**Capitalization**

Knowing the basic rules of capitalization and using capitalization correctly gives the reader the impression that you choose your words carefully and care about the ideas you are conveying.

**Capitalization Rules**

These are the most important rules for capitalization in English. Capitalize the following:

1. **The first word in a sentence:**
2. **C**ooking can be therapeutic.
3. Always capitalize the first word in a direct quote.

WRONG: The manager yelled, “be quiet or get out!”

RIGHT: The manager yelled, “**B**e quiet or get out!”

When a quote is broken, the second part is not capitalized unless it is a new sentence.

WRONG: “Letʼs not,” he stated, “Make any quick decisions.”

RIGHT: “Do not,” he said, “pretend not to hear me.”

1. **The pronoun I:**

He and **I** never argue.

1. **Abbreviations and acronyms formed from the first letters of words:**

USA/UN/AIDS

1. **All proper nouns. Proper nouns include:**
2. **Names of deities**:

God- Allah

1. **Names of people (or their initials) and their titles:**

**M**r. and **M**rs. **J**ohn **S**mith

**P**resident **G**eorge **W**ashington

At that point **S**enator **H.B**. **J**ones and **D**octor **J**oyce **R**ay entered the room.

BUT NOT a title without a name: my math professor, the former prime minister

1. **Names of specific groups of people (nationalities, races, and ethnic groups), languages, and religions**

Asian- Japanese- Muslim- English-Buddhism.

1. **Names of specific places on a map**

New York City- North Pole

1. **Names of specific geographic areas**:

The Middle East- Eastern Europe

BUT NOT the names of compass directions: Drive east then turn south.

1. Names of days, months, and special days (holidays)

Monday January

Independence Day Ramadan

**BUT NOT the names of the seasons:**

Spring, summer, etc.

1. **Names of specific structures such as buildings, bridges, dams, monuments:**

Golden Gate Bridge /The White House

1. **Names of specific organizations (government agencies, businesses, schools, clubs, teams)**

State Department /Harvard University

French Students Club /Aswan High Dam

Taj Mahal/ Bank of Canada

New York Yankees/ Red Cross

1. **Names of school subjects only when they refer to a specific course (with course numbers)**

Business Administration 312/ Chemistry 101

BUT NOT names of classes without numbers, except languages

chemistry French literature

1. **All important words in the titles of books, magazines, newspapers, plays, films**, **stories, songs, paintings, statues, television programs**

War and Peace/Toronto Star/The Three Little Pigs

Paris Match

Indiana Jones

The Temple of Doom

5. **Always capitalize the name of historic events and periods. (Do not capitalize numbered periods such as *tenth century*)**

WRONG: It is often said that the second world war ushered in the atomic age.

RIGHT: It is often said that the Second World War ushered in the Atomic Age.