracket
⠠ ⠠	}	right brace bracket
⠠ ⠠	°	degree
⠠ ⠠ ⠠	±	plus or minus
⠠ ⠠	×	cross, multiplication sign
⠠ ⠠	\	back oblique stroke
⠠ ⠠	~	tilde
⠠ ⠠	£	pound
⠠ ⠠	#	hash
⠠	%	percent
⠠		lower case indicator
⠠		upper case indicator



## 3. LIST OF CONTRACTIONS

### 3.1. SIMPLE UPPER WORDSIGNS

⠠	but	⠠	people	⠠	child
⠠	can	⠠	quite	⠠	shall
⠠	do	⠠	rather	⠠	this
⠠	every	⠠	so	⠠	which
⠠	from	⠠	that	⠠	out
⠠	go	⠠	us	⠠	still
⠠	have	⠠	very		
⠠	just	⠠	will		
⠠	knowledge	⠠	it		
⠠	like	⠠	you		
⠠	more	⠠	as		
⠠	not				

### 3.2. SIMPLE UPPER GROUPSIGNS

The signs for and, for, of, the, with may be used also as wordsigns.

⠠	<u>and</u>	⠠	<u>ch</u>	⠠	<u>ed</u>	⠠	<u>st</u>
⠠	<u>for</u>	⠠	<u>gh</u>	⠠	<u>er</u>	⠠	<u>ar</u>
⠠	<u>of</u>	⠠	<u>sh</u>	⠠	<u>ou</u>	⠠	<u>ble</u>
⠠	<u>the</u>	⠠	<u>th</u>	⠠	<u>ow</u>	⠠	<u>ing</u>
⠠	<u>with</u>	⠠	<u>wh</u>				

### 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

⠠ cc

⠠ dd

⠠ 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. LIST OF CONTRACTIONS

#### 3.5. COMPOSITE GROUPSIGNS

These groupsigns may be used only medially and terminally.

⠠⠠	<u>ound</u>	⠠⠠	<u>ence</u>	⠠⠠	<u>ation</u>
⠠⠠	<u>ance</u>	⠠⠠	<u>ong</u>	⠠⠠	<u>ally</u>
⠠⠠	<u>sion</u>	⠠⠠	<u>ful</u>		
⠠⠠	<u>less</u>	⠠⠠	<u>tion</u>		
⠠⠠	<u>ount</u>	⠠⠠	<u>ness</u>		
		⠠⠠	<u>ment</u>		
		⠠⠠	<u>ity</u>		

#### 3.6. SHORTFORMS

ab	about	<u>bet</u>	between
abv	above	<u>bey</u>	beyond
ac	according	bl	blind
acr	across	brl	braille
af	after	<u>ch</u> n	children
afn	afternoon	<u>con</u> cv	conceive
afw	afterward	<u>con</u> cvg	conceiving
ag	again	cd	could
<u>agst</u>	against	dcv	deceive
alm	almost	dcvg	deceiving
alr	already	dcl	declare
al	also	dclg	declaring
<u>alth</u>	although	ei	either
alt	altogether	<u>fst</u>	first
alw	always	fr	friend
<u>bec</u>	because	gd	good
<u>bef</u>	before	grt	great
<u>beh</u>	behind	<u>her</u> f	herself
<u>bel</u>	below	hm	him
<u>ben</u>	beneath	hmf	himself
<u>bes</u>	beside	imm	immediate

### 3. LIST OF CONTRACTIONS

xs	its	rcvg	receiving
xf	itself	rjc	rejoice
lr	letter	rjcg	rejoicing
ll	little	sd	said
m <u>ch</u>	much	<u>sh</u> d	should
m <u>st</u>	must	<u>sch</u>	such
myf	myself	<u>the</u> mvs	themselves
nec	necessary	<u>thy</u> f	thyself
nei	neither	td	today (or) to-day
o'c	o'clock	tgr	together
<u>one</u> f	oneself	tm	tomorrow (or) to-morrow
<u>our</u> vs	ourselves	tn	tonight (or) to-night
pd	paid	wd	would
<u>per</u> cv	perceive	yr	your
<u>per</u> cvg	perceiving	yrf	yourself
<u>per</u> h	perhaps	yrvs	yourselves
qk	quick		
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

⠨⠠⠁⠗⠇ ⠠⠞⠗⠠⠎⠑⠎ ⠠⠞⠗⠠⠗⠠⠎⠑⠗⠠⠎ ⠠⠗⠠⠎⠠⠞⠠⠗⠠⠎ ⠠⠗⠠⠎⠠⠞⠠⠗⠠⠎ ⠠⠗⠠⠎⠠⠞⠠⠗⠠⠎ ⠠⠗⠠⠎

rock 'n' roll ⠠⠗⠠⠕⠕⠕⠞⠞ ⠠⠞⠠⠎ ⠠⠗⠠⠒⠠⠗⠠⠞

rock'n'roll ⠠⠗⠠⠕⠕⠕⠞⠞⠠⠞⠠⠗⠠⠒⠠⠗⠠⠞

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

*Example:* ps and qs ⠠⠏⠎ ⠠⠗⠎ ⠠⠕⠛⠑ ⠠⠗⠕⠑

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

*Examples:*

P s and Q s ⠠⠏⠎ ⠠⠗⠎ ⠠⠕⠛⠑ ⠠⠗⠕⠑

G P s ⠠⠒⠠⠏⠎

1930 s ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

49ers ⠠⠠⠠⠠⠠⠠⠠⠠⠠

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

*Examples:*

G P s ⠠⠒⠠⠏⠎

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.ns.n (Robinson)      ⠠⠞⠗⠠⠎⠗⠠⠎⠗⠠⠎⠗⠠⠎⠗⠠⠎⠗⠠⠎⠗⠠⠎

Con.....inople (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)                    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

G[eorge]                    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

noun(s)                    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

s(ound)ed                    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

St(a(ff)ord)                    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠





## 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—                  ⠠⠠⠠⠠⠠⠠⠠  
th—                 ⠠⠠⠠⠠⠠⠠⠠  
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.



## 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.

*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    ⠠⠠⠠⠨⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**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.



## 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            ⠠⠠⠠⠠⠠⠠  
garçon        ⠠⠠⠠⠠⠠⠠

An accented letter must not form part of a contraction.

*Example:*

général        ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**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        ⠠⠠⠠⠠⠠⠠⠠⠠  
blèssèd        ⠠⠠⠠⠠⠠⠠

**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



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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 ⠠⠙⠗⠑⠻⠗⠑⠻⠃⠑⠗⠇⠑ ⠠⠙⠗⠑⠻⠗⠑⠻⠃⠗⠗⠑⠻⠑

München ⠠⠻⠑⠻⠆⠑⠻⠆

Lévi-Strauss ⠠⠏⠗⠑⠑⠻⠎⠗⠗⠗⠑⠻⠎⠗⠗⠑⠻⠑⠗⠗⠑⠻⠎⠗⠗⠑⠻⠎⠗⠗⠑⠻⠎⠗⠗⠑⠻⠎⠗⠗⠑

Lévy-Bruhl ⠠⠏⠗⠑⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑

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 ⠠⠏⠗⠑⠑⠻⠏⠗⠑⠑⠻⠏⠗⠑⠑⠻⠏⠗⠑⠑⠻⠏⠗⠑⠑⠻⠏⠗⠑⠑

d'êtré ⠠⠃⠗⠗⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑⠻⠃⠗⠗⠑

## 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.

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### 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 ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

Please HELP me ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

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 ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

B.B.C. ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

YORK(SHIRE) ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

TÉLÉPHONE ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

CŪRFEW ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠

LEFT-HAND ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠



## 5. USE OF COMPOSITION SIGNS

**5.2.7. The Capital Indicator Preceding Contractions.** When the single dot 6 capital indicator is used before a contraction, it indicates that the first letter only of the contraction is capitalized.

*Examples:*

Ed inburgh     ···· ···· ···· ····

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





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;

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(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 braille 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:*

\*\*|23\45 ⠠⠠\*|23\45  
!\_%35 ⠠⠠!\_%35

**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.









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(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:*

<i>blue-eyed</i>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<i>co-operation</i>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<i>ski-ing</i>	⠠⠠⠠⠠⠠⠠
<i>well-beloved</i>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<i>well-to-do</i>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Note that the words *today*, *tomorrow*, *tonight*, when written with hyphens, do not count as compound words because they are brailled as shortforms which do not contain the hyphens.





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**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.*     ⠠⠠⠠⠠⠠⠠⠠⠠

*Ph.D.*   ⠠⠠⠠⠠⠠⠠⠠⠠⠠

*R.S.V.P.* ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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

*Example:*

*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*   ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*growing*        ⠠⠠⠠⠠⠠⠠⠠

*growing*        ⠠⠠⠠⠠⠠⠠⠠

*unending*       ⠠⠠⠠⠠⠠⠠⠠⠠⠠

*uneasy*          ⠠⠠⠠⠠⠠⠠⠠⠠

*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.





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\* **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*          ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*green* *apples* + *oranges*  
⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*six* *apples* + *ten* *oranges*  
⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*fee* + *expenses*          ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*Mount Everest ascent* \*  
⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

*Mount Everest* \* *ascent*  
⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

## 5.6. LETTER SIGN

**5.6.1.** The primary purpose of the letter sign in Standard English Braille is to distinguish letters from words.



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.            ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

22s.            ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

25B            ⠠⠠⠠⠠⠠⠠⠠⠠⠠

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 wordsign, 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

### 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 brailled 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:*

$\pi$	⠠⠠⠠⠠⠠⠠
$\Omega$	⠠⠠⠠⠠⠠⠠⠠
ms $\theta$	⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>strain</u> $\beta$	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

$\alpha\beta$ 

**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  $\text{⠠⠠⠠}$  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



62



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-



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



## 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	
12 <sup>th</sup> -18 <sup>th</sup>	
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

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).

Examples:

3.Ī42857̇ ⠠⠨⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

2.009ĉ ⠠⠨⠠⠠⠠⠠⠠⠠

## 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 | should not be omitted.

Examples:

¼ ⠠⠠⠠⠠⠠

⅜ ⠠⠠⠠⠠⠠

**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:*

$\frac{1}{8}$  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:* 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.



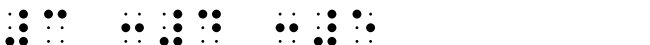
*Example:* 1,234,567    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ (new line) ⠠⠠⠠⠠⠠

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 x 3 ÷ 2 = 6	
3 : 4 : 5	

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






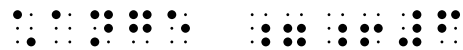
*Example:*

ips (=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-;	
ll+;	
l5 <u>days</u> +	
α <sup>-</sup> - <u>very good</u> .	
C++	
<u>change</u> = +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 brailled 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.)



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  $B_{12}$ )

⠠⠠⠠⠠⠠

$m_{\text{sun}}$  (mass of the sun)

⠠⠠⠠⠠⠠⠠

Note that, as in the above examples, chemical formulae in general material may be brailled 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:

1<sup>st</sup>

⠠⠼⠼⠠

2<sup>nd</sup>

⠠⠼⠠⠠

## 6. NUMBERS AND RELATED SIGNS

3<sup>rd</sup>      ⠠⠨⠠⠠⠠⠠⠠

57<sup>th</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠

**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:*

3<sup>ème</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

3<sup>ème</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

1<sup>er</sup>      ⠠⠠⠠⠠⠠⠠

8<sup>vo</sup>     ⠠⠠⠠⠠⠠⠠⠠

1<sup>o</sup>      ⠠⠠⠠⠠⠠

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:*

22<sup>d</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠

## 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

ii            ⠠⠠⠠

II            ⠠⠠⠠⠠

xxxiv        ⠠⠠⠠⠠⠠⠠⠠

XXXIV       ⠠⠠⠠⠠⠠⠠⠠⠠

**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.)

## 7. ABBREVIATIONS AND SYMBOLS

*Example:*

Hamlet IV.2     ⠠⠏⠠⠍⠇⠑⠒   ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**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:*

x<sup>th</sup>     ⠠⠠⠠⠠⠠⠠

X<sup>th</sup>     ⠠⠠⠠⠠⠠⠠

xxi<sup>st</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠

XXI<sup>st</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠

l<sup>er</sup>     ⠠⠠⠠⠠

XII<sup>e</sup>     ⠠⠠⠠⠠⠠⠠⠠

XII<sup>ème</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

XII<sup>ème</sup>     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

## 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:*

<u>OF</u> WAT	⠠⠠⠠⠠⠠⠠⠠
UU <u>EN</u> CODE	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
US	⠠⠠⠠⠠ [the country]
WHO	⠠⠠⠠⠠⠠
QW <u>ERTY</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠
B <u>Ed</u>	⠠⠠⠠⠠⠠

## 7. ABBREVIATIONS AND SYMBOLS

M <u>In</u> stP	⠠⠠⠠⠠⠠⠠⠠⠠
M. <u>Ch</u> .	⠠⠠⠠⠠⠠⠠
do (ditto)	⠠⠠
nat h <u>ist</u>	⠠⠠⠠⠠⠠⠠
St (Saint or Street)	⠠⠠⠠
St. (Saint or Street)	⠠⠠⠠⠠
ad <u>fin</u> .	⠠⠠⠠⠠⠠
It. (Italian)	⠠⠠⠠⠠
nem. con.	⠠⠠⠠⠠⠠⠠⠠⠠
Nat <u>West</u>	⠠⠠⠠⠠⠠⠠⠠⠠
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	⠠⠠⠠⠠⠠⠠⠠⠠
l <u>aser</u>	⠠⠠⠠⠠
rad <u>ar</u>	⠠⠠⠠⠠
rom	⠠⠠⠠
ram	⠠⠠⠠
qw <u>erty</u>	⠠⠠⠠⠠⠠⠠

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

*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            ⠠⠠⠠⠠⠠⠠⠠  
CD             ⠠⠠⠠⠠  
CD-ROM       ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
TN             ⠠⠠⠠⠠⠠

**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       ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
C P E Bach     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
C.P.E. Bach    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
C. P. E. Bach ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
GBS             ⠠⠠⠠⠠⠠⠠  
G.B.S.          ⠠⠠⠠⠠⠠⠠⠠⠠⠠  
EC4             ⠠⠠⠠⠠⠠⠠⠠  
S.W.I           ⠠⠠⠠⠠⠠⠠⠠⠠⠠  
WC1H 9NE      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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       ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
L-G. (Lloyd-George) ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠



## 7. ABBREVIATIONS AND SYMBOLS

\* **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	⠠⠠⠠⠠
<u>Q</u> FWAT	⠠⠠⠠⠠

## 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)    ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠  
BEd        ⠠⠠⠠ ⠠⠠  
DipTP       ⠠⠠⠠⠠ ⠠⠠⠠⠠  
MInstP     ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠  
BSkyB       ⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠  
GradDipPhys ⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠  
MiG         ⠠⠠⠠  
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         ⠠⠠⠠⠠⠠⠠

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        ⠠⠠⠠⠠⠠⠠⠠  
VBScript    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠  
InterNIC    ⠠⠠⠠⠠⠠⠠⠠⠠  
OMFers      ⠠⠠⠠⠠⠠⠠⠠

## 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<sup>d</sup> (said)      ⠠⠠⠠⠠⠠  
w<sup>th</sup> (with)     ⠠⠠⠠  
w<sup>h</sup> (which)     ⠠⠠⠠  
y<sup>r</sup> (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."<sup>\*3</sup>

⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠

(as in Shakespeare.\*<sup>4</sup>)

⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**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:*

They 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.

**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 ⠤'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	⠠⠠ ⠠⠠ ⠤ ⠠⠠ ⠠⠠ ⠠⠠ ⠤ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠
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.      ⠠⠼⠠⠼⠠⠼⠠⠼⠠⠼



## 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)	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>ch</u> 5	⠠⠠⠠⠠⠠⠠
<u>ch</u> .5	⠠⠠⠠⠠⠠⠠⠠
ch. 5	⠠⠠⠠⠠⠠⠠⠠⠠
ch 5 (chapter 5)	⠠⠠⠠⠠⠠⠠⠠⠠
<u>chap</u> . 7 (chapter 7)	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>Sched</u> . 6	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>Sch</u> .6	⠠⠠⠠⠠⠠⠠⠠⠠
Sch. 6	⠠⠠⠠⠠⠠⠠⠠⠠⠠
Sch 6 (schedule 6)	⠠⠠⠠⠠⠠⠠⠠⠠⠠
<u>par</u> .8 (paragraph 8)	⠠⠠⠠⠠⠠⠠⠠⠠⠠
Pt. 2 (part 2) (7.1.12 applies)	⠠⠠⠠⠠⠠⠠⠠⠠⠠
no.7	⠠⠠⠠⠠⠠⠠⠠⠠
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)	⠕⠗⠗⠗
c1850 (circa 1850)	⠕⠗⠗⠗

**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)	⠠⠠⠠⠠
¶5 (paragraph 5)	⠠⠠⠠⠠
§§5-6 (sections 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:*

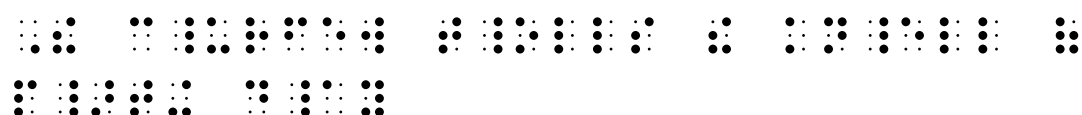
Heb 6.9	⠠⠠⠠⠠⠠⠠⠠⠠
I Cor.13.2	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Ruth 2.7	⠠⠠⠠⠠⠠⠠⠠⠠
Mk. 6.9-7.5	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Matt.III.12	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Job XXXVIII.2	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Macbeth V i 8 or Macbeth V.i.8	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Hamlet III iii.2	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠



\* **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



Example:

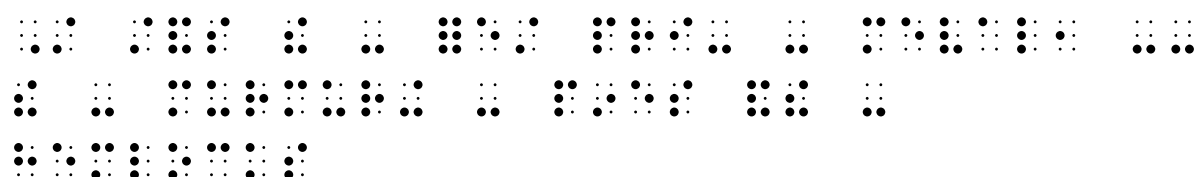
The cūrfew tōlls the knēll of p<sup>̄</sup>ārting dāy


  
 The cūrfew tōlls the knēll of p̄arting dāy

**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:

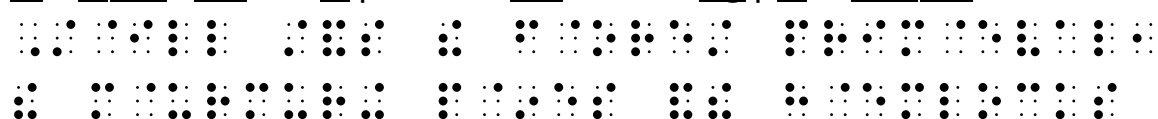
Still stands the / forest pri-/meval, // the / murmuring / pines and the / hemlocks


  
 Still stands the forest pri-/meval, // the / murmuring pin-es 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:

Stíll stands the fórest priméval, the múrmuring pínes and the hémlocks


  
 Stíll stands the fórest priméval, the múrmuring pín-es and the hémlocks

**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 

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commu'nica'tion      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

**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 stānds ...      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

## 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.

*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 brailled 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)     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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40c (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 brailled as ⠠⠠⠠ and ⠠⠠⠠ respectively.

*Examples:*

The £ rose      ⠠⠠⠠⠠⠠⠠⠠⠠

The \$ fell      ⠠⠠⠠⠠⠠⠠⠠

In such cases the signs for euro and yen are similarly brailled 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)      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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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/m<sup>2</sup> (5 newtons per square metre)      ⠠⠨⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

8 m s<sup>-2</sup> (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      ⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠

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 m<sup>2</sup>;      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

8°;      ⠠⠠⠠⠠⠠⠠⠠⠠⠠

13°C;      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

5'10".      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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5' 10". 




**7.5.15.** The Greek letter mu ( $\mu$ ) for micro should be coded with dot 2, and capital omega ( $\Omega$ ) 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:*

$\mu$ W (microwatts)   
 50 $\Omega$  (50 ohms) 


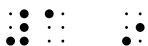





**7.5.16.** Where there is more than one number or unit in print, braille should follow suit.

*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)     ⠠⠠⠠⠠⠠⠠⠠⠠

\$y (y dollars)     ⠠⠠⠠⠠⠠⠠⠠⠠

**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     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

12s. 6     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

2s.6d.     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

2/6     ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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; which ever; with out.

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.



## 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                    ⠠⠠   ⠠   ⠠⠠⠠⠠⠠⠠⠠⠠

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

*Example:*

He came for With            ⠠⠠⠠   ⠠⠠⠠⠠⠠   ⠠⠠⠠

**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.

⠠⠠⠠⠠   ⠠⠠⠠⠠   ⠠   ⠠⠠⠠⠠⠠⠠   ⠠⠠⠠⠠⠠⠠   ⠠⠠⠠⠠⠠⠠⠠⠠⠠





## 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; shed; wed; were; youre (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! shhh! .

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

*Examples:* I 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; ingratitude; meringue; 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:

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.

**to, into, by**

**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 yest er day.

It was referred to yest er day.

Cows passed by from time to time.

This is some thing I shall have to go into tomorrow.

Birds flew to and fro.

TO me ⠠⠠⠠⠠⠠⠠⠠

**8.4.6.** These contractions may be sequenced to one another.

*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 en ough detail?

What they swore by was tomato soup.

We fell to in the high street.

The rooms that I looked into were empty.

by en ough–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; tow ards.

**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

to 'im

go to ...

What is meant by "squaring the circle"?

to (the city of) London

Nor may they be used before computer code indicators or electronic addresses brailled in grade one (see 5.3.7).

**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°.

**8.4.13.** 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; dishevelled; 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'eartened; 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; comfort; 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. USE OF CONTRACTIONS

**8.4.20.** The contraction for com must not be used in contact with the apostrophe, hyphen or dash.

*Examples:* com'st; in-comer; mostst-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- complishh; 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 en en; engine; fem in ine; final; genome; lin en; pen insula.

**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:* ar eaway; moth eaten; noth east; seaman; speak easy;  
spread eagle; teatime.

**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:* disspirit ed; 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; aright; bought; characterise; characteristic; doughty; drought; fatherly; fought; lordly; midday; playwright; questionnaire; righteous; smother; throughout; 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; hereto; herewith; 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; phony; 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; parterre; partial; particular; partook; repartee; spartan.

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

*Examples:* Parthian; Parthenon.

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

*Examples:* chromosome; handsome; handsomer; handsomest; 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:* marite; 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; thunder; undertake; but: bounder; launder; maunder.

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

*Example:* underived.

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

*Examples:* thereabouts; thereafter; therefrom; 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; where upon; but: wh ere' er; wh er ever.

## 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:*

bless ing; cancel; dancer; enhanced; mountain; persuasion; sound;  
wounded  
bastion; cement; Guinness; incongruous; infinity; laity; mongoose;  
sinfulness; sponge; thence  
creation; rationaly; 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; cre-ation; one-ness; refer-ence.

**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:*

N <u>ation ally</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
t <u>ALLY</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠
t <u>Ally</u>	⠠⠠⠠⠠⠠⠠⠠
n <u>Ation</u>	⠠⠠⠠⠠⠠⠠
n <u>ATION</u>	⠠⠠⠠⠠⠠⠠⠠
Mc <u>Nally</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

## 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; letter ed; but: befriended; blinded; declar ation; must ard; sh oulder.

## 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:* aftereffects; 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:* immediate-ly

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 I braille, since there is no confusion with shortforms in that case.)

*Examples:*

ab <u>initio</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Al-Az <u>ar</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Al Cap <u>one</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
Al Fayy <u>um</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
al fres <u>co</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
et al	⠠⠠⠠⠠⠠⠠⠠
et al.	⠠⠠⠠⠠⠠⠠⠠⠠
M <u>in of Ag and Fish</u>	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
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; aright; bastion; dancer; happiness; meander; named;  
timer; vengeance; wither; *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 group sign instead of an upper, so as to avoid bridging.

*Examples:* bedraggled; berated; egghead; flearidden; 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 group signs 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; influenceable; 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 asthma; 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; red ouble; renew  
*But:* aerofoil; berated; comate; deactivate; disulphide; inessential;  
kilowatt; mishearar; 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:* boreedom; dukeedom; freeedom; orangery; savager.

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:* bottlenecck; headdress; hideaway; indiarubber; insofar; kettledrum;  
painstaking; sateroom.

**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; sweeteart.

## 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; Blaenu 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; Castlereagh; 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:* eistedddfod

**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); doleful (doleful); ffirst (not ffirst); fful (full); forthe (forth, to avoid confusion with the words "for the"); gentilesse; gentlenes (gentleness); hadde (not hadde); heathenesse (heathendom); himselfe (not himselfe); loue (love); monthe (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-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:* coooooountry; gggood; llittle; loooong; sisterrrr .

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

*Examples:* thenotaph (cenotaph); sister (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 WORD ENDINGS

**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;

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(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

## 9. LAYOUT AND BOOK WORK

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.

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**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.

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**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 brailled 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 brailled 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

⠠	A	α	alpha	⠠	N	ν	nu
⠠	B	β	beta	⠠	Ξ	ξ	xi
⠠	Γ	γ	gamma	⠠	Ο	ο	omicron
⠠	Δ	δ	delta	⠠	Π	π	pi
⠠	Ε	ε	epsilon	⠠	Ρ	ρ	rho
⠠	Ζ	ζ	zeta	⠠	Σ	σ ς	sigma
⠠	Η	η	eta	⠠	Τ	τ	tau
⠠	Θ	θ	theta	⠠	Υ	υ	upsilon
⠠	Ι	ι	iota	⠠	Φ	φ	phi
⠠	Κ	κ	kappa	⠠	Χ	χ	chi
⠠	Λ	λ	lambda	⠠	Ψ	ψ	psi
⠠	Μ	μ	mu	⠠	Ω	ω	omega

⠠ 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

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

### Accented Letters

⠠	ב	bet
⠠	כ	kaf
⠠	פ	pé
⠠	ש	sin

### Vowels and Pronunciation Aids

⠠	ֿ	pataḥ	⠠	ֿ	ḥolom maleh
⠠	ֿ	ḥataf-pataḥ	⠠	ֿ	ḥolom ḥaser
⠠	ֿ	tsere	⠠	ֿ	qamats
⠠	ֿ	segol	⠠	ֿ	ḥataf-qamats
⠠	ֿ	ḥataf-segol	⠠	ֿ	qubbutts
⠠	ֿ	ḥiriq maleh	⠠	ֿ	shuruq
⠠	ֿ	ḥiriq ḥaser	⠠	ֿ	sh'va

### (C) OLD ENGLISH

⠠	a	⠠	ȝ	yogh
⠠	b	⠠	h	
⠠	c	⠠	i	
⠠	d	⠠	l	
⠠	e	⠠	m	
⠠	f	⠠	n	
⠠	g	⠠	o	

## I. SOME FOREIGN ALPHABETS

⋮	p	⋮	ā long a
⋮	r	⋮	ē long e
⋮	s	⋮	ī long i
⋮	t	⋮	ō long o
⋮	þ Þ thorn	⋮	ū long u
⋮	ð Ð eth	⋮	ȳ long y
⋮	u	⋮	ę (ash)
⋮	w	⋮	q
⋮	ƿ wen	⋮	ć
⋮	y	⋮	ğ
⋮	&		

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

⠠	П	п	peh
⠠	Р	р	err
⠠	С	с	ess
⠠	Т	т	teh
⠠	У	у	ooh
⠠	Ф	ф	eff
⠠	Х	х	khah
⠠	Ц	ц	tseh
⠠	Ч	ч	cheh

⠠	Ш	ш	shah
⠠	Щ	щ	shchah
⠠	Ъ	ъ	hard sign
⠠	Ы	ы	yery
⠠	Ь	ь	soft sign
⠠	Э	э	eh
⠠	Ю	ю	yoo
⠠	Я	я	yah

## (E) WELSH

⠠	a	⠠⠠	ll
⠠	b	⠠	m
⠠	c	⠠	n
⠠	ch	⠠	o
⠠	d	⠠	p
⠠⠠	dd	⠠⠠	ph
⠠	e	⠠	r
⠠	f	⠠⠠	rh
⠠⠠	ff	⠠	s
⠠	g	⠠	t
⠠⠠	ng	⠠	th
⠠	h	⠠	u
⠠	i	⠠	w
⠠	l	⠠	y

## 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

⠠	ç	⠠	â	⠠	ë
⠠	é	⠠	ê	⠠	ï
⠠	à	⠠	î	⠠	ü
⠠	è	⠠	ô	⠠	œ
⠠	ù	⠠	û	⠠	æ

#### (B) GERMAN

⠠	ß	⠠	ö
⠠	ü	⠠	ä

#### (C) ITALIAN

In modern works circumflex accents are only occasionally needed.

⠠	à	⠠	ê	⠠	û
⠠	è	⠠	î	⠠	ì
⠠	ù	⠠	ô	⠠	ò
⠠	â				

## II. SIGNS USED IN SOME FOREIGN CODES

### (D) SPANISH

⠠ á  
⠠ é  
⠠ ú

⠠ ñ  
⠠ ü

⠠ í  
⠠ ó

## 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	a <u>e</u> rofoil	altimeter
abb <u>e</u>	A <u>e</u> rtex	Amphill
Ab <u>o</u> ut (French)	a <u>e</u> sthetic	ana <u>e</u> sthesia
ab <u>o</u> utface	aff <u>o</u> rd	<u>A</u> nd <u>e</u> an
ab <u>o</u> vemention <u>e</u> d	aff <u>r</u> ight <u>e</u> d	<u>A</u> nd <u>e</u> reas
ab <u>s</u> in <u>t</u> he	a <u>f</u> orem <u>e</u> ntion <u>e</u> d	anemone
acc <u>o</u> rdingly	a <u>f</u> ore <u>s</u> aid	Annandale
acet <u>o</u> ne	af <u>t</u> er <u>e</u> ffects	ante <u>a</u> ter
A <u>ch</u> ae <u>a</u> n	af <u>t</u> er <u>m</u> ath	anted <u>a</u> te
a <u>ch</u> iever	af <u>t</u> er <u>s</u>	ant <u>e</u> natal
ac <u>r</u> ea <u>g</u> e	ag <u>r</u> ea <u>b</u> le	ant <u>e</u> nae
ac <u>r</u> osses	ahimsa	ant <u>e</u> room
Ad <u>e</u> ney	A <u>ng</u> er	an <u>t</u> he <u>a</u> p
ad <u>h</u> ere	ai <u>n</u> 't	an <u>t</u> he <u>l</u> ion
ad <u>h</u> er <u>e</u> d	Airedale	anthill
ad <u>h</u> er <u>e</u> nce	Aix-en-Pro <u>v</u> ence	Antigone
Á <u>d</u> ityas	Al Cap <u>o</u> ne [dots 56 Al]	ant <u>i</u> nomian
ad nauseam	aleatory	Ant <u>i</u> nous
ad <u>v</u> anced	A <u>l</u> ess <u>a</u> ndro	ant <u>i</u> theses
a <u>e</u> dile	al <u>f</u> ine [dots 56 al]	ant <u>i</u> type
A <u>e</u> gean	All <u>o</u> way	a <u>p</u> ar <u>t</u> heid
A <u>e</u> neas	almon <u>e</u> r	Appledore
a <u>e</u> rial	almsh <u>o</u> use	aqu <u>e</u> duct
A <u>e</u> roflot	Alpes Mar <u>i</u> times	<u>a</u> rb <u>o</u> re <u>a</u> l

### III. GUIDE TO CONTRACTING

<u>arccosine</u>	bayonet	<u>belliger<u>ence</u></u>
<u>area</u>	<u>beatitude</u>	<u>Beloff</u>
<u>areas</u>	<u>Beatrice</u>	Belorussia
<u>areaway</u>	<u>beautiful</u>	Belvoir
<u>areligious</u>	<u>Beauvais</u>	<u>Benares</u>
<u>aren't</u>	Bebe	<u>Benedetto</u>
<u>aright</u>	<u>beckoned</u>	<u>Benedick</u>
<u>arisen</u>	Bedales	<u>benediction</u>
<u>Armentois</u>	<u>bedaub</u>	<u>beneficent</u>
<u>around</u>	<u>bedding</u>	benefit
<u>arrowhead</u>	<u>bedizen</u>	<u>Benelux</u>
asthma	<u>Bedouin</u>	<u>benevolence</u>
Athens	<u>beefeater</u>	<u>benighted</u>
<u>Atherstone</u>	<u>Beelzebub</u>	<u>benign</u>
<u>atone</u>	beest	<u>Benito</u>
<u>atoned</u>	<u>Beethoven</u>	<u>Benoist</u>
awh	Beevers	<u>Ben<span> </span>thall</u>
azaleas	<u>beforehand</u>	<u>Beowulf</u>
	<u>be friend</u>	<u>bequeathed</u>
Bacchus	<u>befriended</u>	<u>berated</u>
<u>Baedeker</u>	<u>Begin</u> (name)	<u>bereft</u>
Bagrati <u>on</u>	<u>begonia</u>	<u>Berens</u>
Bahadur	begum	beret
Bainge	Behan	<u>Bergholt</u>
bandog	<u>behemoth</u>	<u>Beria</u>
<u>Banffshire</u>	<u>behindhand</u>	<u>Beringar</u>
<u>Barbarossa</u>	<u>bein'</u>	<u>Berthe</u>
<u>Barg<u>ed</u></u>	<u>being</u>	<u>berthed</u>
<u>baroness</u>	<u>Bekederemo</u>	Besançon
<u>baronet</u>	Bela	Besant
<u>Basedow</u>	belial	besom
<u>bastion</u>	<u>believer</u>	Besonian
<u>bathed</u>	<u>Belinda</u>	be'st
<u>Bathurst</u>	<u>Belington</u>	<u>bestial</u>
<u>Battishill</u>	<u>Belisha</u>	beta
battleaxe	<u>be littled</u>	betel
battledore	<u>Belize</u>	<u>Bethel</u>
<u>Bauer</u>	<u>Bellerophon</u>	<u>Bethesda</u>

### III. GUIDE TO CONTRACTING

Betshanger	Bo'ness	Cantonese
better	Boone	captain <u>ess</u>
Betws-y-Coed	Borde <u>aux</u>	cap' <u>en</u>
[dots 56 y]	Borealis	Carib <u>bean</u>
between whiles	Boreas	carthor <u>se</u>
bevel	bored <u>om</u>	cassow <u>ary</u>
beverage	Bosham	Castiglione
bezel	Bo <u>the</u>	Castler <u>ea</u> gh
bezique	bottleneck	cation
bigh <u>ea</u> d	B <u>ought</u> on	caveat
bi <u>na</u> ural	B <u>ow</u> ater	ce <u>nt</u> ime
B <u>ing</u> ham	br <u>ai</u> ller	ce <u>nt</u> imetre
bi <u>no</u> dal	Br <u>ai</u> llette	ce <u>re</u> al
bi <u>no</u> mial	Br <u>ai</u> llex	ce <u>ru</u> lean
bi <u>no</u> rmal	br <u>ai</u> lling	Ch <u>a</u> d
biofe <u>ed</u> back	Brasenose	Ch <u>aer</u> onea
Birm <u>ing</u> ham	Brigham	ch <u>aff</u> in <u>ch</u>
biscuity	Brighouse	ch <u>aly</u> be <u>ate</u>
Blaenau Ffest <u>in</u> iog	bro <u>th</u> er- <u>in</u> -law	Ch' <u>a</u> n
Blak <u>en</u> ey	Buddha	ch <u>ancel</u>
Blak <u>er</u> age	bul <u>ble</u> t	ch <u>ange</u> a <u>ble</u>
Bleddyn	Buonap <u>arte</u>	ch <u>arge</u> a <u>ble</u>
bl <u>ess</u> èd	bure <u>au</u>	Ch <u>ar</u> leroi
bl <u>ind</u> dage	busi <u>ness</u>	Ch <u>ar</u> leston
bl <u>ind</u> ed		Ch <u>ar</u> lest <u>ow</u> n
bl <u>ind</u> fold	Caedmon	ch <u>âteau</u>
bl <u>ind</u> ing	Caen	Ch <u>atham</u>
bl <u>ind</u> dism	Caernar <u>von</u>	ch <u>emo</u> therapy
bl <u>ind</u> ly	Cairst <u>iona</u>	ch <u>ieftain</u> ess
Bl <u>ind</u> oc	cajol <u>ery</u>	ch <u>iff</u> ch <u>aff</u>
bl <u>ind</u> s	Calingaert	ch <u>ild</u> like
Bl <u>of</u> eld	callis <u>th</u> enics	ch <u>ild</u> - <u>like</u>
blood- <u>letter</u>	Camoens	Ch <u>ile</u> an
blossom <u>ed</u>	can- <u>can</u>	ch <u>imaera</u>
Blum <u>en</u> thal	cancel	Ch <u>in</u> amen
Boc <u>ch</u> er <u>ini</u>	cancer	Ch' <u>ing</u>
Bo <u>er</u>	Cannogate	Ch <u>ish</u> olm
bol <u>one</u> y	can't	ch <u>lord</u> ane

### III. GUIDE TO CONTRACTING

<u>ch</u> ockfull	<u>com</u> ity	<u>Con</u> klin
<u>Ch</u> oerilus	<u>comma</u> ed	<u>con</u> man
<u>Ch</u> ou En-lai	<u>com</u> mander-in- <u>ch</u> ief	conn <u>e</u> d
<u>chr</u> omosome	<u>comm</u> ence	<u>con</u> ning
cic <u>e</u> rone	<u>comm</u> enced	conoidal
c <u>i</u> neast	<u>comm</u> onest	<u>Con</u> or
c <u>i</u> neradiograph	<u>Com</u> o	cons
Cir <u>e</u> ncest <u>e</u> r	<u>com</u> ponent	<u>con</u> tradist <u>i</u> ction
citiz <u>e</u> ness	com' <u>s</u> t	<u>con</u> trick
Citro <u>e</u> n	<u>Com</u> te	<u>con</u> undrum
cl <u>an</u> dest <u>i</u> ne	<u>Com</u> us	<u>con</u> versazione
Cl <u>a</u> r <u>e</u> nceux	Cona	<u>Con</u> ybear <u>e</u>
cl <u>a</u> ri <u>o</u> net	<u>con</u> ame	<u>Con</u> ze
Cle <u>a</u> n <u>th</u>	Conan	Cor <u>day</u>
Cle <u>m</u> en <u>ce</u> au	<u>con</u> ation	coron <u>e</u> r
Cleone	conative	coronet
cliff's	<u>con</u> ceive <u>r</u>	Cos <u>ham</u>
Clived <u>e</u> n	<u>con</u> cert <u>i</u> na <u>e</u> d	cotoneast <u>e</u> r
Cobb <u>le</u> igh	con <u>ch</u>	<u>cou</u> pon
cobb <u>l</u> e <u>r</u>	<u>con</u> chology	<u>cour</u> thouse
Cobl <u>e</u> nz	<u>con</u> done	<u>cow</u> her <u>d</u>
cock-a-doodle- <u>do</u>	<u>con</u> don <u>e</u> d	<u>cow</u> ork <u>e</u> r
co <u>fo</u> und <u>e</u> r	<u>con</u> e	creat <u>e</u>
Cogges <u>hall</u>	con <u>e</u> d	creat <u>i</u> n <u>i</u> n <u>e</u>
Cogh <u>ill</u>	<u>con</u> ey	creat <u>i</u> on
co <u>h</u> ere	<u>Cong</u>	crème de m <u>e</u> n <u>th</u> e
co <u>h</u> er <u>e</u> nt	<u>con</u> geal <u>e</u> d	Crime <u>an</u>
Coler <u>ain</u> e	<u>con</u> genial	Cristo <u>for</u> o
Coler <u>idge</u>	<u>con</u> ger	Crost <u>h</u> waite
colonel	<u>Cong</u> resbury	Crow <u>hur</u> st
<u>com</u> a	<u>con</u> gruity	Cunn <u>ing</u> ham
comates	<u>con</u> ic	Cun <u>ny</u> ng <u>ham</u>
<u>com</u> b	conies	
<u>com</u> be	<u>con</u> ifer	dach <u>sh</u> und
<u>com</u> édienne	<u>Con</u> ingsby	dacoity
<u>com</u> ic	<u>Con</u> iston	Da <u>e</u> dalus
<u>com</u> in'	conk	dafter
com <u>i</u> ng <u>le</u>	<u>con</u> ker	Da <u>i</u> ng <u>e</u> rfield

### III. GUIDE TO CONTRACTING

<u>danced</u>	<u>Devereux</u>	<u>doublet</u>
<u>daredevil</u>	<u>Dewhurst</u>	<u>doughty</u>
<u>daunder</u>	<u>diæresis</u>	<u>drought</u>
<u>Dayan</u>	<u>dieresis</u>	<u>Duerer</u>
<u>day-to-day</u>	<u>diffusion</u>	<u>dukedom</u>
<u>Dayton</u>	<u>dinghy</u>	<u>dumbbells</u>
<u>deaconess</u>	<u>Dione</u>	<u>Dungeness</u>
<u>Deanna</u>	<u>disc</u>	<u>Dupont</u>
<u>deceiver</u>	<u>disco</u>	<u>Dworkin</u>
<u>declare</u>	<u>discography</u>	<u>dynaribbon</u>
<u>decongested</u>	<u>discus</u>	<u>d'you</u>
<u>deduct</u>	<u>dis ease</u>	
<u>delin eate</u>	<u>dishabille</u>	<u>Ed</u>
<u>delineation</u>	<u>dish evel</u>	<u>Eday</u>
<u>demoness</u>	<u>dis ingenuous</u>	<u>edict</u>
<u>dem one tize</u>	<u>disk</u>	<u>e'en</u>
<u>Demosthenes</u>	<u>Disney</u>	<u>e'er</u>
<u>den ationalize</u>	<u>dispirit ed</u>	<u>effaceable</u>
<u>denatured</u>	<u>Disraeli</u>	<u>effort</u>
<u>denicotinized</u>	<u>Diss</u>	<u>effulgent</u>
<u>denomin ator</u>	<u>dissection</u>	<u>egg-cup</u>
<u>denoted</u>	<u>dissyllabic</u>	<u>egghead</u>
<u>den ouement</u>	<u>distaff</u>	<u>egg timer</u>
<u>denude</u>	<u>distanced</u>	<u>Egham</u>
<u>denumerable</u>	<u>distich</u>	<u>Eireann</u>
<u>denunciation</u>	<u>distil</u>	<u>eisteddfod</u>
<u>deracinate</u>	<u>district</u>	<u>Eleanor</u>
<u>derail</u>	<u>disulphide</u>	<u>Eleatic</u>
<u>derange</u>	<u>disyllabic</u>	<u>Eleazar</u>
<u>deregulate</u>	<u>ditherer</u>	<u>electroencephalogram</u>
<u>derelict</u>	<u>doggone</u>	<u>élévation</u>
<u>deride</u>	<u>doghouse</u>	<u>emmen thaler</u>
<u>derive</u>	<u>Dolittle</u>	<u>enamel</u>
<u>derogatory</u>	<u>Donaghadee</u>	<u>encyclopaedia</u>
<u>der outing</u>	<u>donee</u>	<u>enough's</u>
<u>deshabille</u>	<u>Donegal</u>	<u>en route</u>
<u>d'Estaing</u>	<u>Doolittle</u>	<u>En Saga</u>
<u>Destouches</u>	<u>Doone</u>	<u>ensemble</u>

### III. GUIDE TO CONTRACTING

<u>entranced</u>	<u>feverish</u>	<u>genealogy</u>
<u>enucleate</u>	fiance	<u>Geoffrey</u>
<u>enumeration</u>	filofax	<u>Germany</u>
<u>enunciation</u>	<u>financed</u>	<u>Gerontion</u>
epineural	<u>finesse</u>	Gibeah
equidistant	<u>Finisterre</u>	Gilead
equinox	firedrake	<u>gingham</u>
<u>er</u>	Flatholm	<u>Gingold</u>
<u>eradicate</u>	<u>flearidden</u>	Giorgione
<u>erase</u>	<u>Fontainebleau</u>	giveaway
<u>erroneous</u>	foothills	<u>glasshouse</u>
<u>Esarhaddon</u>	<u>foredoomed</u>	<u>goatherd</u>
<u>esparto</u>	<u>forenamed</u>	<u>goblet</u>
<u>Esther</u>	<u>forenoon</u>	<u>goddamn</u>
<u>Esthwaite</u>	<u>forerunner</u>	<u>goddaughter</u>
<u>ethereal</u>	<u>foreseeable</u>	<u>Goering</u>
<u>European</u>	<u>Fotheringhay</u>	<u>Goethe</u>
<u>Euryanthe</u>	Francesca	<u>goner</u>
<u>Evershed</u>	<u>Fredrikshavn</u>	<u>Goode</u>
<u>evert</u>	<u>freedom</u>	<u>Goodge</u>
<u>Evert (name)</u>	<u>fro-ing</u>	<u>goodwill</u>
exeat	<u>Fromentin</u>	<u>good-will</u>
exonerate	<u>froward</u>	<u>goody</u>
<u>experienced</u>	fruity	<u>Gordonstoun</u>
<u>extensometer</u>	<u>funder</u>	goshawk
<u>extramental</u>	<u>funereal</u>	<u>Gothenburg</u>
	<u>furbelow</u>	<u>Gotthard</u>
<u>Faeroe</u>		<u>governess</u>
faëry	<u>gadabout</u>	<u>grafter</u>
faery	<u>Galahad</u>	<u>Grainger</u>
<u>farthingale</u>	<u>galingale</u>	<u>grandad</u>
<u>fathhead</u>	<u>Galloway</u>	<u>granddad</u>
<u>father-in-law</u>	<u>Gandhi</u>	<u>Grantham</u>
<u>Fauntleroy</u>	<u>garderobe</u>	<u>grasshopper</u>
<u>fealty</u>	<u>gasometer</u>	<u>gravedigger</u>
<u>Feltham</u>	<u>Gateshead</u>	<u>Graveney</u>
<u>fenced</u>	<u>gatherer</u>	<u>Greatorex</u>
<u>Feuermann</u>	<u>geanticline</u>	<u>Gresholm</u>



### III. GUIDE TO CONTRACTING

Grimsholm  
 Gruenfeld  
 gruffly  
 guin eas  
 Guin evere  
 Gunther  
 Gwynedd

Hadad  
 hadal  
 Haddington  
 haddock  
 hade  
 Hades  
Hadid  
 hadji  
Hadley  
Hadow  
 Hadrian  
 Hainan  
 Hambledon  
 hand somer  
 Hanseatic  
 Hapgood  
 Har less dyke  
 Hartshorn  
 havena  
 have-nots  
 have't  
 Havighurst  
 haddress  
 haertsease  
 hae then  
 hadgerow  
 Hen eage  
 hennaed  
 Hen nesey  
 Hephaestion

here abouts  
here after  
 her ed ity  
 her ed of familial  
 Her e ford  
here in after  
here in be fore  
 heresy  
 heretic  
 Her eward  
here with  
 Her mione  
 Hever  
 hideaway  
 higgledy-piggledy  
 Hildesheim  
 Himalayas  
 hobbledehoy  
 Hoffmann  
 Hofmannsthal  
 hogshead  
 hoity-toity  
 Holin shed  
 Holloway  
 Hollowood  
 Holofernes  
 Honegger  
 hone st  
 honey  
 hornblende  
 Horowitz  
 horseradish  
 hothouse  
 Houghton  
 houseagent  
 housedress  
 Huguenot  
 Hwangho

hyaena  
 hydrangeas  
 hydronephrosis  
 hypotheses

Ibleam  
 icer ink  
 ideality  
 ideally  
 ideas  
 imagery  
 impartial  
 impermeable  
 imposthume  
 imprisoned  
 in a much  
 in- between  
 in congruity  
 in convenienced  
 in diaru bber  
 in dist inct  
 In donesia  
 Inessa  
 inessential  
 in fluence a ble  
 in fluenced  
 in frared  
 in fula  
 in genue  
 In gham  
 In ghelbrecht  
 in gledew  
 in glenook  
 in here  
 in herent  
 in-laws  
 in sofar  
 in so much

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<u>in't</u>	krone	Lille <u>sh</u> all
<u>intoned</u>	kron <u>e</u> r	limb <u>l</u> ess
<u>Inver</u> <u>ness</u>	<u>Kunder</u> a	limeade
lolan <u>the</u>		<u>lin</u> eage
lonesco	lacrosse	<u>lin</u> ea <u>me</u> nts
<u>low</u> a	La <u>e</u> rtes	<u>Ling</u> aard
is <u>in</u> glass	La <u>in</u> g	Lionel
isom <u>e</u> r	lanc <u>e</u> d	lio <u>n</u> ess
isometric	lanc <u>e</u> t	list <u>e</u> n- <u>in</u>
isoneph	<u>Land</u> ow <u>ska</u>	<u>Little</u> john
isth <u>mu</u> s	Langhaire	<u>Little</u> over
<u>it</u> 'll	Lang <u>h</u> am	<u>litt</u> ler
lv <u>in</u> ghoe	Lang <u>h</u> olm	Liv <u>in</u> good
	Languedoc	Llandaff
Jaconelli	lan <u>th</u> orn	lon <u>e</u> r
Jamestown	La <u>r</u> ou <u>ss</u> e	long <u>h</u> and
<u>Jean</u> (French)	laund <u>e</u> r	Long <u>h</u> i
<u>je</u> had	laureate	<u>lord</u> osis
Judae <u>a</u> n	Leah	Loug <u>h</u> ton
<u>jugg</u> lery	Le <u>a</u> nder	Low <u>e</u> n <u>th</u> al
	lea <u>r</u> ig	Luck <u>no</u> w
<u>Kath</u> mandu	Leg <u>h</u> orn	Lufthansa
Keanu	legionella	Lyo <u>n</u> esse
kettledrum	Le <u>n</u> euve	Lyr <u>n</u> essus
kilowatt	Le <u>n</u> in <u>g</u> rad	
<u>King</u> ston	Le <u>n</u> oir	Maccabees
<u>King</u> stown	Le <u>o</u> fric	Mac <u>C</u> ar <u>th</u> y
<u>King</u> ussie	Leopard <u>st</u> own	Mac <u>H</u> ardie
Kirkcudbr <u>igh</u> t	Le <u>r</u> oy	ma <u>e</u> nad
<u>K</u> nesset	Le <u>th</u> e	maha <u>r</u> ajah
knigh <u>th</u> ood	letter <u>in</u> g	Mah <u>o</u> ney
knock <u>ab</u> out	letter <u>pr</u> ess	Ma <u>in</u> gaard
knock <u>o</u> t	le <u>v</u> er	maled <u>ic</u> tion
knock- <u>o</u> t	le <u>v</u> eret	Males <u>h</u> erbes
<u>know</u> ledge <u>a</u> ble	Liebestod	mallea <u>bl</u> e
<u>Know</u> les	ligh <u>th</u> ouse	Mal <u>o</u> ne
knuckled <u>u</u> st <u>e</u> r	like <u>a</u> ble	Mal <u>o</u> ney
Ko <u>e</u> n <u>ig</u> s <u>be</u> rg	liliaceae	manag <u>e</u> able

### III. GUIDE TO CONTRACTING

M <u>ancetter</u>	M <u>in</u> neapolis	mu <u>stache</u>
ma <u>ndrake</u>	misally	Mu <u>stafa</u>
ma <u>ngonel</u>	miscon <u>ceived</u>	mu <u>stang</u>
Ma <u>nsholt</u>	mis <u>creant</u>	mu <u>stard</u>
Ma <u>nyata</u>	mi <u>shap</u>	mu <u>ster</u>
Ma <u>nyon</u>	mi <u>shear</u>	<u>mu<u>stin</u>ess</u>
ma <u>rab<u>ou</u>t</u>	Missol <u>onghi</u>	<u>mu<u>st</u>s</u>
ma <u>rchio<u>ness</u></u>	mi <u>stake</u>	<u>mu<u>sty</u></u>
ma <u>ri<u>on</u>ette</u>	mi <u>stake<u>ea</u>ble</u>	My <u>caless</u> us
Ma <u>rt<u>he</u></u>	mi <u>st<u>er</u>med</u>	My <u>cen</u> ae <u>an</u>
ma <u>st<u>he</u>ad</u>	mi <u>st<u>ime</u>d</u>	My <u>mm</u> shall
Ma <u>tt<u>he</u>w</u>	mi <u>st<u>ra</u>ns<u>l</u>ation</u>	
ma <u>u<u>nd</u>er</u>	mi <u>st<u>ru</u>st</u>	<u>na<u>me</u>d</u>
M <u>ba</u> bone	Mo <u>er</u> an	na <u>use</u> ate
Mc <u>C</u> ann	Mo <u>er</u> ike	Na <u>va</u> ro <u>ne</u>
Mc <u>Co</u> mmack	Mo <u>ne</u> t	Ne <u>a</u> era
Mc <u>Co</u> nnell	mo <u>ne</u> tary	Ne <u>an</u> der <u>th</u> al
Mc <u>Ea</u> chan	mo <u>ne</u> y	Ne <u>a</u> politan
Mc <u>H</u> ugh	mo <u>ngo</u> ose	Ne <u>a</u> r <u>ch</u> us
Mc <u>Ke</u> e <u>ve</u> r	mo <u>no</u> w <u>he</u> el	neu <u>ra</u> st <u>he</u> nia
Mc <u>N</u> ally	Mo <u>nt</u> en <u>e</u> gro	Ne <u>ve</u> rs
me <u>an</u> der <u>ing</u>	Mo <u>nt</u> er <u>e</u> y	ne <u>ve</u> r <u>the</u> <u>le</u> ss
me <u>a</u> thook	Mo <u>nt</u> ev <u>e</u> rdi	Ne <u>w</u> ham
me <u>a</u> tus	Mo <u>nt</u> er <u>l</u> ant	ni <u>gh</u> t <u>ing</u> ale
me <u>d</u> dle	Mo <u>n</u> treal	no <u>bb</u> ut
Me <u>d</u> iterranean	Mo <u>o</u> ne	no <u>bl</u> esse
M <u>ee</u> an	Mo <u>o</u> ney	no <u>is</u> ome
Me <u>le</u> ager	mo <u>o</u> ngod	no <u>n</u> entity
Me <u>n</u> tone	mo <u>re</u> 'n	no <u>n</u> es
me <u>r</u> ingue	Mo <u>r</u> tim <u>e</u> r	Ne <u>o</u> ne <u>su</u> ch
Me <u>r</u> ion <u>e</u> th	mo <u>th</u> <u>e</u> at <u>e</u> n	no <u>n</u> et
Me <u>r</u> st <u>h</u> am	mo <u>u</u> th <u>e</u> d	no <u>ng</u> ov <u>e</u> rn <u>me</u> ntal
M <u>ess</u> ia <u>e</u> n	mo <u>v</u> ea <u>bl</u> e	no <u>r</u> th <u>ab</u> out
microfilm	<u>Mu</u> ch <u>H</u> ad <u>h</u> am	no <u>r</u> th <u>ea</u> st
microwave	mu <u>lti</u> me <u>d</u> ia	North <u>e</u> dge
mi <u>d</u> day	mu <u>lti</u> n <u>a</u> tional	no <u>r</u> th <u>e</u> rn
mi <u>le</u> age	Mu <u>n</u> th <u>e</u>	North <u>e</u> sk
mi <u>n</u> est <u>r</u> one	mu <u>st</u> a	no <u>se</u> ble <u>d</u>

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notice <u>able</u>		P <u>erse</u> phone
Not <u>ting</u> ham	padrone	per <u>sever</u> e
noway	pae <u>n</u>	P <u>est</u> h
nowise	pa <u>ed</u> iatic	petrone <u>l</u>
Nu <u>ern</u> berg	Pa <u>er</u> oa	P <u>ever</u> il
nuthat <u>ch</u>	pagandom	P <u>forz</u> heimer <u>er</u>
	page <u>ant</u>	Pha <u>edr</u> us
oast <u>hou</u> se	pain <u>stak</u> ing	Ph <u>er</u> es
obeah	pal <u>in</u> genesis	Ph <u>in</u> eas
oceanic	p <u>ally</u>	pho <u>en</u> ix
O <u>cean</u> us	panac <u>ea</u> s	phoned <u>ed</u>
O'Conn <u>or</u>	Pancev	phoneme
o <u>dd</u> ness	pancreas	phonetic
o <u>ed</u> ema	p <u>and</u> emic	ph <u>one</u> y
O <u>ed</u> ipus	p <u>and</u> owdy	phreatic
O <u>en</u> one	par <u>ar</u> hyme	piano <u>for</u> te
<u>offer</u>	<u>part</u> ake	picof <u>ar</u> ad
Okeanos	<u>part</u> erre	pie <u>d</u> ish
oleagin <u>ous</u>	Par <u>th</u> enon	pineapple
ole <u>and</u> er	Par <u>th</u> ian	pioneer
Onegin	<u>part</u> ial	pit <u>ch</u> blende
on <u>er</u> ous	passe- <u>part</u> out	pit <u>head</u>
opponent	<u>past</u> ime	pity <u>ar</u> d
orangeade	patro <u>ness</u>	plate <u>au</u>
orang <u>er</u> y	pe <u>ac</u> ock	Po <u>in</u> giant
oread	Pe <u>ak</u> eshole	poleaxe
orgeat	pe <u>an</u>	pop <u>ed</u> om
Or <u>le</u> ans	pe <u>an</u> uts	Pop <u>er</u> inghe
ornam <u>ent</u>	Pee <u>ble</u> sshire	porthole
Or <u>to</u> fon	p <u>ens</u> ione	Portof <u>in</u> o
O <u>sen</u> ey	p <u>ent</u> house	Port Said
O <u>sgo</u> od	peoples	post <u>hum</u> ous
<u>our</u> self	<u>peop</u> le's	post <u>pon</u> ed
<u>ou</u> thouse	Peppone	poth <u>er</u> b
over <u>eat</u>	per <u>h</u> apses	pot <u>sh</u> er <u>d</u>
overfull	per <u>in</u> atal	Pra <u>ed</u>
over <u>much</u>	per <u>in</u> eum	Pra <u>en</u> este
<u>ow</u> !	per <u>it</u> oneum	pr <u>anc</u> ed

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preamble  
prearrange  
preceiver  
preconceived  
predeceased  
predecessor  
predestin ed  
predetermin e  
predicate  
predict  
predilection  
predispose  
predominate  
prenatal  
prepaid  
prerelease  
prerequisite  
prerogative  
priedie  
priesthood  
princedom  
prisoner  
profane  
profert  
profession  
profer  
profile  
profound  
profusion  
Promethean  
prounion  
psion  
psychedelic  
psychoneurotic  
puffball  
purblind  
pyonephrosis  
pythoness

Queenstown  
quinquereme

rabbity  
rafter  
ransomed  
rascally  
rateable  
rawhide  
reabsorb  
react  
readmit  
reaffirm  
Reagan  
reagent  
realgar  
reality  
really  
Real Madrid  
realtor  
realty  
reappear  
reassure  
reawake  
Reay  
received  
réchauffé  
recreat  
recreation  
redaction  
redeem  
redingote  
redirect  
redistribution  
redoubled  
redoubt  
redress

reduce  
redundant  
reduplicate  
refulgent  
rejoiced  
reliever  
renaissance  
renamed  
renege  
renew  
renown  
renuumber  
renunciation  
repaid  
repartee  
reredos  
rerouted  
rerun  
retriever  
reverberation  
revere  
reverenced  
reverie  
reverify  
revers  
reverse  
Rhadamanthus  
Rhondda  
ribband  
riboflavin  
Richth of en  
riffraff  
right about  
Roedean  
Roentgen  
romancer  
romany  
roneo

### III. GUIDE TO CONTRACTING

<u>roseate</u>	<u>severe</u>	<u>Sou they</u>
<u>Rosen thal</u>	<u>Sever ino</u>	<u>Soweto</u>
<u>Rosmer sholm</u>	<u>sever ity</u>	<u>sparrow hawk</u>
<u>Rost herne</u>	<u>Severn</u>	<u>Sparta</u>
<u>Rothen stein</u>	<u>Severus</u>	<u>Speaight</u>
<u>round about</u>	<u>shadow</u>	<u>speak easy</u>
<u>rou st about</u>	<u>shakedown</u>	<u>Spencer</u>
<u>run about</u>	<u>Shakespeareana</u>	<u>sphere</u>
	<u>Shanghai</u>	<u>spikenard</u>
<u>saccharine</u>	<u>sh ea thed</u>	<u>Sp of for th</u>
<u>Sach everell</u>	<u>Sheffield</u>	<u>spread eagled</u>
<u>safflower</u>	<u>Shoreditch</u>	<u>squally</u>
<u>Said (name)</u>	<u>shorthand</u>	<u>staffroom</u>
<u>Saint-Just</u>	<u>sh oulder</u>	<u>stateroom</u>
<u>saleable</u>	<u>sider eal</u>	<u>staubbach</u>
<u>salmonella</u>	<u>Sierra Leone</u>	<u>steatite</u>
<u>Sancerre</u>	<u>silenceable</u>	<u>st eradian</u>
<u>Sanday</u>	<u>silencer</u>	<u>stevedore</u>
<u>Sandinista</u>	<u>Simone (French)</u>	<u>sthenic</u>
<u>Saunders</u>	<u>Simone (Italian)</u>	<u>stiffness</u>
<u>savagery</u>	<u>Singh</u>	<u>stillness</u>
<u>Schiedam</u>	<u>sizeable</u>	<u>stirabout</u>
<u>Schoenberg</u>	<u>slagheap</u>	<u>stoned</u>
<u>Schofield</u>	<u>Slessor</u>	<u>storeroom</u>
<u>scrupulous</u>	<u>smithereens</u>	<u>Strada Reale</u>
<u>seaboard</u>	<u>Snowhill</u>	<u>Stranraer</u>
<u>Seamus</u>	<u>so-and-so</u>	<u>Strathearn</u>
<u>Sean</u>	<u>somersault</u>	<u>Streatham</u>
<u>seaquarium</u>	<u>some such</u>	<u>strengthen</u>
<u>Seattle</u>	<u>Songgram</u>	<u>stronghold</u>
<u>Secunderabad</u>	<u>Songhai</u>	<u>'struth</u>
<u>Seinglind</u>	<u>soonest</u>	<u>styrofoam</u>
<u>sentenced</u>	<u>Soothill</u>	<u>subbasement</u>
<u>sentimental</u>	<u>so-so</u>	<u>sublessee</u>
<u>sergeant</u>	<u>sou th ea st</u>	<u>sublet</u>
<u>seronegative</u>	<u>Sou th end</u>	<u>subpoenaed</u>
<u>serviceable</u>	<u>sou th ern</u>	<u>Suchet</u>
<u>several</u>	<u>Sou thesk</u>	<u>suchlike</u>

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sultanness  
sunbleach  
 Surinamese  
 sweetheart  
wither  
word  
 syntheses  
  
 tableau  
 tablet  
 taffrail  
 Tammany  
 tarsometatarsal  
 tearoom  
 teas  
 tea time  
 Teatro  
 telephoned  
 Tennessee  
 Thaddaeus  
 Theakstone  
 Theale  
 theatre  
 thence  
 Theisson  
 Theodotion  
 therapy  
 thereabouts  
 thereafter  
 therefrom  
 Theresa  
 thermoform  
 thermotherapy  
 theses  
 Theseus  
 thievery  
 thing-in-itself  
 thistledown

Thoeris  
 Thoseby  
 threshold  
 timed  
 timer  
 Timex  
 timoner  
 titaness  
 Tityrus  
 to-do  
 toenail  
 to-ing  
 toothed  
 toreador  
 Tothill  
 Tourcoing  
 towards  
 Townshend  
 traceable  
 tracheae  
 transceiver  
 tranship  
 transhumance  
 Trentham  
 trinomial  
 trouseau  
 trypanosome  
 Ts'ong  
 tuberose  
 Tuonela  
 turnabout  
 Tweedledee  
 twofold  
 twould  
  
 unamenable  
 unamended  
 unamerican

unbereaved  
 unbleached  
 unblemished  
 unblessed  
 unblest  
 unconceived  
 uncongealed  
 uncongenial  
 undeceived  
 undeclared  
 underived  
 underlessee  
 underogatory  
 underpaid  
 undisheartened  
 undistinguished  
 unearthed  
 uneasy  
 uneatable  
 unessayed  
 unfulfilled  
 Unilever  
 uninuclear  
 unless  
 unlessoned  
 unlettered  
 unmentioned  
 unnecessary  
 unpaid  
 unsaid  
 untoward  
 useable  
 ushered  
  
 vainglorious  
 valediction  
 Vandam  
 Vanderbilt

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<u>Vandyke</u>	<u>where abouts</u>	<u>zoo ful</u>
<u>Vanessa</u>	<u>whereas</u>	
<u>Veblen</u>	<u>wh ere' er</u>	
<u>Veevers</u>	<u>wh er ever</u>	
<u>vengeance</u>	<u>wh ich ever</u>	
<u>verityper</u>	<u>wh ich' ll</u>	
<u>Veronese</u>	<u>Wh ithorn</u>	
<u>Verwoerd</u>	<u>wh oredom</u>	
<u>Viareggio</u>	<u>wideawake</u>	
<u>viceregal</u>	<u>Willaert</u>	
<u>viceroi</u>	<u>will- o' - the -wisp</u>	
<u>Vietnamese</u>	<u>Wim bledon</u>	
<u>Viljoen</u>	<u>W ingate</u>	
<u>villainess</u>	<u>wiseacre</u>	
<u>Villeneuve</u>	<u>Wish art</u>	
<u>vingt-et-un</u>	<u>Witham</u>	
<u>Volpone</u>	<u>with e</u>	
<u>Vürtheim</u>	<u>with er</u>	
	<u>woful</u>	
<u>wafter</u>	<u>Word en</u>	
<u>waggonette</u>	<u>Wordsworth</u>	
<u>Wahroonga</u>	<u>Worksop</u>	
<u>walkabout</u>	<u>Worsthorne</u>	
<u>Walther</u>	<u>would -be</u>	
<u>warthog</u>	<u>Wrangham</u>	
<u>wasn't</u>	<u>Wringham</u>	
<u>Waveney</u>	<u>W underhorn</u>	
<u>weathered</u>		
<u>wedded</u>	<u>Ya oundé</u>	
<u>weever</u>	<u>yeah</u>	
<u>Weingartner</u>	<u>Yeandel</u>	
<u>well-to-do</u>	<u>you' d</u>	
<u>Wembley</u>	<u>you' m</u>	
<u>Wenceslas</u>	<u>Y ourcen ar</u>	
<u>werena</u>	<u>you' s</u>	
<u>weren't</u>		
<u>Westinghouse</u>	<u>zither</u>	
<u>Wharfedale</u>	<u>zoned</u>	



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