

CAPITALIZATION RULES

Always capitalize...

1. The first word in every sentence
2. The pronoun "I"
3. Proper nouns

Proper Nouns

*a specific person, place, thing, or idea

- Homer Middle School
- Saturday
- Harry Potter
- Canada

Common Nouns

*any person, place, thing, or idea

- school
- day
- man
- country

4A.) Capitalize geographical names: Miami, Italy, Europe

AND

4B.) Capitalize particular sections of the country:

- Northeast
- West
- Midwest
- Southwest
- North Pole
- Southeast Alaska

** Words that indicate directions **DO NOT** begin with a capital letter.*

5. Capitalize names of organizations, institutions, and government bodies:

- Drama Club
- Temple University
- Board of Education
- Girl Scouts

6. Capitalize the names of languages:

- Greek
- Italian
- Spanish
- Japanese
- Hebrew
- Latin

7. Names of specific people:

- Austin
- Sofia
- Jody
- Raiden
- Rainey

8. **DO NOT CAPITALIZE SEASONS!** (spring, summer, winter, fall)

9. Capitalize special events and calendar items:

- February
- Valentines Day
- May
- Spring Break
- The Fourth of July

10. Capitalize historical events and periods:

- Battle of Gettysburg
- Revolutionary War
- Ice Age
- World War II

11. Capitalize nationalities, race, and religions:

- Mexican
- English
- Presbyterian
- Jewish
- Latino
- Buddhist

12. Capitalize the brand names of business products:

- Coca-Cola
- Dial soap
- Apple computers
- Pizza Hut

13. Do **not** capitalize the names of school subjects:

- Science
- Reading
- math

***Do** capitalize languages and course names followed by a number (or if it is a specific class):

- French II
- Spanish I
- Music II
- History 101
- Creative Writing
- Economics
- Art History

14. Capitalize proper adjectives (they are formed from a proper noun):

Proper Noun

- Rome
- Senate
- France
- Mars
- Japan
- Italy

Proper Adjective

- Roman theater
- Senate hearing
- French literature
- Martian moons
- Japanese economy
- Italian bread
- Spain Spanish dancing

15 A) Capitalize the title of a person when it comes before a name:

- President Trump
- Mr. Diaz
- Senator Greenwald
- Professor Davis
- General Washington
- Madame Sydney
- King George
- Prince David

15 B.) Capitalize a title used alone or following a person's name if it refers to a high official or someone you wish to show respect:

- President of the United States

- Chief Justice of the United States
- Mayor

15 C.) When a title is used instead of a name in direct address (when you use Comma Rule #5), it should be capitalized:

- Good morning, Doctor.
- Will we have enough time to make the play, Coach?
- Can I stay after for help on my essay, Professor?

15 D.) Capitalize words showing family relationships when used with a person's name, but **not** when preceded/followed by a possessive:

Capitalized: We love spending time with Uncle Pete—he's hilarious!
We will go to Grandma Smith's beach house for the weekend.

Not Capitalized: Jay's mother is a teacher.
That puck belongs to Len's sister.

EXCEPTION: Words showing family relationship followed by a name and preceded by a possessive may be capitalized if they are considered part of the name:
Lisa, this is my Uncle Sean

PLEASE NOTE: It is acceptable to either capitalize or not capitalize words of family relationship when used in place of a name:

- Let's go with Dad. **OR** Let's go with dad.

16. Capitalize the first and last words and important words in titles of books, magazines, poems, stories, movies, essays, paintings, songs, etc:

- Mona Lisa
- The Wizard of Oz
- Roll of Thunder Hear My Cry
- Phantom of the Opera
- Romeo and Juliet

17. Capitalize words referring to the Deity:

- God
- the Almighty

*The word god is **not** capitalized when it refers to gods of ancient mythology:

- Neptune was the Roman god of the sea.