



Capitalization

The following words/phrases should always be capitalized.

- The first word in a sentence
Ex: *Capital letters begin sentences.*
- The pronoun "I"
Ex: *Really, I have no idea.*
- Major words in titles (excluding articles, short prepositions, and conjunctions)
Ex: *Gone With the Wind*
- Names of specific courses
Ex: *Shelly is taking Math 1302 this semester.*
- All proper nouns and adjectives formed from proper nouns.
Ex: *Dallas, Dallasite*
- Names of deities, names of religions, and titles of divine books
Ex: *God, the Koran*
- Titles of relatives, only when used with a name
Ex: *Check with Aunt Mary. Nancy loves her 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...*
Texas is in the South. Texas is south of Oklahoma.
- 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 product names
Ex: *a Ford car, Little Debbie snack cakes*
- The first word of an outline heading
Ex: *I. The importance of capitals*
- Abbreviations for whole words or phrases that would be capitalized if spelled out
Ex: *the UN, Oct., USA*