



Capitalization Rules

Capitalization should be used when writing:

1. The first word of a document and those preceded by a period.
2. Proper nouns and adjectives derived from proper nouns.

Russia, a Russian song, Mount Everest, Oxford College, Babe Ruth, Mars, the Eiffel Tower.

3. Days of the week and months
4. Historical eras
5. Holidays
6. Nationalities and tribes
Navajo, Norwegian, Caucasian¹
7. Religions
8. Streets and roads
9. When a trademark's name begins with lowercase and it is the first word of a document or after a period.

EBay, iPhone

10. Kinship names only when they replace or precede the name of a person

Come here, Mom. Aunt Clara.

11. Titles when used before names, except when they replace a proper name or when followed by a comma.

President Obama but the current president, Obama...

12. The first word in a quotation, even midsentence.

He said, "Meet me halfway."

13. There is a wide criteria regarding capitalization of composition titles but for the sake of consistency please apply the following rules:
 - Capitalize the first word.
 - Capitalize verbs (including all forms of verb *to be*) as well as pronouns.



- Do not capitalize *a, an, or, nor, the, to, of, and* or prepositions (unless they come first in a title).
Example: The Perks of Being a Wallflower, Love in the Time of Cholera

¹ Note: *white and black* in reference to race are lowercase

Lowercase should be used when writing:

1. Heavenly bodies besides planets.

The sun, the moon. (These are the exception).

2. Elements, foods and minerals.
3. Plants, vegetables and fruits.
4. Seasons.
5. Medical conditions.

Parkinson's disease, flu, syndrome

6. City, town or county if it comes before the proper name.

The city of New York, but New York City.

7. General academic subjects.

philosophy, economics.

8. Occupations.

director James Cameron

A comprehensive list for capitalization rules can be found in [GrammarBook](#).