

### Lowercase within ARES messages

Normally, all ARES messages are uppercase only. However, with the increased use of web and email addresses and codes, it's possible that we would need to pass a message that had critical lowercase letters. And, although unlikely, a message sender might also have some critical lowercase requirements within a message.

Note that part of a web or email address is not case sensitive, but part of it could be. The domain name will be correct regardless of what case you use. That is, `www.google.com` is the same as `WWW.GOOGLE.COM` is the same as `wWw.GoOgLe.CoM`.

In the absence of published standard ARES rules, I have created a proposal for use by Placer ARES. We need to remember that these are our own rules and not an accepted standard. There may be a new standard in the future that requires us to change. I tried to keep the rules very simple and understandable, even if you haven't been trained.

There are 2 basic cases I want to address. One, where an entire word needs to be lowercase, and two, where a word contains mixed case, which is both upper and lowercase. Words that begin with a single uppercase letter are common mixed case words, sometimes called "title case". Like "Title" or "Fred". Normally, we assume every word will be uppercase.

#### Rules for lowercase in ARES messages

1. When reading a message containing a lowercase word, simply lead it with the pro-word "*lowercase*". Then pronounce or spell the word. When copying the word be sure to write lowercase letters within the word box. When reading, allow extra time for the receiver to write lowercase. Unless specified otherwise (with a new pro-word) assume the following word is back to uppercase.
2. When reading a message containing a word using mixed case, simply lead it with the pro-words "*mixed case I spell*". Then spell it leading each letter with the pro-word "*upper*" or "*lower*".

#### Examples for lowercase and mixed case

1. If the sender has a message that reads "... THE CODE IS fred ...". We would write "fred" in one word box all in lowercase letters. And we would read the message as "... THE CODE IS *lowercase* FRED *I spell* FOXTROT ROMEO ECHO DELTA ..."
2. If the lowercase word is a common word, like green, then we would not need to spell it. Simply read it as "... THE CODE IS *lowercase* GREEN".
3. For two consecutive lowercase words, like "... THE CODE IS green yellow", we read it as "... THE CODE IS *lowercase* GREEN *lowercase* YELLOW". Without the second lowercase pro-word, we would copy "green YELLOW".
4. If the sender has a message that reads "... THE CODE IS Fred ...". We would read it as "... THE CODE IS *mixed case I spell* *upper* FOXTROT *lower* ROMEO *lower* ECHO *lower* DELTA ..."

Sample message (note underline indicates case sensitive):

Placer ARES is adopting standard rules for lowercase within messages like first SundaY.

Here is the message body only from a form 213. We expect to be reading from this form and for the received form to be identical (word count = 13)

PLACER	ARES	IS	ADOPTING	STANDARD
RULES	FOR	LOWERCASE	WITHIN	MESSAGES
LIKE	first	SundaY		

Note that the message contains the word LOWERCASE not used as a pro-word. To avoid confusion we will spell this word leading it with the pro-word initials.

One possible reading:

This is a Placer ARES training exercise

Begin message

PLACER I spell PAPA LIMA ALPHA CHARLIE ECHO ROMERO initials ALPHA ROMEO ECHO SIERRA  
IS ADOPTING STANDARD *(break)*

RULES FOR initials LIMA OSCAR WHISKEY ECHO ROMEO CHARLIE ALPHA SIERRA ECHO

WITHIN MESSAGES *(break)*

LIKE lowercase FIRST mixed case I spell upper SIERRA lower UNIFORM lower NOVEMBER lower DELTA  
lower ALPHA upper YANKEE

End of message

Word count is 13

Do you need any fills or corrections? *(break)*

This was a Placer ARES training exercise

Do not say “*(break)*”, but unkey and listen for questions, comments, emergency traffic, etc.