

# Wordsigns and Shortforms

The use of wordsigns and shortforms is determined by the Standing Alone Rule, as found in *The Rules of Unified English Braille: Second Edition* 2013.

- A wordsign should NOT be used as part of a longer word.
- A shortform may only be used in a longer word (including any affix with an apostrophe) that is found on the Shortform Extension List, or if it meets the specific requirements stated in the list.
- The letter "s" may be added to any shortform or word on the Shortform Extension List, with the exception of "about", "almost" and "him".
- Wordsigns and shortforms may be used regardless of pronunciation or meaning and whether or not they are used as proper names.

Alphabetic and strong wordsigns, shortforms and shortforms in shortform extension words MAY BE USED:

- Where the word is preceded AND followed by a space, hyphen or dash (including a long dash)
- With punctuation in its standard grammatical position, i.e.:
  - \* Apostrophe, opening quotation marks (of any type), opening brackets (round, square or braces) at the beginning of a word
  - \* Closing quotation marks, closing brackets, apostrophe, full stop, comma, colon, semicolon, exclamation mark, question mark or ellipsis at the end of a word
- With typeform, capitals, and opening transcriber's note indicators at the beginning of the word
- With typeform and capitals terminators and closing transcriber's note indicators at the end of a word

Alphabetic and strong wordsigns MAY BE USED:

- Where the word is followed by 'd, 'll, 're, 's, 't or 've

Wordsigns, shortforms and shortforms in shortform extension words MAY NOT BE USED where the word between spaces, hyphens or dashes:

- Includes any numeral or print symbol. Some common print symbols are forward and backward slash or the asterisk.
- Includes punctuation not in its standard grammatical position, for example, the dot in an electronic address or the colon used as a ratio between two words.
- Includes any typeform and capitals indicators or terminators not at the beginning or end of the word.

## Lower Sign Rule

The lower wordsigns be, his, was and were are not affected by this rule, as they may not be used with lower punctuation.

For the purpose of this rule, a sequence is any continuous string of characters between spaces.

- Use any number of lower groupsigns and lower punctuation signs together, provided the sequence includes an upper sign.
- Use the lower wordsigns enough and in with any number of lower punctuation signs, provided the sequence includes an upper sign.

The upper sign may be a letter, contraction, typeform indicator, typeform terminator, symbol or punctuation that includes an upper dot.

**NOTE:** When applying this rule, the two-cell quotation signs are not considered to be upper signs.

If the sequence would not otherwise have an upper sign, the final contraction is not used.