

Message Text

The Actual Message

All messages must have text. The text is actual message content. Of all the information used to relay a message, the text is what must be delivered to the recipient (along with signature).

Never originate a message for a person without permission from that person.

The message text is the third section in message process, with the first being the preamble and the second being the addressee.

When transmitting the message, the text is separated from the addressee before it and the signature that follows it by the use of the prosign word "BREAK" on voice or <BT> on CW. This allows the receiving operator to know when the message text begins and ends.

The message text is usually limited to 25 words or less, but can be as many words as is needed. Keeping the number of words to a minimum reduces the risk of an error as the message is relayed from station to station.

The text is typically written in word "groups" of five or ten to a line for easy counting.

The purpose of the following recommendations is to reduce the risk of errors or misinterpretations of the text in the message as the message is relayed from station to station.

Example message text:

ARL	FORTY	SIX	X	DO
YOU	WANT	THE	304/BA	EQUIPMENT
QUERY	THE	SIX	DASH	B
TYPE	IS	NO	LONGER	AVAILABLE
X	CU	ON	145R43	73

Note the use of "X", "/", "QUERY", "DASH", "R".

Punctuation Considerations

Punctuation characters are not used in the text except as follows:

- | | |
|---|---|
| X | Used as a period. The "X" is never used at the end of the message text. |
| / | Used to separate characters within a group, as in 304/BA. |

Message Text - The Actual Message

QUERY	Used as a question mark "?".
DASH	Used as a dash or hyphen "-".
R	Used in place of a decimal in mixed figure groups, as in 145R43 (145.43).
EXCLAMATION	Used as an exclamation point "!".
COMMA	Used as a comma ",".
DECIMAL	Used as a decimal point ".".
COLON	Used as a colon ":".
SIMICOLON	Used as a semicolon ";".
ATSIGN	Used as the at sign "@" such as in an e-mail address.
SLASH	Used as a forward slash "/" such as in an Internet address.
BACKSLASH	Used as a backslash "\".
TILDE	Used as a tilde "~".
UNDERSCORE	Used as an underscore "_".
POUNDSIGN	Used as a pound sign "#".
DOT	Used as a dot "." such as in an e-mail or Internet address.
SPACE	Used where it is an integral part of an address group.
UPPERCASE	Used to specify case.
LOWERCASE	Used to specify case.

Any other punctuation encountered should be spelled out.

E-mail and Internet Addresses

The plethora of characters and formats of e-mail and Internet address are at high risk for errors and misunderstandings as they are relayed from station to station. To mitigate this risk, all of the parts of the addresses should be spelled out.

Examples:

http://homepages.donobi.net/kcacs/message_handling.htm

HTTP	COLON	SLASH	SLASH	HOMEPAGES
DOT	DONOB	DOT	NET	SLASH
KCACS	SLASH	MESSAGE	UNDERSCORE	HANDLING
DOT	HTM			

ab7y-emcom@comcast.net

AB7Y	DASH	EMCOM	ATSIGN	COMCAST
DOT	NET			

Telephone Numbers

Hyphens are not used in telephone numbers. Each part of the telephone number is a separate character group.

Example:

360-697-2982

PLEASE CALL 360 697 2982

Numbered Radiograms

ARRL Numbered Radiograms are messages encoded as one or two numbers, some with option blanks to be filled out in the text. They allow many words to be condensed into a few. The message numbers are always spelled out and are always preceded by the letters "ARL", as in "ARL FORTY SIX".

Message number sixty two reads "Greetings and best wishes to you for a pleasant [___] holiday season". In the message text this is written as "ARL SIXTY TWO SUMMER" where the word "summer" fills in the blank. Some blanks may require multiple words. Some messages have multiple blanks. The character groups completing such multiple blanks may usually flow after the numbers, but they may be separated with an "X" if required for clarity.

More than one ARL message may be placed in the message text. Each one is preceded by "ARL". The CHECK must contain "ARL" ahead of the character group count if these radiograms are used in the text. An "X" may be used to prevent ambiguity at the end of the numbered radiogram, with or without a blank; otherwise it is not required to separate subsequent text.

Counting Character Groups for the Check

The number value to be entered in the "CHECK" in the preamble of the message is the total number of character groups in the text between the "BREAK" prosigns that indicate the start and end of the message text (the prosigns themselves are not counted).

An easy rule to remember about counting character groups:

Any group of one or more consecutive characters with no interrupting spaces, with a space before it and after it, is counted as one group.

Character groups may be all letters, all numbers, or any mix of numbers, letters, or slashes (/), so long as there are no spaces within the group. Each word, group of connected digits, connected mixed characters, spelled punctuation word, "X", or ARL constitutes one group for calculating the total count to enter in the CHECK in the preamble.

Examples:

ONE GROUP	TWO GROUPS	THREE GROUPS			
X	X 73	THANKS X 73			
145R43	555 5678	301 555 3456			
34TH	34 TH	55 DASH 56XA			
34TH/CMD	34TH CMD	34 TH CMD			
SIXTY	ARL SIXTY	ARL SIXTY SEVEN			
FIFTEEN	FIFTY SIXTH	THREE ZERO SIX			
7268R5KHZ	7268R5 KHZ	7268 DECIMAL 5			

Prosigns for Clarity

To help ensure clarity as the message is transmitted on voice use the following.

I SPELL	For words, common spell is assumed. If a word has an unusual spelling, or the word might not be clear, precede the word with "I SPELL", then spell the word using standard phonetics.
FIGURES	For number groups, precede the group with "FIGURES" so the receiving operator knows the next group will be numbers.
MIXED GROUP	For a mixed group, precede the group with "MIXED GROUP" so the receiving operator knows to expect a mixture of numbers and letters, with the letters being given using standard phonetics.

Kitsap County Alternate Communications System

Number	Precedence	HX	Station of Origin		
Check	Place of Origin		Time Filed	Date Filed	
					Radio Operator Only

Addressee:

<BREAK>

<BREAK>
Signature:

				Radio Operator Only	
Operator Notes:			Name or Call Sign of Operator		
From	Time	Date	To	Time	Date
Received:			Sent:		

<END-OF-MESSAGE>

AB7Y20090603