

## Writing Centre

### CAPITALIZATION

1. Capitalize [proper nouns](#), such as, names and titles. These include, but are not limited to, individuals, buildings, organizations, religious groups & figures, nationalities, countries, languages and races; titles of art such as, books, poetry and movies are also capitalized.

**Example:**

Barack Obama, a Democrat from Chicago, is President of the United States and lives in the White House.

2. When capitalizing books, movies, poetry etc., only capitalize the major words and the first word.

**Example:**

The Lion, the Witch, and the Wardrobe

3. Capitalize personal titles when they immediately precede individual names. Do not capitalize titles following names except in an address or signature line.

**Example:**

Thomas Nelson, dean of the college, will speak with Prime Minister Jean Chretien.

4. Days of the week, months of the year, and holidays begin with capital letters.

**Example:**

Christmas Day always will fall on a Monday this year.

5. Capitalize the first word in a quote even if it is in the middle of a sentence.

**Example:**

I told Theresa "You should probably get back to work."

6. Capitalize events and periods of time.



**Example:**

Everybody wore pink in the Eighties.

The Olympics is a nationally televised event.

**Resources:**

Edmonson, R. (2014). *Grammar Mishaps: Capitalization Rules*. Retrieved from [http://hubpages.com/hub/Grammar\\_Mishaps\\_\\_Capitalization\\_Rules](http://hubpages.com/hub/Grammar_Mishaps__Capitalization_Rules)