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