

SHURLEY ENGLISH: Capitalization Rules

1. CAPITALIZE the first word of a sentence. *He likes to take a nap.*
2. CAPITALIZE the pronoun (I). *May I go with you?*
3. CAPITALIZE the names and initials of people.
Sam, Joe, Jones, Slim, Junior, C. J. Smith, John L. Jones, etc.
4. CAPITALIZE family names when used in place of or with the person's name.
Grandmother, Auntie, Uncle Joe, Mom, etc.
(Note: Do not capitalize family names when a possessive noun or pronoun is used with it: *My mom, Kim's mom*)
5. CAPITALIZE titles used with or in place of people's names.
Mr., Ms., Dr., Captain, President, Sir, etc.
6. CAPITALIZE the days of the week and months of the year.
Monday, Wednesday, July, February, etc.
7. CAPITALIZE the names of holidays. *Christmas, Thanksgiving, New Year's Day, etc.*
8. CAPITALIZE the names and abbreviations of cities, towns, states, and countries.
Dallas, Texas; Africa, America, USA, CA, TX, etc.
9. CAPITALIZE the names of streets, roads, and highways.
Main Street, Jones Road, Highway 89, etc.
10. CAPITALIZE the names of pets. *Spot, Tweety Bird, Muffin, etc.*
11. CAPITALIZE the names of companies, buildings, and stores.
The Big Tire Co., Empire State Building, Tom's Grocery Store, etc.