

## ILLUSTRATION FORMATTING WHEN APPLYING A TRANSCRIBER NOTE

### 6.2 Format

b. Some illustrative materials may require a transcriber-generated description.

6.2.2 Use 7-5 margins for print captions and transcriber-generated descriptions.

a. Do not insert blank lines before or after captions or descriptions unless required by other formats, e.g., headings, lists, etc.

b. If the original print copy does not identify an illustration, **insert** a label in **a transcriber's note** (e.g., photograph, figure, caption etc.) followed by the text of the caption on the same line. No punctuation is needed between the identifier and the text because the transcriber's note indicators provide sufficient separation.

EXAMPLE:

Figure 1: A line graph showing the relationship between the number of hours spent studying and the score on a test. The x-axis represents hours (0 to 10) and the y-axis represents the score (0 to 100). The data points are as follows:

Hours	Score
0	0
2	20
4	40
6	60
8	80
10	100

### 6.3 Descriptions

6.3.1 Some images may require a description, which is enclosed in transcriber's note indicators following the caption. Use appropriate vocabulary for the grade level and subject matter.

Source: Rules of Unified English Braille Formats

EXAMPLE:

Figure 2: A photograph of a person sitting at a desk, working on a computer. The person is wearing a white shirt and is looking at the screen. The desk is cluttered with various items, including a keyboard, a mouse, and some papers. The background is a plain wall.

*Remember, when you describe a picture, cartoon, or image your description ALWAYS will be enclosed in transcriber notes. However, if a caption is derived from the text, you would ONLY put transcriber notes around the word "caption", no other punctuation is needed, see example above.*