



## Beginner Capitals

a guide  
to the proper care and feeding  
of capital letters

Capitalize the first word of every sentence — unless that sentence is in parentheses incorporated within another sentence. Capitalize the personal pronoun “I”.

*Glacial till or debris (some geologists call this material “garbage”) is often deposited in formations called morains.*

Capitalize the names of family relations when they are used as substitutes for names:

*I went to visit my **Uncle Tamiya** and **Aunt Sakura**.*

***Grandma** and **Grandpa** live with **Dad** and **Mom** now.*

In titles, capitalize the first, last, and all important words. Usually, we don't capitalize articles, prepositions, and coordinating conjunctions.

*In the **Lake** of the **Woods***

***War** and **Peace***

***I** **K**now **T**his **M**uch **I**s **T**rue*

Capitalize names of specific persons, places, and geographical locations.

*My brother **Nitobe**, who used to live in the **Middle East** and write books about the **Old West**, now lives in **Hartford**, **Connecticut**.*

Capitalize brand names . . . .

***Ford Kleenex Levi's** (not jeans)*

*xerox on a **Xerox** copier*

Capitalize titles when they precede names but usually not after a name .

***Dean Hiromatsu** introduced **President Meisaka** to **Secretary Tori**.*

***Esaki Leo**, who was **chairman** of the **board** of **directors** in 1995, has since retired.*

## Beginner Capitals

Don't capitalize directions

*They moved up **n**orth, to the **s**outhern shore of Lake Erie.*

Capitalize names of days of the week, months, and holidays.

*Valentines **D**ay, is always on **F**ebruary 14, falls on **T**uesday this year.*

Don't capitalize the names of seasons.

*Next **f**all, before the **w**inter storms begin, we're heading south.*

Capitalize the names of historical events.

The **B**attle of the **B**ulge was an important event in **W**orld **W**ar **I**I.  
The **R**eformation took place in the **s**ixteenth **c**entury.

Capitalize the names of religions and religious terms.

<b>G</b> od	<b>A</b> llah	<b>B</b> uddha	<b>C</b> hristianity
<b>C</b> hristians	<b>J</b> udaism	<b>J</b> ews	<b>I</b> slam
<b>M</b> uslims	<b>C</b> hristians		

Capitalize the names of nations, nationalities, languages, and words based on such words.

<b>S</b> omalia	<b>S</b> wedish	<b>E</b> nglish muffin
<b>I</b> rish stew	<b>J</b> apanese maple	<b>J</b> ew's harp

We usually don't capitalize "white" and "black."

*There are very few **b**lacks in this predominantly **w**hite community.*

Capitalize the names of academic courses when they're used as titles.

*He took **C**arpentry 101, but he did much better in his **e**conomics and **E**nglish literature courses.*