**Conventions of Capitalization Cheat Sheet**

I. Capitalize the first word of every sentence and the first word of a direct quotation that is a complete sentence.

The poet who won the prize teaches at a nearby college.

Alicia said, “My cat likes to sleep on my desk while I’m studying.”

“I think you’re right,” Warren said. “That man is a local newscaster.”

II. Capitalize the first word in the salutation and closing of a letter, the title and name of the person addressed, and a title used in place of a name.

Dear Ms. Garcia: Dear Sir: To whom it may concern: Sincerely yours,

III. A proper noun names a particular person, place, or thing and is capitalized. Capitalize the names of people and the initials that stand for their names.

Indira Gandhi F. Scott Fitzgerald Barbara Walters

IV. Capitalize a title or an abbreviation of a title when it comes before a person’s name or when it is a substitute for a person’s name. **Do not capitalize a title in other situations.** (i.e: Dr. Bitterman is my principal).

I listened to Governor Mc Cormick. “I’m awaiting your orders, Captain.”

Thomas Worthington was the first governor of Ohio.

V. Capitalize the names and abbreviations of academic degrees that follow a person’s name. Capitalize Jr. and Sr.

Elaine Hideyoshi, Ph.D. George Johnson, M.D. Randolph Sears Jr.

VI. Capitalize words that show family relationships when used as titles or as substitutes for a person’s name.

We sent a letter to Uncle Phil.

Grandma and Grandpa were married in 1946.

VII. Always capitalize the pronoun I.

Tricia said, “I bought my first car!”

VIII. Capitalize the names of cities, counties, states, countries, and continents.

Minneapolis Monroe County Alabama France Africa

IX. Capitalize the names of bodies of water and geographical features.

Lake Conroe Bay of Bengal Sierra Madre Mountains English Channel

X. Capitalize the names of sections of the country.

the Northeast the Deep South the Great Plains New England

XI. Capitalize the names of streets and highways, buildings, bridges, and monuments.

Lakeshore Drive Washington Monument Silver Bridge Wrigley Building

XII. Capitalize the names of clubs, organizations, institutions, and political parties.

National Education Association Republican party Knox College

XIII. Capitalize brand names but not the nouns following them.

Nike shoes Big Red cola Levi jeans

XIV. Capitalize the names of historical events, periods of time, and documents.

World War II the Enlightenment the Declaration of Independence

XV. Capitalize the names of the days of the week, months of the year, and holidays. **Do not capitalize the names of the seasons.**

Thursday August Labor Day summer

XVI. Capitalize the first word, the last word, and all important words in the title of a book, play, short story, poem, essay, article, film, television series, song, magazine, newspaper, and chapter of a book.

*Newsweek* *The Scarlet Letter* “Ode to a Nightingale” *Schindler’s List*

XVII. Capitalize the names of ethnic groups, nationalities, and languages.

Thai Haitian Welsh Jordanian Pakistani Spanish

XVIII. Capitalize proper adjectives that are formed from proper nouns.

Italian restaurant Korean flag German shepherd