

Capitalization

Capitalize all official titles of honor and respect when they precede personal names.

Ms. Mary Moore

President Henry Burke

- Do not capitalize such titles when the personal name that follows is set off by commas.
 - Instead of: Yesterday, the president, Henry Burke, spoke to the staff.
 - Use: Yesterday, President Henry Burke spoke to the staff.
- In general, do not capitalize position titles when they follow a personal name or are used in place of a personal name. Exceptions are made for dignitaries and high-ranking officials.
 - Susan Jones, superintendent of Boulder School District, addressed the staff about the budget plans.
 - Susan Jones, the Lieutenant Governor, addressed the staff about the budget plans.

Capitalize titles.

- Capitalize the first, last, and all principal words of books, plays, and television programs.
- Articles, conjunctions, and short prepositions are not capitalized unless they begin the title. Prepositions are capitalized if they consist of five or more letters (About, Through) or if they're the first or last word of a title or heading.
 - Robert Ludlum is the author of *The Bourne Identity*.
 - I saw the Broadway production of *Fiddler on the Roof* several years ago.
 - *Going Through Changes* opens tonight.

Capitalize both the full names and the shortened names of government agencies, bureaus, departments, services, etc.

We must send the form to the Treasure Department

Capitalize all academic degrees that follow a name, whether abbreviated or written out.

Patrick Davies, Ph.D.

Peggy Thurber, Master of Arts

Capitalize abbreviations if the words they stand for are capitalized.

I made the invoice out to William Parker, M.D.

Capitalize all academic titles and religious titles such as doctor, professor, dean, superintendent, principal, and bishop when they precede a name.

Superintendent Mary Write

- However, do not capitalize academic, religious, and professional titles when they stand alone.
 - The principal asked for a new teacher.

Capitalize trade names.

Xerox copier
Kodak film

Capitalize official names of buildings, streets, and other public places.

The Sheraton Hotel is located at 96 Seventh Avenue.

Capitalize family members and specific classes.

Mom, Dad, Grandpa Bob
Class of '46

Do not capitalize the seasons.

Do not capitalize a.m. or p.m.

Capitalization at a Glance

Days of the week.....Sunday, Monday
 Months.....January, February
 Holidays, holy days.....Christmas, Hanukkah
 Periods, events in history.....Renaissance, Middle Ages
 Special events.....Battle of Bunker Hill
 Official documents.....Declaration of Independence
 Trade names.....Xerox copier, Pontiac Sunbird
 Formal epithets.....Alexander the Great
 Geographical names.....Australia, Africa, Mars, Earth, the Milky Way
 Streets, roads, highways.....Park Avenue, Route 66
 Sections of a country, of a continent.....the Southwest, the Far East
 Landforms.....Sahara Desert, Rocky Mountains
 Bodies of water.....Lake Superior, the Nile River
 Public areas.....Yellowstone National Park