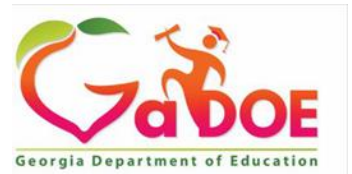


Georgia Instructional Materials Center Transcriber Production Estimate



Date: _____

Transcriber: _____ Vendor Number: _____

Phone Number: _____ Email Address: _____

Translation Software Used: _____ Version: _____

Do you have a Proofreader? ___ Yes ___ No Proofreader Name: _____

Book Title: _____

Access # (Assigned by GIMC): _____

ISBN: _____

	Quantity	Rate/page	Total
Braille Pages UEB			
Braille Pages Nemeth			
Tactile Graphics			
Tactile Maps			
Other (explain below):			
Total Cost			
*Explanation			

Billing: when GaDOE invoiced

Lump Sum (completed book) Milestones (volume based)

**Payments will be authorized after quality control inspection by the Georgia Braille Transcribers, Macon, GA.

Timeline:

Volume	Estimated Delivery Date	Revised Delivery Date*	Initial*	Volume	Estimated Delivery Date	Revised Delivery Date*	Initial*

(Use the additional sheet below if necessary)

*To be completed after contract is returned for signature.

Initial _____

Georgia Instructional Materials Center

Transcriber Production Estimate



Braille Codes and Formatting Guidelines

All braille textbooks produced for GIMC must be done in the following manner.

- Transcribed in contracted (Grade 2) braille unless specifically instructed to use uncontracted (Grade 1) braille.
- Produced using the latest edition of the *Rules of Unified English Braille (UEB)*.
- Consistent with the latest guidelines for *Braille Formats, Principles of Print-to-Braille Transcription*.
- Mathematic or Science Notation is transcribed in the *Nemeth Braille Code for Mathematics* in accordance with the latest *Guidance for Transcription Using the Nemeth Code within UEB Contexts*.

Consult the *Braille Authority of North America (BANA)* for additional guidance and most recent copies of braille code books. www.brailleauthority.org

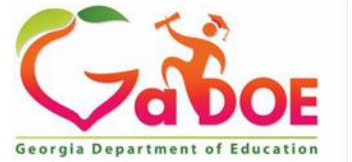
Additional Guidelines

The following agency decisions are required by GIMC:

- Braille files must be interpoint.
- Suppress the braille page number for left-hand pages.
- Reverse side of the braille title page blank.
- t-page number 3 is the supplemental (second) title page.
- The second title page (t-page 3) is required for every volume.
 - The first item of the second title page is the GIMC agency statement, *"This volume was transcribed by [your name and/or agency] for the Georgia Instructional Materials Center (GIMC), Atlanta, Georgia"*. Transcribe the statement in a 3-1 paragraph with no blank line separating the statement from the running head.
- Place a logical running head beginning with t-page 3, on all pages except for the first page of text as required by Braille Formats.
- Do not include consultants, reviewers, or credit pages in the transcription.
- Atlas sections in the front or the back matter of social studies books with no corresponding text or exercises are omitted. A transcriber's note is required. Sample: *Atlas section on pages R-22 through R-29 is omitted.*
- Periodic tables in the front or the back matter of science books with no corresponding text or exercises are omitted. However, if partial sections are repeated anywhere in the text, the full periodic table is produced. When the periodic table is omitted, add a transcriber's note. Sample: *The periodic table on the inside back cover is omitted.*
- Begin the following pages on a right-hand page: *Insert a BLANK PAGE at the end of the previous section when necessary to ensure this.*
 - first preliminary page (p-page 1)
 - table of contents
 - the first page of the body matter (braille page 1).
- End the final supplement with the words "End of Supplemental Material".
- End the final page of text with the words "The End".

Georgia Instructional Materials Center

Transcriber Production Estimate



Volume Size

- Maximum volume size is limited to 150-160 pages (80 sheets of paper).
- End each volume with a logical break in content, e.g., at the end of a unit, part, chapter, or section. Adherence to this principle is more important than maintaining uniform volume size throughout the braille edition.
- Supplemental volumes less than 50 interpoint pages are added to the last volume.

Braille Files

- Electronic files are only accepted in the following file types.
 - Braille Ready files (.brf)
 - Annotated Braille Files (.abt)
 - Braille 2000 v.2 Files (.b2k)
- Each braille volume is sent as a separate file.

Print Files (Also known as Teacher's Reference Pages)

- Send a print copy of all transcriber generated pages along with each braille file.
 - The font size for the print title page is 22-24 pt.
 - The title page must be aligned to the left margin.
- Include a listing of all graphics and their corresponding page numbers in a separate document.
- The print documents must be named to include the GIMC book number and volume number, e.g., 6188 Volume 6 tpages.doc or 4327 Supplement 1 graphics list.doc

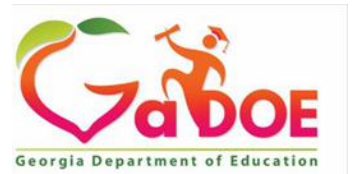
Tactile Graphics

- All tactile graphics must be produced following the *Guidelines and Standards for Tactile Graphics*. The latest edition of the code book is posted on the BANA website.
- Mail hard copies (see address below) of the master tactile graphics (collage or embellished) to the GIMC at the same time braille files are sent. If sending by volume, ensure all tactile graphics are included and label accordingly.
- Create graphics that are tactually clear and readable.
- Graphics should not exceed the size of an ordinary 40-cell by 25-line braille page.
- Graphics are placed on right-hand (odd numbered) braille pages. Place corresponding keys on the left-hand page before the graphic if they do not fit on the page with the graphic.
- When a graphic requires more than one page for a key, the graphic is placed on the left-hand page and all the key pages are placed on right-hand pages. See the *Guidelines and Standards for Tactile Graphics, 2010*, [5.8.3.2].
- Collage materials must be able to stand up to the heat of thermoforming and use carpenter's glue to affix materials.
- Carefully inspect each braille file to ensure that no text appears on the reverse side of tactile graphics. Remember that thermoformed tactile graphic pages are single sided.
- Include all pie charts, Venn diagrams, line graphs, bar graphs, and graphic organizers as graphics.
- Label all graphic master pages with the applicable GIMC book and volume numbers.

Initial _____

Georgia Instructional Materials Center

Transcriber Production Estimate



Proofreading

- Proofreading **MUST** be completed for all transcriptions, including tactile graphics.
- Proofreaders are **NOT** provided by GIMC. Proofreading by the actual transcriber of the text is **NOT** acceptable.
- The transcriber provides files that are consistent, accurate, and complete.

Ownership of the Files

- The computer files and graphic pages become the property of GIMC. The files and pages may be reproduced multiple times and used by multiple students.
- Neither the computer files nor the graphic master pages will be returned to the transcriber.

Send all electronic braille files to (msilverman@doe.k12.ga.us) at the Georgia instructional Material Center.

Hard copies of tactile graphics should be mailed to the following address:

Georgia Instructional Material Center (GIMC)
Georgia Department of Education
1870 Twin Towers East
205 Jesse Hill Jr. Drive, SE
Atlanta, Georgia 30334

Agreements: You agree to follow the standards set forth in the Braille Formats: Principles of Print to Braille Transcription as well as ATIC specifications and samples set forth by GaDOE. This agreement must be signed, and the transcriber must be contracted with GaDOE before any work begins. If you cannot fulfill all the areas of this agreement including editing, transcribing, graphics, and proofreading, you will contact GaDOE immediately. For digital copies: the Georgia Department of Education may reproduce (at no additional cost) this transcription from the original digital file and tactile masters to fulfill this and any future student requests. All materials (tactiles and masters) become the property of the GaDOE.

Transcriber Signature

Date

Initial _____

