CAPITALIZATION

1. Use a capital letter to begin every sentence. Do not use a number to begin a sentence.

   Seven people came. Not: 7 people came.
   Ten thousand dollars is missing. Not: $10,000.00 is missing.

2. Use a capital letter to begin a direct quotation even if the quotation begins in the middle of
   the sentence.

   "Come as quickly as you can," he said.
   He said, "Come as quickly as you can."
   "Come as quickly as you can," he said, "and don't be late."
   Note: and is not capitalized because it is a continuation of the sentence that begins
   with Come.

3. Capitalize the pronoun "I" but not me, my, myself, or mine.

   The book I found in my desk is not mine.

4a. Capitalize proper names and words formed from them.

   Dr. Marian Harvey
   Marian Harvey, M.D.
   Marian Harvey, Ph.D.
   Mr. John Smith or John Smith, M.A.
   Mrs. Arthur Moore
   Miss Anne Martin
   Ms. Joan Adams
   Sir Henry Thornton

   Aunt Mary and Uncle George
   Professor Jones
   Major Cummings
   Alexander the Great
   (Note: the is not capitalized)
   The Elizabethan Age
   a Christian civilization
   Buddhist philosophy
   Governor Johnston

4b. Titles are capitalized only when they refer to specific people, not when they refer to one of
   many.

   He is a professor at the university. (one of many professors)
   She is a major in the army. (one of many majors in the army)

4c. Titles of relationship are capitalized when a specific person is being spoken to or is referred
to by title.

Aren't you listening, Mother?
Has Father come home yet?

4d. Titles of relationship are not capitalized when a personal pronoun comes before them.

Have you seen my aunt?
The man you spoke to is my uncle.
I wrote a letter to my mother yesterday.

4e. Geographical names and words formed from them:

Paris, France ............... French culture
Bombay, India ............... Indian food
Accra, Ghana ............... African-Americans
Montreal, Canada .......... Canadian students
Asia ......................... Asian studies
Jackson, Mississippi .... the Mississippi River
the United States ........ U.S. foreign policy
the United Kingdom ...... British foreign policy

Note: The is rarely capitalized before geographical names. An exception: The Hague

4f. Titles of books, magazines, articles, short stories, compositions, plays, movies, television shows and music are capitalized, but do not capitalize articles, conjunctions, or short prepositions unless they are the first word of the title.

The Advanced Learner's Dictionary
A Dictionary of Musical Terms
"A New Look at Old Age"
"Learning by Doing"
"Ten Minutes to Doomsday"
The Marriage of Figaro
The New York Times
Time

Remember: Because works published separately are italicized in print, they are underlined in typing or handwriting. Shorter works which are part of a longer piece are indicated by quotation marks. Exception: Names of books holy to religions are capitalized but not underlined: the Bible, the Koran, the Old Testament, the New Testament, the Torah.

4g. Names of particular college courses but not the name of the discipline (unless it is a language).
He is taking History 101.

Many colleges require students to take a course in English or American literature.

(American is capitalized because it comes from America, but literature is not capitalized because it is not the name of a specific course.)

She is writing a paper for her world history course.

Arthur is taking Chemistry 121 this quarter.

Have you registered for Math 118?

4h. Names of the deity, religions, and religious bodies.

<table>
<thead>
<tr>
<th>Christian/Christianity</th>
<th>The First Baptist Church</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jewish/Judaism</td>
<td>Mormon</td>
</tr>
<tr>
<td>Islamic/Islam</td>
<td>St. John's Lutheran Church</td>
</tr>
<tr>
<td>Hindu/Hinduism</td>
<td>Protestant</td>
</tr>
<tr>
<td>God (but gods if plural)</td>
<td>Allah</td>
</tr>
</tbody>
</table>

4i. Dates: months, days of the week, holidays, historic periods and events.

<table>
<thead>
<tr>
<th>January, February, etc.</th>
<th>Easter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, Monday, etc.</td>
<td>Passover</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>The Middle Ages</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>the Civil War</td>
</tr>
</tbody>
</table>

**Do not** capitalize names of the seasons: spring, summer, autumn, fall, winter.

4j. Names of the planets are capitalized.

<table>
<thead>
<tr>
<th>Jupiter</th>
<th>Venus</th>
<th>Sirius</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mars</td>
<td>Saturn</td>
<td>the Pleiades</td>
</tr>
</tbody>
</table>

**Do not** capitalize earth, moon, or sun.

5. Capitalize the first word of every point of an outline.

I. Plant products
   A. Food
      1. Grain
      2. Vegetables
      3. Fruit
   B. Non-food
      1. Lumber
      2. Cotton
      3. Tobacco

II. Mineral products
   A. Metals
1. Iron
2. Copper
3. Silver
4. Gold
B. Fuels
1. Petroleum
2. Coal

6a. Capitalize the points of the compass only when they refer to recognized specific regions or are part of a proper name. Do not capitalize them when they indicate a direction.

They are attending school in the South.
The Northeast has severe storm warnings tonight.
Miss Collins is an expert on the Middle East.
Mr. and Mrs. Adams go south every winter to avoid the cold weather.
Canada is north of the United States and Mexico is south of it.
North Dakota and South Dakota are west of Minnesota.
The copying machines are along the north wall of the library.
When you come to the next corner, turn left and drive east for two miles.

6b. In compound directional words, north and south always come first when the word has two parts.

The wind is out of the northeast.
Many people like the dry climate of the Southwest.

7. Treatment of prefixes with proper names is not consistent. Look in a dictionary to be sure of capitals and hyphens.

antichrist transatlantic  Pre-Raphaelite pre-Socratic
pre-antarctic anti-Semite pre-American
post-WWII post-impressionism pre-Edwardian
post-Pleistocene pre-Christian
pre-medical