Capitalization

Capitalize the first letter of a sentence, whether it is your own sentence or a quotation. If the quoted material does not form a complete sentence, do not capitalize the first letter.

Do not capitalize the first word after a colon unless the material after the colon is more than one sentence or the material after the colon is a quoted poetic passage that begins with a capital letter.

Capitalize the first and last word of a title or subtitle and all other words except articles, prepositions, and conjunctions.

Capitalize all proper nouns and adjectives derived from them.

**People**

Capitalize the names of a specific person.

Jackie, Martin Luther

Capitalize a title preceding a person’s name

Prince Charles, General MacArthur

Capitalize a family relationship if it stands for all or part of the person’s name.

Mother, Aunt Louisa

Do **not** capitalize if the relationship is preceded by a possessive.

my mother, George’s uncle Dan

**Places**

Capitalize specific geographical regions.

Rocky Mountains, New York City, North America, Atlantic Ocean, Midwest (a specific area), Ohio River

Capitalize names of particular buildings and structures.

the Taj Mahal, Brooklyn Bridge, Museum of Natural History, Independence Hall

**Organizations**

Capitalize names of governmental bodies.

House of Representatives, Department of Defense

Capitalize names of institutions.

Sacred Heart Hospital, Pace High School, University of West Florida

Capitalize departments within institutions.

Department of Economics

Capitalize poetical, social, and athletic associations and their members.

Democratic Party, Democrats Green Berets, Boston Symphony Orchestra, Atlanta Braves

Capitalize religions and their followers.

Protestantism, Protestants, Catholic, Buddhism, Buddhist, Baptist, Baptists