

Rules For Capitalization

(Remember the Acronym C.A.P.I.T.A.L.S.)

C=Calendar Words

- Names of days: Monday, Tuesday...
- Names of months: January, February...
- Names of holidays: Christmas, Easter...

A=Atlas Words

- Names of continents or countries: United States, Africa, Europe
- Names of cities and states: Lake Wales, Florida; Denver, Colorado
- Names of beaches, bodies of water, and parks: Lake Superior; Atlantic Ocean; Central Park; Daytona Beach
- Names of attractions: Magic Kingdom; Epcot; Disney World

P=People and Pet Names

- The first letters of someone's name: John Smith.
- Names of pets: The dog's name is Brutus.
- Names of teams: Warner University Royals
- Names of political, social, racial, or civic groups: Native Americans; Republicans; Girl Scouts

I = Initials and "I"

- Someone's initials: M.L.K.; J.F.K
- The pronoun "I" when referring to yourself: I want a cookie.

T=Titles

- The name of a literary, cinematic, or artistic work: *To Kill a Mockingbird*; *The Lion King*; *The Mona Lisa*
- The name of a business, organization, or school: Warner University; Target; Starbucks.
- The name of a brand: Nike; Reebok
- A person's title: President Joseph Biden

A=Abbreviations

- Titles like Mr., Mrs., Dr., Sr., Jr.: Dr. David Hoag; Mrs. Joanna Hoag.
- Any shortened form of a word that would normally be capitalized: USA; NASA; Inc., Blvd.; Corp.

L= Letter or Email Greetings and Closings

- The first letter of either:
 - Dear Tom,
 - To Whom It May Concern,
 - Sincerely Yours,
 - Regards,

S = Sentences and Quotations

- The first letter of either:
 - "Go to your room," she commanded.
 - My stomach really hurts," Billy told the doctor.
 - Thanksgiving is the fourth Thursday of November.

Resources

- Purdue University. "A Little Help with Capitals." *Purdue Online Writing Lab*, 2022. owl.purdue.edu/owl/general_writing/mechanics/help_with_capitals.html.
- Valencia College. "Rules for Capitalization." *West Campus Writing Center*, 2023, valenciacollege.edu/students/learning-support/west/communications/writing-center/documents/RulesforCapitalizationTipSheet.pdf