CAPITALIZATION RULES

Always capitalize…

1. The first word in every sentence

2. The pronoun “I”

3. Proper nouns

<table>
<thead>
<tr>
<th>Proper Nouns</th>
<th>Common Nouns</th>
</tr>
</thead>
<tbody>
<tr>
<td>*a specific person, place, thing, or idea</td>
<td>*any person, place, thing, or idea</td>
</tr>
<tr>
<td>Voorhees Middle School</td>
<td>-&gt; school</td>
</tr>
<tr>
<td>Saturday</td>
<td>-&gt; day</td>
</tr>
<tr>
<td>Canada</td>
<td>-&gt; country</td>
</tr>
<tr>
<td>Chase Utley</td>
<td>-&gt; man</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>-&gt; city</td>
</tr>
<tr>
<td>Maniac Magee</td>
<td>-&gt; book</td>
</tr>
</tbody>
</table>

4A.) Capitalize geographical names: Miami, Italy, Europe

AND

4B.) Capitalize particular sections of the country:

Northeast, West, Midwest, Southwest, North Pole, North Island

* Words that indicate directions DO NOT begin with a capital letter.
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5. Capitalize names of organizations, institutions, and government bodies:
   Drama Club, Temple University, Board of Education, Girl Scouts

6. Capitalize the names of languages:
   Greek, French, Italian, Spanish, Japanese, Hebrew, Latin, Chinese

7. Names of specific people: Austin, Lauren, Jason, Neida, Ashlyn, Brendan

8. **DO NOT CAPITALIZE SEASONS!** (spring, summer, winter, fall)

9. Capitalize special events and calendar items:
   February, Valentines Day, May, Spring Break, July, The Fourth of July

10. Capitalize historical events and periods:
    Battle of Gettysburg, Revolutionary War, Ice Age, World War II

11. Capitalize nationalities, race, and religions:
    Mexican, English, Presbyterian, Jewish, Latino, Buddhist, German, Polish

12. Capitalize the brand names of business products:
    Coca-Cola, Dial soap, Apple computers, Droid, Pizza Hut
**Capitalization Rules**

13. **Do not** capitalize the names of school subjects: science, reading, math

*Do capitalize languages and course names followed by a number (or if it’s a specific class):

- French, Spanish, Algebra I, Music II, History 101, Creative Writing, American Literature, Economics, Geometry, Art History.

14. Capitalize proper adjectives (they are formed from a proper noun):

<table>
<thead>
<tr>
<th>Proper Noun</th>
<th>Proper Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rome</td>
<td>Roman theater</td>
</tr>
<tr>
<td>Senate</td>
<td>Senate hearing</td>
</tr>
<tr>
<td>France</td>
<td>French literature</td>
</tr>
<tr>
<td>Mars</td>
<td>Martian moons</td>
</tr>
<tr>
<td>Japan</td>
<td>Japanese economy</td>
</tr>
<tr>
<td>Italy</td>
<td>Italian bread</td>
</tr>
<tr>
<td>Spain</td>
<td>Spanish dancing</td>
</tr>
</tbody>
</table>

15. A) Capitalize the title of a person when it comes before a name:

- President Obama, Mr. Moskowitz, Senator Greenwald, Professor Davis, General Washington, Madame Sydney, King George, Prince David
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15 B.) Capitalize a title used alone or following a person’s name if it refers to a high official or someone you wish to show respect:

President of the United States, Chief Justice of the United States, Mayor

15 C.) When a title is used instead of a name in direct address (when you use Comma Rule #5), it should be capitalized:

Good morning, Doctor.

Will we have enough time to make the play, Coach?

Can I stay after for help on my essay, Professor?

15 D.) Capitalize words showing family relationships when used with a person’s name, but not when preceded/followed by a possessive:

Capitalized: We love spending time with Uncle Pete—he’s hilarious!

We will go to Grandma Smith’s beach house for the weekend.

Not Capitalized: Jay’s mother is a teacher.

That puck belongs to Len’s sister.

EXCEPTION: Words showing family relationship followed by a name and preceded by a possessive may be capitalized if they are considered part of the name:

Lisa, this is my Uncle Sean
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PLEASE NOTE: It is acceptable to either capitalize or not capitalize words of family relationship when used in place of a name:

Let’s go with Dad. OR Let’s go with dad.

16. Capitalize the first and last words and important words in titles of books, magazines, poems, stories, movies, essays, paintings, songs, etc:

Mona Lisa, The Wizard of Oz, Roll of Thunder Hear My Cry,

Phantom of the Opera, “The Road Not Taken,” Romeo and Juliet

17. Capitalize words referring to the Deity:

God, the Almighty

*The word god is not capitalized when it refers to gods of ancient mythology:

Neptune was the Roman god of the sea.
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