

14. Capitalization Rules

1. Every sentence must begin with a capital letter.
2. Capitalize names of persons, titles or abbreviated titles and sacred names.

<u>Capitalize</u>	<u>Do Not Capitalize</u>
John Smith, Ph.D.	man
Dr. Bernadette Williams	doctor
Saint Augustine	saint
President Reagan or the President	president
Mother (when used as a name)	my mother
Grandfather (when used as a name)	the grandfather
God	
the Bible	

3. Names of specific places and locations (buildings, streets) are capitalized.

<u>Capitalize</u>	<u>Do Not Capitalize</u>
Lowell High School	high school
the Department of Humanities	department
Terrace Drive	drive
16th Street	street
Kansas	state
Empire State Building	building
San Francisco State University	university
Paris, France	city, country

4. Languages and nationalities are capitalized.

Chinese
Tagalog
Spanish
French
Russian
English
Filipino

5. Course titles are capitalized, but not the names of specific fields unless they are also the names of languages.

First Year Composition	composition
Psychology 200	psychology
Organic Chemistry II	chemistry
English 50	English

6. Religions:

Catholic
Jewish
Protestant
Buddhist
Moslem

7. Specific groups, organizations, institutions, businesses:

U.S. Army
The Green Thumb Garden Club
Supreme Court
Republican Party
Prentice Hall, Inc.
Moslems

8. Capitalize months, days, holidays, but not seasons.

<u>Capitalize</u>	<u>Do Not Capitalize</u>
October	fall
Friday	summer
Martin Luther King's Birthday	winter

9. Capitalize the first letter of words in titles of books, magazines, plays, stories, movies, etc.
except words like *a, an, the, and, of, in* unless they are the first words of the title.

<i>Esquire</i>	<i>Cats</i>
<i>For Whom the Bell Tolls</i>	<i>The Color Purple</i>

10. Capitalize the names of events or periods in history.

the Renaissance
World War II
Watergate

11. Capitalize *north, south, east, west* only when they refer to a specific geographical location.

Birds fly north in the spring.
Are we driving east or west?
Scott is from the Midwest while Vicky is from the Deep South.

Attention:

How to do these exercises: It is very difficult to memorize the rules that you have just read or studied. The only way to do these exercises is to refer back to the rules when you realize you have come across one of the elements listed above (like seasons). Then you refer back to the rules to check whether you capitalize or not.

Exercise 1

In the following sentences, capitalize the letters that should be capitalized.

1. many authors from the deep south have contributed greatly to american literature.
2. my roommate, whose mother never taught her about the value of money, ran up a big bill with pacific telephone.
3. during the month of december, when winter weather is at its worst, sales of sweaters and gloves increase dramatically in department stores all over the north and in the east.
4. my best friend, rosa, speaks both spanish and portuguese and eats potato chips as though they were going out of style.
5. every state in the country has a governor, and california's former governor, chief justice earl warren, also held other positions in california government.
6. there is a street near san francisco state university called sloat boulevard, which is named for commodore sloat.
7. if you travel west on sloat boulevard for a long enough time then you will eventually find yourself in the pacific ocean.
8. during the civil war, president lincoln experienced deep personal sorrow at seeing the north and the south locked in such a bitter political struggle.
9. last year my mother ran the boston marathon, but she wasn't able to finish the first mile.
10. this year, she trained carefully and finished the bay to breakers in excellent time.

Exercise 2

In the following sentences, capitalize letters that should be capitalized and draw a line through the letters that should be lower case.

1. after speaking with professor callen, i decided to enroll in principles of organizational management and some other courses in business administration.
2. i met my new boyfriend at the warfield theatre, which is located on market street near mcdonald's and across the street from walgreen's.
3. a good essay is a piece of writing which must be carefully written, says any Good english teacher, but any good, hardworking student can learn how to write well with Time and practice.
4. swallows are birds that fly north, south, East, or west to a City in California called capistrano, but those coming from the eastern part of the country have the prettiest trip.

5. members of the feminist movement want to see the equal rights amendment made part of the constitution, while members of the moral majority want to see Abortion made illegal.
6. while I was talking to doctor tarragon about my stomach pains, his nurse came in with some spicy news about his partner, doctor cilantro.
7. when i got the Flu, doctor tarragon told me to take a few tylenol capsules every few hours, but i refused because of the stories i had read in the san francisco chronicle.
8. my Brother-in-law was raised as a catholic, but after attending some of his friends' jewish weddings, he has developed a strong interest in learning about other religions besides his own.

Exercise 3

Proofread the following paragraph, correcting the capitalization. Insert capitals where they belong and draw a line through capitals that should be small letters.

For christmas my Mother gave me the book, The complete book of Running, by James F. Fixx. Mr. Fixx is from the east and is a graduate of Oberlin college. He started running several years ago on a beautiful Spring morning and since then, he has lost 61 pounds. He competed in six Boston marathons, and he won the Connecticut 10,000 meter Championship in his age category. Running is not the only thing James Fixx is good at; he also is a Writer and former Editor of such Magazines as Life, McCall's, and horizon. He conferred with a number of Doctors in writing his book, as well as the New York academy of sciences and the national institute of mental health. Now that I've read and enjoyed the book, I would like to get dad to read it. Theodore G. Klumpp, m.d., claims that people tend to overprotect them- selves and that older people should exercise more, and he hopes to establish a Nationwide Exercise Program for the elderly. But I know what my Dad would say! He'd tell me he gets plenty of exercise shoveling snow in Kansas and stays healthy with a shot of russian vodka before he goes to bed each night. Besides, dad thinks most of my ideas are Left-wing and he'd probably think jogging is a plot to overthrow the republican party.