

CAPITALIZATION RULES

Rule	Examples
Capitalize the first word in a sentence .	Another dog ran by the boy.
Capitalize proper nouns .	Billy, New York City, Miami Dolphins
Capitalize geographic names .	Indian Ocean, Hawaii, Empire State Building
Capitalize the pronoun I .	He asked if I wanted to read next.
Capitalize the names of days and months .	Tuesday, October
Capitalize the names of national, religious, and local holidays .	Memorial Day, Easter, Founder's Day
Capitalize proper adjectives .	French, Chinese
Capitalize words used as names .	Do you need help, Mother?
Capitalize titles used with names.	General Bradshaw, Mrs. Key
Capitalize the first word in the greeting or closing of a letter .	Dear friends, Yours truly
Capitalize the first, last, and all the main words in the title of a book, movie, song, magazine, play, newspaper, or television show.	Harry Potter and the Sorcerer's Stone, "The National Anthem"
Capitalize the names of organizations, associations, or teams and their members.	American Red Cross, Parent-Teacher Association, Miami Heat
Capitalize the names of businesses and the official names of their products.	McDonald's hamburgers, Colgate toothpaste
Capitalize historical events, documents, and periods of time .	Boston Tea Party, Declaration of Independence, Stone Age
Capitalize initials or abbreviations that stand for names and also abbreviations of titles and organizations.	Richard T. Smith, M.D. (Doctor of Medicine), PTA (Parent-Teacher Association)