**Capitalization Rules** **I can demonstrate command of the conventions of standard English capitalization . . . (L2).**

Keep this list handy all year and refer to it when writing, revising, editing, and reviewing my comments. I expect you to use ALL these rules at a proficient level before leaving middle school.

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| **#** | **Capitalization Rule** | **Example** |
| 1 | **Calendar items:** capitalize the names of holidays, historical events, historical periods, special events, and other calendar items. *Seasons are not capitalized* unless they’re part of a specific title (Canfield’s Fall Carnival). | Easter, Christmas, World War II, Holocaust, Civil War, President’s Day, Super Bowl. |
| 2 | **Literary titles:** capitalize first word, last word, and all the important words in between (nouns, pronouns, verbs, adverbs, adjectives, subordinating conjunctions). *Note: Do not capitalize prepositions unless they are 3 or more letters*. | The Tale of Two CitiesStreams to the River, River to the SeaThe Diary of Anne Frank |
| 3 | **People’s titles:** *Capitalize titles when they are followed by a name, part of a specific title, or instead of the person’s name when you’re directly addressing him/her.* | Followed by a name - - - Mayor Widmyer*The mayor, Joseph Widmyer, will speak tomorrow.*Specific - - - The President of the United States*The president will address Congress.*Direct address - - -Yes, Judge, I concur.*I told the judge that I agreed.* |
| 4 | **Family relationships and nicknames:** capitalize relatives’ family names when they come before a name, or when they are used alone in place of a person’s name. \*DON’T capitalize family titles when they are a common noun. “Generally, there will be a possessive pronoun (*my, her, his, our*) or an article (*the, a, an*) in front of the common noun” (*Grammarly Handbook*).Capitalize nicknames always. | Followed by a name - - - We visited Uncle Bob and Aunt Mary over the summer.*We visited my* ***aunt*** *and* ***uncle*** *over the summer.**\*We visited my* ***aunt*** *Ronna in Cleveland, too.*Replace name - - - You look good, Grandpa.Nicknames - - - This is my brother, John, but we call him Bubba. |
| 5 | **Geographical regions:** capitalize specific geographical regions, but *don’t capitalize compass points.* | We had relatives visit us from the West.*Go west three blocks and then go left.*We live in the Southeast.*We live in the southeast section of town.*We left Florida and drove north.Most of the East Coast is freezing during the winter.*The east coast of Africa is rainy this time of year.* |
| 6 | **Mountains, hills, volcanoes, and bodies of water:** capitalize the name of mountains, hills, volcanoes, and bodies of water when referred to specifically. | We hiked to the top of Mount St. Helens.*I walked through caves of a volcano this summer*.Boating on Coeur d’Alene Lake is the best!*The view from the lake is breathtaking.*Windsurfing is popular on the Columbia River.*Let’s go fishing on the river next weekend.* |
| 7 | **Buildings, monuments, structures:** capitalize specific names of buildings, monuments, and structures when referred to specifically. *Capitalize them just like you do literary titles: first word, last word, and any important words in the middle.* | We saw The Statue of Liberty on our road trip this summer.I can’t wait to visit the Washington Monument when we go to Washington D.C. in 8th grade.While visiting Seattle, you must go to the top of the Space Needle. |
| 8 | **Streets, avenues, boulevards, etc.**: when a name comes before street, road, avenue, boulevard, way, etc., it must be capitalized. | Dalton AvenueNorthwest BoulevardHighway 95Jordan CourtGovernment Way*Walk down the road, take a right at the light, and then left onto the freeway.* |
| 9 | **Schools:** capitalize the type of school (high school, middle school, elementary) when the name of the school precedes it. | Canfield Middle School, University of Idaho, Coeur d’Alene High School, North Idaho College, Gonzaga Prep, Dalton Elementary*I’ll be in high school next year.**I plan to go to a university after I graduate.**I was nervous to start my first day in middle school.* |
| 10 | **Course names/subjects/classes:** capitalize the names of specific course titles that have a number after them, are **\*proper adjectives**, or are a language. *Don’t capitalize general academic subjects.* | has a # - - - Geology 101, History 275has a proper adjective - - - American HistoryIs a language - - - French, English, German**\*proper adjective** - - - Mexican food, Italian cuisine, Japanese army*geometry, science, history, language arts, music* |
| 11 | **Quotations and dialogue:** always capitalize a complete quotation, even mid-sentence. *Don’t capitalize quoted material that continues a sentence.* | Mr. Lilyquist said, “Work hard, and be nice.”*Mrs. Nelson said that our class “shows grit” and we are “resilient.”* |
| 12 | **Art movements:** these are considered proper nouns and need to be capitalized. | Surrealism, Romanticism, Renaissance, Abstract Expressionism |
| 13 | **Salutations/closing of letters:** capitalize the important words in the salutation (opening) and the first word in the complimentary closing of letters. | Dear Mr. White,To Whom It May Concern:Dear Sir or Madam,Sincerely,Sincerely yours,With gratitude, |
| 14 | **The pronoun** **I**: always capitalize the pronoun I. | I love reading mystery novels.My parents and I went to the movies..Mrs. Nelson, I will never forget to capitalize the pronoun I. |
| 15 | **First word in a sentence:** the beginning of the sentence always begins with a capital letter. | Don’t forget to capitalize the beginning of the sentence.Mrs. Nelson will go wild if you forget to capitalize the pronoun I. |
| 16 | **Literary titles:** books, films, plays, songs, poems, essays, chapters, etc. Capitalize all the important words and the following:* the title’s first and last word
* all adjectives, adverbs, and nouns
* all pronouns (including *it*)
* all verbs (actionable, helping, and linking)
* no, not, and the interjection O

*Don’t capitalize an article (a, an, the), a coordinating conjunction (FANBOYS), or the word to (with or without the infinitive) UNLESS it is the first or last word of the title.* | The 7 Habits of Highly Effective Teens“I Can’t Help Falling *in* Love with You”“I Know Why *the* Caged Bird Sings”“The Age *of the* Essay”“How Long Must I Wait, O Lord?”The Prince *and the* PauperTo Kill a MockingbirdHomage to Catalonia |
| 17 | **Colons:** When listing items one by one, one per line, following a colon, capitalization and ending punctuation rules vary. ALWAYS BE CONSISTENT.1. **Complete sentences in a list:** capitalize the first word after the bullet point, number, or letter.
2. **Single words or simple phrases in a list:** don’t capitalize the first word after the bullet point, number, or letter.

*Don’t capitalize the first item in a list after a colon in the middle of sentence.* | 1. **The following items are requested:**
* Always be prepared for class.
* Make sure to bring your materials.
* Give yourself time to revise, edit, and think about your work.

 2.  **Pack the following**:* sleeping bag
* pillow
* toothbrush
* water bottle

For class, *bring the following: writer’s notebook, pencil, and novel.**You know what to do: practice* |
| 17a | **Colons and quotations:** capitalize the first word of a complete or full-sentence quotation that follows a colon. | The principal made an announcement: “No more Jamba Juices outside.” |
| 17b | **Colons and multiple sentences that follow:** If the information following the colon requires two or more sentences, capitalize the first item. | Mrs. Nelson has three expectations for us: Be kind. Think big. Work Hard. |