

General Rules for Capitalization

Capitalize all of the following:

- ◆ Proper nouns (names of people, places, and things)

Don Hudson, Hunan Restaurant, Eiffel Tower

- ◆ Names of cities, states, provinces, and countries

Vancouver, British Columbia, Canada

- ◆ Names of specific oceans, rivers, mountains, lakes, etc.

Pacific Ocean, Santa Fe River, Pyrenees Mountains, lake Ontario

- ◆ Brand names

Ford, Kleenex tissues, Sunbeam toaster

- ◆ the pronoun I

- ◆ Days of the week, months, specific courses in school

Friday, March, Anthropology 2022

- ◆ All important words of a title (books, plays, songs, magazines, and newspapers)

◆ Capitalize a, an, the only if they are first word of title, and prepositions of five or more letters; don't underline the in newspaper titles

Call of the Wild, The Glass Menagerie, "You Are My Sunshine," the Washington Post

- ◆ The first word of a quotation and the first word of a sentence

James said, "Nobody will ever believe you."

- ◆ Names of nationalities, languages, and races

Many Eskimos live in Alaska. Anita is Greek, but she also speaks Russian.

◆ North, south, east, west ONLY if it indicates a geographical region and NOT a direction; usually preceded by THE

Nancy loves the climate of the Northwest. The Civic Center lies south of town.

- ◆ Names of holidays

Easter, Memorial Day, Halloween, Thanksgiving

- ◆ With abbreviations, titles, streets

I have an appointment with Dr. Lindsay today.

Manuel lives at 5120 Clover Rd.

- ◆ Specific historical documents, political organizations

The Constitution is the basis of our legal system.

Do not capitalize the following:

- ◆ seasons unless they are part of a title

I like summer best of all. The Long Hot Summer was a great movie.

- ◆ general areas of study except languages

mathematics, history, geography

- ◆ when personal titles are NOT followed by a name

aunt, uncle, doctor, professor

- ◆ school, college, or university unless it is accompanied by a proper name

Exercise: Circle the words in the following sentences that must be capitalized

1. the palm gardens is a lovely new restaurant in seattle.
2. myra and her family are spending the summer at lake minerva.
3. my mother refuses to buy anything but kleenex tissues.
4. the iroquois indians occupied most of new york state and parts of canada in 1700.
5. this year spring weather arrived in early april.
6. our english literature class is reading paradise lost by john milton.
7. sam goes to lakeland high school which is located on clover boulevard.
8. many skiers spent the christmas holidays in aspen, colorado.
9. sunbathers love to get a tan at the beach in the summer.
10. jeff went to visit his aunt bess who lives near the pocono mountains.
11. quincy is going to college in september, and he plans to study sociology.
12. mike and maria took the baby on their vacation to the northwest.

13. the food at maxim's restaurant is the best in the downtown area.
14. the new york times is a very famous international newspaper.
15. a tropical storm is developing in the caribbean sea area.
16. please bring paper plates, napkins, and ruffles potato chips for the party.
17. the project director said that anne and i would give the presentations.
18. my german neighbors used to live in switzerland.
19. the weather in march is usually very windy.
20. when sheila arrived she said, "please fix me some hot tea; i'm so cold!"

Capitalization

Exercise: Circle the words in each of the following sentences that must be capitalized

1. my friends, jennifer and carl, left for the smoky mountains for their vacation.
2. are you taking calculus 2101 this semester?
3. how far is it from tallahassee to gainesville?
4. our history class is reading caesar's gallic wars.
5. when will aunt harriet and uncle tony arrive?
6. my cousin attends woodbury high school.
7. the freshman class is having a dance on saturday.
8. paul said, "don't fish too close to the center because the alligators rest there."
9. our economics professor, dr. daniel corrigan, went to some middle eastern country on his sabbatical.
10. some of our friends decided to visit the southwest in july.
11. have you seen the movie, absence of malice yet?
12. the italian teacher and i plan to do a display for the nassau county fine arts festival.
13. we plan to visit yellowstone national park while we are away.
14. terry bought a new toyota celica last week.
15. becky will attend the university in the fall.
16. my children enjoyed the rock concert last night.
17. the teachers' conference will be in philadelphia in two weeks.

18. i saw mrs. wilson and her husband at the play.
19. will the professor do his biology experiment in class?
20. arthur miller's play, death of a salesman, is very famous.
21. no one but kevin knew all of the answers on the anthropology test.
22. the secretary, cindy lowell, types ninety words per minute.
23. my sister bought two pieces of samsonite luggage.
24. children love to celebrate halloween.
25. spanish and archeology are martha's favorite subjects.