Capitalization Rules

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1- Capitalize the first word of a quoted sentence.
   **Example:** She screamed, “Look out.”

2- Capitalize a proper noun.
   **Example:** Charles Bridge

3- Capitalize a person’s title when it precedes the name.
   **Example 1:** Dr. Adam is the dean. **BUT** Dean Adam is my nephew.
   **Example 2:** The president will address the nation. **BUT** President Obama and President Clinton met yesterday.

4- Capitalize the person’s title when it follows the name on the address or signature line.
   **Example:** Best Regards, Dr. Adam, Dean

5- Capitalize any title when used as a direct address.
   **Example:** Will you take my temperature, Doctor?

6- Capitalize points of the compass only when they refer to specific regions.
   **Example:** Go south. **BUT** They are visiting from the South.

7- Capitalize the first and last words of titles of publications regardless of their parts of speech.
   Capitalize other words unless they are articles, prepositions, or coordination conjunctions.
   **Example:** A Tale of Two Cities.

8- Capitalize **federal** or **state** when they represent an official name.
   **Example:** Your business has to comply with federal laws.
   **BUT** The Federal Bureau of Investigation has been criticized a lot lately.

9- Capitalize words derived from proper nouns.
   **Example:** I must take English and math.

10- Capitalize the names of specific course titles.
    **Example:** I must take History and Algebra 2.