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Capitalization

In fiction, the first few words or letters of a chapter are often either capitalized or formatted differently. Make these words consistent with the rest of the text. This may require changing the text to sentence case and re-capitalizing anything that needs to be recapitalized (such as proper names). We do this because some screenreaders read UPPERCASE words as separate letters (i.e. U-P-P-E-R-C-A-S-E) which sounds like an abbreviation and is annoying.

Excerpt of a book where drop caps and capitalization should be changed to sentence case: [Drop caps and capitalization](#)

When capitalization is used for an abbreviation or acronym, it should of course be maintained. More information about formatting abbreviations can be found on on the [Symbols, Abbreviations & Acronyms](#) page.

Change capitalization in Word

If the author uses capitalization of individual words within a sentence as a stylistic choice, then we keep it (Think Emily Dickinson Poems.) Remember, we are not editors, just reformatting for accessibility purposes.

#Hashtags, and other phrases that use all caps can be changed to Camel Case. This will retain the string-of-words effect visually, but allow the assisted reader to read each word separately. Bonus, it also makes it easier for sighted, or partially sighted, readers to understand the phrase.

Example:

#thisisanexample should be changed to #ThisIsAnExample

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PHRASEINALLCAPSWITHNOSPACES should be changed to
PhraseInAllCapsWithNoSpaces

Q&A Archive

Q: There is a name in my text that appears as follows: Richard III. Should I change it to Richard the 3rd?

A: No, TTS is smart and will pronounce it like "Richard the 3rd" :) Most always, we avoid editing the original writing in any way. We can change how the TTS pronounces words by adding specific tags into the code.

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