

# CAPITALIZATION RULES

- Capitalize people's names and initials.

Susan B. Anthony Robert E. Lee

- Capitalize titles and the abbreviations of titles used before names or in direct address. Capitalize the abbreviations of some titles when they follow a name.

Captain Pierce Dr. David Arnold Hello, Ambassador. Sara Mines, Ph.D.

- Capitalize titles of heads of state, royalty, or nobility only when they are used with a person's name or in place of a person's name. Do not capitalize titles when they are used without a proper name.

Sir Laurence Olivier The Queen of England rode in the procession.

The king sat on the throne.

- Capitalize the titles indicating family relationships only when the titles are used as names or parts of names. Do not capitalize a family name when it follows the person's name or is used without a proper name.

Aunt Grace Uncle Jim My brother plays the bass guitar.

- Always capitalize the pronoun I.
- Capitalize the names of religions, sacred days, sacred writings, and deities. Do not capitalize the words *god* or *goddess* when they refer to figures of ancient mythology.

Judaism Christmas Bible Allah

- Capitalize the names of nationalities, languages, races, and some ethnic groups, and the adjectives formed from these names.

Mexican Native American Caucasian

- In geographical names, capitalize each word except articles and prepositions. Geographical names include the names of continents (*Africa*), bodies of water (*Red Sea*), islands (*Bahamas*), mountains (*Andes Mountains*), other landforms (*Gobi Desert*), world regions (*Middle East*), nations (*Ethiopia*), states (*Oregon*), cities (*Philadelphia*), and streets (*Elm Street*).
- Capitalize the names of planets and other specific objects in the universe.

Saturn Big Dipper

- Capitalize the words north, south, east, and west when they name particular regions of the country or world, or when they are parts of proper names. Do not capitalize words that indicate general directions or locations.

North America We flew north to Alaska.

- Capitalize the names of specific buildings, bridges, monuments, and other landmarks.

Jewel Cave Mackinac Bridge

- Capitalize the names of specific airplanes, trains, ships, cars, and spacecraft.

Santa Maria Orient Express