Acronyms are letters used to shorthand some common terms. They may be pronounced as words, or simply spelled. Usually each acronym letter is the initial letter of another word. For example, ARES is an acronym for Amateur Radio Emergency Service, and normally pronounced. EC is an acronym for Emergency Coordinator and normally just spelled. Some other common acronyms are ASAP, ETA, EOC, OES, UTC and ICS.

Rules for acronyms in ARES messages
1. Always spell acronyms
2. Always use the standard ITU phonetics
3. Record and count each acronym in one word box
4. When reading an acronym, lead it with *"initials"*
5. Read each letter individually: example ARES is read as *"ALPHA ROMEO ECHO SIERRA"*

Example for ARES acronym
It is written in one box as ARES and read as *"initials ALPHA ROMEO ECHO SIERRA"*

Sample message:

Contact the Placer county EC for additional information on joining ARES. The EC is Carl N6CKV.

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 = 17)

CONTACT	THE	PLACER	COUNTY	EC
FOR	ADDITIONAL	INFORMATION	ON	JOINING
ARES	X	THE	EC	IS
CARL	N6CKV			

One possible reading:

Begin message
CONTACT THE PLACER I spell PAPA LIMA ALPHA CHARLIE ECHO ROMEO
COUNTY initials ECHO CHARLIE *(break)*
FOR ADDITIONAL INFORMATION ON JOINING *(break)*
initials ALPHA ROMEO ECHO SIERRA   initial X-RAY THE initials ECHO CHARLIE   IS *(break)*
CARL I spell CHARLIE ALPHA ROMEO LIMA amateur call NOVEMBER SIX CHARLIE KILO VICTOR
End of message

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

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