

Johnson County Community College

CAPITALIZATION

1.

6. Capitalize geographical names, streets, buildings, parks and companies; regional names and nicknames; compass directions because they are proper nouns.

Missouri River
Lake Quivira
Rocky Mountains

Iowa is sometimes called the “Hawkeye State.”
JCCC is on College Boulevard.
I love picnics at Antioch Park.
The Western Electric Company has a branch office near I-35.
The South shall rise again.
but
To get to Riverside you must go north of the river.

Do not capitalize geographical words when they do not refer to a specific place.

hills, countries, mountains

7. Capitalize the proper names of all organizations, religions, races, and nationalities.

Data Processing Club
Fundamentalist

Jew
American

8. Capitalize all nouns referring to God, sacred writings, and religious observances.

God
Holy Bible

Koran
Ten Commandments

9. Capitalize national and religious holidays.

Christmas

Valentine’s Day

10. Capitalize events, eras, prizes, and documents—wars, battles, historic events, treaties, documents, prizes, and important periods.

World War I
Civil War
Korean Conflict

Prohibition Era
Nobel Peace Prize

11. Capitalize civil and military titles when they precede a name. Capitalize academic degrees and their abbreviations.

Lieutenant Jones **but** lieutenants
Dr. Jones or J. Jones, Ph.D.

12. Capitalize the first word of all important words in titles of books, plays, stories, articles, poems, musical works, journals, magazines, newspapers, television shows, and movies.

The Thornbirds
Readers Digest

The Secret Life of Walter Mitty
Kansas City Star

13. Capitalize family relationship names only when they are being used as proper names.

I told you, Mom, I don't want to go.
John went with his father and mine.
Mothers, fathers, grandparents, uncles, and aunts must attend the reunion.