CAPITALIZATION RULES-7th Grade

1. Capitalize proper nouns. (China)
2. Capitalize proper adjectives. (Chinese)
3. Capitalize geographical names

(towns, cities, counties, states, countries, islands, bodies of water, forests, parks, streets, highways, mountains, continents, regions)

* In a hyphenated street number, the second part of the number is not capitalized

Example: East Forty-second Street

* Words such as *east, west, north, and south* are not capitalized when they indicate direction

1. Capitalize the names of planets, stars, and other heavenly bodies.

* The word *earth* is not capitalized unless it is used along with the names of other heavenly bodies. Do not capitalize *sun* and *moon*.

1. Capitalize the names of teams, organizations, businesses, institutions, and government bodies.

Examples: Houston Texans, Boy Scouts of America, Eastman Kodak Co., Fort Settlement Middle School, U.S. Department of Transportation

1. Capitalize the names of nationalities, races, and peoples.

Examples: African American, Asian, Hispanic

1. Capitalize the names of religions and their followers, holy days, sacred writings, and specific deities.

Examples: Christianity, Muslims, Easter, Ramadan, Koran, God

* The word *god* is not capitalized when it refers to a god of ancient mythology.

1. Capitalize the brand names of business products.

(Honda Civic, Puma shoes, Miss Me jeans, Nikon camera)

1. Capitalize the names of historical events and periods, special events, and calendar items.

Examples: Revolutionary War, Great Depression, Kansas State Fair, Monday

* The name of a season is not capitalized unless it is part of an event.

the first day of spring the Spring Festival

1. Capitalize the names of buildings and other structures.

Examples: Sears Tower, Brooklyn Bridge

1. Capitalize the names of trains, ships, airplanes, and spacecraft.

Examples: *Orient Express, Mayflower, Spirit of St. Louis, Apollo 13*

1. Capitalize the names of monuments and awards.

Examples: Washington Monument, Congressional Medal of Honor

1. Capitalize titles

* Capitalize the title of a person when the title comes before the name.

Governor Perry

* Capitalize a title used alone or following a person’s name only when you want to emphasize the position of someone holding a high office.

The Secretary of Defense spoke to reporters about the attack.

Did you want to see me, Doctor?

* Capitalize the first and last words and all important words in titles of books, magazines, newspapers, poems, short stories, historical documents, movies, television programs, and works of art and music.

NOTE: unimportant words in titles include articles (a, and, the), coordinating conjunctions (for, and, nor, but, or, yet, so), or prepositions of fewer than five letters (at, for, from, with).

NOTE: the article *the* before a title is not capitalized unless it is the first word of the title.

* Capitalize a word showing a family relationship when the word is used before or in place of a person’s name.

NOTE: Do not capitalize a word showing a family relationship when a possessive comes before the word.

Example: Both Aunt Leah and Mom collect antiques.

Example: Yolanda’s mom and my aunt Chandra teach a yoga class.

1. Do not capitalize the names of school subjects, except languages and course names followed by a number.

Example: I’m taking Spanish, physical education, social studies, and Algebra I.

Example: Last semester I took biology, English, and Geometry II.

1. Capitalize the first word of a sentence that is a direct quotation. It is capitalized even if the quotation begins within a sentence.

Example: “Who’s out there?” I muttered.

Example: My sister’s voice rang out, “It’s just me, silly.”

NOTE: When the speaker interrupts a quoted sentence, the second part of the quotation begins with a small letter, if the sentence continues.

Example: “I’m not sure,” Dave said, “that I’m ready for the test.” (1 sentence)

Example: “Do you want to know a secret?” Fran asked. “My friend Rudolph is a magician!” (2 sentences)

1. Capitalize the first word in every sentence.
2. Capitalize the first word in a line of traditional poetry.
3. Capitalize the pronoun *I*