

CAPITALIZATION

Explanation

There are too many capitalization rules to include in this brief handout. This handout intends to present only those capitalization rules for which you have the most need. Most English books and handbooks contain a listing of all the rules.

1. Capitalize the first word of a sentence even when the sentence is a quotation which appears within another sentence.

Examples:

1. Bonnie shouted at the umpire, "When is the last time you had your eyes checked?"
2. One question every writer asks himself is, "How do I begin?"

2. In titles, capitalize the first word, the last word, and all the other words except articles, conjunctions and prepositions of less than five letters.

The Monk and the Hangman's Daughter: Digest of World Masterpieces

3. Capitalize the names of people, places, organizations, and geographical locations.

William S. Schrader

General Motors

the Southwest

Constitutional Revision Committee

Taylor, Michigan

4. Capitalize specific periods, epochs, movements, events.

the Civil War

the Age of Enlightenment

the Iron Age

5. Capitalize adjectives derived from proper nouns.

Byronic poetry

Shakespearean festival

English literature

6. Capitalize days of the week, months, holidays, and the planets. Do not capitalize seasons.

one week from Monday

January 25, 1978

Labor Day

Groundhog Day

next summer

7. Capitalize sacred names.

the Bible

the Koran

Genesis

the Upanishads

He (referring to the deity)

the Virgin Mary

8. Capitalize the names of courses but not fields of study.

English 131

History 151

Math 113

I took history and math classes this summer.

Exercise

Directions: Write capital letter that should be capitalized.

1. A similar invasion occurred in 1912 inaugural between the giants and dodgers at Brooklyn.
2. Brooklyn's ebbet's field was built in 1913.
3. Members have found that they could save up to 25 percent with the colonial penn insurance company's recommended renter's insurance.
4. Write the American association of homes for the aging, 1050 16th st. n.w. suite 770, washington, d. c. 20036, for the pamphlet "continuing care homes-a guidebook for consumers."
5. I often as myself where I have failed.
6. Without a doubt the most outstanding scenic area is ecola state park at the north end of cannon beach in northern oregon.
7. The government says only one percent of social security checks fail to come through correctly and on time.
8. Bonestall went back to san Francisco, and while working in the opera house and veterans' building in charge of color schemes, he was approached by joseph strauss, chief engineer for the still-unfinished golden gate bridge.
9. At the end of world war II, bonestall introduced ton a collier's magazine executive a young man he had just met.
10. The sun and the earth are part of the milky way galaxy.

Answer Key

1. Giants, Dodgers, Brookly
2. Ebbet's Field
3. Colonial Penn Insurance Company's, Renter's Insurance
4. American Association, Homes, Aging, St., N.W., Suite, Washington, D.C., Continuing Care Homes, A Guidebook, Consumers
5. No corrections
6. Ecola State Park, Cannon Beach, Oregon
7. Social Security
8. San Francisco, Opera House, Veterans' Building, Joseph Strauss, Golden Gate Bridge
9. World War, Bonestall, Collier's, Magazine
10. Earth, Milky Way