

CAPITALIZATION

CAPITALIZE—

- 2.1 All proper nouns and adjectives.

Henry Morgenthau, Russian people, France

- 2.2 All titles which precede names, but not those which follow names.

Mayor Ralph Cummings
Ralph Cummings, mayor of Ashton,

- 2.3 Figures of speech used in place of literal names.

Old Glory	Sunshine State
Uncle Sam	Corn Belt

- 2.4 The first word in a sentence; the first word in every line of poetry; and the first word in a direct quotation.

Picnic weather is expected tomorrow.
"Hail to thee, blithe spirit!
Bird thou never wert,"—Shelley
Mrs. Humphrey said, "It is our desire to enlist the interest
of parents."

- 2.5 The first word following *whereas* or *resolved* in resolutions.

WHEREAS, This committee . . .
Resolved, That the United Nations . . .

- 2.6 Schools, churches, halls and other public buildings when used with a distinguishing name.

Lyon Hall
Louise Crawford School
First Baptist Church

- 2.7 The first word following a colon when the word begins a complete passage or sentence, but *not* when it begins a mere listing.

He summarized: Twelve new sections of flooring will be needed. Five . . .

The following classes of workers are eligible: white collar workers, semiskilled laborers . . .

- 2.8 Names of highways, streets, avenues, squares and parks.

Lincoln Way
Third Avenue
Central Park

- 2.9 All nouns referring to God, the Bible, religious books, creeds and seasons. Adjectives derived therefrom are not capitalized.

Lord's Prayer
Ten Commandments

biblical
Easter

- 2.10 Nouns and adjectives referring to political parties and their members.

Republican
Old Guard

Democratic
Progressive

- 2.11 The complete term, United States Army, and all specific units of the army.

Company A
Rainbow Division

- 2.12 All college and university departments, divisions and schools.

Department of Technical Journalism
Division of Agriculture
School of Medicine

- 2.13 All specific departments and bureaus of the federal government.

Bureau of the Budget
Department of Agriculture

- 2.14 Titles of bills and acts, and governmental plans or programs of national and international significance.

Smith-Hughes Act
Flanagan Bill
European Recovery Program

- 2.15 All the principal words in the names of newspapers, magazines and other publications, and the principal words in all titles of articles and books.

Better Homes and Gardens "Persons and Places"
New York World-Telegram "Let the People Know"

- 2.16 Abbreviations for *before Christ* and *anno Domini*, B.C. and A.D. These should be written without space between letters.

- 2.17 A noun preceding an arabic number or a capitalized roman numeral.

Room 12, Memorial Union
No. 2, Vol. II

- 2.18 Sports conferences and major athletic events.

Big Seven Conference World Series

- 2.19 Holidays and special seasonal events.

Fourth of July Freshman Days
Homecoming Thanksgiving Day

- 2.20 East, west, northeast, etc., when definite regions are indicated.

His songs recall the romance of the Old West.
Indians of the Southwest wear colorful native garb.

- 2.21 Capitalize vocative *O*. Capitalize exclamation *oh* only when it begins a sentence.

"Rejoice, O young man, in thy youth."—"Old Testament"
I am sorry, oh, so very sorry.

DO NOT CAPITALIZE—

- 2.22 Words derived from proper nouns which have developed a new meaning of their own.

He had a spartan attitude toward life.
 The text was set in roman type.
 She was an amazon.

- 2.23 Words, such as *former* and *ex-*, when used with a title.

ex-President Hoover
 former Mayor Kelly

- 2.24 Prepositions or articles in foreign proper nouns when preceded by a title or Christian name.

Alda de Gez	Joachim von Ribbentrop
Miss de Gez	Von Ribbentrop

Exception: The Dutch *Van* is generally capitalized.

- 2.25 Adjectives derived from capitalized nouns relating to the Bible or other sacred books, or points of the compass.

sabbatical
 southwestern states

- 2.26 Abbreviations for morning and afternoon (a.m. and p.m.) .