

# CAPITALIZATION

## 2<sup>ND</sup> CLASS



### Capitalization Rules

Rule	Example
<p>Capitalize</p> <ol style="list-style-type: none"> <li>1. The first word in a sentence.</li> <li>2. The pronoun, <i>I</i></li> <li>3. Abbreviations made by using the first letters of words.</li> <li>4. All proper nouns. Proper nouns include:               <ol style="list-style-type: none"> <li>a. names of deities</li> <li>b. names of people and their titles</li> <li>c. names of specific groups of people (nationalities, races, and ethnic groups) languages, and religions</li> </ol> </li> </ol>	<p>She is a professor at Herat University.</p> <p>She and I have known each other for two years.</p> <p>USA UN UNESCO CBS</p> <p>Allah God Shiva</p> <p>Ms. Halima Kazem President Qayoumi</p> <p>Italian Asian Muslim Caucasian Hispanic Dari</p>

d. names of specific places on a map	Kabul      Indian Ocean North Pole      Center Street
e. names of specific geographic areas	the Middle East      Eastern Europe
f. names of days, months and holidays	Sunday      January Ramadan      Thanksgiving
g. names of specific structures (buildings, bridges, monuments, etc.)	Golden Gate Bridge      Burj Khalifa the White House      the Great Wall of China
h. names of specific organizations (businesses, schools, government agencies, sports teams)	Apple Computers      Stanford University Manchester United      Red Cross State Department
i. names of specific school classes, usually with a number	Beginning Reporting 101 Business 320

BUT NOT the names of school subjects when you are not referring to a specific class, except languages.	He's studying journalism this semester. She studied economics at SJSU. Susan studied Persian literature last year.
j. first and last words in a title all other words in a title except: <ul style="list-style-type: none"> <li>• Articles: a, an, the</li> <li>• Coordinating conjunctions: and, but, or, for, nor, etc.</li> <li>• Prepositions: on, at, to, from, by, etc.</li> </ul>	<i>Italy Goes to the Polls</i>  <i>President Obama to Meet with Karzai over Troop Withdrawal</i>
**Different publications have different rules for title capitalization. You should check with the publication for its title requirements regarding capitalization.	