

Capitalization Guidelines

- **Capitalize the pronoun I.**
I often sleep late on weekends.
- **Capitalize the first word of any sentence.**
Kittens are playful.
- **Capitalize the first word and all important words in titles of books, magazines, newspapers, stories, etc.**
The Lion, the Witch, and the Wardrobe
- **Capitalize names of specific people, events, dates, and documents.**
Eunice Jones, Toronto, Fourth of July, Thanksgiving, September, the Constitution
- **Capitalize the names of organizations and trade names.**
Ford Motor Company, Tide detergent
- **Capitalize titles of respect.**
Mr. Cox, Ms. Blake, Judge Rand, Governor Smith
- **Capitalize names of races, languages, religions, and deity.**
Caucasian, Spanish, Catholic, the Almighty, Jehovah
- **Capitalize the first word in a direct quotation.**
Ann inquired, "Where is the suntan lotion?"
- **Capitalize abbreviations and acronyms, all or part.**
U.S., UNESCO, CA, St., Mr.