

Capitalization checklist

- 1. Capitalize the names of persons.**
 - a. Ivan Torres

- 2. Capitalize the initials or abbreviations that stand for the names of persons.**
 - a. D.J. Anderson

- 3. Capitalize titles used with names of persons and capitalize the initials or abbreviations that stand for those titles.**
 - a. Mayor Jordan Stout
 - b. Dr. Ty Parker
 - c. Lt. Savannah Coggins

- 4. Capitalize the titles *Mr.*, *Mrs.*, *Ms.*, and *Miss*.**

- 5. Do not capitalize titles used as common nouns.**
 - a. One of the doctors on call is Dr. Ditton.

- 6. Capitalize the following titles when used alone if they refer to the current holder of the positions.**
 - a. the President
 - b. the Pope

- 7. Capitalize words such as mother, father, aunt, and uncle when these words are used as names.**
 - a. Uncle Stan gave Mother a vase of flowers.

- 8. DO NOT capitalize the noun mother, father, aunt, and uncle when it is modified by a personal pronoun.**
 - a. My mother
 - b. Our father

- 9. Capitalize the pronoun I.**
 - a. Will I see you there at the party?

- 10. Capitalize words referring to the Deity and to religious scriptures.**
 - a. God
 - b. the Bible

- 11. Do NOT capitalize the words *god* and *goddess* when they refer to mythological deities.**

- 12. Capitalize major words in geographic names.**
 - a. Continents North America
 - b. Bodies of water Atlantic Ocean
 - c. Landforms Rocky Mountains
 - d. Political Units Salt Lake City

- e. Public Areas Yellowstone National Park
- f. Roads and Highways Interstate 15

13. Capitalize the names of sections of the United States and proper adjectives derived from them.

- a. Southwest
- b. Northeast

14. Do NOT capitalize directions of the compass or adjectives derived from them.

- a. east
- b. south

15. Capitalize all the important words in the names of organizations and institutions, including their abbreviations.

- a. South Cache 8/9 Center
- b. USU

16. Do NOT capitalize such words as school, college, church, and hospital when they are NOT used as parts of names.

17. Capitalize the names of historical events, documents, and periods of time.

- a. Civil War
- b. Declaration of Independence
- c. World War II
- d. The Great Depression

18. Capitalize the names of months, days, and holidays but not the names of the seasons.

- a. June
- b. August
- c. autumn (note no capital)

19. Capitalize the names of languages, races, ethnic groups, nationalities, religions, and the adjectives derived from them.

- a. Muslim
- b. Christianity
- c. The Church of Jesus Christ of Latter-day Saints
- d. Caucasian
- e. Korean

20. Do NOT capitalize the names of school subjects unless they are languages or unless a course name is followed by a number.

- a. Biology I
- b. mathematics (note no capital)
- c. Spanish

21. Capitalize the names of ships, trains, and aircraft.

- a. *Mayflower*
- b. *U.S.S. Missouri*

- 22. Capitalize the names of automobiles.**
 - a. Ford Mustang
 - b. GMC Silverado

- 23. Capitalize the abbreviations B.C., A.D., A.M., and P.M.**

- 24. Capitalize the first word of every sentence.**

- 25. Capitalize the first word of most lines of poetry.**

- 26. Capitalize the first word of a direct quotation.**

- 27. Do NOT capitalize the first word of the second part of a divided quotation unless it starts a new sentence.**
 - a. “I think,” replied Sasha, “that book was made into a popular movie.”

- 28. Capitalize the first word in each entry of an outline.**

- 29. Capitalize all the important words in the greeting of a letter.**
 - a. Dear Madam:

- 30. Do NOT capitalize the word *or* or *and* in a greeting.**
 - a. Dear Sir or Madam:

- 31. In the closing of a letter, capitalize only the first word of the phrase.**
 - a. Sincerely yours,

- 32. Capitalize the first word, the last word, and all important words in the titles of books, poems, short stories, articles, newspapers, magazines, plays, motion pictures, works of art, television programs, and musical compositions. Remember to apply the rules of punctuation to italicize or use quotations for each of these words.**
 - a. *The Sound of Music*
 - b. *The Herald Journal*

- 33. Articles (“a,” “an,” and “the”), conjunctions, and prepositions with fewer than five letters are not usually considered important words. However, note that an article, a conjunction, or a preposition used as the first or last word of a title must be capitalized.**