



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:

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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 **s**outh.*

Capitalize the names of historical events.

The **B**attle of the **B**ulge was an important event in **W**orld **W**ar **I**I.

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such words.

Somalia

Swedish

English muffin

Irish stew

Japanese maple

Jew'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.*