Contractions in Word Division

Where the Hyphen Exists in Print

Where a hyphen exists in the print copy, the word sequence may be broken AFTER the hyphen at the end of a braille line, using the same contractions as if it were unbroken.

The Lower Sign Rule must be met and some lower contractions may need to be spelt out, if used with punctuation.

Examples:

```
child-like
child-like
iii

air-conditioner
air-
conditioner
iii

teach-in
teach-
is-
is-
was
is-
was
```

NOTE: The wordsign <u>was</u> may not touch a hyphen. As "was" is spelt out in the unbroken sequence, it must also be spelt out in the broken sequence.

Examples: (Lower Sign Rule)

```
teach-in.

teach-
in.

in-
laws

in-
laws
```

Where the Hyphen is Added by a Transcriber

"ing"

The <u>ing</u> groupsign may not begin a line. Use the <u>in</u> contraction where "ing" begins a new line.

Example:

```
nightingale ingale ingale
```

be, con, dis groupsigns

The groupsigns <u>be</u>, <u>con</u> and <u>dis</u> may not begin a new line following an added hyphen.

Avoid dividing a word immediately after "be", "con" or "dis" as lower contractions may not be used before a hyphen and no space is saved.

Examples:

<u>in</u>, <u>en</u> groupsigns

These groupsigns may be used with any hyphen but only if the Lower Sign Rule is met.

Example:

```
maid<u>en</u>hair f<u>er</u>n in it is i
```

Final-Letter Groupsigns

Final-letter groupsigns may not be used at the beginning of a new line following an added hyphen.

Examples:

```
section

sec-
tion

faith ful ness

faith-
ful ness

ful ness
```

Shortforms

A shortform should never be divided. Longer words on the Shortform Extension List may be divided but the internal shortforms may not.

Examples: