INSTRUCTIONAL MATERIALS CENTER
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## Weekly Dose Notes

## **Notes**

**16.5.1** Place notes at the end of the print page.

- Insert a blank line before a note separation line *only* when the blank line is required by other formats, such as the end of a list.
- List notes in the order in which they appear in the text.
- Follow print for the use of reference marks. Use 1-3 margins; for additional paragraphs in a note, use 5-3 margins. Use the entire width of the braille line for notes.
- Retain font attributes!
- Notes may be separated by a title/heading or a blank line when there are multiple titles with separate note references on one print page. Use cell-5 headings for the titles/headings.
- Do not insert a blank line between a note separation line and a title or heading.

## **Example:**

A teacher or schoolteacher is a person who provides education for pupils and students. The role of teacher is often formal and ongoing, carried out at a school or other place of formal education.<sup>2</sup>

2. **Teacher:** The role of teacher is often formal and ongoing, carried out at a school or other place of formal education.

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(NO blank line before or after note separation line.)
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**Please note:** If a superscript or subscript appears within a grade 2 passage, it may need a grade 1 indicator. (Notice in the above example, the grade 1 indicator is used in front of the superscript 2.)

Source: UEB Formats 2016 and Rules of Unified English Braille 2013