

Capitalization Rules

Capitalize...

1. the first word of every sentence.
2. the names of the days of the week, months, and holidays, but not the seasons.
3. all proper nouns (names of specific people, places, things): John Smith; Kelowna; Diet Pepsi.
4. the regions of the country, but not compass points or directions, like drive east for two kilometers.
5. people's titles when used with or in place of their names:
Mr. Smith, General Smith, Mayor Smith
Mom, can you drive me please?
6. specific organizations, companies, schools, hospitals, places of worship, buildings: the Eiffel Tower, Chief Tomat Elementary, Langley Memorial General Hospital.
7. the first word in a direct quotation.
8. nouns or adjectives that refer to specific languages, nationalities, races, and religions.
9. the first and all other important words in a title: To Kill a Mockingbird.