

Capitalization

1. **Capitalize the first word and all other words in a title, except the articles, prepositions, and coordinating conjunctions.**

Examples: *The Mayor of Casterbridge*
 Rhetoric in a Modern Mode

2. **Capitalize all proper nouns and adjectives derived from proper nouns.**

Examples: Dickens Plato Utopia
 Dickensian Platonic Utopian

3. **Capitalize references to God, names of religious books, and references to religious sects.**

Examples: Allah, a Hindu, a Moslem, Siva, the Koran, the Brahmin, Heaven, Elysium, Jesus, the Bible

4. **Capitalize titles of relatives when used with a person's name or when the person is addressed directly, but NOT when used with a possessive pronoun.**

Examples: My Uncle Rob has bought a new car.
 I am going, Mother, not to the school but to the mall.
 Sarah is my sister.

5. **Capitalize the title of any official when it precedes his/her name; capitalize the title when it is used as substitute for the name of a particular person.**

Examples: President Alexander Stanton
 The Queen of England

6. **Capitalize the days of the week, months of the year, but NOT the seasons.**

Examples: I came home on Monday.
 I was born in February.
 I like spring better than autumn.

7. **Capitalize names of buildings, streets, rivers, mountains, cities, states, lakes, continents, and specific geographic regions; do NOT capitalize directions.**

Examples: Gregory Street, the Indus, Bombay, the White House, Alps, Texas, the South (a *region* of the country – not a *direction*)
 To the south of India is Ceylon (*south* refers to a direction)

8. **Capitalize the names of governmental and private organizations.**

Examples: the Lions Club, the Rotary Club, the Congress, the Air Force

9. **Capitalize all historical documents, events, periods, but NOT the names of centuries.**

Examples: the Magna Carta, the Elizabethan Age, the Battle of Waterloo, the Moghul Rule, the fifteenth century

10. **Except earth (when it refers to soil), world, sun, moon, galaxy, and universe, capitalize the names of all other specific heavenly bodies.**

Examples: Venus, Mars, Neptune, Orion

11. Capitalize the brand name but NOT the product.

Examples: Lux soap, Atlas tires

12. Capitalize the names of specific school courses, but NOT general subject areas. Capitalize all course names that are derived from proper nouns (England/English) and all courses that are accompanied by a number (Math 101).

Examples: history, chemistry, American Literature 301, Spanish