

CAPITALIZATION AND TITLES

WHAT IS CAPITALIZED?

PROPER NOUNS

Proper nouns are capitalized.

WHAT IS CAPITALIZED?

Proper names of individuals

Proper names of places/locations

Proper names of things/idea

Days of the week, months, and year

Historical Events, Documents, Periods, Movements, Conflicts (e.g. Wars)

Government Official Titles (e.g. President)

Government Agencies, Offices, or Departments

Names of Organizations or Affiliations

Races, Nationalities, and their Languages

Religious Deities and Religious Groups

Names of Holidays

TITLES

Titles of works (published and unpublished) have a few specific treatments which need to be considered. Unless, the following appear at the beginning of the title, capitalize everything except for:

-Prepositions (e.g., of, to, by, for),

-Articles (e.g., a, an, the), and

-Conjunctions (e.g., and, but, or, etc.).

If a Preposition, Article, or Conjunction appears on the front or end of the title, then the word is capitalized.

Example:

The Invincible Iron Man

The War of Roses

Romeo and Juliet

The Aims of Argument

The Good, the Bad, and the Ugly

Two and a Half Men

The Bedford Bibliography for Teachers of Writing

By Dawn's Early Light

An Affair to Remember

(SHORT) TITLES = QUOTATION MARKS

Example: "Twist & Shout"

Use quotation marks for the following titles/names of works:

Essays

Articles (any length)
Short Stories
Short Poems
Short Songs or Short Musical Compositions
Pages or Individual Documents on a Web Site
Episodes/Segments of Television or Radio Programs
Subdivisions of Books (e.g. Parts/Chapters/Sections)

LONG/VISUAL TITLES = ITALICIZING

Example: *War and Peace*

Italicize the following titles/names of works:

Books

Plays

Long Poems

Computer Software

Periodicals (e.g., Journals, Magazines, Newspapers, etc. online or printed)

Television and Radio Programs

Websites

Pamphlets

Movies and Film Titles

Works of Visual Art

Long Musical Compositions