

CAPITALIZATION

FIRST WORD of SENTENCE

The first word begins with a capital.
Will you always remember this?

NAMES & INITIALS

Elvis Presley	John F. Kennedy
W. Shakespeare	George W. Bush

I (pronoun)

Bob and I have the same birthday.

TITLES before name

King Arthur	President Lincoln
Dr. Bunker	Mr. Rogers

GROUPS & ORGANIZATIONS

Boy Scouts	Denver Broncos
the Beatles	Republican Party

NATIONALITIES, RACIAL, RELIGIOUS

American	Latino	Protestant
French	Asian	Jew

FATHER, MOTHER, RELATIVES

When used in place of name; do not capitalize if modifying word used (the, a, my, our, his, ...)

I like going to Grandma's house.
I went with *my father* to the show.

CITIES, STATES, NATIONS

Las Vegas	Tokyo	Europe
California	Georgia	Canada

GEOGRAPHIC NAMES

Mississippi River	Pacific Ocean
Rocky Mountains	Mt. Rushmore
North America	Africa

SPECIAL PLACES & BUILDINGS

Grand Canyon	North High School
St. John's Church	Park Central Mall

STREETS & ADDRESSES

Broadway	Central Avenue
35 North Pebble Way	

REGIONS

Tobacco is grown in the South.
The Southwest has many deserts.
NOT adjectives or compass directions
We drove south to get to Texas.
Yuma is in western Arizona.

DAYS, SPECIAL DAYS, HOLIDAYS

Monday	Saturday
Halloween	April Fool's Day
Labor Day	Fourth of July

STORES, COMPANIES, BRANDS

Safeway	Ford	Expedition
Target	Nabisco	Oreo

RELIGIONS, WORDS for GOD

Judaism	Islam	Christianity
Jehovah	Allah	Holy Spirit

BOOKS, MAGAZINES, NEWSPAPERS

Minor words (the, a, an, of) are not capitalized unless the first word of title

<i>Where the Red Fern Grows</i>	
<i>Wall Street Journal</i>	<i>Newsweek</i>

POETRY – FIRST WORD of line

I think that I shall never see
A poem as lovely as a tree.

PUNCTUATION

PERIODS after:

STATEMENTS

The ice cream cone was delicious.

COMMANDS

Please answer the phone for me.

ABBREVIATIONS

Mrs.	Oct.	D.C.	a.m.
Jr.	St.	U.S.A.	B.C.

Not all abbreviations

OK	NY	FBI	NBC
UFO	AZ	NASA	IBM

QUESTION MARK after:

QUESTIONS

Did you leave the water running?

EXCLAMATION POINT after:

EXCLAMATIONS

Stop! Use rarely and with caution.

INTERJECTIONS with strong feeling

Hurrah! Quiet! Help!

APOSTROPHE:

CONTRACTIONS

shouldn't you'll they're

SINGULAR POSSESSIVE

baby's toy	Tatum's watch
boss' car	class' team

PLURAL POSSESSIVE

girls' rest room	Blacks' house
woman's dress	classes' scores

COMMAS:

Between WORDS in a SERIES

Plums, apples, and grapes are fruits.
Our flag is red, white, and blue.

After INSERTED WORDS & PHRASES

Yes, you can go to the movie.
Well, I tried as hard as I could.
Please, Ben, do the dishes for me.
Butterflies, like birds, fly south in winter.

To set off APPOSITIVES

Mrs. Hardy, our principal, is retiring.
Jill, a friend of Jack's, went up the hill.

After INTRODUCTORY PHRASES

Since I got an F, I am grounded.

Between CITY, STATE (and after state)

Between DAY, YEAR (and after year)

He has lived in Reno, Nevada, for years.
July 4, 1776, was America's birthday.

Before CONJUNCTIONS that join independent clauses

I would like to go the movies, but I have to clean my room first.

QUOTATION MARKS:

QUOTE at the BEGINNING

"Did you find the dog?" asked Dick.
"The shed is on fire!" yelled Terry.
"That's my baby sister," said Susan.
** Substitute COMMAS for PERIODS in quotes at the beginning.*

QUOTE at the END

Bill said, "My father works at home."
Joan asked, "Is that your new bike?"