

Capitalization Rules

Rule	Example
The first word of a sentence	<u>W</u> hen lunchtime came, I had no money for ice cream.
Names of the days of the week, months of the year	I like <u>F</u> riday's, but <u>S</u> unday is my favorite day of the week.
All names of holidays (excluding any prepositions)	Why is the <u>S</u> ummer season your favorite season of the year?
The pronoun <i>I</i>	<u>I</u> watched Jimmy eat my peanut butter sandwich.
Names, including initials, of individuals	So all I had was half of <u>R</u> osemary's candy bar and one of <u>B</u> illy's cookies.
The first word in the complimentary closing of a letter	<u>S</u> incerely, Ms. Haines, Chairperson
Titles which precede names	<u>C</u> hairperson Smith Ms. Smith, the chairperson of the company, will address us at noon.
The first word and all nouns in a salutation	<u>D</u> ear <u>M</u> s. <u>M</u> ohamed: <u>M</u> y dear <u>M</u> r. <u>S</u> anchez: <u>V</u> ery truly yours,
The first word and all the words in titles of books, articles, works of art, etc. excluding short prepositions, conjunctions, and articles	<u>T</u> he <u>D</u> ay of the <u>J</u> ackal <u>W</u> hat <u>C</u> olor <u>I</u> s <u>Y</u> our <u>P</u> arachute? <u>A</u> <u>T</u> ale of <u>T</u> wo <u>C</u> ities Exception: Do not capitalize little words within titles such as <i>a, an, the, but, as, if, and, or, nor,</i> or prepositions, regardless of their length.