

Capitalization

Proper Nouns

- ▶ Whereas a *common noun* refers to general categories of people, places, or things, a *proper noun* identifies a specific person, place, or thing and is capitalized. Words derived from proper nouns are also capitalized. Capitalize titles of persons when used as part of a proper name, though generally not when used alone unless the title itself is a proper noun. The pronoun “I” is also capitalized.
- ▶ Examples: **J**apan, **J**apanese food, the **R**epublican **P**arty, **J**ohn, **D**istrict **A**ttorney **J**ones

Titles of Works

- ▶ First words and all major words (generally four or more letters) in titles and subtitles of works such as books, articles, and songs must be capitalized. Articles, prepositions, and conjunctions in the titles of works are not capitalized.
- ▶ Examples: ***O**f **M**ice and **M**en*, ***P**ride and **P**rejudice*, ***N**ewsweek*, ***A**mazing **G**race*

First Word of a Sentence or Quoted Sentence

- ▶ The first word of a sentence should be capitalized. Also, capitalize the first word of a quoted sentence but not a quoted phrase. If a quoted sentence is interrupted, do not capitalize the first word after the interruption.
- ▶ Examples: **T**he journalist wrote, “**T**he situation seems more ominous as the various parties have failed to reach an agreement.” “**S**ports,” said Russell Baker “is the opiate of the masses.”

First Word Following a Colon

- ▶ Capitalize the first word after a colon only if it is a proper noun or begins an independent clause, though defer to the formatting style guidelines used for your particular discipline. When presenting a list of items following the colon, the first word is not capitalized, unless it is a proper noun.
- ▶ Examples: We come to this conclusion: **T**he federal government needs to protect the rights of minorities. The shopping list included the following: **p**ears, grapes, and peas.

Abbreviations

- ▶ Capitalize abbreviations for government departments and agencies, other organizations, corporations, trade names, and call letters for radio and television stations.
- ▶ Examples: **F**BI, **C**IA, **I**BM, **X**erox, **W**RVL

Practice

Please make all the necessary corrections in capitalization.

1. Japanese and russian are difficult languages to learn.
2. Many celebrities and tourists shop on rodeo drive.
3. “Wait,” He said, “Until the bears have won the rest of the season.”

4. The reporter asked mayor johnson about the events of the previous day.
5. On the fourth of July, we celebrate the war of independence.
6. Everyone was planning to go out for indian food.
7. He has always driven a porsche.
8. The class had to read and write a paper on *the lord of the rings*.
9. They all watch *the voice* on nbc every tuesday.
10. The shops on fifth avenue were decorated for christmas.

Answers: 1. Russian 2. Rodeo Drive 3. he, until, Bears 4. Mayor Johnson 5. Fourth, War of Independence 6. Indian 7. Porsche 8. *The Lord of the Rings* 9. *The Voice*, NBC, Tuesday 10. Fifth Avenue, Christmas