Capitalization

1. Capitalize proper nouns.
   Proper nouns are the names of specific people, places, and things. All other nouns are
   common nouns; do not capitalize common nouns.

<table>
<thead>
<tr>
<th>Proper Nouns</th>
<th>Common Nouns</th>
</tr>
</thead>
<tbody>
<tr>
<td>And God said, “Let there be light.”</td>
<td>Many ancient peoples worshipped fertility gods.</td>
</tr>
<tr>
<td>During World War II, many stores displayed posters of Uncle Sam.</td>
<td>My uncle owns an expensive fishing boat.</td>
</tr>
<tr>
<td>Bill took Highway 18 from Des Moines to Waterloo.</td>
<td>We drove on a highway to Kansas.</td>
</tr>
</tbody>
</table>

2. Capitalize titles of persons when used as part of a proper name.
   Ex. District Attorney Johnson, Professor Johnson

3. Capitalize first, last, and all major words in titles and subtitles.
   Capitalize major words – nouns, verbs, adjectives, and adverbs; also capitalize the second
   part of a hyphenated word which needs capitalization.

   Ex. Tom Jones: A Criticism Report
       The F-Plan Diet
       “I Want to Teach the World to Sing”

4. Capitalize the first word of every sentence.
   This is a very basic, yet important, rule.

5. Capitalize the first word of a quoted sentence but not of a quoted phrase.
   Ex. “Get busy reading,” Dr. Scholtz said sharply, “this novel must be finished today.”
   Dr. Ohle wrote that Wartburg is “the ultimate of all institutions.”
   Joe wrote in a poem, “I am horrible at writing poetry.”

6. Do NOT capitalize the first word after a colon.
   Ex. These words are the colors of the American flag: red, white, and blue.

   This we are forced to conclude: the federal government is needed to protect the
   rights of minorities.

7. Capitalize all letters of abbreviations.
   Ex. FAC, PEC, IBM, FBI, KWAR, WRSL