

CAPITALIZATION



Names and Initials

- Carissa A. Jones
- Brooke L. Shore
- Carson B. Kohler
- Bryson F. Phillips

Personal Titles and Abbreviations

- Mr. , Mrs. , Ms.
- Dr., Jr., Sr., Ph.D.
- M.D., D.D.S., D.V.M.
- Senator, Secretary of State, Mayor, etc.
- President, Prime Minister, King, Queen, etc.
- Capt., Lt., P.F.C., etc
- **Only capitalize these titles if they come directly in front of a specific name.**
 - The senator from New York is Clinton.
 - New York's Senator Clinton was running for president.

Family Relationships

- Capitalize family words only if they are used as names or before names.
- Mother
 - ▣ My mother is a saint.
 - ▣ That is *Mother*; she is a saint.
- Cousin
 - ▣ My favorite cousin is *Marsha*.
 - ▣ I am going with *Cousin Marsha* to the movies.

The Pronoun I

- She and I are best friends.
- When will I receive my money?

Religious Terms

- Religions – Christianity, Judaism, Islam, Buddhism
- Holy Days – Christmas, Rosh Hashanah
- Writings – Bible, Torah, Koran

Nationalities, Languages, and Races

- Mexican
- Japanese
- German
- French
- English
- Jewish
- Muslim

Quotations

- Capitalize the first word of a direct quote if it is a complete sentence.
 - ▣ Ms. Berger said, “My favorite class is English.”
- If the quote is divided do not capitalize the second portion of the quote (unless it starts a new sentence.)
 - ▣ “My favorite class,” said Ms. Berger, “is English.”
 - ▣ “My favorite class is English,” said Ms. Berger, “It is fabulous!”

Outlines

- Capitalize only the first word of each new entry in an outline.
- Capitalization
 - A. People and cultures
 - 1. Personal titles
 - 2. Abbreviations
 - 3. Family relationships
 - 4. The pronoun I
 - 5. Religious terms
 - 6. Nationalities, races
 - B. First words and titles
 - 1. Sentence and poetry
 - 2. Quotes
 - 3. Outlines
 - 4. Parts of a letter
 - 5. Titles

Parts of a Letter

- Capitalize only the first word in the greeting and closing of the letter.
- Dear darling Darby,
- Yours truly,

Capitalizing Place Names

□ Cities, States etc.

- Houston
- Iowa
- Japan
- Orange County

□ Bodies of water and geographic features

- Gulf of Mexico
- Mediterranean Sea
- Atlantic Ocean
- Niagara Falls

Compass Points

- Specific section of the country
 - ▣ the West Coast
 - ▣ the North
 - ▣ the Southeast
- Direction
 - ▣ Los Angeles is south of San Francisco
- Adjectives
 - ▣ western Texas
 - ▣ easterly wind

More Rules

- Names of buildings, bridges and monuments
 - ▣ Chrysler Building
 - ▣ Brooklyn Bridge
 - ▣ Washington Monument
- Celestial Bodies
 - ▣ Pluto
 - ▣ North Star
 - ▣ the Milky Way

Titles

- All important words in title of a book, play, short story, article and a chapter of a book
 - A Wrinkle in Time
 - Washington Post