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Weekly Dose Alphabetic References

These are the common guidelines for formatting alphabetic references. Additional information unique to specific alphabetic references is discussed later in this section.

- Start each alphabetic reference on a new braille page.
- The main entry begins in cell 1. Each subentry level begins two cells to the right of the previous level. All runovers begin two cells to the right of the farthest indented subentry.

One level: 1-3
Two levels: 1-5, 3-5
Three levels: 1-7, 3-7, 5-7
Four levels: 1-9, 3-9, 5-9, 7-9
etc.

Font Attributes

When to decide whether a font should be used. Ignore entry word font attributes when *all* entry words are emphasized. Use emphasis only for entry words requiring distinction

Cross-References (for example "Refer to")

a. Follow print for placement.
b. Retain font attributes.

Source: Formats 2016 Section 21