

Weekly Dose Lists with ONLY Some Items Bulleted

“What if you ONLY have 1 item in a list that is bulleted and how do handle the runovers in the bulleted list?”

RULE To indicate that only some items in the list have bullets or other print indicators, such as pictures:

- Follow print for the symbol used as a bullet. The bullet begins in cell 1 and is followed by a space. Symbols used must be listed in a transcriber’s note or placed on the Special Symbols page.
- Align the beginning character of all items. Runovers are two cells to the right of the beginning of the items.

Example:

Crafting Your Story

Week 1 Autumn Gourd Geese Taking Flight and Wood Slick Owl

- Week 2 Not offered in month of November, Pumpkin Bingo Coding
- Week 3 Challenge Sheet

Week 1 Autumn Gourd Geese Taking Flight and Wood Slick Owl
Week 2 Not offered in month of November, Pumpkin Bingo Coding
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Did you notice that the other items not containing a bullet lined up in cell 4 and all runovers were in cell 6 [2 cells to the right]? This example is correct when only part of the list contain a bullet.

Resource: Formats 2016 section 8 lists.