

Quick Reference: Capitalization

CATEGORY	EXAMPLES
People and Titles	
Names and initials of people	Jack London, T.S. Eliot
Titles used before a name	Professor Holmes, Senator Long
Deities and members of religious groups	Jesus, Allah, Buddha, Zeus, Baptists, Roman Catholics
Names of ethnic and national groups	Hispanics, Jews, African Americans
Geographical Names	
Cities, states, countries, continents	Philadelphia, Kansas, Japan, Europe
Regions, bodies of water, mountains	the South, Lake Baikal, Mount Everest
Geographic features, parks	Great Basin, Yellowstone National Park
Streets and roads, planets	318 East Sutton Drive, Charles Court, Jupiter, Mars
Organizations, Events, Etc.	
Companies, organizations, teams	Ford Motor Company, Boy Scouts of America, St. Louis Cardinals
Buildings, bridges, monuments	Empire State Building, Eads Bridge, Washington Monument
Documents, awards	Declaration of Independence, Stanley Cup
Special named events	Mardi Gras, World Series
Government bodies, historical periods and events	U.S. Senate, House of Representatives, Middle Ages, Vietnam War
Days and months, holidays	Thursday, March, Thanksgiving, Labor Day
Specific cars, boats, trains, planes	Porsche, Carpathia, Southwest Chief, Concorde
Proper Adjectives	
Adjectives formed from proper nouns	French cooking, Spanish omelet, Edwardian age, Western movie
First Words and the Pronoun I	
First word in a sentence or quotation	This is it. He said, "Let's go."
First word of sentence in parentheses that is not within another sentence	The spelling rules are covered in another section. (Consult that section for more information.)
First words in the salutation and closing of a letter	Dear Madam, Very truly yours,
First word in each line of most poetry	Then am I
Personal pronoun I	A happy fly If I live Or if I die.
First word, last word, and all important words in a title	"The Ransom of Red Chief," "Rules of the Game," <i>Roll of Thunder, Hear My Cry</i>