

CAPITAL LETTERS

Capitalize the first word in a sentence.

Capitalize the pronoun *I* and the interjection *O*

Capitalize proper nouns and proper adjectives

India Hamlet Queen Elizabeth Paul Jenkins

Some proper names consist of more than one word:

Society for the Prevention of Cruelty to Animals, Ivan the Terrible

1. Capitalize the names of people - Miss Willis, Mr. Kenji Hashi

2. Capitalize geographical names

a. Towns, Cities - Georgetown, Denver, Northglenn

b. States - Colorado

c. Sections - the East, the Southwest, New England

DO NOT capitalize north, south, etc. when indicating direction

d. Countries - Canada

e. Continents - Asia

f. Islands - Long Island, Philippine Islands

g. Mountains - the Alps, the Rocky Mountains

h. Bodies of Water - Red River, Atlantic Ocean

i. Roads, Highways, Streets - West Twenty-first Street

j. Parks - Yellowstone National Park

In a hyphenated word, the second letter is always lowercase.

Words like Park, City, and Island are capitalized since they are part of the proper name

3. Capitalize names of organizations, business firms, institutions, and government bodies - United States Naval Academy, Wal-Mart

Mountain Range High School a high school teacher

Waldorf-Astoria Hotel a hotel in New York

4. Capitalize names of historical events and periods, special events, and calendar items - French Revolution, December, Parents' Day, Friday

DO NOT capitalize names of seasons: summer, autumn, winter

5. Capitalize names of nationalities, races, and religions

Canadians, Baptists, Buddhists, Swedish, Catholics

6. Capitalize the brand names of business products, like Tostitos

7. Capitalize the names of ships, planets, monuments, awards, and any other particular places, things, or events:

the Mayflower, the Discovery, Mars, Eiffel Tower, Milky Way,

Purple Heart

DO NOT capitalize names of school subjects, except languages and courses followed by a number: social studies, English, Algebra I

DO NOT capitalize members of a class: freshmen, sophomore, senior

CAPITAL LETTERS

Capitalize Titles

1. Capitalize the title of a person when it comes before a noun
President Bush, Principal Skinner, Professor Williams
2. Capitalize a title used alone or following a person's name only if it refers to a high official or to someone you wish to show special respect. Can you name England's Prime Minister?
When a title is used alone in a direct address, it is usually capitalized.

Tell me, Coach, what are our chances?

We are happy to see you, Doctor.

Capitalize words showing family relationship when used with a person's name but not when preceded by a possessive (my, your, their, our) Aunt Mabel, Cousin Marcus, Dad, my dad, your father, my uncle, Mom, my mom