CAPITALIZATION

CAPITALIZE PROPER NAMES
- Specific persons, places, or things: Mark Twain, Asia, the Olympic Games
- Peoples and their languages: Africans, French
- Religions and their adherents: Christianity, Judaism, Jews, Christians
- Groups and their members: Democrats, the Mariners
- Geographical names and regions: Pacific Ocean, the Midwest
- Organizations and institutes: the Red Cross, Oxford University
- Historical documents and events: the Magna Carta, Middle Ages
- Calendar designations: Monday, July, Thanksgiving
- Trademarks: Kool-Aid, Kleenex
- Holy books and Deities: Allah, the Buddha, the Bible
- Pronouns referring to Deities: His grace
- Words essential to proper names: Main Street, Safeco Field
- Words derived from proper names: Washingtonian, Seattleite
- Acronyms: NASA, CBS, NATO, SCUBA
- Titles preceding proper names: Captain Jim Taylor, Dr. Jonas Salk

CAPITALIZE TITLES
- In titles of books, plays, essays by students, and so forth, capitalize the first and last words, as well as all other words excluding articles (a, an, the), short conjunctions, and short prepositions (of).
- In titles, a conjunction or preposition of five or more letters is usually capitalized (through, without).
- Capitalize the first letter of a hyphenated compound. Capitalize the word following the hyphen if it is noun or a proper adjective or if it is of equal importance to the first word ("Hit-and-Run Accidents").

ALSO CAPITALIZE
- Capitalize the pronoun I and the interjection O (but not “oh,” unless it is the first word of a sentence.
- Capitalize the first word of every sentence and the first word of directly quoted speech. (The reply is always, "Not now.")

EXAMPLES
- DO CAPITALIZE: Dr. Sigmund Freud, the War of 1812, Yale University, the U.S. Navy, the West, Associated Students, Parkinson’s Disease.

- DO NOT CAPITALIZE: my doctor, the doctor, a space war in 2010, a university like Yale, a strong navy, go west, an association for students, cold, flu, bronchitis.
CAPITALIZATION EXERCISES

Write brief correct sentences using each of the following words:

1. Mother ___________________________________________________________________

2. mother ___________________________________________________________________

3. Doctor ___________________________________________________________________

4. doctor ___________________________________________________________________

5. North ___________________________________________________________________

6. north ___________________________________________________________________

7. Street ___________________________________________________________________

8. street ___________________________________________________________________

9. Grandma __________________________________________________________________

10. grandma __________________________________________________________________