

Weekly Dose “p” Pages (Front Matter) at a Glance

Front matter pages **follow** the transcriber-generated pages.

- a. Each item in the front matter begins on a **new braille page**.
- b. Precede braille page numbers by p, e.g., p1, p2, etc.
- c. Include the print page number on all front matter pages.
- d. Follow print for page order in all volumes.
- e. Print front matter pages may have implied page numbering.
Implied print numbers are added to all corresponding braille pages.
- f. **Do not add print page numbers** when there are no actual print page numbers used in the front matter.

Book Covers and Jackets

Include information from the front and/or back covers of a book only in the first volume of the braille edition.

- a. The cover/jacket material is inserted as the first front matter page p1, and no print page number is used. Insert a transcriber’s note to explain this format. Sample: The following material is from the back cover of the book.
- b. Include book jacket or inside cover information not included within the text.
- c. Do not include advertising material, reviews by other authors, etc.

Dedications and Acknowledgements

Dedications and acknowledgements are formatted the same way.

- a. Each begins on a new braille page.
- b. Follow print for placement. The acknowledgements may be in the front or back of the book.
- c. The text begins on line 1, or line 3 if there is a running head.

- d. The dedication is generally treated as a regular paragraph, which may be in 3-1 or 1-1 format. If the dedication is in a format other than a paragraph, follow the guidelines for other formatting, such as poetry.
- e. The acknowledgements are generally treated as a list.
- f. Ignore emphasis unless needed for distinction.

Table of Contents

- a. Include the table of contents when it is in print.
- b. The table of contents begins on a new braille page.
- c. A table of contents may be generated by the transcriber for informal materials such as menus, meeting

RULE: A table of contents on or inside the cover follows the Transcriber's Notes Page(s), and is braille page p1, with no text page number assigned. When there is other book cover/jacket information, the table of contents is the last of this information.

In summary, after the "t" pages the "p" pages will follow in this order:

- Book Covers and Jackets
- Dedications and Acknowledgments
- Table of Contents

Remember, all of these will START on a NEW braille number.

Source: Unified English Braille Formats Section 2 Transcriber-Generated Pages and Front Matter