

Capitalization Rules

Always capitalize...

1. The first word in every sentence.
2. The pronoun "I".
3. Proper nouns:

Proper Nouns	Common Nouns
A specific person, place, thing, or idea	Any person, place, thing, or idea
Mathematical School	School
Saturday	Day
Iraq	Country
Salam Alabdullah	Man
Baghdad	City
Calculus	Book

4.a. Capitalize geographical names:

Miami, Italy, Europe.

4.b. 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.
5. Capitalize names of organizations, institutions, and government bodies:
Drama Club, Basrah University, Board of Education, Girl Scouts.
 6. Capitalize the names of languages:
Greek, France, Italian, Spanish, Japanese, Hebrew, Latin, Chinese.
 7. Names of specific people:
Ahmed, Ihsan, Fatima, Sama, Fatin.
 8. **Do not capitalize seasons!**
spring, summer, winter, autumn.
 9. Capitalize special events and calendar items:
February, Valentine's 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, Muslim, Latino, Polish.

12. Capitalize the brand names of business products:

Coca-Cola, Dial soap, Apple computers, Droid, Pizza Hut.

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, Music II, History 101, Creative Writing.

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

Proper Nouns	Proper Adjective
Rome	Roman theatre
Senate	Senate hearing
France	French literature
Mars	Martian moons
Japan	Japanese economy
Italy	Italian bread
Spain	Spanish dancing

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

Mr. Alabdullah, President Salih, Professor Hirschfeld, Senator Greenwald, General Ali, Madame Sydney, King Ghazi, Prince David.

15.b. Capitalize a title used alone or following a person's name if refers to a high official or someone you wish to show respect:

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

15.c. When a title is used instead of a name in direct address, 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:

Capitalize: We love spending time with Uncle Ali-he's hilarious!

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

Not Capitalize: Yousif'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:

Huda, this is my Uncle Ali.

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 **D**ad

OR

Let's go with **d**ad

16. Capitalize the first and last words and important words in title of books, magazine, pomes, stories, movies, essays, paintings, songs, etc:

Mona **L**isa, **T**he **W**izard of **O**z, **R**oll of **T**hunder **H**ear **M**y **C**ry, **P**hantom of the **O**pera, "**T**he **R**oad **N**ot **T**aken", **R**omeo and **J**uliet.

17. Capitalize words referring to the Deity:

God, **T**he **A**lmighty.

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

Naptune was the **R**oman **g**od of the sea.