



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*