

Library-Iowa Department for the Blind
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Weekly Dose Keying Long Entries and use of Shortform

The keying technique below is applicable whenever it is necessary to condense long headings/entries into a few cells.

- Devise a key for an item that reflects the meaning of the heading or entry.
- Use letters, numbers, or a combination of letters and numbers, consisting of two or three cells.
- Key items may not correspond to shortform words or contractions.
- One of the letters in the key item must have a dot 3 or 6, except for standard International Organization for Standardization (ISO) abbreviations for states (CA, IA, etc.), provinces (AB, BC), and countries (CC, FJ, etc.).
- Column headings, row headings, and column entries must NOT exceed two lines.

Source: Formats 2016 Print-to-Braille Section 11