Capitalization & Spelling

Capitalize Those Words Correctly

- To mark the **start of a sentence**: Why should I let you cook?
- For some **single letters** (pronoun I, interjection O, and names or shapes): When I say no, O brother, I mean no. / vitamin B
- To show **family relationships** when using a **substitute for people’s names**, but **not** if preceded by a possessive pronoun: I think Dad will call his brother tomorrow. / I told my dad that I need the car.
- When using **family terms** with a **proper noun**: Aunt Betty
- For **job titles** with **personal names**, but **not** if a specific name is given: Councilor Hill left the hall. / The councilor left the hall.
- For **days of the week** and **months of the year**, but **not** for seasons: On the first Saturday of each August, we hold our annual neighborhood summer party.

Some words are capitalized in **some** situations, but **not others**: Father Liam, a Catholic priest, has very catholic tastes. / Are the French people fond of french fries?
- For **academic degrees** following the name: Ron Jemi, LL.D
- For **academic** and **religious titles**: Rev. Markle/ Dr. Mangus
- For all forms of **rank** preceding the name: Admiral Haas / Cardinal Newman / Sergeant Pepper
- For **government titles** when referring to a **specific post or person**: Governor Abbes / the President
- For **proper nouns** (specific person, place, concept, thing, quality): people, Tom / places, Boston / nationalities, Americans / religions, Hindu / god, God / ethnic groups, Inuit / law class, Law 101
- For **racial groups** (specific race): Caucasian / Mongolian
- For **east, west, south, and north-only** when **part of name** of actual street, city or country, or it refers to **specific region** of the world that includes a group of countries: Let’s move to East 7th Street in East St. Louis. / My job is in the west end.
- For **trademarks** and **brand names**: IBM / Beefeater
- For **titles of creative works**, capitalize the first, last, and other important words: The Color of Money/ The Kids in the Hall
- For **salutation of a letter**, capitalize the first word and name of person or noun used in place of the name: Dear, Dear Bob, My deranged Friend
- For **abbreviations** if words they stand for would be capitalized: U of T/ M.Ed. / F.O.B.
- For **epithets** added to proper names or places: the Windy City/ the Great One/ the Big Apple/ Miami Dolphins
- For **prefixes in names** unless preceded by given name or title (note that there are exceptions): D’Angelo vs. Robert d’Angelo/ Von Erich vs. Kelly von Erich
- **Capitalizing first word following a colon** when it introduces an **independent passage** or **sentence**: An unreasonable claim letter does one of two things: It antagonizes the recipient, or it shows that the grounds of the complaint are unwarranted.