Lesson 13

Abbreviations, Personal Initials, Initialisms and Acronyms, Slash (Oblique Stroke), Ditto Sign, Telephone Numbers, Postal Codes, Dates, Symbols, Format for Letters (correspondence)

13.1 Abbreviations in General [VI.27, VIII.31]

The short-form or abbreviated words studied in Lesson 11 are peculiar to braille. Standard abbreviations, however, are commonly used in print and are represented in braille according to specific rules.

Abbreviations, when brailled, should follow print capitalization, punctuation, order, and spacing except in certain circumstances which will be mentioned later. A letter sign is not used with an abbreviation unless it could be confused with a word or short-form word. Unspaced abbreviations and abbreviations that represent a unit such as *sq. ft.* and *W. Va.* should not be separated between braille lines. Examples:

a.m.	Mrs.	Dr.	viz.
· · · · • · · · · · · · · · · · · · · ·			• · · • • · · · · · · · · · · · · · · ·
Ph.D.	27 sq.ft.		5 KW
N.W.T.	ASAP		q.i.d.
			• • • • • • • • • • • • • • • • • • •

When an abbreviation is unspaced from the preceding number, insert a letter sign before the abbreviation. [VIII.31.a] Examples:

```
5mL 2yds, 4ft
```

13.1*a* **Capitalization in abbreviations.** [VI.27.a] The double capital sign is used only where two or more capital letters in an abbreviation follow one another with no intervening periods. Following a period the appropriate capital or double capital sign is repeated. In abbreviations that contain both upper and lower case letters, it is suggested that each upper case letter be capitalized individually. Examples:

NATO	Y.W.C.A.	LL.D.
MHz	USAir	B.Sc.

As in the case of a hyphenated compound word, the double capital sign placed before a hyphenated compound abbreviation indicates that all the letters of the abbreviation are capitals, and the capital sign is not repeated after the hyphen. Such a compound abbreviation may be divided at the end of a line after the hyphen. Examples:

```
AFL-CIO
```

In a fully capilalized abbreviation, where each letter represents a word and is followed by a period, the entire abbreviation should be written on one line without a space between the separate letters. Example:

```
K. U. (Kansas University)
```

13.1*b* **Contractions in abbreviations.** [VI.27] As a general rule contractions are used in abbreviations that represent a single word regardless of whether or not they could have been used in the complete word. Examples:

```
St. Paul, Minn.

Little Rock, Ark.

Prof. Smith

first ed. [edition]

Phys. Ed. Dept.

ch. 7, pg. 3
```

• Note: When the abbreviation for chapter (ch) is followed by a period, the *ch* contraction is used. The contraction cannot be used if there is no period because it would be read as *child*.

EXCEPTIONS:

Do not use the *in* contraction in the abbreviation for *inch* (*in*) or *inches* (*ins*). [VIII.31.a] Examples:

```
8 ins. 3ft, 6in 8-in. dia.
```

Do not use contractions for two-letter postal abbreviations such as AR [Arkansas] and IN [Indiana].

Do not use the contractions for *be, con,* or *dis* in an abbreviation if they do not constitute the first syllable in the complete word. [XIII.43.a]

Examples: Belg. [Belgium] (Con)n. [Connecticut]

Do not use the contractions for be, con, or dis if they comprise the entire abbreviation.

Examples: Dis. [District] Be [beryllium] Con. [Consolidated]

Do not use a one-cell, whole-word contraction for an abbreviation.

Examples: Can [Canada] IT [Italy] do [ditto]

13.1*c* **Avoiding confusion between whole-word contractions or short-form words and abbreviations.** Place a letter indicator before an abbreviation not followed by a period that could be confused with a whole-word contraction or a short-form word. Examples:

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      c 1850
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When context makes the meaning of an abbreviation without a period perfectly clear (see §12.4), as in 2 am or 6 pm, a letter indicator is not needed.

13.1*d* **Apostrophes added to abbreviations.** [I.4.a] As in the case of numbers and letters, for clarity the apostrophe is inserted before the *s* in plural abbreviations even though it does not appear in print. An apostrophe is also inserted for missing letters, as in *OKd*. Examples:

WACs	IBMs	OKd [OKed]

13.1*e* **Connecting words and word endings in abbreviations.** [VI.27.a(1)] When connecting words or lowercase endings are used with abbreviations, they may be contracted. If a capital letter or letters follows the contraction, the appropriate capital or double capital sign is repeated. Follow print spacing. Examples:

```
A&P AFofL AT&T 4-Hers
```

• Note that the ampersand is represented by the *and* contraction. Note also that an apostrophe is not inserted in *4-Hers* because the additional letters in the word ending render it unnecessary.

If a space is left in print between the letters of an abbreviation and there are no periods following the letters, a letter sign is placed before each letter to prevent it from being read as a whole-word contraction. Examples:

- **13.1**f **Non-Latin letters in abbreviations.** [VIII.31.c] Greek or other non-Latin letters occurring in abbreviations, as in µsec (microsecond), must be brailled according to the braille rules for that language and preceded by a non-Latin letter indicator. This situation will be studied later in Lesson 16.
- **13.1g** Enclosed abbreviations. [VIII.31.a] Unlike an enclosed letter that has a letter meaning (see 12.3c(1)), when a single-letter abbreviation is enclosed in parentheses, quotation marks, or brackets, the punctuation should be retained. A letter sign is not required if context makes perfectly clear the meaning of a single-letter abbreviation not followed by a period. If the meaning is not clear, use a letter sign. Examples:

13.2 Personal Initials [VI.27.c]

The initials of a person's name are capitalized, punctuated, and spaced as they appear in print. Like abbreviations in general, they should not be divided between braille lines if they appear in print unspaced. In the following example, because there is no space between the *R*. and the *C.*, *R.C. Cooper* could only be divided after the *R.C.* A division could be made at any space in *Mrs. P. G. Hall*. Examples:

```
R.C. Cooper Mrs. P. G. Hall
```

Initials that are used for an entire name, as in J.F.K., should not be divided between braille lines whether they are spaced in print or not. Examples:

```
L.B.J. ... F. D. R. ... ... ... ...
```

Place a letter indicator before an initial that is not followed by a period so that it will not be read as a whole-word contraction. Example:

```
Harry S Truman
```

Initials followed by a period do not require a letter indicator. Therefore, in the sentence *Ms. M. called today* a letter sign is not needed. However, if the period is missing from the initial, a letter sign is needed to prevent it from being read as *Ms. More*. In the sentence "Let us call on Ms. M." it will not be clear to a braille reader whether the period

denotes just the end of the sentence and is to be read as *Ms. More* or if it denotes an initial and is to be read as *Ms. M.* Thus, if the first time *Ms. M.* is mentioned the name occurs at the end of a sentence, the letter sign should be used to clarify the situation. When it is clear that the author uses the period with *Ms. M.*, whether or not it occurs at the end of a sentence, the letter indicator may be dropped.

13.3 Initialisms and Acronyms [VI.27.a(2)]

Initialisms are abbreviations that consist of the first letters of several words and are *pronounced as letters*. In braille, contractions are not used in initialisms. Examples:

```
DAR [Daughters of the American Revolution]

EST [Eastern Standard Time]
```

An acronym is an abbreviation that uses the first letter or letters of each of the successive parts of a compound term and is *pronounced as a word*. Contractions are used in acronyms if all the letters of the contraction fall within a syllable of the acronym— and for clarity, it is suggested that all of the letters that comprise the contraction should come from the same word. If the meaning of an acronym cannot be determined, do not use contractions. Examples:

```
MEDICO [Medical Insurance
                         MEDICO [Maine Development & Investing
                          Company]
 FORTRAN [formula translation]
                         FORTRAN [Federal Organization for Rural
   Transport]
CINC [Commander in Chief]
                         SEATO [Southeast Asia Treaty
                          Organization]
   WHO [World Health
                         NOW [National Organization for Women]
Organization]
```

13.4 Slash (Oblique Stroke) [VII.28.e]

The diagonal slash, which is also known as a virgule or solidus, is often referred to in braille as the oblique stroke. When such a mark is used between print abbreviations, words, or numbers, this sign is represented in braille by dots 3-4.

A slash terminates the effect of a composition sign, therefore, when a slash occurs between two capitalized or italicized words or abbreviations, the appropriate capital, double capital, or italic sign (to be studied later) is repeated before the second word or abbreviation. Examples:

13.4*a* **Dividing between lines.** When a slash occurs between words and there is not room on the braille line for both words, the expression may be divided only if there is room on the first line for the first word, the slash, and a hyphen. Example:

```
and/or
```

13.4*b* **Slash (oblique stroke) with single letter abbreviations.** Where context makes the meaning clear, single letter abbreviations that are separated by a slash do not require a letter sign. These expressions should not be divided between braille lines. Examples:

In situations where a single letter could be misread, as in (w/copy) where the w is an abbreviation for with, not will, use a letter sign for clarity.

[Slashes between numbers will be studied in the next lesson. For diagonal slashes used in poetry see Lesson 18.]

13.5 Ditto Sign [VIII.31.e]

The print ditto sign is represented in braille by the dots 5, 2 (:••:)—a two-cell symbol. Always leave a space before and after a braille ditto sign. When multiple ditto signs are shown in print, only one ditto sign is used in braille. List this sign on the special symbols page (to be studied later). Example:

13.6 Telephone Numbers [VI.27.f]

Follow print spacing for telephone numbers consisting of all numbers. Telephone numbers composed of both letters and numbers are brailled without spaces or contractions, regardless of print.

In lists of telephone numbers for actual use, it is best not to divide seven-digit numbers or letter/number combinations between lines. Long distance numbers may be divided at any point at which a hyphen or space occurs before the seven-digit local number. A telephone number mentioned in a story situation may be divided between lines at any print hyphen. Examples:

```
1-956-347-9005
```

• Notice that the *st* contraction is not used in 1-800-STOP. This is because STOP is to be read as individual letters, each letter representing a number to be dialed.

13.7 Postal Codes [VI.27.d]

Postal districts and ZIP codes are spaced in braille as they appear in print. Do not use contractions in postal codes or divide them between lines. Examples:

13.8 Dates [VI.27.e]

When a date is indicated by the numbers of the month, day, and year (or day, month, and year) separated by a slash, hyphen, or dot, follow print as to the sequence. Use a hyphen in braille to connect the numbers. Only one number sign should precede the entire group. Do not divide between lines.

If roman numerals are used in a date, arabic numerals should be substituted and the month should be brailled first. Example:

If inclusive dates are joined by a hyphen or a dash, the number sign must be repeated before the second date. Example:

Practice brailling the following sentences.

- 1. Caesar Augustus (63 B.C.-14 A.D.) was the first Roman emperor.
- 2. Dr. Chas. R. Hartwell, Jr., will leave Crown Point, Ind., at 11 a.m. and will arrive at Derry, Penn., at 9 p.m.

- 3. Mr. and Mrs. L.V. Workman are both receiving their degrees from the U. of M.—he a Ph.D. and she a B.Sc.
- 4. Mr. Shaw was a staunch admirer of the greatest of all British dramatists, i.e., G.B.S.
- 5. The new Y.M.C.A. director was formerly connected with the ARC.
- 6. The AAWB-AEVH-NBA Braille Authority preceded the Braille Authority of North America (BANA).
- 7. The ROTCs were drilling on the football field.
- 8. The WCTUers were bitterly opposed to his candidacy.
- 9. A sign in the window of the A&P urged: BE SURE TO ATTEND THE BAZAAR AT ST. JOSEPH'S CHURCH, 5/25-5/30.
- 10. He did his undergraduate work at UMass, then received an LL.D. from OU.
- 11. At the bottom of the memorandum appeared the notation: "OKd 5/17/68—T.A.R."
- 12. Notify me by phone at ED 2-1666 and/or Mr. Hancock by mail, c/o St. Francis Hotel, Toronto, Ontario M5F 3E7.
- 13. Senator Jones, (D) TN, will head the committee.

13.9 Symbols for Coinage, Weight, Measure, and Other Special Symbols [VIII.31]

When in print a number, letter, or word is preceded or followed by an abbreviation and/or a symbol, in braille follow the print with respect to order, spelling, capitalization, punctuation, and spacing.

Some print symbols are brailled as letter abbreviations while others have distinctive configurations.

13.9*a* **Print symbols brailled as letter abbreviations.** [VIII.31.b] The following print symbols are represented in braille by letters.

Print Symbol	Braille Equivalent	Meaning
0	••••	degree
\P	• · • • • · • • · • · • · • · • · • · •	paragraph
•	••••	foot, feet
•	•• ••	minute(s) (angular and time)
"	• • • • • • • • • • • • • • • • • • •	second(s) (angular and time)
# (when following a number)	: : : :	pound(s) (weight)

```
# (when preceding a number)

a number)

a t

ampersand
```

When a print symbol that is represented in braille by a letter abbreviation *immediately* follows a number or letter, a letter sign is inserted before the abbreviation. Examples:

```
The 100# bag was carried 30'.

If the engine heats at 34° C. per min., after 1 hr. it will reach X°. (Answer in ¶3.)
```

When a print symbol *immediately* precedes a number, in braille no space is left between the letter abbreviation and the number. Example:

```
Train No. 61 will be coming in on track #2.
```

In order to make a clear distinction between a symbol that is represented in braille by letters and a letter that *immediately* follows it, a letter sign is placed before the letters of the symbol and before the following letter. Examples:

```
34°C. 34° C. 34° C. 34° C.
```

13.9*b* **Print symbols that have distinctive braille equivalents.** Seven print symbols have unique braille equivalents. These equivalents are used, and the print order followed, whenever the print symbols are encountered. They are:

Print Symbol	Braille Equivalent	Meaning
\$::	dollar(s)
£	: :	pound(s) (sterling)
§	:: :::	section
¢	:• •• :::::	cent(s)
%	· · · · · · · · · · · · · · · · · · ·	percent
"	:• :: :• • •	inch(es)
¥	· • • • • • • • • • • • • • • • • • • •	yen

Examples:

\$36	£25	§ 3	16¢
· · · • • • • • • • · · · · · · · · · ·	• · · • • · · • · • · • · • · · · · · ·	• • • • • • • • • • • • • • • • • • • •	·• • · • • · • • · • • · · · · · · · ·
5%	6"	21¥	

13.9c Print symbol indicator for symbols standing alone. [VIII.31.b(2)] When in print a symbol stands alone or is in conjunction with a word or abbreviation, in braille the *print symbol indicator* (dot 4) is inserted before the braille equivalent of the symbol. A print symbol indicator must be listed on a special symbols page (to be studied later). Example:

The US\$ and the £ fell sharply today.

- **13.9d Dividing between lines.** Do not separate a symbol from the word, letter, or number to which it pertains. Numbers, symbols, and/or abbreviations that constitute a unit, such as 6' 2" or 27°35'S, should not be divided between lines.

She is 5'4" tall, so shorten her dress 3ins.

13.9 Sterling coinage. [VIII.31.b(1)] Sterling coinage is brailled as it appears in print and follows print spacing. Note that the number sign is repeated following the slash. Examples:

```
£6 8s 10d

2s 2d

£6/0/5

£6-0-5

£6 5d
```

[Modern British decimal coinage will be studied in Lesson 14.]

13.9*g* **Print symbol indicator.** [VIII.31.d] Occasionally it is necessary to show that a graphic symbol and not a letter abbreviation was used in print, as in instruction manuals, legal documents, etc. To make this distinction, place the *print symbol indicator* (dot 4) immediately before the braille equivalent for the symbol. This indicator must be listed on a special symbols page (to be studied later). Example:

In order to get the symbols #, @, and \$ on your new Mark & Tyson typewriter, hold down the shift key.

- \bullet Note that the print symbol indicator was not used before the ampersand in "Mark & Tyson."
- **13.9***h* **Print symbols that have no braille equivalents.** [VIII.31.f] The appropriate uncapitalized word(s) should be used for print symbols, such as ©, TM, or ®, for which there is no braille provision. It is suggested that the words be enclosed in parentheses. Example:

```
Tuffie Teddie<sup>TM</sup>
```

Drill 26

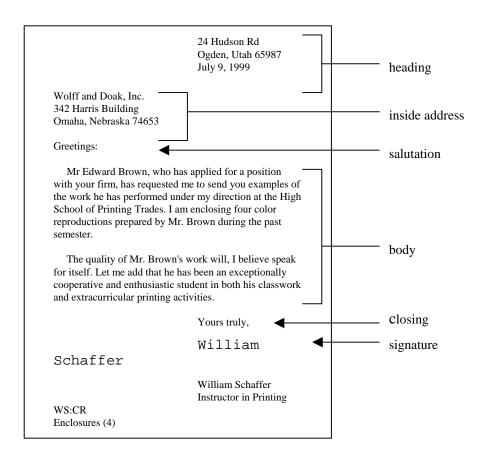
Practice brailling the following sentences.

- 1. The farmer had 25 bushels of peaches that he was offering for sale @ \$2 per/bu.
- 2. The basketball player weighs 187# and is 7'2" tall.
- 3. The bride-to-be, at 5 ft. 8 in. tall and 140 lbs., is 2 ins. taller and 10 lbs. heavier than the groom-to-be.
- 4. Tell Tom to remove item #13-B62 from the invoice.
- 5. Highway 52 intersects Highway 17 at an angle of exactly 52° 30′ 15″.
- 6. On Tuesday Wilford made a deposit of £493/16/8.
- 7. The price of the souvenir was £1 5d, but she found that she had only 18s 4d left after a day at the fair.
- 8. The \(\forall \) has taken a beating this week while the \(\forall \) has remained strong.
- 9. Pure water consists of approximately 11% hydrogen and 89% oxygen.
- 10. The symbol & is typed by using the shift key with the figure 7.
- 11. 100°C is equal to 212°F.
- 12. The area described in ¶9 can be found on the plat map in §46.
- 13. A candy bar that cost 25¢ in 1950 now costs \$1.

13.10 Format for Letters (correspondence)

No rules are given in *EBAE* or *Braille Formats: Principles of Print to Braille Transcription* for brailling letters of correspondence. Following are some general guidelines.

13.10*a* **In general.** Follow print copy as to the location of headings, inside addresses, closings, and signatures, indenting in braille as they appear in print. Indented paragraphs in the body of the letter should start in the third cell, as all braille paragraphs do.



To block a heading, count the number of cells needed for the longest line. This line should end at the extreme right-hand margin. All other lines of the heading start in the same numbered cell as the longest line. Runover lines should be avoided in the heading and inside address—even if this means that the blocked lines of the heading start left of the middle of the page.

If there is not room to include the last line of the body of the letter as well as the complimentary closing, signature, writer's and typist's initials, and notice of enclosure on a braille page, take the last line of the body of the letter to a new page.

It is recommended that the closing and signature be brailled following the rules for attributions (see §17.5)—i.e., start each line in cell 5.

13.10*b* **Blank lines in letters.** Blank lines are left in braille letters between segments that are not distinguished by margin indentions. When a letter is written in *semiblock form*, as in the illustration above and the following exercise, the only place a blank line is needed in braille is between the inside address and the salutation.

If a letter is written in *full block form* (without any indentions) and all segments start at the left margin, the same should be done in braille. In order to enable a braille reader to distinguish the different segments of the letter, just as in print a blank line is left between the inside address and the salutation, the salutation and the first paragraph, and between following paragraphs. A blank line is also left between the last line of the body of the letter and the closing. If there are writer's initials and/or a notice of enclosures followed by a postscript, a blank line should separate the two.

EXERCISE

Prepare the following letter for submission to the instructor. Use the first line of each page for the running head **LESSON 13** and the page number, as usual. A blank line should be left on the first page between the running head and the heading.

745 16th St., N.W. Washington, DC 20006 3/29/72

Mr. J. W. Wetherby 116 Crumpet St. London W2N 6AA England

Dear Jim,

Shortly after 10 a.m., Feb. 5th, the SS Tubb reached the good old U.S.A. with me and the Mrs. on board. We were treated to the very best weather the Atlantic has to offer, i.e., wind, rain and fog, with the temperature dropping to 5°F at times. However, the unpleasantness was greatly mitigated by the fact that we became acquainted with many interesting people. Allow me, for instance, to introduce you to Dr. Wm. Windham. (The Dr. is for Ph.D., not M.D.) Windy, as he was familiarly known to his fellow passengers, was formerly head of the Phys. Ed. Dept. of an obscure institution in New Haven, Conn., but was recently induced to contribute his talents to the improvement of NYUers. His specialty is the improvement of health through breath control and Yoga, and being a typical absent-minded prof. we jokingly told him that we feared we might someday find him turning blue in the face from having forgotten to resume breathing.

Also on board were an AFL-CIO official from Texas with an LL.D. from T. C. U. (c1970) and a D.Litt from UCLA and a Conservative M. P. from somewhere in Sussex, whose father had served with Eisenhower at S.H.A.E.F. during the 2d World War. These two were constantly engaged in interminable arguments over the UN and NATO. A third passenger would sometimes join in these discussions. He was a retired AT&T executive who often reminisced about F.D.R. and recalled how he had OKd the WPA projects.

Further diversion was provided by a comedian who had performed on several TV networks including ABC and NBC. His wife was more interested in her lineage than in comedy and frequently reminded us of her membership in the DAR.

I will finish this account in a later letter as I must start packing. The Mrs. and I are taking off for Florida for a month of rest in the sun. Until the first of May address your letters to me c/o Gen. H. G. Fairweather, 1210 St. Augustine Rd., W. Palm Beach, FL 33401. Telephone no.: 305-743-6262.

Cordially yours, Ed Goodman

EGG/ham

P.S. 4/10/72. You can thank a sudden change in the weather for the fact that you are finally receiving this letter. Since arriving here in Fla., the temperature has been in the 70s and 80s, until last night, when it began turning colder about 10 p.m.; and early this a.m. the thermometer on our veranda registered 45° (F). I was forced to dig out my coat, and lo and behold! there in the pocket was your letter still unmailed.

Our trip down was remarkably fast—2 hr., 20 min. Not bad for a 1200 mi. jaunt, wouldn't you say? We were able to hitch a ride on an old B-52 that was being flown to Fla. to be used in training missions.

Gen. Fairweather has a beautiful and comfortable house with a large swimming pool that measures 20'6" by 40'. The only disturbing factor which somewhat interferes with my rest and quiet is a constantly barking dog that has the bark of a Great Dane but is about 20 ins. long and weighs all of 2# soaking wet!

I am proud to say that I will soon be able to type my own letters. While I was in England I began taking a correspondence course in typing—at the exorbitant cost of £495, 10% off for cash. I am now struggling with the intricacies of &, @, \$, and °. After next month I will no longer need the services of a secretary.

Remember our conversation about the Japanese ¥? If you will check page C6, §4 of last Sunday's paper, you will see that it is on the rebound. Even so, I'll stick with investing in the good ol' US\$ and/or the British £.

The wife and I are considering taking a trip to France and Belg. next spring. Would you be interested in joining us? Perhaps we could rent a BMW and do Europe in style. Eh, what?

Cheerio, old bean, E.G.G.