

# CAPITALIZATION

Delgado Community College

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What is capitalization? Capitalization is writing or printing in capital letters or with an initial capital letter. Rules associated with capitalization are listed below.

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Rule	Example	Explanation
First Letter	<u>T</u> he Saints won the game.	Capitalize first letter of first word at the beginning of each sentence.
First person pronoun, I	<u>I</u> thought <u>I</u> would never see it again.	<b>I</b> is always capitalized.
Proper Nouns	<u>D</u> rew <u>B</u> rees, <u>N</u> ew <u>O</u> rleans	First letter of each proper noun is capitalized.
Specific Locations	<u>A</u> udubon <u>Z</u> oo, the <u>S</u> outh	First letter of each word in specific locations is capitalized.
Attributive Words	<u>L</u> akes <u>M</u> aurepas and <u>P</u> ontchartrain	First letter of attributive word gets capitalized.
Publications and Events	<u>M</u> onday, January, <u>M</u> ardi <u>G</u> ras	First letter of each word in publications or events gets capitalized.
Historical Events	the <u>C</u> ivil <u>W</u> ar	First letter of each word, but not prepositions or articles gets capitalized.
Brand Names	<u>N</u> ike, <u>A</u> didas	First letter of each word of brand names gets capitalized.
Names of Courses	<u>B</u> iology 101	First letter of each word in names of courses gets capitalized.
Races, nationalities, languages	<u>I</u> rish, <u>A</u> frican <u>A</u> merican, <u>S</u> panish	First letter of each word in races, etc, gets capitalized.

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## Exceptions

Names of relationships when they are a substitute for a person's name. Ex: My favorite aunt is Aunt Lisa.

Don't use all caps! The use of ALL CAPS is unnecessary, and although it is accepted as a standard with e-communication (text messages), don't do it with standard writing.