

Shurley English Capitalization Rules Reference Sheet

Section 1: Capitalize the FIRST word.

1. The first word of a sentence	2. The first word of the greeting or closing of a letter	3. The first, last, and important words in titles	4. The first word of a direct quotation	5. The first word of the topics, subtopics of an outline
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Section 2: Capitalize NAMES, INITIALS, and TITLES of people

6. The pronoun I	7. The names and nicknames of people	8. Family names when used in place of or with another person's name	9. Titles used with, or in place of, people's names	10. People's initials
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Section 3: Capitalize DESIGNATIONS OF TIME

11. The days of the week and months of the year	12. The names of holidays	13. The names of historical events, periods, laws, documents, conflicts, and awards
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Section 4: Capitalize names of PLACES

14. The names and abbreviations of towns, cities, countries, states, etc.	15. The names of roads and streets	16. The names of bodies of water, mountain ranges, parks, planets, etc.	17. The names of schools and school courses	18. North, South, East, and West when they refer to regions
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Section 5: Capitalize NAMES OF NOUNS AND PROPER ADJECTIVES

19. The names of pets	20. The names of products	21. The names, abbreviations, or acronyms of companies, buildings, stores, ships, airplanes, etc.	22. Proper adjectives	23. The names of clubs, organizations, groups, or teams
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