Capitalization

1. Capitalize the first word and all other words in a title, except the articles, prepositions, and coordinating conjunctions.
   Examples: The Mayor of Casterbridge
              Rhetoric in a Modern Mode

2. Capitalize all proper nouns and adjectives derived from proper nouns.
   Examples: Dickens  Plato  Utopia
              Dickensian  Platonic  Utopian

3. Capitalize references to God, names of religious books, and references to religious sects.
   Examples: Allah, a Hindu, a Moslem, Siva, the Koran, the Brahmin, Heaven, Elysium, Jesus, the Bible

4. Capitalize titles of relatives when used with a person’s name or when the person is addressed directly, but NOT when used with a possessive pronoun.
   Examples: My Uncle Rob has bought a new car.
              I am going, Mother, not to the school but to the mall.
              Sarah is my sister.

5. Capitalize the title of any official when it precedes his/her name; capitalize the title when it is used as substitute for the name of a particular person.
   Examples: President  Alexander Stanton
              The Queen of England

6. Capitalize the days of the week, months of the year, but NOT the seasons.
   Examples: I came home on Monday.
              I was born in February.
              I like spring better than autumn.

7. Capitalize names of buildings, streets, rivers, mountains, cities, states, lakes, continents, and specific geographic regions; do NOT capitalize directions.
   Examples: Gregory Street, the Indus, Bombay, the White House, Alps, Texas, the South (a region of the country – not a direction)
              To the south of India is Ceylon (south refers to a direction)

8. Capitalize the names of governmental and private organizations.
   Examples: the Lions Club, the Rotary Club, the Congress, the Air Force

9. Capitalize all historical documents, events, periods, but NOT the names of centuries.
   Examples: the Magna Carta, the Elizabethan Age, the Battle of Waterloo, the Moghul Rule, the fifteenth century

10. Except earth (when it refers to soil), world, sun, moon, galaxy, and universe, capitalize the names of all other specific heavenly bodies.
    Examples: Venus, Mars, Neptune, Orion
11. Capitalize the brand name but NOT the product.
   Examples: Lux soap, Atlas tires

12. Capitalize the names of specific school courses, but NOT general subject areas. Capitalize all course names that are derived from proper nouns (England/English) and all courses that are accompanied by a number (Math 101).
   Examples: history, chemistry, American Literature 301, Spanish