

## Weekly Dose Keying Guidelines for a Table

Keys work best when they are somehow connected to the terms used in the text to help the reader remember. A letter key will be more memorable for the reader.

- The transcriber's note has several sections use 7-5 margins for the note and 1-3 margins for the key list. Cell-5 headings may also be part of the transcriber's note.

### Key List

- Leave a blank line before a transcriber's note and key list that follows a table title.
- Do not leave a blank line before a transcriber's note and key list following a top box line.
- Place the key list on a single page whenever possible.
- Place the key list on the same braille page, or facing page, as the table whenever possible.
- Leave a blank line before and after the key list.
- The key list is always the last element of a transcriber's note when additional information is included.

### Key Items

- List key items in 1-3.
- Follow each key item with a space and what it is in text.
- Place the closing transcriber's note indicator after the last item in the key list.
- Use cell-5 headings to group key items by column and row headings. List keyed column headings first, preceded by "Column headings" as a cell-5 heading. Next, list the keyed row headings preceded by "Row headings" as a cell-5 heading.
- List items in alphabetical order. Do not use shortforms.
- List letter keys in alphabetical order by a key word, not the original text for which the key word stands.
- List number keys in numerical order. Numbers beginning with 0 may appear at the beginning or the end of the numerical list, depending on context.

