**CAPITALIZATION**

**1.** Capitalize the first word in a sentence, including direct quotes and sentences in parentheses unless they are contained within another sentence.

**S**hakespeare asked, “**W**hat’s in a name?” (**T**his is from *Romeo and Juliet.*)

**2.** Always capitalize the pronoun *I* no matter where it appears in a sentence. Because **I** woke up late, **I** had to race to school.

**3.** Capitalize the following proper nouns.

**a.** Names of individuals, titles used in direct address or preceding a name, and titles describing a family relationship used with a name or in place of a name: **P**resident **N**ixon, **G**eorge **B**urns, **S**is, **S**ir **A**nthony **H**opkins, **U**ncle **J**ay

**b.** Names of ethnic groups, national groups, political parties and their members, and languages

**A**frican, **A**mericans, **M**exicans, **R**epublican party, **H**ebrew

**c.** Names of organizations, institutions, firms, monuments, bridges, buildings, and other structures

**N**ational **H**onour **S**ociety **V**ietnam **W**ar **M**emorial **B**rooklyn **B**ridge **P**arliament

**d.** Trade names and names of documents, awards, and laws

**K**leenex tissues **D**eclaration of **I**ndependence **A**cademy **A**ward **B**ill of **R**ights

**e.** Geographical terms and regions or localities such as, **N**orth **C**arolina **A**rctic **O**cean **N**ile **R**iver **W**est **S**treet the **S**outh **C**entral **P**ark

**f.** Names of planets and other heavenly bodies **J**upiter **H**orsehead **N**ebula the **M**ilky **W**ay

**g.** Names of ships, planes, trains, and spacecraft ***C****hallenger* ***S****pirit of* ***S****t.* ***L****ouis* **USS *G****eorge* ***W****ashington*

**h.** Names of most historical events, eras, calendar items, and religious terms

**F**ourth of **J**uly **J**urassic **G**ulf **W**ar **F**riday **Y**om **K**ippur **P**rotestant

**i.** Titles of literary works, works of art, and musical compositions “**T**he **R**oad **L**ess **T**raveled” (poem) ***T****he* ***O****ld* ***M****an and the* ***S****ea* (book)

**V**enus de **M**ilo (statue) ***T****he* ***M****agic* ***F****lute* (opera)

**4.** Capitalize proper adjectives (adjectives formed from proper nouns). **S**ocratic method, **J**ungian theory, **C**hinese food, **G**eorgia clay, **C**olombian coffee.

**PUNCTUATION, ABBREVIATIONS, AND NUMBERS**

**1.** Use a period at the end of a declarative sentence and at the end of a polite command.

Robin Hood was a medieval hero**.** Pass the papers to the front**.**

**2.** Use an exclamation point to show strong feeling or to give a forceful command.

What a surprise that is**!** Watch out**!** That’s just what I need**!**

**3.** Use a question mark to indicate a direct question. Use a period to indicate an indirect question.

DIRECT: Who ruled France in 1821**?**

INDIRECT: Gamal wanted to know how much time was left before lunch.

**4.** Use a colon to introduce a list or to illustrate or restate previous material.

For my team, I choose the following people**:** Zina, Ming, and Sue.

In light of the data, the conclusion was not hard to obtain**:** Earth is not flat.

**5.** Use a colon for precise time measurements, biblical chapter and verse references, and business letter salutations.

10**:**02 A.M. John 3**:**16 Dear Ms. Delgado**:**

**6.** Use a semicolon in the following situations:

**a.** To separate main clauses not joined by a coordinating conjunction

My computer isn’t working**;** perhaps I need to call a technician.

**b.** To separate main clauses joined by a conjunctive adverb or by *for example* or *that is*

Cancer is a serious disease**;** however, heart disease kills more people.

**c.** To separate items in a series when those items contain commas

I have done oral reports on Maya Angelou, a poet**;** Billy Joel, a singer**;** and Mario van Peebles, a director and actor.

**d.** To separate two main clauses joined by a coordinating conjunction when such clauses already contain several commas

According to Bruce, he spent his vacation in Naples, Florida**;** but he said it was a business, not a pleasure, trip.

**7.** Use a comma in the following situations:

**a.** To separate the main clauses of compound sentences

She was a slow eater**,** but she always finished her meal first.

**b.** To separate three or more words, phrases, or clauses in a series

Apples**,** oranges**,** grapefruit**,** and cherries are delicious.

**c.** To separate coordinate modifiers The prom was a happy**,** exciting occasion.

**d.** To set off parenthetical expressions

He will**,** of course**,** stay for dinner. Mary**,** on the other hand**,** is very pleasant.

**e.** To set off nonessential clauses and phrases; to set off introductory adverbial clauses, participial phrases, and long prepositional phrases

Adjective clause: The bride, who is a chemist, looked lovely.

Appositive phrase: The parade**,** the longest I’ve ever seen, featured twelve bands.

Adverbial clause: After we had eaten**,** I realized my wallet was still in the car.

Participial phrase: Laughing heartily, Milan quickly left the room.

Prepositional phrase: At the sound of the final buzzer**,** the ball slid through the hoop.

**f.** To separate parts of an address, a geographical term, or a date

1640 Chartwell Avenue**,** Edina**,** Minnesota September 11**,** 1982

**g.** To set off parts of a reference

Read *Slaughterhouse-Five***,** pages 15–20. Perform a scene from *Hamlet***,** Act II.

**h.** To set off words or phrases of direct address and tag questions

Sherri**,** please pass the butter. How are you**,** my friend? We try hard**,** don’t we?

**i.** After the salutation and close of a friendly letter and after the close of a business letter

Dear Richard**,** Sincerely**,** Yours**,** Dear Mother**,**

**8.** Use dashes to signal a change in thought or to emphasize parenthetical matter.

“Remember to turn off the alarm**—**oh, don’t touch that!”

**9.** Use parentheses to set off supplemental material. Punctuate within the parentheses only if the punctuation is part of the parenthetical expression. I saw Bill Cosby **(**he is my favourite comedian**)** last night.

**10.** Use brackets to enclose information inserted by someone besides the original writer.

The paper continues, “The company knows he **[**Watson**]** is impressed.”

**11.** Ellipsis points, a series of three spaced points, indicate an omission of material.

The film critic said, “The show was great **. . .** a must see!”

**12.** Use quotation marks to enclose a direct quotation. When a quotation is interrupted, use two sets of quotation marks. Use single quotation marks for a quotation within a quotation.

**“**This day,**”** the general said, **“**will live on in infamy.**”**

**“**Yes,**”** the commander replied. **“**The headlines today read, **‘**Allies Retreat.**’”**

**13.** Use quotation marks to indicate titles of short works, unusual expressions, and definitions.

**“**The Gift of the Magi**”** (short story) **“**Ave Maria**”** (song)

Large speakers are called **“**woofers,**”** and small speakers are called **“**tweeters.**”**

**14.** Always place commas and periods *inside* closing quotations marks. Place colons and semicolons *outside* closing quotation marks. Place question marks and exclamation points *inside* closing quotation marks only when those marks are part of the quotation.

**“**Rafi told me**,”** John said, **“**that he could not go**.”**

Let me tell you about **“**Piano Man**”:** it is a narrative song.

He yelled, **“**Who are you**?”**

Did she say **“**Wait for me**”?**

**15.** Italicize (underline) titles of books, lengthy poems, plays, films, television series, paintings and sculptures, long musical compositions, court cases, names of newspapers and magazines, ships, trains, airplanes, and spacecraft.

*The Last Supper* (painting) *Bang the Drum Slowly* (film) *Roe v. Wade* (court case)

*Titanic* (ship) *Time* (magazine) *Boston Globe* (newspaper)

**16.** Italicize (underline) foreign words and expressions that are not used frequently in English and words, letters, and numerals used to represent themselves.

Please discuss the phrase *caveat emptor.*

Today, *Sesame Street* was sponsored by the letters ***t*** and ***m*** and the number ***6.***

**17.** Add an apostrophe and *-s* to all singular indefinite pronouns, singular nouns, plural nouns not ending in *-s,* and compound nouns to make them possessive. Add only an apostrophe to plural nouns ending in *-s* to make them possessive. anyone**’s** guess the dog**’s** leash the women**’s** club student**s’** teacher singer**s’** microphones runner**s’** shoes

**18.** If two or more people possess something jointly, use the possessive form for the last person’sname. If they possess things individually, use the possessive form for both names.

mom and dad**’s** checkbook Carmen**’s** and Sumil**’s** projects

**19.** Use a possessive form to express amounts of money or time that modify a noun. a day**’s** pay fifty dollar**s’** worth a block**’s** walk

**20.** Use an apostrophe in place of omitted letters or numerals. Use an apostrophe and *-s* to form the plural of letters, numerals, and symbols.

*cannot* is *can’t do not* is *don’t* 1978 is **’**78

Mind your **p’s** and **q’s.**

**21.** Use a hyphen after any prefix joined to a proper noun or a proper adjective. Use a hyphen after the prefixes *all-, ex-,* and *self-* joined to a noun or an adjective, the prefix *anti-* joined to a word beginning with *i-,* the prefix *vice-* (except in *vice president*), and the prefix *re-* to avoid confusion between words that are spelled the same but have different meanings.

all**-**inclusive ex**-**wife self**-**reliance anti**-**immigrant vice**-**principal re**-**call *instead of* recall

**22.** Use a hyphen in a compound adjective that precedes a noun. Use a hyphen in compound numbers and in fractions used as adjectives.

a green**-**yellow jersey a red**-**hot poker jet**-**black hair ninety**-**nine one**-**fifth cup of sugar

**23.** Use a hyphen to divide words at the end of a line.

daz**-**zle terri**-**tory Mediter**-**ranean

**24.** Use one period at the end of an abbreviation. If punctuation other than a period ends the sentence, use both the period and the other punctuation.

Bring me the books, papers, pencils, etc**.** Could you be ready at 2:00 P.M.**?**

**25.** Capitalize the abbreviations of proper nouns and some personal titles.

U**.**K**.** C**.**E**.**O**.** R**.** F**.** Kennedy B**.**C**.** A**.**D**.** Ph**.**D**.**

**26.** Abbreviate numerical measurements in scientific writing but not in ordinary prose.

Measure 89 g into the crucible. Jim ran ten yards when he heard that dog barking!

**27.** Spell out cardinal and ordinal numbers that can be written in one or two words and those that appear at the beginning of a sentence.

**Five hundred** people attended. I look forward to my **eighteenth** birthday.

**28.** Use numerals for date; for decimals; for house, apartment, and room numbers; for street and

avenue numbers greater than ten; for sums of money involving both dollars and cents; and to

emphasize the exact time of day and with A.M. and P.M.

Aptil **1, 1996** Room **251 $2.51 2:51** P.M**.**

**29.** Express all related numbers in a sentence as numerals if anyone should be a numeral.

The subscriptions gradually rose from **10** to **116**.

**30.** Spell out numbers that express decades, amounts of money that can be written in one or two words, streets and avenues less than ten, and the approximate time of day.

the **seventies fifty** cents **Fifth** Avenue half past **five**