

# CAPITALIZATION, TITLES, and QUOTATIONS

**Capitalize proper nouns.** A proper noun gives the proper name of a certain person, place, or thing.

	<u>proper noun</u>	<u>common noun</u>
person	<i>Mark Twain</i>	<i>man</i>
family member	<i>my Aunt Tina, Mother, Grandma</i>	<i>my aunt, my mother, my grandmother</i>
organization	<i>Florida Marlins</i>	<i>baseball team</i>
name titles	<i>Judge Marcos</i>	<i>judge</i>
place	<i>the United States</i> <i>Main Street</i>	<i>country, state</i> <i>the main street</i>
thing/place	<i>the White House</i> <i>Pacific Ocean</i> <i>Empire State Building</i>	<i>a white house</i> <i>the ocean</i> <i>building</i>
event	<i>the Civil War</i>	<i>a war</i>

**Capitalize academic subjects only if they are included in the title of the course.** [always capitalize a language even if it's not the name of a specific course]

*Psychology 1101*                      *a psychology course*                      *an English course*

**Capitalize proper adjectives** (an adjective that is made from a proper noun)

*the French language*                      *British tourists*  
*Greek salad*                                      *Spanish rice*

**Do NOT capitalize the seasons** - spring, summer, fall, winter.

**Capitalize the words *north, south, east, and west* only when they refer to geographical areas, but not when they refer to directions.**

*If you keep driving north on U.S. 1, you will eventually reach the Northeast.*

**Capitalize all words in a title except the articles (*a, an, the*) and prepositions and conjunctions fewer than five letters. (Always capitalize the first and last words of a title.)**

*The Sound and the Fury*                      *Gone with the Wind*

**Underline the titles of full-length works** - works that are more than a page or two in script [books, magazines, newspapers, plays, movies, DVDs, TV shows, albums, CDs, musicals, published speeches, long poems]

*Seinfeld*, *War and Peace*, *Romeo and Juliet*, *Lincoln's Gettysburg Address*

**Put quotation marks around titles of shorter works** (only a page or two) **or works that are part of longer works** [chapters, articles, short stories, essays, short poems, songs, TV episodes, acts in a play]

*the Spice Girls' song "Wannabe", "The Mexican Connection" from 60 Minutes*

[watch out - organizations are not titles and should NOT be underlined: *The Miami Opera Company performed Aida.*]

**Capitalize the first word of a quotation.** In a divided quotation, capitalize the first word after the interrupter ONLY if it is a new sentence. (Notice the commas and periods go *inside* the quotation marks.)

*"When you enter the lab," said the teacher, "make sure you take a handout." (the divided quote is all one sentence, so do not capitalize the second half, and there is a comma after teacher.)*

*"When you enter the lab, take a handout," said the teacher. "These will help you pass the test." (The second half of the quote is a new sentence, so it is capitalized, and there is a period after teacher.)*

*Insert capital letters, quotation marks, and underlines where necessary.*

1. I'm passing english 1101, but i'm failing my history class.
2. I have read the play annie three times.
3. In the spring, I usually spend my saturdays working in the garden.
4. Jim and mary enjoy thanksgiving, christmas, and the fourth of july more than any other of the holidays.
5. I loved the surprise ending of O. Henry's short story the gift of the magi.
6. Ann saw the movie casablanca and said that it was better than reading cosmopolitan, her favorite magazine.
7. The beatles' song imagine was one of their most popular.
8. I don't think that this judge is corrupt, but i know that senator west takes bribes.
9. Have you seen uncle frank today? He is supposed to be visiting my other uncle.
10. Last week on the news, senator jones said that the american public is too excited about the drug viagra.
11. Victor, asked his sister, have you seen mother lately?
12. No, victor replied, but i talked to dad on the phone a week ago.
13. Yellowstone national park is the largest national park in the united states.
14. Sue's favorite lunch consists of ritz crackers, kraft cheese, and mountain dew.
15. Mario decided to add some greek olives to the salad.
16. In the superman comics, clark kent worked as a reporter for the newspaper the daily planet.
17. Wait until you take an economics course with professor Miranda, said frank. it is an experience!
18. When darlene went to sears, she bought wamsutta sheets for her new waterbed.
19. They spent their spring vacation on a french beach.
20. Anna, who is from the south, enjoyed her trip to the new england shore for the summer.
21. In the play romeo and juliet, romeo said to juliet, a rose by any other name would smell as sweet.
22. Maria saw the movie spiderman last april.
23. Although the swimming at lake george is excellent, i want to spend my summer by the ocean.
24. He won the pulitzer prize when he was a reporter for the des moines register.
25. Shania twain's song from this moment has become very popular for weddings.