Capitals

A lways C apitalize:

• 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