

Capitalization Rules

You should always capitalize:

- ☺ The first word in a sentence
- ☺ Personal titles and names of people
- ☺ Name of clubs, schools, organizations, and companies
- ☺ Days of the week
- ☺ Months of the year
- ☺ Names of holidays
- ☺ Names of historic periods and events and special events
- ☺ Cities, states, and other important places
- ☺ Geographic names, regions, and locations
- ☺ Names of streets, roads, avenues, and buildings
- ☺ An official title when it precedes a name and elsewhere if it is a title of high distinction – King of Spain
- ☺ Initials; also capitalize letter in abbreviations if the letters would be capitalized when the words are spelled out

