

CAPITALIZE THE FOLLOWING:

1. Personal names

- Examples:
- Mr. Ezell, Bruce Springsteen, Jada Pinkett, Shaquille O'Neille, Brandy

2. The first word and all major words of a title (work of art, book, movie, awards, etc.)

- Examples:
- *The Baptism, The Hand I Fan With, Gone with the Wind, A Time to Kill, Nobel Peace Prize*

3. States, countries, continents

- Examples:
- Minnesota, Sierra Leone, Australia, San Francisco, Fulton County

4. Abbreviations, initialisms, and certain acronyms

- Examples:
- Ph.D. or PhD, NFL, ERA, CPA, NOW, NASA, CEO

5. Races, nationalities, and species

- Examples:
- Native American, black or Black, Indian, Caucasian, Homo sapien, Italian, Haitian

6. Proper nouns (Proper nouns are specific, whereas common nouns [school, boulevard, university, etc.] are not specific.)

- Examples:
- Washington High School, Hollywood Boulevard, Dartmouth College, Tennessee State University

7. Titles when they precede or follow proper names

- Examples:
- Ms. Bonnie Jones, Supervisor of Elections; Dr. Percy Goodman, Internist; Representative Buzz Ritchie; Carol Moseley Braun, U.S. Senator; Sheriff Jim Lowman; Professor Harry Stopp; Attorney Cheryl Howard; Anne McDowell, Director of Admissions

NOTE: Do not capitalize a professional title that does not accompany a name.

- Examples:
- sheriff, city councilman, director, physics professor, systems analyst, sales associate, administrative assistant, manager, accountant, judge

8. Nicknames and stage names

- Examples:
- "Magic" Johnson, "Hammerin'" Hank Aaron, "Awesome Dawesome," Madonna, Boyz II Men, General Daniel "Chappie" James, the Dream Team

9. The first word of a direct quotation

- Example:
- Attorney Cochran said to the jurors, "If it doesn't fit, you must acquit!"

10. Trade names

- Examples:
- Realtor, Dictaphone, Ford truck, Styrofoam cup, Nike, Pay Day

11. Titles which denote high rank

- Example:
- He is the President of the United States.

NOTE: Do not capitalize *president* in the following sentence:

Example: • He is president of the freshman class.

12. Religions and religious terms

Examples: • Catholicism, Hinduism, Buddha, the Bible, Christian, the Ten Commandments, Baptist church, Mr. Zion Methodist Church

NOTE: Do not capitalize the following:

Examples: • church, communion, atheist, agnostic, spirituality

13. Compass directions only when they refer to regions

Example: • I live in the South, but I don't have a Southern accent.

NOTE: Do not capitalize general compass directions.

Example: • I live south of here.

14. Political, social, athletic, and other groups

Examples: • Atlanta Braves, the Super Bowl, U.S. Olympics Gymnastics Team, NWBA (National Women's Basketball Association), the Dream Team, the Links Incorporated, League of Women Voters, Kappa Alpha Psi Fraternity

15. *God* in references to the one God of all monotheistic religions, but do not capitalize *god* in references to religions that recognize more than one god.

- Examples:
- Christians believe in God.
 - Thor is the Norse god of thunder.

16. Specific courses

- Examples:
- Chemistry I, English, American History, Student Life Skills, Black Women Writers, Professional Writing, College Algebra 1101

NOTE: Do not capitalize general names of courses.

- Examples:
- mathematics, biology, home economics, physical education, history

17. Proper names used in other contexts

- Examples:
- brown Betty, oysters Rockefeller, German shepherd

NOTE: Do not capitalize tuxedo, rottweiler puppy, or leotards.

18. Time periods, movements, holidays, and events

- Examples:
- The Greek Age, the Renaissance, the Civil Rights Movement, Presidents' Day, Election Day

NOTE: Do not capitalize seasons (winter, spring, summer, or fall) or academic classifications (freshman, sophomore, junior, or senior).

Reproduced from [Mamie Webb Hixon's Grammar Shots](#). If you desire additional information on this subject, we recommend that you consult [Real Good Grammar, Too](#) (ISBN 0-7872-4310-8), which is available from the [UWF Bookstore](#) as well as from most online booksellers.

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