



Capitals

Always Capitalize:

- the first word in a sentence.
Ex: Capital letters begin sentences.
- the pronoun I.
Ex: Really, I don't know.
- words in titles (except articles, short prepositions and conjunctions).
Ex: Gone With the Wind
- names of specific courses.
Ex: I am taking an algebra class, Math 1302.
- all proper nouns and adjectives formed from proper nouns.
Ex: Dallas, Dallasite
- references to names of deity, names of religions and divine books.
Ex: God, the Koran
- titles of relatives when used with a person's name, but not when used with possessive pronouns.
Ex: Check with Aunt Mary. Check with your aunt.
- days of the week, months of the year and official holidays.
Ex: Tuesday, June, Easter
- names of places, but not directions.
Ex: Europe, the Atlantic Ocean, the South, go south after two blocks
- names of buildings.
Ex: the Pentagon, the Palace Theatre
- names of organizations.
Ex: The Junior Chamber of Commerce, the Peace Corps
- names of historical events and documents.
Ex: World War II, the Middle Ages, the Bill of Rights
- brand names, but not the name of the product.
Ex: a Ford car, Dr. Pepper
- the first word of an outline heading.
Ex: I. The importance of capitals
- abbreviations when the whole word or phrase would be capitalized.
Ex: the UN, Oct., USA