INSTRUCTIONAL MATERIALS CENTER
Iowa Library for the Blind and Physically Handicapped
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Weekly Dose
Table of Contents in 1 Volume

Table of Contents

- Center the print table of contents heading. This heading is followed by a blank line.
- Starts on a new braille page.
- A volume number is not indicated when the braille material has only 1 volume.
- No blank line after centered headings, such as; Volume, Unit, Part, etc. (Example below)
- A transcriber-generated table of contents, such as a menu, has a **t** page number. But, if a table of contents is shown in print THEN the page would be a **p** page number.
- The word “page” is no longer shown at the right margin of a line.
- Table of contents entries **may not** appear on line 1 or line 25.
- Page numbers for contents entries are placed at the right margin on the last line of the entry.
- A series of guide dots (dot 5), preceded and followed by a blank cell, are inserted between the last word of the entry and the page number. If there is not enough space for **two or more guide dots**, the page number follows the item with **no guide dots** inserted.
- Any line without a page number ends at least six cells before the right margin.

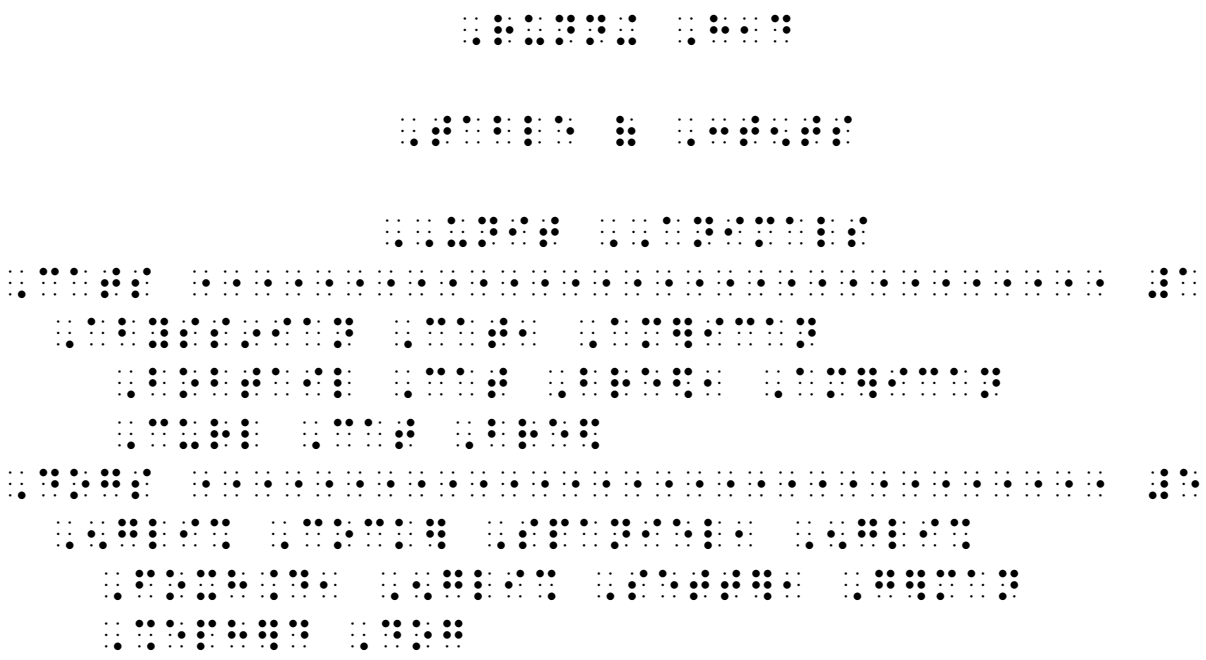
EXAMPLE:

Running Head

Table of Contents

UNIT ANIMALS

Cats 1
Abyssinian Cat, American Bobtail Cat Breed,
American Curl Cat Breed
Dogs 5
English Cocker Spaniel, English Foxhound,
English Setter, German Shepherd Dog



Source: Formats 2016